Approving University Official(s): Provost
Responsible Unit: Office of Student Rights and Responsibilities
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Student Code of Conduct Procedures

Purpose

These procedures establish a clear and consistent framework for Student Code of Conduct Policy (the "Policy") sets out and defines the standard of conduct expected of all students while enrolled at Yorkville University ("Yorkville"). It provides guidance to ensure alignment with the institution's operational, academic, and regulatory obligations, and supports Yorkville's commitment to expect students to conduct themselves in a manner consistent with the educational objectives of the University in accordance with generally accepted standards of behavior, and in accordance with other published University policies.

Scope

These procedures apply to:

- All students studying at any Yorkville University or Toronto Film School location or online at Yorkville University or Toronto Film School Online, including those on leave or currently suspended.
- Student conduct off campus when:
    - Students attend an off-campus activity or event as part of a course or an organized class activity.
    - Students participate in an off-campus activity that is organized and/or sanctioned by the University or School.
    - Students are representatives or delegates of the University or School at an off-campus activity, event, or function.
    - The conduct, regardless of where it occurs, may adversely affect teaching and learning or the functioning of the University or School or may damage the reputation of the University or School.
- Students who invite guests to any Yorkville University or Toronto Film School campus, or any off-campus activity, function or event such as those identified above, and those guests engage in misconduct as defined in this policy.
- Student conduct via telephone, computer, or other electronic device using email, text, social media technologies, etc.

In addition to any disciplinary or remedial actions taken against a student found to have committed a non-academic misconduct, Yorkville University, Toronto Film School and Toronto Film School Online reserve the right, notwithstanding anything contained herein, to refer that student to civil or criminal authorities.

Procedures

The following is a list of misconduct for which students may be subject to disciplinary action. It is not an exhaustive list, and students should be aware that their actions may still be considered misconduct even if not in the list below.

1. The use of violence, including: the actual or attempted exercise of physical force against any member of the Yorkville community that causes or could cause physical injury; making statements or acting in a way that a reasonable person would interpret as a threat to exercise physical force against a member of the Yorkville community that could cause physical injury.
2. Actions, oral statements, and written statements which threaten or violate the personal safety of any member of the faculty, staff, or other students, including threats of bodily harm or sexual assault.
3. Bullying, which includes the use of physical or verbal actions intended to intimidate, coerce, or harm an individual or group perceived to be vulnerable.
4. Cyberbullying, which as defined by the Nova Scotia 2013 Cyber-safety Act, is any electronic communication through the use of technology including, without limiting the generality of the foregoing, computers, other electronic devices, social networks, text messaging, instant messaging, websites and electronic mail, typically repeated or with continuing effect, that is intended or ought reasonably be expected to cause fear, intimidation, humiliation, distress or other damage or harm to another person's health, emotional well-being, self-esteem or reputation, and includes assisting or encouraging such communication in any way.
5. Any conduct which interferes with or threatens to interfere with the educational process, or any activity organized by the institution or by any of its faculties, schools, departments, divisions, clubs, or societies.
6. Any conduct which interferes with the right of any member of the University/School community to carry on their legitimate activities and/or to speak to or associate with others.
7. Possession of real or replica firearms or other weapons, explosives, or toxic substances on Yorkville premises.
8. Behaviours suggesting use of, possession of, or impairment by alcohol, cannabis, valid prescription or non-prescription medications or other noxious substance that may affect behaviour/cognition on University/School premises, at a University/School sponsored or associated event, or during in-person or virtual clinical, class, or lab sessions.

9. Actions, oral statements, and written statements aimed at one or more specific individuals based on the race, ancestry, place of origin, colour, ethnic origin, citizenship, gender, sexual orientation, gender expression, creed, age, marital status, family status, disability, receipt of public assistance or record of offenses of that individual or group of individuals.
10. Harassment of any kind, that has the effect of creating a hostile or offensive environment for any student, faculty member, or staff member.
11. Possessing without permission, damaging, defacing, destroying, or misusing University/School property.
12. Failure to promptly comply with any reasonable directive from faculty members or University/School officials.
13. Failure to maintain confidentiality and respect the privacy of personal or professional information communicated about clients, one's employer, other students, faculty, staff, or their employers.
14. Distribution, falsification, or invention of any information or document, including documents published online or in social media.
15. Lying or knowing misrepresentation during a University/School investigation.
16. Hazing, which is defined as an act which endangers the mental or physical health or safety of a student for the purposes of initiation or admission into, affiliation with, or as a condition for continued membership in, a group or organization.
17. Contravention of provisions of the Criminal Code or other federal, provincial, or municipal statutes or regulations.
18. Contravention of provisions of the Criminal Code or other federal, provincial, or municipal statutes or regulations, including violations of local bylaws. The University/School has the right to report such contraventions to the appropriate authorities.
19. Persuading, inducing, encouraging, aiding, or conspiring with another student to commit misconduct as defined in this policy.
20. Non-compliance with any conditions, sanctions, penalties or remedial requirements imposed under any University/School policy, or any other laws, rules and regulations.

