

<b>Title: Student Rights and Responsibilities</b>	<b>Number: 6.08.0710.1</b>
<b>Approved by the Board of Governors</b> <b>Date: July 05, 2010</b>	<b>Implementation</b> <b>Date: August 01, 2010</b>
<b>History:</b> <b>Scheduled Review Date: 2013</b>	<b>Origin:</b>

**Rationale:**

It is the policy of the College to recognize that students have rights as individuals and these rights are shaped through the framework of a sound philosophy of education. It is expected that the College will regard very highly the rights of its students within the context of fairness and trust. The College administration and faculty are committed to guarding and securing these rights.

**General Statement of Student Rights and Responsibilities:**

The purpose of the Student Rights and Responsibilities statement is to define a student’s basic rights within the College community, state what actions students may expect from the College to protect those rights, and explain the College’s expectations of its student members, including the standards by which student behaviour are measured. This statement describes unacceptable student behaviour and outlines the procedures by which students are disciplined if they engage in unacceptable conduct.

Students have the right to be treated fairly by the College, to accomplish the goals for which they came to the College in a conducive environment, harmonious of the College, and to be informed of College policies and/or regulations affecting them. Any student accused of violating College policies and/or regulations is entitled to fair and balanced procedural protection.

**Student Code of Conduct:**

1. General Jurisdiction  
Application to Academic Students: A person must be officially admitted and/or currently registered for an academic credit course to be considered a student under this policy.
2. Student Code of Conduct
  - a. Jurisdiction
    - i. The jurisdiction of the College shall extend to personal behaviour and conduct which occurs on H. Lavity Stoutt Community College property, or at any official College function or activity whether those activities are social, professional, or academic.
    - ii. The Director of Student Life shall have original jurisdiction over all complaints involving Section 2. b. (Prohibited Behaviour). The College Review Board shall have exclusive jurisdiction over all appeals under Section 2.
    - iii. The appropriate Academic Dean shall have original jurisdiction overall complaints involving Section 3, Academic Code of Behaviour.

- b. Prohibited Behaviour: The following behaviour and conduct is prohibited. This list is not intended to be exhaustive and the College reserves the right to impose discipline for personal behaviour and conduct that may not be expressly identified in Section 2. b. if the student knew or should have known that the conduct was not appropriate under the circumstances.
- i. Interference with the teaching and learning process, including the use of profanity toward another student or faculty/staff member.
  - ii. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person, including sexual assault against any student, faculty, staff, or guest of the College.
  - iii. Discrimination based on age, colour, disability/handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, or weight.
  - iv. Interference by force, threat, harassment, or duress with an individual's personal safety, academic efforts, employment, or participation in College sponsored activities and/or creating a reasonable apprehension that such interference is about to occur.
  - v. Disruption of College activities and College business, including, but not limited to classes, convocations, and student services.
  - vi. Continued occupation of a College facility after being requested to leave by any person acting as an authorized agent of the College.
  - vii. Defacement, damage to, or theft of College property and/or that of another student, faculty, staff, or guest of the College.
  - viii. Tampering with fire alarms, safety systems, or the unauthorized setting of fires.
  - ix. Dishonesty, including, but not limited to, cheating, furnishing false information to the College, forgery, misuse or alteration of any College document, or misuse of the College computer system. Academic dishonesty is covered in the Academic Code of Behaviour as set forth in Section 5.
  - x. Making a false report concerning a fire, bomb, or other alleged emergency.
  - xi. Use, possession, manufacture, or distribution of drug paraphernalia, controlled substances, and look-alike drugs. The use of alcoholic beverages as prohibited by HLSCC policies and Virgin Islands law.
  - xii. Smoking. The College has in place a no smoking policy in compliance with the *Tobacco Products Control Act of the British Virgin Islands, 2006*, which prohibits smoking in public places, as well as within 50 feet of public spaces. Anyone wishing to smoke on the College's campuses must therefore do so at least fifty (50) feet from campus buildings or other structures where visitors, students, faculty and staff gather.
  - xiii. Possession, while on campus or at a College sponsored function, of any weapons, including all firearms, compressed gas operated weapons, any electric weapons, knives (other than small pocket knives), explosives of any type

(including fireworks), dangerous chemicals and substances, or any other instrument that can inflict harm to any individual or damage College property, or any device which the College, in its sole discretion, shall deem dangerous.

