

SAFE STUDENT LEARNING COMMUNITY

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| Approval Authority | President |
| Responsible Executive | Vice President, Students |
| Related Policies / Legislation | Appropriate Use of Computing and Network Resources (14) Student Support, Student Co-Curricular Learning and Student Societies Dedicated to Student Engagement (BPD-230) Board policy direction Risk Management (BPD-220) Board policy on Harassment, Discrimination, and Physical or Emotional Abuse Prevention and Resolution (BRP-201.02) Selling, Serving and Advertising Liquor (15) Student Academic Misconduct (70) Student Residence Code of Conduct (73) <i>University Act, s. 35.2 (5)(j) and 35.2 (6)(j)</i> |

PURPOSE

The University of the Fraser Valley is committed to providing a civil and safe environment that is respectful of the rights, responsibilities, well-being, and dignity of all of its members.

This policy describes conduct required of students by the university and sets out behaviour that may be subject to investigation, discipline, and/or expulsion.

DEFINITIONS

In this policy, the following definitions apply:

Complainant:

Any employee or student who has been impacted by any act covered by this Policy and seeks resolution through the policy process. In a situation where UFV has evidence of any act that is covered by this Policy and no complaint is received by a complainant, UFV may act as the complainant to initiate an investigation and/or take disciplinary actions.

Employee: A person who is employed, as a permanent or temporary employee, by UFV or contracted by UFV, including but not limited to faculty, staff, sessional instructors, and security personnel.

Respondent:

The individual alleged as responsible for any disruptive behaviour applied under this Policy.

Student: A person who has been enrolled, is currently enrolled in, or is accepted for enrollment in at least one University course, credit or non-credit within one year of the date of the alleged conduct.

University: University of the Fraser Valley or UFV.

University Property:

Includes all UFV premises, whether rented or owned, and any off-campus sites related to a UFV activity.

POLICY

Students are required to conduct their behaviour in a mature and responsible manner, consistent with the University mission, policies, procedures and regulations. Students will be held accountable for their actions whether acting alone or in a group.

Students are required to identify themselves to University employees whenever such information is relevant to the legitimate pursuit of that employees' duties.

REGULATIONS

1. Application of Policy

1.1. On campus

This Policy applies to all disruptive student behaviour that takes place on University Property.

1.2. Computer Equipment and Networks

This Policy applies to the behaviour of students that takes place on all University owned or operated computers, telephones, software, and computer networks.

1.3. Off campus

This Policy applies to the off-campus behaviour of students when:

- 1.3.1. Declaring publicly that they represent the University as students and or student-athletes.
- 1.3.2. Participating in a course, activity or event offered and/or organized by the University.
- 1.3.3. Participating in fieldtrips, co-op or work placements, practicums, study tours, varsity athletics events, and/or other environments in which the student is placed as part of a program in which the student is participating.

1.4. Social Media

This policy applies to the social media behaviour of students when:

- 1.4.1 Declaring publically that they represent the University as students and or student-athletes.
- 1.4.2 The activity occurs on an account of the university, or an account that could reasonably be believed to be owned or maintained by the university.
- 1.4.3 The behaviour is between two or more students of the university.
- 1.4.4 The behaviour represents a threat to the university community or property.

2. Relationship to Other Policies and Procedures

- 2.1. When behaviour under this Policy violates other UFV policies, at the discretion of the Vice President, Students or designate, it will be determined which policies apply.

3. Notice of Threat Risk Protocol

- 3.1. The University follows a Violence Threat/Risk Assessment (V-TRA) protocol in which incidents are looked at both individually and with an eye to observing any indicators of escalating behaviour, potential for harm and or risk, and disruption to the learning environment. The general purpose of a V-TRA protocol in college and university jurisdictions is to assist in creating and maintaining an environment where students, staff, faculty, and others feel safe. The V-TRA protocol is used to identify indicators that suggest a person of concern may be moving on a pathway towards violence against him/herself or others and to intervene to decrease that risk, prevent injury, and support the individual in receiving the help they need to address the issues contributing to the high-risk behaviour.

