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|  CAPILANO UNIVERSITY | Procedure Number | Officer Responsible |
| | B.701.1 | Vice President, Academic and Provost |
| | Policy Name | |
| | Student Conduct Board Procedure | |
| Policy This Procedure is Under | | Date of next Policy Review |
| Student Code of Conduct (B.701) | | 2019 |
| Date Issued | Date Revised | Related Policies, Reference |
| April 26, 2017 | | Student Code of Conduct; Standards of Conduct; Senate Student Appeals Committee |

1. PURPOSE

- 1.1. The procedures set out in this document are designed to support the administration of the Student Conduct Board and the University's goals of upholding safety and security. These procedures provide the mandate and structure by which the Student Conduct Board operates.

2. MANDATE

- 2.1. The Student Conduct Board supports the administration of Policy B.701 – Student Code of Conduct by providing adjudication in escalated complaints that involve one or more student Respondents.
- 2.2. The Student Conduct Board operates under the principles of natural justice and must ensure that procedural fairness is established during all proceedings.

3. BOARD MEMBERSHIP

- 3.1. The Board membership will consist of the following:
- The Associate Vice-President, Student Success who oversees the activities of the Board;
 - The Manager, Student Affairs and Services;
 - Faculty members who are appointed by the Associate Vice-President, Student Success;
 - Staff members who are appointed by the Associate Vice-President, Student Success; and
 - Student members who are approved by the Capilano Students' Union and appointed by the Associate Vice-President, Student Success.
- 3.2. The Manager, Student Affairs and Services is responsible for the recruitment of staff and faculty Student Conduct Board members. The Associate Vice-President, Student Success will review and appoint the candidates. Staff and faculty must obtain written approval from their direct supervisor or Dean prior to their appointment to the Student Conduct Board.

- 3.3. Faculty and staff who have been identified as having other roles in the investigation and adjudication process including, but not limited to, the Student Affairs Officer and members of the Senate Student Appeals Committee, may not become members of the Student Conduct Board.
- 3.4. The Manager, Student Affairs and Services liaises with the Capilano Students' Union to maintain an effective application and interview process for student members. The Associate Vice-President, Student Success will review and appoint the candidates at the conclusion of this process.
- 3.5. Student members may not simultaneously hold any position in student governmental bodies such as the Capilano Students' Union due to the potential for conflict of interest. Additionally, students or employees serving on the Senate Student Appeals Committee may not become members of the Student Conduct Board.
- 3.6. Student Conduct Board members will receive no additional compensation or reimbursement for their time or role on the Student Conduct Board.

4. TRAINING

- 4.1. The Office of Student Affairs is responsible for the development and offering of training for all Student Conduct Board members in areas such as natural justice, evidence review, confidentiality, and relevant policies/procedures. This training must be completed by all Student Conduct Board members prior to adjudicating any Student Conduct Board cases.
- 4.2. Student Conduct Board members will be provided with training annually as scheduled by the Office of Student Affairs. Interim training may also be scheduled for new Student Conduct Board members where there is considerable difference between their date of appointment and the regularly scheduled annual training.

5. FORMATION AND COMPOSITION OF A TRIBUNAL

- 5.1. In the event that a case is referred to the Student Conduct Board, a Tribunal will be formed to adjudicate the case. The Tribunal will be selected from the existing Student Conduct Board membership.
- 5.2. The designated Chair for each Tribunal will be the Manager, Student Affairs and Services. In the event that the Manager, Student Affairs and Services is unable to complete this duty, the Associate Vice President, Student Success (or designate) will act as Chair.
- 5.3. The Tribunal, in the case of a Student Code of Conduct complaint, will consist of the following:
 - One (1) faculty member;
 - One (1) staff member; and
 - Two (2) students.

- 5.4. The Chair will consider factors such as department, academic program, and existing relationships to avoid any conflict of interest that may exist when forming the Tribunal. Student Conduct Board members must disclose any previously unknown conflicts at the time they receive an appointment to a Tribunal.
- 5.5. The Chair may also request that the Associate Vice-President, Student Success appoint other community members to a particular case if the appropriate composition cannot be attained through the existing membership.
- 5.6. In situations where information is deemed highly sensitive and/or confidential, the Chair, in consultation with the Associate Vice-President, Student Success, may determine the need to compose a Tribunal that includes no student representation. In such cases, the Tribunal will include one additional faculty member and one additional staff member.
- 5.7. The Chair ensures that Student Conduct Board members have completed the training noted in Section 4 prior to their appointment to a Tribunal.
- 5.8. The Chair may also recommend, to the Associate Vice-President, Academic and Provost, the appointment of an external adjudicator in lieu of a Tribunal for matters that are deemed extremely sensitive, where the nature and extent of the incident may be perceived to predispose or bias community or Student Conduct Board members, or where special expertise is required.

6. ANNUAL BOARD MEETING

- 6.1. The Associate Vice-President, Student Success (or designate) is responsible for scheduling and chairing an annual meeting of all members of the Student Conduct Board.