

Bermuda College Student Code of Conduct

Approved May 2004

Amended January 2007

The purpose of a system of higher education is to create and provide opportunities for academic, professional, and social development. Similar to larger communities, Bermuda College endeavours to promote policies and procedures designed to produce responsible citizens with an understanding of respect for self and others, integrity, and a sense of responsibility. As such, we strive to establish a community in which members have mutual responsibilities and reciprocal expectations. The rules enforced by the College are designed to protect the rights of its members in support of the mission: "Setting Bermuda's students on the path to success." It is therefore understood that by accepting an offer of admission to Bermuda College, a student accepts the principles of this Code of Conduct.

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1.0 Student Rights and Responsibilities

The right to:	The responsibility to:
Quality Education	
<ul style="list-style-type: none"> a) Receive regular and orderly instruction b) Receive a well-balanced curriculum c) Receive effective teaching (includes current as well as established knowledge) d) An opportunity for classroom interaction e) Receive challenging and relevant assignments f) Graduate under the academic catalogue in effect on his/her admission 	<ul style="list-style-type: none"> a) Strive for academic growth by participating in the appropriate educational programme to the best of their ability b) Take advantage of their educational opportunity by maintaining consistent and punctual attendance c) Commit time and energy appropriate to the learning challenge d) Expand the boundaries of their current knowledge and skill e) Respond and interact with both the faculty member and other students f) Share their experience and expertise with the class
Learning Environment	
<ul style="list-style-type: none"> a) Be treated with respect and dignity b) Study in a supportive and encouraging environment free of discrimination & intimidation c) Resources in support of identified special needs d) Expect that the College community will be a safe environment free from theft, threats and acts of violence, obscene treatment from others, & wilful destruction of personal property 	<ul style="list-style-type: none"> a) Treat others with respect and dignity and refrain from the use of verbally abusive language including the use of profanity b) Collaborate in the learning process by respecting and listening to alternate perspectives c) Refrain from any conduct which discriminates against other members of the College community d) Initiate attention to special needs e) Respect campus property by caring for it and protecting it from vandalism and theft
Assessment	
<ul style="list-style-type: none"> a) Prompt and regular feedback b) Clear and consistent grading based on identified standards of achievement 	<ul style="list-style-type: none"> a) Commit to academic integrity (see Section 3) b) Meet course deadlines c) Provide feedback on the effectiveness of faculty members
Academic Dialogue	
<ul style="list-style-type: none"> a) Communicate freely and to voice alternative points of view b) Learn from all classroom participants 	<ul style="list-style-type: none"> a) Reason clearly and listen carefully to others b) Manage conflict and personal interactions with classmates c) Respect confidentiality and not impede the progress of the class
Interaction Outside Class	
<ul style="list-style-type: none"> a) Contact a faculty member outside of the class to clarify course requirements or seek additional assistance within specified hours defined by the faculty member 	<ul style="list-style-type: none"> a) Notify the faculty member before an absence when possible b) Make up any missed material
Educational Resources	
<ul style="list-style-type: none"> a) Use College facilities including but not limited to the Library, Student Centre, Sports Facilities, Computer Labs b) Participate in student activities c) Utilise educational support services 	<ul style="list-style-type: none"> a) Respect the shared use of facilities and to protect common property b) Follow policies that regulate shared use c) Participate in student activities d) Use educational support services
College Community Environment	

<ul style="list-style-type: none"> a) Be recognised as an individual member of the College Community with the associated rights of access to College services and facilities b) Receive respectful treatment from other members of the College Community c) Access classrooms, laboratories, and other campus locations for the purpose of study, group work, extra credit work & make-up assignments 	<ul style="list-style-type: none"> a) Maintain an environment conducive to learning b) Show courtesy and consideration for others in the College community c) Know and follow College policies including but not limited to this Code d) Promote the physical safety and personal security of self and others e) Display College identification upon request
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Academic Records

<ul style="list-style-type: none"> a) Privacy and confidentiality of their academic record to be released only upon written request of the student or in the event of an emergency b) Access their permanent academic record 	<ul style="list-style-type: none"> a) Maintain contact with their academic advisor b) Understand that information may be released to College officials with legitimate educational interests
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Freedom of Expression & Assembly

<ul style="list-style-type: none"> a) Freedom of expression which includes the right to picket or demonstrate for a cause b) Publish written material in the form of newsletters or flyers that are free to deal openly and responsibly with issues of interest and importance to the College community c) Express opinions publicly or privately d) Be free of College censorship of material they publish whether for distribution on campus or elsewhere e) Support causes by orderly means including but not limited to peaceful assembly or advocacy 	<ul style="list-style-type: none"> a) Ensure that organized activity does not infringe on the rights or freedoms of others or interfere with the proper functioning of the College b) Ensure that organized activity including but not limited to student demonstrations or rallies are scheduled via Student Services at least three days in advance of the event c) Ensure that publications avoid the violation of individual rights including but not limited to the use of libel, undocumented allegations, obscenity, attacks on personal integrity, deliberate deception of its readers, and unnecessary harassment or innuendo
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Harassment

