



Student Agenda & Handbook 2013-2014



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REDEEMER
UNIVERSITY COLLEGE

777 Garner Road East, Ancaster, ON L9K 1J4
T. 905.648.2131 | F. 905.648.2134 | 1.877.779.0913
www.redeemer.ca

REDEEMER UNIVERSITY COLLEGE

STUDENT HANDBOOK 2013–2014

Dear Students:

Welcome to Redeemer University College, whether you're beginning your university education or returning for another year of studies. This student handbook is a resource to assist you in being an active member of this Christian academic community. Please make good use of it. It is our prayer that your learning and experiences this year will help you to grow in your Christian leadership and service to the glory and honour of Christ.

In His Service,
Hubert R. Krygsman, President

Mission Statement

The mission of Redeemer University College is: first, to offer a liberal arts education which is Scripturally-directed and explores the relation of faith, learning, and living from a Reformed Christian perspective; and second, to support research and creative endeavour in this context. Central to this mission are the following objectives: to equip students for lives of leadership and service under the Lordship of Jesus Christ; to advance knowledge through excellence in teaching and in scholarship; to be an academic community in which faculty, staff and students can develop intellectually, socially and spiritually; and in all these things to glorify God.

Student Life Mission Statement

As Christ's servants and as educators, in partnership with our university colleagues, the Student Life staff invite students to develop a vital relationship with God, grow in genuine self-understanding, and actively engage the world of which they are a part. Through our services and programs we seek to weave learning into life, and to instill in our students the desire and courage to live redemptively, address injustice, discern culture, serve others, and offer leadership so that God may be honoured.



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The Board of Governors, the Senate and the Administration of Redeemer University College reserve the right to make changes to this Student Handbook without prior notice

STUDENT SERVICES

Learning Services

It is the mission of Learning Services to provide a variety of flexible and innovative services and programs to foster academic success and promote the development of independent and active learners.

Academic Success

The increased academic challenge of university requires that students upgrade their study skills to be successful. To help in this process, Learning Services offers students the following assistance and support:

- Study Smart Seminars are held in September and January. These are designed to help students upgrade their skills in areas such as goal setting, taking lecture notes, text reading, exam preparation and essay writing. See what seminars are offered this semester and register to attend at www.redeemer.ca/studysmart
- Learning Skills Resources: Explore resources related to different learning skills needed for university study including semester planning, test taking, studying, learning styles, motivation, dealing with stress and many more! Find these resources at www.redeemer.ca/learningskills
- Tutoring is available, **FREE!** to all students in all subject areas and for learning skills. To sign up to be a tutor, or to request a tutor, visit www.redeemer.ca/tutoring
- Learning Strategist: If personal help with some aspect of your academics would be useful, feel free make an appointment to the learning strategist, Katlyn Guzar (kguzar@redeemer.ca; x4489).
- Methods and Motivation for University Studies: This non-credit half-course design especially for students who require additional upgrading of their learning skills in order to succeed in their university studies.

Disability Services

Redeemer University College is committed to helping students with disabilities reach their full academic potential. Disability Services works with students to provide the accommodations they need to be successful in their studies. To receive accommodations, students must register with Disability Services by completing a Self-Identification form and submitting current documentation.

The following accommodations will be considered when supported by your recent documentation:

- Extra time to write tests and exams
- Quiet exam space
- Use of a computer for exams
- Note taking support
- Text books in alternate format
- Alternate formats including use of assistive technology (Dragon naturally speaking, JAWS, Zoom Text and Kurzweil)
- Use of a scribe
- Tutoring

For more information about how to register with Disability Services and receive accommodations, visit the Disability Services website at www.redeemer.ca/disabilityservices or speak with the Learning Services Director, Nancy Hartholt (nhartholt@redeemer.ca; x4220).

Residence Life

If you are living in residence and/ or are visiting a residence on campus, please refer to the RUC Residence Handbook (www.redeemer.ca/residence) for policies that pertain to residence life. Every student living in residence and/ or visiting a residence on campus is responsible to abide by the policies and practices listed in the RUC Residence

Handbook. Housing is guaranteed only for students under the age of 20 by April 30, 2012. For more information regarding the Residence application process, please see Student Life.

Athletics:

Athletic Centre

Monday-Thursday 7:00 a.m. - 9:00 p.m.

Friday 7:00 a.m. - 7:00 p.m.

Saturday 10:00 a.m. - 2:00 p.m.

Sunday 1:00 p.m. - 4:00 p.m.

Note: Hours subject to change

The athletic centre facilities are available to all Redeemer University College students, staff, faculty and their immediate families. Access is granted only upon presentation of a valid student, staff, alumni or membership card. Friends and visitors to the University's Athletic centre must purchase a day pass for \$7.00. Annual memberships are also available for alumni and community members. The squash courts, tennis courts, fitness studio (weight room) and gymnasium are available for use at any time except when they are booked for specific activities and/or groups, i.e. team practices. Proper (and clean) footwear is a must.

Age Requirement: Children under 16 must be supervised by their parents when using the facilities. The minimum age for fitness studio (weight room) use is 16.

Consent Form: Users of the facility are required to sign an [Informed Consent Form](#) for the year before they will be allowed to use the facilities. Ask the Athletic Centre Staff about this procedure.

Sign In/Sign Out: Facility users must have their membership card scanned at the Front Desk upon arrival to the athletic centre.

Court Bookings: Both squash and tennis courts must be booked through the Athletic Centre. Court times are 45 minutes. Badminton courts can be set up as requested (subject to gym availability).

Abuse: The athletic department reserves the right to refuse individuals access to the facilities and/or equipment if it is deemed that the privileges are being abused.

Check Out: All equipment must be checked out at the desk in the athletic area. Redeemer University College I.D. cards will be necessary to loan any athletic equipment. This includes towels and racquets. Without this, a user's fee for the facilities will be charged.

Purchases: Squash balls must be purchased (\$2.00-4.00/ball).

Lockers: Athletic Centre lockers (located in each change room) are limited to day use or can be rented for a semester. A limited number of rental lockers are designated in each locker room. Rate per semester is \$15.00 or \$25.00 per academic year.

Campus Recreation

The primary purpose of Redeemer University College Campus Recreation is to provide students with sports and leisure activities in which they can utilize their abilities in a fun and competitive environment.

Eligibility for participation in Campus Recreation events are restricted to Redeemer University College students, faculty and staff only, unless special permission is given. Children under 16 years of age must be accompanied by their parent(s).

Campus Recreation refers to Intramurals, Extramural Tournaments, The Redeemer Book of Records, the use of other athletic facilities, and special events off campus. Descriptions are below. Intramurals

"Intramurals" are sports and group activities that are played in an organized environment. Typically, teams play in a round robin format with teams advancing to playoffs. Teams register either as a group or individual. This can be done by submitting their information

to campusrec@redeemer.ca, by filling in an Intramural Registration form found on the Campus Recreation board outside of the Athletic Centre, or by submitting an electronic form found on the Redeemer Royals website under the "Campus Rec" tab. Schedules and results will be found online and on the Campus Rec Board. Announcements on game times and sign up dates can also be found in the Time Out.

There are two types of intramural sport formats: Semester and Tournament Play

- Tournament play consists of three to four weeks of round robin games commencing with playoffs. Each year roughly eight sports are played in this format one after another
- Semester play entails a sport scheduled over the whole semester. Teams play more regular season games in this format. Qualifying teams advance to playoffs.

