



WANT TO JOIN OUR SAC?

NOMINATIONS OPEN:

CLOSE:

Monday, Aug. 26th, 2013 at 9 am

Friday, Sept. 27th, 2013 at 4 pm

Pick up your nomination form in the FSU office (SC 2001) or
download from www.fsu.ca/elections

ANY QUESTIONS?

Ask Adam Gourlay
fsupres@fanshawec.ca



[/fanshawesu](https://www.facebook.com/fanshawesu)



[/fanshawesu](https://twitter.com/fanshawesu)

Fanshawe College Student Union
S.A.C. Nomination Form

Name: _____

Program: _____

Address: _____

Student #: _____

Email: _____

Phone #: _____

DIVISION REPRESENTATIVES

Please select the division you will represent

School of Design

School of Human Services

School of Contemporary Media

School of Language & Liberal Studies

School of Business

School of Health Sciences & Nursing

School of Information Technology

School of Tourism & Hospitality

School of Building Technology & School of Applied
Science & Technology

School of Transportation Technology

We, the undersigned, do hereby accept and nominate the said person as a candidate for the above position in the upcoming election. **(Student numbers must be included.)**

1. _____

16. _____

2. _____

17. _____

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29. _____

15. _____

30. _____

I hereby accept this nomination and agree to conduct a fair campaign and abide by the Student Code of Conduct, Respectful College Community, and Election Policies as outlined by the FSU.*

Signature of Candidate

*These policies can be found at:

<http://www.fanshawec.ca/about-us/corporate-information/college-policies/student-code-conduct>

<http://www.fanshawec.ca/about-us/corporate-information/college-policies/policies-procedures-z#1b46>

STUDENT RECORDS NOMINATIONS

I, THE UNDERSIGNED, DO AUTHORIZE THE STUDENT UNION CHIEF RETURNING OFFICER OR DESIGNATED REPRESENTATIVE TO GAIN ACCESS TO MY STUDENT RECORDS FOR PURPOSES RELATING TO THE STUDENT UNION NOMINATIONS AND ELECTIONS.

PRINT NAME

SIGNATURE

STUDENT NUMBER

DATE

CHIEF RETURNING OFFICER AND/OR
DESIGNATED REPRESENTATIVE

SAC Elections 2013

Photo Release Form

I, _____ give Fanshawe Student Union permission to use this
(please print name)
picture of me for the purposes of the Fanshawe Student Union SAC Elections 2013. It will be
used for the newspaper, the website, the online voting webpage and any other FSU election
materials.

Signature of Candidate

SAC Election Schedule - 2013

- Nominations Open:* Monday, August 26th, 2013 @ 9:00 a.m.
- Nominations Close:* Friday, September 20th, 2013 @ 4:00 p.m.
- All Candidates Meeting:* Friday, September 20th, 2013 @ 4:00 p.m. in SC2016
- Campaigning Begins:* Tuesday, September 24th, 2013 @ 9:00 a.m.
- Campaigning Ends:* Wednesday, October 2nd, 2013 @ 4:00 p.m.
- Voting:* Tuesday, October 1st, 2013 from 9:00 a.m. until Wednesday, October 2nd, 2013 @ 4:00 p.m.
- Poster Removal:* Wednesday, October 2nd, 2013 @ 4:00 p.m.
- Receipts Due:* Wednesday, October 9th, 2013 @ 4:00 p.m.
- Fines Paid by:* Wednesday, October 9th, 2013

Bio/Election Comments/Picture

- Will appear in the September 30th, 2013 issue of Interrobang.
- Deadline September 24th, 2013 at noon
- Will also be posted on the Web/online voting page and the FSU website
- Email to Erika Faust at efaust@fanshawec.ca
- Pictures can be taken between 9:00 a.m. and 1:00 p.m. before September 24th, 2013 in SC 1012 – contact Erika Faust at efaust@fanshawec.ca

Fanshawe Student Union SAC/Executive Elections 2013

This document outlines the guidelines to be followed during the FSU SAC/Executive Elections 2013/2014

To be eligible to run:

- 2.6.2 each candidate shall be a full-time student of Fanshawe College of Applied Arts and Technology according to by-law 1.4.1, and registered in the area he/she shall represent if elected;
- 2.6.3 all candidates must be entering a year which will not involve a co-op or placement during an academic semester that will not consume more than 2 days per week or 4 weeks per semester;
- 2.6.4 all candidates must agree to allow the CRO to view their academic standing from their last semester in order to ensure eligibility of the candidate; and agree to allow the CRO to view their Fanshawe College Student Code of Conduct history as filed with the College. The CRO may exclude a candidate based on their offence history. The CRO will consider the severity of the offence; impact on the safety and security of the campus community and determine if the offence materially affects the candidate's ability to fulfill the responsibilities of the position;

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- All candidates must submit a nomination form, complete with the required number of signatures, on or before **Friday, September 20th, 2013 at 4:00 p.m.**
 - All candidates are **required** to attend a meeting on **Friday, September 20th, 2013 at 4:00 p.m. in the Boardroom (SC 2016).**

Campaigning Information

- Campaigning for the election begins on **Tuesday, September 24th at 9:00 a.m.** and ends on **Wednesday, October 2nd at 4:00 p.m.** **Any and all campaign posters may be displayed throughout the College on BRICK WALLS ONLY.** Materials displayed on any other surfaces are not acceptable and will be removed. Only **masking tape** should be used to display posters.
- All posters and tape must be removed from the College walls by **Wednesday, October 2nd at 4:00 p.m.** *(All candidates are required to meet in Forwell Hall at this time to help take down all campaign posters – if you are unavailable to help you must send someone in your place; you will be charged back the expenses if you or a designate do not show up to help.)*
- All campaigning rules apply to social media outlets (ie: Facebook, Twitter, Websites etc.)

Posters

- If you would like a poster made by the Publications department (SC 1012) you must ask at least 3 days in advance. The Publications department charges \$15.00/hour (most posters can be designed within one hour) for laying up artwork. The Publications designs posters; it is up to the candidate to have them printed in mass.
- Posters can not be larger than 11 x 17 and they must be placed at least 12 inches from any other poster. Posters must be in good taste and not be obscene or offensive. **(Please refer to the Respect Policy)**
- Candidates must not use any sign, slogan, logo or emblem, which could be confused with those of another person or party inside the College. Candidates who in any way deface or remove other candidates' posters or flyers will be subject to the sanctions listed below.
- There is a limit of 100 posters for SAC candidates. Posters and flyers must be printed at Reprographics.

Publications

- Each candidate will be allowed to write a brief biography/election comment to be used on the website www.fsu.ca, the online voting page and the Interrobang newspaper. You may also have your picture with this Bio. You must submit your Bio to the Interrobang office (SC 1012) by no later than **Tuesday, September 24, 2013 by 12:00 p.m.** You must have your picture taken when you submit your Bio. All information must be typed and double-spaced. All information will be printed exactly as it is received. All candidates are required to limit their comments to 250 words. Comments are preferred by email (efaust@fanshawec.ca) with your name and position sought.
- Candidates may also place ads in the Interrobang. Please see the advertisement rate information sheet in your candidate's package. You must speak to Sara Roach in SC 1012 for your advertisement. (sroach@fanshawec.ca)

Limits

Campaigning in the Residences is limited to the following:

- Each candidate will be allowed to give the front desk staff at Residence **24 posters**. The staff will post each one beside the elevators in Residence as well as at Kestrel Court.
- Each candidate may have the opportunity to book space in the Residence conference room or the lounge to talk to Residence students. This must be booked in advance with Erika Robertson in R Residence (519-452-4430 ext. 5000).

- NO candidates will be allowed to leave phone messages, campaign door-to-door, or put flyers in the mailboxes of either Residence.
- SAC Candidates must not spend more than \$100.00 on advertising for their campaign. DO NOT EXCEED THIS LIMIT!!
- The CRO reserves the right to include fair market value (FMV) of any materials or advertisements that endorse or support a candidate. Where a candidate purchases goods or services at a discounted price or receives them as a donation – the FMV of the purchase will be included in determining a candidate's expenses.
- There is **NO** campaigning off campus, in The Out Back Shack, at varsity/intramural games or FSU sponsored events (i.e. pubs in Forwell Hall, movie nights, etc.). Candidates or representatives must not solicit votes **within sight** of the polling stations while voting is taking place. Candidates or arm's length parties may not influence a voter while he/she is in the process of voting.
- Candidates are responsible for activities of non-arms length parties (i.e. friends).
- Any employees or representatives of the FSU (The Out Back Shack, Biz Booth, Executive Council, Oasis, etc.) must not wear any paraphernalia supporting candidates while they are working or representing the FSU.