- xiv. Willful disobedience of College officials or authorized agents acting in the performance of their duties.
- xv. Willful violation of College rules, regulations, procedures, and policies as promulgated in College policy statements.
- xvi. Any violation of Virgin Islands law.
- xvii. Unauthorized possession, duplication, or use of keys to any College premises, or unauthorized entry to or use of College premises, or tampering with any door or door locking mechanism.
- xviii. Bringing animals into the classrooms or buildings, with the exception of Seeing Eye dogs, or dogs trained to assist persons with a disability recognized under Virgin Islands law.
- xix. Breach of classroom integrity. Only those students registered for an HLSCC class may attend that class, except for authorized guests.
- xx. Conduct which is disorderly, lewd, or indecent; which includes the use of electronic/digital recording and/or imaging devices used to take images and/or recordings of persons without their knowledge and/or consent; breach of the peace; aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by the College, or participated in by the College.
- xxi. Theft or other abuse of computer time including, but not limited to:
  - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of files.
  - c. Unauthorized use of another individual's identification or password.
  - d. Use of computer facilities to interfere with the work of another student, faculty/staff member, or College official.
  - e. Use of computer facilities to send or publish threatening, obscene, or abusive messages.
  - f. Use of computer facilities to view and/or print obscene or offensive images.
  - g. Use of computer facilities to interfere with normal operations of the College computer system.
- xxii. Abuse of the disciplinary process, including, but not limited to:
  - a. Failure to obey the summons of a disciplinary body or College official.
  - b. Falsification, distortion, or misrepresentation of information before a disciplinary body.

- c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
  - d. Interruption of a disciplinary proceeding.
  - e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system.
  - f. Attempting to influence the impartiality of a member of a disciplinary body prior to, and/or during the course of, the disciplinary proceeding.
  - g. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after a disciplinary proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
  - i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
- c. Report of Violations – Initial Inquiry
  - i. Any person may report that a student has allegedly violated the Student Code of Conduct to the Director of Student Life, or his/her designee.
  - ii. Upon receiving such a report, the Director of Student Life or his/her designee may conduct an informal inquiry to determine:
    - 1. If there is jurisdiction over the alleged violation;
    - 2. Whether the accused is a student, as defined in Section 2;
    - 3. Whether the alleged conduct is prohibited; and
    - 4. Whether a sanction is probable, if the allegation is proven.
  - iii. As part of the initial inquiry, the Director of Student Life or his/her designee shall confer with the Director of Student Success prior to taking any initial action, except in the case of an emergency suspension (as noted in Section 2.e.x.).
- d. Procedures: Following an informal inquiry, if the Director of Student Life or his/her designee determines that the alleged violation, if proven, would result in a written warning, the procedures as set forth in Section 2.d.i. of the Student Code of Conduct shall apply. If the Director of Student Life or his/her designee determines that the alleged violation, if proven, could result in the imposition of a sanction or sanctions more severe than a written warning, the procedures as set forth in Section 2.d.ii. of the Student Code of Conduct will apply.
  - i. If the Director of Student Life or his/her designee determines after discussing with the student that a violation has occurred and the sanction for the violation should be a written warning, the following procedures shall be used:
    - 1. A written warning shall be administered and presented to the student by the Director of Student Life, or by his/her designee, or any other authorized employee of the College.

