

King's University College

Procedures – Student Responsibilities and Student Conduct

Revised August 2025

Informal Resolution

Whenever possible and appropriate, matters under the Code will be addressed informally before using the formal disciplinary procedures outlined in the Code. Minor offences will normally be dealt with informally within the area or department where the offence occurred.

In classroom or related academic settings, resolution may involve discussion with the Professor/Instructor and/or Chair of the Department (or Director of the School offering the course). The Associate Academic Dean should also be consulted. The Dean of Students and Campus Life must always be consulted prior to invoking the Code.

Formal Procedures

1. Any member of the King's University College community (including faculty, staff, students, visitors, or external community members) may submit a written report outlining an alleged offence warranting review and possible disciplinary sanctions under the Code. This report is submitted to the Dean of Students and Campus life.
2. If the potential penalty may affect a student's academic progress, the Vice-President and Academic Dean (or designate) may act jointly with the Dean of Students and Campus Life, regardless of where the alleged offence occurred.
3. Reports should be filed within seventy-two (72) hours of the occurrence. Late reports may be accepted at the discretion of the Dean of Students and Campus Life if circumstances warrant.
4. Upon receipt of a report, the Dean of Students and Campus Life will notify the student in writing, normally within five (5) business days. This notice will include the nature of the reported offence and the alleged facts.
5. Notification will be sent by registered mail or by personal delivery. Notice is deemed effective on the fifth (5th) business day after mailing or delivery, whether or not it is acknowledged or read by the student.

6. The student must attend a meeting with the Dean of Students and Campus Life, as outlined in the notice, along with the individual(s) who reported the offence. The purpose is to review the written report, discuss the incident, and allow the student to present their account. The Dean of Students and Campus Life may permit additional attendees at their discretion. This meeting will normally occur within ten (10) business days of notification. Special arrangements or extensions may be made during holiday or examination periods.
7. The student will be given a reasonable opportunity to respond to the report, present evidence, and produce witnesses. It is the student's responsibility to submit all supporting materials and secure any witnesses.
8. If further investigation is deemed necessary, an External Investigating Officer may be appointed to undertake and report on the investigation.
9. All complaints will remain confidential to the extent possible and without fear of reprisal. However, proper investigation may require disclosing the identities of involved parties to one another and to relevant third parties, including witnesses.
10. The Dean of Students and Campus Life shall keep all parties informed about the investigation's progress.
11. Every effort will be made to ensure that the academic progress of students involved is not unreasonably jeopardized.
12. The Dean of Students and Campus Life will compile a report of all offences and related sanctions (with students' names removed) to be included in the Dean of Students and Campus Life Annual Report.

Appeals

1. A student may appeal a decision or sanction imposed by the Dean of Students and Campus Life to the King's University College Discipline Appeal Committee.
2. Grounds for appeal include:
 - a. A serious procedural error during the hearing that prejudiced the student.
 - b. New evidence, not available at the time of the original decision, which may affect the outcome.
 - c. The Dean of Students and Campus Life lacked the authority under the Code to reach the decision or impose the penalty.

3. Filing an Appeal Application does not automatically stay the implementation of sanctions unless the Chair of the Discipline Appeal Committee orders otherwise.
4. The Discipline Appeal Committee may:
 - a. Deny the appeal.
 - b. Grant the appeal and quash or vary the decision or penalty (grounds a or b).
 - c. Grant the appeal and quash the decision (ground c).
5. All parties have the right to be represented by legal counsel. The Committee also reserves the right to retain counsel.
6. Each party bears their own legal expenses. The Committee will not order cost recovery from either party.

Composition and Training of the Discipline Appeal Committee

7. The Chair of the Committee must be a tenured faculty member selected by Academic Council. When an appeal is filed, the Chair will select:
 - Two (2) additional tenured faculty members (not from the same department).
 - One (1) professional officer (who does report to the Dean of Students and Campus Life)
 - One (1) full-time student in second year or higher (not from the same program or in a conflict of interest).
 - All members of the committee must declare any conflicts of interest they identify on the committee. The committee may ask a member to recuse from the process if the committee determines the conflict cannot be appropriately managed.
 - Three members constitute a quorum.
 - If the Chair cannot act or is in conflict, an Acting Chair will be appointed by Academic Council.
 - The membership of a Committee hearing an appeal is extended until the decision is rendered.
 - The College will provide training and orientation to the Chair.

Appeal Procedures

8. The Appeal Application must be filed with the University Secretary within ten (10) business days of the Dean of Students and Campus Life decision. It must include:
 - A copy of the decision.
 - Grounds for appeal.
 - Desired outcome.
 - Supporting statement and documentation.
 - Names of counsel or agent (if applicable).
 - Description and names of any new evidence or witnesses (if applicable).
9. Incomplete or late applications will not be accepted unless exceptional circumstances apply as determined by the Chair of Committee
10. The parties to the appeal are:
 - The Appellant (student).
 - The Respondent (Dean of Students).
11. The University Secretary will send the Appeal Application to the Respondent, who must reply within ten (10) business days. A copy of the reply will be provided to the Appellant.
12. The Secretary will inform the Chair of the Appeal Committee, who will convene the Committee as described above.
13. The Appeal Committee will determine its own procedures consistent with past practice. It is not bound by legal procedures or strict rules of evidence but must ensure fairness and transparency.
14. The Committee may summarily dismiss an appeal that lacks valid grounds or evidence.
15. The Committee may decide the matter via written submissions or, if a party shows good reason, hold an oral hearing.
16. Hearings are held in camera.

17. Scheduling delays will only be granted in exceptional circumstances. Failure to contact the Secretary by the deadline may result in the appeal being deemed abandoned.
18. Each party will receive a Notice of Hearing. If a party does not attend, the hearing may proceed in their absence.
19. Each Committee member votes. A majority vote is required to grant an appeal. The Chair votes only in the case of a tie.
20. The Chair may waive time limits or procedures where appropriate.
21. The University Secretary or designate will provide administrative support.
22. The decision, with reasons, will be filed with the University Secretary by the Chair. Copies will be sent to the parties and others with a legitimate need to know (e.g., Enrolment Services, Campus Police). If the appeal is denied or the sanction varied, a copy will be retained by the Dean of Students.
23. The University Secretary will compile an annual report on appeals (with names removed), which will be forwarded to the Dean of Students and Campus Life and included in their Annual Report.

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