



Policy Number and Title:	SL.4.01 Committee on Discipline
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Division	Student Life
Policy Section:	SL.4 (Student Conduct)
Applicable to:	Students
Effective:	President's Cabinet (January 20, 2016)
Most Recent Revision:	President's Cabinet (October 26, 2022)
Contact:	Director of Housing and Residence Life

Statement of Policy

Student Life Actions will be taken when Community Standards are violated. The type of action depends upon the seriousness of the offense, the willingness of the student to take responsibility for personal actions and attitude, and the action may vary from student to student. Every opportunity is explored to contribute to the student's personal growth and success, while seeking to maintain a healthy living and learning environment. **The goal of the restoration process is to help students develop in character, personality, and ability.** This policy provides a description and guidelines for the Committee on Discipline as part of our overall disciplinary processes. Also, see policy SL.4.02 Disciplinary Sanctions.

Rationale

The COD is a standing committee and will ensure a fair and transparent process when dealing with more serious conduct violations.

Details

The Role of the Committee on Discipline (COD)

For Community standards that are violated repeatedly or if severe violations have taken place (i.e., threaten safety and welfare of the community), the Committee on Discipline (COD) may consider Community probation, Disciplinary Contract, suspension, or dismissal from the Housing and/or University.

Members of the Committee on Discipline (COD)

The committee is comprised of the Director of Residence Life and Housing (Chair), the Director of Student Engagement and Formation, the Registrar, a Resident Director, one instructional faculty member, one member of the Student Council (non-voting), and one representative from the Student Success and Wellness Center.

The COD Subcommittee

The role of the COD Subcommittee is to respond to student conduct issues related to sexual harassment/assault that may necessitate housing eviction, suspension, or dismissal from the University. Due to the sensitive nature of the allegations, the Subcommittee will be comprised of the Director of Residence Life and Housing, Director of Student Success and Wellness, and Director of Student Engagement and Formation. More information on the COD Subcommittee processes and procedures can be found in SL. 2.09 Harassment based on Discrimination.

Committee on Discipline meeting (hearing)

COD may combine the hearings of one or more misconduct allegations made against one or more students. When the student(s) receive a notification via official LCC student email account, they must:

- Confirm attendance at the hearing (in-person or online).
- Consider providing a written submission prior to the hearing. A written submission can give context to what happened, can provide a personal version of the incident including relevant supporting material and will allow to cover points that may be missed on the day of the hearing or may not have the time to cover.
- Confirm if a support person will attend the hearing. The support person may include a friend or Student Council member. The support person may quietly reassure the student during the hearing and provide personal support. Please note that the role of a support person is not that of a legal representative and the person cannot be a legal practitioner.
- Seek further support and assistance, if needed through psychological or pastoral counseling.

Should the student(s) miss the hearing, the Committee may consider the alleged misconduct and make its decision *in absentia*.

During the hearing the student(s) must:

- Conduct themselves in a proper and orderly manner and must not insult a member of a COD.
- Provide the COD oral or written submissions of evidence.
- Get permission to bring witnesses to COD hearing.

During the hearing, COD members will:

- review the documentation provided.
- provide the opportunity to respond to the alleged misconduct.
- provide the opportunity to admit or deny responsibility for the alleged misconduct.
- ask questions to clarify the circumstances of the alleged misconduct.

Decision making

The quorum for a Hearing of a COD is five (5) voting members, including its Chair. The decision of a majority (51 %) of the members of a COD is a decision of the COD and, in the event of an equality of votes, the Chair has a second or casting vote. There are many factors considered when determining an appropriate sanction(s).

Examples of such factors taken into account when determining a sanction include:

- the severity and extent of the misconduct.
- whether the misconduct was an isolated incident or part of an ongoing pattern of behavior.
- any history of previous misconduct by the student.
- recent precedent as established by relevant University decision making authorities.
- the student's general health and personal circumstances at the time of the misconduct that might have impacted the student's judgement.
- whether the student promptly reported the misconduct and readily co-operated with any investigation.
- whether the student acknowledged responsibility and there is clear evidence of contrition.
- whether the student has taken steps to prevent such misconduct in future; and
- whether the student has taken actions to remedy or reduce the impact of the misconduct.

Notification

Within 2 workdays of the hearing, the COD will notify the student in writing of the decision and rationale as well as appeal process.

Appeal process after Housing Eviction/University Dismissal

COD decisions can be appealed within the timeframe outlined in the COD decision letter only for the following reasons:

- The students' rights were violated during the process.
- New evidence is available that was not available at the time of review.
- Sanctions are not consistent with the violation.

Rationale must be provided for the arguments made, and the rationale must adequately prove the reason for the appeal. The Student Life Vice President will review the case. Once a decision is made, it is final and non-negotiable. If a student fails to complete the sanction revised by SLVP, no additional appeal can be given, and original decision of COD is enforced.

Confidentiality and record keeping

Members of the COD need to treat this information as private and by no means share any of the details with people outside of the committee. Any disciplinary action taken against a student respondent must not be publicized. Record of disciplinary action taken against a student respondent is maintained by the Director of Housing and Residence Life in eRezLife; and shared with any university staff only as appropriate to effectively deal with the matter and otherwise on a need-to-know basis. No record of any disciplinary action against a student may be included in the external academic transcript of that student.