<ul style="list-style-type: none"> a) Be free from discrimination on the basis of age, disability, ethnicity, gender, race, religion, or sexual orientation b) Be free from physical, emotional and/or sexual harassment c) Consult with a representative from Student Services concerning the advisability of making an informal/formal complaint 	<ul style="list-style-type: none"> a) Refrain from conduct which discriminates against other members of the College community b) Follow established procedures should he/she decide to file a formal complaint (see section 5.0)
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2.0 Due Process

A student, student organization, or member of the college community accused of academic or non-academic misconduct is entitled to the following procedural protections:

- Notification of the alleged charge of misconduct;
- Request that the Vice-President Student Affairs (when considering non-academic misconduct) resolve the case in an informal disciplinary meeting providing the respondent is not subject to sanctions of suspension, expulsion or criminal prosecution;
- Allowed reasonable time to prepare a defence;
- Notification of the evidence upon which the charge is based and provision of an opportunity to offer a relevant response;
- Presentation and examination of witnesses;
- Opportunity to challenge any member of the Academic Grievance Committee (see Section 3.2.C) or Administrative Disciplinary Committee (see Section 4.2.B) on the grounds of a conflict of interest that might affect impartial consideration;
- Consideration of innocence until proven responsible by clear and convincing evidence;
- Appointment of an advisor of their choice.
- Entitlement to a hearing before the Administrative Grievance Committee or Administrative Disciplinary Committee if subject to sanctions of suspension or expulsion.
- The purpose of disciplinary proceedings is to provide a fair evaluation of an alleged violation of College regulations. As such formal rules of evidence shall not be applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a student respondent of the College may result.

3.0 Student Academic Conduct

The purpose of this policy is to define and ensure the academic integrity of the College. This policy describes the process for addressing cases of student academic misconduct. Each faculty member is expected to maintain the academic integrity in his/her course(s). Each faculty member has the responsibility to determine if a student has engaged in academic misconduct and the authority to initiate proper procedures if such a determination is made.

3.1 Definitions of Academic Misconduct

The principle of academic honesty and integrity dictates that all course work presented by a student is an honest and accurate reflection of the student's academic efforts. Violations of this principle will be considered academic misconduct and may be further defined as follows:

Cheating

- Use or attempted use of unauthorised materials, assistance, information, or study aids in any academic exercise.
- Unauthorised use of external assistance on any class or take-home examinations.
- Substitution of another person in taking a quiz or exam.
- Theft of examinations or course material.
- Unauthorised submission of substantial portions of the same academic work for credit more than once.
- Submission of course work obtained from commercial term paper companies or websites.

Falsification and/or Fabrication

- Falsification or invention of any information or data in any academic exercise including but not limited to reports, laboratory results, and citations to sources of information.
- Falsification or misrepresentation of academic records.
- Altering answers on a returned academic exercise in order to challenge the grade and gain points.
- Falsely claiming attendance to a class or activity in order to secure a grade.
- Alteration and/or falsification of any official College document.

Plagiarism

- Representation of someone else's words or ideas as your own.
- Word for word copying of sentences or whole paragraphs from one or more sources without clearly identifying the source of origin. Sources include but are not limited to journals, books, information from the internet, course work from another class, and another student's work.

- Using close paraphrasing or reproduction of ideas, sentences, or whole paragraphs without appropriate referencing of the original source.
- Submission of work that has been written by someone else on the student's behalf.
- Violations include but are not limited to prose, mathematics, art, and computer programs and information.

Unfair Advantage

- Possession of or an attempt to gain possession of a test prior to it being given.
- Unauthorised access to files (hard copy and computer files) that provide access to assignments, exams, and/or grades.
- Unauthorised use of reference materials in the completion of an academic exercise.
- Unauthorised removal or long-term removal of books from the library.
- Disorderly behaviour that disrupts the academic environment and violates other students' rights to a supportive and encouraging learning environment.

