



Student Code of Conduct Non-Academic Policy

Category: General

Jurisdiction: Provost and Vice-President, Academic; Board Audit & Risk Committee

Approval Authority: Board of Governors

Established on: May 1, 2019

Amendments: September 16, 2019 (editorial), September 2025

Most Recent Review: March 27, 2026

1. POLICY STATEMENT

Lakehead University has an obligation to provide a safe learning and working environment for all University Community Members and clearly set out the standards of conduct expected of Students.

2. PURPOSE

The purpose of this Policy and corresponding Procedures is to describe general standards of conduct expected of University Students, define parameters of Non-Academic Misconduct and outline resolution processes to address complaints brought forward by University Community Members related to Student behaviour.

As a University Community Member, Students have a responsibility to conduct themselves in a way that aligns with the University's goals and values, including adhering to all University policies, protocols, procedures and regulations. As such, the University has the right to:

- investigate and adjudicate allegations of Non-Academic Misconduct involving Students;
- take necessary and appropriate action to protect the safety and welfare of University Community Members; and
- implement measures to address Non-Academic Misconduct and to mitigate the risk of further Harm.

It is the intention of the University to ensure the fair treatment, transparent process and consistent application in the administration of these responsibilities. As such, Lakehead follows the principles of Natural Justice and Procedural Fairness, and emphasizes an educational, developmental and supportive approach. The goal of this approach is to enable Students to reflect on their actions, make positive changes that support personal growth, and actively participate in creating a safe and welcoming community.

3. SCOPE

This Policy applies to Student behaviour occurring both on and off University Premises (including online), when the behaviour impacts the function and purpose of the University, and/or the ability of other University Community Members to safely be a part of the University community.

3.1. Relationship to Other University Policies and Proceedings

Lakehead acknowledges that there are other University policies that also govern Student conduct. As such the University will ensure the application of the most appropriate policy where overlap exists, to support a collaborative, fair and streamlined approach.

3.2. Relationship to Civil and Criminal Proceedings

Conduct that constitutes a breach of the Criminal Code or other statute, or that would give rise to a civil claim or action, should be dealt with by the appropriate criminal or civil proceedings. If, in the University's opinion, the civil and/or criminal proceedings do not provide adequate safety and/or risk mitigation measures, interim measures may also be applied through the Non-Academic Student Code of Conduct.

4. DEFINITIONS

For the purposes of this Policy and Procedure, the following terms have the following meanings:

“Balance of Probabilities” means when evidence supports that it is more likely than not that the alleged violation occurred (i.e. the probability is more than 50%).

“Business Day” means Monday to Friday, excluding Saturday, Sunday, a statutory holiday or a day on which the University is closed.

“Complaint” means when a University Community Member notifies the Office of Student Affairs that a Student allegedly violated this Policy by completing an incident report form.

“Damage” means negatively impacting something in such a way as to impair its value, usefulness, or normal function.

“Disruption” means to prevent something, especially a system, process, or event, from continuing as usual or as expected.

“Harm” means loss of or damage to a person's rights, property, or physical or mental well-being.

“Natural Justice” means the fundamental principle of fairness, equity, and impartiality in judicial or quasi-judicial decision-making processes. Natural Justice aims to protect individuals' rights by ensuring that decisions affecting them are made transparently and fairly. Natural Justice has two key rules: 1) the rule against bias, and 2) the right to be heard.

“Non-Academic Misconduct” means any Student behaviour that causes Undue Harm, Damage or Disruption to 1) another University Community Member, 2) the Safety of University Community Members; or 3) University Operations and purpose.

“**Policy**” means this policy, namely the “Non-Academic Student Code of Conduct Policy”, and which may also be known as the “Non-Academic Student Code of Conduct”.

“**Procedures**” means the “Non-Academic Student Code of Conduct Procedures”.

“**Procedural Fairness**” means the principle that all administrative processes during the investigation, adjudication, and appeal are unbiased and fair. These processes protect the rights of the individuals that are affected by a decision and includes, but does not limit, the foregoing:

- The right to a timely, fair, and open procedure;
- The right of a person against whom allegations are made to know and respond to those allegations before a decision is made;
- The right to be notified of all proceedings and be present at those proceedings;
- The right to have the matter heard by a fair and impartial decision-maker; and
- The right to be provided reasons for a decision.

“**Remedy**” means the action(s) implemented to repair Harm/Damages caused by Non-Academic Misconduct.

“**Sanction**” means the corrective measure(s) implemented to address Non-Academic Misconduct.

“**Student**” means a person who is currently enrolled for professional study at the University, whether full-time, part-time, special, access, undergraduate, or graduate.

