

AC203: Student Code of Conduct Procedures

Policy Title:	Student Code of Conduct Procedures
Policy Number:	AC203
Owner:	Senior Vice-President, Academic & Student Success
Approved by:	Senior Leadership Team
Effective Date:	September 2026
Reference:	
Links to Other Policy:	Anti-Racism and Anti-Hate Policy Sexual and Gender Based Violence Prevention Policy Smoke-Free Campus Policy Student Complaint Policy Workplace Harassment & Violence Policy

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Purpose:

The Student Code of Conduct Procedures outline the steps that constitute Non-Academic Misconduct (NAM) process at the College and a framework for how to resolve issues when the Code is violated.

POLICY STATEMENTS

1. Roles and Responsibilities

1.1. Student Rights & Responsibilities Office (SRRO)

- 1.1.1 All employees of the SRRO may be assigned as Case Managers under the Code.
- 1.1.2 Case Managers are responsible for:
 - Intake and preliminary assessment of Complaints under the Code.
 - Investigating Complaints, making findings of responsibility, and assigning sanctions.
 - Referring Complaints that do not fall under the Code to the appropriate College policy or office.

1.2. Dean, Student Success

1.2.1 The Dean, Student Success, or designate, is responsible for:

- Reviewing and making decisions on appeals under the Code.

2. Intake

2.1. Any member of the College Community may make a Complaint that a Student has allegedly violated the Code. Complaints will be directed to the SRRO for review.

2.2. Upon receiving a Complaint, the SRRO will assign a Case Manager to assess whether the matter will proceed under the Code.

2.3. To determine whether the matter will proceed under the Code, the Case Manager will consider whether:

2.3.1 appropriate informal pathways have been attempted,

2.3.2 the Complaint requires more information before assessment, and

2.3.3 the Complaint falls under the scope of the Code;

2.4. The decision not to proceed with a Complaint is final and not subject to appeal. The decision will be communicated to the Complainant in writing with reasons. The Case Manager will make reasonable efforts to connect the Complainant with appropriate College resources, where warranted.

2.5. Where a Case Manager decides to proceed with a Complaint, they will begin an investigation.

3. Notification

3.1. Respondents will be notified in writing via their College email account about a Complaint made under this Policy at the beginning of the investigation.

3.2. The notice will include:

3.2.1 Advisement that an investigation has started,

3.2.2 The nature of the Complaint against them,

3.2.3 Information about the Code and the process under which the Complaint will be addressed,

3.2.4 Any interim measures,

3.2.5 A request to meet with the Case Manager, to which they may bring a Support Person; and

3.2.6 That an investigation may proceed in their absence if they fail to respond to the meeting request within three business days.

3.3. Any additional Respondent identified during an investigation will be notified in the manner described above as soon as reasonably possible.

4. Multiple Proceedings

- 4.1. In the event that a Respondent is involved in multiple proceedings (internal or external to the College) regarding the behaviour in a Complaint, the Case Manager will determine whether the process under the Code should be suspended, diverted, or conducted concurrently.

5. Investigation

- 5.1. Case Managers investigating a Complaint will follow the principles of procedural fairness as listed in Section 1.7 of this Code.
- 5.2. The Case Manager will collect information and conduct interviews in relation to a Complaint.
- 5.3. Persons who may have information relevant to a Complaint are expected to meet with the Case Manager, if requested to do so, and may be accompanied by a Support Person.
- 5.4. To follow the principles of procedural fairness, it may be necessary to disclose information related to a Complaint, including the identity of the Complainant, to the Respondent and others involved in the investigation.
- 5.5. Any person who participates in an investigation is required to maintain the confidentiality of any information shared during the investigation, in order to maintain the integrity of the process.
- 5.6. The College reserves the right to implement additional interim measures, if new information becomes available during the investigation.
- 5.7. If new information is provided after the initial meeting with the Respondent, they will have an opportunity to respond to this information before the investigation concludes.
- 5.8. Investigations shall normally be completed within 30 business days of the Complaint. Timelines may be extended based on extenuating circumstances.
- 5.9. If the Respondent refuses to participate in an investigation, either directly or indirectly by not attending meetings or responding to communications, the Case Manager will proceed with the investigation without their input and decide with the information available.

