



LAURENTIAN UNIVERSITY OF SUDBURY
CODE OF STUDENT CONDUCT NON-ACADEMIC

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CODE OF STUDENT CONDUCT NON-ACADEMIC**1. Purpose:**

- 1.1 The purpose of the Code of Student Conduct Non-Academic (“Code”) is to define the parameters of conduct considered to be consistent with the goals and values that promote the wellbeing of the Laurentian University of Sudbury’s (“University”) community.

2. Scope:

- 2.1 This Code applies to non-academic behavior of students, individually and collectively, in an academic setting, social setting, or recreational setting, whether on or off campus.
- 2.2 This Code applies to all students including those studying off campus, online and where the University has formal partnerships, including Georgian College and St. Lawrence College.
- 2.3 Without limiting the generality of section 2.1, and for greater certainty, this Code applies to all students acting as a delegate or designated representative of the University, members of a class, exchange students studying at the University, students participating at a University sponsored event on or off campus, students who are at their place of work while on a University placement, and students participating in a cooperative education program, internship, or equivalent.
- 2.4 Any student found to have violated this Code is subject to the disciplinary sanctions of this Code, regardless of the action or inaction of civil authorities. Nothing in this Code precludes the University from referring an individual matter to the appropriate law enforcement agency before, during, or after a disciplinary action is taken by the University under this Code. A student may be subject to criminal prosecution and/or civil proceedings notwithstanding and in addition to, disciplinary action taken by the University against the student under this Code.

3. Definitions:

- 3.1 Agent: a person who provides advice, guidance, and/or moral support to a student being investigated under this Code. The agent is not a party to the hearing but may attend if requested by the student.
- 3.2 Appellant: a student who submits an appeal pursuant to a decision made under this Code.
- 3.3 Class: a period of instruction in person or online such as a lecture, seminar, tutorial, laboratory session, recital, concert, placement, practicum, internship, or a sporting event.
- 3.4 Complainant: a person who files a complaint under this Code.
- 3.5 Director: the Director of Student Life or equivalent job title.
- 3.6 Executive Director: the Executive Director, Student Life, Enrolment Management and International or equivalent job title.
- 3.7 Executive Team (ET): the President and Vice-Chancellor, the Vice-Presidents, the Executive Director Student Life Enrolment Management and International, the University Secretary and General Counsel, the Chief Advancement Officer, the Executive Director Human Resources and Organizational Development, and the Chief of Staff.
- 3.8 Faculty member: any full-time, part-time, or sessional faculty member employed by the University.

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- 3.9 Federated Universities: Thorneloe University, University of Sudbury, and Huntington University.
- 3.10 Guest: any person who is visiting University Premises.
- 3.11 Hearing: a proceeding where evidence and arguments may be presented on allegations regarding a student's misconduct.
- 3.12 Misconduct: an action by a student that violates this Code.
- 3.13 Partners: post-secondary institutions with which the University has formal collaborative partnerships, such as those that have been in place with the Federated Universities, Georgian College and St Lawrence College.
- 3.14 Registrar and Secretary of Senate: University official who maintains students' personal and academic records.
- 3.15 Respondent: a student or a group of students against whom a complaint has been made under this Code.
- 3.16 Sanctions: measures imposed upon a student who has committed misconduct under this Code.
- 3.17 Student: Refers to an undergraduate, graduate, full-time, part-time, distance education student, auditor, exchange student, continuing student at the University, and includes a student who is at her or his place of work while on a University placement, or is participating in a cooperative education program, internship, or equivalent.
- 3.18 University Disciplinary Appeals Panel (UDAP): Refers to the Committee described in this Code that deals with any student's appeal of a decision made under this Code.
- 3.19 University Premises: Refers to buildings and lands owned, leased, operated, controlled, or supervised by the University and includes places or facilities on campus or off campus as well as technology platforms (includes, but is not limited to, Desire 2 Learn, Student Portal, Web Advisor) used for the provision of the University's courses, programs, or services or for University approved or sponsored events or activities.
- 3.20 Vice-President Academic and Provost: Refers to the Vice-President Academic and Provost or equivalent job title at the University.

In this document, words in the singular may, when the context so warrants, signify the plural.