“**Undue**” means unwarranted or inappropriate because it is excessive or disproportionate.

“**University**” means Lakehead University.

“**University Adjudicator**” are University staff authorized by, and accountable to, the Provost and Vice-President (Academic), to investigate Complaints of Non-Academic Misconduct and impose Remedies and/or Sanctions as required.

“**University Community Member**” means a Student or employee of Lakehead University.

“**University Operations**” means the day-to-day functions and activities that support the core purpose of the University.

“**University Premises**” means all property owned, rented or otherwise used by the University.

5. STUDENT RESPONSIBILITIES & EXPECTATIONS

Students’ responsibilities include:

5.1. Respect for University Community Members

- a. Treat others with civility and respect
- b. Behave in a way that does not Harm or threaten others’ physical or mental well-being

5.2. Respect for Community Well-Being and the Learning Environment

- a. Honour inclusivity and diversity
- b. Be considerate of the differing perspectives and opinions of others

- c. Participate in an appropriate and positive manner, so as to not disrupt or interfere with University Operations

5.3. Care for Property and Privacy

- a. Responsibly use university Premises and property
- b. Respect the personal privacy and property of others

5.4. Adherence to University Policies and Legal Standards

- a. Be familiar with and adhere to all relevant University policies, procedures, and regulations
- b. Act in accordance with laws and legal standards

5.5. Compliance and Accountability

- a. Respect the authority of the University in enforcing its rules and policies, procedures and regulations
- b. Comply with sanctions implemented under this Non-Academic Student Code of Conduct

6. NON-ACADEMIC MISCONDUCT

Students are expected to conduct themselves in accordance with the responsibilities listed above and, in doing so, work towards maintaining a safe campus community, where University Community Members are treated with dignity and respect.

Non-Academic Misconduct is any behaviour that causes Undue Harm, Damage or Disruption to: 1) another University Community Member, 2) the Safety of University Community Members; or 3) University Operations.

7. ADDRESSING NON-ACADEMIC MISCONDUCT

The Student Code of Conduct - Non-Academic Procedures are the primary method for addressing situations of Non-Academic Misconduct at the University. There are also other conduct-related policies and procedures that may be used to address Non-Academic Misconduct. When situations are addressed through the below policies and procedures, outcomes will be provided to the Office of Student Affairs to support a coordinated and informed approach to Student behaviour and campus safety.

- Residence Community Standards ([APPENDIX II](#))
- Campus Recreation Intramural Sport Handbook ([APPENDIX III](#))
- Student Athlete Agreement & Student Athlete Code of Conduct ([APPENDIX IV](#))
- Sexual and Gender Based Violence Response Policy
- Human Rights Policy

Review Period: 5 years;

Next Review Period: 2031-2032;

Related Policies and Procedures:

- a. Student Code of Conduct – Academic Integrity (Academic Integrity Code)
- b. Student Code of Conduct – Appeal Policy (Appeal Policy)
- c. Sexual and Gender Based Violence Response Policy
- d. Harassment and Discrimination Policy

Policy Superseded by this Policy: “None”

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format.

Office of the University Secretariat

Hours: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002

Phone: 807-343-8010 ext. 7929

Email: univsec@lakeheadu.ca

Student Code of Conduct – Non-Academic Procedures

TABLE OF CONTENTS

1. OVERVIEW	7
1.1. Facilitated Resolution	7
1.2. Administrative Resolution	7
1.3. Adjudicated Resolution	8
1.4. Accommodations	8
1.5. Interim Measures	8
1.6. Outcomes	8
2. PARTICIPANTS & RESPONSIBILITIES	9
2.1. Complainant	9
2.2. Respondent	9
2.3. Support Person	10
2.4. Office of Student Affairs	10
2.5. University Adjudicators	10
2.6. Witnesses	11
3. PROCESS	12
3.1. Prior to Filing a Complaint	12
3.2. Filing a Complaint	12
3.3. Preliminary Assessment of Complaint	12
3.4. Notice of Complaint	13
3.5. Gathering of Information	13
3.6. Review and Decision	13
3.7. Notice of Outcome	14
4. APPEALS	14
5. STUDENT CONDUCT RECORDS	14
6. REPORTING	15
APPENDIX I: REMEDIES AND SANCTIONS	15
APPENDIX II: RESIDENCE COMMUNITY STANDARDS PROCEDURES	18
APPENDIX III: ATHLETICS- INTRAMURAL SPORTS CONDUCT PROCEDURES	20
APPENDIX IV: ATHLETICS- VARSITY ATHLETE CONDUCT PROCEDURES	22

Student Code of Conduct Non-Academic Procedures

Category: General

Jurisdiction: Provost and Vice-President, Academic; Board Learning & Liaison Committee

Approval Authority: Board of Governors

Established on: May 1, 2019

Amendments: September 16, 2019 (editorial), September 2025

Most Recent Review: September 2025

1. OVERVIEW

All capitalized terms used in these Procedures have the same meaning as defined in the Student Code of Conduct Non-Academic Policy, unless stated otherwise.

