

Student Rights and Responsibilities

STUDENT RIGHTS AND RESPONSIBILITIES

FANSHAWE COLLEGE

Fanshawe College Pressbooks
London, Ontario



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The web version of this resource has been designed to meet [Web Content Accessibility Guidelines 2.0](#), level AA. In addition, it follows all guidelines in [Appendix A: Checklist for Accessibility](#) of the [Accessibility Toolkit – 2nd Edition](#).

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ABOUT THIS GUIDE

This guide is designed to help you understand Student Rights and Responsibilities at Fanshawe College. It serves as a reference to ensure students and employees are informed about student rights and responsibilities within the college community, as well as the resources available to support them.

To get the most out of this guide:

- *Start with the basics* – read through the student rights and responsibilities sections to understand the foundation at Fanshawe.
- *Explore key policies* – learn how College policies shape expectations and procedures for handling concerns, conflicts, and violations.
- *Use real-life scenarios* – apply the information to practical situations to better understand how these principles work in everyday student life.
- *Follow the step-by-step processes* – whether you need to report a concern, seek support, or navigate an appeal, this guide outlines your steps.
- *Access available resources* – utilize the links and contacts provided for additional support from College services.



This guide empowers you with knowledge and tools to contribute to a positive and respectful College experience for yourself and others.

Learning Objectives

- Explain student rights, including access to a safe, respectful, and inclusive learning environment.
- Recognize student responsibilities in maintaining a positive and respectful college community, as well as accountability.
- Identify how College policies and procedures support student rights and guide responsible behaviour.
- Explain the process for seeking support and resolving concerns about student rights and responsibilities.
- Outline the processes for reporting violations of student rights and responsibilities.
- Access College resources that provide guidance and support for student rights and responsibilities, including gender-based and sexual violence.

HOW TO NAVIGATE THIS GUIDE



Recommended Format: Online Webbook

You can access this resource online using a desktop computer or mobile device or download it for free on the main landing page of this resource. Look for the “Download this book” drop-down menu directly below the webbook cover. This resource is available for download in the following formats:

- **PDF.** You can download this book as a PDF to read on a computer (Digital PDF) or print it out (Print PDF). The digital PDF preserves hyperlinks and provides default navigation within the document. In addition, the PDF allows the user to highlight, annotate, and zoom the text.
- **Mobile.** If you want to read this textbook on your phone or tablet, use the EPUB (eReader) or MOBI (Kindle) files. Please refer to your device’s features for additional support when navigating this resource.

Navigating this Webbook

To move to the next page, click on the “Next” button at the bottom right of your screen.

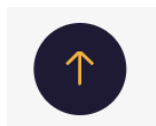
Next: 1.1. What is Academic Integrity? →

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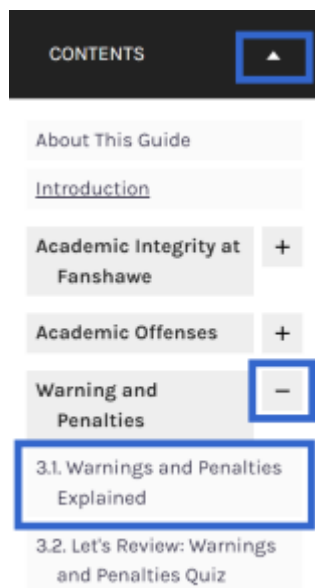
← Previous: About This Guide

Keyboard arrows can also be used to navigate. *(Note: On smaller screens, the “Previous” and “Next” buttons are stacked at the bottom of the page.)*

To scroll back up to the top of the page, click on the bottom middle of your screen *(Note: this will only appear if the page is long).*



To jump to a specific section or sub-section, click on “Contents” in the top left section of the page. Use the plus sign (+) to expand and the minus sign (-) to collapse the content sections. *(Note: On smaller screens, the “Contents” button is at the top of the page.)*



STUDENT RIGHTS AND RESPONSIBILITIES

WHAT ARE STUDENT RIGHTS AND RESPONSIBILITIES?

At Fanshawe College, student rights and responsibilities define the standards for a [safe](#), [respectful](#), and [inclusive](#) community. These standards align with Fanshawe's [vision, mission, and values](#) and are upheld through its [policies](#), ensuring a supportive learning environment and fostering a positive College experience for all.

Fanshawe student rights and responsibilities are outlined in policy [A130 – Student Code of Conduct](#), establishing clear expectations for student conduct and the role of the College community in upholding them.

Rights and responsibilities are interdependent, which means one cannot exist without the other. They are closely tied to behaviour and how individuals interact within society and shared spaces – just as the social contract suggests that people uphold collective rules to ensure the common good, members of the Fanshawe community must behave themselves to have their rights recognized and upheld. In other words, students have the right to learn and work in a safe environment that sustains their well-being and dignity. In return, they are also responsible for conducting themselves with respect, and an ethical approach to conduct is essential.





Key Areas

Student responsibilities fall into two key areas:

- *Academic behaviour*, as outlined by policy [A136 – Academic Integrity](#) (for more information, please refer to the [Academic Integrity Guide](#))
- *General non-academic behaviour*, as outlined by policy [A130 – Student Code of Conduct](#) and the information below

It is essential to clarify that if the breach resulted from general non-academic and professional behaviour (“misconduct”) while the student was working at the College, the policy [P127: Employee Code of Conduct](#) process will be followed.

Fanshawe has a dedicated Student Rights and Responsibilities Office (“SRRO”) to assist both students and employees in navigating rights and responsibilities. The SRRO provides guidance, support, and education while addressing reports of violations submitted by College officials or community members.

Among those areas, the [Student Code of Conduct](#) is crucial in maintaining a respectful and safe environment at Fanshawe. The following section outlines the process for addressing violations under that policy, including how incidents are reported, investigated, adjudicated, and appealed.

STUDENT CODE OF CONDUCT

INTRODUCTION



This guide will help you develop an understanding of what the Fanshawe Student Code of Conduct – [Policy A130](#) (“Student Code”) is, the expectations that Fanshawe has of students regarding their behaviours within the College, as well as when employees (“College Officials”) can address and reinforce the Student Code within our community. At the end of this guide, you will be able to:

Learning Objectives

- Recognize Student Rights and Responsibilities.
- Identify and report violations of the Student Code.
- Outline the Investigation Process conducted by the Campus Security Services and further Police and Human Resources involvement.
- Discuss the Student Code Adjudication Process.
- Navigate the Student Code Appeal Process.
- Utilize College Support & Resources.



This guide is a resource for the Fanshawe community to assist with navigating policy [A130: Student Code of Conduct](#) and various College processes.

THE STUDENT CODE

What Is the Student Code of Conduct (Policy A130)?

The Student Code is the standard of *non-academic behaviour* expected of Fanshawe College students. The Student Code seeks to balance student success with the well-being of the College community, as well as to ensure that Fanshawe fosters an environment of respect, safety, inclusion, and equity for all people.

Fanshawe College's Student Code policy aims to respond to non-academic student misconduct, which may occur both on and off campus and impact the Fanshawe workplace, living, learning, student life environment, and community. The College will identify and respond quickly and effectively to instances of non-academic misconduct and will ensure the principles of natural justice and fairness are applied, act in good faith, and apply discretion reasonably, using restorative measures when appropriate.

The Student Code applies to students' conduct from admission to a course or program until that person has completed or graduated from the program. Whenever appropriate, the College encourages informal resolution of Minor Misconduct (which will be explained later in this guide).



Why is the Student Code Important?

The Student Code is important because it contributes to a safe and respectful place for all members of the College community by establishing clear expectations for student behaviour and encouraging a positive College culture. It helps preserve the trust and integrity of the academic and student life environments through standards of behaviour, ensuring that everyone has an equal opportunity to succeed, develop, and grow, being accountable for their actions and learning from mistakes.

In addition, providing a structured process for informing and handling violations reduces ambiguity and ensures transparency, fairness, and consistency for Fanshawe community members. This also aligns with legal requirements and College policies, ensuring that Fanshawe and its members follow relevant laws and regulations, which enhances the overall student experience.



STUDENT CONDUCT VIOLATIONS

Below are examples of conduct violations (which are not meant to be exhaustive):

1. **Abuse of process** (e.g., use of College policies or rules to harm others or take advantage of them).

Practical scenarios:

- Submitting a false complaint to the College to have a student removed from a class or program.
- Repeatedly filing minor or exaggerated complaints to harass or intimidate another student or staff member.
- Filing a complaint in retaliation after being reported for misconduct themselves, not because of a genuine concern.
- Submitting altered or fabricated documents or messages to support a complaint or defense.
- Pressuring or threatening others to provide false testimony or to withhold information during an investigation.

2. **Acts of Dishonesty** (e.g., providing false information to the College).

Practical scenarios:

- Providing False Information: lying to a College Official about their involvement in an incident to avoid disciplinary action; falsely claiming to have been present or absent during a key event related to a complaint.
- Forgery or Alteration of Documents: Altering a medical note or other official document to excuse an absence or missed deadline; submitting a falsified letter of recommendation, reference, or employment.
- Misuse of Identification: using another person's ID to access College facilities or services; lending their ID to someone else to write an exam or attend a class on their behalf.
- Falsifying Records: changing information on a College form or transcript; creating a fake email or

message thread to support a false claim.

- Lying: knowingly providing false testimony or misleading information during Student Code processes.

3. **Aiding or Abetting** (e.g., encouraging others to or attempting to disrespect the Student Code, College policies, or external legislation).

Practical scenarios:

- Helping Someone Cheat or Lie: providing another student with false information to use during the Student Code processes; helping a peer fabricate evidence or alibis during a misconduct case.
- Encouraging Harmful Behaviour: encouraging or pressuring another student to harass or bully someone; daring or inciting others to engage in dangerous pranks or hazing.
- Covering Up a Violation: witnessing a serious violation (e.g., assault, property damage) and actively helping hide it or misleading investigators; deleting or concealing messages or recordings that are relevant to an investigation.
- Participating Indirectly: not committing the misconduct directly but helping plan or organize it (e.g., tampering with the fire alarm to prevent a test from happening); allowing their account, ID, or access to be used by someone else to commit a violation (e.g., bringing a visitor to the College who steals or vandalizes something at the College).
- Attempting to Commit a Violation: trying to hack into College systems or encouraging others to do so, even if unsuccessful; attempting to submit a false report or complaint but being caught before it is processed.

4. **Contravention of College [policies](#).**

To prevent double-sanctioning a student for the same matter, it is important to clarify that the breach of College policies can follow different processes:

- If it was a result of academic behaviour, the policy [A136 – Academic Integrity process](#) will prevail.
- If it was a result of a general non-academic behaviour (“misconduct” and/o “misbehaviour”), the policy [A130: Student Code of Conduct](#) will prevail.

Therefore, for the purpose of this guide and item 4) above-mentioned, we will focus on the following key policies:

- *C206: Alcohol, Cannabis, Electronic Cigarettes, and Tobacco Products.*
- *P103: Safe College Campus.*
- *P104: Sexual Violence and Sexual Assault.*
- *P208: Respectful College Community and Prevention of Harassment and Discrimination*

For a better understanding of how those four policies relate to the Student Code processes, please see [Appendix 1: College Policies](#).

When the policies violated involve the [Residence](#) (e.g., [Residence Community Living Standards – “RCLS”](#)), [Indigenous Community](#), or [Athletics](#) (e.g., Team Rules or [Ontario Colleges Athletic Association – “OCAA”](#) rules), the Code of Conduct Office will work closely and collaboratively with those departments to prevent double-sanctioning a student for the same matter.

5. **Contravention of other laws.**

Practical scenarios:

- Criminal Code Violations: theft, assault, or vandalism on or off campus; possession of illegal weapons or explosives.
- Drug and Alcohol Offences: possession, use, or distribution of illegal drugs (e.g., under the Controlled Drugs and Substances Act); supplying alcohol to minors or drinking in unauthorized areas.
- Cybercrime: hacking into College systems or unauthorized access to digital records; online

harassment or threats that violate criminal harassment laws.