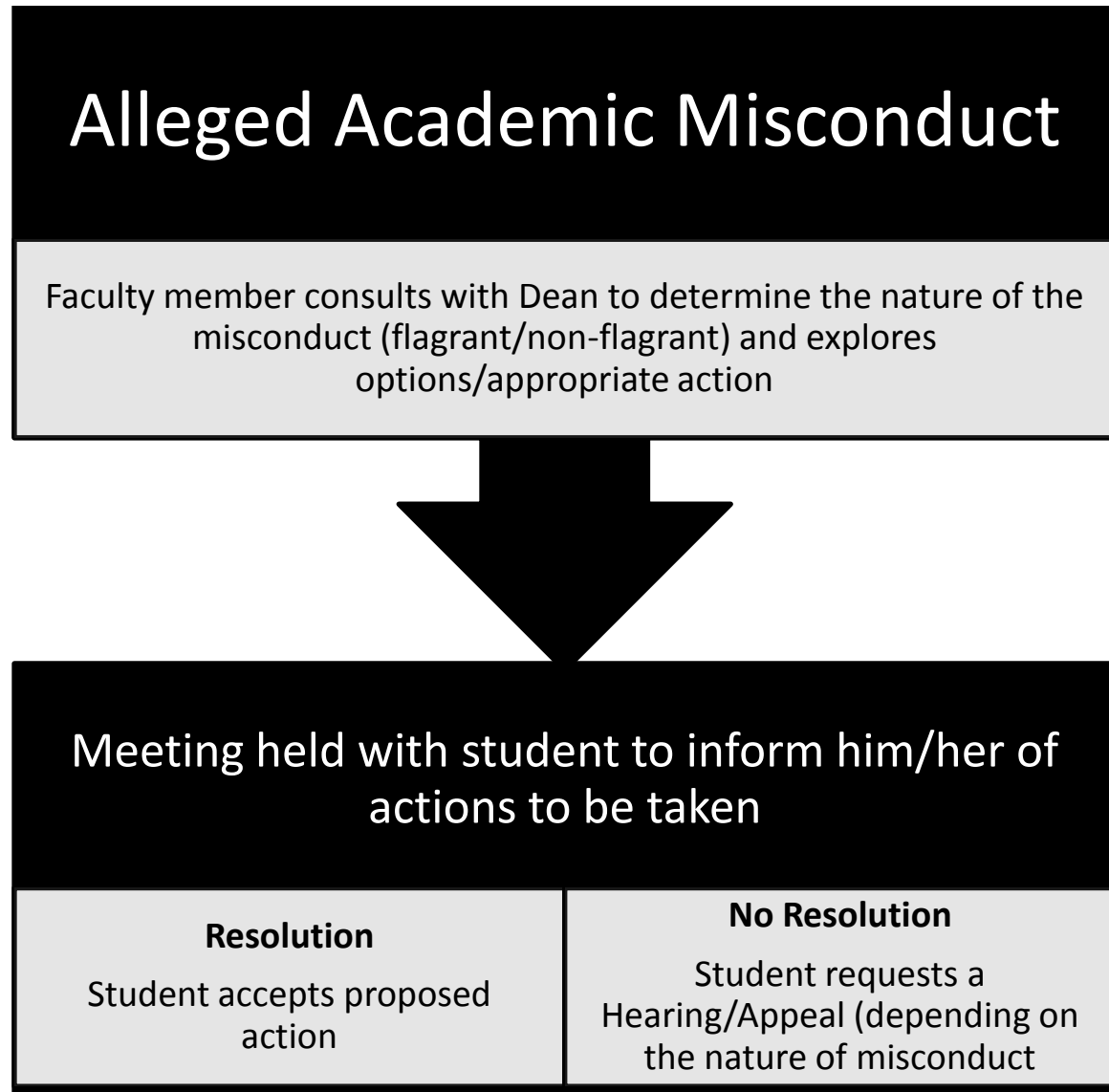
Facilitating Academic Dishonesty

- Intentionally and/or knowingly helping another commit an act of academic dishonesty.

Disruption of the Learning Environment

- Use of communication devices including but not limited to cell phones, pagers and MSN messenger during a class session or exam.
- Violations during a class session may result in dismissal from that session at the discretion of the lecturer.
- Violations during an exam will result in the surrender of his/her exam. The student will not be given an opportunity to complete or retake the exam.

Summary of Academic Misconduct:



3.2 Resolving Cases of Academic Misconduct

Faculty members have the right and responsibility to deal directly with any cases of academic misconduct arising in their courses. Such incidents can be identified in one of two ways: (1) direct observation of behaviour and/or review of academic work or (2) student notification.

A. Alleged violations of the academic misconduct guidelines that do not appear to be flagrant, extensive, premeditated, or repeated will be resolved by:

- 1) The faculty member consulting with his/her Dean to discuss the nature of the alleged violation and assess appropriate options for its resolution.
- 2) Notifying the student of the alleged violation and proposed course of action.
- 3) Holding a conference in which the faculty member and student discuss the alleged violation, the faculty member further explains the proposed resolution, and the student has an opportunity to offer an explanation.
- 4) Possible Resolutions may include grade adjustment, additional assignments, written warning, counselling, informing student of other forms of assistance.
- 5) If the student accepts the faculty member's proposed resolution, the faculty member will then notify the Dean of the final resolution. Both the charge and the resolution are kept confidential among the student, faculty member, and Dean. A record of the violation will be kept by the Dean to protect the College against repeated offences by an individual student. Notations of the violation and resolution will not appear on the student's official academic record.
- 6) Should the student dispute the charge and/or proposed resolution a hearing with the Academic Grievance Committee is required (see section 2.0, 3.2.B and 5.0)

B. Alleged violations of the academic conduct guidelines that are flagrant, extensive, premeditated, or repeated will be resolved by:

- 1) The faculty member consulting with his/her Dean to discuss the nature of the alleged violation and assess appropriate options for resolution.
- 2) Notifying the student of the alleged violation and proposed course of action.
- 3) Notifying the student of his/her right to a formal hearing before the Academic Grievance Committee concerning the charge and proposed resolution. The Chair of the Committee (hereafter referred to as the Chair) will provide the student with a copy of the relevant documents outlining the hearing process. The faculty member must preserve any items

that might be needed by the Committee in the event that the student elects to proceed with a formal hearing.