Any University Community Member may file a Complaint against a Student under these Student Code of Conduct Non-Academic Procedures, alleging Non-Academic Misconduct.

Complaints addressed through these Procedures will follow the appropriate resolution process outlined below, based on the nature, impact and severity of the alleged behaviour described by the Complainant and the evidence provided.

1.1. Facilitated Resolution

The goal of a facilitated resolution process is for all parties involved to arrive at a mutually agreeable resolution. This approach is typically used for minor incidents, interpersonal conflict, and often when the preservation or repair of a relationship is important to the parties involved. Every effort will be made to enable the Complainant to resolve the matter on their own, however, if necessary, the Office of Student Affairs and/or the Office of the Ombudsperson may assist in the resolution process by providing conflict coaching, mediation or other restorative practices. The facilitated resolution process does not require the Complainant and Respondent to meet in-person or directly communicate. Facilitated resolutions are not recorded as “Non-Academic Misconduct” by the Office of Student Affairs in the student conduct database.

1.2. Administrative Resolution

The purpose of an administrative resolution is to offer an expedited resolution process by eliminating unnecessary judicial investigations, interviews or meetings. Administrative resolution may be offered to a Respondent when the:

- Complaint involves an incident that did not cause serious Harm or Damage; AND
- Complaint includes irrefutable evidence (email, photos/video etc.) AND
- Respondent admits to the alleged misconduct, acknowledges the mistake, wrongdoing or Harm; OR
- Complaint is being addressed through civil or criminal proceedings.

1.3. Adjudicated Resolution

Adjudicated resolution is used to address more serious offences involving Harm or Damage, when the exact details of an incident are unclear, or when there is conflicting information. Adjudicated resolution involves University Adjudicators carrying out an investigation in order to make a decision regarding the alleged Non-Academic Misconduct. Based on their findings, University Adjudicators may then be responsible for implementing Remedies and/or Sanctions to address any upheld allegations of Non-Academic Misconduct.

1.4. Accommodations

At any stage of the Complaint process, appropriate accommodations will be provided to individuals upon request. Requests can be sent to the Office of Student Affairs.

1.5. Interim Measures

Interim Measures may be imposed by the Office of Student Affairs when safety is a concern or if there is a potential risk of further Harm to persons or property. Interim Measures may be put in place pending the outcome of an investigation, and may be repealed, upheld, or expanded at that point. Interim Measures must balance the safety of the Complainant with the requirement of fairness to both the Complainant and the Respondent and are not indicative of guilt. Students will be supported to participate in their studies when possible.

Interim Measures may include, but are not limited to, the following:

- No contact
- Restriction of access
- Relocation within or removal from residence
- Suspension
- Hold on transcript requests and/or graduation

1.6. Outcomes

Remedies and/or Sanctions will be applied by University Adjudicators when it has been determined that a violation of the Non-Academic Student Code of Conduct has occurred and allegations are upheld. Remedies and Sanctions will vary depending upon the nature and severity of the Complaint, and whether or not the Respondent has engaged in prior acts of Non-Academic Misconduct. Contributing factors such as an associated health condition will be taken into consideration when determining an appropriate outcome. More than one Remedy and/or Sanction may be applied as a result of a Complaint. Where a Respondent does not abide by the Remedies

and/or Sanctions imposed, University Adjudicators may revise or impose new and/or additional Remedies and Sanctions if/when appropriate. A list of Remedies and Sanctions are listed in [Appendix I](#).

2. PARTICIPANTS & RESPONSIBILITIES

2.1. Complainant

When a University Community Member files a Complaint against a Student because they were directly impacted or Harmed by the Student's Non-Academic Misconduct, the University Community Member is referred to as the "Complainant". Complainants cannot be anonymous.

The Complainant has the responsibility to:

- read and be familiar with this Non-Academic Student Code of Conduct, including these Procedures;
- attend requested meetings;
- prior to any meetings, inform University Adjudicators if they plan to have a Support Person attend meeting(s) with them;
- provide all relevant materials and information to University Adjudicators in order to support their position;
- be truthful and accountable for their behaviour and level of involvement in matters set out in the Complaint; and
- keep all information shared confidential to ensure the integrity of the investigation process.