Extramural Sports

"Extramurals" are competitions that are above intramural sports, but less intense than varsity sport. Teams are made up of current part-time or full-time students. Varsity players are not to participate in their own sport i.e. varsity volleyball players are not to compete in the coed volleyball tournament, but varsity basketball players may. Teams are captained by students. If there is enough interest in a sport then teams will have tryouts, or build two teams.

Sports are played in a single day tournament format competed against college teams in Ontario. Teams will have scheduled times to practice before their tournament. All events are free to Redeemer students.

Redeemer also sends teams to tournaments hosted by colleges. Contact chuyer@redeemer.ca for further details.

Open Field

Every Friday the Redeemer Sports Complex will have the full indoor field open for student use from 4-6pm. Typical activities include Frisbee, rugby, and pick up soccer. Equipment available upon request. Contact campusrec@redeemer.ca for further details.

Open Gym

Pick-up sports and open gym times are available during regular Athletic Centre hours of operation, unless previously booked as shown on the athletic centre television schedule. Athletic Centre Staff will provide equipment to be signed out.

Squash

The two squash courts are open for use by Students, Faculty, and Staff by signing up for times at the Athletic Centre desk. Racquets are available if you do not have your own, squash balls are available to buy \$2 for used, \$4 for new. Wearing eye protection is STRONGLY RECOMMENDED.

Varsity Athletics

Varsity programs are Redeemer University College's athletic programs of excellence. The focus is on developing advanced skills and athletes capable of competing at the highest level of the Ontario Colleges Athletic Association. Student-athletes will learn how to balance the demands of athletic development, academic success, social involvement, and spiritual growth. The student-athlete must be enrolled in a minimum of 9 credit hours (usually 3 full credit courses) per semester and achieve acceptable academic standards. For more information, see the Athlete's Handbook located in the Athletic Department.

Career Services

There are many resources and services offered by Redeemer to help students discover how God is shaping them, explore career and graduate school possibilities, and learn job search techniques.

The career services department offers the following:

Career development seminars teach résumé writing, job search and interview techniques.

Career development resources are available on our Discovery course Web site.

What can I do with a major in...? information and Discover your vocation resources help students grow in self-knowledge so they will be equipped to make wise choices concerning academic major and career options. Available at Redeemer.ca/yourcareer

Testing to assist students make the connection between their interests, values and personality and possible career paths and occupations.

Career counselling facilitates the career development journey by talking through ideas, concerns, possibilities and next steps.

Redeemer's online job board at redeemer.ca/yourcareer. Redeemer students enjoy exclusive access to employment opportunities. Full-time, part-time and summer jobs are continually updated. The password is listed on Discovery under career development or email Student Life at stlife@redeemer.ca for the password. Many employers contact the career services department to assist in their recruitment process because they recognize the quality of our students. Some employment opportunities will be announced in the RUC daily e-news Time Out in addition to being posted on the job board.

For more information, see the Your Career section of the Web site. You may also contact Jennifer Pringle, the Director of Co-operative Education and Career Services at jpringle@redeemer.ca or extension 4419.

Counselling Services

Students seeking personal counselling can make their own appointment with the on-campus professional counsellor or ask Student Life staff to make the appointment for them. Issues relating to abuse, self-image, relationships, sexual identity, drugs, alcohol, eating disorders, depression, spirituality, and family concerns can be dealt with by a professionally qualified counsellor. Professional counsellors are available on a part-time basis to assist students. Students will be expected to pay the set fee or part of it depending on their financial situation. A minimum fee of \$15 per session is normally required. However, no student will be denied counselling due to economic hardship.

All counselling at the university is done in confidence and only in a life-threatening situation would confidentiality be broken. The Student Life Department can also make referrals to other counselling agencies to help meet the needs of the students.

Financial Aid

Institutional financial aid is available through scholarships and bursaries, on-campus employment and Redeemer Student Fund loans. Applications are made before each academic year, specific dates being documented in the Academic Calendar.

Financial assistance is also available from the Canadian and American governments. Applications are available online through each Canadian province and through FAFSA in America. Links to the websites are found at www.redeemer.ca/finaid/government.

Other external resources are advertised to students on the Financial Aid pages of the website and throughout the year.

On-Campus Employment

The On-Campus Employment program is designed to give students with demonstrated

financial need the opportunity to work part-time on campus during the academic year. Students with the highest financial need will be the first in line for an on-campus job. Some placements are made based on the ability to perform specialized tasks as the primary consideration, and financial need as the secondary criterion. Supervisors from different areas of Redeemer University College request student employees to assist them in their work: various faculty, Main Office, Recruitment, Student Life, Registrar, Janitorial, Athletics, etc.

Students must complete the Financial Aid Application as well as the On-Campus Employment Application. In addition, students must have a Canadian Social Insurance Number (S.I.N.) in order to be eligible to work on campus. Links to application forms for a S.I.N are found at www.redeemer.ca/finaid/employment.aspx

In order for students to get paid, they must have completed Ontario (TD10N) and Federal (TD1) Personal Tax Credits Returns. These forms can be obtained from the Human Resources Office or downloaded from www.redeemer.ca/finaid/employment prior to employment. All On-Campus Employment payments are made through direct deposit to the student's Canadian financial institution on the 15th of each month (October to May). A void cheque must be attached with the Personal Tax Credits Returns and returned to the Human Resources Office prior to employment. Failure to submit these will result in no payment.

Students are assigned jobs according to their list of preferred jobs on their application form. If these cannot be satisfied, the student will be assigned to another area. Students must contact their supervisor as soon as possible. Students will be required to sign a contract listing their responsibilities to their supervisor, the number of hours they are required to work and the consequence of breaking the contract. If a student becomes ill and is not able to work, he or she must notify the supervisor as soon as possible. Students must enter their hours daily on WebAdvisor (instructions at <http://www.redeemer.ca/Media/Website%20Resources/pdf/finaid/time-card.pdf>). Students must submit completed timecards electronically to their supervisor by the 2nd of the next month. If timecards are rejected or not received by the deadline, the student is responsible for completing a paper timesheet and submitting it to his/her supervisor for signature and approval.

Students (both full- and part-time) may work a maximum of 10 hours per week. Students on academic probation may work a maximum of 5 hours per week. Resident Advisors are not eligible for On-Campus Employment and Housing Assistants are eligible to work a maximum of 5 hours per week. If they have been requested by a supervisor, the hours would be discussed and approved by the Community Life Director. If a student works more than the allowable number of hours in a month, the supervisor and the student will both be contacted by the Financial Aid Director.

Each academic year starts with a clean slate even if the student broke the contract the previous year. If students break their contract during the academic year, they will not be given another job in that academic year.

Students will NOT be penalized in the following cases: they were assigned to a job but were not given any hours because they were filled already (eg. food services, security); they became ill or left because a close family member became ill (this will be in consultation with the Community Life Director to determine the validity of the situation); they were not interested in that area of work and let their supervisor know immediately that they would not be working for them. Students who tutor, work for Student Senate, or do any other work for which they are paid by Redeemer University College, must follow the same procedures for payment that apply to students on the On-Campus Employment Program.

Applications for summer employment positions are available in the Human Resources Office or on Redeemer's HR webpage under "Employment Opportunities". Students employed full-time at Redeemer University College and wishing to live on campus must make the proper arrangements regarding housing, rent, moving dates and so forth, with the Campus Services Department

Summer Employment at Redeemer University College

Applications for summer employment positions are available in the Human

Resources Office or on Redeemer's HR webpage under "Employment Opportunities". Students employed full-time at Redeemer University College and wishing to live on campus must make the proper arrangements regarding housing, rent, moving dates and so forth, with the Campus Services Department.

