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INTRODUCTION
Algoma University is the smallest university in Ontario, offering undergraduate studies in over 30 programs. Since its establishment in 1965, Algoma University is committed to providing students with multicultural learning experiences and access to academic support to foster student success. We find our students benefit from learning in a cross-cultural and diverse community. We embrace our university’s mission to cultivate cross-cultural learning between Aboriginal communities and other groups. We live, learn, study, and work together.

STUDENT RIGHTS & RESPONSIBILITIES
The guide has been created to educate and promote accountability among Algoma University students towards their fellow peers, faculty, and surrounding community members. The guide addresses the specific rights and responsibilities that students have to prevent disruption to their education, safety, dignity and the enjoyment of their rights. It also identifies the rights and responsibilities that the university must uphold concerning our students. This guide will ensure students have access to a high equality learning experience while upholding their rights and responsibilities.

In general, students have certain rights and responsibilities that if adhered to harmoniously, will foster a healthy learning environment.

Students have the **Right to**
- academic pursuit
- to participate in student oriented activities at the University without harassment, discrimination or bullying
- freedom of inquiry and expression on campus and to engage and participate in dialogue and to examine diverse views and ideas
- fair procedure as outlined in the policies of Algoma University
- respect for one’s personal property and confidentiality

Students are **Responsible to**
- not disrupt or interfere with university activities (classes, university programming, student co-curricular activities, etc.)
- behave in a manner that does not harm or threaten to harm the physical or mental well-being of others
- uphold an atmosphere of civility, honesty, equity and respect for others thereby valuing the inherent diversity in our community
- consider and respect the perspectives and ideas of others even when the student does not agree with their perspectives or ideas
- respect to the property of others including the property of the University
- be fully acquainted with and adhere to the university policies, procedures and rules
- respect the privacy of others
- obey public laws
WHO DOES THIS APPLY TO?
The rights and responsibilities outlined in this guide applies to students and student groups, and all references to “student” include “students” and “student groups.” Student hosts are responsible for the conduct of their guests and the University expects and requires that they discourage inappropriate behaviour. All students and student groups are bound by University policies and regulations. Students who breach university standards and university policies will be sanctioned under each individual policy. This guide summarizes important information and policies, however in the case of any violation the university will refer directly to the sanctions and procedures of the policy in question.

ACADEMIC DISHONESTY
The Disciplinary Regulations on Academic Dishonesty Policy is designed to preserve the credibility of certificates, diplomas and degrees by ensuring the grade reports demonstrate the true capability of students. This regulation shall apply to any academic work submitted by a student to meet course requirements.

Acts of academic dishonesty includes, but is not limited to plagiarizing or falsifying submitted academic work for evaluation:

Upon determining an act of academic dishonesty, possible penalties include:

- A grade of “0” for the work in question;
- A grade of “0” for the course;
- A failing grade of X for the course in which the offence was committed;
- Probation;
- Suspension;
- Expulsion; and
- Repeal of the degree

To find out more what happens if you have been accused of Academic Dishonesty or want to appeal a sanction received for Academic Dishonesty please click here: Academic Dishonesty
ACADEMIC PROBATION
Academics are extremely important here at Algoma University and students, who do not meet the university requirements, have supports in place to help them improve on their academic standings. Students who do not meet the requirements of their program will face either probation, a program change, or suspension.

**PROBATION**
- Fails more than 6 credits in an academic year or in a sequence of 30 credits
- Does not maintain a minimum average of 60% on all courses required for the major or an overall average of 60% on passed courses in an academic year or in a sequence of 30 credits

**CHANGE PROGRAM**
- Does not maintain a minimum average of 60% on passed courses required for the major in an academic year or in a sequence of 30 credits
- Has not maintained the minimum grade requirements in all courses designated by the program of study as having a minimum grade of 60%.

**SUSPENSION**
- Does not satisfy all the conditions of admission in one year or 30 consecutive credits
- Fails more than 42 credits
- Has not achieved good academic standing in 2 consecutive years or 60 consecutive credits.
BOUNCE BACK
Algoma University has created Bounce Back as an academic support program to help students who have earned an average of less than 60%. The goal of this program is to help students on academic probation better understand the challenges encountered in the previous semester, develop new goals and identify strategies to achieve those goals.