2.2. Respondent

When a Complaint of Non-Academic Misconduct is brought forward about a Student, that Student is referred to as the "Respondent".

The Respondent has the responsibility to:

- read and be familiar with this Non-Academic Student Code of Conduct, including these Procedures;
- confirm they have received and read the information regarding the Complaint;
- confirm their attendance at the initial meeting or request an alternative meeting time within three (3) Business Days;
 - If the Respondent does not respond or attend any scheduled meetings, the University Adjudicators will continue the investigation and reach a decision based on the information and documentation that has been received
- Prior to any meetings, inform University Adjudicators if they plan to have a Support Person attend meeting(s) with them;
- provide all relevant materials and information to University Adjudicators in order to support their position;

- be truthful and accountable for their action(s) and level of involvement in matters set out in the Complaint; and
- keep all information shared confidential to ensure the integrity of the investigation process.

2.3. Support Person

Throughout the Non-Academic Misconduct investigation process, Complainants and Respondents may engage with a Support Person (normally a friend, family member, Elder, Ombudsperson or other University Community Member).

A Support Person can:

- guide and assist the Student in preparing for meetings; and/or
- accompany a Student to any scheduled meetings to provide moral support.

A Support Person is not an active participant in the investigation process and is not permitted to speak at meetings or act as an advocate or representative. A Support Person is expected to be present in person at meetings unless otherwise approved by the University, and is required to keep all information shared confidential to ensure the integrity of the investigation process.

2.4. Office of Student Affairs

The Office of Student Affairs oversees the Non-Academic Student Code of Conduct investigation process. The Manager, Student Conduct and Case Management, administers the process and acts as the primary contact for Student conduct.

The Office of Student Affairs is responsible for:

- responding to questions and/or concerns related to Student conduct;
- receiving and assessing Complaints;
- determining resolution processes;
- assisting with facilitated resolutions, if necessary;
- determining outcomes for Administrative Resolutions;
- serving as the primary University Adjudicator;
- appointing additional University Adjudicators; and
- maintaining confidentiality to ensure the integrity of the investigation process.

2.5. University Adjudicators

University Adjudicators are University staff authorized by, and accountable to, the Provost and Vice-President (Academic), to investigate Complaints of Non-Academic Misconduct and impose Remedies and/or Sanctions as required. While investigating or attempting to resolve a Complaint, University Adjudicators may meet with, seek assistance from, and/or otherwise consult with other University Community Members who possess particular knowledge of the alleged incident.

University Adjudicators are responsible for:

- being familiar with the Non-Academic Student Code of Conduct ,and adhering to the associated Policy and Procedures;
- determining whether Non-Academic Misconduct has occurred;
- determining and imposing Remedies and/or Sanctions, as required;
- declaring any actual or perceived conflict of interest or possible bias to the Office of Student Affairs (at which point the Office of Student Affairs will determine whether the appointed University Adjudicator should continue in the review of the Complaint); and
- maintaining confidentiality.

The following University Community Members are authorized to be appointed as a University Adjudicator:

- Vice-Provost (Students) & Registrar;
- Vice-Provost (Teaching and Learning);
- Vice-Provost (Indigenous Initiatives);
- Associate Vice-Provost (Students);
- Manager, Student Conduct and Case Management;
- Faculty Deans;
- Director, Residence Services;
- Director, Athletics;
- Director, Office of Human Rights and Equity;
- University Librarian;
- Associate Vice-President, Administration - Orillia Campus; and
- Other individuals who may be appointed by the Provost and Vice-President (Academic), as required.

2.6. Witnesses

A Complainant or Respondent may request that University Adjudicators meet with a person who witnessed the alleged incident or alleged Non-Academic Misconduct to collect a statement or other materially relevant information. The names of witnesses will be shared with the Respondent when their statements are used as evidence in the decision made by University Adjudicators.

A Witness has the responsibility to:

- attend meetings with and/or speak to University Adjudicators;
- tell the truth and share materially relevant information about what they witnessed; and
- keep all information shared confidential to ensure the integrity of the investigation process.

3. PROCESS

3.1. Prior to Filing a Complaint

Prior to submitting a Complaint, University Community Members are encouraged to review this and other conduct-related policies and follow the appropriate procedures.

- **Residence** – Residence Community Standards
- **Campus Recreation** – Campus Recreation Intramural Sport Handbook
- **University Athletes** – Student Athlete Agreement & Student Athlete Code of Conduct
- **Employees** – Employee Code of Conduct
- **Sexual Violence** – Sexual and Gender Based Violence Response Policy
- **Human Rights** – Human Rights Policy

3.2. Filing a Complaint

To file a complaint under the Non-Academic Student Code of Conduct, a University Community Member must submit an Incident Report to the Office of Student Affairs within twenty (20) Business Days after the alleged Non-Academic Misconduct occurred.