- Privacy Violations: illegally recording or sharing private conversations or images without consent; accessing or distributing someone's personal information without authorization.
- Public Safety Offences: setting off false fire alarms or tampering with fire safety equipment; participating in or organizing unauthorized gatherings that violate public safety regulations.
- Traffic or Vehicle Offences (on campus): driving under the influence ("DUI") on College property; reckless driving or failure to follow campus traffic rules.

It is important to clarify that when there is a Police involvement, the College may pause its process until their investigation is complete. When the case is resumed at the College, and whenever possible, the Code of Conduct Office will take in consideration any sanctions applied by the Police or the Court, to prevent double-sanctioning a student for the same matter – this can include put in place academic accommodations while their process lasts and the imposition of Temporary Conditions or Restorative Sanctions to the student.

6. **Disruption** (e.g., preventing any College Official from carrying out their legitimate activities, whether or not it involves speaking or associating with others).

Practical scenarios:

- Causing distractions during class or College activities
- Tardiness or early departures without permission and/or documented accommodation from the classroom.
- Refusal to comply with reasonable requests or instructions from faculty or College staff.

Using devices such as phones or laptops inappropriately during class or meetings, including playing music or videos loudly in class or College spaces without authorization.

- Repeatedly speaking out of turn or making loud noises during lectures or College spaces.
- Physically obstructing hallways, classrooms, or entrances, and preventing others from entering or leaving a room or event.
- Yelling, swearing, or aggressive behaviour during meetings, classes, College events or spaces.
- Throwing objects or slamming doors in frustration.

- Posting offensive or inflammatory comments in virtual classrooms or forums.

7. **Failure to comply** (e.g., with College rules, College officials' directions, sanctions imposed).

Practical scenarios:

- Ignoring Instructions from College Officials: refusing to leave a classroom or office when asked by a faculty member or security; not following safety instructions during an emergency drill or evacuation; not respecting test rules or when asked to leave the classroom by the professor.
- Refusing to Identify Oneself: declining to show a student ID or provide a name when requested by Campus Security or a College staff member.
- Disobeying Sanctions: continuing to attend classes or access campus after being suspended; violating the terms of a Student Code sanction issued.
- Ignoring Campus Security Orders: entering College property after receiving a No Trespass Order; contacting individuals or accessing areas from which the student has been restricted; not complying with an investigation that is being conducted.

8. **Improper use of dangerous objects and substances** (e.g., possession, display, use, and/or storage).

Practical scenarios:

- Weapons on Campus: bringing a firearm, knife, or replica weapon to campus without authorization; displaying or threatening someone with a weapon, even as a "joke"
- Explosives or Ammunition: possessing fireworks, ammunition, or explosive devices in residence or on College property.
- Hazardous Chemicals or Substances: storing flammable solvents, toxic chemicals, or biohazards in lockers, dorms, or classrooms without proper approval; using chemicals in a way that creates a safety risk (e.g., mixing cleaning agents improperly).

- **Unauthorized Use of Lab Equipment:** Using lab tools or substances outside of supervised settings or for non-academic purposes.
- **Creating Unsafe Conditions:** setting off smoke bombs or chemical reactions as pranks; transporting dangerous materials through College buildings without safety measures.

9. **Jeopardizing College's reputation**

Practical scenarios:

- **Public Misconduct in College Affiliation:** A student representing the College at a competition or placement behaves unprofessionally or violates rules.
- **Inappropriate Social Media Activity:** posting discriminatory, threatening, or offensive content while identifying as a Fanshawe student; sharing false or damaging claims about the College without evidence.
- **Media or Public Incidents:** being involved in a criminal act that is reported in the media and linked to the College; participating in a viral incident (e.g., vandalism, harassment) that draws negative attention to the College.
- **Academic or Professional Misrepresentation:** falsely claiming to be a graduate or representative of a Fanshawe program in a way that misleads employers or the public; using College credentials or logos without permission in a misleading or harmful context.

10. **Misconduct against persons and dangerous activity** (e.g., threats, discrimination, assault, stalking, bullying, taking pictures or videos without consent, inappropriate language, [gender-based and sexual violence*](#)).

Practical scenarios:

- **Physical Assault or Threats:** touching a student or staff without consent or invading their personal space without consent; hitting, pushing, or physically attacking another student or staff member; threatening someone with violence, either in person or online.

- **Harassment or Intimidation:** repeated unwanted contact, stalking, or following someone around campus or in an online environment; using aggressive language or gestures to scare or control someone.
- **Bullying or Coercion:** targeting someone with repeated verbal abuse, humiliation, or exclusion; pressuring someone to do something harmful or degrading (e.g., hazing).
- **Cyberbullying:** sending threatening or harassing messages via email, text, or social media; posting harmful or humiliating content about someone online.
- **Creating Dangerous Conditions:** tampering with safety equipment (e.g., fire alarms, extinguishers); blocking emergency exits or setting unauthorized fires.
- **Unauthorized recordings or pictures:** secretly recording or taking pictures of students, staff, or visitors on campus in a private setting without their consent, especially if it causes distress or harm.
- **Inciting Harmful Acts:** encouraging others to engage in violence, harassment, or dangerous pranks.

11. **Misconduct involving property**

Practical scenarios:

- **Unauthorized Entry:** entering classrooms, labs, offices, or residence rooms without permission; accessing restricted areas after hours or without proper authorization.
- **Theft or Misappropriation:** stealing College equipment, supplies, or another person's belongings – this includes possession of property that is not yours or found without the owner's presence at the College premises and not returned it to Lost & Found; taking items from shared spaces (e.g., kitchens, lounges) without consent.
- **Vandalism or Damage:** defacing walls, furniture, or signage with graffiti or stickers; damaging College property such as computers, lab equipment, or residence fixtures.
- **Improper Use of Facilities:** using College spaces for personal business or events without approval; misusing gym equipment, labs, or classrooms in ways that cause damage or safety risks.
- **Tampering with Safety Equipment:** disabling or misusing fire alarms, extinguishers, or emergency phones; blocking fire exits or wedging open fire doors.
- **Misuse of Digital Resources:** accessing or altering College records or systems without authorization; using College computers or networks for illegal or harmful activities.

- Privacy Violations: accessing or sharing someone else's confidential records or personal information without consent.

12. **Smoking, vaping, alcohol or drug use** (e.g., use, possession, and/or distribution of a controlled, restricted, or illegal substance).

Practical scenarios:

- Smoking or Vaping on Campus: smoking tobacco or vaping in any indoor or outdoor area of the College, including entrances, walkways, classrooms, and parking lots, which are designated smoke-free zones.
- Illegal Drug Possession or Use: possessing or using illegal substances (e.g., cocaine, ecstasy) on College property or during College events; being under the influence of illegal drugs while attending class or participating in College activities and events.
- Distribution of Controlled Substances: selling or sharing illegal drugs or prescription medications with others on campus.
- Alcohol Violations: consuming alcohol in unauthorized areas (e.g., classrooms, hallways, residence common areas); being intoxicated during College activities, events, or while on campus, especially if it leads to disruptive or unsafe behaviour.
- Underage Drinking: possessing or consuming alcohol under the legal drinking age, even in residence or at College-sponsored events.
- Impairment During College Activities: attending class, labs, or placements while impaired by alcohol or drugs, affecting safety or performance.

13. **Visitors' failure** (e.g., failure to properly monitor the activities of a visitor brought to the College).

Practical scenarios:

- Unsupervised or Unauthorized Guests: allowing a visitor to roam College buildings or residence

halls without proper sign-in or supervision; bringing a guest into restricted areas (e.g., labs, staff-only zones) without permission.

- **Guest Misconduct:** a visitor causes a disturbance, such as being loud, disrespectful, or intoxicated during a visit; a guest damages College property or engages in harassment or threatening behaviour.
- **Failure to Report Misconduct:** A student witnesses their guest breaking College rules and does not intervene or report it to staff or security.
- **Violation of Residence Guest Policies:** hosting overnight guests without approval or exceeding the allowed number of visitors in residence; letting a guest use another student's ID or access card.

REPORTING A VIOLATION

[Campus Security Services](#) works closely with the community to ensure an effective and efficient service 24 hours a day, 7 days a week, 365 days a year. When an incident occurs, the first step is to involve [Campus Security Services](#) and notify them of the alleged violations and/or misconduct.

The College prohibits reprisals against individuals who utilize the Student Code policy or participate in proceedings in good faith, with violators subject to disciplinary action.



We recognize that concerns about disciplinary action for substance use may prevent students from reporting incidents, especially those involving gender-based and sexual violence, student athletes, and/or students who reside at the Residence. To support and encourage disclosure, the College assures students that they will not face disciplinary consequences for substance use at the time of the reported incident.

On-Campus Emergencies:

London Campuses:

- Use the [Fanshawe Stay Safe App](#) ([Android](#) or [iPhone](#))
- Call the 24-hour emergency line at **519-452-4242** or dial **4242** from any campus phone

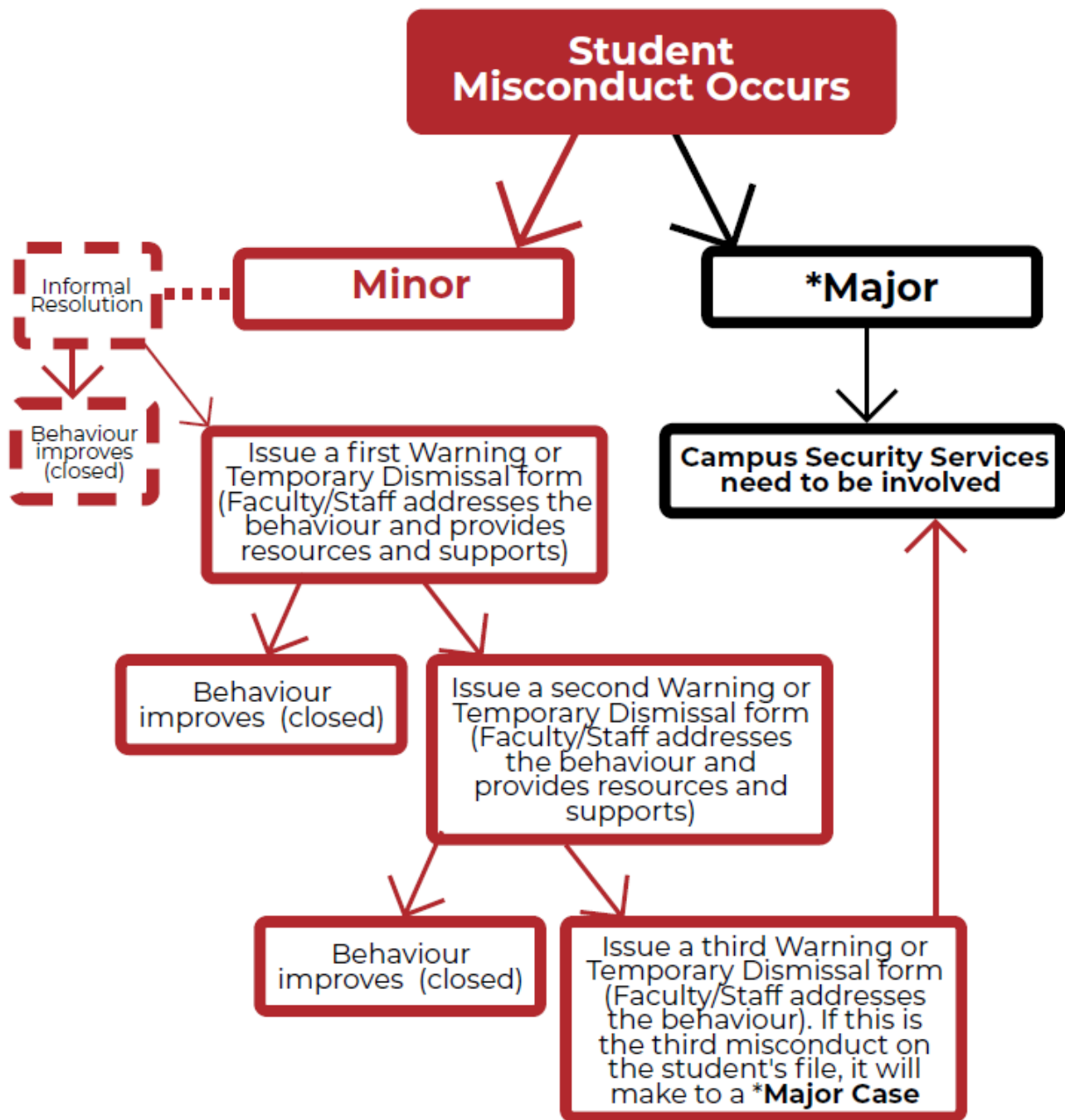
Regional Campuses Emergencies: **Dial 911**

General Inquiry / Non-Emergencies

- Email: **securitycontrolcntr@fanshawec.ca**
- Telephone: **519-452-4400** or dial extension **4400** from any campus phone 24 hours a day
- Fax: **519-451-0513**
- In-person Location in London: **Room D1027**, London Oxford Street Campus, 1001 Fanshawe College Blvd

Other Important Considerations

- Police Involvement – If police are involved, the College may pause its process until their investigation is complete.
- Time Limits – Complaints should be filed within six months of the incident unless extenuating circumstances exist.
- Interim Measures – The College may apply temporary measures (e.g., relocation, suspension, online study) to ensure safety while investigating.