Reimbursement

- The Student Union will fully reimburse all expenses for all candidates who receive a minimum of 10% of the total votes. Candidates who receive less than 10% of the total vote will be reimbursed based on a sliding scale. Original receipts are required to be eligible for this reimbursement.
- All receipts are required by **Wednesday, October 9th, 2013**. Only campaign expenses with valid, verifiable and corresponding receipts will be eligible for reimbursement. Any item deemed not to be an appropriate expense may be excluded from reimbursement. The CRO may, at any time, request from any candidate, original receipts.

General

- Voting will start on **Tuesday, October 1st at 9:00 a.m.** and will end on **Wednesday, October 2nd at 4:00 p.m.** Voting will be done online at www.fanshaweonline.ca. Polling stations will be set up around the school for the awareness of the elections; however, no paper ballots will be cast. Keep in mind that you are not allowed to campaign near a polling station. A list of the polling station locations will be provided closer to the election.
- Any complaints to the Chief Returning Office must sent by email directly to jkerr@fanshawec.ca.
- Winners will be posted on the FSU website on **Wednesday, October 2nd at 4:30 p.m.**

Sanctions

The CRO, where he/she finds there has been a violation, may:

1. Assign demerit point penalties and resulting fines against a candidate;
2. Assign multiple penalties where the violation encompasses more than one offence;
3. Disqualify a candidate from the election automatically or by accumulation of demerit points;
4. Reduce or eliminate a candidate's reimbursement;
5. Declare an election void.

Demerit Point System

Campaign Materials:

Displaying in an unauthorized area (i.e. not 12 inches apart, not on a brick wall, etc.)	1 point *
Pre/Post Campaign Materials	6 points **

**Up to a maximum of ten points per location*

***The first poster will receive 6 points and each additional poster shall receive 1 point*

Campaigning:

Failure to submit campaign receipts or exceeding the campaign spending limits	4 points
Same violation in multiple areas	4 points
Improper distribution of campaign materials	8 points
Campaigning in an unauthorized area	10 points
Pre/Post Campaigning	10 points

Fair Play:

Unsanctioned use of FSU resources (Candidates may not use any service or tangible benefits conferred to them as a result of their holding any position within the FSU)	15 points
Gross misrepresentation of facts	15 points
Failure to comply with the spirit and purpose of the election	15 points

In addition to demerit points, candidates will be levied a monetary fine on a per point basis as follows:

Division Representatives	\$2.00 per point
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Maximum Penalty:

A candidate accruing greater than 100% of the allowable demerit point limit as follows will be disqualified:

Division Representatives	20 points
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If a winning candidate in any election is disqualified, the candidate who received the greatest amount of votes and who has not been disqualified shall be deemed the winner.

All candidates must pay fines by **Wednesday, October 9th, 2013.**

Appeals of CRO Decisions or Election Results

Any candidate wishing to appeal a CRO decision or the election results must present a letter to the Board (SAC) no sooner than two days and no later than five days after the close of balloting; the letter must contain the appellant's name, student number, telephone number and address, as well as a detailed explanation of the reason(s) for challenging the results.

The Board (SAC) will appoint a committee of 3 members (not involved in the election) to hear the appeal and recommend a decision.

Any questions concerning these procedures or any other problems should be directed to the CRO, Jason Kerr, via email. Please read all rules and regulations carefully. Pay attention to the dates outlined in this document to ensure an orderly campaign and election.



Jason Kerr, CRO

SAC Elections 2013

I _____ have read, understood and will abide by all the rules, regulations and policies in this document.

Signature

Date

1.11 DUTIES OF STUDENT ADMINISTRATIVE COUNCIL

The Student Administrative Council shall:

- 1.11.1 be the major policy making body of the Student Union;
- 1.11.2 define the broad policies to be followed by the executive council;
- 1.11.3 receive and consider for approval, the initial budgets of clubs and associations under the auspices of the Student Union and approve such amendments of the budgets as may subsequently be necessary;
- 1.11.4 receive, consider and act upon all matters referred to it by the Executive Council or by any member of the Student Union;
- 1.11.5 represent the Student Union on Internal and External committees.

1.12 TENURE OF OFFICE

Pursuant to the by-laws of the Student Union, the Executive of the S.A.C. shall hold office from May 1st of the year they are elected until the 30th day of April of the following year. The President, whilst relinquishing office at this time, may remain employed until on or about the 15th day of May to aid in changeover. The Divisional representatives of the S.A.C. shall hold office from the day they are elected until the following 30th day of April or upon the dissolution of the S.A.C.

1.13 REMOVAL FROM OFFICE

All persons who are members of the S.A.C. are subject to removal under the provisions provided:

Grounds for removal:

- 1.13.1 poor attendance, any member of the Executive Council or S.A.C. at a duly constituted meeting shall be entitled to make a privilege motion following the adopting of the agenda to remove any person from membership who has been absent without permission of council, from two consecutive duly called meetings and/or 4 meetings overall, and show evidence of informing such member about said motion in writing twenty-four (24) hours prior to meeting;
- 1.13.2 just cause-including failure to comply with their responsibilities, duties, or obligations; incompetence, and/or poor representation on committees and/or conferences and/or to the public;
- 1.13.3 theft, fraud or embezzlement of funds; misuse of property, and/or breach of confidentiality;
- 1.13.4 ineligibility of a member;

Procedures for Removal:

- 1.13.5 the members of the S.A.C. may, by resolution passed by at least two-thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given in writing at a previous S.A.C. meeting, remove any member from office before the expiration

of his/her term of office and he/she shall, upon being removed from his/her office, relinquish any other office held by him/her in the Student Union and such offices shall be declared vacant;

- 1.13.6 fifty-one percent of the members of the Student Union may, by a petition bearing their names and student campus card numbers, remove any member of the S.A.C. before the expiration of his/her term of office and he/she shall upon being removed from his/her office, relinquish any other office held by him/her in the Student Union and such offices shall be declared vacant;

Consequences of Removal:

- 1.13.7 if a person is removed, he/she is no longer a member of S.A.C., but he/she is allowed the member privileges of a full-time student if so qualified;

Other:

- 1.13.8 meetings called during the months of May, June, July, and August will only be taken into consideration in the calculation of absences of those Executives from the period they begin employment full-time with the Fanshawe Student Union in the summer months.

1.14 VACANCIES

- 1.14.1 Vacancies, prior to the term of office, on the S.A.C., however caused, shall be filled as herein provided, pursuant to the by-laws of the Student Union;
- 1.14.2 where the position of President becomes vacant, prior to the opening of nominations for S.A.C. elections, the Executive Council will elect an Executive member to act as the interim President. The newly elected President may choose to act in a full-time or part-time capacity with a minimum of 60 (sixty) hours per month and his/her salary shall be ratified by the Executive Council and/or S.A.C. when applicable, until the new President is elected. The office of President shall be open to nomination of any eligible member of the Student Union during the S.A.C. elections and the members of the Student Union during the S.A.C. elections and the members of the Student Union shall elect the office of the President;
- 1.14.3 should any other elected position of the Student Executive Council become vacant, prior to the opening of nominations for S.A.C. elections, these duties will be the responsibility of the Executive Council. The said position will be open for nomination during the S.A.C. elections and shall be elected by the members of the Student Union;
- 1.14.4 should an Executive Council position become available after the Executive Elections occur for the incoming year, council may choose to appoint the Executive-Elect for the incoming year to fill the position for the remainder of the semester, notwithstanding the criteria of 1.10.14;
- 1.14.5 following the Election of S.A.C.; where any elected position of Executive Council including President becomes vacant, it shall be open to nomination of any eligible member of the Student Union;
- 1.14.6 should a Divisional Representative position become vacant, the said position shall be open to any member of the respective area. All vacancies following the S.A.C. election shall be elected and approved by the S.A.C. in accordance with the procedure as herein provided. No by-

elections for divisional positions will be held if Divisional positions become vacant after March 1st;

- 1.14.7 all information for the nominating procedure and date of election for positions of the Executive Council, including President and Divisional Representatives, shall be published by advertising for at least one week prior to a S.A.C. meeting;
- 1.14.8 all nominees for the position of President shall have signatures and student numbers of at least 100 (one hundred) members of the Student Union in good standing, and nominees for the position of Vice President shall have signatures and student numbers of at least 50 (fifty) members of the Student Union in good standing;
- 1.14.9 all nominees for the position of a Division Representative shall have signatures and student numbers of at least 30 (thirty) members of the Student Union in good standing. The signatures shall be presented to the S.A.C. and such members shall be registered in the same area as the candidate.