4. Interim Relief of Behaviours Within Policy

- 4.1. In the event there is a reasonable concern that the safety of self and/or others is endangered or threatened, damage to university property is likely to occur, or where the continued presence of the student(s) would be disruptive to the learning environment of the University, the Vice President, Students or designate is authorized to immediately impose temporary campus restrictions upon a student or students or other restrictions or exclusions as necessary. These temporary measures are in no way to be construed as indicative of culpability, and shall remain in place, at the discretion of the University, until the allegations are dealt with pursuant to this policy or such earlier time, as warranted, based on the circumstances.
- 4.2. If interim relief is necessary, then the student will be notified immediately of the temporary restriction or other restrictions or exclusions, and the reasons related thereto. The notification may be provided in person, in writing or sent to the student's UFV issued email address. In all cases, every effort will be made to allow students to complete academic requirements as needed.
- 4.3. Allegations which contain behaviours that exist outside of the scope of this policy and represent a concern for the ongoing safety of any participants may also be addressed through interim relief measures.

5. Prohibited Behaviours

Any behaviour that is disruptive to the learning environment and represents potential for harm, risk, or damage to members of the university community or its property is prohibited.

To assist students in conducting themselves in a manner that does not disrupt the learning environment, examples of prohibited behaviour can be found on-line at <http://www.ufv.ca/safe-student-community/disruptive-behaviours/>

- 5.1. Students shall not knowingly bring a false, frivolous, or malicious allegation under this Policy or any other policy of the University.
- 5.2. Students shall not falsify, distort, or misrepresent information, or obstruct the application of this Policy.
- 5.3. Students shall comply with direction given by a University employee and/or representative authorized to give such direction.

6. Findings (Balance of Probability)

- 6.1. As this is an administrative process, a balance of probabilities shall be used in determining the findings.
- 6.2. The balance of probability standard is met if the allegation is more likely to be true than not true based on the findings. The standard is satisfied if there is greater than fifty (50)

percent chance that the allegation is true.

7. Restorative Justice Measures

- 7.1. Restorative Justice measures may be employed at the discretion of the Vice President, Students, or designate when conditions surrounding a violation of the policy are aligned with best practice in restorative justice; and represent the best option to repair harm and make people, places and communities whole.

8. Sanctioning Options

- 8.1. Options for sanctions which may be imposed, singly or in combination, for disruptive behaviours include, but are not limited to, the following:
 - 8.1.1. Warning or reprimand – A written warning or reprimand placed on the student’s conduct file for a specified period of time.
 - 8.1.2. Probation – A written reprimand and order for a designated probationary period in which a student must fulfill certain conditions and have good behaviour or otherwise be subject to the imposition of further or more severe sanctions.
 - 8.1.3. Restitution – Payment of costs, or compensation for loss, damage, or injury that may be monetary or in the form of appropriate service or material replacement.
 - 8.1.4. Apology – Issuance of a statement, apology, or retraction in an appropriate format, issued publicly or in private.
 - 8.1.5. Loss of privilege – A denial for a specified period of time of, or conditions imposed on, a student’s rights to access or use of any part or all of the University’s lands, equipment, facilities, services, activities, programs, meetings, or event or those held by, on, or in association with the University.
 - 8.1.6. Discretionary sanctions – Work assignments, service to the University or other such discretionary assignments that are considered appropriate and compensatory, restorative, educational, or deterrent in nature, provided that any such work or service is available and not prohibited by labour or other service agreements.
 - 8.1.7. Fines – Levying of a fine. Fines will not normally exceed \$500.
 - 8.1.8. Loss of fees – Forfeiture or loss of payments, fees, or refunds.
 - 8.1.9. Good behaviour bond – A bond or deposit for good behaviour paid by the student to the appropriate University office as directed, which will normally be returned to the student after one calendar year if the student fulfills certain conditions. Bond will not normally exceed \$500.
 - 8.1.10. Relocation or exclusion from residence – Relocation from a residence or exclusion of the student from residence for any specified period of time.
 - 8.1.11. Deregistration or termination – Removal of the student from one or more courses for one or more terms (which may require re-application for admission to a program or faculty, or termination from any internship, practicum, or research project.
 - 8.1.12. Suspension from the University – Suspension of the student from the University for a specific period of time after which the student is eligible to return. Conditions for readmission may be imposed. Suspension will normally also result in deregistration and/or the placement of an academic hold.
 - 8.1.13. Expulsion from the University – Permanent expulsion of the student from the University.
- 8.2. Sanctions for disruptive behaviour shall not ordinarily be recorded on a student’s

transcript unless the student is suspended or expelled. In the case of suspension, the transcript notation shall be removed upon lapsing of the suspension.

- 8.3. Refusal to comply with a sanction(s) imposed under this Policy is itself a serious disruptive behaviour matter and may result in further action under this policy.