Campus Services: Room Bookings

1. For room bookings and events, students must contact Campus Services at x4124 or email campusservices@redeemer.ca.
 - a. Non-academic events (i.e. conferences, conventions, social events, parties, etc.)
 - b. Bookings of all common areas: dining hall, executive dining room, the commons, music foyer, and hallways.
 - c. Booking of all conference and meeting rooms.
 - d. Booking of classrooms during the weekend, holidays and Friday evening.
 - e. Booking of classrooms during activity period.
 - f. Auditorium booking.
 - g. Sports Complex
2. For a classroom booking during scheduled class time, contact the Registrar's Office at x4281.

R/uc Express

Students are issued an R/uc Express Card at the beginning of their first term of studies. Cards issued to students are valid for their entire academic program and provide access to important services such as library materials, athletic centre services, special rates for Redeemer boxoffice events and holds your HSR Transit System pass (if applicable). Your R/uc Express Card also holds your meal plan, Dining Dollars and Campus Cash. Replacement of lost cards must be done during business hours, in person, at the Campus Services Office. There will be a charge for replacement. Students can access their R/uc Express card by going on line at webpurchase.redeemer.ca.

Campus Cash

Students can load Campus Cash on their R/uc Express Card at webpurchase.redeemer.ca or at the Campus Services office. Campus Cash may be used for purchases in the Bookstore, the Market, Williams Fresh Café, ReFresh, the Boxoffice, and to pay for photocopies and print jobs. The R/uc Express Card eliminates the need to carry cash and gives the opportunity to "buy what you want, when you want". Campus Cash does not expire. An administration fee of \$25.00 applies to refunds of Campus Cash.

Dining Dollars

Students living in residence are automatically enrolled in one of the Redeemer Student Meal Plans. Included in the Meal Plan are predetermined Dining Dollars which are automatically loaded onto your R/uc Express Card. These Dollars can be spent in the Food Court, the Market and Williams Fresh Café. Dining Dollars expire at the end of the academic year and are non-refundable except in the case of academic withdrawal. Administrative fees are nonrefundable.

Services

Your R/uc Express Card is used to check into the Athletic Centre, loan athletic equipment and to check-out books from the library.

Vending Machines

Vending machines are the responsibility of Campus Services. Concerns should be addressed to Campus Services at x4124 or campusservices@redeemer.ca.

Food Services

ReFresh

ReFresh is located just off the Commons in the Main Dining Hall

Hours: Monday to Thursday 9:30 am to 4:00pm

Wednesday 9:00 am to 4:00pm

Friday 9:30 am to 3:00pm

Hours may vary during holidays and special events on campus.

Williams Fresh Cafe

Williams Fresh Cafe is located just outside of the Commons. Williams serves gourmet coffee, specialty teas, and an assortment of muffins, cookies and danishes. Simply to Go items are also offered.

Hours: Monday to Thursday 7:30 a.m. – 9:00 p.m.

Friday 7:30 a.m. – 4:30 p.m.

Saturday 10:00 a.m. – 1:00 p.m.

The Market

All students living in residence must select a Meal Plan. See General Guidelines and Policies for more detailed information.

The Market is open to all students, faculty, staff, and visitors. Grocery items, including deli products, fresh fruit and vegetables and toiletries can be purchased using a Residence Grocery Card, R/uc Express Card, debit card, cheque or cash. Hours: Monday, Tuesday, Thursday, Friday 10:30 a.m. – 5:00 p.m.

Wednesday 10:30 am – 3:00 p.m.

Hours may vary during holidays and special events on campus.

Catering

Food and beverages for events on campus can be ordered at the Campus Services Office, by calling x4124 or via email at campusservices@redeemer.ca. Food and Beverages not supplied by Redeemer University College are not permitted to be served during events on campus.

Meals must be ordered 10 business days prior to an event. Refreshments must be ordered three business days in advance. There is no guarantee that last minute orders can be filled and in some cases, orders may be declined.

Campus Services ensures adequate space is reserved for campus events, event set-up, audiovisual, etc.

Library

The Peter Turkstra Library, housed on the main floor of the Redeemer University College academic building, serves students, faculty, staff and community borrowers. The collection includes approximately 120,000 volumes, 2,150 CDs, 1,030 videos or DVDs, and 310 current periodical titles. Library users also have access to a number of full-text (giving the full-text of journal articles) databases providing over 8,000 additional periodical titles. Some of the full-text databases also contain full-text monographs enhancing the available collection of books. In addition, access to other university catalogues and journal citation databases is available through the Internet. Special Collections include the Pascal Centre/Custance Collection devoted to the study of science and faith, the Netherlandic Collection of theological books in Dutch, and the university archives. The Teacher Education Resource Center houses over 5,600 curriculum materials to support the teacher education program. McMaster library cards, if needed, must be obtained from the Public Services Librarian or the Reference Assistant. Students may also book one of four study rooms for a limited time period for group work or private study if not needed for group work.

Library hours:

Monday – Friday 8:00 a.m. – 12:00 a.m.

Saturday 9:00 a.m. – 8:00 p.m.

Reference Services:

Librarians are available to assist students and faculty with their information and research needs, as well as being involved in the teaching of information literacy skills. The library has an online catalogue, Internet access, bibliographies, abstracts, dictionaries and other reference materials to assist students in their research. Courses are offered throughout the term on the use of these resources as well as the full-text and bibliographic databases.

Interlibrary Loans:

The library has access to the holdings of major libraries across North America. These library catalogues can be searched from Redeemer. Books, articles or theses from any of these libraries that are needed for research may be requested. There is a \$3.00 charge for journal articles, but most books are free. Some restrictions apply.

Library Cards:

Your RUC Express card with a bar code serves as your borrowing card. This card must be presented when borrowing library materials or using the video viewing room. McMaster library cards, if needed, must be obtained from the Public Services Librarian or the Reference Assistant.

Loan Periods:

Books – 3 weeks to students and community borrowers

Cd's, videos – 3 days

Reserve items – 2 hours (not overnight), 24 hr, 3 days, 1 week.

Reserve items cannot be held for you. They are loaned to students and faculty on a first-come first-served basis.

Non-circulating Items:

- Periodicals - Reference books
- Archival materials - University and college calendars
- Corporate annual reports

Due Date/Overdues:

Please respect the due date issued when you check out library materials. You will automatically be charged for overdue materials from the first library working day (or hour, for reserve loans) following the due date/time. You will not be allowed to borrow materials if you owe more than \$20.00 or have more than 5 items overdue. Outstanding fines will be charged to your student account and marks will be withheld until the account is settled. Books may be renewed if they are not overdue.

Fines:

Regular loans: \$0.50 per day, maximum \$10.00/item.

Reserve loans: \$0.50 per library opening hour, maximum \$20.00/item.

Replacement charges: current cost of item (including taxes, shipping, handling costs) plus \$10.00.

Note: It is the responsibility of library users to keep the library informed of their current addresses. The non-receipt of library notices does not relieve the borrower from fines or suspension of privileges. Errors or misunderstandings must be reported promptly to library staff.

Renewals:

If library materials are neither overdue nor requested by another borrower, they may be

renewed twice. Renewals may be made by telephone at x4266.

Searches/Holds:

Books not found in the stacks should be brought to the attention of the circulation staff who will have them searched within 24 hours. If found, the book will be held for 3 days at the circulation desk. If you request or place a hold on books that are being borrowed by someone else, the books will be held for you for 3 days after they are returned. The library will send one notice to advise you that held/searched books are available.