1.15 MEETINGS OF STUDENT ADMINISTRATIVE COUNCIL

Meetings of the S.A.C. shall:

- 1.15.1 be on a regular basis not less than twice a month throughout the calendar year with exception being given to the months of May, June, July, and August where meetings shall be called at the discretion of the chairperson;
- 1.15.2 be held a minimum of once a month in December;
- 1.15.3 be summoned, if events warrant, upon 24 hour notification and notice of such special meetings shall be telephoned or emailed, telegraphed, or delivered in person to each member of the S.A.C. and such special meetings shall be called by the chairperson upon petition of the chairperson by 1/3 of the S.A.C. or by petition to the chairperson of 100 members of the Student Union or by the chairperson himself;
- 1.15.4 be open to members of the Student Union and any special guest as may be invited unless otherwise stipulated in the by-laws of the Student Union or unless such meeting is declared "in camera" by a majority of the members of the S.A.C. present and voting;
- 1.15.5 be conducted in accordance to Robert's Rules of Order Revised, subject to the by-laws of the Student Union;
- 1.15.6 be attended by all members of the S.A.C., including Vice-Presidents, and if any member absents himself/herself from two consecutive meetings of the S.A.C. without just cause, he/she shall cease to be a member of the S.A.C., subject to article 1.13, and a declaration of vacancy shall be entered in the minutes as conclusive evidence thereof, and the ousted member shall not be eligible for re-election to the S.A.C. during the current year;
- 1.15.7 be chaired by the President of the Student Union and in the absence of the President, any Vice-President shall assume the duties of the chairperson, notwithstanding the ability of the Board to

choose to turn the Chair over to a non-voting member of the Fanshawe Student Union Community under any circumstance;

1.15.8 all minutes of the S.A.C. are public and shall be posted in a timely manner once approved by S.A.C.

1.16 NOTICE OF STUDENT ADMINISTRATIVE COUNCIL MEETINGS

Notice of the time and place of every general meeting of the S.A.C. shall be given to each member of the S.A.C. by mail or email or in person, five (5) days before the time of such meeting, pursuant to the by-laws of the Student Union.

1.17 ERRORS IN NOTICE: STUDENT ADMINISTRATIVE COUNCIL MEETINGS

No error or omission in giving such notice for a meeting of the S.A.C. shall invalidate such meeting or make void any proceedings taken or had at such meeting and any member may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

1.18 QUORUM STUDENT ADMINISTRATIVE COUNCIL

A quorum for the transaction of business at any meeting of the Executive Council or S.A.C. shall consist of 2/3 of the eligible voting members, except for the months of May, June, July and August, when quorum shall consist of 1/2 of the eligible voting members.

1.19 VOTING STUDENT ADMINISTRATIVE COUNCIL MEETING

Questions arising at any meeting of the S.A.C. shall be decided by a majority of the members present and voting. The chairperson shall cast a vote only in the case of an equality of votes if the position of chair is held by an elected representative. All votes at any such meeting shall be taken by a ballot if so demanded by any elected S.A.C. member present, but if no demand be made, the vote shall be taken the usual way by assent or dissent. A declaration by the Chair person that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number of proportion of the votes recorded in favour or against such resolution.

1.20 VOTE BY PROXY

There shall be no vote by proxy.



Student Union SAC/Executive Election Special Advertising Rates

Candidates can advertise on the FSU website or in the Sept. 30th issue of the Interrobang at a discounted rate!

Size	Price
1/16 (4" w x 2.6" h)	\$30
1/8 (4" w x 5.25" h)	\$60
1/4 (6" w x 7" h)	\$120
Web Ad for 7 days	Starting at \$60

*Pricing applies to b&w ads only- colour is extra

See Sara in the Publications office (SC1012) to book your ad.

**Deadline for Sept 30th Paper:
Deadline- Sept. 24th @ 12 p.m.
NO EXCEPTIONS**

FANSHAWE COLLEGE POLICY MANUAL

2. ACADEMIC POLICIES AND PROCEDURES SECTION G – STUDENT RIGHTS AND RESPONSIBILITIES

TITLE: STUDENT CODE OF CONDUCT

POLICY NUMBER:	2-G-01
EFFECTIVE:	2013-03-20, 2013/CC-12-6
APPROVAL/REVIEW MEETING:	1990-10-12/CC-90-02, 1996-12-04/SA-96-03, 1997-05-28/CC-96-08, 1998-12-16/CC-98-04, 2003-09-01/CC-02-04, 2008-08-01/CC-07-05, 2010-11-17/CC-10-03, 2012-01-18/CC-11-03, 2013-03-20/CC-12-06
NEXT REVIEW:	March 2018
POLICY SPONSOR:	Registrar
REFERRAL COMMITTEE:	College Council

1. PURPOSE

The purpose of the Student Code of Conduct is to define the general standard of conduct expected of students, to provide examples of conduct that may be subject to disciplinary action by the College, to set out the disciplinary sanctions that may be imposed, and to describe the disciplinary procedures that the College will follow.

In exercising its authority under this Code of Conduct, the College and those acting on behalf of the College will ensure that they apply the principles of natural justice and fairness, act in good faith and apply their discretion reasonably.

2. DEFINITIONS

Committee of Review

“Committee of Review” means a Committee constituted to hear the second level (final) Appeal from a decision.

Behavioural Contract

“Behavioural Contract” is a signed agreement between the student and the College through the Code of Conduct Coordinator (CCC).

Business Day

A "business day" includes any day of the week, except Saturday, Sunday, or Statutory Holidays and any holiday as defined in the Academic Calendar.

Campus Chair

The Academic Manager responsible for a Regional Campus Operation (James N. Allan Campus, Oxford County Campus and St. Thomas/Elgin Campus).

FANSHAWE COLLEGE POLICY MANUAL

Code

"Code" means the Fanshawe College Student Code of Conduct.

Code of Conduct Coordinator (CCC)

The "Code of Conduct Coordinator" is appointed by the Registrar of the College, and is responsible for administering the Student Code of Conduct.

College

"College" means The Fanshawe College of Applied Arts and Technology.

College Campus

"College Campus" means any real property, including the grounds, buildings, structures, and facilities, which is owned or leased/licensed, operated, and/or used under the aegis of the College.

College Community

"College Community" includes employees, students, members of the Board of Governors, members of committees established by the College, volunteers, contractors, individuals providing service or research, individuals who use/rent College facilities, visitors, applicants, and/or guests.

College Official

"College Official" includes Deans, Chairs, Directors, Managers, the CCC, faculty, and other staff responsible for directing the activities of students, and members and/or agents of Campus Security Services, or their designated representative of any of the foregoing.

Complainant

"Complainant" includes any member of the College Community who has reason to believe that a Student has committed an offence and who makes a complaint or initiates a procedure under this Code.

Conduct Probation

"Conduct Probation" is an order issued to a student containing specific terms and conditions.

Conduct Report

"Conduct Report" refers to the form that sets out the decision with respect to a complaint under this Code.

FANSHAWE COLLEGE POLICY MANUAL

Encumbrance

An "Encumbrance" is a notation on a student's Academic Record which may result in the withholding of student's grades or other indicators of academic attainment, which may also include the withholding of transcripts, and denial or termination of registration, until the CCC is provided with satisfactory evidence that the condition giving rise to the encumbrance has been complied with, satisfied, or no longer applies, or that arrangements satisfactory to the College have been made to comply with or satisfy the condition.

Expulsion

"Expulsion" is an order which immediately terminates any contractual relationship with the College and terminates all College activities.

