

D.05 Appeals Process – Student Behaviour: Accommodations

Student Affairs

Nunavut Arctic College

Nunavut Arctic College Appeals Process – Student Behaviour - Accommodations

POLICY

The College has established an Appeals Process for students who wish to contest disciplinary action that was brought against them for unacceptable behavior in student accommodations.

PRINCIPLE

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

PROCEDURE

1. Students who conduct themselves in a manner which is unacceptable or constitutes an offence, as identified in D.04 Student Behaviour – Accommodation, will be subject to disciplinary action or penalty as follows:
 - Category 1 – Verbal Reprimand
 - Category 2 – Written Reprimand
 - Category 3 –Written Reprimand 2
 - Category 4 – Eviction from Student Accommodation
2. Students who feel that they have been inappropriately disciplined may initiate an appeal.

APPEALS PROCESS

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

THE COMMITTEE

1. The Appeals Committee will consist of:
 - The Dean – who will chair the Committee
 - A representative selected by the student
 - A staff member - as selected by the Dean

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2. Once the Committee is formed, the student and/or his/her representative and the Residence Manager or his/her representative, will be given an opportunity to make a presentation to the Committee. The presentation may include any documentation relevant to the case.
3. The Committee will then make a decision. The Appeal Committee Chairperson will communicate that decision in writing to the concerned parties.
4. A copy of the Committee's decision will be placed on the student's file.
5. The Committee's decision will be final.
6. When a student is evicted from accommodation, s/he is not necessarily dismissed from his/her Program.
7. Normally the appeal process shall be completed within three (3) working days.

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