- 4) Holding a conference in which the faculty member and student discuss the alleged violation, the faculty member further explains the proposed resolution, and the student has an opportunity to provide an explanation.
- 5) The minimum penalty for a flagrant violation is the grade of "F" for the course. Additional penalties may include a notation on the student's academic record stating the reason for the "F", probation, suspension, or expulsion from the College.
- 6) The faculty member must notify the Chair of the outcome of the conference; the Chair in turn will notify the Coordinator of Student Enrolment Records & Registration (SERR) not to permit the student to drop the course.
- 7) If the student elects to proceed with a formal hearing, he/she must notify the Chair in writing within three (3) working days after the meeting with the faculty member.
- 8) These procedures should also be enacted in the event that a student previously charged with a less serious violation commits a repeat violation.

C. Academic Grievance Committee

- The Academic Grievance Committee shall consist of eight members (3 faculty, 2 staff, and 3 students – with at least one from Student Government). A quorum shall consist of five members. The Chair shall be selected from the membership and shall not vote except in the event of a tie.
- Members shall be appointed by the Vice-President & Chief Academic Officer for a one-year term and may be reappointed.
- Complainant(s) or Respondent(s) may challenge a committee member on the grounds of a conflict of interest that might affect impartial consideration of the complaint.

3.3 Penalties for Academic Misconduct

Depending on the severity of the alleged academic misconduct, the following penalties may be considered to be the appropriate course of action for resolution:

- Submission of a lower grade for the course work in question.
- Submission of a failing grade "F" in the course.

- Academic probation, which serves to limit the number of credit hours a student can carry during a semester and involves scheduled contact with his/her academic advisor.
- Suspension, which serves to sever the student or organisation's relationship with the College for a stated period of time. It can be enforced immediately or delayed.
- Expulsion, which severs the student's relationship with the College immediately and definitely.

3.4 Challenging a Grade

As noted in section one of the Code, students have the right to receive quality education in a learning environment characterised by respect and a consistent standard of grading. As such students have the right to challenge an assessment grade they believe to be unreflective of their work or inconsistent with the standards expressed by the instructor. Students should adhere to the following process when seeking to challenge a grade:

- Seek an audience with the instructor to discuss the work they would like reviewed. Submission of a portfolio of all of the work in question should be available for review by the instructor.
- If the student and instructor cannot arrive at a mutually agreed resolution, the student has the right to seek an audience with the Dean. Submission of the work in question should be available to the Dean along with written statements from both the student and instructor detailing their respective positions.
- If the student does not accept the resolution/s suggested by the Dean, they have the right to have the work reviewed by the Vice-President & Chief Academic Officer.

4.0 Non-academic Conduct

The purpose of this policy is to define and insure the social integrity of the College. Any member or organization of the College community found to have committed a violation will be subject to penalties that may include but are not limited to probation, suspension, or expulsion from the College.

4.1 Definitions of Non-academic Misconduct

The students at the College are expected to adhere to the rights and responsibilities stated in Section 2.0 of this code. Non-academic conduct in violation of these rights and responsibilities may be further defined as follows:

Violations Against the College Community

- Acts of dishonesty, including but not limited to: furnishing false information to the College or any College official; forgery, alteration, or misuse of any College document, record or instrument of identification; tampering with the election of any organization.
- Disruption or obstruction of teaching, administration, disciplinary proceedings, or other College activities including its public service functions and other authorized non-College activities occurring on campus.
- Failure to comply with directions of College officials, including law enforcement officers acting in the performance of their duties, and/or failure to identify oneself to these persons when asked to do so.
- Violations of other published College policies, rules or regulations including but not limited to Information Technology Network and Computer policies, parking and traffic violations, and policies governing student organizations.
- Physical and/or verbal abuse (including the use of profanity), threats, and intimidation that endangers the health and safety of any member of the College community.
- Harassment, sexual harassment, stalking, coercion and other conduct that threatens or endangers the health or safety of any person. This includes the use of computers and/or computer software as a means for committing acts of harassment.
- Actions that violate the human rights of any member of the College community including but not limited to areas of culture, ethnicity, gender, race, and sexual orientation.