Investigative Suspension Order

An Investigative Suspension Order is not a sanction under this Policy but may be imposed on a student pending an investigation of a complaint of Major Misconduct where the safety of a College Community member, including the student suspended, may be at risk. The Investigative Suspension Order prohibits a student from attending academic programs and College activities for the duration of the Order.

Local address

"Local address" includes any other addresses for a student that are recorded in the College's registration records in respect of which there are reasonable grounds to believe that correspondence sent to that address will come to the attention of or be forwarded to the student in a timely fashion.

Long Term Suspension

An order requiring a Student to withdraw from an individual course or all courses in which the Student is enrolled and prohibits participation in any College activities or any combination of these for a period not less than the end of the current semester in which the Student is enrolled and may extend up to one academic year.

Meeting

Meeting refers to a meeting conducted between the CCC and the student accused of violating the Policy and gives the student an opportunity to present evidence that explains event or disputes the allegation(s).

Major Misconduct

"Major Misconduct" is conduct which breaches the Students' express or implied obligations as set out in the Student Code of Conduct, and is also threatening, aggressive, harassing, violent, or harmful, or potentially harmful to property or individuals. It also includes recurring minor misconduct

Minor Misconduct

"Minor Misconduct" is conduct which breaches the Students' express or implied obligations as set out in the Student Code of Conduct, which is not deemed to be major misconduct.

FANSHAWE COLLEGE POLICY MANUAL

Office of the Registrar

The "Office of the Registrar" is the College department which is vested with the custody and control of Students' permanent Academic records and Conduct Reports and supporting documentation issued under this Code.

Oral Warning/Temporary Dismissal

An "Oral Warning/Temporary Dismissal" may be issued to a student for disruption of College activities, including instruction activities.

Permanent/home address

"Permanent or home address" means the address recorded in the College's registration records as the address for the student.

Prohibition

"Prohibition" is an order which prohibits former students from participating in all College activities.

Restitution Order

A "Restitution Order" is an order requiring a student to make compensation.

Student

For the purposes of this policy, a "Student" is an individual who has accepted admission to a course or program at the college and remains active until that person has completed, successfully or unsuccessfully, the course or has graduated from the program.

Notwithstanding the foregoing, where a complaint has been made against an individual for behaviour that is alleged to have occurred while the individual was student, the individual will be deemed to be a student for the purposes of the Code of Conduct only until the complaint and appeal processes have been completed.

Short Term Suspension

A "Short Term Suspension" prohibits a student from attending academic programs and College activities for a period of 1 to 5 business days.

Violation Notice

"Violation Notice" is a written Notice that may be completed, given to a student, and filed with the CCC in relation to any minor conduct that is reasonably perceived by a College Official to be contrary to this Code.

Written Warning

"Written Warning" is a notice issued by the CCC.

FANSHAWE COLLEGE POLICY MANUAL

3. THE POLICY

3.1. Scope of Code

- 3.1.1. In the exercise of its disciplinary authority and responsibility, the College treats students as free to organize their own personal lives, behaviour, and associations, subject to all local, municipal, provincial, and federal laws, and the policies of the College, including this Code of Conduct.
- 3.1.2. The Code applies to student conduct from admission to a course or program until that person has completed the course or graduated from the program, even though the conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrolment.
- 3.1.3. Nothing in this Code shall be construed to limit freedom of expression as provided by law, provided such activities are orderly, do not disrupt College operations, and do not unreasonably interfere with the right of other members of the College Community to use and enjoy the College's learning and working environment and Facilities.
- 3.1.4. Whenever appropriate, the College encourages informal resolution of minor misconduct.
- 3.1.5. Professional organizations and associations affiliated with specific college programs may have standards of behaviour or a specific code of ethics which students may be responsible to understand and comply with. Any violations of the foregoing standards will be dealt with in accordance with the professional organization or association. Where breach of the foregoing standards is also a breach of this Code of Conduct, the student may be subject to disciplinary sanctions under this Code as determined by the CCC.
- 3.1.6. This Code applies to:
 - 3.1.6.1. All Conduct that occurs on the College Campus
 - 3.1.6.2. Off-campus conduct at a College sanctioned event or when the Student is acting as a designated representative of the College or a student organization, club, or team, or under the direct or indirect supervision of the College. See policy 2-B-12 Mobile Learning, Tours and Field Trips
 - 3.1.6.3. Off-campus conduct which adversely affects the rights of a member of the college community to use and enjoy the College's learning and working environment and facilities or conduct which could adversely affect the health and safety of a member of the College Community.
- 3.1.7. Any Student who engages in misconduct either directly, indirectly or as an accomplice is subject to the disciplinary sanctions of this Code, regardless of the action or inaction of civil authorities. Nothing in this Code precludes the College from referring an incident to the appropriate law enforcement agency, including Campus Security Services before, during, or after disciplinary action is taken by the College under this Code.

FANSHAWE COLLEGE POLICY MANUAL

- 3.1.8. All Students are also subject to all local, municipal, provincial, and federal laws, and/or civil proceedings notwithstanding, and in addition to, disciplinary action taken by the College.

Multiple Proceedings

- 3.1.9. Where the circumstances giving rise to the complaint are also the subject matter of another College Policy (e.g. an appeal under the Student Appeals of a Grade or other Academic Decision Policy 2-G-02) or Codes from affiliated organizations such as the Ontario College Athletic Association (OCAA) or the Residence, the CCC will work with the administrator responsible for the other Policy or Code to determine under which Policy or Code the matter shall be dealt with first.
- 3.1.10. Where the subject matter of the complaint is more appropriately dealt with under another College Policy or Code, the CCC may exercise his/her discretion not to deal with the complaint and recommends that it be dealt with and decided under the other Policy or Code.

3.2. Responsibilities:

3.2.1. Students

The College encourages Students to set for themselves the highest standards of behaviour both on and off campus. Specifically students are responsible for:

- Ensuring that their conduct aligns with this Code.
- Not jeopardizing the good order and proper functioning of the College's programs, activities and services or the interests and/or objectives of the college.
- Not endangering the health, safety, rights, or property of the College or College Community members.

Breach of these responsibilities may result in disciplinary sanctions.

Students are required to attend all meetings scheduled by the CCC unless by previous agreement with the CCC a Written Response is to be submitted as an alternative to a meeting. If the student does not attend scheduled meetings nor submit a Written Response after having been given a reasonable opportunity to do so, the CCC will proceed to administer this Policy without such a response or meeting.

3.2.2. Code of Conduct Coordinator (CCC)

The CCC is responsible for administering the Student Code of Conduct including:

FANSHAWE COLLEGE POLICY MANUAL

- Communication of findings.
- Determination of sanctions.
- Communication and application of sanctions.
- Informing students of their right to appeal and that appropriate supports are available from the Fanshawe Student Union to assist with student appeals.
- Management of student discipline records.
- Provision of education and awareness.
- Trend analysis.
- Preparation of an Annual report to be presented to College Council and to the College/Student Union of all off-campus infractions pursuant to 3.1.6.3. of the Student Code of Conduct.
- Preparation of Other Reports as required.
- Liaison with students and staff regarding student behavioural issues.
- The CCC shall compile all findings of misconduct and report annually to the Vice-President-Student Services. The report shall not include any personal identifiers.
- The CCC when scheduling meetings with students shall, whenever possible, arrange the meeting so academic class attendance of the student is not affected.

3.2.3. Campus Security Services

Campus Security Services is responsible for:

- The management of minor violations.
- Assistance with resolving immediate misconduct.
- Investigation of all violations.
- Preparing an investigation report for the Code of Conduct Coordinator (CCC), and
- Assistance with the enforcement of sanctions.

3.2.4. Community Members

Community Members are responsible for:

- Reporting incidents of apparent violations of this Policy to a College Official.
- Cooperating in the investigation, and/or resolution of complaints pursuant to this Policy.

3.2.5. Campus Chair

The Campus Chair may at the discretion of Campus Security Services be delegated some of the responsibilities of the Campus Security Services in this policy such as:

- Assigning minor violation notices.

FANSHAWE COLLEGE POLICY MANUAL

- Assisting with investigation of violations, and
- Assisting with enforcement of sanctions.

3.2.6. Management and Other Employees

Managers and supervisors have a duty to:

- Act immediately on observations or allegations of breaches of this Code.