4. Principles:

- 4.1 The University is committed to promoting and respecting academic freedom. The University shall act to safeguard this principle as long as it does not violate the provisions of this Code. Students have the right to express their views in a responsible and ethical manner.
- 4.2 Where appropriate, the Director of Student Life will encourage Informal Resolution of incidents.
- 4.3 Students are responsible for using the standard of conduct set out in this Code when using any electronic communication devices to send or post messages or material.
- 4.4 The University is committed to procedural fairness in the application of this Code, ensuring that students are aware of their rights, are informed of any complaint against them including its nature and the details presented by the complainant, the deadlines, the identity of the complainant(s), the right to respond to the complaints, and the right to appeal a decision made in connection of this Code.

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- 4.5 The Director of Student Life has the authority to meet with University officials to gather information when dealing with a student matter related to this Code.
- 4.6 The Executive Director shall report annually to the Senate summarizing the categories of misconduct, the range of sanctions imposed by the University, the number of appeals received by the UDAP, and the outcomes of the appeals.

5. Authority:

- 5.1 In 1983, the University's Board of Governors abrogated subsection 24(2) and section 25 of the Laurentian University of Sudbury Act (1960) which prescribed to the Board of Governors the authority to deal with student disciplinary matters. By Law 83-1 of the Board of Governors delegate its authority for student disciplinary matters to the University's Senate.
- 5.2 The Director of Student Life has the authority to impose all sanctions under this Code with the exception of suspending or expelling students.
- 5.3 The Executive Director and the Vice-President, Academic and Provost have the authority to impose all sanctions under this Code.

6. Related Policies:

- 6.1 In most circumstances, the policies and codes of conduct listed below operate independently from one another. In certain circumstances, more than one policy or code may apply. No disciplinary action taken pursuant to any other policies or codes of the University shall bar or prevent the University from instituting disciplinary proceedings and imposing sanctions under this Code. However, where the University proposes to take additional disciplinary actions, discussions must be held between the Director of Student Life and the other lead administrator of the other policy or code before such disciplinary proceedings are initiated. The related policies include but are not limited to:
 - 6.1.1 The Policy on a Respectful Workplace and Learning Environment;
 - 6.1.2 Student Codes of Conduct from the Federated Universities, from the Northern Ontario School of Medicine, from campus residences, from Varsity Athletics, and Campus Recreation.
 - 6.1.3 Professional Programs/Schools Codes of Conduct or Standards of Practices;
 - 6.1.4 Policy on Workplace Violence Prevention;
 - 6.1.5 Policies of other post-secondary institutions where the University has formal collaborative partnerships;
 - 6.1.6 Policy on Access to Electronic General and Personal Information; and
 - 6.1.7 Any other relevant policy or code that may be enacted subsequent to this Code.

7. Offences:

- 7.1 It is considered misconduct under this Code for a student to:
 - 7.1.1 Engage in unauthorized and/or fraudulent use of University equipment or services;
 - 7.1.2 Gain unauthorized access to or make unauthorized use of personal information;

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- 7.1.3 Misrepresent herself or himself, another person, or represent that she or he represents or speaks for the University;
- 7.1.4 Destroy, damage, possess without authorization, or adversely affect intellectual or physical property belonging to members of the University community or its guests, including but not limited to:
 - 7.1.4.1 Knowingly causing a person to fear damage to her or his property;
 - 7.1.4.2 Theft of any University or personal property, including intellectual property and information; or
 - 7.1.4.3 Damaging or defacing the interior or exterior of University buildings and facilities including signage, parking installations, and other equipment.
- 7.1.5 Tamper with, or render inoperable any of the University's fire and safety equipment including making false alarms, unauthorized use of extinguishers or fire hoses, unauthorized opening of fire doors, disabling emergency telephones, blocking emergency exits, and setting unauthorized fires or any such action causing endangerment to individuals and to property;
- 7.1.6 Threaten one or more persons , the University community, or its guests;
- 7.1.7 Engage in language or behavior that causes one or more persons to fear on reasonable grounds for their safety or the safety of persons known to them, and/or adversely affect their freedom to participate in the University's activities;
- 7.1.8 Harm and/or endanger the health or safety of members of the University community or its guests. Offences include but are not limited to:
 - 7.1.8.1 assaulting another person sexually or threatening any other person with sexual assault;
 - 7.1.8.2 assaulting another person, threatening any other person with bodily harm, or knowingly cause any other person to fear bodily harm;
 - 7.1.8.3 creating a condition that unnecessarily endangers the health or safety of another person;
 - 7.1.8.4 threatening any other person with damage to that person's property, or knowingly or causing any other person to fear damage to her or his property.
- 7.1.9 On University Premises, possess, cultivate, use, or traffic illegal or unauthorized substances including but not limited to: drugs or noxious, flammable, explosive, or pyrotechnic materials;
- 7.1.10 Possession of firearms, ammunition, or other weapons on University Premises without authorization;
- 7.1.11 Unauthorized possession, consumption, or distribution of alcohol as defined by the *Liquor Licence Act of Ontario*;
- 7.1.12 Persistently and/or repeatedly communicate or attempt to communicate directly or indirectly with a member of the University's community when such communication is unwelcome;
- 7.1.13 Persistently and/or repeatedly follow a member of the University community from place to place on University Premises;