For more information contact bounceback@algomau.ca

WHAT IS BOUNCE BACK?
Bounce Back is an academic support program for any student who has earned an average of less than 60%. Students who opt-in to the program (September or January) are matched with a staff member or mentor of the program. The Bounce Back Team will work individually with each participant to better understand the challenges encountered in the previous semester, develop new goals and identify strategies to achieve those goals. The Bounce Back Team will also help students access the network of campus resources that can help to build new skills and improve success.
ACADEMIC APPEALS POLICY
The Appeals Committee is a Committee of Senate charged with considering student appeals with respect to grades, examinations, term assignments and tests, academic dishonesty, and the general conduct of the course involved. A student may appeal a grade at any time before, or within 15 days after, the release of an official grade for the course involved.

Stage 1
• A student wishing to appeal a grade must first contact the faculty member teaching the course in question within 15 days.
• The student and the faculty member should meet to review the grading procedures and the student’s grades on individual assignments, essays and exams.

Stage 2
• If a satisfactory solution is not met, the student may appeal to the Divisional Chair within 10 days of the meeting between the student and the faculty member.

Stage 3
• If satisfactory results are not achieved in either of the two previous stages, the student may initiate a formal appeal process.
• A formal appeal comprises of a written statement by the student detailing the grounds for the appeal and what would constitute a satisfactory outcome from his/her point of view, and any supporting documentation or evidence that the student wishes to be considered.

Stage 4
• If mediation does not produce a satisfactory result, or if the party refuses to attempt mediation, the appeal is sent to the appeals committee by the Dean.

To view the full Academic Appeals policy, please click here: Academic Appeals Policy
COMMUNITY STANDARDS FOR STUDENT CONDUCT
In accordance with these rights and responsibilities, students at Algoma University are responsible for conducting themselves in a way that supports research, teaching and learning, and upholding an atmosphere of politeness, diversity, equality, and respect in their interactions with others.

Algoma University would like to keep students to a high standard when interacting on campus and within the surrounding community. Students are provided with the necessary resources and information to understand the different policies, procedures and rules here at Algoma University. Students are required to refrain from the abuse of or disrespect for policies, disruption of university activities, damage of the property of the university or its members, threats of harm, and conduct that would be recognized as a breach of the law and/or disregard for the health and safety of the university community or its members. It is important to follow these community standards when attending Algoma University as it will allow for everyone to experience the university in a safe and proper manner.

STUDENT CODE OF CONDUCT (NON-ACADEMIC)
Algoma University students are expected to conduct themselves in a manner that is appropriate for an inclusive and supporting educational environment. Each student is responsible for their actions and should be respectful of others. Students are encouraged to report all incidents related to poor or harmful conduct.

The Student Code of Conduct covers, but is not limited to; behaviour towards students and staff, damage to personal property, illegal activities, falsifying information, threats to others, and unauthorized use of Algoma University facilities. The Code applies to any student taking part in events or activities (both on and off campus) in which the University has responsibility or oversight.

If a student has breached the Student Code of Conduct, they could face very serious implications such as suspension or expulsion so it’s very important to review the Code and understand fully what is expected in terms of conduct and what to do in case you have been impacted negatively by another student’s behaviour.

Algoma University has procedures in place for students who would like to file a complaint or appeal a sanction regarding the Student Code of Conduct.

For more information about Algoma University’s Student Code of Conduct or to find out how to file a complaint or appeal a sanction click here:

Student Code of Conduct
Student Code of Conduct Procedures
### STEPS TO TAKE WHEN YOU ENCOUNTER CONCERNING BEHAVIOUR ON CAMPUS