Violations Against Property

- Attempted or actual damage, vandalism, misappropriation, and/or theft to property of the College or property belonging to members of the College community. This includes possession of stolen property or unauthorised possession of College property or property of a member of the College community.
- Unauthorised possession, duplication, or use of keys to any College premises or unauthorized entry/use of College Premises.
- Abuse, misuse, or theft of computer data, equipment, programs, and/or violation of Information Technology Services Network and Computer policies.
- Littering on College premises.

Acceptable Computing Use (excerpt from the Information Technology Policy, adopted February 16th, 2004)

- Bermuda College network services and computer resources may be used for lawful purposes only. Users are prohibited from creating, storing, working with, or sending through any Bermuda College IT service, material that is unlawful, obscene, gives rise to civil liability, or violates any applicable local, national or international law. This includes, but is not limited to, material protected through international convention of copyright, trademark, and trade secret.
- All users are subject at all times to all provisions of the Bermuda computer Misuse Act 1996:16, et seq., the Bermuda Electronic Transition Act 1999:26, et seq., the Bermuda Telecommunication Act 1986:35 et seq., and the United Kingdom Statutory Instruments SI 1962 No. 1642 “The Copyright (Bermuda) Order,” 1962, et seq. and SI 1979 No. 1715 “The Copyright (International Conventions) Order” 1979, et seq. These laws may be viewed at <http://www.BermudaLaws.bm>.
- Bermuda College network services and computer resources may not be used for commercial purposes, advertising of any kind, or for the promotion of any political tract.
- Users may not attempt to or actually circumvent or modify any authentication, identification, security or accounting procedure.
- Users may not access, modify or cause to be modified, the logs, files, programs, or record-keeping of any host, server, client, network, or account, for which they are not authorized.
- Users may not attempt to or actually interfere with service to any user, host, server, client, or network. This includes, but is not limited to deliberately overloading or crashing, a service, host, server, or client.
- Users may not use any form of program, script, command, or message of any kind, or undertake any action, to interfere with the terminal session or to modify any file, of any user, without prior written permission of that user.
- No personal equipment of any kind may be attached directly to the College network. Personal equipment may be attached to computers which connect to the network, providing no other provision of this policy is violated and the attachment is both temporary and made available through available external ports on the computer.

Violations Disrupting Order or Disregarding Health & Safety

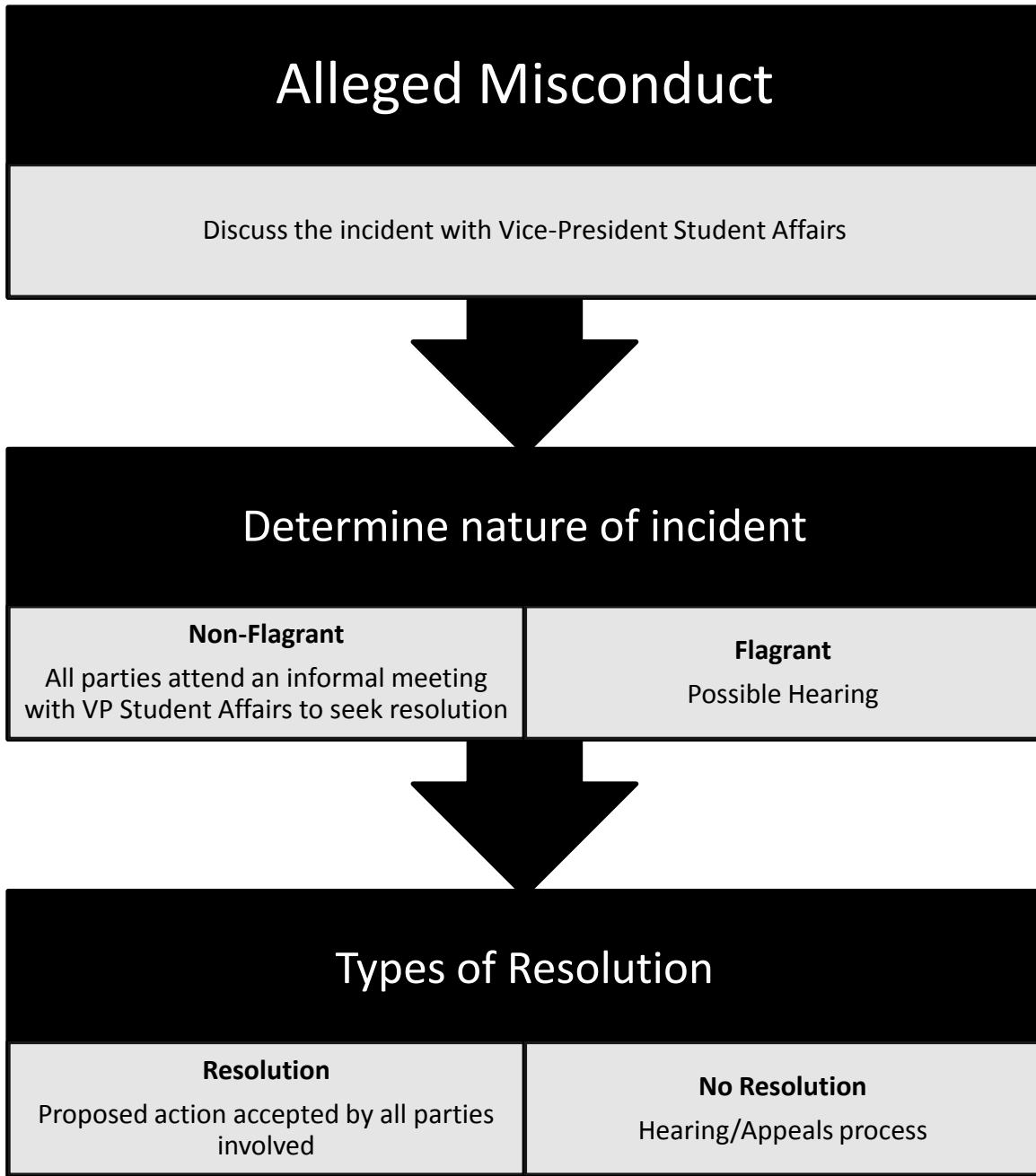
- Use, possession or distribution of illegal drugs on College premises, including the use and/or possession of drug paraphernalia containing illegal drug residue.
- Use, possession or distribution of alcoholic beverages on College premises, except as expressly permitted by law and College policies.

