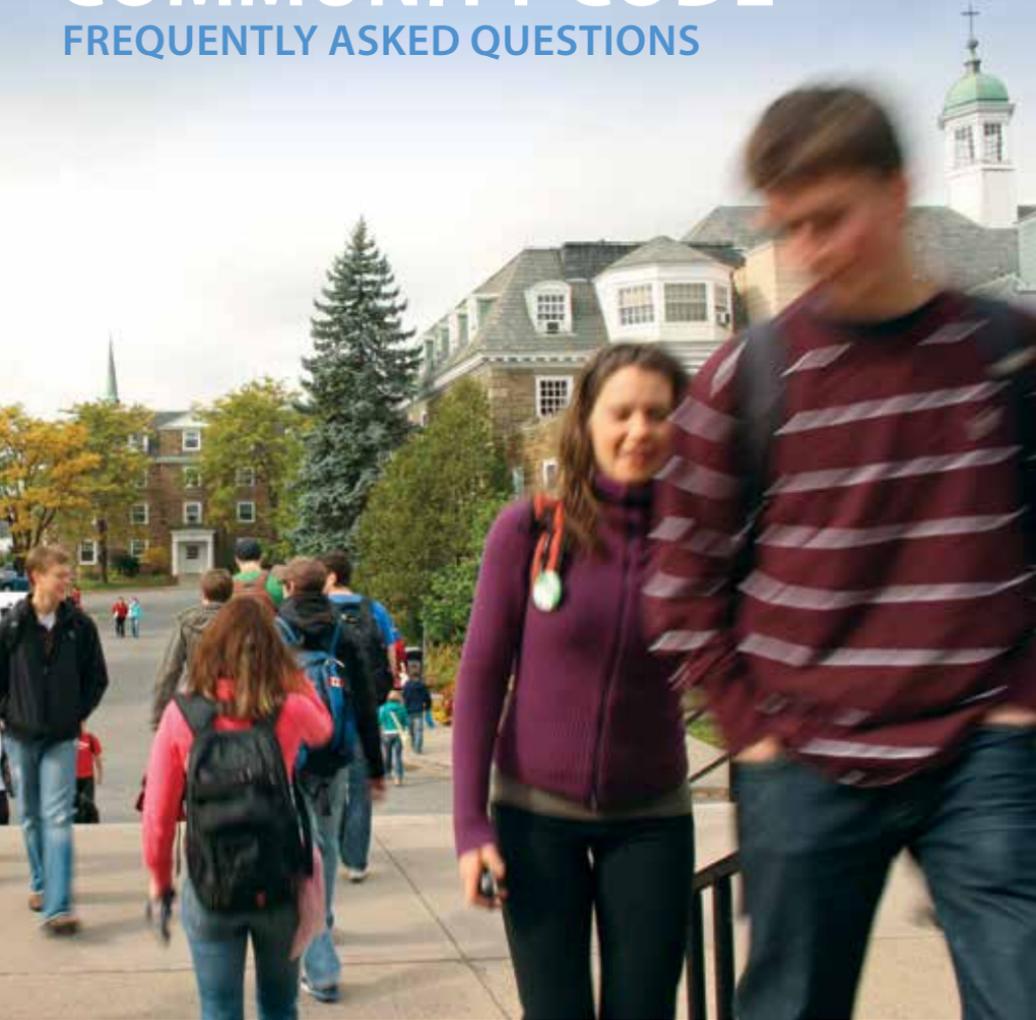


# COMMUNITY CODE

## FREQUENTLY ASKED QUESTIONS



### **Does receiving a letter mean I am found in violation of the Community Code?**

No. The purpose of the letter is to meet with either the Student Conduct Coordinator or Residence Life Coordinator to discuss the incident described in the Incident Report.

### **What is the difference between a meeting with either the Student Conduct Coordinator or Residence Life Coordinator and a Discipline Committee hearing?**

Both processes are based on the premise of due process and follow similar guidelines. A meeting with the Student Conduct Coordinator or Residence Life Coordinator is an informal resolution process and involves a meeting with either the Student Conduct Coordinator or Residence Life Coordinator only. A Discipline Committee hearing is a formal proceeding, which may be used when the informal resolution process has not changed the student or the severity of the incident warrants.

### **What does it mean when I receive a letter from the Student Life Office requesting a meeting?**

It means that the Student Conduct Coordinator or Residence Life Coordinator received an Incident Report alleging you were involved in an incident that is in violation with the Community Code of Conduct. This letter will include the Incident Report, an appointment date and time and the list of potential violations involved in the incident. The meeting will provide you with the opportunity to explore the incident in question and provide your side of the story.

### **What does a meeting with either the Student Conduct Coordinator or Residence Life Coordinator mean?**

The purpose of the meeting is to discuss the incident in question. The goal of the meeting is to find out the facts about the incident. Either the Student Conduct Coordinator or Residence Life Coordinator may meet with witnesses to gather further details about the incident. The purpose of these meetings is to determine whether a violation(s) occurred and to assign an appropriate outcome.