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- 7.1.14 Knowingly bring a false accusation against any Student under this Code. This is not to be confused with making a *bona fide* complaint that is subsequently found to be without merit;
- 7.1.15 Counsel, procure, conspire with, or otherwise aid any person(s) committing a misconduct under this Code;
- 7.1.16 Retaliate or attempt to retaliate against any person(s) for making a complaint under this Code;
- 7.1.17 Obstruct University officials by failing or refusing to comply with University policies and procedures and/or sanction(s) imposed subsequent to a finding of misconduct under this Code.

8. Sanctions:

- 8.1 Sanctions should be proportional to the type of misconduct. In considering an appropriate sanction, the University's primary focus will be to ensure the safety and security of the University's community.
- 8.2 The University shall consider the following factors when determining the appropriateness of the sanctions:
 - 8.2.1 The circumstances of the incident(s) from all parties involved;
 - 8.2.2 The extent and severity of the misconduct, including the effects on other members of the University community;
 - 8.2.3 The seriousness of the misconduct as an isolated incident or as part of an escalation of a pattern of misconduct; and
 - 8.2.4 Intent
 - 8.2.5 The student's non-academic record.
- 8.3 The University reserves the right to continue its investigation of misconduct and impose appropriate sanctions even where a student withdraws from the University.
- 8.4 The University reserves the right to commence an investigation of a former student's misconduct that came to light after the student left the University and to impose appropriate sanctions.
- 8.5 The University may impose one or more sanctions where a student has committed misconduct. Examples of sanctions include, but are not limited to:
 - 8.5.1 Informal Resolution, as defined by Section 9 of this Code;
 - 8.5.2 Verbal warning from the instructor or person in authority;
 - 8.5.3 Written warning given to an offending student indicating the date, time, and nature of the offence and a period of probation that is a minimum of three semesters and a maximum of three years. If a student is found to have committed another act of misconduct while on probation, he or she will be subject to a further and greater penalty;
 - 8.5.4 Exclusion from a class, examination room, or other area;

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- 8.5.5 Verbal or written apologies, work assignments, service to the University, restriction of privileges, written assignments, completion of a workshop or project;
 - 8.5.6 Temporary or permanent removal from a course;
 - 8.5.7 Behavioural contract;
 - 8.5.8 Prohibition or limitation on entering University Premises;
 - 8.5.9 Prohibition or restriction of contact with specified person(s);
 - 8.5.10 Restitution for loss, damage, or injury to the appropriate party or parties in the form of service, money, or material replacement;
 - 8.5.11 Forfeiture of University awards or financial assistance;
 - 8.5.12 Deregistration from some or all courses;
 - 8.5.13 Suspension from the University for a specified time period that is a minimum of one semester and a maximum of three semesters; and
 - 8.5.14 Expulsion from the University.
- 8.6 Transcripts and Registration:
- 8.6.1 When a student receives the sanction of suspension or expulsion:
 - 8.6.1.1 The notations “suspended” or “expelled” from the “Faculty” or “University” for misconduct shall be entered on the student’s Transcript and Grade Report by the Registrar upon receipt of a notice of suspension or expulsion.
 - 8.6.1.2 The suspension notation will be removed when the student graduates or five (5) years after the last registration.
 - 8.6.1.3 The expulsion notation is permanent unless the Vice-President, Academic and Provost grants a petition for its removal. Any such petition may be made no sooner than five (5) years after the offence. Removal of the expulsion notation from the transcript does not overturn the expulsion decision, which will remain in effect.