Laminator:

Please consult library staff at least an hour before using the laminator. There is a charge of \$1.00 per foot.

Photocopying/ Printing

RUC Express cards must be used in order to print from the computers in the computer labs at a cost of \$0.03 per page. They can also be used to photocopy (\$0.03 per page). A coin operated copier is also available in the library (\$0.10 per copy). See also "Copyright License" under General Guidelines and Policies for information on legal issues regarding the copying of material.

Copyright Licence

The licence Redeemer University College has signed with Access Copyright allows professors, students, and staff at Redeemer to make copies other than those allowed under fair dealing. For example, professors can make multiple copies of a periodical article, enough for every student in the class. Librarians can make multiple copies of a work to put on reserve. Copies can be made for administrative purposes, and multiple copies can be produced by the university bookstore for in-clusion in student course packs. You are not allowed to copy: original artistic works, newsletters, letters to the editor workbooks and other Consumables, advertisements, most print music, most government documents and works on the exclusions list (available from your in-stitution's administration).

There are still limits to the proportion of a work that can be copied. For example, the licence generally limits copying to percent of a work, or the whole of a chapter, short story, poem, journal article, or newspaper article, whichever is greater. Those proportions are similar to what likely can be copied under fair dealing for single copies.

If you keep these sorts of limits in mind for all your copying, whether under the licence or under fair dealing, you won't go wrong.

The licence makes it easy for students, professors and administrators to get on with their work and not have to worry whether or not a copy is legal every time they press that start button on the photocopier. Armed with the licence and the fair dealing provision in the copyright law, you should be able to copy most of the material you need in the course for your day-to-day activities. Go to www.accesscopyright.ca contact: postsec@accesscopyright.ca by e-mail, or ask your institu-tion's librarian for further information.

Bookstore

The Redeemer Campus Bookstore is here to serve you! Located in the centre of the academic building, the Bookstore is open 9-5 Monday through Friday during the academic year. The Bookstore carries all the course materials necessary for you to succeed in class: new and used textbooks, course packs, lab manuals and lab coats, iClickers, stationary, art and office supplies. You can also find the things you need for day to day living here: stamps, batteries, phone cards, ear buds, as well as some toiletries and basic pharmaceuticals.

The Bookstore carries Redeemer gear: clothing, caps, water bottles, mugs and pens to celebrate your alma mater and to spread the word that Redeemer is great!

The Bookstore also serves as a Christian Bookstore, with many fiction, religion and

general interest books available for purchase. Come and browse for gifts, cards and journals as well as Christian contemporary and classical music cd's.

The Bookstore accepts Cash, Visa, Mastercard, Interac and R/UC Express card. You can reach the Bookstore to talk to any of our helpful staff by calling x4469 or our direct line 905-648-9575 or by email at books@redeemer.ca. You can also search online for the Bookstore and see what's in stock at www.redeemer.ca/bookstore.

Redeemer Campus Bookstore is the exclusive vendor and distributor of all books, cd's and other merchandise sold on Redeemer University College property. Exceptions to this policy may be made through consultation with the Bookstore manager or the Director of Campus Services.

Redeemer Campus Bookstore is the exclusive vendor of and distributor of all crested merchandise that use all or part of the chartered name or registered crest of Redeemer University College. Any individual or group that wants to use all or part of the chartered name or registered crest of Redeemer University College must have approval from the graphic arts department of the University College and arrange for ordering and sale of merchandise through the Bookstore. The Bookstore Manager will facilitate approval, purchase and sale of merchandise on behalf of the individual or group. Any individual or group that does not adhere to the above policy is in violation and will be sanctioned.

COMMUNICATION:

Network Access

Wireless access is available throughout the academic building, the dorms, apartments and the outside areas between Augustine Hall and the academic building. Regular network access for all students is available on computers located in computer labs and in the Library via a login and password. Computers in the labs are provisioned with USB ports which support USB memory sticks.

Students living on campus may connect to the university network from the residences using wired or wireless connections. Students' network properties should be configured to accept a DHCP address. Note: students are not permitted to have a static IP address. There is no additional cost for this service. Installation of any unapproved network device is strictly prohibited.

The campus network is provided for course study and class related research, as such while gaming devices may work on the dorms network we do not support these devices or the services which they may require.

Students must also have antivirus software installed on their computer. Links to downloadable anti-virus packages are available on the support website <http://www.redeemer.ca/support>.

Students living off campus may connect to the university's wireless network, or to the wired connections provided in the computer labs.

Course notes and other student resources are available through the Redeemer website, where a username and password may be required for access.

Telephones and Telephone Numbers

There are two telephone lines in each residence

a. One intra-campus phone: This phone is used for local outgoing calls and long distance calls when used with a long distance phone card; however, incoming long-distance calls may also be received. Abuse of the phone system (removal or damage, illegal long-distance calls, tampering with equipment, etc.) is easily traceable through the computer system and is grounds for possible disconnection and disciplinary action.

b. Bell Canada phone: Each residence has the option of having this service connected, and each residence is responsible for paying its own telephone bill each month. If, as a residence, you are interested in having this service, you are asked to call Bell Canada at 310-BELL (this number may also be called for disconnecting the services). If the residence has a Bell phone, we encourage students to use this

phone primarily.

Long distance cards are available for purchase throughout the Academic year in the Bookstore.

Telephone Numbers

Anyone can phone in directly to any intra-campus phone by dialling 905.648.2139. At the prompt, the caller must enter the residence extension which is 3 + residence number + 0 for 2-digit residences (i.e. residence 24 = x3240, residence 7 = x3070), or 3 + residence number for 3-digit residences (i.e. residence 101 = x3101).

Time Out

Time Out is Redeemer University College's news and announcement bulletin. Students receive the Time Out via email and it is posted each weekday morning on bulletin boards throughout the academic building. Items to be placed in the Time Out are to be emailed to stlife@redeemer.ca (subject line: Timeout Announcement) by 3:00 p.m. one day previous to the announcement publication (by Fridays at 3:00 p.m. for publication on Mondays). Only class cancellations, intramural results, and emergency circumstances may be emailed the morning of publication. Time Out is not to be used for entrepreneurial purposes and announcements may be refused at the discretion of the Student Life office.

Mail

All registered students, both on and off campus, are assigned a mailbox every September (see Keys, p. 9). All incoming mail is delivered to student mailboxes. Campus information is also delivered to student boxes through the inter-campus mail system (ICM). Please label your mail clearly with both first and last names. Stamps can be purchased at the Bookstore. Incoming parcels are held in the main office and a notice placed in the student's mailbox. Outgoing parcels may be taken to the Main Office counter for weighing and dispatch.

Off-campus mail will to be sent out at 12:00 p.m. Monday to Friday.

Summer Mailboxes

Students living on campus or in the area for the summer may request a mailbox for the summer. To apply, speak to the Departmental Assistant in the Student Life Office before the last day of exams, or watch Time-Out for notices.

Please note: Mail cannot be forwarded to students. Students wishing to receive their mail during the summer should leave a stamped, self-addressed 9x12 envelope with the receptionist in the Main Office so that mail can be forwarded.

Packages

If you expect to receive a package from outside of Canada, please notify the Main Office receptionist. Packages arriving by courier from outside of Canada may be subject to duties and customs charges.

Posters Policy (Academic Building)

Posters may only be placed on bulletin boards. Campus and community events information may be placed on designated bulletin boards. All posters must be approved by the Student Life Department before being put up. All posters not approved, will be removed and discarded.