3.3. Preliminary Assessment of Complaint

The Office of Student Affairs will review each Complaint of Non-Academic Misconduct to determine if:

- 1. The Complaint describes Non-Academic Misconduct;**
 - If the Complaint does not describe Non-Academic Misconduct, the Complainant will be notified.
- 2. Other relevant policies or proceedings apply;**
 - The Complainant will be notified if their Complaint has been redirected to another University department to be addressed using a different policy/procedure. The appropriate department will inform the Manager, Student Conduct & Case Management of the outcome when a Complaint has been redirected.
 - A Complainant will be notified if it is determined that it is in their best interest to seek resolution using criminal or civil proceedings, or through another, more appropriate body.
- 3. The Complaint is already being adequately addressed through civil or criminal proceeding; and if**
 - If the Complaint is being adequately addressed through external processes, the Complainant will be notified
- 4. Interim measures are required.**

Once it has been determined that the Complaint should be addressed under this Non-Academic Student Code of Conduct, the Office of Student Affairs will decide which resolution process will be implemented to resolve the Complaint. This will depend on the nature, impact and severity of the alleged Non-Academic Misconduct described by the Complainant and the evidence provided.

3.4. Notice of Complaint

If it is determined that a Complaint will be addressed under this Non-Academic Student Code of Conduct using either an administrative or adjudicated resolution process, the Office of Student Affairs will email a notice of complaint to the Respondent within ten (10) Business Days of the Complaint being filed.

The notice of complaint will include the following information:

- the name of the University Community Member who filed the Complaint;
- the nature of the Complaint, including specific allegations and evidence provided;
- any Interim Measures and associated rationale;
- a description of the resolution process
- description of outcome and appeal process (for administrative resolution only)
- an explanation of the Respondents' rights, including their right to a Support Person at the proposed meeting (for adjudicated resolution only).

3.5. Gathering of Information

University Adjudicators will gather all relevant information related to the Complaint by meeting with the Complainant, Respondent and any relevant witnesses. These meetings are normally held in person and provide an opportunity for University Adjudicators to review the evidence, ask clarifying questions and discuss the details of the Complaint. Other evidence will be collected and shared as required (e.g. screenshots, written statements, videos etc.).

Adjudicators will meet with the Complainant prior to meeting with any other parties. Meetings normally occur in person and within five (5) Business Days of the Respondent receiving the notification of the Complaint.

3.5.1. Meeting protocol

- Meetings with University Adjudicators are not to be electronically recorded unless specifically authorized by the University. Complainants and Respondents can request a summary of the meeting and/or an electronic recording from the University.
- University Adjudicators may consult with the Office of Student Affairs if it is necessary to adjust the procedures of the investigation, including timelines, while ensuring the principles of Procedural Fairness.

3.6. Review and Decision

University Adjudicators will review all evidence and information to determine whether Non-Academic Misconduct is more likely than not to have occurred, based on the Balance of Probabilities. From this determination, the Complaint is either upheld or dismissed. If the Complaint is upheld, University Adjudicators will determine appropriate Remedies and/or Sanctions. In determining an appropriate Outcome, University Adjudicators may review any

previous, relevant decisions under this Non-Academic Student Code of Conduct or any other University behavioural codes and/or policies and procedures. If a Respondent does not engage in the process, a decision will be made by University Adjudicators without their input.

3.7. Notice of Outcome

Communication to Respondent

A Notice of Outcome letter, with reasons for the decision and any Remedies and/or Sanctions, including deadlines, will be communicated in writing to the Respondent, along with information about the appeals process. A Remedy and/or Sanction becomes in effect when designated by University Adjudicators. The Notice of Outcome Letter is confidential and released to the Respondent only, not the Complainant.

Communication to Complainant

The Complainant will be notified when the proceedings are complete, and in some instances may also be provided with a written summary of any relevant details of the decision that relate to the Complainant.

Communication to Others

Other University staff may be provided with relevant information pertaining to their responsibilities on a need-to-know basis (e.g. Financial Services, Office of Security Services, etc.).

4. APPEALS

Respondents may appeal decisions and/or Remedies and Sanctions in accordance with the Student Code of Conduct – Appeal Policy. For a summary of the processes and procedures associated with an appeal, please visit the Appeals Policy page of the Student Conduct website. For questions about the appeal procedures, Respondents should contact the Secretary of the Judicial Panel at student.appeals@lakeheadu.ca and/or contact the Office of the Ombudsperson at ombudsperson@lakeheadu.ca. Decisions or outcomes will remain in effect unless otherwise determined by the Appeal Panel.