Incidents and Complaints

Procedures for filing grievances or reporting incidents related to student non-academic conduct are approved by the Provost and are available from the Office of Student Rights and Responsibilities (https://myyu.ca/osrr/).

Procedures Related to Non-Academic Misconduct Incidents and Complaints

1. When a member of the University/School community has knowledge of or suspects that a student has committed an offense under the Student Non-Academic Conduct policy, an Incident Complaint Form (for student use) or Misconduct Complaint Form (for non-student use) (obtained through the Office of Student Rights and Responsibilities) will be completed and submitted along with all relevant documentation to the Office of Student Rights and Responsibilities (OSRR).
2. The OSRR will notify the student via email within two (2) business days that an Incident Report has been received, inform the student of the nature of the alleged offence, and of the range of potential penalties that might be imposed or recommended after an objective investigation and determination, based on the balance of probability. In cases

where a finding of fault is determined, the OSSR may first attempt to resolve the matter by mutual agreement and/or mediation.

If mutual agreement and/or mediation are not possible or fail to resolve the matter, additional actions or sanctions may be recommended to resolve the issue.

In cases where a finding of fault is determined upon investigation, the OSRR will inform the student of their rights to challenge the allegation and to appeal decisions. The student will be invited to comment on the incident and provide any additional relevant documents and arguments concerning the incident. The student must submit such comments, documents, and arguments to the OSRR within two (2) business days.

Urgent Response Situations

When student misconduct threatens the safety of any person or property, or where it may incite others to cause harm, or appears to violate federal, provincial, or municipal law, University/School officials will act expeditiously to contact and involve appropriate authorities to remove the student from University/School property. In most cases, the Campus Registrar, a representative from the Office of Student Rights and Responsibilities, or a member of the campus leadership team will be responsible for summoning authorities and removal of the student from University/School property.

In case of an immediate and critical emergency, any member of the University/School community should call 911.

When the OSRR, having completed an assessment of risk, in consultation with relevant campus leaders have reasonable grounds to believe an incident of alleged student misconduct implies an ongoing threat to the safety of any person or property, the Student Liaison, may recommend to the relevant campus leader that the student be temporarily suspended from study and be barred from access to campus and online resources pending the outcome of an investigation for a maximum of 14 days. This temporary suspension may be extended to a maximum of 90 days with the approval of the OSRR Manager and/or the VP responsible for the OSRR.

Procedures for Investigating and Prosecuting Non-Academic Offenses
Procedures related to the Student Code of Conduct and non-academic offenses are approved by the Provost's Academic Cabinet and are available from the Office of Student Rights and Responsibilities (https://myyu.ca/osrr/).

1. Student Liaison Authority
   A Student Liaison from the Office of Student Rights and Responsibilities will be responsible for investigating and prosecuting offenses under the Non-Academic Code of Conduct policy. The Student Liaison has the authority to:

   a) Determine that no misconduct occurred.
   b) Arrange for the resolution of a complaint by mutual consent through mediation.
   c) Impose one or more of the penalties specified in the penalties below.
   d) Where the Student Liaison believes one or more non-academic misconducts occurred, and a penalty stronger than those allowed below is appropriate, the

Student Liaison will forward all information to the to the Student Conduct Committee for further review and action.

2. Student Conduct Committee Composition and Authority
The Vice President responsible for Student Rights and Responsibilities shall convene a Student Conduct Committee to consider Student Conduct cases referred to them by the Manager, Office of Student Rights and Responsibilities, and to consider cases where the recommended penalty or penalties are identified below in the "Progressive Sanctions for Repeated Offenses" section as "Third or Subsequent Offence" penalties.