9. Informal Resolution:

- 9.1. When considering the above factors, the University, the complainant, and/or the respondent may propose an informal resolution process when all the following conditions are met:
 - 9.1.1. The person(s) admits to the misconduct, expresses genuine remorse, and consents to participating in informal resolution;
 - 9.1.2. The nature of the incident is appropriate to an informal resolution process;
 - 9.1.3. Individuals were well informed and able to make an informed choice about their participation;
 - 9.1.4. The person(s) affected by the misconduct is/are known, available, and freely agree to participate in an informal resolution process; and

- 9.1.5. An authorized University official agrees to facilitate the process.
- 9.2. Where all the criteria for informal resolution are met and a referral is made, the authorized University officials (Director of Student Life and/or delegate(s)) will need to:
 - 9.2.1. Prepare to co-facilitate the meeting, if appropriate;
 - 9.2.2. Instruct the respondent and harmed person(s) that they can bring a support person to the meeting; and
 - 9.2.3. Document list of harms and agreed remedies for follow-up.

10. Interim Measures:

10.1. Temporary Exclusion from the Classroom:

- 10.1.1. The Registrar, the appropriate instructor/professor or examination proctor has the authority to deal initially with any disruption of instructional activities, including examinations, as a matter of classroom discipline. The instructor/professor or proctor may require the student to leave the area for the remainder of the particular instructional activity.
- 10.1.2. Any disruption that results in the removal of the student shall be reported to the Director/Chair of the Department/School and to the Dean of the Faculty through which the instructional activity is being offered.
- 10.1.3. If the disruption persists (two or more incidents) or if it is deemed that the safety of students and/or other individuals are at risk, the incident will be reported as soon as practicable to Campus Security, to the Director/Chair of the Department/School and to the Dean of the Faculty through which the instructional activity is being offered.

10.2. Temporary Exclusions from Other Areas:

- 10.2.1. Administrative unit heads including, Deans, Vice-Presidents, the Executive Director, the Director of Student Life, the Director of Security, the Registrar, and the Director of Residences, may temporarily exclude a student from certain areas of the University's Premises or from campus, up to two (2) business days, if they believe on reasonable grounds that the student's continued presence will constitute a threat to the safety of others or will disrupt instructional activities, including examinations.
- 10.2.2. Such initial exclusion shall be reported immediately in writing to Campus Security, the Director of Student Life, and the relevant Executive Team member within one (1) business day.
- 10.2.3. The Director of Student Life will contact the student within two (2) business days of receiving notice of the temporary exclusion to discuss the matter. If the Director of Student Life concludes that there has been a misconduct, she or he may impose sanction(s).

10.3. Notice of Trespass:

- 10.3.1. The Director of Security or her or his designate, in circumstances where she or he reasonably believes that there are grounds to make an interim exclusion order, may temporarily exclude a student from campus for up to seven (7) days by delivering a Notice of Trespass under the *Trespass to Property Act*.

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10.3.2. The Director of Student Life will contact the student within two (2) business days of receiving the Notice of Trespass to discuss the matter. If the Director of Student Life concludes that there has been a misconduct, she or he may impose sanction(s).

10.4. Interim Prohibition:

10.4.1. In circumstances where the allegations of a misconduct by a student are determined to constitute a threat to the health and safety of members of the University community, or will disrupt instructional activities, including examinations the Director of Student Life has the authority to impose interim prohibitions to the student while the investigation of the misconduct is ongoing in order to properly balance the rights and safety for the complainant(s) and/or community with the student's rights.

10.4.2. Interim prohibitions may include, but are not limited to the following:

10.4.2.1. Limit the access on University Premises;

10.4.2.2. Restrict the student's contact or association with certain individuals or groups;

10.4.2.3. Suspend student privileges;

10.4.2.4. Temporarily suspend a student from campus.

10.5. Any interim measures are in no way to be construed as a final determination that a student has committed misconduct.