5. STUDENT CONDUCT RECORDS

The Office of Student Affairs will store records of all Complaints and actions taken under this Non-Academic Student Code of Conduct for a minimum of five (5) years after the Student graduates or ceases to be a Student. Records of Complaints, Remedies and Sanctions, other than suspensions and expulsions, will not be recorded on Student academic transcripts.

6. REPORTING

An annual report will be compiled for the Provost and Vice-President (Academic) summarizing all Non-Academic Misconduct Complaints, including decisions and outcomes. Reports will not include identification of individual Students.

These Procedures will be reviewed and updated on a regular basis with periodic modifications being made as necessary. A full review with approval by the Board of Governors will occur every five (5) years.

Review Period: 5 years;

Next Review Period: 2031-2032;

Related Policies and Procedures:

- a. Student Code of Conduct – Academic Integrity (Academic Integrity Code)
- b. Student Code of Conduct – Appeal Policy (Appeal Policy)
- c. Sexual and Gender Based Violence Response Policy
- d. Recreational Cannabis on Premises Policy
- e. Smoking on Premises Policy
- f. Human Rights Policy
- g. Residence Community Standards
- h. Code of Computing Practice
- i. Library Code of Conduct
- j. Weapons Policy
- k. Student Athlete Code of Conduct
- l. Orientation and Welcoming Activities Policy
- m. Free Expression Policy

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format.

Office of the University Secretariat

Hours: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002

Phone: 807-343-8010 ext. 7929

Email: univsec@lakeheadu.ca

APPENDIX I: REMEDIES AND SANCTIONS

Remedies and Sanctions may include but are not limited to, one or more of the following:

- **Apology:** The Respondent issues a written apology to show remorse for their behaviour and the Harm caused to the Complainant.
- **Warning:** A notice in writing is sent to the Respondent that their behaviour violates University rules and regulations, including behaviour identified within this Non-Academic Student Code of Conduct, and such behaviour must cease. Additional Sanctions may be considered if the specific behaviour continues, or if it is determined that the Respondent is responsible for additional acts of misconduct.
- **Educational Initiative:** A developmental opportunity that allows the Respondent to actively participate in a written assignment, training session or program.
- **Community Service:** Work assignments for service to the University community.
- **Safety Plan:** When the behaviour of concern is related to a health condition, a Respondent may be required to have a medical practitioner create and/or sign-off on a safety plan in order to mitigate future risk to themselves or others.
- **No Contact:** Respondent and Complainant to have no direct or indirect contact (in person, phone, email, text, social media, and/or through a third party, etc.).
- **Behavioural Probation:** Respondent is subject to probation for a specified period of time. This is often applied with additional Sanctions. If the Respondent is found to have engaged in subsequent acts of Non-Academic Misconduct during the probationary period, more severe Sanctions may be applied.
- **Behavioural Contract:** The Respondent signs a contract agreeing not to engage in other acts of Non-Academic Misconduct. University Adjudicators will recommend appropriate repercussions in the event of a breach of the contract.
- **Restriction of Access:** Restricted access to all, or specific parts of University Premises, University Property or activities.
- **Restitution:** Compensation for loss or Damage. This may take the form of appropriate service or monetary/material replacement.
- **Suspension:** Separation of the Respondent from classes, activities of the University or the University itself for a defined period of time, up to a maximum of two (2) years. Conditions for the Student's return will be set forth in the Judicial Outcome Letter and must be met prior to their potential return. Suspension Sanctions may range as follows:
 - a. Suspension from attendance at certain, or all activities associated with a particular course (e.g. lectures, laboratories, placements, etc.);

- b. Suspension from attendance at all activities associated with all courses in a specific department/school or faculty;
- c. Suspension from attendance at all activities associated with all courses at the University; or
- d. Suspension from attendance at all activities (academic and non-academic), both on and off-campus) associated with the University.

Where a Respondent is suspended from all activities associated with all courses at the University or is suspended from the University itself, the Provost and Vice-President (Academic)'s approval is required and a notation of "Suspension" will be recorded on the Student's official transcript. This annotation will be removed after two (2) years from the end of the academic year in which the suspension was imposed.