<table>
<thead>
<tr>
<th>DISTRESSED BEHAVIOUR</th>
<th>DISRUPTIVE BEHAVIOUR</th>
<th>DISTURBING BEHAVIOUR</th>
<th>POTENTIAL THREAT</th>
<th>THREATS &amp; VIOLENCE</th>
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</thead>
</table>
| • Decline in appearance and personal hygiene  
• Sudden change in attitude (e.g. withdrawal, becoming unusually quiet)  
• Expressed feelings of persecution, extreme distrust in people with authority  
• Coming to work or class under the influence of alcohol and/or drugs  
• Increased absenteeism (missing work, appointments)  
• Decline in work performance or decline in academic work  
• Repeated expressions of hopelessness, helplessness, desperation or persecution | • Monopolizing discussions, interrupting other speakers  
• Yelling and/or refusing to comply with direction (e.g., to leave an office or class upon request)  
• Annoying contact, phone calls, social media or emails  
• Undermining work  
• Demeaning commentary | • Observable fascination with acts of violence and/or weapons  
• Displays of unwarranted anger  
• Aggressive or extreme remarks or reactions (e.g., to criticism of work or academic performance in person or in writing)  
• Sabotaging projects or equipment  
• Conspicuous shunning, staring, silence  
• Acts of bullying/harassment | • Individual discloses that a current or former partner has assaulted them or has threatened to harm them in the workplace  
• Individual discloses a history of violence against them  
• Individual discloses they are afraid of someone coming to the University to harm them  
• Persistent, unwanted, or obsessive contact or other harassment/bullying  
• Threatening phone calls, emails, social media or other correspondence | • Direct threat to harm  
• Challenges to fight/shoving  
• Physical attacks  
• Display or threat to use a weapon |

### WHAT TO DO

**Person is distressed, but behaviour is not disruptive:**
- **Student:** Refer to Student Services  
- **Staff/Faculty:** Refer to the Employee Assistance Program (EAP)

**No change in behaviour after your discussion:**
- **Student:** Report behaviour to Student Services  
- **Staff/Faculty:** Report behaviour to your Manager who will contact Human Resources

**The individual is unwilling to seek assistance:**
- **Student:** Report behaviour to the Director Student & Ancillary Services  
- **Staff/Faculty:** Report behaviour to your Manager who will contact Human Resources

### NOTES:
- If based on human rights grounds (e.g. sex, sexual orientation, race, disability etc.) contact the Human Rights and Equity Office at equity@algomau.ca
- If the complaint is about your manager, you should raise the concern with the person to whom your Manager reports.
- Managers should establish emergency protocols for persons with disabilities
- For workplace violence and harassment policies and programs contact Health & Safety Officer ext. 4373  
  healthandsafety@algomau.ca

### CONTACT INFORMATION:
- **Security Team**
  - Email: securityteam@algomau.ca
  - Phone ext. 4444

- **Employee Assistance Program**
  - Online: www.lifebalance.net
  - Toll-free 1-877-630-6701

- **Human Resources**
  - Online: http://www.algomau.ca/about/administration
  - Email hr@algomau.ca
  - Phone ext. 4112

- **Student Services**
  - Online: http://www.algomau.ca/student_life/student_services
  - Email: studentlife@algomau.ca
HUMAN RIGHTS POLICY
Algoma University promotes teaching, scholarship and research, and the free and critical discussion of ideas. The University is committed to providing a working and learning environment that allows for the full and free participation of all members of the University community in an atmosphere where academic freedom is paramount.

The Board of Governors of Algoma University believes that all members of the University community have the right to study, to work, and to live in an environment free from all forms of harassment and discrimination. This policy promotes a pro-active approach that includes education and prevention.

The Human Rights Policy responds to the University’s responsibility under the Human Rights Code to prevent discrimination, to provide procedures to handle complaints, to resolve problems, and to remedy situations when a violation of this policy occurs.

The policy outlines the responsibility that all sectors of Algoma University have in maintaining a work and educational environment based on mutual understanding and respect, to eliminate discrimination, and to work together to prevent it.

To view the full Human Rights Policy, please click here: Human Rights Policy
To view the Procedures for the Human Rights Policy (e.g. how to file a complaint), please click here: Human Rights Policy Procedure

HEALTH & SAFETY
Students at Algoma University should know that Health and Safety is taken seriously. Everyone, regardless of position or role, has a part to play in creating and maintaining an injury free environment. All students are required to ensure they use caution on campus, follow rules and policies, and must report any potential risks to a staff member or security. Be aware of your surroundings, pay attention to signage, report any unusual activity or suspicious people, and keep your valuables in a safe location.