Some bulletin boards are designated for specific information or groups, and may not be used to post notices which contain other information.

Examples of these specific bulletin boards are those belonging to Student Senate, Student Life, Health and Safety, Registrar, Athletics and English department boards. Posters may not be hung on glass doors, windows, or in the washrooms.

Note: All notices and posters announcing an upcoming event must be taken down within two days following the event. All other notices must be dated, and taken down within two weeks of the date they were posted.

Transportation:

Bicycles

Bicycles may be stored behind the Academic Building in the bike racks or in the bike shed in front of Augustine Hall. They are not permitted elsewhere in or outside the buildings. To prevent theft, bicycles should be parked in bicycle racks and securely locked. The Fire Prevention Office of the City of Hamilton has deemed that the area in front of the residences, the lobby in Augustine Hall or the stairwells and basement (other than inside the storage units) of the independent apartments are not a storage area for bicycles. Redeemer University College cannot be held responsible for lost or stolen bicycles.

Public Transit

(To find information on public transportation, please go to the Student Senate Office).

All full-time students pay a Transit Fee as part of their student fees. This entitles them to a transit pass sticker on their R/uc Express Card which allows them to use the H.S.R. (Hamilton Street Railway) bus as well as supplemental busing arranged by Student Senate for the academic year. Students who begin full-time studies in the winter semester will pay half the fee. This fee is non-refundable.

Van Reservation

A 7-passenger van is available for university-related or university-sponsored events only. Van reservation can be obtained by personally applying at the reception desk in the Main Office. A list of students, passengers, plus a name and number to contact, in case of emergency, is required. All drivers must be 25 years of age or older and have a valid driver's license.

The cost of gas is included in the van rental charge. The van can be filled and charged to the University's account at the Shell station in Meadowlands. If trips are planned outside of the Ancaster area, a Shell credit card can be obtained when picking up the key. The gas tank must be re-filled after each use. Any damages or equipment loss that occur during the use of the van will be charged to the student or group sponsoring the event. A charge will be levied for leaving garbage in the van. The van must be returned to its designated parking spot.

All keys must be returned via ICM as soon as the trip is completed. Further instructions will be provided at the time of reservation.

Parking on Campus

All vehicles on campus must have a valid parking permit and abide by the parking rules and regulations are available from the Security Office. Failure to comply with any of the parking regulations may result in a Redeemer Security ticket, Hamilton City Bylaw ticket, or the vehicle being towed at the owner's expense. Visitors with a vehicle staying on campus overnight must see Security for a free visitor's parking pass and a copy of the Parking Regulations.

GENERAL STUDENT LIFE POLICIES AND PROCEDURES:

Dress Code

A student's dress should give evidence of a gracious Christian lifestyle. One must be neat, modest, and not offensive to others or contrary to Christian norms for decency.

Fund Raisers

All fund raisers should be cleared with the Dean of Students. Fundraiser details, including purpose and scope, need to be discussed with the Dean of Students. The Dean of Students will notify the appropriate departments.

Locker Rental Policy

Lockers are located in the main corridor by the Athletic Centre and are available for rent on a first come first served basis. The rental fee per locker for \$15 per semester or \$25 for the full academic year. Locker rentals are available through Campus Services. Person renting lockers must vacate and remove all contents by April 26, 2014. Lockers remaining occupied after the rental period has lapsed will be opened and contents will be removed. There is also a limited number of rental lockers available in the men and ladies' locker rooms in the Athletic Centre. These can be rented via the staff in the Athletic Centre at a cost of \$15 per semester.

Lost and Found

The lost and found box is located in the Student Life Department. Items found should be turned in to Student Life during normal office hours 8:30 a.m. – 4:30 p.m. After 4:30 p.m. Monday to Friday and Saturdays, please turn lost items into the Security Office. Lost and found items are displayed at the end of each semester. Unclaimed items will be given to a local charity.

Sanctity of Life Statement

The University embraces a biblical position which honours the sanctity of human life. Because human life begins at conception, the University cannot support actions which encourage or result in the termination of human life through suicide, euthanasia, or abortion-on-demand. Redeemer University College's belief in the sanctity of life influences its response to those students who are involved in a crisis pregnancy. The campus community is prepared to stand with both the father and mother of the unborn child as they consider the results of their actions and experience the forgiveness that comes from hearts of repentance. Abortion is not advised as an alternative solution. The University is committed to assisting both the father and mother with other alternatives. Continuity of on-campus residency and/or enrollment as a student of the University will be considered in the light of what is best for all those involved. Persons in such a crisis will find Redeemer University College supportive during this crucial period. Counselling is available.

Child Care

The Redeemer Child Care Centre is located on campus and is open Monday-Friday from 8 a.m. - 5:00 p.m. For more information, please contact Marge Alkema, the Child Care Centre Supervisor, at x4412.

Shopping Carts

Redeemer University College provides shopping carts to students on the Meal Plan. All other shopping carts will be confiscated.

Smoking

Smoking is prohibited in all campus buildings and within thirty (30) feet of all the academic building entrances. Smoking is not permitted in the Centre Quad, nor is it permitted on porches of residences. A smoking area is located on the asphalt area by the north end of the building (i.e. past the gym entrance). There will be a "butt stop" container in each designated area. There is a \$25 fine for smoking where it is not allowed.

Keys

Mailbox Key: Students are required to have a personal key to their mailbox. Keys will be issued at the Student Life table on Check-In Day. A \$50.00 deposit will be charged directly to their account and will be refunded (by mailed cheque) or applied to their account after the mailbox key is returned to Student Life at the end of the academic year (April). All mailbox keys must

be returned by April 30th or the deposit will be forfeited.

If students lose their mailbox key, they forfeit the initial \$50.00 deposit. They must notify the Student Life Department and an additional deposit of \$10.00 will be charged for a replacement key (mandatory replacement).

Residence Key: All students living on campus will be given a residence key. Keys will be issued at the Security table on Check-In Day. A \$50.00 deposit will be charged directly to their account and will be refunded (by mailed cheque) or applied to their account after the key is returned to Security at the end of the academic year (April).

All residence keys must be returned to Security by 5 p.m. on Check-Out day. If residence keys are returned late the deposit amount will be forfeited.

If students lose their residence key, they forfeit the initial \$50.00 deposit. They must contact Security and an additional deposit of \$50.00 will be charged for a replacement key (mandatory replacement).

Students should carry their keys with them at all times. Any student found with a key that does not belong to him/her will be subject to disciplinary action.

Vendors

Vendors from off-campus are not permitted to sell items on Redeemer University College's campus without the approval of the Dean of Students. Students must also seek the approval of the Dean of Students when wishing to sponsor an on-campus event at which items will be sold.

Activity Periods

Activity periods are held on Monday and Fridays from 11:00-11:50 a.m. There are no classes scheduled during this time. If you wish to book a room or order Food Services for an activity period, please make arrangements with Campus Services (x4124) who will inform you if there are any apparent conflicts.

Activity Calendar (www.redeemer.ca/studentevents)

The Student Life Department compiles an activity calendar and links it to the Redeemer website. This calendar is updated frequently and can be accessed anywhere. If you would like an event posted on this calendar, email Micah van Dijk in Student Life at mvandijk@redeemer.ca.

Chapel

Every Wednesday morning at 11:00 a.m., students, faculty and staff gather in the auditorium for a time of worship. Chapel provides an opportunity for the Redeemer community to gather together as an academic body to refocus our vision in worship of the triune God and His kingdom as the source, goal, and standard of our community. In nourishing our faith life, chapel reflects the diversity of the Redeemer community by drawing on a variety of gifts and resources.