9. Student Conduct Registry

- 9.1. The Student Conduct Registry will be held in the Office of the Vice President, Students.
- 9.2. Information and records relating to an action under the Safe Student Learning Community policy will be handled by UFV in compliance with British Columbia's *Freedom of Information and Protection of Privacy Act*. The names of registrants will not be released generally, but any instructor or department or program head who is handling a case of non-academic conduct may check to see if a previous entry exists for a student.
- 9.3. All files will be maintained for a period of seven (7) years after the student has ceased enrolment at UFV, unless otherwise noted.

10. Communication with Students

- 10.1. All communications will be conducted through UFV e-mail systems. Students have a responsibility to utilize these systems.

11. Confidentiality and Privacy

- 11.1. UFV faculty and staff must keep confidential all information provided in a disclosure or report ("Confidential Information"), except as set out below in sections 11.2, 11.3 and 11.4. Unauthorized release of Confidential Information may violate the *Freedom of Information and Protection of Privacy Act*, may deter others from coming forward, and may also prevent UFV from conducting a fair process if a report is made.
- 11.2. UFV will share Confidential Information with its faculty and staff if the information is necessary for the performance of their duties.
- 11.3. UFV will share the Confidential Information in order to ensure that the reporting processes listed in appendix B are fairly conducted, in accordance with the following principles:
 - 11.3.1. The respondent has the right to know the identity of the person who made the report and the pertinent details of the allegations made against them.
 - 11.3.2. The person who makes the allegation of policy violation has the right to know the outcome of the investigation, but not the details of any disciplinary actions that may have been taken against the respondent unless sharing that information is necessary for the protection of their health or safety; and
 - 11.3.3. Other persons do not have the right to know any Confidential Information except to the extent required to conduct the investigation.
- 11.4. UFV may also authorize the sharing of Confidential Information in any of the following circumstances:
 - 11.4.1. The person the information is about has consented in writing;
 - 11.4.2. Sharing the information is necessary for the protection of health or safety; and
 - 11.4.3. Sharing the information is otherwise authorized or required by law.

12. General Timelines

- 12.1. All timelines are guidelines only. Parties should attempt to comply with such time

frames. The failure to do so shall in no way nullify the process unless the delay is unreasonable and prejudicial.

Appendix A

<http://www.ufv.ca/safe-student-community/disruptive-behaviours/>

Prohibited Student Behaviour:

The following list sets out examples of prohibited behaviour. It is intended to help students understand the type of behaviour that will be subject to discipline. It is not an exhaustive list and students should be aware that their behaviour may still be considered disruptive behaviour under this policy even if it does not appear in the list below.

Examples of disruptive behaviour:

- 1.1. Students shall not behave in disruptive ways that obstruct the learning and teaching environment, including making it difficult to proceed with scheduled lectures, seminars, meetings; and with examinations or tests.
- 1.2. Students shall not damage, remove, or make unauthorized use of university property, or the personal property of faculty, staff, students or others at the University
- 1.3. Students shall not use any university facility, equipment, material, or service in a manner that places another person at risk.
- 1.4. Students shall not remove books, equipment, or other library material from the University libraries without proper authorization; or purposefully misplace or deprive others of access to library material and equipment.
- 1.5. Students shall not abuse any University computer, computer-related facility, or software; alter or remove computer files or software without proper authorization; purposefully misplace, or deprive others of access to such computer resources.
- 1.6. Except for the purpose of legitimate research for a specific course or program, students shall not receive, upload, download, distribute, or send offensive, racist, pornographic, discriminatory, and/or harassing material using:
 - 1.6.1. University-owned or operated equipment or software whether it be on campus or off campus
 - 1.6.2. Student-owned computers and communication devices software or hardware on campus equipment on campus
 - 1.6.3. University-owned or operated networks.
- 1.7. Students shall not engage in activity that violates the Discrimination, Bullying or Harassment Prevention policy; or engage in conduct that, although not based on the grounds specified by the Discrimination, Bullying and Harassment Prevention policy, is abusive, demeaning, threatening, intimidating, racist, or involves the misuse of authority or power.
- 1.8. Students shall not:
 - 1.8.1. Be disruptive by reason of impairment by alcohol, drugs, or other substances in circumstances where this policy applies
 - 1.8.2. Possess or consume illegal drugs
 - 1.8.3. Possess or consume alcoholic beverages, except when properly in

attendance at a licensed establishment or event, or as permitted under the Residence Contract

- 1.8.4. Threaten the physical or emotional well-being of faculty, staff, students, or others at the University.
- 1.8.5. Use unauthorized physical contact upon another individual.
- 1.8.6. Store, possess, or use real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials on university property.
- 1.8.7. Engage in hazing, which is defined as an act which endangers the mental or physical health or safety of a student for the purposes of initiation or admission into, affiliation with, or as a condition for continued membership in, a group or organization.