10.6. Appeals for an Interim Measure:

10.6.1. The student can appeal the interim measure, in writing within ten (10) working days to the Executive Director who will reassess the interim measure, and either revoke or continue pending formal disposition of the alleged misconduct.

11. Complaints of Misconduct:

11.1. Any member of the University community may file a complaint of misconduct against a student under this Code. A written complaint must be made by filling out the Misconduct Report form ([APPENDIX B](#)) and submitting it the Director of Student Life.

11.2. All complaints of misconduct shall be submitted in writing to the Director of Student Life who shall collaborate with the Dean (within the home faculty of the student), Director of Security, Risk Management and Parking, and any other relevant University officials, through all stages of the investigation.

11.3. All Students:

11.3.1. With the exception of an Interim Measures set out in section 10 of this Code, the Director of Student Life shall not make a finding of misconduct nor impose a sanction(s) against a student unless the student has been informed, in writing, of the nature of the complaint, the facts alleged against her/him/them, and has been given an opportunity to respond to the complaint and alleged facts and to submit relevant information. The student shall also be given a reasonable opportunity to meet in person with the Dean and/or the Director of Student Life to discuss the matter. It is the responsibility of the student to provide all materials and information that will support her/his/their position.

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- 11.3.2. If the Dean and Director of Student Life conclude that there has been misconduct, they shall determine an appropriate sanction or sanctions, which the Director of Student Life shall administer.
- 11.3.3. If the student does not respond to the allegation or does not meet with the Dean and/or the Director of Student Life after having been given a reasonable opportunity to do so, the Director of Student Life may proceed to dispose of the complaint without such a response or meeting.
- 11.3.4. At all meetings with the Dean and/or the Director of Student Life, an agent of her or his choosing may accompany the student.
- 11.3.5. Should there be a determination that the misconduct is serious enough to warrant deregistration, suspension, or expulsion, the Director of Student Life shall immediately forward this recommendation in writing to Executive Director with reasons to explain her or his recommendation. Should the Executive Director accept the recommendation, she or he will implement the sanctions by writing to the student. If the Executive Director determines that the recommended sanction(s) are not appropriate, she or he will meet with the Dean and the Director of Student Life to determine appropriate sanction(s).
- 11.3.6. All decisions made under this Code shall be communicated in writing to the student. If there is a finding of misconduct, a copy of the decision will be retained in the student's home Faculty, in the Office of the Director of Student Life, and in the Office of Graduate Studies if the student is a graduate student. A copy of the decision shall be provided on a need-to-know basis to administrative units (e.g. Office of the Registrar, Campus Security).
- 11.3.7. All notices or decisions under this Code shall be by personal delivery, regular mail, campus mail, email, priority post, courier, or registered mail. If sent by regular mail, service will be deemed effective on the fifth (5th) day after the documents are mailed. All documents will be sent to the primary address recorded in the student's electronic record at the University and the student's email account, unless the student requests in writing that they be sent to another address.

12. Right of Appeal:

- 12.1. The respondent has the right to appeal a finding of misconduct or a sanction imposed under this Code.
- 12.2. A decision made under this Code by the Director of Student Life shall be appealed to the UDAP administered by the Executive Director.
- 12.3. A decision made under this Code by the Executive Director shall be appealed to the UDAP administered by the Vice-President, Academic and Provost.
- 12.4. Grounds for appeal include, but are not limited to, questions of fact, law, mixed fact and law, or arguments that the decision or sanction is unreasonable in all of the circumstances.
- 12.5. Filing an appeal will not stay the implementation of any sanctions that have been imposed.
- 12.6. Composition of the University Disciplinary Appeals Panel (UDAP):
 - 12.6.1. The Executive Director (if the decision being appealed was rendered by the Director of Student Life) or the Vice-President, Academic and Provost (if the decision being appealed was rendered by the Executive Director) are responsible to form a UDAP.