2. Written notice of the conduct constituting the violation and the nature of the warning shall be filed by the Director of Student Life or his/her designee or any other authorized employee with the College.
  3. There shall be no appeal from this written warning.
  4. All written warnings and notices will be securely stored in the office of the Director of Student Life. This material will be held for a minimum of three years.
- ii. If the Director of Student Life, or his/her designee, has a reasonable basis to believe a sanction more severe than a warning could be imposed, then the following procedures will be used:
1. Complaint. All proceedings other than the administration of a warning shall commence with the filing of a written complaint with the Director of Student Life as soon as reasonable following the date of the alleged violation. A complaint may be filed only when there is a good faith belief that there has been a violation of prohibited behaviour.
  2. Form of Complaint. The complaint shall include (1) facts alleged to constitute a violation; (2) the provision(s) of the Student Code of Conduct alleged to have been violated; and (3) the name of the student alleged to have committed the violation.
  3. Who May File. The complaint may be filed by (1) a College administrator or staff person; (2) faculty member; (3) student; or (4) other individuals as designated or confirmed by the Director of Student Life.
  4. Service. The student against whom the complaint is made shall be personally notified and provided a copy of the complaint and the probable sanctions by the Director of Student Life or his/her designee, as soon after the complaint is filed as possible.
  5. Response. A student served with a complaint shall elect one of the following options within five (5) College business days after service of the complaint by completing, signing, and returning the Student Response form to the Director of Student Life.
    - a. The student may admit the alleged violation and be sanctioned accordingly.
    - b. The student may request mediation, if the Director of Student Life and other affected parties agree to mediation. If mediation fails or is not agreed to by the Director of Student Life or any of the other parties, the individual shall proceed under options (i) or (iii) of this section.
    - c. The student may deny the alleged violation.

If the Student Response Form is not completed and returned within five (5) College business days after service, the Director of Student Life may treat such action as an admission of the violation and administer a sanction.

6. Investigation. If the student denies the allegations, the Director of Student Life will, within a reasonable period of time, but not more than fifteen (15) College business days, begin the investigation process. The Director of Student Life shall take the following action:
    - a. Meet with the student and other relevant parties.
    - b. If necessary, assign an impartial investigator to conduct further investigation pursuant to the College's "Investigation Guidelines."
    - c. Present the student with all of the evidence upon which a decision will be made and an opportunity for the student to refute the evidence.
  7. Findings. Following completion of the Investigation provided under ii. (6) above, the Director of Student Life shall evaluate all evidence provided and, either:
    - Dismiss the complaint for lack of clear and convincing evidence that a violation of the Student Code of Conduct occurred or that the accused did not commit the act that resulted in a violation, **or**
    - Based on a finding of clear and convincing evidence, determine that a violation of the Student Code of Conduct was committed by the accused and impose an appropriate sanction.
  8. Notice. As soon as the Director of Student Life makes a finding, he/she shall notify the student in writing.
- e. Sanctions: A sanction is an action taken when the Student Code of Conduct has been violated. One or more of the following sanctions may be applied. The College may impose a different sanction than those listed.
- i. Warning. Notice, orally or in writing, that continuation or repetition of conduct in violation of Section 2. b. may be cause for more severe disciplinary action.
  - ii. Censure. A written reprimand, including the possibility of more severe disciplinary sanctions in the event of a subsequent violation of a College regulation within a stated period of time.
  - iii. Letter of Apology. The student will prepare and send a letter of apology to the victim(s) of the misconduct.
  - iv. Probation. Exclusion from participation in privileges or extra-curricular College activities for a period not to exceed one academic year from date of offense or infraction.
  - v. Restitution. Reimbursement for defacement, damage to, or misappropriation of property, or personal injury expenses.
  - vi. Community or College Service. The performance of an appropriate amount of public service that is both beneficial to the College or community and which will likely assist the individual in understanding the harm caused by his or her conduct.

- vii. Attendance. Enrolment and completion of a class or workshop that helps the person understand the harm caused by his or her conduct. This sanction may be required for alcohol, substance abuse, or psychological assessments.
  - viii. Restricted Student Status. The student will be allowed to go to and from classes only and will not be allowed to participate freely in any other campus activity. Campus security services may be required, if deemed appropriate. This sanction may remain in effect until completion of the disciplinary process.
  - ix. Disciplinary Suspension. Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time. A disciplinary suspension will be held in abeyance during an appeal.
  - x. Emergency Suspension.
    - a. Exclusion from campus and/or classes and/or other privileges or activities for purposes of investigation, and/or relieving the tension of the student body or class due to a serious infraction of campus rules; or removing a threat to the well-being of the students, or removing for the good of the order of the College a student or students whose presence would prevent the continued normal conduct of the academic community.
    - b. Emergency Suspension may be imposed immediately by the Director of Student Life or by his/her designee without the filing of a complaint. Emergency Suspension will continue until reviewed by the Director of Student Life. If the Emergency Suspension is continued for more than five (5) College business days, the student shall have the right to appeal to the College Review Board within three (3) College business days following the emergency suspension. Students who are suspended for disciplinary reasons will receive a grade of WP or WF (depending on the current status in the course) for all classes in which he/she is enrolled. If the suspension is overturned and the student does not wish to finish the semester, tuition, and fees paid for that semester may be applied toward future enrolments or refunded.
  - xi. Expulsion. Termination of student status. Readmission may not be sought before the expiration of one academic year from the date of expulsion. Readmission must be sought through the Office of the President.
  - xii. Permanent Expulsion. Permanent expulsion is for the most severe cases, with no rights for future readmission considered.
- f. Appeal: An appeal of the Director of Student Life's finding that a violation occurred and/or the imposed sanction or sanctions may be taken to the College Review Board. (See Section 5). A notice of appeal must be filed with the office of the Director of Student Life within five (5) College business days after the student has received notice of the decision of the Director of Student Life.