Dancing

Redeemer University College will sponsor dances. (See Social Dance Policy at www.redeemer.ca/handbook.)

Discipleship Activities

There are a number of other activities available for spiritual growth as well.

Regular activities include 24-7 Prayer, Small Groups, Mission Trips, H2O Volunteer Opportunities, Cross Culture, Hotspot, Church in the Box, Sex Matters evenings, Chaplain's desserts.

Contact the Activities and Orientation Co-Ordinator, Chaplain, or the Spiritual and Service Committee of Student Senate for more information.

At Redeemer there exist a number of volunteer opportunities to service, learn, and minister off-campus. In the 2013-14 year, this include three student clubs running after-school childrens programming in the city. Further, a student group called 'deedz' partners with Salvation Army every Friday night to provide hot chocolate to the stree-involved population in

Hamilton. While Redeemer University College supports these activities, these programs are student-initiated and run, and students engage in these activities at their own risk.

Twice annually, Redeemer partners with TrueCity Hamilton to host CrossCulture, a one-day service event meant to expose students to community needs in Hamilton. CrossCulture is held in September and April each year.

Third, Redeemer hosts a number of service and learning trips over the February Reading Break. Trips are an opportunity for students to travel to a different city and culture, and learn and serve alongside various communities. Trip destinations are announced

Music Department

The Redeemer University College Music Department invites students to participate in one or more of its performing organizations. In addition to offering a Music major and Music minor, and elective courses in Music, the department also maintains:

The Concert Choir: for university credit, open by audition. These auditions take place in the first week of school in September. The Concert Choir has two concerts each year (Christmas and Spring) and also goes on an annual tour.

The Strings Plus ensemble: for university credit, open by audition. Audition times will be posted in early September.

The Music Department sponsors various concerts and recitals throughout the year. Details are posted on the Music bulletin board.

Practice rooms are available in the Music Centre on an "honour" sign-up system, but Music majors and minors get first priority.

Private lessons in voice, keyboard, or other instruments are available for university credit; extra fees are charged for these lessons.

Student Recitals: All Music Majors and Minors are expected to be involved in student recitals. At least two recitals are planned for each semester.

Music Majors are also expected to give a final senior recital. The students involved should meet during the first week of the Fall semester to discuss this recital with their instructor and Dr. Teeuwsen (Music Department Chair). Repertoire, a recital date, and booking of recital space must be organized at the beginning of the academic year. Deadline for booking these recitals is the end of September.

Music Department Juries: All Music Majors and Minors are required to play in final juries. These are held at the end of the academic year. These juries are graded performances and will be considered as part of your final grade.

For any questions relating to the Music Department, please contact Dr. Chris Teeuwsen in Room 127B, call x4252, or email teeuwsen@redeemer.ca.

Musical Instruments

Practice room pianos may not be moved out of the Music Centre. Please note that there is absolutely no food or drink allowed in the practice rooms.

The small pipe organ, the concert grand piano, and the concert pipe organ may be used only with the permission of Dr. Teeuwsen.

If you bring your own musical instrument to campus, you are responsible for insurance and storage. The university will provide storage for instruments only in special situations. See Dr. Teeuwsen or Dr. Thorlakson.

Musical instruments are very expensive! Please use these valuable instruments wisely and report malfunctions and damage to Dr. Teeuwsen or Dr. Thorlakson immediately.

Orientation Activities

Participating in the activities organized and scheduled during September is a great way to become acquainted with the many parts of university life. A variety of social, spiritual, educational, and service-oriented events are planned and returning students can participate in many of these events if they wish. The Activities and Orientation Coordinator is a key organizer for many of these activities with the help

of a group of students named Mission Control. New students are placed into teams to earn points and win prizes and these teams are led by returning students who are part of the LAUNCH Crew. Recruitment for orientation leaders is held every spring.

Special Events

Any student or club wishing to hold an event on campus is asked to contact the Activities and Orientation Coordinator, at x4289 or via email at mvandijk@redeemer.ca. He will be able to offer advice, review Redeemer policy, help advertise, and be a resource person for the event.

Social Media

Facebook (www.redeemer.ca/facebook) – Redeemer’s Facebook page has almost 3,000 likes and includes a Q & A for prospective students, event information, photos and videos. We’d love to hear from you!

Youtube (www.redeemer.ca/youtube) – Redeemer’s Youtube channel hosts promotional material, video contests, student life events, and other exciting videos.

Twitter (www.redeemer.ca/twitter) – Come tweet with us! Here we post links to news stories, events, photos, and interesting updates on Redeemer.

Podcasts (www.redeemer.ca/podcasts) – Catch up on all the latest Church-in-the-Box messages, Chapel reflections, lectures and other events.

Please be careful in what you post on such sites. If the content is libellous or defamatory, the account holder may be subject to legal action. Should postings not be in compliance with the university’s Statement of Life and Conduct, sanctions can be applied.

Outdoor Activities On Campus

Golfing is not permitted on campus due to risk of injury to others and property damage.

No paintballing is allowed on campus due to risk of injury and damage to property. If a student wishes to bring a paintball gun to campus, it must be registered with and stored by security.

No tenting is permitted on Redeemer property unless it is a Student Life Program.

Rollerblading and ball hockey are not permitted on the tennis courts and anyone doing so is subject to a \$25.00 fine.

ALCOHOL POLICY

Redeemer, as an institution, recognizes different Christian perspectives regarding alcohol use. In recognizing the differences, Redeemer is an alcohol free campus. Students may choose to drink alcohol so long as they are doing so legally, in moderation, and off-campus. Redeemer also recognizes provincial and federal law regarding alcohol use and will respond to legal violations even if no provincial or federal charges have been laid. The following actions will be considered a violation of the alcohol policy and will be subject to disciplinary action:

- Consumption or possession of alcoholic beverages on campus (including personal vehicles) and at university sanctioned activities. The presence of alcoholic containers, including empty containers, will be considered possession.
- Consuming alcohol under the age of 19
- Providing alcohol to anyone under the age of 19
- Irresponsible use of alcohol including drinking to excess

1st alcohol policy violation:

- a. The student will meet with Student Life staff (Residence Director or Community Life Director or designee) where accountability and support measures may be employed, including but not limited to 10 hours of

community service or \$100 fine.

2nd alcohol policy violation:

- a. The student will meet with Campus Life Hearing Committee where further accountability and support measures may be employed.
- b. Parents will be notified if the student is under the age of 19.

3rd alcohol policy violation:

- a. The student will meet with the Discipline Committee where further accountability and support measures may be employed.
- b. If the student is living on-campus, the student will be removed from college housing and parents will be notified of this violation.
- c. Parents will be notified if student is under the age of 19.

ACADEMIC CONCERNS

For academic matters see the academic calendar at www.redeemer.ca/calendar
For Student Grievances - see page 44-45 of the Academic Calendar
For student fees, see the Academic Calendar

Missed Tests / Quizzes Due to Participation in University-Sanctioned Events

Students who miss a quiz or a test, of any type, as a result of their direct participation in one of the following university-sanctioned events – varsity game, choir concert performance, mainstage theatre production, class trips, Student Life sponsored mission trip – will be allowed to write the make-up quiz or test at a time determined by the instructor, in consultation with the student. It is the responsibility of the student to inform the instructor of his/her absence, and provide proof of direct participation in the event if requested by the instructor, at least two days before the day of the quiz or test, or else the opportunity to write a make-up quiz or test is forfeited. Students may not miss a final exam as a result of these events. This policy does not apply to essays, lab reports, or other assignments, for which due dates were established at the beginning of the course. This policy does not apply to practices (for athletic, music, or theatre events), club sports, or intramurals.