Employees and others responsible for directing the activities of students have a duty to:

- Act immediately on observations or allegations of breaches of this Code.
- Be familiar with this Code and its procedures and to inform staff and students about its existence.

3.3. Student Rights

- 3.3.1. In common with all other individuals in Ontario, Students enjoy rights under both the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms. That enjoyment is subject to such limits contained therein. In the latter case, it should be noted that the Charter of Rights and Freedoms guarantees the rights and freedoms set out therein, but such rights are subject to such reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society. Such reasonable limits may include legal rights of property owners or rights of individuals to peaceful enjoyment of premises. The extent of a right or a freedom may reasonably vary with the circumstances so that an exercise of a right which may be appropriate in a public place may not be appropriate in an educational institution.
- 3.3.2. Students have a right to have College rules and regulations, and in particular this Code, adhered to by all Students. Students have a right to expect all other members of the College Community to meet the standard of acceptable behaviour outlined in this Code. In addition, Students may question, seek, review, or require an explanation of College regulations without fear of repercussion.
- 3.3.3. Students shall have certain procedural rights as set out herein. The procedural rights include giving the student an opportunity to respond to the allegations against her/him.

3.4. Examples of Prohibited Conduct

Without limiting the scope of the Student's responsibilities set out in 3.2, the following list sets out specific examples of prohibited conduct. This list is not meant to be exhaustive.

FANSHAWE COLLEGE POLICY MANUAL

3.4.1. Disruption

Disruption or obstruction, by action, threat, written material, or by any means whatsoever, of any College activities, or other authorized activities on or in the facilities of the College; preventing any person from carrying on his or her legitimate activities, whether or not it involves speaking or associating with others.

3.4.2. Misconduct against persons and dangerous activity,

Misconduct against persons includes, but is not limited to:

- 3.4.2.1. assault, harassment, intimidation, threats, stalking, bullying, and coercion;
- 3.4.2.2. conduct that threatens or endangers the health or safety of any person;
- 3.4.2.3. disorderly or indecent conduct;
- 3.4.2.4. creating a condition that endangers the health, safety or well-being or any person; and
- 3.4.2.5. coercing, enticing, or inciting a person to commit an act that is humiliating or demeaning to that person or to others.
- 3.4.2.6. The use of information and communication technologies such as e-mail, cell phone, and pager text messages, instant messaging, personal Web sites, social networking sites, and online personal polling Web sites, to support harassing or hostile behaviour by an individual or group, or that is intended or has the potential to harm others, (e.g. cyber-bullying); and
- 3.4.2.7. Any unauthorized use of electronic or other devices to make or disseminate an audio or video record of any person without his/her prior knowledge, or without his/her consent when such a recording is likely to cause injury or distress.

3.4.3. Misconduct Involving Property

Misconduct involving real or personal property of the College or any member of the College Community, including but not limited to the following:

- 3.4.3.1. Entry and/or presence on any facilities of the College contrary to College regulations, or without express or implied authority, or contrary to an express instruction or direction from an authorized College Official including unauthorized entry into residence rooms of others;
- 3.4.3.2. Misappropriation, damage, unauthorized possession, defacement, and/or destruction of facilities or property of the College or the property of others;

FANSHAWE COLLEGE POLICY MANUAL

- 3.4.3.3. Use of College facilities, equipment, or services contrary to express instruction or without proper authority;
 - 3.4.3.4. Misuse of College supplies and documents, including equipment, library and computer resources, keys, records, transcripts and permits;
 - 3.4.3.5. Use of College-owned, leased, or controlled computing equipment or facilities for purposes other than those for which the facilities have been provided or interference with the operations of such facilities;
 - 3.4.3.6. Tampering with emergency telephones, fire protection equipment, or emergency facilities (e.g., fire bells, fire extinguishers, fire hoses); disconnecting or blocking fire alarms; setting unauthorized fires, or raising a false fire alarm; blocking or wedging open fire and smoke doors on corridors or stairways;
 - 3.4.3.7. Obtaining, accessing, or disclosing all or any part of the confidential personal records pertaining to a member of the college community, or disclosing to others the content of such records, without that person's express consent.
 - 3.4.3.8. Using or permitting others to use College property, facilities, or resources to promote, engage in, or further an activity which contravenes any provision of the Criminal Code or any other local, municipal, provincial, or federal statutes.
- 3.4.4. Acts of Dishonesty
- Acts of dishonesty include but are not limited to the following:
- 3.4.4.1. Providing false information to any College official, office, or member of the teaching staff;
 - 3.4.4.2. Forgery, alteration, or misuse of any College document or record, or any instrument of identification.
Note: this provision does not supersede policy 2-G-04 Academic Offences.
- 3.4.5. Smoking, Alcohol and Drug Use
- 3.4.5.1. Smoking where smoking is prohibited;
 - 3.4.5.2. Illegal use, possession, or distribution of a controlled or restricted substance;
 - 3.4.5.3. Contravention of provincial liquor laws or the policies of the College governing the possession, distribution, and/or consumption of alcohol on the premises of the College;
 - 3.4.5.4. Entry upon premises of the College or involvement in any College activity in a state of intoxication or while under the influence of any substance prohibited by the Controlled Drugs and Substances Act.

FANSHAWE COLLEGE POLICY MANUAL

- 3.4.6. Improper use of Dangerous Objects and Substances
Possession, display, use, or storage of firearms, other weapons, ammunition, and explosives, or replicas thereof, or of flammable solvents, bio-hazardous, volatile, or poisonous materials except in areas and for purposes expressly designated by authorized College Officials.
- 3.4.7. Failure to Comply
- 3.4.7.1. Failure to comply with directions of a College Official or law enforcement officer acting in the performance of his/her duties and/or failure to identify oneself to such persons when requested to do so.
- 3.4.7.2. Failure to comply with any sanction imposed by the College for misconduct under this Code.
- 3.4.8. Contravention of College Policies
Violation of published College Policies and affiliated Codes.
- 3.4.9. Contravention of other Laws
Contravention of any provision of the Criminal Code or any other local, municipal, provincial, or federal statutes including without limiting the generality of the foregoing, all by-laws, regulations, and statutes.
- 3.4.10. Aiding or abetting
Aiding or encouraging others in the commission of an act prohibited under this Code, (including all municipal, provincial, or federal statutes), or attempting to commit an act prohibited under this Code.
- 3.4.11. Visitors
Failure to properly monitor the activities of a visitor whom the student invited to a College facility and/or failure to report misconduct by the visitor.
- 3.4.12. Abuse of process
Use of college policy or regulation for the purpose of harming another person in reputation or standing in the college.
- 3.5. Disciplinary Sanctions

The College may impose one or more of the following sanctions where a Student has been found to have breached the Code. Penalties imposed for misconduct will be appropriate to the nature and seriousness of the offence and will consider the student's offence history.

- 3.5.1. Oral Warning and/or Temporary Dismissal
- Disruption of College activities, including instructional activities.

FANSHAWE COLLEGE POLICY MANUAL

- May be dealt with by a College Official who may issue an oral warning, or
- as appropriate, order a temporary dismissal of the student from the relevant area.

Such temporary dismissals are for a period not exceeding one working day and shall be reported immediately to the Campus Security.

3.5.2. Violation Notice

In instances where the conduct in question or its effect is minor in nature, a Violation Notice:

- may be issued by a member or agent of Campus Security Services in lieu of or in addition to initiating any other proceedings under this Code;
- shall be given to the individual and a copy of the Violation Notice shall be filed with the CCC;
- may be considered in the review by the CCC of any subsequent incidents involving the student.

When a Violation Notice has been issued, the student may request a hearing with the CCC if he/she disagrees with the Violation Notice. Multiple violation notices may result in a more serious sanction.

3.5.3. Written Warning

A written warning is a notice issued by the CCC advising the student that:

- it has been determined that a violation of the Student Code of Conduct has occurred and that the incident has been documented;
- her/his conduct (act or omission) constituted a violation in contravention of the Code; and
- further incidents may result in Code sanctions.

3.5.4. Behavioural Contract

A Behavioural Contract:

- is a signed agreement between a Student and the College through the CCC;
- specifies conditions which must be met and adhered to by the Student to return to class, placement, or participation in a College approved activity.

Failure to meet the terms of the contract may result in Conduct Probation, suspension or expulsion of the Student.