### 3. Academic Code of Behaviour

- a. Cheating or Plagiarism: Cheating or plagiarism on written or oral examinations, quizzes, papers, or other academic work is prohibited. Cheating is defined as falsifying data on a

report, exam, summary, or paper; the giving or receiving of aid in an examination situation; and/or the use of unauthorized materials as an aid during an examination. Plagiarism consists of offering as one's own work, the words, ideas, or arguments of another person, without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs both when the words of another are reproduced without acknowledgment, and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. All faculty or test invigilators shall have the right to examine materials in the student's possession during any academic exercise. In instances of academic misconduct during an academic exercise, the faculty or invigilator shall have the right to immediately suspend from further work on the academic exercise students who are suspected of engaging in such acts of misconduct.

b. Procedures and Sanctions

- i. If the faculty member has substantial evidence that a student has cheated or plagiarized academic work in violation of Section 3. a., the faculty member, after a good faith effort to contact the student, may impose the following sanctions:
  1. Warning. Written notice that continuation or repetition of wrongful conduct may result in further disciplinary action.
  2. Censure. A written reprimand for breach of the Academic Code of Behaviour, including the possibility of more severe disciplinary sanctions if there is further violation of any part of the code.
  3. Course-level Sanctions. Repeat relevant course requirements or lower grade on relevant course requirements by deducting the value of the examination paper or other evaluation instruments in which the violation occurred in part or in its entirety in the determination of the final grade for the course. Sanctions may also include but not be limited to failure for the assignment or exam where the dishonesty occurred and /or failure for the course.
- ii. The act of academic dishonesty also will be reported to the appropriate Academic Dean who may do one or more of the following:
  1. Conduct conferences with the student, the faculty member, and the Academic Head to try and resolve the matter.
  2. If the Academic Dean determines that the act of academic dishonesty is egregious, then he/she may impose an appropriate sanction pursuant to Section 3. b. iii.
- iii. If the Academic Dean finds a violation of Section 3. a. of the Academic Code of Behaviour, based on substantial evidence, he/she may impose one of the following sanctions:
  1. Suspension from the College, which constitutes ineligibility to continue at the College for a specified period of time not to exceed one calendar year.
  2. Dismissal from the College, which constitutes ineligibility to continue in the College, normally with no opportunity for readmission.

- c. Appeal: If the Academic Dean finds that a student has violated the Academic Code of Behaviour, the student may appeal the decision to the Academic Review Board pursuant to Section 6. Notice of appeal must be submitted to the office of the Academic Dean, in writing, within five (5) College business days after receiving notice of the decision.
- d. Unfair Grading: Unfair practices in grading by faculty members are prohibited. It is recognized that in College level instruction, some reasonable non-quantifiable judgments must be made in determining grades.
  - i. Unfair practices in grading are defined as:
    - 1. the assignment of a particular grade to a student because of the student's age, colour, disability/handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, or weight;
    - 2. and/or the failure to apply equal standards of academic evaluation to all students in a course;
    - 3. and/or the assignment of a grade on the bases of standards other than those announced in the syllabus or by the instructor.
  - ii. Students who wish to protest a faculty grading decision must do so in writing within twenty (20) College business days after assignment of the grade to the faculty member involved and the Academic Head, with a copy delivered to the appropriate Academic Dean.
  - iii. The student complaint of unfair grading will be addressed through a series of informal conference(s) until the complaint is resolved. The order of the conferences is as follows: (1) the student and the faculty member; (2) the student, the faculty member, and the Academic Head; (3) the student, the Academic Head, and the appropriate Academic Dean. The conferences shall be held expeditiously.
  - iv. If the conferences fail to resolve the dispute, the Academic Dean shall uphold the grade unless there is compelling evidence that warrants overturning the faculty member's decision. If a decision is made to overturn a grade, the Academic Dean shall be mindful of the following:
    - 1. Under no circumstances shall the Dean review the quality of an instructor's teaching methods, the course content, the appropriateness of the standards established for the course, or the right of the instructor to establish standards for the course.
    - 2. The due process system does not deny that the right and responsibility to assign grades rests with the faculty member. The responsibility to apply disciplinary rules related to the classroom and programs of instruction rests with the faculty member and, as appropriate, with administrators charged with program responsibility.
  - v. Either the faculty member or the student may appeal the decision of the Academic Dean to the Academic Review Board pursuant to 6. Notice of appeal must be submitted to the Academic Dean in writing within five (5) College business days after receiving notice of the decision.

