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Student Code of Conduct Rules

Allegations of Misconduct

Any member of the Ridge Meadows College (RMC) community may make an allegation or complaint against any student(s) at the college, whether current or former, for misconduct (the "Claimant").

Complaints can be made to a course instructor, the program chair, or RMC office administrative staff. All complaints will be immediately referred to the college manager in confidence.

Upon becoming aware of a complaint, the college manager will seek to determine if the facts given rise to the complaint, if true, would lead to a violation of standard 4006 – Student Code of Conduct. If the complaint is deemed to have validity, the college manager will begin an investigation and the student(s) subject to the complaint (the "Respondent") will be notified in writing of the investigation and further steps of these procedures will be followed. If the facts given rise to the complaint would not lead to a violation, then the complaint will be dismissed and the Claimant notified in writing.

Interim Measures

At any time following the receipt of the complaint the college manager can choose to implement interim measures should the nature of the complaint, if true, represent a danger to a student, member of the community or to college property, or to impede a community member from doing their duty or activities on campus.

Interim measures are to be short-term measures valid only for the duration of an investigation of a complaint. They should be as minimal as possible while achieving their purpose.

Measures may include:

- Limitation of access to all or part of the campus for a period not exceeding ten days.
- Direction that a Respondent cease communication with a Claimant or other member(s) of the college community.
- Limitation or exclusion from online resources.
- Other measures deemed proportionate to the significance and seriousness of the alleged misconduct.

The Respondent shall be informed in writing of the interim measure and provided an opportunity to dispute the measure for reconsideration.

Informal Resolution

At any point during a complaint resolution process an informal resolution is both possible and encouraged. An informal resolution takes place when the Claimant and Respondent solve the matter informally or with the aid of a college staff member.

If the matter is solved informally, the college manager will be informed and the investigation will be ceased.

Outcomes agreed to in an informal resolution process are not subject to the appeal procedure.

Investigation of Complaint

If the informal process fails or is inappropriate given the circumstances a formal investigation will be conducted by the college manager and/or any staff appointed by the manager. In cases deemed to present a danger to the claimant or other members of the college community, the investigation will take place by a committee consisting of one instructor, one staff member and the college manager.

Every endeavor will be made to complete the investigation within five business days.

At the onset of an investigation, both the claimant and respondent will be informed in writing.

The investigator will determine the appropriate measures to be taken during the investigation.

Measures may change depending on the seriousness of the complaint and may include:

- The investigator may contact other students, instructors, staff or members of the public for verification of the complaint.
- The investigator may collect documents from the Claimant, Respondent or other third parties as deemed appropriate for the investigation.
- The Respondent will be provided sufficient time (in most cases, two business days) to respond to the complaint in writing, or if they wish in person.

Decision and Outcomes

The investigator will make a decision based on the investigation on whether a breach of the student code has occurred or not. Such a decision will be communicated to the Claimant and the Respondent within 5 business days.

If a breach of the student code has been found to have occurred, the college manager may choose to impose sanctions upon the Respondent. Sanctions may take the form of educational, developmental and/or restorative outcomes instead of, or in conjunction with disciplinary sanctions.

Disciplinary sanctions will vary depending upon the severity of the misconduct, the impact of the misconduct on the community, the deliberate or inadvertent nature of the misconduct, whether or not

the Respondent accepts responsibility for the misconduct, whether the misconduct is an isolated incident or not, and any other mitigating or aggravating circumstances.

Disciplinary sanctions may include, but are not limited to:

- An oral or written apology
- Restitution in the form of payment for any costs incurred due to damages by the Respondent
- A letter of reprimand
- A loss of privileges for a defined set of time, such as access to campus resources
- A loss of access to campus for a defined set of time
- A required withdrawal from courses
- The forfeiture of fees paid for current or upcoming courses, or administrative fees
- Suspension or expulsion from the college
- A require to undergo remedial education before resuming studies (potentially at another institution)
- The signing of a behavioural contract
- A notation regarding the incident on the student's transcript

Any disciplinary sanction(s) will be recorded in the student's permanent file and if appropriate state on the student's transcript.

If the Respondent received a disciplinary sanction, they will have the result to appeal using a non-academic appeal form. Appeals must be submitted to the college within 7 days of a sanction being issued.