- Unauthorised possession of offensive weapons including but not limited to knives, machetes, or firearms on College premises.
- Participation in unauthorized campus demonstrations.
- Engaging in violent, abusive, indecent, profane or otherwise disorderly conduct on College premises, which tends to cause or provoke a disturbance thereby disrupting the normal operations of the College.
- Entering false fire alarms or bomb threats, tampering with fire extinguishers, alarms or other safety equipment on College premises; including alarm buttons located in classrooms.
- Violations of Bermuda Criminal and/or Civil Law on College premises or at College sponsored activities off campus.
- Violations of Bermuda Criminal and/or Civil Law off College premises and not related to College sponsored activities when the violations adversely affect the College community and/or the pursuit of its objectives.

Interfering with the Discipline Process

- Knowingly initiating a false complaint.
- Failure to appear at a disciplinary meeting or hearing when directed to do so.
- Falsifying, distorting or misrepresenting information at a disciplinary meeting or hearing.
- Attempting to discourage a person's proper participation in or use of the discipline process.
- Harassment or intimidation of a member of the disciplinary committee.
- Failure to comply with sanctions imposed under the Code.

Summary of the Student Grievance Process:



4.2 Resolving Cases of Non-academic Violations

- Any person may file a complaint against a member/s of the College community suspected of violating this Code. The complaint shall be in writing, detailing the nature of the violation, to the attention of the Vice-President Student Affairs or his/her designee.
- A complainant is normally expected to participate in the disciplinary meeting or hearing, and to present relevant information.
- Complaints should be submitted as soon as possible after the event takes place, preferably within 5 working days of the occurrence.
- The Vice-President Student Affairs or designee may conduct an investigation that includes a preliminary review to determine the nature of the complaint, whether the Respondent(s) dispute the facts forming the basis of the complaint, and the level of penalty required in relation to the complaint (see Section 4.3).
- If the investigation determines the complaint has merit and can be disposed of by mutual consent of the parties involved on a basis acceptable to the Vice-President Student Affairs or Designee an informal meeting is held (see Section 4.2.A). The disposition shall be final and there shall be no subsequent proceedings.
- If the complaint has merit and cannot be disposed of by mutual consent, the Vice-President Student Affairs or Designee may participate in any subsequent meeting or hearing to resolve the complaint.
- The Vice-President Student Affairs or Designee reserves the right to reject a complaint where it is not feasible for the College to pursue it.
- Respondent(s) not subject to suspension or expulsion and those who do not dispute the facts of the complaint are entitled to an informal disciplinary meeting with the Vice-President Student Affairs or Designee. If the conflict is not resolved, the complainant or respondent may follow due process (see Sections 2.0, 4.2.B, and 5.0)
- Respondent(s) subject to suspension or expulsion and those disputing the facts of the complaint are entitled to a hearing. In this instance the case will go before the Administrative Disciplinary Committee (see Sections 4.2.B and 5.0).

A. Informal Process – Disciplinary Meeting

- 1) Respondent(s) will receive written notice of the complaint at least three days prior to the disciplinary meeting.

- 2) Respondent(s) will have reasonable access to the complaint file prior to and during the disciplinary meeting.
- 3) Respondent(s) and Complainant(s) will have an opportunity to be assisted by an advisor of their own choice (and at their own expense). Advisors are not allowed to speak or participate in the meeting and may not appear in lieu of the Respondent(s) or Complainant(s).
- 4) Respondent(s) will have an opportunity to respond to the complaint and to present a maximum of two (2) relevant witnesses.
- 5) Respondent(s) will receive a written summary of the determination, including any sanction(s).