- **Expulsion:** Permanent termination of Student status in a particular department/school or faculty, or from the University.
 - Expulsion from a department/school or faculty requires the approval of the Provost and Vice-President (Academic). A notation of "Expulsion from department/school or faculty" will be recorded on the Respondent's official transcript. This will remain as a permanent annotation.
 - Expulsion from the University requires first the approval of the Provost and Vice President (Academic) and then the approval of the President. A notation of "Expulsion" will be recorded on the Respondent's official transcript. This will remain as a permanent annotation.

APPENDIX II: RESIDENCE COMMUNITY STANDARDS PROCEDURES

Scope & Application

- These procedures are used to address violations of the Residence Community Standards and only apply to Students living in Lakehead University Residence.

Reporting a Violation

- Concerns related to violations of the Residence Community Standards should be directed to any of the following:
 1. Residence Services Staff;
 2. Residence Assistant (“RA”);
 3. Residence Area Coordinator (“RAC”); or
 4. Residence Administrative Assistant.
- The following methods may be used to report a violation of the Residence Community Standards:
 1. a Student can report a violation of the Residence Community Standards to a Residence Services Staff Member; OR
 2. a Residence Services Staff can directly observe a violation of the Residence Community Standards

Preliminary Assessment of Report

- Reports collected by RAs are submitted to RACs via an Incident Report for assessment
- Reports submitted by Residence Services Staff are sent directly to RACs for assessment
- Incident Reports will be created when an RAC can establish that a violation of the Residence Community Standards has/or is likely to have occurred.

Incident Report Notification

- The RAC will send an Incident Report Notification by email informing the Student that they have allegedly been involved in a violation of the Residence Community Standards and it is currently under review.

Gathering of Information

- If required, RACs will gather more information related to the incident by meeting with involved parties and witnesses, as well as collecting any relevant evidence.

Student Conduct Referral

- Incidents will be evaluated by the RAC to determine if the conduct is:
 1. part of an ongoing pattern of behaviour;
 - the Student has accumulated 9 or more demerit points for similar infractions
 2. a Level 3 infractions that involves violence or jeopardizes the safety of others; and/or
 3. beyond the scope of Residence and impacting the broader University Community
- If any of the above criteria apply, the RAC will contact the Office of Student Affairs, and the incident may be addressed using the Non-Academic Student Code of Conduct.
- If the above criteria do not apply, the RAC will continue to resolve the matter internally using the Residence Community Standards Procedures outlined below.

Decision

- Using information gathered in the incident report and based on the Balance of Probabilities, the RAC will determine if it's more likely than not, a violation of the Residence Community Standards has occurred. If so, then an appropriate sanction will be determined by the RAC.

Communication of Outcome

- The RAC will send a Residence Incident Decision to the Student via email.

Residence Community Standards Appeal Process

- To appeal a decision and/or outcome made by an RAC under the Residence Community Standards, the Student must email an appeal to the Director of Residence Services within three (3) business days from the time they receive their Residence Incident Decision email.
- Emails must be sent to resadmin@lakeheadu.ca and must outline the grounds for the appeal.
 - Valid grounds for a Residence Community Standards Appeal include:
 - there is proven lack of procedural fairness, bias, unfair treatment, discrimination or improper investigation, etc.
 - the Sanction does not suit the violation or behaviour
 - new information has been discovered which renders the original decision to be unreasonable in light of evidence presented

APPENDIX III: ATHLETICS- INTRAMURAL SPORTS CONDUCT PROCEDURES

Scope & Application

- These Procedures are used to address incidents that occur within Campus Recreation gameplay that are violations of the Lakehead University Campus Recreation Intramural Handbook ([Thunder Bay](#), [Orillia](#)). Incidents occurring within gameplay will be addressed by the Athletics Department. Incidents that occur beyond the scope of a sport or before/after games will be referred to the Office of Student Affairs to be addressed using the Non-Academic Student Code of Conduct.

Reporting a Violation

- Violations may be reported by a Campus Recreation staff member, participant, or spectator of the game.
- Reports may be made via one of the following methods:
 - Staff Members: Incident Reports
 - Participants/Spectators: Email/phone Campus Rec Office (below), or Safe Sport Report ([Thunder Bay Campus Link](#)) ([Orillia Campus Link](#)).
 - Thunder Bay: campusrec@lakeheadu.ca / 807-343-8010 x7244
 - Orillia: orillia.athletics@lakeheadu.ca / 705-330-4010 ext. 2115
- Reports must be received within five (5) business days of the alleged incident.
 - There is no limitation period on reporting incidents involving sexual violence, which can also be reported directly to the Office of Human Rights & Equity.

Incident Report

- Campus Recreation staff that witnesses a violation of the Intramural Sport Guidelines will submit an Athletics Department Incident Report.