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- 12.6.2. UDAP members must be able to respond to the student's preference to appeal in French or in English and members cannot have previously interacted with the student who is appealing the decision. UDAP will include:
 - 12.6.2.1. Two (2) students at the same level of study as the student requesting the appeal, but not from the same Faculty; and
 - 12.6.2.2. Three (3) Faculty members that are not from the same Faculty and who are not on sabbatical.
- 12.7. Appeals shall be heard as follows:
 - 12.7.1. UDAP may:
 - 12.7.1.1. Deny the appeal.
 - 12.7.1.2. Grant the appeal and direct the previous decision maker to re-hear the matter or reconsider some pertinent aspect of the decision; and
 - 12.7.1.3. Grant the appeal and quash the original decision or grant the appeal and vary the sanction.
- 12.8. Appeal Procedure
 - 12.8.1. The respondent shall submit within ten (10) business days of the decision being released, their appeal by filling out the Student Appeal Form ([APPENDIX A](#)) in writing to the Executive Director (if the decision being appealed was rendered the Director of Student Life) or to the Vice-President, Academic and Provost (if the decision being appealed was rendered the Executive Director).
 - 12.8.2. The appeal must contain a copy of the previous decision; a full statement supporting the grounds for the appeal; the outcome that the student is seeking; the name of legal counsel or Agent, if any; and if relevant, any documentation in support of the appeal. Where the basis of the appeal is new evidence, such new evidence shall be described clearly and the names of any witnesses shall be provided.
 - 12.8.3. An appeal will not be accepted by the Executive Director or the Vice-President, Academic and Provost if incomplete or not filed within the time period of ten (10) days. Exceptions to the time limit for filing an appeal are at the discretion of the UDAP, upon written application of the student. Appeal forms and any further details on hearing procedures may be obtained from the Office of Student Life.
 - 12.8.4. The Office of Student Life shall provide the appellant with a copy of the appeal forms and any other required documents.
 - 12.8.5. Subject to the requirements set out herein, the UDAP shall determine its own procedures and practices in any appeal and may make such rules and orders as it deems necessary and proper to ensure a fair and expeditious proceeding. The UDAP shall proceed fairly in its disposition of the appeal, ensuring that both parties are aware of the evidence to be considered, are given copies of all documents considered by the Panel, and are given an opportunity to be heard during the process.
 - 12.8.6. The UDAP may, in its discretion, hold an oral hearing or makes its decision solely on the basis of written submissions, provided that it shall hold an oral hearing if a party satisfies the UDAP that there is a good reason for doing so.

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- 12.8.7. Should the UDAP decide to hold an oral hearing, it shall determine whether the oral hearing shall be open to the public or held privately (behind closed doors). Hearings will generally be closed to members of the community unless a student specifically requests an open hearing. Request for an open hearing may be refused on grounds including but not limited to the protection of personal privacy.
- 12.8.8. While an attempt shall be made to schedule an oral hearing at a time convenient to the UDAP and the parties, a request by a party for a lengthy delay in the scheduling of the hearing, or a postponement of a scheduled hearing will be granted by the UDAP only in exceptional circumstances (appellant out of country, waiting for new evidence). Oral hearings will ordinarily be held within six (6) weeks of filing the appeal.
- 12.8.9. In the case of an oral hearing, if the Executive Director or the Vice-President, Academic and Provost is unable to contact the appellant within fourteen (14) days to schedule a hearing, the appellant will be notified by e-mail or registered mail at the address on the appeal with the deadline by which she or he must contact the Executive Director or Vice-President, Academic and Provost to arrange a hearing.
- 12.8.10. If the appellant has not contacted the Executive Director or the Vice-President, Academic and Provost within fourteen days (14), the appeal will be deemed to be abandoned and may not be resubmitted.
- 12.8.11. Following canvassing of availability amongst members of the UDAP, each party to an oral hearing shall be sent confirmation notice of hearing setting out the time, place, and purpose of the hearing. If a party does not attend, the UDAP will proceed in the party's absence.
- 12.8.12. Each member of a UDAP shall vote. There shall be no abstentions. A majority of positive votes is required to grant an appeal.
- 12.8.13. The UDAP may extend any time limits specified herein or in any procedures adopted in a given proceeding.
- 12.8.14. The reasoned decision shall be written by the administrator supporting the appeal (as defined in section 12.6.1 of this code) and filed by the Office of Student Life. Copies shall be sent to all parties involved in the proceedings as well as to other University administrators with a legitimate need to know.
- 12.8.15. The parties must bear all their own legal expenses, if any. The UDAP will not order the University to pay all or part of the respondent's costs nor will it order the respondent to pay all or part of the University's costs.

