Procedures for Filing Complaints of Student Non-Academic Misconduct

Parent Policy Links:	*Student Non-Academic Misconduct Policy* *Sexual Violence and Misconduct Policy*		
Procedure Reference	SCPR01_2206N_AD/VPS		
Procedure Sponsor:	Dean of Students		
Procedure Contact:	Dean of Students		
Stakeholders:	Students, Employees, Board of Governors		
Approved by:	Executive Team		
Effective Date:	June 30, 2022		
Last reviewed:	June 2023	Scheduled review date:	June 2027

1. Purpose

The Purpose of this document is to establish clear Procedures for filing a Complaint under the Student Non-Academic Misconduct Policy (the "Policy").

2. Scope and Application

This Procedure applies to anyone who wishes to file a report of Student Misconduct that is prohibited under the Policy.

3. Procedures

How to File a Complaint

3.1 A Complaint may be filed in writing using the *Student Non-Academic Misconduct Form (linked)*, or verbally by contacting:

a) the Office of the Dean or Director of the Student's program; or
b) a Campus Administrative Manager; or
c) the Dean of Students; or
d) the Office of Campus Security.

3.2 A Complaint under the Policy should be made in writing within ten (10) business days of witnessing or discovering the conduct of concern.

Assessment of a Complaint

3.3 In accordance with the *Student Non-Academic Misconduct and Sexual Violence and Misconduct Procedures*, at the discretion of the Dean of Students, violations of the Policy may be assessed as either Minor or Major Infractions depending on the severity of the conduct and the impact that the conduct has on individuals, the College Community, or the College.

a) Minor infractions of the Policy will be reviewed and acted on by the Dean of Students.

b) Major Infractions of the Policy will be reviewed by a Hearing Panel or, where both the Complainant and Respondent agree, referred for mediation.

3.4 Conduct that endangers or may endanger the physical, emotional, or psychological health or safety of a member of the College Community will be referred immediately to the Dean of Students for investigation under the Violent and Threatening Behaviour Policy.

Withdrawal of a Complaint

3.5 In the event a Complainant withdraws their Complaint, the Complaint will be maintained in a secure file in the Office of the Dean of Students for one (1) calendar year. If no further communication is received from the Complainant, the College will determine if an investigation is warranted. The withdrawn Complaint will be confidential unless it identifies behaviour that is of a threatening or violent nature that could place individuals at risk.

4. Related Acts and Regulations

College and Institute Act
Freedom of Information and Protection of Privacy Act

5. Supporting References, Policies, Procedures and Forms

Involuntary Withdrawal and Re-admission Policy
Privacy Policy
Sexual Violence and Misconduct Policy
Student Well-being Support Policy
Violent and Threatening Behaviour Policy

6. History / Revisions

Date	Action
2023-08-23	Reviewed. *Non-substantive update: job titles of Leadership Council and administrators.*
2022-06-29	*Approval by Executive Team:* Procedures for Filing Complaints of Student Non-Academic Misconduct Policy