

## INCIDENT REPORTING PROTOCOL

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### Policy Information & Responsibilities

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**Policy No:** G-11

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**Approved by:** Vice President

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**Approval Date:** August 04, 2021

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**Amendment Date:** March 10, 2023

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**Executive Responsible:** Student Services Director

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**Administrator Responsible:** Student Services Manager

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**Date of Last Review:** March 10, 2023

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**Next Review:** March 2024

### Revision Dates

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- August 04, 2021 – Protocol created
- March 10, 2023 – Annual Review

## **1. Introduction**

Hanson College's Code of Conduct Policy outlines a unified general code of conduct that promotes the institution's goals of excellence and progress and is binding on all members of Hanson's community. Hanson College is committed to promoting responsibility to the community by setting a model of socially acceptable behaviour throughout its campuses. Every student, employee, volunteer, and visitor have the right to a safe and respectful environment. To this end, Hanson College is dedicated to providing an atmosphere that is conducive to and consistent with its goals.

This document is complimentary to and in no way alters student's rights and responsibilities and Hanson's Code of Conduct Policy. To ensure consistent, equitable treatment of all students under the Code of Conduct, the procedural process related to reporting Student Misconduct is outlined in this protocol, identifying roles and responsibilities of various participants in the College community.

## **2. Step One: File an *Incident Reporting Form***

- 2.1.** *Incident Reporting Form* is completed by the individual who was the perceived victim of the incident or a witness thereof.
- 2.2.** The completed *Incident Reporting Form* is submitted to Incident Resolution Committee (IRC).
- 2.3.** The Incident Resolution Committee (IRC) is comprised of Academic and Student Services managerial team members and is responsible for reviewing and investigating student incidents, conducting disciplinary hearings, and implementing any resolutions, recommendations and/or consequences deemed appropriate to the severity and frequency of incidents as indicated in the Student Code of Conduct.

## **3. Step Two: Incident Report Review Process**

- 3.1.** Incident Resolution Committee (IRC) review submitted *Incident Reporting Forms*.
- 3.2.** Perform initial investigation, if deemed necessary at discretion of Incident Resolution Committee.
- 3.3.** If necessary, schedule a Disciplinary Hearing.
- 3.4.** Notify and invite parties involved in the incident.

## **4. Step Three: Disciplinary Hearing**

- 4.1.** Parties in attendance: Incident Resolution Committee (IRC), involved parties mentioned within incident report, and SSD representative for record keeping.
- 4.2.** Procedure:
  - 4.2.1.** Review and outline alleged violations to *Code of Conduct Policy*;
  - 4.2.2.** Initiate conflict resolution procedure – hear both sides of an incident;
  - 4.2.3.** Make recommendations and initiate Resolution Procedure.

## **5. Step Four: Resolution Procedure**

- 5.1.** At the conclusion of the disciplinary hearing, if a student is found to be in violation of policies within the *Code of Conduct* appropriate actions (resolutions, recommendations, consequences) should be implemented based on the severity of incident, frequency and history of incident occurrences, and academic performance.
- 5.2.** Disciplinary action will reflect the severity of the misconduct and vary accordingly. The severity of discipline for repeat offenders will result in an escalation in sanctions. Any of the following sanctions may be imposed upon a student found to have committed breach of Hanson's regulations and policies:
  - 5.2.1.** Admonition and Warning – a notice to the student;
  - 5.2.2.** Probation – a written reprimand for violation of specified regulations;
  - 5.2.3.** Behavioral Contract – a signed agreement between the student and the college;
  - 5.2.4.** Loss of Privileges – denial of access to some or all facilities;
  - 5.2.5.** Restitution – compensation for loss, damage, or injury;
  - 5.2.6.** Temporary Suspension – a period not exceeding 5 days;
  - 5.2.7.** College Suspension – a definite period of time, after which a student is eligible to apply to return;
  - 5.2.8.** College Expulsion – permanent removal of the student from Hanson;
  - 5.2.9.** Trespass to Hanson premises.

## **6. Step Five: Incident Resolution Agreement**

- 6.1.** Following the recommendations based on the resolution procedure, student found in violation of the *Code of Conduct Policy* will sign and *Incident Resolution Agreement* to:
  - 6.1.1** Acknowledge their policy violation;
  - 6.1.2** Accept the consequences thereof;
  - 6.1.3** Keep on file in their student record.