A Student Conduct Committee comprises:

a) The Vice President responsible the Office of Student Rights and Responsibilities (Chair)
b) One additional academic or academic support Vice President or Associate Vice President
c) One Dean, Associate Dean, or Program Head from a faculty offering the same level of credential as the student's program (Masters, Degree, Diploma), but not from the student's program.
d) Manager, Office of Student Rights and Responsibilities or designate (non-voting)

Subject to the requirements above, voting members of a Student Conduct Committee can be drawn from any campus.

The Committee will act in compliance with procedures that respect the rights of students accused of misconduct and that are consistent with natural justice.

In cases going forward to the Student Conduct Committee, students:

a) Prepare a written request to the Student Conduct Committee presenting arguments and evidence addressing one or more of the allowable grounds for appealing the recommended decision and indicating the desired outcome.

b) Have the right to request an oral hearing.

    i. The oral hearing will occur after a preliminary review of the case by the Student Conduct Committee. In the event the Student Conduct Committee allows the appeal upon preliminary review, the student will be advised of the decision and can decide if they still want to proceed with the oral hearing.
    ii. The oral hearing will occur during the regular meeting times of the Student Conduct Committee, but the student will be provided a minimum of 10 working days' notice prior to the scheduled hearing. In the event the student does not appear for the hearing, the Student Conduct Committee will proceed with their consideration of the appeal.
    iii. Where an oral hearing is requested and does occur, all individuals present at the hearing including the student, non-voting members, and the Student Conduct Committee, must respect the confidential nature of the proceedings and not disclose details of the hearing. The exception to this

would be the sharing of relevant information with support persons or legal counsel.

iv. Are entitled to have a support person (self-provided by the student) at the oral hearing: friend, family member or another student.

The Student Conduct Committee has the authority to:

a) Determine that no misconduct occurred.
b) Arrange for the resolution of a complaint by mutual consent through mediation.
c) Impose one or more of the penalties specified below as "First Offence" or "Second Offence" penalties.
d) Recommend one or more of the penalties specified below as "Third or Subsequent Offences" penalties to the Provost. The Provost, or their delegate, acting in accordance with student rights and the principles of natural justice, shall, after reviewing the case in its entirety, approve the recommendation, or reach an alternate decision than that recommended by the Student Conduct Committee.

3. Non-Academic Incident Records
   a. Records relating to each incident report, including records showing the outcome of the incident, will be added to the student's University/School record and retained for 5 years.
   b. The Office of Student Rights and Responsibilities will maintain a record of the number, nature, and disposition of student conduct incidents.

4. Confidentiality

In all student conduct cases, the University/School, faculty, and staff will protect personal information and handle all records in accordance with applicable legislation in force at the time (e.g., the Freedom of Information and Protection of Privacy Act), where applicable in the circumstances, and in keeping with any professional obligations.

The University will share identifying information only in circumstances where it is necessary to comply with the terms of the Code of Conduct, to address safety concerns, or to satisfy a legal reporting requirement(s). In cases where information must be shared, the University/School, faculty, and staff will only disclose the minimum amount of information needed to allow such concerns to be addressed. Such circumstances include those where:

a) an individual is at risk of self-harm;
b) an individual is at risk of harming others;
c) there are reasonable grounds to be concerned with future risk to the safety of the University Community, property and/or the general public;
d) disclosure is required by law; (e.g., risk of harm to a minor); or, to comply with legislation;
e) it is necessary to comply with the reporting requirements of regulatory bodies;
f) it is necessary to share information between appropriate staff within their offices for the purpose of supporting the student.

Further limits to confidentiality may occur if the University is subject to legal proceedings

that compel the disclosure of information.