4. Off-Campus Misconduct

- a. The College may take action regarding off campus misconduct that does not occur at any official College function when that conduct constitutes a flagrant disregard for any person's health, safety, and/or property, and there is probable cause to believe that it is a violation of law.
- b. The Director of Student Life will provide written notice to the student of any disciplinary action and the evidence upon which the College relied to impose the discipline. The student shall have ten (10) College business days to refute the evidence and request a rehearing in front of the Director of Student Life.

5. College Review Board

- a. Jurisdiction: Appellant jurisdiction over a student's appeal from a disciplinary decision made by the Director of Student Life under 2. (Student Code of Conduct) shall be vested in the College Review Board.
- b. Parameters: The College Review Board is not a court of law. Its procedures are informal and its reviews shall not be perceived as an adversary process. The College Review Board shall have the right to make appropriate judgments about procedural questions as they arise. These judgments shall be made in light of the need for a fair, expeditious, and orderly review. In its deliberations, the College Review Board shall not consider the appropriateness of College rules and regulations or the right of faculty and administrators to enforce College rules and regulations. The right to define and establish appropriate standards, rules, and regulations, which govern various College functions and activities shall be reserved to the administrators and faculty members charged with the implementation and supervision of those functions and activities.
- c. Membership: The College Review Board shall be composed of one Dean (Academic or Workforce) as appointed by the Vice President, a staff person appointed by the Vice President, and the President of the Student Government Association. If any of the College Review Board members are involved in Board proceedings or have a conflict of interest, or cannot be present for the hearings, the appropriate body shall provide a substitute. The Dean, or the Dean's substitute, shall serve as Chair and shall call the meetings.
- d. Procedures:
  - i. The aggrieved student, within five (5) College business days, must file a notice of appeal with the Director of Student Life.
  - ii. The Director of Student Life will notify the Chair of the College Review Board that a notice of appeal has been filed and that the Chair shall set a date for a hearing within twenty (20) College business days of the filing of the notice unless all parties agree to an extension.
    1. Not less than five (5) College business days prior to the hearing, the student and the College Review Board shall be provided with a copy of (1) the complaint; (2) the investigation file; and (3) the Director of Student Life's decision, including the sanction.
  - iii. The student shall be allowed to review and supplement the file with his/her statement, any witness statements, or any other relevant evidence, within five (5) College business days before the hearing.
  - iv. The College Review Board's proceedings shall be closed to the public to maintain confidentiality. The Board *may* request the presence of the accused student or any other person to clarify evidence on the record.
- e. College Review Board Decisions:

Decisions of the College Review Board shall be based upon the record of all material required to be furnished to the Board as set forth in Section 5. d. ii-iv. The College Review Board shall decide cases by a majority vote. After following the procedures described in this section, the Board may:

