What happens when a rule is broken or a complaint is made?

Incident
Reported by Security Services, Students, Staff or Faculty

Investigation
Conducted by the Student Conduct Officer (SCO) and/or Security Services

No Evidence of Misconduct

Evidence of Misconduct

Students Notified
Documentation is kept on file

Student Admits Misconduct

Formal Hearing
Student is informed there will be a hearing and is given the choice of their case being heard by the Student Affairs Administrator or the Peer Conduct Board

Informal Resolution with the SCO. Sanctions are decided upon with the SCO and are given to the student in writing. Documentation is kept on file

PCB
Decision and Sanction Recommendations

Student Affairs Administrator
Decision and Sanctions

AVP Student Affairs
Hears Cases involving potential suspension or expulsion

Student is informed of decision in writing, including reasons, and any appeal rights. They are also given Sanctions to complete

The Peer Conduct Board (PCB) is a panel of students who have been selected and trained to hear cases and recommend sanctions for judicial matters. At each stage of decision-making under this Code, the University authority will decide if there has or hasn’t been a violation. Decisions will be based on a preponderance of evidence meaning the evidence shows it is more likely than not that the incident occurred. The standard of evidence required increases with the seriousness of the incident.

Questions regarding the investigation of your case should be directed to the Student Conduct Officer at 905-525-9140 ext. 27455. Questions regarding Judicial Affairs and the Hearing process should be directed to the Judicial Affairs Coordinator at 905-525-9140 ext. 23845

The full Student Code of Conduct can be found at http://www.mcmaster.ca/univsec/policy/StudentCode.pdf. Information about the judicial and appeal process can be found at http://studentaffairs.mcmaster.ca/policies_judicial.htm

Student Affairs: Gilmour Hall Room 207; 1280 Main St. West; Hamilton Ontario; L8S 4L8; Phone: 905-525-9140 ext. 27455; Fax: 905-524-0222; http://studentaffairs.mcmaster.ca

The Student Code of Conduct (SCC) exists to promote the safety and security of all students in the McMaster community and to encourage respect for others, their property and the laws of the land. McMaster University is a community which values mutual respect for the rights, responsibilities, dignity and well-being of others. The purpose of the Student Code of Conduct is to outline accepted standards of behaviour that are harmonious with the goals and the well-being of the University community, and to define the procedures to be followed when students fail to meet the accepted standards of behaviour. It’s up to all of us to make McMaster a positive and productive place to live, work, and learn! All students have the responsibility to familiarize themselves with the University regulations and the conduct expected of them while studying at McMaster University.
STUDENT RIGHTS AND RESPONSIBILITIES

McMaster University treats students as responsible individuals who are free to organize their own behaviour, subject to the laws of the land and to University regulations. These regulations ensure the rights of all members of the community. When you attend McMaster:

- You retain your rights as a citizen when you become a member of the University community. As a student you have the responsibility to abide by all Federal, Provincial and Municipal laws and regulations in addition to the University’s own policies.

- You have the right to participate unhindered in the academic, intellectual, cultural and social life of the University. You also have the responsibility to respect the rights of others by refraining from actions that threaten or disrupt classes, meetings, events or other academic activities, or that prevent others from freely expressing their views.

- You have the right to the safety and security of your person in an environment free from harassment, intimidation, discrimination or assault. You have the responsibility to treat others with respect and to refrain from acts of harassment, intimidation, discrimination or assault.

- You have the right to the safety and security of your personal property. You also have the responsibility to refrain from acts of theft, willful destruction or vandalism of the property of others.

- You have the right to the free and peaceful use of University property, grounds and facilities for all legitimate purposes and the responsibility to respect and maintain the integrity of such property, so they may be equally available to others.

MINOR OFFENCES

Actions by a student that go against McMaster community standards. Some examples of Minor Offences include:
- Making excessive noise
- Engaging in harassing, intimidating or offensive communication
- Smoking in non-designated areas
- Disruptive behaviour in or out of class
- Failing to comply
- Unauthorized entry or presence in a University building
- Failing to complete a sanction for a minor offence

MAJOR OFFENCES

Actions by a student that endanger the safety or security of another individual or the McMaster community. They also include actions which contravene any municipal, provincial or federal law. Some examples of Major Offences include:
- Contravening the Liquor Licence Act or the McMaster Alcohol Policy. These include drinking underage and service to minors. See http://www.mcmaster.ca/policy/ for McMaster’s Alcohol Policy
- Possessing, using, exchanging, manufacturing or selling illegal drugs
- Possessing, storing or using any firearm, weapon, hazardous material or explosive
- Fraud, Vandalism and Theft
- Engaging in verbal or non-verbal intimidating, offensive, threatening or disruptive communication or actions toward an individual or group
- Setting fires or tampering with fire and emergency equipment
- Trespassing or misuse of University keys
- Failing to complete a sanction for a major offence

Remember, Federal, Provincial and Municipal Laws apply on Campus too!

SANCTIONS

Sanctions may be used independently or in combination for any single violation. The following are some examples of disciplinary sanctions:
- Written Warnings
- Educational Sanctions (workshops, written essays, apologies)
- Behavioural Contracts
- Fines
- Loss of parking, library or extra-curricular privileges
- Persona Non Grata (PNG)
- Suspension or Expulsion

PROCEDURAL GUIDELINES Review Meeting

A Review Meeting is an alternative format to a formal Hearing, offered to a student who has established that extenuating medical circumstances have caused his/her behaviour. It is not intended to excuse such behaviour but instead to support students who have mental health disabilities while balancing the overall needs of the McMaster community. For more details about review meetings, please see http://www.mcmaster.ca/univsec/policy/StudentCode.pdf appendix F.

QUARTERS: Restaurant by Day, Bar by Night

Quarters, McMaster’s on-campus Bar and Restaurant, is owned and operated by the McMaster Students’ Union and operates under its own policies and procedures, but also must abide by the SCC, municipal, provincial and federal laws governing behaviour and use of alcohol. Consumption of alcohol is only permitted for students who are of legal drinking age. Non compliance may result in denial of admission or removal from the premises.

LIBRARIES: A Peaceful Place to Work and Study

McMaster is home to Mills Memorial Library, Inns Library, H.G. Thode Library and the Health Sciences Library. Students have the privilege of using library services and facilities, provided they follow library regulations and policies. Library users must show consideration for others: loud talking, rude conduct, carrel claiming and all other forms of inappropriate behaviour can result in disciplinary action and the suspension of library privileges.

McMaster SECURITY OFFICERS

McMaster Security Officers are Special Constables. They have the power to arrest, investigate and lay charges (independent of SCC violations and consequences). In many cases, they assist in the investigation process for potential SCC violations.

FINES

<table>
<thead>
<tr>
<th>Offence</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excessive Noise</td>
<td>Up to $50.00</td>
</tr>
<tr>
<td>Smoking in a non-designated area</td>
<td>Up to $50.00</td>
</tr>
<tr>
<td>Failing to complete a sanction</td>
<td>Up to $100.00</td>
</tr>
<tr>
<td>Contravening the Liquor License Act</td>
<td>Up to $130.00</td>
</tr>
<tr>
<td>Tampering with fire safety equipment</td>
<td>$130.00</td>
</tr>
<tr>
<td>Possession, use or trafficking illegal substances</td>
<td>Up to $500.00</td>
</tr>
</tbody>
</table>

*Repeat offences may result in increased fines