6. Resolution

- 6.1. After completing the investigation, the Case Manager will decide on the balance of probabilities whether there was a violation of the Code.
- 6.2. When a Respondent is not found responsible for a violation of the Code, the Case Manager may:

- 6.2.1 Close the case, or
- 6.2.2 Resolve the case informally.
- 6.3. When the Case Manager closes a case with no finding of responsibility, the Case Manager will notify the Respondent in writing.
- 6.4. An Investigation may result in a finding that the behaviour outlined in the Complaint, while not a violation of the Code, did cause harm. When appropriate, the Case Manager may work with the parties to resolve such matters informally. A case may only be resolved informally with the agreement of the Respondent.
- 6.5. When a Respondent is found responsible for a violation of the Code, the Case Manager will assign sanctions in keeping with Section 5 of this Code.
- 6.6. The Case Manager will notify the Respondent in writing via their College email account of the decision. The decision letter will include:
 - 6.6.1 A summary of the investigation,
 - 6.6.2 A decision on responsibility,
 - 6.6.3 The specific violation of the Code, if found responsible,
 - 6.6.4 The reasons for the decision,
 - 6.6.5 Any sanctions, and
 - 6.6.6 Information on the appeal process.

7. Appeal Procedures

- 7.1. A Respondent found responsible for violating this Code has ten business days from the decision to appeal on the grounds listed in Section 7 of this Code.
- 7.2. Appeals must be submitted in writing to the Dean, Student Success. Appeal submissions must include:
 - 7.2.1 The grounds of the appeal,
 - 7.2.2 The decision letter of the decision being appealed
 - 7.2.3 A detailed explanation as to why the original decision should be overturned or modified,
 - 7.2.4 Any supporting documentation, and
 - 7.2.5 The type of resolution sought.
- 7.3. The Dean, Student Success, or designate, will review the appeal submission, the original decision, and any relevant supporting documentation. In this review, the Dean, Student Success, or designate, will determine:
 - 7.3.1 If the appeal is eligible to be heard under this Code, and

- 7.3.2 If the appeal contains sufficient information, on its face, to permit it to move forward.
- 7.4. If an appeal contains new information (that was not known or was not available to the Respondent, through no fault of their own, at the time the original decision was made) and this new information may have affected the original decision, the Dean, Student Success, or designate, may stay the appeal and forward any new information to the original Case Manager for reconsideration. The Dean, Student Success, or designate, will receive a written decision on the reconsideration before further processing the appeal.
- 7.5. If the appeal submission is deemed to meet the above criteria, the appeal will be heard within ten business days of the appeal submission. Appeals may be heard either orally or in writing, at the discretion of the Dean, Student Success, or designate.
- 7.6. At any stage after an appeal has been submitted, the Respondent and the Case Manager, or designate, may engage in discussions outside of the appeal proceedings for the purpose of informally resolving the appeal. An appeal may only be informally resolved with the agreement of all parties. Any attempt at an informal appeal resolution shall not unreasonably delay a formal appeal hearing or decision.
- 7.7. In an oral appeal hearing:
- 7.7.1 The Dean, Student Success, or designate, will chair the hearing.
 - 7.7.2 The Respondent will be given the opportunity to present their appeal and any supporting information.
 - 7.7.3 The Case Manager, or designate, will present their response to the appeal submission.
 - 7.7.4 The Dean, Student Success, or designate, will have an opportunity to ask questions of both parties.
 - 7.7.5 The Dean, Student Success, or designate, will end the hearing.
- 7.8. In a written appeal hearing:
- 7.8.1 The Dean, Student Success, or designate, will request a written response from the Case Manager, or designate, to the Respondent's appeal submission.
 - 7.8.2 The Case Manager, or designate, will have five business days to write a response.

- 7.8.3 The Dean, Student Success, or designate, will review the written submissions and may email the parties with any clarifying questions.
- 7.9. Following the hearing, the Dean, Student Success, or designate, will decide whether to:
- 7.9.1 Deny the appeal, upholding the original decision,
 - 7.9.2 Grant the appeal in part, modifying or altering the original decision, or
 - 7.9.3 Grant the appeal, reversing the original decision.
- 7.10. The Dean, Student Success, or designate, will render a decision in writing, with reasons, within five business days of the appeal hearing (in the case of an oral appeal hearing) or of their receipt of the Case Manager's, or designate's, response (in the case of a written appeal hearing). Both the Case Manager and the Respondent will receive a copy of the decision.
- 7.11. The Dean, Student Success, or designate, is the final internal decision-making body for appeals related to Non-Academic Misconduct decisions. Decisions rendered in the appeal process under this Code are binding.

MONITORING

The Student Rights & Responsibilities Office is responsible for monitoring and updating these procedures.

SPECIFIC LINKS

[Student Code of Conduct Policy](#)