Process of Reporting a Student Misconduct (click to enlarge).

Image Description

Illustrates the decision-making process for addressing student misconduct.

Top Box (Red): "Student Misconduct Occurs"

Two arrows branch out:

Left branch (Minor): Leads to a red box labelled "Minor"

Two options follow:

Informal Resolution (dashed line, optional path)

Behaviour Improves (Closed) (dashed line, leads to case closure)

If not resolved informally:

Box: “Issue a first Warning or Temporary Dismissal form (Faculty/Staff addresses the behaviour and provides resources and supports)”

The arrow leads to:

If behaviour improves: “Behaviour improves (closed)”

If behaviour does not improve:

Box: “Issue a second Warning or Temporary Dismissal form (Faculty/Staff addresses the behaviour and provides resources and supports)”

Then arrow leads to:

If behaviour improves: “Behaviour improves (closed)”

If not:

Box: “Issue a third Warning or Temporary Dismissal form (Faculty/Staff addresses the behaviour). If this is the third misconduct on the student’s file, it will make to a *Major Case”

Right branch (*Major): Leads to a black box labeled “*Major”

Arrow points to: “Campus Security Services need to be involved”

CAMPUS SECURITY SERVICES

Before diving into the Student Code of Conduct adjudication process, it is important to understand the role that [Campus Security Services](#) play on campus and how they support the Student Code of Conduct Office and College activities.

Campus Security Services Responsibilities On Campus

Campus Security Services are responsible for:

- Investigating all campus violations.
- Assisting with resolving immediate misconduct.
- Managing minor misconduct and violations (if not addressed yet by other College Officials).
- Preparing a preliminary investigation report for the Student Code of Conduct Coordinator to adjudicate Major Cases of misconduct.
- Assisting with the enforcement of policies and sanctions.
- Inform all parties regarding their rights during their preliminary investigation.
- Conduct risk assessments and safety planning when appropriate.
- Report incidents to the Police Services that involve potential violence and/or criminal offences.



[Campus Security Services](#) at Fanshawe College are made up of different staff, such as *Administrative*, *Security Bodyguards* (wearing black or grey vests on campus), and *Special Constables* (wearing red vests on campus).

While *Security Bodyguards* are responsible for guarding or patrolling to protect people or property (Government of Ontario, 2023a), *Special Constables* are peace officers with the same police officer powers or some of them, granted by the Commissioner for specific roles or tasks (Ontario Special Constable Association, n.d.). They play a crucial role in maintaining community safety and security, often working alongside regular police officers, providing support and enhancing community safety through a combination of law enforcement and community engagement tasks (Carruthers, 2023). Their work helps front-line officers reduce wait times for service calls and perform low-risk duties (Carruthers, 2023).

Watch the following video to have a better understanding of their activities on campus:

Video: “[Campus Security Services – Fanshawe College](#)” by [Fanshawe College](#) [2:36] is licensed under the [Standard YouTube License](#). *Transcript and closed captions available on YouTube.*



WHAT DOES A SPECIAL CONSTABLE DO?

Primary Responsibilities:

- Crime prevention and patrol
- Assisting with calls for service (respond to dispatched calls for service, providing support to regular police officers; assist in searches for property, evidence, and individuals; collect, seize, and log evidence and property)
- Manage crime scenes and traffic collision sites
- Prisoner management
- Enforcement (execute warrants, summons, and DNA orders, completing the necessary paperwork; enforce sections of the Criminal Code of Canada and provincial acts such as the Provincial Offences Act, Mental Health Act, Trespass to Property Act, Liquor License Act and regulations of the organization)
- Specialized community roles (work with marginalized residents, connecting them with services to avoid involvement with the justice system; engage in proactive policing activities and support initiatives aimed at community well-being)
- Other administrative duties include writing reports, recording and submitting witness statements, conducting canvassing, and maintaining clear and chronological records of daily activities in duty books (London Police Services, n.d.).

Besides the College policies, Special Constables on campus must adhere to their code of conduct as outlined in the [Community Safety and Policing Act, 2019](#), which includes:

- Compliance with all relevant laws and regulations.
- Respect for human rights and the Canadian Charter of Rights and Freedoms.
- Act appropriately in public interactions, including lawful arrests and detentions and the use of force only when necessary.
- Maintain integrity by avoiding bribery, misuse of their position, and unauthorized disclosure of information.
- Proper performance of duties without negligence and while sober and unimpaired.

Although Special Constables do not carry firearms, they may carry handcuffs, batons, pepper spray, and sometimes marked vehicles, which may be used to transport those in custody directly to their office on campus or the police station (Government of Ontario, 2023b).

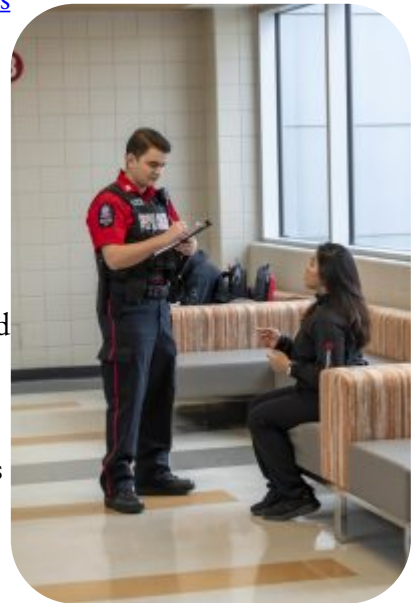


CAMPUS SECURITY SERVICES INVOLVEMENT

When an incident is reported, upon assessment, [Campus Security Services](#) will officially decide the best course of action to be taken in that situation, which can be the following:

Inconclusive Allegation and Case Dismissal

It is when no evidence is found or the complaint does not meet the threshold for disciplinary action. In such cases, [Campus Security Services](#) follows standard procedures and guidelines (established protocols and principles of fairness) to determine the appropriate course of action and/or refer students to alternative College support when addressing inconclusive allegations and dismissing cases.



Referral to Support

When a conduct case is dismissed or deemed inconclusive by [Campus Security Services](#), students are often referred to alternative College support services to ensure their well-being and address any underlying concerns. These support services may include counselling, mental health resources, sexual violence support, academic advising, student advocacy services, or other relevant support programs offered by the College.

By redirecting students to these resources, [Campus Security Services](#) aims to provide comprehensive assistance and guidance, acknowledging that even in cases where disciplinary action is not warranted, students may still benefit from additional support and learning.

Minor Case

When a minor infraction or misconduct occurs, such as disrupting College activities, [Campus Security Services](#) can directly issue a Warning, a Temporary Dismissal – if not issued by a College Official for the same matter-, or a Violation Notice to a student. Minor Cases are not directed to the Student Code adjudication process and are handled directly by [Campus Security Services](#) or a College Official.

This structured approach ensures that minor misconduct cases are addressed promptly and fairly while promoting a respectful and constructive learning environment for all College community members.

Warning or Temporary Dismissal

It can be imposed by [Campus Security Services](#) or a College Official when a student is disrupting college activities. It is a cautionary notice to refrain from stopping and/or not repeating the behaviour, including instructional activities and classroom disruptions. In the case of the Temporary Dismissal, the student will be dismissed from the College (e.g., specific spaces, such as the classroom and classes, lab computer, cafeteria, or the whole College premises) and will not exceed 1 College business day.

If a student is warned or temporarily dismissed, this will not affect the student's progression or appear on their College transcripts. Still, it will be visible to [Campus Security Services](#) and the Student Code of Conduct Office. This is important in case the behaviour repeats and/or escalates to a Major Case in the future, so the College has a behavioural history and better understands if there are any patterns, risks, and/or safety concerns. A student can receive up to 3 Warnings or Temporary Dismissals in their student life, which can lead to more serious sanctions. It is important to clarify that if the misconduct is not minor, an escalation might not exist, and the case can become paramount.

Important

Before involving Campus Security Services in the matter, it is recommended to reflect if the issue can be informally resolved between the parties and/or managed directly (e.g., verbal disagreement, disrespectful behaviours, interruptions during the lecture, swearing or yelling at people within the College). This is because a College Official can issue a Warning or a Temporary Dismissal directly to a student if they find it appropriate:



1. without authorization or previous notice from [Campus Security Services](#) or the Student Code of Conduct Office.
2. after trying to solve the matter informally, and feel the student keeps repeating the same behaviour.
3. they want to prevent the behaviour from being repeated.

College Officials can issue a Warning or a Temporary Dismissal to a student by filling out the [Warning or Temporary Dismissal Form](#). A copy of it will be received by the student, [Campus Security Services](#), and the College Official who filed it out for transparency purposes.

Let's suppose we decide to proceed with this approach: it is highly recommended that the College Official applying the warning or temporary dismissal speak with the student(s) to clarify their reasons.

The idea here is to provide resources where necessary and to treat the situation as a learning opportunity by explaining that if the behaviours continue, then the situation will be escalated by involving [Campus Security Services](#).

Notice Prohibiting Entry / No Trespass Notice

It can be issued when the misconduct involves alcohol, drugs, tobacco, e-cigarettes, vaping, and smoking, which violates the [Trespass to Property Act \(Ontario\)](#), the [Smoke-Free Ontario Act](#), and policy [C206: Alcohol, Cannabis, Electronic Cigarettes and Tobacco Products](#). The Fine Structure tab can be found at the [Campus Security Services SharePoint Portal](#), and once issued, they are payable through the [Parking Office](#).

It is given directly by Special Constables of [Campus Security Services](#) instead of or in addition to initiating any other proceedings under the Student Code (such as a Major Case). It will not affect the student's progression or appear on their official College transcripts. Still, it can be visible to the [Campus Security Services](#) and the Student Code of Conduct Office to be considered if the behaviour escalates. Multiple Notices may result in a more serious sanction.