1. Accept the decision of the Director of Student Life and support the penalty imposed;
  2. Reverse the decision of the Director of Student Life and dismiss the case because the evidence did not meet the standard of proof or there was a flagrant abuse of the process;
  3. Accept the decision of the Director of Student Life, but reduce or increase the sanction as warranted.
- f. Notice: The student shall be provided with written explanation of the reasons for any decisions rendered against him/her. The records of the proceedings are regarded as confidential. They are to be kept for a minimum of three years in the Office of Student Life and are available only to those approved by the Director of Student Life and in accordance with applicable policies.
6. Academic Review Board
- a. Jurisdiction: Appellant jurisdiction over a decision made by the Academic Dean pursuant to Section 3 shall be vested in the Academic Review Board.
  - b. Parameters: The Academic Review Board is not a court of law. The purpose of the Board shall be the discovery of the truth and the rendering of a just and fair decision. The Chair shall have the right to make appropriate judgments about procedural questions as they arise. These judgments shall be made in light of the need for fair, expeditious, and orderly reviews or hearings.
  - c. Membership: The Academic Review Board shall be composed of the Department Head of the area within which the dispute arises; one faculty member chosen from within the area which the dispute arises selected by the Vice President; two faculty members (not from the area in question) selected by the Vice President; and one student chosen by the Student Government Association. If the Department Head is the instructor involved in the complaint, the Vice President shall appoint an alternate for the Department Head.
  - d. Procedures:
    - i. The aggrieved party, within five (5) College business days, must file a notice of appeal stating the reasons for an appeal and any evidence supporting his/her position with the Academic Dean.
    - ii. The Academic Dean will notify the Department Head of the decision within which the dispute arose and he/she will serve as the Chair of the Academic Review Board and shall set a date for a meeting of the Board within twenty (20) College business days of the filing of the notice.
    - iii. Not less than ten (10) College business days prior to the hearing, the Board shall receive (1) the complaint, (2) any material used by the Academic Dean upon which his/her decision was based, and (3) the notice of appeal along with any evidence supplied by the aggrieved party.

- iv. The decision of the Academic Review Board shall be based upon the record of all material required to be furnished to the Board as set forth in Section 6.e. The decision will be by majority vote based on substantial evidence.
    - e. Academic Review Board Decision: The Academic Review Board may:
      - i. uphold the findings of the Academic Dean;
      - ii. reverse the decision of the Academic Dean and dismiss the original complaint;
      - iii. find a violation, but reduce or increase the sanctions as warranted.
    - f. Notice: A written explanation shall be given to the aggrieved party of the reasons for any decisions rendered and/or any sanctions that have changed. The records of the proceedings are regarded as confidential. They are to be kept for a minimum of three years in the office of the appropriate Academic Dean and are available only to those approved by the Academic Dean and in accordance with applicable policies.
- 7. Student Complaints and Grievances: Students with complaints regarding College operations not otherwise covered in the prior sections should report their concerns using the procedures below.
  - a. Procedures:
    - i. The student should make a direct approach either verbally or in written format to the person or office the complaint or grievance is centred around;
    - ii. If the student's verbal or written complaint is not resolved to the student's satisfaction, the grievance should be directed to the immediate supervisor of the person and/or office;
    - iii. If there is no resolution from the immediate supervisor, **or** if the grievance is of a nature where the student wishes initially to remain anonymous, the Director of Student Life will receive a student's verbal or written complaint.
    - iv. The Director of Student Life will consider the merit of the complaint and will take any action considered appropriate or necessary. At this level, the student may remain anonymous.
    - v. If the student's verbal or written complaint is not resolved to the student's satisfaction and the student wishes to continue to pursue the complaint, the student must submit a request in writing to the Director of Student Life requesting further resolution. The written request must include the specific nature of the complaint, reasons for filing the complaint, and specific remedy requested. At this level, the student may no longer remain anonymous. The Director of Student Life will seek a resolution by using the following means:
      - 1. Contact the appropriate College employee who is responsible for the College operation complained about and arrange a meeting between the parties involved to discuss a possible resolution.
      - 2. The written complaint will be forwarded to all appropriate parties involved in the conflict prior to the meeting.
      - 3. Should resolution not be reached, the Director of Student Life will review the complaint and all supporting material and render a decision regarding the complaint.
  - b. Limitations :

- i. Student complaints shall not be the basis for any discipline against a supervisor, staff member, or faculty member so long as there is no evidence of unfair treatment of the student or discriminatory practice against the student.
- ii. A student may not appeal the decision of the Director of Student Life. All decisions of the Director of Student Life shall be in writing with rationale and are final. No further appeal will be considered.