To read more about campus safety please click here: Campus Safety
If a student fails to follow all rules or knowingly increases the risk injury to those around them, they could be in breach of the Student Code of Conduct (Non-academic) and face disciplinary measures.

For more information about Algoma University’s Health and Safety Policy please click here: Health and Safety Policy
WORKPLACE VIOLENCE
As a student of Algoma, you are expected to treat others, and be treated, with respect and dignity. Students, staff and faculty are encouraged to interact with each other in a respectful manner, free from harassing, discriminating, or violent behaviour. This includes the way we interact with each other in classrooms, offices, student areas, and by email or other means of communication.

Algoma University will take whatever steps are reasonable to protect workers and students from workplace violence and harassment. Victims will be provided support by the university and thorough processes to ensure those guilty of violent or harassing behaviours are dealt with under the policy.

For more information Algoma University’s Workplace Violence and Harassment program, or to find out how to file a complaint click here: Work Place Violence Policy

SPEAK EASY CAMPUS BAR
The Speak Easy is Algoma University’s campus bar and is there to provide a fun and safe environment for students to enjoy events and interact socially. Algoma University students under the age of 19 are required to sign a Speak Easy Minor Contract, which outlines the rules and regulations minors are to follow while using the campus bar. Failure to comply with the rules and regulations defined in the Speak Easy Minor Contract or the Alcohol and Gaming Commission of Ontario (AGCO) could result in refusal of entrance or subject to further sanctions outlined in the Student Code of Conduct.

For more information about Algoma University’s Speak Easy Minor Policy please click here: Speak Easy Minor Policy

ALGOMA UNIVERSITY OFF-CAMPUS STUDENT EVENTS
Many students at Algoma will take part in field trips or extracurricular activities off campus. The activities are designed to enhance the student experience and provide opportunities for students to have fun. Students who participate in Algoma University funded events that take place off-campus are required to comply with the rules and regulations outlined in the Off-campus Student Event policy. The policy requires the Event Coordinator to have participants sign waivers and provide emergency contact information.

For more information about Algoma University’s Off-Campus Student Event Policy please click here:

Off Campus Student Event Policy
Off Campus Student Event Procedures
USE OF SOCIAL MEDIA
There are number of popular social media tools used by students to connect and communicate with each other. When used properly, these tools are a great way to interact with other students or to find out what’s happening on campus and in our community. Algoma University students are expected to use social media in an appropriate manner, free of harassment, slander, or bullying of other Algoma University members. Any student or students found to be using social media in any way that violates another Algoma University member’s rights or causes undue harm to another individual on campus will be subject to disciplinary action under the Student Code of Conduct Non-academic or the Human Rights Policy.

USE OF INFORMATION TECHNOLOGY SERVICES
Access to IT services is a very important privilege and critical to student success. The university has many resources and accessible computer labs available to students. The use of Algoma University’s information technology services and resources, including connecting your personal device to the University network, is governed by all applicable university policies; local, provincial and federal laws; and software licenses.

As a condition of access to information technology services and facilities, students are expected not to compromise the integrity of any computing or communications system; attempt to disrupt, degrade, or interfere with the normal operation of any information technology service or facility; not to download or use unlicensed or unauthorized copies of computer software; not to download, display or transmit information that violates Canadian laws (i.e., copyright, criminal code).

In the case where the university suspects that there has been abuse or misuse of the services and resources provided, the Director of Information Technology Services may authorize examination of relevant directory, files, or other electronic records during the course of investigation.

All allegations of abuse or misuse will be investigated by the Director of Student Services and dealt with under the Student Code of Conduct.

For more information about Algoma University’s Use of Information Technology Services Policy please click here: IT Services Policy.
USE OF TOBACCO AND SMOKING ON CAMPUS
Algoma University is committed to providing a safe and healthy environment for work and study. As such, smoking is prohibited within all University buildings, vehicles, and enclosed public places. Additionally, smoking is prohibited in all outdoor areas on the University’s campuses with the exception of identified designated smoking areas (DSA). Students found in violation of the policy will be fined and subject to further sanctions with under the Student Code of Conduct (Non-Academic).

Algoma University respects the use of tobacco for cultural purposes. When doing so, please ensure the Director of Physical Plant has granted permission.