Violation Notice

It can be issued by a Security Guard of [Campus Security Services](#) when:

- The misconduct involves alcohol, drugs, tobacco, e-cigarettes, vaping, and smoking, which violates the [Trespass to Property Act\(Ontario\)](#), the [Smoke-Free Ontario Act](#), and policy [C206: Alcohol, Cannabis, Electronic Cigarettes and Tobacco Products](#). The Fine Structure tab can be found at the [Campus Security Services SharePoint Portal](#), and once issued, they are payable through the [Parking Office](#). Any objection to this notice must be submitted in writing within five (5) business days of the date and time of issuance. Forms are available from [Campus Security Services](#) (D1027) or the Facilities Operations Office (D1018) at the London Oxford Street Campus. If the student does not agree with the outcome of an Objection, an Appeal may be submitted within five (5) business days after a Notice of Decision is created. An Appeal or Objection may not be accepted beyond five (5) business days.
- The misconduct involves policy [A130: Student Code of Conduct](#). This has the same weight of a Warning and/or Temporary Dismissal issued by a College Official and can be given instead of or in addition to initiating any other proceedings under the Student Code (such as a Major Case). No financial penalties are warranted at this point and it will not affect the student's progression or appear on their College official transcripts. If the student does not agree with the issuance of the Violation Notice by a Security Guard, they can contact the Student Code of Conduct Office in writing at studentconduct@fanshawec.ca, within five (5) business days after receiving the copy of the Violation Notice by email from [Campus Security Services](#). It is important to point out that a third Violation Notice issued will make to a Major Case.

Major Case

A case becomes Major when it has an alleged Major Misconduct, in which the student behaviour allegedly violates or breaches their express or implied obligations as set out in the Student Code (in nature threatening, aggressive, harassing, violent, harmful, or potentially harmful to property or individuals), or to address potential threats of disruption to College operations. It also includes recurring Minor Misconduct Cases (which involve minor misconduct previously addressed by [Campus Security Services](#) or College Officials).

Upon the initiation of a Major Case, an official and preliminary investigation is conducted by [Campus Security Services](#), where they will define as parties of that case:

- the **Respondent** (the student who potentially violated the Student Code)

- the **Complainant** (the student and/or Fanshawe community member who allegedly had their right violated by the Respondent) and/or a **Survivor** (when the right of the person who submitted a complaint allegedly involves a gender-base and/or sexual violence)

Students under the preliminary investigation process can continue their academic studies unless subject to an Investigative Suspension Order, which can restrict some privileges.

Let's understand each step in detail below.

Official Case Interview

Official interviews will be conducted with the parties involved in the complaint by [Campus Security Services](#), adhering to the principles of fairness and privacy outlined in the Student Code, the [Data Privacy Act](#), and the [Freedom of Information and Protection of Privacy Act](#) ("FIPPA").

These interviews are audio and video recorded to ensure accuracy and transparency throughout the investigative process, which is thoroughly explained at the beginning of each session conducted by the Special Constables. [Campus Security Services](#) will also read the parties' rights and explain the Student Code and their investigation process, which have no criminal nature (but can be disclosed to the Police due to the Special Constables' duty depending on the matter being investigated).

By recording the interviews, the integrity of the proceedings is upheld, providing a clear record of the discussions and interactions between the student(s) and Special Constable(s) of [Campus Security Services](#). Additionally, the recordings will be provided to the Student Code of Conduct Office at the adjudication level to guarantee a thorough and complete understanding of the case. The interview is also an opportunity to the parties explain their side and their perspective on the allegations brought forward – therefore, we encourage students to participate and being honest during it.

Risk Assessment

Conducted by [Campus Security Services](#), it aims to evaluate potential risks associated with a student being investigated for conduct violations under the Student Code. The primary purpose is to ensure the safety and well-being of the College community, the Complainant, and the Respondent while addressing the alleged violation.

The Risk Assessment will evaluate the incident details itself, whether there were any physical or emotional injuries, risk factors (such as threats, substance abuse, behavioural patterns, violence, etc.), and space assessment to then determine the risk level (low, medium, or high level of concern) and any follow-up actions. By conducting a thorough risk assessment, [Campus Security Services](#) can effectively manage and mitigate potential risks while upholding the principles of fairness, accountability, and student safety within the College community. The assessment will also be provided to the Student Code of Conduct Office at the adjudication level to guarantee a thorough and complete understanding of the case.

If the outcome of the Risk Assessment is medium and/or high, the Respondent might be put on a Investigative Suspension Order.

Investigative Suspension Order (“ISO”)

After conducting the Risk Assessment, if [Campus Security Services](#) determines that the Major Case poses a medium or high level of concern, they may issue an Investigative Suspension Order pending an investigation into allegations of a Major Case. This is considered a non-disciplinary sanction, and the decision to impose such an order is made only after careful consideration of factors in their Risk Assessment. Students under an ISO may face restrictions such as being barred from attending classes or accessing certain College facilities or privileges. Electronic access to College online services may also be discontinued. A copy of the ISO form will be provided by [Campus Security Services](#) to students with details of the decision and restrictions applied to them by email. This process ensures that allegations of major misconducts are thoroughly investigated while safeguarding the rights and safety of all College community members.

[Campus Security Services](#) will collaborate with relevant stakeholders, including academic program managers, to conduct the preliminary investigation swiftly and fairly. Nevertheless, at the adjudication level, the Student Code of Conduct Office can lift the ISO after further verification, or if it concludes without further disciplinary action, the duration of the ISO may be used to reduce any subsequent disciplinary sanctions related to the Major Case.

Police Involvement

Student misconduct is subject to all local, municipal, provincial, and federal laws and the College’s policies. Therefore, in certain circumstances, [Campus Security Services](#) may be required to inform the local Police of the need for a criminal investigation, even without the Complainant’s and/or Respondent’s consent. These circumstances happen when [Campus Security Services](#) believes that the safety of other members of the Fanshawe community is at risk. Still, the confidentiality and anonymity of the person(s) affected will always be considered.

If the Police are involved, [Campus Security Services](#) will pause their preliminary investigation until further notice. When the Police either does not respond or terminates its response to a report or complaint, the College reserves the right to initiate or continue its investigation and respond to such report or complaint under the Student Code process.

Human Resources Involvement

If [Campus Security Services](#) finds that the person named as Respondent is both an employee and student at the College when the incident reported happened, as per policy [P207: Employee Code of Conduct](#), then Fanshawe Human Resources will be involved in the matter.

Independently from what the Student Code of Conduct Office might adjudicate if the Respondent is both an employee and student, Fanshawe Human Resources can also apply sanctions at their discretion, which may include but is not limited to requiring an apology, counselling, education or training, warning, suspension without pay, leave without pay, demotion, transfer, or termination of employment.

Suppose the Respondent is an employee at the College only. In that case, [Campus Security Services](#) concludes the preliminary investigation and sends it to Fanshawe Human Resources, which will conduct the appropriate steps (*not the Student Code of Conduct Office*).

Student Code of Conduct Office Involvement

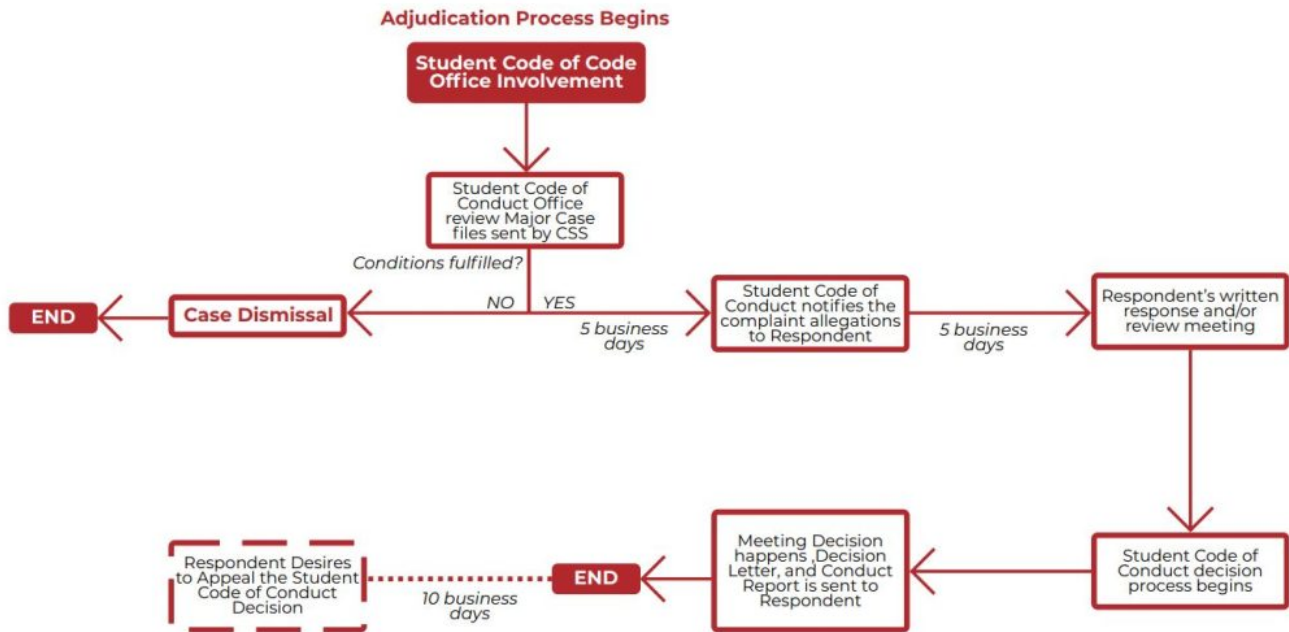
Finished the preliminary investigation, [Campus Security Services](#) will generate an Investigation Case Report and submit it (together with all the evidence gathered and submitted by all parties involved) to the Student Code of Conduct Office to be officially involved and begin the adjudication process of the Major Case. When this happens, [Campus Security Services](#) finishes their participation, and the Student Code of Conduct Office takes over the Student Code process.

STUDENT CODE OF CONDUCT OFFICE REVIEW

Under the Student Success/Services area and within the Student Rights and Responsibilities Team, the Student Code of Conduct Office is responsible for administering the Student Code, including, but not limited to:

- Notifying Respondents of the allegations made against them on a complaint involving alleged violation of the Student Code (“major misconduct”), and providing reasonable time for reply to them
- Impartially evaluating findings provided by all parties involved in the alleged major misconduct, on a balance of probabilities
- Determining, communicating, and applying disciplinary sanctions to students found responsible for Major Cases, in a fair and restorative way
- Providing Complainants of gender-based and sexual violence with a summary of the Adjudication outcome (respecting the Respondent’s FIPPA rights)
- Informing Respondents of their right to appeal and that appropriate support and resources are available from the College to assist them
- Providing education and awareness on Student Code topics to the Fanshawe community
- Communicating and collaborating with other members of the College, where appropriate





Adjudication Process (Click to enlarge)

Image Description

The flowchart outlines the adjudication process for student conduct cases.

1. Adjudication Process Begins

- Initiated by the Student Code of Conduct Office.
- The office reviews Major Case files sent by Campus Security Services (CSS).

2. Decision Point: Are Conditions Fulfilled?

- No → Leads to Case Dismissal, ending the process.
- Yes → Within 5 business days, the Student Code of Conduct Office notifies the Respondent of the complaint allegations.

3. The Respondent then provides a written response and/or attends a review meeting (within 5 business days).

4. The Student Code of Conduct decision process begins.

5. Following the process:

- A Meeting Decision occurs, and a Decision Letter and Conduct Report are sent to the

Respondent, ending the standard process.

If the Respondent desires to appeal the decision:

- They must do so within 10 business days.
- This leads to a dashed line indicating a potential continuation of the process, culminating in the appeal.

STUDENT CODE OF CONDUCT ADJUDICATION PROCESS

Moreover, the Student Code of Conduct Office undertakes a comprehensive review of cases involving alleged violations of policy [A130: Student Code of Conduct](#). Based on the information gathered from the Investigation Case Report and any additional investigative information provided, the Student Code of Conduct Office evaluates impartially whether the Respondent is responsible for the alleged violation. This decision is made on a balance of probabilities, where the evidence suggests it is more likely than not that the violation occurred.