Review of Reports/Complaints

- League administration will review any reported incidents
- Upon review of the Incident Report the offense will be classified into one of four categories, as outlined in the [Intramural Suspension Guidelines](#)
 1. The associated sanctions listed in the suspension guidelines are a minimum, and can be increased at the discretion of administrative staff based on situation severity, repeat offenses, etc.
 2. The repeated action of committing an offense will automatically increase the minimum sanction to the next appropriate level.
- When incidents are not directly observed by staff it may however be difficult to issue penalties. To combat this, all incidents that are reported will still be reviewed, documented, and at minimum, warnings will be issued. When trends of inappropriate behaviour are identified, appropriate disciplinary action will be taken even if the behaviour is not directly observed by staff. Trends are defined as two or more similar complaints about the same individual or team.

Student Conduct Referral

- When behaviour is determined to be a Level 3 or 4 violation in the Intramural Suspension Guidelines, and if the incident involves a Student, the matter will be referred to the Office of Student Affairs to be addressed using the Non-Academic Student Code of Conduct.

Decision

- Students are provided with a suspension notice from an Athletics Department Staff Member via email. Every effort will be made to provide this within two (2) business days of the report.

Intramural Sports Appeal Process

- Students have forty-eight (48) hours to review, and submit their appeal digitally (Thunder Bay Form or Orillia Form) to the Athletics Department.
- When an appeal is received, the Appeal Committee will determine if there are valid grounds for an appeal. Valid grounds include:
 - proven lack of procedural fairness, bias, unfair treatment, discrimination or improper investigation, etc.
 - Sanction does not suit the violation or behaviour
 - new information has been discovered which renders the original decision to be unreasonable in light of evidence presented
 - Please note that suspension for sport-specific penalties (e.g. red cards, technical fouls, major penalties in hockey, game ejection) are not eligible for appeal.
- If the appeal will be heard, a member of the Appeal Committee will schedule a meeting with the suspended individual and the Appeal Committee. Reasonable efforts will be made to have the appeal occur prior to the suspended student's next game.
- During the hearing, the student who committed the infraction will have an opportunity to present their reasons for appealing the decision. Members of the Appeal Committee may then ask their questions and seek further clarification. If necessary, the referee or sport supervisor may also be called to discuss.
- After the hearing, the members of the Appeal Committee will discuss and provide a decision (e.g., reduce, uphold, provide further discipline).
- The final verdict will be issued by the Appeal Committee via email to the student. Once a final decision has been issued, the student cannot re-appeal.

Intramural Sports Appeal Committee

- The Appeal Committee will consist of at minimum two (2) or more members, drawn from any of the following (but not limited to) parties: Lakehead Athletics, the Office of Student Conduct, sport governing bodies, and the Office of Human Rights and Equity. All potential members will be vetted prior to meeting to ensure that there are no existing conflicts of interest in the respective case. It is within the authority of the Appeal Committee to determine the following: suspension type, suspension duration, date of return to Lakehead Athletics and its' programming, and so on. A decision reached by the majority of the group will be the decision of the whole Appeal Committee and is not subject to further appeals.

APPENDIX IV: ATHLETICS- VARSITY ATHLETE CONDUCT PROCEDURES

Scope & Application

These Procedures apply to conduct related matters involving University Athletes and violations of the Student Athlete Agreement and Student Athlete Code of Conduct. Varsity sport-specific incidents will be handled by the Department of Athletics.

Reporting a Violation

- Conduct related matters involving University Athletes and potential violations of the Student Athlete Agreement and Student Athlete Code of Conduct may be reported to the Athletics Department by email:
 - Orillia- orillia.athletics@lakeheadu.ca
 - Thunder Bay- lakehead.athletics@lakeheadu.ca

Review of Reports/Complaints

- Athletics administration will review the incident report to determine which of the following resolution processes will be applied:
 - 1. Sporting Regulatory Body Resolution**
 - If the incident falls under the jurisdiction of a sporting regulatory body (such as OUA, OCAA, USports, CCAA) it will be addressed using the conduct procedures outlined by the relevant governing body.
 - 2. Student Code of Conduct Resolution**
 - If the incident involves Non-Academic Misconduct and does not fall under the jurisdiction of a sporting regulatory body, it will be referred to the Office of Student Affairs to be addressed using the procedures outlined in the Non-Academic Student Code of Conduct.
 - 3. Team Management Resolution**
 - If the incident report describes a team management issue (interpersonal conflicts, team dynamics, performance issues etc.) and does not involve Non-Academic Misconduct or conduct that falls under jurisdiction of the sporting regulatory body, then the matter will be referred to the team Coach for resolution.