APPENDIX A

Student Appeal Form

THIS FORM DOES NOT APPLY TO THE APPEAL OF A FINAL GRADE. SEE THE OFFICE OF THE REGISTRAR FOR INFORMATION ABOUT APPEALING A FINAL GRADE.

Completing the Student Appeal Form is the first step in initiating a formal appeal of an institutional policy or of a decision that significantly affects your education; this includes decisions related to admission, transfer credit, probation, termination from a course or program, or suspension from the institution.

The completed form must be submitted to the Office of Student Life, within fourteen (14) days of the original decision. Timelines are also outlined in the Student Code of Conduct.

This form does NOT apply to the appeal of a final grade. See the Office of the Registrar for information about appealing a final grade.

Laurentian University endeavours to establish a fair process for addressing student appeals.

During this process we have the duty to provide you with:

1. All of the information that was used by the representative(s) of the institution in making this decision.
2. An Appeal Committee(UDAP) that is composed of individuals who have no bias regarding your appeal.
3. An opportunity to submit a statement (and supporting documents) to the committee to address the decision and the information upon which the decision was based.

If, at any point, you have concerns regarding the fairness of this process, please bring these concerns to the attention of the Executive Director, Student Life, Enrolment Management, and International and/or the Chair of the Appeal Committee (UDAP).

This information is collected and will only be used to assist in determining the results of your appeal. If you have any questions about the collection and use of this information, contact:

**Director of Student Life
At (705) 671-1151 x3930**

Some points to remember:

- Refer to the Student Code of Conduct for relevant information regarding the appeal process.
- You must pay a \$25 appeal fee at the time of filing which is refundable if the appeal is found in your favour.
- The Office of Student Life will communicate with you regarding the progress of your appeal.
- **This form is NOT for appealing final grades; the Office of the Registrar is able to provide you with academic appeal information.**
- If required, please attach additional sheets to fully respond to the questions and include any additional information you wish to provide.

Pertinent Information:

Name: _____ Student ID Number: _____

Address: _____

Home Phone: _____ Alternate Phone: _____

Fax Number: _____ E-mail Address: _____

Contact Restrictions: _____

Appeal Information:

1. My appeal is about the following:
(Describe the decision you are appealing)

- 2. Summarize the reason for your appeal:
(Be as specific as possible regarding your reasons for requesting this decision be overturned.)

- 3. Outline the steps you have taken to change the situation since the original decision was made:
(If possible, please reference specific dates and details and include the names of Laurentian University employees you have dealt with.)

4. Are there any witnesses you will be calling on your behalf? **Yes** ____ **No** ____
If Yes, please provide their names and how they can be contacted:

5. Describe the result or outcome that you seek.

6. Are there any documents that you want the Appeal Committee to review? **Yes** ____ **No** ____

If yes, enclose the documents with this form. If the documents are not enclosed, then they must be delivered to the Office of Student Life (located in Parker Building, room 210) a minimum of ten (10) working days before the Appeal Committee meets.

I hereby affirm that the information on this form is an accurate description of the circumstances that led to this appeal.

Signature: _____ **Date:** _____

Received in the Office of the Director of Student Life:

By: _____

Date: _____

APPENDIX B

MISCONDUCT REPORT

Some points to remember:

- Refer to the Student Code of Conduct for relevant information regarding your report.
- The Office of Student Life will communicate with you regarding the progress of your report.
- If required, please attach additional sheets to fully respond to the questions and include any additional information you wish to provide.

Pertinent Information:

Name: _____ Student ID Number: _____

Address: _____

Home Phone: _____ Alternate Phone: _____

Fax Number: _____ E-mail Address: _____

Contact Restrictions: _____

Misconduct Information:

1. My report is about the following (describe the misconduct you are reporting):

2. Are there any witnesses you will be calling on your behalf? Yes ____ No ____
If Yes, please provide their names and how they can be contacted:

3. Describe the result or outcome that you seek.

I hereby affirm that the information on this form is an accurate description of the circumstances that led to this report.

Signature: _____ **Date:** _____

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