Students under the adjudication process can continue their academic studies unless subject to an Investigative Suspension Order, which can restrict some privileges, as explained before. The College prohibits reprisals against individuals who utilize the policy or participate in proceedings in good faith, with violators subject to disciplinary action.

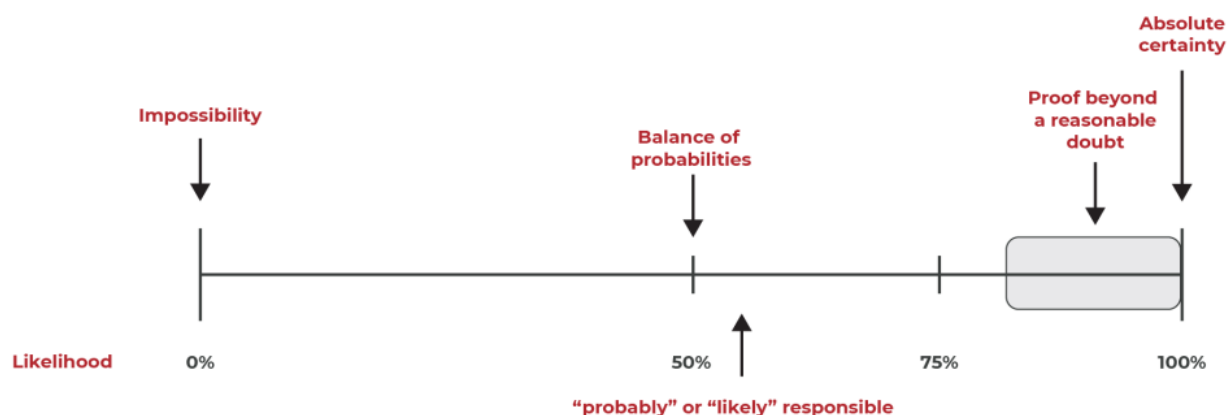
Notification of Allegations

Upon receipt of an Investigation Case Report from [Campus Security Services](#), within 5 College business days, the Code of Conduct Office notifies the Respondent with a summary of the allegations brought forward against them. The Respondent is allowed to respond in writing or at a meeting (virtual or in person) with the Student Code of Conduct Office. During this stage, informal resolution is encouraged. If the Respondent fails to provide a response or attend a meeting after being given a reasonable opportunity, then the Student Code of Conduct Office may proceed to adjudicate the complaint without their input with the information currently available.

Decision

Before taking a final decision, the Student Code of Conduct Office can consult with other College and academic areas to seek clarifications and/or additional information (such as the Complainant, Residence, Athletics, Counselling, etc.), always adhering to the principles of fairness and privacy outlined in the [Data Privacy Act](#) and [FIPPA](#). During the decision process, the Student Code of Conduct Office takes into account various factors such as the severity of the behaviour(s), its impact on the College community, any prior violations of the Student Code or other College policies, acts of good faith, collaboration during the process, academic standing and progression of the student(s) involved. In addition, principles of natural justice and

fairness are applied, taking in restorative and learning sanctions as much as possible. The decision is always made based on the **“Balance of Probabilities Theory”**:



Balance of Probabilities. Image by Freddy Vale, [CC BY-SA 4.0](https://creativecommons.org/licenses/by-sa/4.0/)

This means that after a thorough review of all the documents and information provided by all parties, the Respondent will be deemed *responsible* if the complaint is concluded to be ‘more probable’ or ‘more likely’ of happening than not by the Student Code of Conduct Office. In this case, the Student Code of Conduct Office will determine an appropriate sanction and communicate its decision to the Respondent with brief reasons (verbally and/or in writing) and a summary of the Major Case process from the beginning until its end.

If the Respondent is found *not responsible*, then the Student Code of Conduct Office determines the next steps, which can include a Case Dismissal and/or connecting the student with different resources, supports, and areas at the College.

It is important to clarify that even though justice courts use the “Balance of Probabilities Theory,” the College does not adjudicate the Student Code on a legal basis, and this process is neither criminal nor civil, only administrative in nature.

In case an Investigative Suspension Order is issued by [Campus Security Services](#) during their investigation period, the Student Code of Conduct Office also facilitates, where necessary, accommodations with College departments for the student to return and make up missed assignments and exams in its decision outcome.

In cases involving gender-based and sexual violence, the Student Code of Conduct Office will also inform the Complainant of the results of its decision in writing, which will include a brief description of the outcome or any corrective action that the College has taken or will take as a result of its investigation and adjudication processes. This summary will always respect the Respondent’s personal information, adhering to the principles of fairness and privacy outlined in the [Data Privacy Act](#) and [FIPPA](#).

If the Respondent lives in the [Residence](#) and/or is a member of [Athletics](#) or [Indigenous Community](#), independently from what the Student Code of Conduct Office might adjudicate, those entities can also apply sanctions at their own discretion based on their own policies. In those situations, the Code of Conduct Office will work closely and collaboratively with those entities to prevent double-sanctioning a student for the same matter.

For effective communication, Respondents and Complainants will primarily be contacted via email, using the information available in the College records and Fanshawe email (“FOL Outlook”). Upholding confidentiality is a priority throughout the process, striking a balance between conducting a thorough investigation and adhering to legal requirements, including those outlined in the [Data Privacy Act](#) and [FIPPA](#). All parties and witnesses are urged to maintain confidentiality regarding the information discussed, and any unwarranted breaches may result in disciplinary action.

Disciplinary Sanctions

It is imperative that students comply with the sanctions applied by the Student Code of Conduct Office and always conduct themselves in the best manner possible. The sanctions will be in effect until the student graduates or otherwise leaves the College, regardless of their signature or acknowledgment. Failure to meet the terms imposed may result in additional and/or escalated sanctions.

It is important to clarify that in cases where the student is in their graduation term or completing their program, failure to meet the sanctions will result in College credentials being held until the completion of the sanction.

Repeated violations or conduct breaches may lead to more severe sanctions being imposed, up to College expulsion.

Some sanctions might impose the Student's Academic Record to an encumbrance until the Student Code of Conduct Office is provided with satisfactory evidence that the student has complied with the sanctions conditions and/or made arrangements satisfactory to the College to comply with them.

Students living in the Residence can have limited access to their premisses and food services, and student Athletes can be imposed to pause their sport activities until their sanction is complete.

Disciplinary Sanctions that the Student Code of Conduct Office can issue include the following:

Conditions

Any sanction under the Student Code of Conduct Office may be subject to the student's reasonable conditions (e.g., avoiding specific spaces, attending specific workshops, keeping the peace, not contacting the parties involved in the incidents, etc.). A student may also be required to satisfy such reasonable conditions prior to a decision at any level of the process being made on an appropriate sanction ("temporary conditions").

Written Warning

Notice issued that advises the student that their conduct (act or omission) constituted a violation in contravention of the Student Code and is being recorded (this has a heavier weight than the regular Warning or Temporary Dismissal issued by [Campus Security Services](#) or a College Official).

Behavioural Contract

Signed agreement between a student and the College for a specific period through the Student Code of

Conduct Office and, in some cases, through collaboration with academic and/or other areas of the College as necessary.

Restitution Order

An order requiring the student to compensate the College, a member of the College Community, or any other affected party for loss or damage to property.

Conduct Probation

Order designed to permit the student to attend classes, laboratories, and placements, normally limited to campus activities, which may include specific terms and conditions. Usually, it is the escalated sanction imposed to a student who did not comply with previous sanctions imposed, such as a Behavioural Contract, or issued due to the seriousness of the misconduct (e.g., gender-based and sexual violence matters).

Short-Term Suspension

A Short-Term Suspension is an order suspending the student from participation in all or specified College activities, courses, or programs for a designated number of 1 to 5 College business days. Electronic access to College online services may be discontinued during this period if determined to be appropriate.

It is important to clarify that a Short-Term Suspension is not imposed at a time that coincides with final exams or final tests and will not interfere with due dates for final culminating projects. To avoid interference with final exams or tests and final culminating projects, a student continuing their studies and returning to the College may receive their imposed sanction during the subsequent academic semester. A student graduating and not returning to the College in the subsequent semester will have the Suspension imposed during convocation. The student is not permitted to attend graduation, but will receive their credentials.

Long-Term Suspension

A Long-Term Suspension is an order requiring a student to withdraw from an individual course or all courses in which the student is enrolled and which prohibits participation in any College activities or any combination of these for a period not less than the end of the current semester in which the

student is enrolled and which may extend up to one academic year. When determining the duration of the Suspension, any time spent on an Investigative Suspension Order may be considered at the discretion of the Student Code of Conduct office.

This will usually result in automatic failing (F) grades in affected courses in which the student is registered, and no fees will be refunded for that semester. The opportunity to receive a “W” (“withdrawn”) grade is also forfeited. In some cases, the Suspension may be deferred to the next semester.

If the student is currently in Residence, the student will be removed from Residence with no refund of Residence fees for that semester.

Electronic access to online college services may be discontinued during this period as the Student Code of Conduct office determines it appropriate.

Prohibition

The Registrar’s Office issues it on the recommendation of the Student Code of Conduct office and the Academic Manager. It prohibits former students who breached the Code of Conduct while they were students from participating in any College programs, courses, and activities.

No Trespass Order

In situations where an Expulsion, Prohibition, Suspension, or Investigative Suspension Order is imposed, the Student Code of Conduct office may also authorize the delivery of a notice under the Trespass to Property Act advising the student or former student that they must not trespass on College property.

Expulsion

This sanction is adjudicated by the Student Code of Conduct office and is issued by the Registrar’s Office. It immediately terminates the student’s contractual relationship with the College and expels them from all College programs, courses, and activities, resulting in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester.

It will deny the student the opportunity to receive a “W” (“withdrawn”).

If the student is currently living in Residence, the student will be removed from Residence with no refund of Residence fees for that semester.

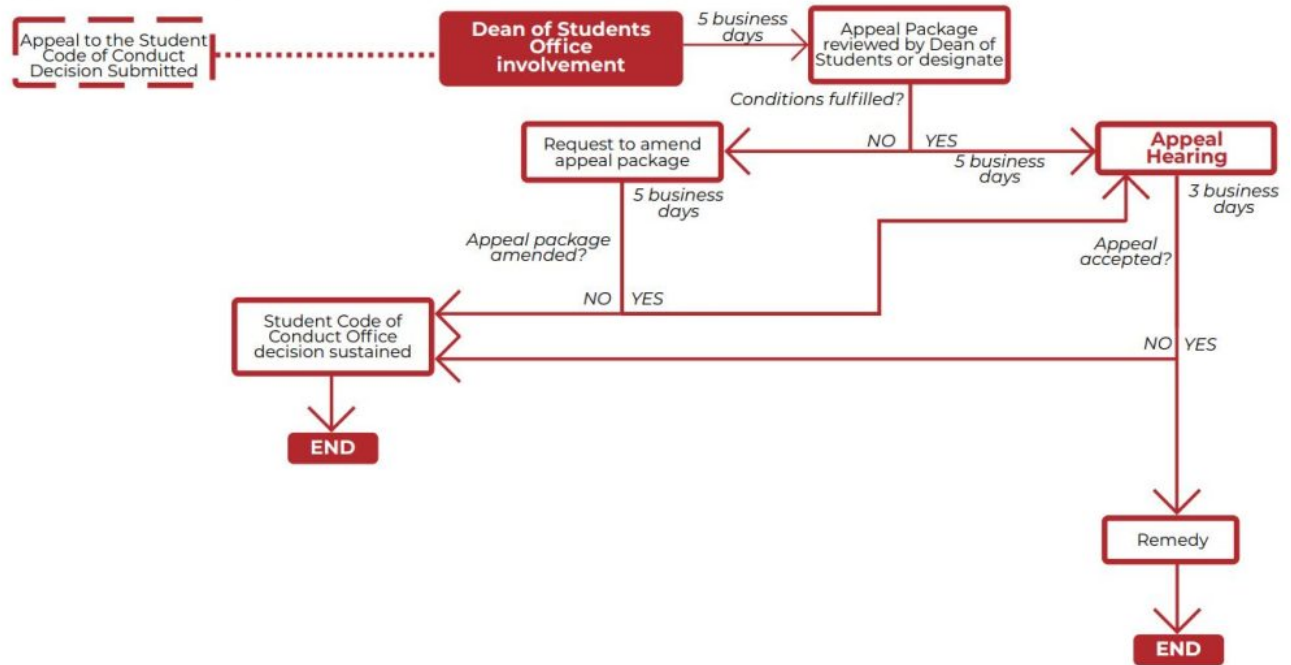
Restorative Sanctions

The Student Code of Conduct Office will always find means to apply its sanctions on a fair, impartial, and restorative way. Fanshawe College is a learning institution and wants its students to be successful, learn from their mistakes, and be good citizens when they leave the College. Along with Disciplinary Sanctions, some of the Restorative Sanctions that can be applied are the following:

- **Hours of Community Service**
- **Voluntary Work within the College**
- **Mandatory Workshop or Training**
- **Counselling Sessions & Group Circles**
- **Apology Letter**
- **“My Reflections” Assignment**

STUDENT CODE OF CONDUCT APPEAL

Student Code of Conduct Appeal Process Begins



Student Code of Conduct Appeal Process (Click to enlarge)

Image Description

1. Student Code of Conduct Appeal Process Begins

- Initiated when a student submits an appeal to the Student Code of Conduct decision (represented by a dashed line).

