

D.02 Appeals Process: Student Behaviour – Non Academic

Student Affairs

Nunavut Arctic College

Nunavut Arctic College Appeals Process: Student Behaviour – Non Academic

POLICY

Nunavut Arctic College will establish an appeal process for students who wish to contest disciplinary actions brought against them for unacceptable Non Academic behavior.

PRINCIPLE

Nunavut Arctic College recognizes the right of students to be given opportunities to defend their actions and to be treated justly and fairly.

PROCEDURE

1. Students who conduct themselves in a manner which constitutes an offence, as identified in D.01 Student Behaviour – Non Academic, will be subject to disciplinary action or penalty as follows:
 - a. **Reprimand:** the student is permitted to continue in the College while receiving written notification outlining the nature of the misconduct and the implication(s) of further misconduct
 - b. **Probation:** the student will be permitted to continue in the College only under specific conditions. The period of probation will continue until the end of the current Academic Year. Students who meet the specific conditions imposed will have the probation lifted. Failure to meet the conditions imposed shall result in the student's dismissal from the College
 - c. **Dismissal:** a student who is dismissed from the College shall be withdrawn from the College and not permitted to the institutional grounds or buildings. There will be no refund of any fees and all outstanding debts to the College and materials loaned from the College will be due immediately.
2. Students who feel that they have been inappropriately reprimanded, placed on probation or dismissed, may initiate an appeal.

APPEALS PROCESS

1. If the student wishes to appeal, s/he must indicate this in writing to the Dean or designate within two (2) working days. Upon receipt of such notice the Dean or designate will establish an Appeal Committee and delay the penalty until the appeal process is completed.

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THE COMMITTEE

1. The Appeals Committee will consist of:
 - The Dean – who will chair the Committee
 - A representative selected by the student
 - A staff member - as selected by the Dean
2. Once the Committee is formed, the student and/or their representative and the complainant or his/her representative, will be given an opportunity to make a presentation to the Committee. The presentation may include any documentation relevant to the case.
3. The Committee will then make a decision. The Appeal Committee Chairperson will communicate that decision in writing to the concerned parties.
4. A copy of the Committee's decision will be placed on the student's file.
5. The Committee's decision will be final.
6. Normally the appeal process shall be completed within three (3) working days.

Where feasible, any staff member appointed to the Appeals Committee will not be from the same program as the student making the appeal.