

Knox College – Policies & Procedures

Policy: **Non-Academic Discipline Code**

Applies to: All Students (AD, BD) & Residents

Approval & Responsible Individual: Board of Governors

Reference information:

SECTION I

- a. Knox College governs itself according to generally accepted rules of behaviour. The rules and procedures set out in this Code are to be applied reasonably, and with due regard for the effect they may have on the life of the College community and of its members.
- b. The Knox College Non-Academic Discipline Code is applicable to all students registered as Knox College students, whether residents or non-residents, to students in any faculty or division of the University of Toronto who are resident at Knox College, and to students in any other university or college who are resident at Knox College.
- c. Any amendments to this Code will be made by the Board of Governors of Knox College.
- d. In exceptionally grave or complicated cases consultation with a solicitor is encouraged.

SECTION II

- a. The Knox College Non-Academic Discipline Code shall apply to all non-academic discipline offences listed in Section III, whether arising on College property or during off-campus College activities.
- b. The Principal and any one of the Director of Academic Programs or the Director of Finance and Administration or a majority of them may decide whether an alleged offence falls within the purview of the Code.
- c. Infractions of Section III of this Code that can be considered to be instances of sexual harassment or violations of the Human Rights Code of the Province of Ontario will not be dealt with using the procedures of this Code.

SECTION III

Non-Academic Offenses

The discipline procedures apply to anyone subject to this Code who knowingly engages in any of the following activities:

- a. *Dangerous Activity*: any conduct or activity that may endanger or threaten the health or safety of any person.
- b. *Disruption of Activities*: any conduct or activity that unreasonably infringes upon or disrupts college activities, academic or otherwise, or the privileges of any member of the College.
- c. *Assault*: any conduct or activity that causes or threatens physical or mental harm to any person.
- d. *Theft or Damage to Property*: any conduct or activity that results in the theft of, destruction of, or damage to College or private property.
- e. *Trespass*: the unauthorized presence in, entry to, or use of College or private facilities.
- f. *Undermining the Reputation of Others*: any conduct or activity that seriously and maliciously undermines the reputation of any member of the College.
- g. *Breach of Discipline Procedures*: abuse of the discipline procedures, as complainant or as adjudicator, e.g. laying of false charge, malice.
- h. *Breach of Discipline Decisions*: refusal or failure to comply with any decision made under the discipline procedures.
- i. *Counselling Offences*: the counselling or aiding of any person in a conduct or activity that would be an offence listed in this section.

In this Code “member” includes members of the academic and administrative staffs, students, residents and visiting professors.

SECTION IV

Informal Resolution Procedures

- a. Whenever possible and appropriate, reason and moral suasion should be used to resolve issues of individual behaviour before resort is made to formal disciplinary procedures.
- b. If the complaint is between students who are resident at Knox College and not registered at Knox College, the complainant is encouraged and has the right to discuss the matter with the other resident. If this discussion fails to resolve the matter, the resident should bring the complaint to one of the Dons. The Don will

act to initiate a process of reconciliation between the residents, normally, within one week from the date the resident reports the complaint.

- c. If the complaint is between students who are registered at Knox College, the complainant is encouraged and has the right to discuss the matter with the other student. If this discussion fails to resolve the matter the student should bring the complaint to the designated member of Faculty. The Faculty member will act to initiate a process of reconciliation between the students, normally, within one week from the date the student reports the complaint.

SECTION V

Mediation Procedures

- a. If an issue between two or more members of the College, at least one of whom is a student or resident, cannot be satisfactorily resolved at the informal resolution stage, the parties may agree to proceed to mediation. At this stage, the issue must be documented and the party wishing mediation must inform the other party in writing.
- b. The party requesting the meeting must inform the Mediator(s) chosen in writing. Both parties will be entitled to have an advocate present at the meeting or meetings with the Mediator.
- c. It is the intention of the Code that the mediation process will be the stage of the disciplinary process at which the great majority of complaints will be resolved.
- d. A Committee to be comprised of the Principal, a Faculty member, the Administrator, a Don, a representative of the Knox College Association (K.C.A.) and a representative of the Mission and Theological Society (M. & T. Society) will designate annually a panel of three persons who would be available to serve either singly or in pairs as mediators for the following year.
- e. Either party may request the Principal to review the recommendation of the Mediator(s) within thirty days thereafter.

SECTION VI

Discipline Committee Process

- a. A charge of a breach of this Code shall be in writing, specifying the alleged offence, the nature of the conduct complained of and the date, time and place of hearing.
- b. If the issue is not between residents but involves an offence under Section III by a resident who is not a Student at Knox College the charge shall be dealt with by a

- Discipline Committee to be composed of the Director of Finance and Administration, a Don designated by the Principal and the President of the K.C.A. or his or her designate.
- c. If the issue is not of the nature of a complaint between students registered at Knox College but involves an offence by a registered Student under Section III the charge shall be dealt with by a Discipline Committee to be composed of two Faculty members designated by the Principal and the President of the M. & T. Society or his or her designate.
 - d. In either case the person accused will have the right to have an advocate of their choice.
 - e. The decision of a majority of the members of a Discipline Committee shall be the decision of the Committee.

SECTION VII

Appeals Process

- a. An appeal may be taken from the decision of the Discipline Committee to the Principal for final review by notice in writing within thirty days of the issuance of the decision.

SECTION VIII

Sanctions

The following sanctions or combinations of them may be imposed by a Discipline Committee or on appeal, by the Principal upon Students found guilty of an offence under this Code.

1. formal written reprimand and requirement of apology;
2. order for restitution of property or the payment of damages;
3. a fine or bond for good behaviour not to exceed \$5,000.;
4. requirement of public service work not to exceed 100 hours;
5. denial of access to specified services, activities or facilities of the College for a period of up to one year;
6. expulsion from residence;
7. recommendation to the Board for suspension or expulsion from the academic programs of the College.

No costs of any proceedings under this Code shall be awarded against the College or any party to the proceedings.