2. Dean of Students Office Involvement

- Within five business days, the Dean of Students or designate reviews the appeal package.

3. Decision Point: Are Conditions Fulfilled?

- No → A Request to amend the appeal package is issued.

- The student is given five business days to amend.
- If not amended, the Student Code of Conduct Office decision is sustained, and the process ends.
- If amended, the review continues.
- Yes → Proceed to the Appeal Hearing (scheduled within five business days).

4. Appeal Hearing

- Occurs within three business days after scheduling.

5. Decision Point: Is the Appeal Accepted?

- No → The original decision is sustained, and the process ends.
- Yes → A Remedy is implemented, and the process ends.

Process and Forms

The Student Code Appeal process allows students to challenge the Student Code of Conduct Office decision based on specific grounds outlined in the [A130: Student Code of Conduct](#) policy (“Procedure 2: Appeal”):

- Demonstrating a serious procedural or factual error prejudicial to the student;
- Presenting new evidence not available during both the preliminary investigation conducted by the Campus Security Services or the Student Code of Conduct office adjudication that casts doubt on its correctness.
- Arguing that the imposed sanction does not align with the severity of the violation.



The student is responsible for substantiating these grounds for appeal within 10 College business days of receiving the final decision (which is sent in writing) by the Student Code of Conduct Office.

Before proceeding with an appeal, students are encouraged to seek guidance from College resources such as the [Centre for Equity, Diversity and Inclusion](#) (“CEDI”) or the [Fanshawe Student Union](#) (“FSU”) to clarify the issue and explore available options.

The appeal process can be initiated online by submitting a completed [Appeal Form](#) to the Dean of Students or designate, within the abovementioned deadline, accompanied by a detailed appeal letter outlining and substantiating the grounds for the appeal and desired resolution (“remedy”), with supporting documentation.

Dean of Students or Designate Review

After submitting a completed [Appeal Form](#) within the specified timeframe, the Dean of Students or designate reviews the appeal package submitted to determine if it meets the grounds for appeal within 5 College business days.

If the Dean of Students or designate deems the appeal package does not meet grounds for the appeal or concludes it is lacking information or documents, then they will notify the student in writing, telling they need to amend it within 5 College business days and return it to a final review. If the student does not meet these requirements, the request for an appeal will be denied, and the imposed sanction decided by the Student Code of Conduct Office will continue to be valid in its integral conditions, which will be binding and final.

It is important to clarify that if the grounds for an appeal are denied right away, the Dean of Students or designate will make this decision in consultation with the Vice-President. This decision will be binding and final.

Only appeals approved by the Dean of Students or designate that have a written statement based on substantiated grounds and evidence will proceed to the Appeal Hearing, which will be granted within 10 College business days.

Appeal Hearing

During an Appeal Hearing, the process is guided by specific protocols outlined in the [A130: Student Code of Conduct](#) policy. Notices and documents related to the appeal are primarily exchanged via email, with defined timelines for receipt and delivery to ensure procedural adherence. The Chair of the Appeal Hearing Committee oversees pre-hearing matters, including facilitating agreements on undisputed issues and managing amendments to witness lists. During the hearing, which is closed to the public, each party is allotted a maximum of 1 hour to present their case, including witnesses. The Chair ensures proceedings advance efficiently and relevant evidence is presented, maintaining fairness and adherence to protocol.

After the presentations, the Appeal Hearing Committee deliberates in a closed session to reach a decision and recommend remedies. The Committee's decision, which includes whether the appeal should be granted, is based on the balance of probabilities of the evidence presented. The Committee may also offer recommendations related to the appeal. The final report, prepared by the Dean of Students or designate, is submitted to the Vice-President within three business days of the Appeal Hearing's conclusion. The decision of the Appeal Hearing Committee, along with any remedies set by the Vice-President, is considered final and binding, concluding the appeal process.



SUPPORT PERSON

If the student wishes to have a support person attending the Student Code processes, the identity and contact information of such a person need to be provided at least 3 College business days in advance of any meeting.

While a support person is allowed at any stage of the Student Code process, it is important to note that the support person cannot speak or advocate on behalf of the student and is prohibited from acting as their lawyer or paralegal while attending the process. A support person can request brief recesses to speak privately with the student, but they will not be permitted to delay the meetings and procedures unduly. Throughout the entire process, respectful and timely communication is expected.

Where appropriate, at the student's request, an interpreter may also attend the Student Code meetings. The College will provide this service where the interpreter is required to be part of an accommodation (e.g., ASL). In the case of a foreign language interpreter, the College will facilitate contact with a third-party and impartial company to be retained at the cost of the student.



ACCESSING RECORDS: DATA PRIVACY AND FIPPA

By law, the Student Code of Conduct Office cannot share any student information without prior consent, only the status.

If a student is seeking support for a Major Case, they must share the information provided by [Campus Security Services](#) during the preliminary investigation process. Once the Student Code of Conduct Office reaches the adjudication level, the student will be notified of the full allegations and be given an opportunity to present their response if they wish.

If the student wishes to share information with parties within the College or to external parties and/or access documents or recordings about themselves, they need to follow the [Freedom of Information \(“FOI”\)](#) process.

Fanshawe College adheres to the [Freedom of Information and Protection of Privacy Act](#). The information collected on that form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, Ontario Regulation 34/03, for the purposes of the educational mandate of the College. Information may be shared with Fanshawe College agents or governing bodies as mandated by law or for administrative, statistical, safety, or security purposes. The information will be retained only for as long as necessary, in accordance with the College’s retention policy, and will not be shared or sold to third parties unless required by law.

Students have the right to request access to their personal information held, request inaccuracies of their personal data be amended, or request deletion of their personal data, subject to the law, at any time. They may also withdraw their consent to the collection and/or use of their personal information at any time, where applicable. Please note that withdrawal of any consent will not be retroactive and may potentially impact the services available to them from the College.



For further information, please contact the [Privacy Office](#) at Fanshawe College, 1001 Fanshawe College Boulevard, P.O. Box 7005, London, Ontario N5Y 5R6 or email privacy@fanshawec.ca.

GENDER-BASED AND SEXUAL VIOLENCE RESOURCES AND SUPPORT

ON AND OFF CAMPUS SUPPORT INFORMATION

Navigating life after experiencing sexual violence can be incredibly challenging, but at Fanshawe College, we're committed to providing unwavering support to survivors every step of the way. We recognize survivors' many barriers and are dedicated to breaking them down. Here, survivors' voices are valued, and their choices are honoured.



On-Campus

- [Sexual Violence Prevention Coordinator \(“SVPC”\)](#)

Offers confidential guidance and support to all Fanshawe students and staff, ensuring that survivors feel heard and empowered to explore their options.

The SVPC coordinates responses to sexual and gender-based violence. They provide confidential support to survivors who disclose incidents, offering information on reporting options, connecting them with resources, and helping to create safety plans. The SVPC also advocates for logistical support and accommodations within the institution and assists with navigating judicial and medical systems.

Additionally, the SVPC coordinates sexual violence education on campus, advises on response strategies, and offers immediate support to those who disclose incidents. They facilitate referrals to on and off-campus services, assist with academic accommodations, and help students understand college policies, police reporting, and the legal system, providing personalized support as needed.

To contact them, please email: svsupport@fanshawec.ca to book an appointment (virtual and/or in-person – [Room F3020](#), London Oxford Street Campus) or call [1-844-666-7872](tel:1-844-666-7872).

- [Counselling & Accessibility Services](#)
- [Fowler-Kennedy Student Health Services](#)
- [Campus Security Services \(CSS\)](#)

Off-Campus

- [London Supports](#) [PDF]

- [Woodstock Supports](#) [PDF]
- [St. Thomas Supports](#) [PDF]

DISCLOSURE & REPORTING PROCESS

Effects of Sexual Violence on Survivors

Each survivor of sexual violence responds uniquely to their experience. Fanshawe College recognizes the importance of providing personalized, confidential support to meet the individual needs of survivors, including advocacy for academic, housing, and other accommodations.

Impact on Survivors:

Sexual violence can have profound and lasting effects, including:

- *Physical and emotional effects:* Sleep disturbances, impaired memory, social withdrawal, and loss of interest in previously enjoyed activities.
- *Psychological effects:* Anxiety, depression, and the potential use of substances as coping mechanisms.
- *Academic challenges:* Survivors may associate the campus with their trauma, leading to fear, anxiety, and difficulty returning. Encounters with perpetrators can worsen distress, affecting academic performance and sometimes resulting in probation or withdrawal.

Many survivors of sexual violence choose not to report their experiences or disclose them to others formally. Fanshawe College is committed to creating a safe, supportive environment where individuals feel comfortable accessing resources and assistance when ready.

Why Survivors May Hesitate to Disclose or Report:

Survivors may face various barriers to coming forward, including:

- Fear of being blamed, disbelieved, or judged.
- Reluctance to relive their experiences by recounting them repeatedly.
- Feelings of shame, guilt, or self-blame.
- Uncertainty about what behaviours constitute sexual violence.
- Fear of retaliation from the perpetrator.
- Concerns about cultural stigma, ostracization, or stereotypes.
- Worries about potential sanctions related to drug or alcohol use during the incident.

Challenges in the Reporting Process:

- Confidentiality concerns: Survivors may fear public scrutiny or loss of privacy.
- Control over decisions: Survivors might feel that reporting or disclosing could lead to decisions being made by the college or law enforcement without their full input.

Fanshawe College's Commitment

- Survivors have the right to disclose on their own terms and timeline, whether immediately after an incident or months or years later.
- Fanshawe will provide support, belief, and respect throughout the process, whether survivors choose to report or confidentially disclose formally.
- Formal reporting allows Fanshawe to address respondents appropriately and ensure access to resources, education, and training for all parties involved.
- Fanshawe strives to empower survivors by offering compassionate support and maintaining a safe campus environment where everyone's voice is respected.

Reporting and Responding Protocol

If you have experienced or been affected by Sexual Violence or Gender-Based Violence, follow this protocol:



Reporting and Responding Protocol. Image by Freddy Vale, [CC BY-NC-SA 4.0](#) (Click to Enlarge)

Image Description

The image outlines a three-step response guide for individuals experiencing sexual violence:

1. Go to a safe place and seek help

- Contact Campus Security Services: 519-452-4242
- If in residence, contact your R.A. or dial extension 5000 for the on-call Residence Manager.
- Go to a trusted friend's house or a shelter.