B. Formal Process – Administrative Disciplinary Committee

The President of Bermuda College is charged with the responsibility of maintaining appropriate standards of conduct for students and is authorised to place limitations on continued attendance, suspend, expel, and/or levy penalties for disciplinary violations subject to procedures of due process. The mechanism for ensuring due process is the College Judicial System with a jurisdiction that extends to: (1) every student enrolled for one hour or more of course work per week at the College during the regular academic term and/or summer session; (2) activities that damage the College's reputation and violate the policies described by this Code of Conduct. Jurisdiction does not include the resolution of academic matters, which are to be handled by the Academic Grievance Committee. The Administrative Disciplinary Committee serves as the judicial arm for the College.

Administrative Disciplinary Committee

- The Administrative Disciplinary Committee is chaired by the Vice-President Student Affairs or his/her designee and seven members (2 faculty, 2 staff, and three students. A quorum shall consist of five members. The chair shall not vote except in the event of a tie.
- Members shall be appointed by the President in consultation with the Vice-President & Chief Academic Officer for a one-year term and may be reappointed.
- The Vice-President Student Affairs or Designee is responsible for coordinating hearings.
- The Vice-President Student Affairs or Designee may remove a member from the disciplinary committee when the member has failed or refused to carry out his/her duties. Members found in violation of the Code may be removed from the Committee.

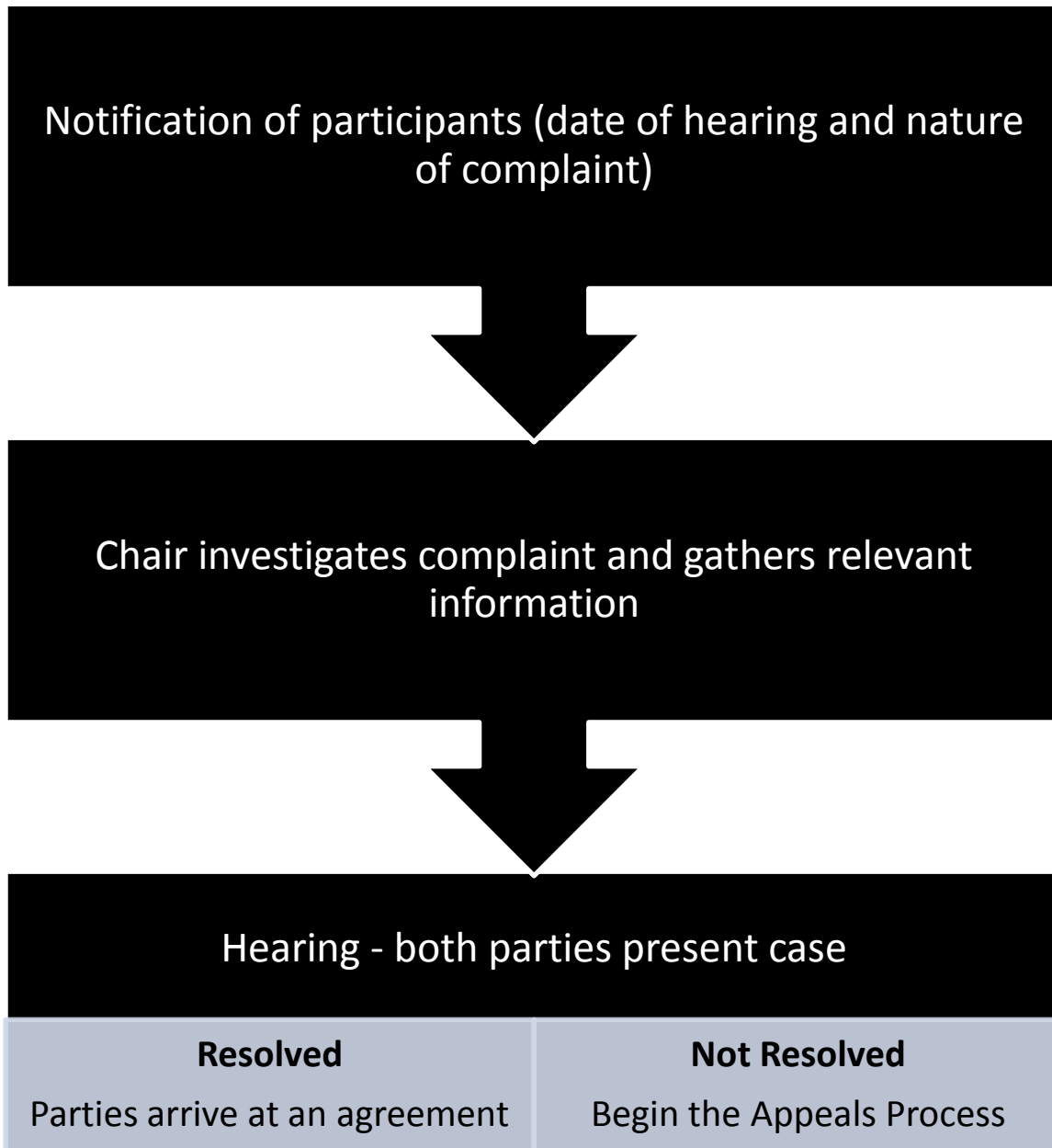
- A Complainant(s) or Respondent(s) may challenge a committee member on the grounds of a conflict of interest that might affect impartial consideration of the complaint.