Penalties for Non-Academic Conduct Offenses
Disciplinary measures that might be imposed, singularly or in combination, include but are not limited to:

a. Warning – A notice in writing to the student that they have been found culpable of non-academic misconduct.
b. Apology – A requirement that the student apologize, verbally and/or in writing for the misconduct.
c. Temporary or permanent transfer of a student out of one section and into another section of a course.
d. Probation – A written reprimand for the misconduct, coupled with a designated period of probation with a signed undertaking to not encourage, engage or participate in further instances of misconduct.
e. Non-Academic assignments – completion of educational content intended to address or partially address the misconduct in question.
f. Loss of Privileges – Denial of specified privileges or denial of access to some of the University/School facilities for a designated period.
g. University/School/Community service – completion of unpaid service to the University/School/Community (not to exceed 25 hours).
h. Course Removal – removal of the student from one or more courses for one or more terms.
i. Short-term suspension – the student will temporarily not be allowed on the University/School campus, physically or virtually, nor will they be allowed to receive instruction or access to their courses or submit any assignments during that time. However, students may be required to complete prescribed remediation while suspended. Short-term suspensions will normally not exceed 14 days when prescribed by an OSRR Student Liaison but may extend to a maximum of 90 days with the approval of the OSRR Manager and/or the VP responsible for the OSRR.
j. Fines – Previously established and published fines may be imposed.
k. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
l. Discretionary Sanctions – Work assignments, service to the University/School, or other related discretionary assignments.
m. Suspension without re-application – suspension from the University/School for a defined period not exceeding 18 months, after which the student may return without re-application. Conditions for the end of the suspension period that need to be met by the student may be specified.
n. Suspension requiring re-application - suspension from the University/School for a defined period not to exceed 18 months, after which the student is eligible to re-apply for admission, starting with the Admissions Department. Re-admission is not guaranteed, and conditions may need to be met prior to the re-admission process beginning.
o. Expulsion – Permanent separation of the student from the University/School. Official records, including the student's transcript, may read "Involuntary Withdrawal – Student Misconduct."

Progressive Sanctions for Repeated Offenses

Where an offense under this policy entails serious threats to the health, safety, or well-being of persons or property, or is otherwise of a very serious nature, the Student Conduct Committee may impose a penalty appropriate to the offense, regardless of whether it is a first, second, or subsequent offense by a student. However, normally, OSRR Student Liaisons and/or the Student Conduct Committee will apply progressively more harsh penalties to students who repeatedly contravene this policy

First offence: One or more of the following sanctions or penalties may be applied for a first offense:

1. Warning – A notice in writing to the student that they have been found culpable of non-academic misconduct.
2. Apology – A requirement that the student apologize, verbally and/or in writing for the misconduct.
3. Probation – A written reprimand for the misconduct, coupled with a designated period of probation with a signed undertaking to not encourage, engage or participate in further instances of misconduct.
4. Non-Academic assignments – completion of educational content intended to address or partially address the misconduct in question.
5. Temporary or permanent transfer of a student out of one section and into another section of a course.

Second Offence: In addition to those listed above, one or more of the following sanctions or penalties may be applied:

1. Loss of privileges - denial of certain privileges, denial of access to some of the University/School facilities for a designated period of time.
2. Fines – Previously established and published fines may be imposed.
3. University/School/Community service – completion of unpaid service to the University/School/Community (not to exceed 25 hours).
4. Course Removal – removal of the student from one or more courses for one or more terms.
5. Temporary suspension – the student will temporarily not be allowed on the University/School campus, physically or virtually, nor will they be allowed to receive instruction or access to their courses or submit any assignments during that time. However, students may be required to complete prescribed remediation while suspended. Short-term suspensions will normally not exceed 14 days when prescribed by an OSRR Student Liaison but may extend to a maximum of 90 days with the approval of the OSRR Manager and/or the VP responsible for the OSRR.

Third or Subsequent Offence: In addition to those listed above, one or more of the following sanctions or penalties may be applied:

1. Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
2. Suspension without re-application – suspension from the University/School for a defined period not to exceed 18 months, after which the student may return without re-application. Conditions which need to be met may be specified.
3. Suspension requiring re-application - suspension from the University/School for a defined period not to exceed 18 months, after which the student is eligible to re-apply for admission, starting with the Admissions Department. Re-admission is not

guaranteed, and conditions may need to be met prior to the re-admission process beginning.

4. Expulsion - permanent removal of the student from the University/School. Official records, including the student's transcript, will read "Involuntary Withdrawal – Student Misconduct."

Related Information

- Student Code of Conduct.

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Office of Student Rights and Responsibilities
Email: studentrightsandresponsibilities@yorkvilleu.ca
studentrightsandresponsibilities@torontofilmschool.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	January 1, 2024	-	Provost
1.1	September 25, 2025	Updated to new template	-