2. Get medical assistance

- Contact Campus Security Services or police for immediate assistance.
- Go to the Regional Sexual Assault and Domestic Violence Treatment Centre at St. Joseph's Hospital: 268 Grosvenor Street, London, Ontario
- Visit the Student Health Clinic.

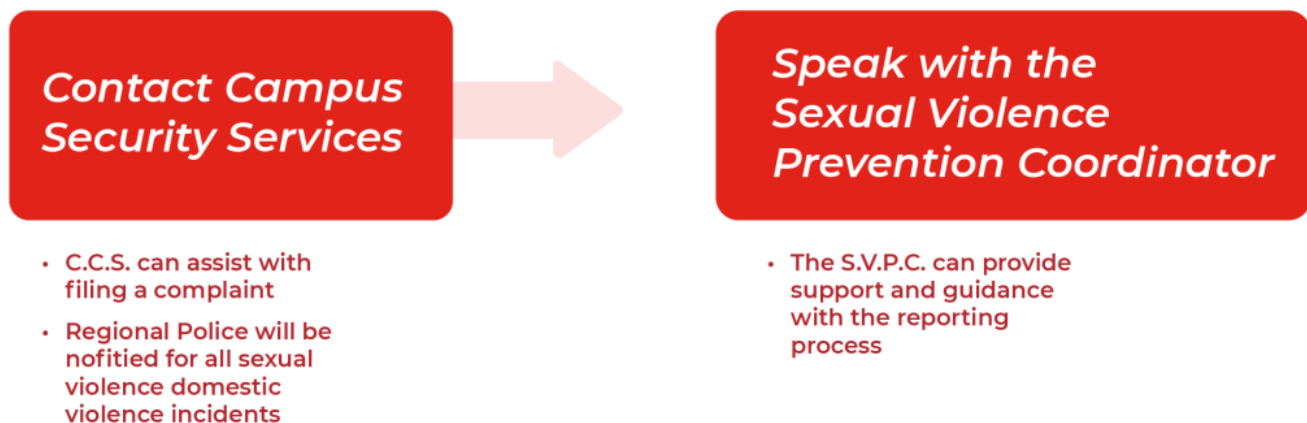
3. Seek out available resources

- Confidential supports on campus:
 - Sexual Violence Prevention Coordinator: 1-844-666-7872
 - Counselling and Accessibility Service: 519-452-4282
 - Medical Staff – Student Health Clinic
- Employees:
 - Homewood Health EAP: 1-800-663-1142
 - Occupational Health Nurse: 519-452-4132 ext. 14132
- Off-Campus Resources:
 - Anova: 519-642-3000
 - Good2Talk: 1-866-925-5454
 - Talk4Healing: 1-855-554-4325

Each section is highlighted in red with clear arrows indicating progression from seeking safety to accessing resources.

Campus Security Services are required to report all allegations of sexual violence and intimate partner violence to the Regional Police Service. Survivors have the choice of whether they participate in either investigation.

Filing a Formal Complaint



Filing a formal complaint. Image by Freddy Vale, [CC BY-NC-SA 4.0](#) (Click to Enlarge)

Image Description

This image provides guidance on reporting sexual violence incidents in two main steps:

Step 1: Contact Campus Security Services:

- The Campus Security Services (C.C.S.) can help with filing a formal complaint.
- Regional Police will be notified of all sexual violence and domestic violence incidents.

A red arrow pointing to the right connects to the next step.

Step 2: Speak with the Sexual Violence Prevention Coordinator (S.V.P.C.)

- The S.V.P.C. can offer support and guidance throughout the reporting process.

Both steps are highlighted in red rounded boxes, using white italic text for the headers and regular red text for the bullet points.

Survivors are not required to file a formal report in order to access any support, services and resources.

Fanshawe's Reporting x Disclosure Process

Many survivors of sexual violence choose not to report their experiences or disclose them to others formally. Fanshawe College is committed to creating a safe, supportive environment where individuals feel comfortable accessing resources and assistance when ready.

Fanshawe College offers two processes for addressing sexual violence and gender-based violence: Disclosure and Reporting. Survivors can choose which option to pursue and when to access support services.

What is a Disclosure?

Definition: A disclosure is a process designed to connect survivors of sexual violence or gender-based violence with the necessary support services.

Key Features:

- Disclosures are not formal reports.
- They focus on providing access to resources on campus and in the broader community.
- The goal is to offer support without pressuring survivors to pursue a formal investigation.

Disclosure of Sexual Violence

If someone discloses allegations of sexual violence:

Students

- Listen without judgement
- Help navigate available resources for survivor
- Respect the survivor's right to choose and their choices



Faculty or staff

- Have a duty to report to C.S.S.
- Refer survivor to Sexual Violence Prevention Coordinator or Counselling & Accessibility Services

If Someone Discloses Allegations of Sexual Violence. Image by Freddy Vale, [CC BY-NC-SA 4.0](#)
(Click to Enlarge)

Image Description

This image outlines appropriate responses when someone discloses an experience of sexual violence, with separate guidance for students, faculty or staff:

Students

- Listen without judgment
- Help navigate available resources for the survivor.
- Respect the survivor's right to choose and honour their decisions

(A red arrow points right to the next section.)

Faculty or Staff

- Have a duty to report the disclosure to Campus Security Services (C.S.S.)
- Refer the survivor to the Sexual Violence Prevention Coordinator or Counselling & Accessibility Services.

Each group's responsibilities are contained in red-bordered boxes with bold red section headings and bullet points written in plain red text. The layout uses a left-to-right flow indicated by an arrow.

What is a Report?

Definition: A report involves sharing detailed information about an incident with the intent to initiate a formal process.

Purpose:

- Reports are formal procedures aimed at involving Fanshawe College or the Regional Police Service.
- They typically lead to investigations or interventions to address the incident.

Key Difference Between Disclosure and Report

Definition: A report involves sharing detailed information about an incident with the intent to initiate a formal process.

Disclosure: Access to resources and support without the obligation to pursue legal or formal action.

Report: Formal documentation intended to trigger an investigation or intervention process.

Fanshawe respects each survivor's autonomy in deciding whether to disclose or report. Regardless of the choice, the college is dedicated to providing unwavering support, belief, and respect. Survivors will be met with compassion and guidance every step of the way.

Witness of Sexual Violence

If someone witnesses sexual violence:



Witness of Sexual Violence. Image by Freddy Vale, [CC BY-NC-SA 4.0](#) (Click to Enlarge)

Image Description

This image outlines the roles and actions for students, faculty, staff, employees, and contractors in responding to incidents of sexual violence:

Students

- Encouraged to contact Campus Security Services (C.S.S. 519-452-4242) or 9-1-1 immediately for assistance.

(An arrow points right to the next step.)

Faculty, staff, other employees, and contractors

- Have a duty to report all incidents and suspected incidents of sexual violence to Campus Security Services.

(Another arrow points right to the final section.)

Faculty, staff, other employees, and contractors

- Counselling and Accessibility Services (for students)
- Human Resources/Employee Assistance Program (for employees)
- Good2Talk

Each group's responsibilities or support options are shown in red-outlined boxes, connected by light red arrows indicating the flow of action.

AWARENESS RESOURCES

Fanshawe College rejects all myths and misconceptions about sexual violence and gender-based violence. We have a **zero-tolerance policy** for jokes or comments that excuse or minimize these serious issues.

Our commitment is to:

- Foster a safe, respectful campus community.
- Educate and challenge harmful attitudes and social norms.
- Support survivors and emphasize that the person committing the assault is always to blame

Together, we can create a culture of respect, accountability, and safety.

Understanding Consent

Consent ensures everyone has the freedom to choose between “yes” and “no.” Understanding and respecting consent is critical to fostering a safe and respectful community. Consent is a voluntary agreement to engage in sexual activity, as defined by the Criminal Code of Canada. It must be clear, mutual, and given willingly by all individuals involved. Without consent, any sexual activity is considered sexual assault.

Key Points About Consent:

- Never assumed or implied: Silence or the absence of a “no” is not consent.
- Cannot be given when impaired: Consent is invalid if someone is under the influence of drugs, alcohol, or unconscious.
- Free from threats or coercion: Consent must be given without pressure or manipulation.
- Can be withdrawn at any time: Even during sexual activity, anyone can change their mind.
- Not transferable: Agreeing to one activity or instance doesn’t mean consent for others.
- Power dynamics matter: Consent cannot be given if the other person abuses their authority or position of trust.

When consent is not fully understood, the line between consensual sexual acts and sexual assault can be unclear, especially when the perpetrator is known to the victim.

Getting Consent is Necessary

It's easy as **FRIES**:

Freely Given: Without manipulation or influence of alcohol/drugs.

Reversible: Anyone can change their mind during the sexual activity.

Informed: Set expectations and rules for the sexual activity.

Enthusiastic: Only do things you want to do, not what you feel is expected of you. Make sure your partner is just as eager.

Specific: Saying yes to one thing does not mean saying yes to everything.



Check out the following resources:

- [Healthy Relationships \[PDF\]](#)

GENERAL COLLEGE RESOURCES AND SUPPORT

GENERAL COLLEGE RESOURCES AND SUPPORT

The [Fanshawe College](#) webpage lists all the support services for students.

Additional Supports

Student Support Intake and Triage: the first point of contact for student referrals regarding food insecurity, off-campus housing, and other additional wraparound College and community student supports. Email: studentsupport@fanshawec.ca

[Centre for Equity, Diversity and Inclusion](#) (“CEDI”) helps equity-deserving students process experiences, navigate available options, and strategize how to chart a path of equity and inclusion at the College. [Room F3020\(London Campus\)](#). Email: EDI@FanshaweC.ca to book an appointment (virtual and/or in-person).

APPENDIX 1: COLLEGE POLICIES

For a better understanding of how Fanshawe students can be held accountable when breaching College policies, as explained in the Student Conduct Violations [section](#), this guide will focus on the following key policies (which are the most common ones breached):

C206: Alcohol, Cannabis, Electronic Cigarettes and Tobacco Products

[Policy C206](#) establishes rules on alcohol, cannabis, electronic cigarettes, and tobacco products to create a safe, healthy, and respectful learning environment at Fanshawe College. It aligns with Ontario and Canadian laws and applies to all students, staff, visitors, and contractors on College property, including residences and vehicles.



Key Student Rights and Responsibilities Under This Policy

Alcohol

- Must be 19+ to purchase, possess, and/or consume alcohol on campus, where consumption is allowed only in licensed establishments, licensed events, or designated areas (for example, the [Outback Shack Bar & Grill](#))
- Delivery of alcohol is restricted to approved Residence services – for more information, please refer to [Fanshawe Community Living Standards](#), policy [C207 – Residence Operations](#), or contact [Residence Services](#) at fanshaweresidence@fanshawec.ca
- Intoxication that disrupts campus activities is prohibited

Cannabis

- Must be 19+ to possess up to 30g of cannabis, per Ontario law
- Using, smoking, vaping, or eating cannabis is banned on campus, except for approved medical use – in this last case, if the student is not registered with [Accessibility Services](#) but has a medical need that requires cannabis usage, they must carry the proper legal paperwork with them to show if needed and may be required to use only in designated areas
- Growing cannabis plants at the [Residence](#) or anywhere on College property is not permitted

Tobacco & Vaping (Electronic Cigarettes)

- Fanshawe College is a smoke-free campus, which means smoking, vaping, and tobacco use (Indigenous purposes are the only exception and only at designated spaces and events) are banned everywhere, including the [Residence](#), outdoor spaces, and College vehicles or vehicles parked at the College parking area there are no designated smoking areas on campus.

Impairment & Safety Risks

- Attending classes, labs, or College events while impaired by alcohol, cannabis, and/or drugs is strictly prohibited. Driving under the influence of alcohol or drugs is forbidden on College property.
- Possession, sale, or distribution of illegal drugs is a serious violation of both College policy and federal law.