4.3 Penalties for Non-academic Misconduct

Depending on the severity of the alleged non-academic misconduct, the following penalties may be considered to be the appropriate course of action for resolution:

- Mandatory counselling via the Counselling and Career Centre.
- Mediation conducted by the Vice-President Student Affairs or designee.
- Disciplinary probation may be imposed for any violation of this Code. During the prescribed probationary period a further conviction of a Code violation will result in a harsher penalty such as suspension or expulsion from the College.
- A suspension which severs the student or organisation's relationship with the College for a stated period of time. It can be enforced immediately or delayed.
- Expulsion severs the student's relationship with the College immediately and definitely.

Summary of the Hearing Process:



5.0 Hearing Guidelines

The purpose of this policy is to unify the handling of formal complaints within the College Community. As such, where the phrase “The Chair” is noted, it refers to the Chair of the Academic Grievance Committee when considering academic misconduct and that of the Administrative Disciplinary Committee when considering non-academic misconduct. All hearings shall be closed to the public and conducted in an atmosphere of fairness and informality.

The purpose of this process is to ensure fundamental fairness to the student and is not intended to replace current informal procedures, but only as an additional avenue of appeal for students. It must be clearly understood that the Complainant, the Respondent, any committee member, or any other party to the grievance shall not suffer any retribution for his/her part in the action. Should retribution be evident, they shall have access to a new grievance.

- 1) A charge of misconduct that is flagrant or in dispute proceeds from an informal meeting to the hearing process (see Sections 2.0, 3.0, 3.1, 4.0 & 4.1).
- 2) The Chair notifies the Respondent(s) and Complainant(s) of the hearing policy and procedure by sending them a copy of the relevant documents.
- 3) The Chair investigates the charges by requesting information and materials from the Complainant(s) and Respondent(s). Either party who wishes to present witnesses must submit their list to the Chair at least two (2) days prior to the hearing. A maximum of three (3) witnesses may be allowed for each party to the grievance. The Chair may obtain any additional information requested by the Respondent(s), Complainant(s), or committee members. He/she must also send copies of all items of evidence to the Respondent(s) and Complainant(s) and make material that cannot be copied available for inspection.
- 4) The Chair may conduct an investigation for the duration of one week with a view to conducting a hearing within 10 days of receiving the complaint. The Chair will conduct the hearing. An advisor for the student may attend the hearing but will not be allowed to address the committee. The parties involved or the Chair may call witnesses but these witnesses can only be present during their own testimony.
- 5) The Complainant(s) will present his/her case first including a presentation of the complaint and supporting witnesses and/or documentation.
- 6) The Respondent(s) will follow with his/her presentation including supporting witnesses and/or documentation.
- 7) The Complainant(s) and Respondent(s) will make the address directly to the committee members.
- 8) A brief time will be allotted to each party to offer any arguments in rebuttal.
- 9) The Committee reserves the right to question, cross examine, or to recall either party, in order to clarify and/or gather additional information.

- 10) Members of the committee present throughout the proceedings shall deliberate and inform the parties of their recommendation(s).
- 11) A summary of the Committee's findings and decision are sent in writing to the Respondent(s) and Complainant(s). Copies shall also be sent to the President and the Coordinator (SERR) for implementation of any penalty.
- 12) It is the responsibility of the Chair to see that the penalty is imposed in a timely manner. Should the Respondent(s) dispute the Committee's findings, they must file an appeal with the President of the College within 3 days of receiving the written determination (see Section 6.0).

6.0 Appeals Process

The Respondent(s) has the right to appeal resolutions from both the Academic Grievance Committee and the Administrative Disciplinary Committee.

6.1 Appeals of Academic Grievance Committee Decisions

- The appeal must be submitted in writing to the College Vice-President & Chief Academic Officer within three (3) working days of receipt of the decision.
- The Vice-President & Chief Academic Officer shall review the record and make his/her own written decision upon the record submitted. The Vice-President shall notify the Respondent(s), the Chairperson, the Complainant(s), and the Coordinator of SERR when appropriate of his/her decision which is final and binding.

6.2 Appeals of the Administrative Disciplinary Committee

- The appeal must be submitted in writing to the College President within three (3) working days of receipt of the decision.
- The President shall review the record and make his/her own written decision upon the record submitted.
- The President shall notify the Respondent(s), the Chairperson, the Complainant(s), and the Coordinator of SERR when appropriate, of his/her decision which is final and binding.