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Appendix B – Safe Student Learning Community Policy Procedures

Procedures

1. Authority

- a. The authority for the enforcement of the Safe Student Learning Community policy is legislatively granted to the University Board of Governors by the University Amendment Act, 2008.
- b. The University Board of Governors delegates this authority through the President to the Vice President, Students.
- c. The Vice President, Students, normally delegates this authority to the Office of Student Life and Development (OSLD) and its Director, but reserves the right to reassign this authority at their discretion.

2. Informal Complaint Resolution

- a. Informal Complaint: It is expected that attempts of resolving conflict will first be addressed using informal resolution. For example, parties in conflict should try to talk through issues directly before proceeding to a formal complaint. If an issue cannot be resolved informally, students, faculty, or instructors should then approach the Dean of their Faculty or the Office for Human Rights & Conflict Resolution for support. If the conflict cannot be resolved or is of a more serious nature, the OSLD should be contacted for assistance.

3. Filing a Complaint

- a. Formal Complaint: Formal complaints of student disruptive behaviour must be submitted in writing. Written complaints can be in the form of an official incident report submitted through security or by an email/letter submitted to the OSLD. Anonymous complaints or statements will not be accepted or considered. All authored complaints will be reviewed and a decision will be made as to whether the incident warrants further action by the OSLD. Actions from the OSLD may include the following: consulting with the parties; recommending a course of action; assisting the parties with an informal process; initiating a formal student disruptive behaviour analysis and investigation; facilitating a restorative process; or documenting the incident with no further action.
- b. In accordance with section 4 of the Safe Student Learning Community policy, where there is a reasonable concern that the safety of self and/or others is endangered or threatened, damage to University Property is likely to occur, or where the continued presence of the student(s) would be disruptive to the legitimate operations of the

University, a student(s) may be temporarily restricted from campus pending an investigation. A temporary restriction from campus is a complete separation of a student from the university that helps maintain a safe learning and working environment for UFV's community, until it is determined that the student(s) can return to campus without risk to others or him/herself. In cases involving an assault, if it is not clearly discernible who is at fault, all parties will be temporarily restricted from campus while investigators gather information as to what transpired. A temporary restriction from campus is an emergency short-term administrative response that provides time for administrators to assess the situation. Temporary restrictions from campus are not indicated on a student's transcript. The length of a temporary restriction from campus depends on the level of risk involved with the incident. Temporary restrictions do not indicate any culpability of the allegations.

4. Opening a Case File

- a. When the OSLD receives a written allegation of disruptive behaviour, a case file will be opened regardless if the case proceeds to a formal investigation. If a case proceeds to an investigation, then all relevant information regarding the case is housed within the student's conduct case file, including the student's personal information, which is extracted from UFV's student database and any other relevant personal or academic information.
- b. In the event that no action is deemed required to address the complaint, the case file information is kept for statistical purposes only.

5. Options for Resolution

- a. The university reserves the right to utilize the most appropriate option for resolution recognizing that this option may change based on the availability of new information.
- b. Respectful Resolution: UFV recognizes that many disputes or incidents can be resolved informally by mutual agreement. Wherever possible and appropriate to do so, parties are encouraged to resolve minor disputes using respectful and direct communication by ways such as: an apology, conciliation, education, consultation, facilitated dialogue, mediation, or restorative justice practices.
- c. Behavioural Intervention Process Referral: The University recognizes that while educational, sanctioning may not be the best developmental option available in addressing disruptive behaviour. When warranted and solely in the discretion of the Vice President, Students or designate, student disruptive behaviour complaints may be temporarily, or completely directed into a Behavioural Intervention Process which will be supervised and coordinated by a designate of the Vice President, Students.
- d. Restorative Process: When the Respondent takes responsibility for their actions and the harm they have caused, the OSLD may recommend a restorative process to the parties to address the incident of disruptive behaviour. Restorative process is a structured process where a neutral third party facilitates a discussion between the parties in conflict, with the intention of repairing the harm that was caused by the disruptive

behaviour. Those most affected by the disruptive behaviour will work together to create a consensus agreement on how the harm will be repaired by the person who caused harm. By way of example, the complainant, respondent, and supporters will all have a say in how the harm will be repaired. The agreement reached (the “Resolution Agreement”) will be signed by all parties, and the respondent will have a specific period of time to complete the agreement. Appeals are not available nor are they considered in a restorative process. If the respondent does not fulfill the terms of the Resolution Agreement, the matter will then be addressed through a formal administrative process and sanctions will be applied.