Cancellation of Classes:

See The Inclement Weather Policy at www.redeemer.ca/Media/Website%20Resources/pdf/about/HR/InclementWeatherPolicy.pdf

Injuries or Illness - Class Absence

Except in cases of severe injury or illness, students are responsible to contact their professors explaining the reason for their absence from their class and to make up for missed tests or quizzes. If circumstances require, the Dean of Students, Karen Cornies, or the Community Life Director, Hennie Schoon, will contact the professors for the student. The Student Life Department must always be contacted if a student has been injured or is sick in their residence and needs medical attention.

University-related Events

The Redeemer University College policy on conduct states that specific behaviours outlined in other parts of this handbook as unacceptable are not permitted at university-related events. University-related events are defined as follows:

- a. any event that is sponsored by the university or groups within the university.
- b. any event that is identified with or directly linked to the university or its name.

No event may be advertised or publicized on Redeemer University College's campus

that includes participation in activities that are not permitted on the Redeemer University College campus and are contrary to university policy. The Redeemer University College mail service may not be used to distribute invitations or advertising for such an event.

STUDENT GOVERNMENT

Introduction to Senate

Student Senate is the student government at Redeemer University College. Representing full and part-time students, Student Senate acts as a liaison between students and administration. Primary concerns include the provision of efficient student services, assistance in the formation of policies which affect students, and funding of student clubs and bursaries.

Student Senate grants funding for a variety of clubs and volunteer organizations as well as student publications, such as the yearbook and the Crown. All of these are entirely run by students and mentored by a faculty member. All organizations financially supported by Senate must benefit a significant percentage of the student body or promote the image of Redeemer University College in the community, while promoting and reinforce the goals and mission of Student Senate. Student Senate also provides a mission bursary to qualifying candidates volunteering for a Christian organization, a Christian Education bursary for students with one or more dependent attending Christian elementary or secondary school, and a Day Care subsidy for students with children in Redeemer's daycare.

Student Senate provides opportunities for students at Redeemer University College, beyond academic experiences. It encourages student involvement in a wide variety of activities and is a challenging way for any student to broaden their education. For more information about Student Senate as well as how to start a club, visit www.redeemer.ca/senate.

Student Senate Mission Statement

The Redeemer University College Student Senate strives to glorify God through all its actions, seeking to advance His kingdom and to promote this spirit of service within the student body. The Senate represents the student body. With this in mind, the Student Senate seeks to ensure that all members of the University community remain responsive to student needs and interests. As well, the Student Senate seeks to stimulate school spirit and participation within the student body. The Student Senate shall strive towards mutual co-operation with the President and the Dean of Students. Together we shall serve as a means to foster and nurture all aspects of student life in supporting the confessional direction of Redeemer University College as outlined in the Redeemer University College Statement of Beliefs and Principles.

Student Senate Structure

The Student Senate Constitution is online at www.redeemer.ca/Media/Website%20Resources/pdf/life/ConstitutionByLaws.pdf. In its leadership position, the Student Senate derives its authority from the student body and thus is primarily responsible to it for its actions. However, recognizing the authority of the President at Redeemer University College, the Student Senate makes every effort to work harmoniously with the administration.

The Student Senate is composed of ten elected Senators and three appointed Senators. Of the elected Senators, six are executive members (President, Vice-President, V.P. Finance, V.P. Communications, Activities Chairperson, and Spiritual and Service Chairperson), and four are returning students. The three appointed Senators are first year students. Elections for the executive are held in mid-February while the four General

Senators are elected shortly thereafter. All full-time undergraduate students are eligible for election to the Senate, provided they meet the criteria and follow the election process as outlined in the Student Senate Constitution.

The Student Senate President shall serve as Senate chairperson and coordinate all activities as planned by Senate. The President shall also act on behalf of the student body as its representative in official capacities. The President shall meet regularly with the Dean of Students. The President is also a member of the Discipline Committee.

The Vice-President of Student Affairs shall support the President in providing leadership. They shall head the Student Concerns Committee and be a member of the Discipline Appeals Committee.

The Vice-President of Communication of Student Senate shall be responsible for **handling all Senate correspondence and ensuring all communicative materials adhere to the standard established by the Communications Committee.**

The Vice-President of Finance shall supervise and manage the Student Senate financial books and affairs. The V.P., Finance shall prepare and maintain Senate's budget, providing periodic financial statements to the Student Senate. The V.P. of Finance shall also sit on the Publications Committee and the Student Conduct Committee.

The Activities Chair provides leadership and coordination of all events planned by Senate. The Activities Chair shall meet regularly with the Student Life Activities and Orientation Coordinator.

The Spiritual and Service Chair facilitates the creation of groups, and the running of spiritual/service activities which promote spiritual well-being. The Spiritual and Service Chair shall meet regularly with the Student Life staff member in charge of spiritual life on campus.

Meetings: Student Senate meets weekly Tuesday nights at 10pm during the academic year. Attendance is mandatory for Senate members. Meetings are open to all members of the university community. The Student Senate office (room #115) is also open daily for students' convenience.

Amendments to the constitution must be passed by a two-thirds vote of Student Senate and the student body. The by-laws may be amended by a two-thirds vote of Senate after consultation with the student body.

Members of the 2013-2014 Student Senate

President: Danica Thomsen

Vice-President, Student Affairs: Keith Williams

Vice-President, Finance: Johannes de Klerk

Vice-President, Communications: Hayley Lockrem

Spiritual & Service Chairperson: Laura Goodfellow

Activities Chairperson: Jacqueline Slater

Information Officer: Anna Marie Benjamins

Mature, International, and Commuter Student Coordinator: Lauren Vandenberg

Student Clubs Coordinator: Abigail Deelstra

Senate Clubs Coordinator: Megan Galbraith

First-Year Senators (new students): TBA

Recreation Centre

The Recreation Centre (Rec Centre) is a centre designed to provide students with opportunities for leisure activities. The Rec Centre is equipped with a pool table, a ping-pong table, and an air hockey table. There is a large-screen television with satellite for

watching movies and a lounge in which to study or meet with friends. In addition to these things, there are several computers to check e-mail, etc. There is a beach volleyball court behind the Rec Centre.

Recreation Centre Guidelines

The following are guidelines for the Recreation Centre during the academic year. During the Christmas and summer breaks the centre is managed by Campus Services:

1. Policy questions concerning the Rec Centre are decided by Student Senate. Day-to-day operations are handled by the Rec Centre Supervisor. The Rec Centre Coordinator for 2013-2014 is Nico Willemsen.
2. The centre is primarily for the use of Redeemer University College students and guests that accompany them. It may also be used by other members of the Redeemer University College community. Any persons using the centre should be prepared to show Redeemer University College ID if requested.
3. The Rec Centre office is staffed by a student who provides equipment, snacks, rentals and handles all T.V., V.C.R., and room reservations. Office hours and a complete list of services are posted in the Rec Centre.
4. During the academic year, the Rec Centre may be booked for student special events or meetings. Inquiries should be directed to the Rec Centre Supervisor.
5. A complete policy statement concerning all aspects of the Rec Centre is posted in the Rec Centre and may be obtained from Student Senate.

Clubs and Organizations

Student clubs are an integral part of campus life at Redeemer. Faculty, administration and staff encourage students to participate in organizations that they enjoy in efforts to enhance their education. Persons wanting to start up a new club must seek the advice and approval of the Activities and Orientation Coordinator and may seek financial help from Student Senate.