If an agreement cannot be reached between the Student and CCC or if a Student refuses to sign the Behavioural Contract the CCC shall impose a sanction of Conduct Probation.

FANSHAWE COLLEGE POLICY MANUAL

The Behavioural Contract or conditions of the contract may be reviewed after an appropriate period of time, as specified in the Contract, at the request of the Student to the CCC.

3.5.5. Conduct Probation

Conduct Probation is an order that:

- is designed to permit the Student to attend classes, laboratories, and placements;
- is normally limited to Campus activities; and
- may include specific terms and conditions.

A Student who is on Conduct Probation is subject to suspension or expulsion if there are any further breaches of Code, other College Codes or Policies, or the Conduct Probation Order.

3.5.6. Restitution Order

A Restitution Order is an order requiring the Student to compensate the College, a member of the College Community, or any other affected party for loss or damage to property.

The Student's Academic Record is subject to an encumbrance until the CCC is provided with satisfactory evidence that order has been complied with or that arrangements satisfactory to the College have been made to comply with the Order.

3.5.7. Suspension

3.5.7.1. Short Term Suspension

A Short Term Suspension is:

- An order suspending the Student from participation in all or specified College activities, courses, or programs for the designated number of 1 to 5 business days. When determining the duration of the suspension any time spent on an Investigative Suspension Order may be taken into consideration, at the discretion of the CCC.
- Furthermore, with the exception of residence students, and unless otherwise specified, no student shall be allowed to physically access the College Campus and any contravention thereof may lead to more severe sanctions being imposed.
- Residence students will have limited access to the Residence and food services.
- Electronic access to College on-line services may be discontinued during this period as the CCC or the Campus Security Services Manager or designate may determine to be appropriate.

FANSHAWE COLLEGE POLICY MANUAL

- A Short Term Suspension will not be imposed at a time that coincides with final exams/final tests and will not interfere with due dates for final culminating projects. To avoid interference with final exams/tests and final culminating projects, students continuing their studies and returning to the College may receive their imposed sanction during the subsequent academic semester and Students graduating and not returning to the College in the subsequent semester will have the suspension imposed during convocation and the Student will not be permitted to attend graduation but will receive their credentials.

3.5.7.2. Long Term Suspension

Long Term Suspension is:

- An order requiring a Student to withdraw from an individual course or all courses in which the Student is enrolled and which prohibits participation in any College activities or any combination of these for a period not less than the end of the current semester in which the Student is enrolled and which may extend up to one academic year. When determining the duration of the suspension any time spent on an Investigative Suspension Order may be taken into consideration at the discretion of the CCC.
- This penalty will usually result in automatic failing (F) grades in affected courses in which the Student is registered, and no fees will be refunded for that semester.
- The opportunity to receive a "W" ("withdrawn") grade will also be forfeited. In some cases, the suspension may be deferred to the next semester.
- If the student is currently in Residence, the student will be removed from Residence with no refund of Residence fees for that semester.
- Electronic access to College on-line services may be discontinued during this period as the CCC or the Campus Security Services Manager or designate may determine to be appropriate.

3.5.8. Expulsion

Expulsion is an order that

- immediately terminates the Student's contractual relationship with the College;
- expels the Student from all College programs, courses, and activities;
- results in automatic failing (F) grades in all courses in which the Student is registered, and no fees will be refunded for that semester;
- denies the student the opportunity to receive a "W" ("withdrawn");

FANSHAWE COLLEGE POLICY MANUAL

- if the student is currently in Residence, the student will be removed from Residence with no refund of Residence fees for that semester;
- is issued by the Registrar;
- formal communication to the student of the expulsion, on the recommendation of the CCC and the student's Program Academic Manager, will be issued by the Registrar detailing the conditions of the expulsion;
- a Student who is expelled under this provision may reapply to the College as defined in policy 2-A-03 Admission of Students to College Applied Degree, Diploma, and Certificate programs.

3.5.9. Prohibition

Prohibition is an order:

- issued by the Registrar, on the recommendation of the CCC and the Academic Program Manager of the former student;
- which prohibits former Students who breached the Code while they were Students, from participating in all College programs, courses and activities.

The duration of this sanction may be indefinite or for a specific period at the discretion of the Registrar dependent on the circumstances resulting in this sanction.

A former student who has been issued a Prohibition Order under this provision may reapply to the College as defined in policy 2-A-03 Admission of Students to College Applied Degree, Diploma, and Certificate programs.

3.5.10. No Trespass Notice

In situations where an expulsion, prohibition, suspension or Investigative Suspension Order is imposed, the person under this Code who imposed the sanction may also authorize the delivery of a notice under the Trespass to Property Act advising the student or former student that s/he must not trespass on College Property.

3.5.11. Conditions

Any sanction under this Code may be subject to the student satisfying such conditions as are reasonable in the circumstances. A student may also be required to satisfy such conditions as are reasonable in the circumstances prior to a decision at any level of the process being made on an appropriate sanction under this Code.

3.6. Non Disciplinary Sanction

Investigative Suspension Order

The CCC or Campus Security Services Manager or designate may impose an Investigative Suspension Order on a student pending an investigation of a complaint

FANSHAWE COLLEGE POLICY MANUAL

of Major Misconduct. During a period of an Investigative Suspension Order, a student may be restricted from attending classes or other College activities, may be denied physical access to specified College facilities, or may be denied other privileges for which the Student might otherwise be eligible, as the CCC or Campus Security Services Manager or designate may determine to be appropriate. Electronic access to College on-line services may be discontinued during this period as the CCC or the Campus Security Services Manager or designate may determine to be appropriate.

The CCC or Campus Security Services Manager or designate will consult with the academic manager of the program in which the student is registered and with any other relevant stakeholders and will complete the investigation as promptly as possible in the circumstances. An Investigative Suspension Order may be imposed where:

- it is reasonably necessary to ensure the safety and/or well-being of members of the College Community or to ensure the preservation of property of the College or of a member of the College Community; or
- it is reasonably necessary to ensure the student's physical or emotional safety and/or well-being; or
- there are reasonable grounds to suspect that the student poses a threat of, disruption and/or interference with the normal operations of the College or the rights of members of the College Community to use and enjoy the College's learning and working environment and facilities.

At the conclusion of the Investigative Suspension Order the duration of the Investigative Suspension may be applied to reduce the duration of any disciplinary suspension related to the incident.

3.7. Confidentiality

3.7.1. Confidentiality with respect to complaints will be maintained to the greatest extent possible, having regard to the circumstances giving rise to the complaint and subject to the College's obligation to conduct a thorough investigation and subject to the requirements of the law.

3.7.2. Parties and witnesses are expected to keep information discussed confidential (aside from discussing the information with her/his personal advisor and close family members/partner). Unwarranted breaches of confidentiality will result in disciplinary action or sanctions.

3.7.3. Confidentiality with respect to the findings and the sanction will be maintained, except to the extent necessary to implement and/or defend, or as required by law.

3.8. Protection From Reprisals

In order to protect individuals who make use of this Policy or participate in proceedings as part of the appeals procedure, the College prohibits reprisal or threat of reprisal against these individuals. Individuals who violate these provisions shall be subject to discipline or other corrective action.

FANSHAWE COLLEGE POLICY MANUAL

4. REFERENCES

College Policy:

- [1-B-09](#) Harassment and Discrimination Prevention
- [1-B-46](#) Respectful College Community
- [1-D-03](#) Corporate Health and Safety
- [1-D-05](#) Safe College Campus
- [1-F-01](#) Use and Sale of Tobacco Products on College Property
- [1-F-05](#) Parking and Traffic
- [2-A-08](#) Confidentiality of Student Information
- [2-A-09](#) Accommodation of Applicants and Students with Disabilities
- [2-B-12](#) Mobile Learning, Tours and Field Trips
- [2-C-06](#) Academic Withdrawal and Termination
- [2-E-01](#) Student Fees
- [2-G-02](#) Student Appeal of a Decision Affecting Academic Standing or Progression
- [2-G-03](#) Student Concerns and Complaints
- [2-G-04](#) Academic Offences
- [2-I-01](#) London Campus Library Policy, Part I – Print Materials
- [2-J-03](#) Complaint Policy for the Ombuds Office

Statement of Rights and Responsibilities
Trespass to Property Act, R.S.O. 1990, c. T.21

5. ATTACHMENTS

Appendix 1 – Complaint Process

FANSHAWE COLLEGE POLICY MANUAL

APPENDIX 1

COMPLAINT PROCEDURE

1. Complaint Procedure

1.1. The Parties

The parties to a Complaint are:

- i) The Complainant: an individual who makes a complaint pursuant to this Code, and
- ii) the Student: an individual named in a complaint who is alleged to have violated this Code.