i. A restorative process will be an option only in cases that all complainants and respondents, and the Director of OSLD (or designate) agree on resolving in this manner. A respondent’s conduct file will indicate that he/she participated in a restorative action process and a copy of the accepted Resolution Agreement will be kept on file for seven years, unless otherwise noted.

e. Disruptive Behaviour Analysis: When an allegation of disruptive behaviour has been submitted and it is deemed the allegations warrant further investigation, a formal disruptive behaviour analysis may be initiated. An investigator will interview all witnesses, review facts, and make recommendations regarding appropriate sanctions. A report will be forward to the Director, OSLD, who will render a final decision of policy violation. Appeals of decisions may be made, in writing, within fourteen (14) working days if the appropriate criteria are met (see Appeals section for criteria).

6. Disruptive Behaviour Analysis

a. When it is deemed a formal disruptive behaviour analysis is warranted the complainant and respondent will receive initial letters along with guidelines for participation in an investigation interview and copy of the policy related to the alleged policy violation. All communications will be sent to the student’s UFV issued email address.

b. Complainant(s): Initial letters to the complainant will include:

- i. acknowledgment of complaint;
- ii. the action being taken by the OSLD;
- iii. a request for an interview (if required); and,
- iv. informing them of their responsibility for maintaining confidentiality.

c. Respondent(s): Initial letters informing the respondent(s) of the allegations are sent to their UFV issued email address. If the Respondent does not respond to the email, the letter will be couriered to their home address as listed in UFV’s student record database. If the letter cannot be delivered by courier, it may be necessary to deliver the letter in person while he/she is on campus. The letter to the Respondent will include the following:

- i. the allegation(s) of disruptive behaviour;
 - ii. the identification of who made the allegation;
 - iii. a request for an investigative interview, how to prepare for it and the consequences for failing to respond by the required date;
 - iv. a request to contact the OSLD by a specific date;
 - v. a statement that retaliation (direct or indirect) against the complainant (or any person associated with the incident or its investigation) is expressly prohibited;
 - vi. information about the role of a support person
 - vii. information on how to contact the UFV Student Union Society student advocate; and,
 - viii. informing them of their responsibility regarding confidentiality.
- d. Students may contact the UFVSUS for assistance only with process, but not facts of the case.

7. Disruptive Behaviour Analysis Interviews

- a. Investigative interviews are an integral part of the student disruptive behaviour process. They provide an opportunity for all parties involved in an alleged disruptive behaviour or grievance to share their perspectives on what occurred. The information gathered in investigative interviews is relevant when considering the totality of the information used in rendering a decision.
- b. Students participating in an investigative interview will be required to show picture identification at the beginning of the investigative interview.
- c. Initial Interviews: All participants involved in a complaint are provided an opportunity to present their account of the incident and provide names of witness(es) if necessary. The purpose of the investigative interview is to accomplish the following:
 - i. Gather and record information;
 - ii. Hear the narratives of the case by those involved;
 - iii. Give the respondent the opportunity to hear the allegations, to respond, and to ask questions;
 - iv. Explain due process, the expectation of confidentiality and its limits and the roles of investigator and decision maker;
 - v. Inform the parties of the decision-making process and explain standard of proof used to make the decision;
 - vi. Explain the role of the support person;

- a. Information considered in making a decision includes:
 - i. collaborating and/or contradicting facts;
 - ii. nature of the behaviour;
 - iii. consideration of the severity and/or extent of the behaviour;
 - iv. consideration of the impact of the behaviour to the University or University community;
 - v. consideration of respondent's willingness to take responsibility;
 - vi. consideration of whether the misconduct was inadvertent or deliberate in nature; and,
 - vii. mitigating and/or aggravating factors.

12. Standard of Proof

- a. In student disruptive behaviour analysis investigations, UFV adheres to a standard of proof that is 'more likely than not'. For an allegation of disruptive behaviour to be substantiated, it must be shown that it is 'more likely than not' that disruptive behaviour occurred. Allegations of disruptive behaviour will either be substantiated or unsubstantiated.