### **What is the Discipline Committee?**

The Discipline Committee is a formal adjudication body composed of students and faculty. A quorum for the Discipline Committee is to include three students and one faculty member. The Discipline Committee will hear evidence about the incident, ask questions of witnesses and the student, and apply outcomes to the student. All information shared during a Discipline Hearing is confidential.

### **How should I prepare for a meeting with either the Student Conduct Coordinator or Residence Life Coordinator?**

You will receive notice via email indicating the date, place and time of your meeting with either the Student Conduct Coordinator or Residence Life Coordinator. It is important to confirm your attendance. In preparation for your meeting, it is your responsibility to review the Incident Report attached and review the Community Code of Conduct, particularly the potential violations listed. It is your responsibility to prepare your statement for the meeting and determine what you are going to say about the incident. You may bring your notes to the meeting. If you have any witnesses to the incident that were not named in the Incident Report, you can provide the Student Conduct Coordinator or Residence Life Coordinator with a list of these individuals. You also have the right to suggest an outcome that you feel is appropriate.



### **What is an Advocate and how can they help?**

Student Advocates are a service provided by the Students' Union. The Student Advocate team is made up of three students who work to ensure that students receive fair and equal representation, hearings, and outcomes. Student Advocates can support students by attending meetings with the Student Conduct Coordinator or Residence Life Coordinator and formal hearings as well as aid students with the appeal process, answer questions, and offer suggestions to students.

### **How can I get an Advocate?**

Student Advocates can be contacted by email at [su\\_advoc@stfx.ca](mailto:su_advoc@stfx.ca) and further information can be found at [http://theu.ca/?q=services/student\\_advocate](http://theu.ca/?q=services/student_advocate).

### **Who is considered a witness?**

A witness is anyone who was present during the time of the incident in question. This may include other students, residence staff, event staff or security staff. Witnesses may receive a request from the Student Life Office to complete a Witness Statement Form in which they would be asked to describe in detail what was seen at the time of the incident. Witness statements are used as part of the investigation.

### **What if I decide to not attend the meeting scheduled with the Student Conduct Coordinator or Residence Life Coordinator?**

If you do not attend your scheduled meeting, you may be given a second notice. If you still do not attend, the matter will be resolved in your absence. Either the Student Conduct Coordinator or Residence Life Coordinator would make a decision on the matter in your absence after a review of the documentation and/or any investigation notes or an outcome appropriate to the violation would be provided. By choosing not to meet with the Student Conduct Coordinator or Residence Life Coordinator, you are choosing to not give your side of the story.

### **What is an outcome?**

An outcome is a consequence given to a student who is found in violation of the Community Code of Conduct. Following a meeting with Student Conduct Coordinator or Residence Life Coordinator or following a Discipline Hearing, if a student is not found responsible, no outcome will be given. If a student is found to be responsible there are a range of outcomes listed in the Community Code of Conduct. Outcomes may include but are not limited to written warnings, fines, educational outcomes, behavioral contracts, bonds, probations and loss of student privileges. Outcomes become more serious as the severity of the incident increases or with repeated violations of the Community Code.

### **What if I want to appeal a decision?**

You have the right to appeal the decision of the Student Conduct Coordinator or Residence Life Coordinator and the Discipline Committee to the University Appeals Committee. To initiate the appeal process, you must forward a notice of appeal to the chair of the Appeals Committee within 7 days of receiving your letter of outcome. Appeals can be made regarding a finding, an outcome, or both. A notice of appeal must specify what grounds on which the appeal is based.

### **If I receive an outcome by the Student Conduct Coordinator or Residence Life Coordinator, does that mean I will not have to deal with the RCMP?**

No. Matters can be dealt with under the Community Code and/or concurrently by the RCMP or court system. A finding of guilt or innocence under one system does not necessarily mean the same finding from the other. The Community Code uses a standard burden of proof which is called 'preponderance of evidence,' which means that the evidence shows it is more likely than not that the incident did/didn't happen. Criminal law uses beyond a reasonable doubt as the standard of burden of proof.

### **What is preponderance of evidence?**

It is the standard of proof used in most administrative processes and governed by natural law. The basis of probabilities mean that evidences shows that it is more likely than not that an incident did/did not happen.

### **Will outcomes appear on my academic transcripts?**

Generally outcomes will not appear on your academic transcript, however, suspensions and expulsions from university do. You will receive a letter detailing the outcomes associated with the incident. The information about the incident and outcomes will be placed on your file at the Student Life Office.

### **What if I was not aware and did not know I was breaking a rule?**

Lack of knowledge around the Community Code is no excuse for misconduct. Every student has the responsibility to become familiar with the university's policies and procedures while enrolled at this university.

### **Who do I contact if I have questions about the process?**

All questions regarding the Community Code of Conduct or the process once a student fails to meet the acceptable behaviors described in the code can be directed to the Student Conduct Coordinator, telephone 902-867-2381 or to the Student Advocates.

The full version of the Community Code can be accessed online at [http://sites.stfx.ca/student\\_life/student\\_conduct/](http://sites.stfx.ca/student_life/student_conduct/).