Reporting & Complaint Process

[Campus Security Services](#) works closely with the community to ensure an effective and efficient service 24 hours a day, 7 days a week, 365 days a year. When an incident occurs, the first step is to notify them.

Fanshawe College is dedicated to maintaining a secure and respectful learning environment for all students, ensuring that safety remains a shared responsibility within the College community.

Consequences of Violations

If a violation is confirmed, the College may impose:

Disciplinary actions under policy [A130: Student Code of Conduct](#)

Removal from [Residence](#) or campus restrictions (such as a Trespass to Property Notice) under [Fanshawe Community Living Standards](#) and policies [A130: Student Code of Conduct](#) and [C207 – Residence Operations](#)

Academic and financial penalties, such as withholding transcripts for unpaid fines, under policies [A106 – Academic Withdrawal And Termination](#) and [A130: Student Code of Conduct](#)

Legal consequences and police involvement, depending on the offence, under policy [A130: Student Code of Conduct](#)

This policy protects the well-being of the College community while ensuring that students understand their rights and responsibilities regarding substance use.

P103: Safe College Campus

[Policy 103](#) establishes Fanshawe College's commitment to a safe, secure, and violence-free environment for all students, employees, and visitors. It applies to on-campus and off-campus activities related to or affecting the College community and activities.



Key Student Rights and Responsibilities Under This Policy

- Learn and participate in College activities without fear of violence, threats, or harm at the same time acting in a way that does not threaten or harm others (which includes refraining from bringing weapons, including firearms, knives, or replicas, onto College property – except where lawfully permitted or for educational purposes) and following College safety protocols and emergency procedures
- Report incidents of violence or safety concerns to a College official or [Campus Security Services](#) without facing retaliation, and cooperate with investigations related to safety and security incidents
- Expect a prompt and fair response when violence, threats, or weapons are reported.
- Have access to resources for support, including [Campus Security Services](#) and another College services.

What Constitutes a Violation

Includes physical force, threats, intimidation, or any behaviour that causes fear of harm.

Reporting & Complaint Process

[Campus Security Services](#) works closely with the community to ensure an effective and efficient service 24 hours a day, 7 days a week, 365 days a year. When an incident occurs, the first step is to notify them.

Fanshawe College is dedicated to maintaining a secure and respectful learning environment for all students, ensuring that safety remains a shared responsibility within the College community.

Consequences of Violations

If a violation is confirmed, the College may impose:

- Disciplinary actions under [A130: Student Code of Conduct](#) (for students)
- Suspension, transfer, or termination under [P207: Employee Code of Conduct](#) (for employees)

P104: Sexual Violence and Sexual Assault

[Policy P104](#) establishes that Fanshawe College has a zero-tolerance policy for sexual violence in any form and is committed to ensuring a safe, respectful, and supportive environment for all members of its community. Survivors are treated with dignity and respect, have access to support services, and can choose whether to participate in investigations.



Key Student Rights and Responsibilities Under This Policy

Both Survivors and Respondents will:

- Be treated with dignity and respect when disclosing, reporting, and being involved in sexual violence and/or gender-based violence matters
- Access support and resources without the obligation to report
- Make their own decision about whether to participate in an investigation
- Request safety accommodations, such as academic adjustments or no-contact orders
- Expect a fair and impartial investigation process

Reporting & Complaint Process

Complaints can be filed with [Campus Security Services](#), with the support of the [Sexual Violence Prevention Coordinator \(“SVPC”\)](#) at svsupport@fanshawec.ca / 519-452-4430 x16518, or with Human Resources at rschneider@fanshawec.ca / 519-452-4430 ext. 24627 (when an employee is involved either as a Survivor or as a Respondent)

Survivors can withdraw their complaints anytime, but the College may still investigate to uphold campus safety.

Investigations follow the “balance of probabilities” standard under [A130: Student Code of Conduct](#), meaning decisions are based on whether it is more likely than not that the incident occurred. For more information on your options, please see the Gender-Based and Sexual Violence Resources and Support [section](#).

Consequences of Violations

Both Survivors and Respondents will:

If a violation is confirmed, the College may impose:

- Disciplinary actions under [A130: Student Code of Conduct](#) (for students)
- Suspension, transfer, or termination under [P207: Employee Code of Conduct](#) (for employees)

P208: Respectful College Community and Prevention of Harassment and Discrimination

[Policy 208](#) ensures that everyone has the right to learn, work, and participate in College activities without fear of harassment, discrimination, or violence.



Key Student Rights & Responsibilities Under This Policy

- A learning environment free from discrimination, harassment, and violence
- Be treated and treat all members of the College community with dignity and respect
- Protection under the [Ontario Human Rights Code](#) and the [Occupational Health and Safety Act](#)
- The right and the responsibility to report incidents of harassment or discrimination and have them addressed fairly and confidentially
- Access to College support services and assistance from the Student Rights and Responsibilities Office at studentsupport@fanshawec.ca

What Constitutes a Violation

- **Discrimination:** unfair treatment based on protected grounds (e.g., race, gender, religion, disability)
- **Harassment:** repeated unwelcome behaviour, including bullying, threats, or intimidation
- **Sexual Harassment:** unwanted sexual advances, comments, or conduct that creates a hostile environment
- **Sexual Misconduct:** inappropriate sexual relations, touching, or remarks toward people
- **Workplace Harassment:** inappropriate behaviour toward other people in a College setting

Reporting & Complaint Process

There are three levels of response depending on the situation:

- Individual Action (optional): if safe, it is recommended to ask the person to stop their behaviour and keep a record of it
- Informal Resolution: report concerns to Human Resources or a College representative (examples of people that can be reached: a professor, College staff, Centre for [Equity, Diversity, and Inclusion – CEDI](#), or [Campus Security Services](#)).
- Formal Complaint: needs to be submitted following the criteria below and using the form from page 18 of this [policy P208](#) (in all cases, the complaint process involves an investigation, evidence collection, and possible disciplinary actions):
 - When the subject of concern is a staff member, the complaint must be addressed to Fanshawe Human Resources at ASKHR@fanshawec.ca or 519-452-4430 ext. 24627, and the process followed will be under policy [P207: Employee Code of Conduct](#).
 - When the subject of concern is a student, the complaint must be addressed to [Campus Security Services](#), and the process followed will be under policy [A130: Student Code of Conduct](#).
 - When the subject of concern is both student and employee, the complaint must be addressed to both Fanshawe Human Resources and [Campus Security Service](#), which, based on the case circumstances, will define the best process to be followed to address the complaint.

Fanshawe community members can withdraw a complaint at any time, but the College may still need to take action to maintain a respectful learning environment.

Consequences of Violations

If a violation is confirmed, the College may impose:

- Disciplinary actions under [A130: Student Code of Conduct](#) (for students)
- Suspension, transfer, or termination under [P207: Employee Code of Conduct](#) (for employees)

For more details (including but not limited to the list below), students are encouraged to refer to [policy P208](#) or contact [Campus Security Services](#) or the Student Rights and Responsibilities Office at studentsupport@fanshawec.ca.

APPENDIX 2: FREQUENTLY ASKED QUESTIONS

What are “Temporary Conditions”?

By the Student Code policy, “temporary conditions” are interim measures that can be imposed by [Campus Security Services](#) and the Student Code of Conduct Office while the investigation and adjudication processes last, not to impact and/or protect the parties involved in the alleged incidents being discussed, investigated, and adjudicated (e.g., no-contact orders, restricted campus access, online study, suspension).

What happens if a student is named as “Respondent”?

A Major Case under the Student Code will be opened, and a preliminary investigation will be conducted by [Campus Security Services](#), where the student will be interviewed. If, after their risk assessment, a safety concern is deemed, [Campus Security Services](#) can impose an Investigative Suspension Order. Accommodation can be implemented while the student is being investigated and the Student Code is in effect. After all the evidence is gathered, [Campus Security Services](#) will hand an Investigative Case Report to the Student Code of Conduct Office to adjudicate the Major Case. Before making any decisions, the student will receive the allegations brought forward in writing and in full. If the student wishes to present additional and/or new information that they believe is important regarding the allegations, they can send a written response or meet with the Code of Conduct Coordinator to advocate their case within five college business days. After that period, the Student Code of Conduct Office will decide, based on the information available and on a balance of probabilities, as per the policy process. If it is concluded that an offence occurred under the Student Code, corrective sanctions are warranted. A decision letter outlining the outcome will be sent to the student after that. Additionally, a meeting can be held by the Code of Conduct Coordinator with the student before sending the decision.

Are only Complainants and Survivors able to access support and resources at the College?

No. Respondents can access resources, including a support person, legal and counselling support. Access to the College support can only be affected if they are suspended or if an expulsion occurs.

How does the Student Code affect students?

The Student Code affects the way students conduct themselves during their time at Fanshawe College. It outlines the behaviours not suitable for a College environment and applies from admission through completion of programs or courses, including before and after classes as well as between semesters.

Does the Student Code apply to visitors on campus?

Yes. Students are responsible for informing visitors invited to the College, residence or College event of the rules and regulations in place and ensuring visitors understand and comply with such rules. They are also co-responsible for their visitor's behaviours while on campus.

Are sanctions in effect if a student appeals their case?

Yes. Sanctions are in effect from when a student receives the sanction until a final decision is rendered.

Will offences and student files be kept confidential?

Yes. Information is only shared on a need-to-know basis. Confidentiality is maintained at its highest level, but is subject to the College's obligation to conduct thorough investigations and to the requirements of the law. The College is not permitted to discuss details with parents or otherwise unless written consent is provided under the [Freedom of Information \("FOI"\)](#) process.

Most of the sanctions under the Student Code do not affect the student's progression, only suspensions and expulsions, which can impact official transcripts, but if that happens, only Fs and/or Ws will be displayed, and the matter involving them will not be disclosed.

Student Code cases are confidential and non-visible to external and general background checks. However, it is important to clarify that most police services reach out to post-secondary education institutions for an academic and security check as part of the application process for a police officer. Given that the application forms for a police service include a consent form for the release of information, student involvement with [Campus Security Services](#) would be disclosed should the respective service make an inquiry. Programs that involve a legal background or working with vulnerable people could also ask that. Therefore, the general recommendation if the student was involved in a Major Case at the College, is being honest about it – this can be used or disclosed as a learning opportunity (for example: how the episode helped the student to understand themselves, any lessons learnt, challenges overcome, and improvements along the way).

What is the burden of finding "guilt" (when the Respondent is considered as "Responsible") or innocence (when the Respondent is considered as "Not Responsible")?

The process uses a "balance of probability." If a student is more likely to have committed the alleged misconduct than not, they can be found guilty under the Student Code and can have sanctions imposed. It is important to point out, though, that only extreme cases lead to suspensions and expulsions, and definite decisions are only taken after the student is allowed to be heard and/or advocated.

Can students be criminally charged if their conduct causes the Student Code to be applied?

Yes. A finding under one system does not necessarily translate into the same finding under the other. If the Police are involved, [Campus Security Services](#) will pause their preliminary investigation until further notice. When the Police either does not respond or terminates its response to a report or complaint, the College reserves the right to initiate or continue its investigation and respond to such report or complaint under the Student Code process. It is important to clarify that the Student Code of Conduct Office might take into consideration the police involvement and/or sanctions or conditions applied by them, in a manner that does not double-sanction the student for the same matter.

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VERSION HISTORY

This page provides a record of edits and changes made to this book since its initial publication. Whenever edits or updates are made in the text, we provide a record and description of those changes here. If the change is minor, the version number increases by 0.1. If the edits involve a number of changes, the version number increases to the next full number.

The files posted alongside this book always reflect the most recent version.

Version	Date	Change	Affected Web Page
1.0	July 8, 2025	First publication	N/A