13. Authority to Suspend/Expel

- a. The President, as per the University Act (Section 61.1) has the authority to suspend a student and to deal summarily with any matter of student discipline. In cases where the disruptive behaviour is deemed to be so egregious where a suspension of the student is recommended, the OSLD will inform the Vice President, Students who will make a recommendation to the President.
- b. A suspension will result in mandatory and complete separation from the University for a specified period of time. During this time, the student is prohibited from attending all UFV classes, campuses, and any UFV event and/or activity. Suspensions are given at the discretion of the President. Students may have conditions placed upon them, which must be fulfilled prior to returning to UFV as a student. The length of a given suspension will be dependent on the facts related to the conduct and subsequent investigation and decision.
 - i. When a suspension is warranted, the following individuals will be informed via email: the Registrar, Security, and the academic Dean(s) to which courses the student was attending. Deans are then to inform the faculty to which classes the student is enrolled. Information to be shared includes the terms of the suspension, the time frame of the suspension and a copy of the student's photo ID. Instructors are informed to call Security in the event the student shows up for class.

- c. An expulsion is the highest level of sanction that a student can receive. An expelled student is permanently barred from the University, and will not be eligible for future readmission. An expelled student is prohibited from being on any UFV campus, or from attending any UFV activity or event.
 - i. Decisions regarding expulsions may be appealed in writing to the University Board of Governors within fifteen (15) days of the original decision. The University Board of Governors has the sole authority to decide whether or not to hear an appeal. The decision of the University Board of Governors is the final decision of the University.

14. Decision Letters and Meetings

- a. Respondents and complainants will receive a decision letter in writing regarding all student disruptive behaviour analysis investigations. All decision letters will be kept in the case file.
- b. Decision letters will indicate the findings of the investigation, subsequent sanctions (if applicable) and the complainant's and respondent's responsibility in receiving this information.
- c. Respondents and Complainants are required to uphold utmost confidentiality regarding the findings and outcome of the investigation. If sanctions are given, they are to be kept in complete confidence by both the complainants and respondents.
- d. In the case of substantiated allegations of disruptive behaviour, the respondent will also receive a "Finding of Facts" letter that will document the information that was gathered and that was used in the determination of the finding. Complainants may also request a copy of this document.
- e. The OSLD will track the progress of the respondent's cooperation with any given sanctions (e.g. meeting deadlines for submitting reflection papers or apology letters, etc.). Failure to complete sanctions in the decided time may result in further sanctions under this policy. Any circumstances which may delay the completion of any sanctions should be communicated immediately with the OSLD.
- f. Witnesses who provided information during the investigation will receive a letter once a decision has been made thanking them for their involvement in the investigative process. Final decisions will not be disclosed to witnesses.

15. Final Report and Closing a File

- a. At the conclusion of the student disruptive behaviour analysis investigation or a restorative process, a final report will be completed. The final report will contain the following information (as applicable):
 - i. identification of the respondent, complainant, and witnesses;
 - ii. a statement of allegations;

- iii. an outline of the due process and due diligence taken in the investigation;
 - iv. the findings of the allegations (whether or not they are found substantiated), considerations of corroborating and contradicting evidence, mitigating factors; and,
 - v. a decision and when appropriate assign sanctions.
- b. The Director OSLD, renders the final decision regarding the substantiation of the allegations of student disruptive behaviour policy violations, determines responsibility and assigns sanctions when appropriate.
 - c. In cases where a suspension is warranted, a recommendation is made to the VP Students for submission to the President for final decision.
 - d. The final report and final letters will be added the case file, and the investigation will be considered complete.
 - e. In cases where sanctions are rendered, a case file will be considered closed when appeal deadlines have passed and all sanctions are fulfilled.

16. Appeals

- a. A student may appeal a decision based only upon the following grounds:
 - i. The student is able to demonstrate there was procedural unfairness or bias in the investigative process that is material to the decision;
 - ii. New information has become available that was not available at the time of the initial investigation and this information could reasonably alter the final decision; or
 - iii. The student is able to demonstrate that the final decision is excessive, unreasonable or unfair.
- b. Appeals must be submitted in writing within fifteen (15) UFV working days of receiving the decision letter.
- c. The appeal decision shall be delivered within sixty (60) days of the filing of the Request for the Appeal.
- d. Where reasonable grounds for appeal are not evident; at the discretion of the University, the appeal may not be heard.
- e. The Vice President, Students shall act as hearer of the appeal.
- f. If the Vice President, Students has retained the decision authority on the investigation, the President shall be the hearer of the appeal.