1.2. Time Limits

Complaints should be made as soon as possible but within 20 business days after the circumstances giving rise to the complaint. In extenuating circumstances, a complaint filed beyond the 20 business day limitation may be considered. All other time limits prescribed in this procedure may be extended with the agreement in writing of the parties or by the CCC where reasonable circumstances exist for extending the time limits. In these circumstances, the parties will be advised of the reasons and notified of the duration of the extension.

1.3. Assistance for the Parties

- 1.3.1. Individuals involved in the complaint process at any stage, while not required, may seek assistance/support from and/or be accompanied by another person of her/his choice (for example a trusted friend or a member of the executive of the Student Administrative Council).
- 1.3.2. The role of the support person is to act as a resource and provide support/advice to the party. The support person will not be permitted to speak or advocate on behalf of the party. In the event that a party chooses to retain legal counsel, or another paid advisor, as her/his support person, the party shall be solely responsible for the cost incurred.
- 1.3.3. Where appropriate, the CCCA will provide complainants, students, and others affected by the investigation with information regarding counselling services available through the College or through outside agencies.

1.4. Stages of the Complaint Process

The following process will apply to complaints made pursuant to this Code. Where the complainant so desires, a complaint may withdraw at any time during the process described below. Where circumstances warrant, the College may continue to act on an issue arising in a complaint even when it has been formally withdrawn.

FANSHAWE COLLEGE POLICY MANUAL

1.4.1. Precipitating Event

When a student breaches or is suspected of breaching the Code, the College Official who observes, suspects, or has a report of the breach shall take appropriate action.

In the case of minor misconduct, an Oral Warning/Temporary Dismissal or violation notice may be issued by the College Official.

1.4.2. Complaint Procedure

Any person may notify a College Official of an alleged violation of the Code and he or she will notify the Campus Security Services. Where appropriate, informal resolution of the complaint is encouraged.

Where informal resolution is not appropriate or does not resolve the matter, Campus Security will conduct an investigation.

1.4.3. Investigation

Campus Security Services will investigate the alleged violation. In conducting the investigation, Campus Security will interview the complainant, any witness, and the student, giving the student an opportunity to respond to the allegations against him/her.

Campus Security will complete an investigation report setting out the findings of the investigation as soon as possible and forward it to the CCC.

Campus Security Services will inform both the Chair and the CCCA when an investigation has been initiated.

In the event of alleged Major Misconduct, the CCC or Campus Security Services Manager or designate may impose an Investigative Suspension Order in accordance with the Code of Conduct. The Investigative Suspension Order will remain in place until removed by either the CCC or the Campus Security Services Manager or designate.

1.4.4. Meeting

The CCC will advise the student, within 5 business days of receiving the Investigative report, of the allegations against him or her in writing and provide the student with an opportunity to respond to the allegations either as a written submission or at a meeting with the CCC.

For purposes of a violation notice, a student may request a meeting within 5 business days of receiving the notice from Campus Security Services.

If the student does not provide a written submission in response to the allegations or does not meet with the CCC after having been given a reasonable opportunity to do so, the CCC will proceed to dispose of the complaint without such a response or meeting.

If the student raises new facts or other issues that may be relevant to the resolution of the matter, the CCC may undertake further investigation into the newly raised issues. In an appropriate case, the CCC may refer the matter back to Campus Security Services to conduct further investigations and to issue a revised investigation report. The CCC is under no obligation to issue a decision under section 1.1.5.5 until any newly raised fact or other issue has been investigated and resolved to the satisfaction of the CCC.

FANSHAWE COLLEGE POLICY MANUAL

1.4.5. Finding

The CCC will review the information from the investigative report provided by Campus Security Services and conduct any additional enquiries as necessary. Based on this information, the CCC will make a decision as to the guilt or innocence of the student.

In determining if there has been a violation of the Code, the decision will be based on a balance of probabilities, meaning the evidence shows it is more likely than not the alleged violation occurred.

1.4.5.1. Sanction

Where there has been a finding that the student's conduct violated the Code, the CCC may impose an appropriate sanction or sanction(s) as soon as possible, having regard to all the relevant circumstances including, but not limited to, the seriousness of the offence, the impact of the misconduct on the College, the College Community or any individual specifically affected by the misconduct, prior violations of the Code or other College Codes or Policies, and the impact of the penalty on the student's education. While considering possible sanctions, the CCC will consult and possibly involve the appropriate Dean and may consult with other relevant stakeholders in determining the appropriate sanction(s).

The CCC may direct that a sanction commence at the beginning of the Student's next term if a Student's registration at the College is interrupted for any reason.

The decision of the CCC, with brief reasons for the decision, shall be communicated in writing to the student by way of a Conduct Report. The Conduct Report shall include a brief description of any referral to the Registrar under this section, along with the result of the referral. Where the CCC is of the view that expulsion or prohibition is the appropriate sanction, the CCC shall inform the Registrar in writing of the proposed sanction, including the reasons why the CCC has determined it would be appropriate. The CCC shall also provide the Registrar with a copy of the investigative report. If the Registrar agrees that expulsion or prohibition is the appropriate sanction, the Registrar shall impose the sanction on the student. If the Registrar does not agree that expulsion or prohibition is appropriate, the Registrar shall remit the matter to the CCC who shall decide upon a lesser sanction. In coming to his or her decision, the Registrar may, in his or her sole discretion, choose to meet with the student prior to issuing a decision.

The student may appeal the decision of the CCC or Registrar, as the case may be.

FANSHAWE COLLEGE POLICY MANUAL

1.4.5.2. If students who were placed on an Investigative Suspension Order missed tests or the due dates for assignments during the period that the Order was in place, the following principles apply after the investigation has been completed:

- If no sanction is imposed, the student will be provided the opportunity to write any missed test and to hand in any missed assignment and will be supported in making up any other academic requirements and opportunities missed during the suspension.
- If a sanction other than suspension, expulsion or prohibition is imposed, the student will also be provided the opportunity to write any missed test and to hand in any missed assignment and will be supported in making up any other academic requirements and opportunities missed during the suspension.
- If a Short Term Suspension is imposed, the student will be permitted to write any missed final tests or final exams and to hand in any final culminating projects only, all other tests and assignments cannot be made up in any way.
- If a Long Term Suspension, expulsion or prohibition is imposed, the student will not be permitted to write any missed test or hand in any missed assignment.

FANSHAWE COLLEGE POLICY MANUAL

1. ADMINISTRATIVE POLICIES AND PROCEDURES SECTION B - HUMAN RESOURCES

TITLE: RESPECTFUL COLLEGE COMMUNITY

POLICY NUMBER:	1-B-46
EFFECTIVE:	2013 03 27/SLC-12-10
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NEXT REVIEW:	2014 04 01 **Statutory Requirement for Annual Review **
POLICY SPONSOR:	Executive Director, Human Resources
REFERRAL COMMITTEE:	Senior Leadership Council

1. PURPOSE

The purpose of this policy is:

- To confirm the right of every College Community Member to a respectful learning and working environment that demonstrates acceptable interpersonal conduct and is free from Harassment;
- To provide information to ensure all Community Members are aware of their rights and obligations under the Respectful College Community policy;
- To communicate that every Community Member is expected to contribute to the development of a respectful environment by behaving in acceptable ways and by discouraging offensive behaviour of others. Every person has the right and responsibility to communicate concerns and to cooperate in efforts to resolve concerns; and
- To establish procedures to ensure that complaints are dealt with in a fair and timely manner.

2. DEFINITIONS

Community Members: Includes employees, students, members of the Board of Governors, members of Boards or committees established by the College, volunteers, contractors, individuals providing service or research, individuals or groups who rent or use College facilities, visitors, applicants and guests.

FANSHAWE COLLEGE POLICY MANUAL

Harassment: Engaging in a course of Vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. It includes bullying or personal Harassment that is known or ought reasonably to be known to be unwelcome and which could reasonably be regarded as intending to intimidate, offend, degrade or humiliate an individual and results in a harmful work/learning environment. Generally, a series of actions or behaviours is required to constitute Harassment; however, a single act of sufficient severity may constitute Harassment. Harassment may occur verbally, in writing or through any electronic media.