For more information about Algoma University’s Tobacco and Smoking Policy please click here: Tobacco Policy

POSTER AND BANNER POLICY
Algoma University regulates the posting of printed materials on university property. Printed materials can be posted only to bulletin boards for the purposes, size and content designated by the Poster and Banner Policy. No solicitation is permitted. All posters must be stamped and approved at the Student Services or Housing Office on campus.

For more information about Algoma University’s Poster and banner policy please click here: Poster and Banner Policy

STUDENT ATHLETE CODE OF CONDUCT
Participation on varsity teams is a privilege provided to student athletes and an opportunity for student athletes to represent the university and excel in a sport they are dedicated to. The Algoma University Athletics and Recreation Department requires that all student-athletes conduct themselves in a manner consistent with the tradition of athletic excellence and high values expected and maintained at Algoma University. Student-athletes are expected to behave at all times in a manner consistent with the Algoma University Student Code of Conduct as well as team rules, behavioural expectations, and team philosophy established by the Head Coach. Student-athletes are committed to behaviour that will enhance the image of Algoma University by treating teammates, opponents, officials, spectators, and the public in general with respect and consideration.

A Varsity Athlete handbook is provided to all student athletes which outlines the expectations and rules in which students are required to follow.

For more information about Algoma University Student Athlete Code of Conduct please click here: Student Athlete Code of Conduct
RESIDENCE STUDENTS
Algoma University residence offers students the opportunity to excel in their academics. Housing and Residential Life staff seeks to provide an environment, which is conducive to community living while recognizing the rights and responsibilities of Algoma University students. Residence students abide by the Residence Bill of Rights and adhere to a set of Community Standards to ensure a quality of life that supports academic success.

A Residence handbook is provided to all residence students which outlines the expectations and rules in which students are required to follow.

For more information about Algoma University Residence Handbook please click here: Residence Handbook

CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Concern</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Rights</td>
<td>Darla Pirillo</td>
<td><a href="mailto:darla.pirillo@algomau.ca">darla.pirillo@algomau.ca</a></td>
<td>4112</td>
<td>NW 307</td>
</tr>
<tr>
<td>Workplace Violence</td>
<td>Darla Pirillo</td>
<td><a href="mailto:darla.pirillo@algomau.ca">darla.pirillo@algomau.ca</a></td>
<td>4112</td>
<td>NW 307</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>Brandi Bell-Tanninen</td>
<td><a href="mailto:brandi.bell-tanninen@algomau.ca">brandi.bell-tanninen@algomau.ca</a></td>
<td>4373</td>
<td>NW 307</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>Tom Mauro</td>
<td><a href="mailto:tom.mauro@algomau.ca">tom.mauro@algomau.ca</a></td>
<td>4729</td>
<td>SH 209</td>
</tr>
<tr>
<td>Residence</td>
<td>Rose Linklater</td>
<td><a href="mailto:rosetta.linklater@algomau.ca">rosetta.linklater@algomau.ca</a></td>
<td>4215</td>
<td>Housing Office</td>
</tr>
<tr>
<td>Varsity Athletics</td>
<td>Mark Kontulainen</td>
<td><a href="mailto:mark.kontulainen@algomau.ca">mark.kontulainen@algomau.ca</a></td>
<td>4510</td>
<td>George Leach Centre</td>
</tr>
<tr>
<td>IT Services</td>
<td>Danny Reid</td>
<td><a href="mailto:danny.reid@algomu.ca">danny.reid@algomu.ca</a></td>
<td>4420</td>
<td>NW 303</td>
</tr>
<tr>
<td>Off Campus Events</td>
<td>Tom Mauro</td>
<td><a href="mailto:tom.mauro@algomau.ca">tom.mauro@algomau.ca</a></td>
<td>4729</td>
<td>SH 209</td>
</tr>
<tr>
<td>Academic Issues</td>
<td>Academic Advisor and Registrar’s Office</td>
<td><a href="mailto:advising@algomau.ca">advising@algomau.ca</a> <a href="mailto:registrar@algomau.ca">registrar@algomau.ca</a></td>
<td>4212</td>
<td>SH 206 SH 312</td>
</tr>
</tbody>
</table>