Examples of Harassment: Include, but are not limited to:

- Bullying or personal Harassment,
- Vexatious conduct intended to intimidate, degrade, or humiliate an individual,
- Vexatious conduct that negatively affects an individual's dignity,
- Berating or belittling an individual ,
- Unwarranted criticism,
- Undermining an individual's work or deliberately impeding their ability to perform their work,
- Spreading malicious rumours, gossip or innuendo that is not true,
- Yelling or using profanity,
- Taunting and teasing where the intention is to humiliate and embarrass,
- Conduct which creates an intimidating, offensive or hostile environment,
- Insulting language,
- Unwelcome name calling and hurtful pranks,
- Phone calls, letters or emails which are abusive or offensive,
- Abuse of authority,
- Physical gestures intended to intimidate, offend, degrade or humiliate an individual,
- Display of offensive material either in hardcopy or electronic form which is intended to intimidate or humiliate an individual, or
- Use of any information and communication technologies to create, post, display, transmit, or distribute messages or other materials that are intended to intimidate or humiliate an individual.

What is NOT Harassment: Exercising appropriate supervisory, instructional and evaluation responsibilities, including conducting performance appraisals, enforcing standards, and taking corrective or disciplinary action does not constitute Harassment and is not contrary to this policy.

Reprisal or Retaliation: Adverse action taken against an individual for invoking this policy or for participating or cooperating in an investigation under this policy or for associating with someone who has invoked this policy or participated in the policy's procedures.

Vexatious or Bad Faith Complaint: A complaint in which a complainant makes allegations knowing them to be false or submits a complaint for a purely malicious or vindictive purpose.

FANSHAWE COLLEGE POLICY MANUAL

Violence:

- The exercise of physical force by a person against a person that causes or could cause physical injury to the person;
- An attempt by a person to exercise physical force against a person that could cause physical injury to the person; or
- A statement or behaviour that it is reasonable for a person to interpret as a threat to exercise physical force against the person that could cause physical injury to the person.

3. THE POLICY

3.1. General

The College is committed to fostering a respectful college community that is free from Harassment. The College does not tolerate Harassment or other unacceptable conduct as defined in this policy. In the event that a breach of this policy is alleged, the College responds promptly in accordance with Appendix A and strives to achieve a fair and timely resolution.

3.2. Scope

This policy applies to all Community Members. All College activities and functions are covered by this policy. Employment, educational, or business dealings taking place on College premises as well as off-campus activities such as field placements, field trips, social events or meetings that take place under the auspices of the College are covered by this policy.

Where a student is alleged to have contravened this policy, the allegation is investigated under this policy. Sanctions, if any, are dealt with under policy 2-G-01: Student Code of Conduct.

Where an external member of the Board of Governors is alleged to have contravened this policy, the allegation is investigated and processed under Board policy B-25.10.05: Governor's Code of Conduct.

Where an internal member of the Board of Governors is alleged to have contravened this policy, the allegation is investigated under this policy. Sanctions, if any, are dealt with under this policy in the case of an employee and under College policy 2-G-01 in the case of a student.

Incidents of Violence are dealt with under policy 1-D-05: Safe College Campus.

FANSHAWE COLLEGE POLICY MANUAL

3.3. Responsibilities

3.3.1. *Community Members*

Community Members are responsible for ensuring that their working or learning environment is free from Harassment by refraining from any comment or conduct that is in contravention of this policy. In addition, Community Members are responsible for reporting incidents of apparent violations of this policy to the Policy Coordinator and, when necessary, cooperating in the investigation or resolution of complaints pursuant to this policy.

External members of the Board of Governors report incidents of apparent violation of this policy to the President in the manner contemplated in section 6 of Board policy B-25.10.05: Governor's Code of Conduct. Internal members of the Board of Governors follow procedures proscribed for staff or students respectively.

3.3.2. *College Employees and Others*

All College employees have a duty to act immediately on observations or allegations of breaches of this policy. Employees and others responsible for directing the activities of students have a responsibility to be familiar with this policy and its procedures and to inform staff and students about its existence.

3.3.3. *Policy Coordinator (the "Coordinator")*

The College designates a Policy Coordinator. The Coordinator, reporting to the Executive Director, Human Resources, may access the President as appropriate, and is responsible for administering the Respectful College Community policy. In the event that the Coordinator or a member of the Human Resources Department has a direct involvement with a complaint made under this policy (as a complainant, respondent or witness), the College President or designate appoints a suitable alternate for the purposes of dealing with the complaint.

3.3.4. *Human Resources*

- 3.3.4.1. To enhance effectiveness of this policy Human Resources facilitates a review at least annually.
- 3.3.4.2. Human Resources facilitates mandatory training for employees upon hiring and every three years thereafter and educational awareness for other Community Members annually in respect of this policy.
- 3.3.4.3. This policy is posted electronically as well as in visible and accessible locations on the College's campuses.

FANSHAWE COLLEGE POLICY MANUAL

- 3.3.4.4. Human Resources is responsible for costs associated with administrating this policy and complaint procedure, and the cost of mediators and investigators.
- 3.3.4.5. Human Resources provides an annual monitoring report to Senior Leadership Council summarizing the frequency and types of complaints under this policy, with comparative trend information where possible. Information provided takes into account the need to ensure appropriate confidentiality.
- 3.3.4.6. The Executive Director, Human Resources develops and maintains procedures as are necessary to implement this policy. Such procedures are attached to this policy in the College Policy Manual. Such procedures may be amended without reference to Senior Leadership Council.

3.4. Multiple Proceedings

- 3.4.1. Where the subject matter of a complaint is more appropriately dealt with under another College policy (e.g., 2-G-02: Student Appeal of a Grade or other Academic Decision), the Coordinator may exercise discretion not to deal with the complaint under this policy and suggest that it be dealt with and decided under another appropriate policy. The Coordinator may assist the individual in contacting the Administrator of the appropriate policy.
- 3.4.2. Where the circumstances which give rise to a complaint are also the subject matter of another procedure (e.g., an appeal under policy 2-G-02: Student Appeals of a Grade or other Academic Decision), the Coordinator works with the Administrator responsible for the application of the other policy to determine under which policy the matter shall be dealt with first.
- 3.4.3. Where criminal proceedings are initiated against a respondent based on the allegations in a complaint that falls within the scope of this policy, the College conducts an independent investigation, if possible, into the allegations and makes its own determination in accordance with this policy.

3.5. Reprisal or Retaliation

Substantiated incidents of Reprisal or Retaliation are contrary to this policy and result in disciplinary actions or sanctions.

3.6. Vexatious or Bad Faith Complaints

Vexatious or Bad Faith Complaints are contrary to this policy and result in disciplinary actions or sanctions.

FANSHAWE COLLEGE POLICY MANUAL

3.7. Redress and Sanctions

Where a complaint has been substantiated or where it has been determined that the complainant filed a complaint that was Vexatious or made in Bad Faith, appropriate corrective or disciplinary action is taken by the College. Such action may include but is not limited to: requiring an apology, counselling, education or training, warning, suspension without pay, leave without pay, demotion, transfer, or termination of employment.

3.8. Recourse to Grievance Procedure

Nothing in this policy is intended to prevent a complainant from using the grievance procedure available in a collective agreement, if applicable.

4. REFERENCES

Freedom of Information and Protection of Privacy Act

Board Policy:

B-25.10.05 [Governor's Code of Conduct](#)

College Policies:

1-B-09 [Harassment and Discrimination Prevention](#)

1-D-04 [Anonymous Communications](#)

1-D-05 [Safe College Campus](#)

1-I-15 [Residence Policy](#)

1-K-01 [Acceptable Use of College Computing Resources and Infrastructure](#)

2-G-01 [Student Code of Conduct](#)

2-G-02 [Student Appeal of a Decision Affecting Academic Standing or Progression](#)

2-G-03 [Student Concerns and Complaints](#)

2-G-04 [Academic Offences](#)

5. ATTACHMENTS

Procedure A [Respectful College Community Complaint Procedure](#)

Form 1 [Respectful College Community Complaint Form](#)

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