The following is a partial list of clubs available for Redeemer students to be involved in.

Alpha Praise, Church in the Box, CROWN Newspaper, Green Team, H2O, Kidz Club, Outdoors Club, Redeemer for Life, Tae Kwon Do, Yearbook

A Club showcase will occur during a Friday activity period in September. New and existing clubs will be showcasing their plans for the up-coming year and students can sign up to join. For more information about campus clubs, contact Student Senate or Student Life.

STUDENT CONDUCT AND ACCOUNTABILITY POLICY

- I. Introduction
- II. Mission Statement
 - A. Guiding Principles
 - B. Confidentiality
 1. Student participants
 2. Staff participants
 3. Confidentiality disclaimers
- III. Standards of Conduct

- A. Jurisdiction of Authority
- B. Specific Policies
- C. Reporting a Violation
 - 1. Filing a complaint
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 - A. Self-Discipline
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 - i. Level 1: Student Life Staff
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 - D. Restorative Justice Process
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 - C. Levels of Appeals
 - 1. Campus Life Hearing Committee
 - 2. Discipline Committee
 - 3. Discipline Appeals Committee
 - 4. Institutional Review

I. Introduction

The Redeemer University College community acknowledges that the Bible is the Word of God. As God's infallibly and authoritatively inspired revelation, the Bible makes known the way of salvation in Jesus Christ, requires a life of obedience to the Lord, and provides the key to understanding, interpreting, and finding purpose in life. The faculty, staff and students at RUC constitute a Christian community called to encourage one another to lives of faithful obedience to Jesus Christ.

Redeemer University College (RUC) seeks to foster patterns of faith and conduct that are in submission to the infallible Word of God (the Bible), and that flow out of the Reformed understanding of the Christian religion. As an educational community, RUC desires to foster an atmosphere of free, open, and critical inquiry while also maintaining patterns of belief and behaviour that promote the distinctively Christian framework within which this inquiry occurs.

Those who join the RUC academic community do so voluntarily, accepting the privileges and responsibilities that distinguish it as a Christian academic community. This community seeks to increase its understanding of the Christian faith, and to apply that faith to all areas of life for the glory of God and the coming of His Kingdom. Students, staff and faculty are jointly responsible for building RUC as a Christian community with a Reformed perspective. Thus, all are expected

to show a love for the Lord and for their neighbour in their conduct both on and off campus, as reflected in the Statement of Life and Conduct and in this Student Conduct and Accountability Policy. Students are expected to interpret these standards with mature Christian judgment and to comply with them in a manner that is edifying to the Redeemer community.

II. Mission Statement for Student Conduct and Accountability

It is the mission of the Student Conduct and Accountability policy to provide students with educational, transformative and restorative opportunities in response to misconduct.

A) Guiding Principles:

1. We live in a fallen world and realize that people are broken. In our brokenness, we make mistakes and these mistakes often hurt ourselves and others.
2. There is strength in a community that can encourage each other to prevent errors in judgement and hold each other accountable when we do make mistakes.
3. Students are in process of developing personal and life-long skills in moral and ethical decision making.
4. Conflict and/or misconduct are an educational opportunities for personal and community growth.
5. Restorative Justice is generally preferred over administrative hearings, with the aim of restored relationships and the healing of harm.
6. The process of learning increased responsibility (response-ability) and community mindedness should be infused with grace. Grace does not necessarily mean lack of sanctions as grace can be experienced through the process of accountability.

In light of these understandings, we will strive to:

- Empower those effected by misconduct by providing opportunities for personal and collective growth inherent in addressing misconduct;
- Deliver a fair, balanced, confidential and timely process in addressing incidents of misconduct;
- Maintain and protect an environment conducive to learning by fostering respect, mature decision making and community responsibility; and,
- Balance the needs of the individual with the needs of the community

B) Confidentiality

It is expected that the details of student conduct investigations will be kept among those directly involved in the case or investigating/managing the case.

1. Student Participants (eg. Complainants, Respondents or Witnesses):

Participants in a conduct investigation are asked not to discuss the details of the case with others not directly related with the conduct process other than family, counselors, or support persons, as necessary for emotional support.

Breaching confidentiality may be considered an act of misconduct, and may result in a disciplinary response.

2. Staff Participants: Conduct officials (eg. Student life staff) may discuss the case with other RUC administrators, instructors or staff only as it deemed necessary for discovering the full facts of the case, or to assist the parties involved in securing support/resources.

3. Confidentiality Disclaimers:

- Please be aware that confidentiality must be distinguished as being separate from anonymity.
- Please note that confidentiality will not be protected if a student is/appears at risk of harming him/herself or any community member, or divulges information concerning the harm of a child. In such a case, relevant information will be shared with the appropriate professionals to ensure the safety of the student/community.

III. Standards of Conduct

A. Jurisdiction of Authority

The Student Conduct and Accountability Policy governs conduct for students and states that specific behaviours are not permitted. The Student Conduct Policy shall apply to conduct that occurs on Redeemer premises, at College sponsored activities, and to off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives.

No event may be advertised or publicized on RUC's campus that includes participation in activities that are not permitted on the RUC campus and are contrary to university policy. The RUC mail service may not be used to distribute invitations or advertising for such an event.

Please Note: A student conduct process is an administrative process that determines if a Redeemer University College policy was violated, what harm was caused, who caused the harm and what needs to be done to repair the harm.

A criminal process is a legal process that determines the guilt or innocence of a violation of the Canadian Criminal Code of Canada. This process is wholly independent of the internal discipline at RUC.

Any violation of provincial or federal law may be reported to a law enforcement agency in addition to internal discipline proceedings.

B. Policies

The following policies apply to all current Redeemer University Students

1) Abuse/Violence

Any words or actions which threaten or carry out violence and possession of any weapons (firearms, hatchets, knives etc.) are completely unacceptable in the Redeemer Community. As Christians we are called to "live at peace with all." Threats or acts of violence and/or physical, psychological, emotional, sexual or spiritual abuse are unacceptable whether they are made in person, over the phone, through e-mail/Internet resources or through any other means.

2) Alcohol

Redeemer, as an institution, recognizes different Christian perspectives regarding alcohol use. In recognizing the differences, Redeemer is an alcohol free campus. Students may choose to drink alcohol so long as they are doing so legally, in moderation, and off-campus.

Redeemer also recognizes provincial and federal law regarding alcohol use and will respond to legal violations even if no provincial or federal charges have been laid. The following actions will be considered a violation of the alcohol policy and will be subject to disciplinary action:

- Consumption or possession of alcoholic beverages on campus (including personal vehicles) and at university sanctioned activities. The presence of alcoholic containers, including empty containers, will be considered possession.
- Consuming alcohol under the age of 19
- Providing alcohol to anyone under the age of 19
- Irresponsible use of alcohol including drinking to excess

3) Discrimination or Harassment

In the spirit of respect and care for each individual, discrimination and harassment are not tolerated.

"Discrimination" means a distinction, whether intentional or not, based on a person's gender, race, ancestry, place of origin, colour, ethnicity, citizenship, age, record of offences, creed, sexual orientation, marital status, family status or disability, which has the effect of imposing burdens, obligations, or disadvantages on such an individual or group not imposed upon others, or which withholds or limits access to opportunities, benefits, and advantages available to others.

"Harassment" means engaging in a course of vexatious comment or conduct in respect of a person's gender, race, ancestry, place of origin, colour, ethnicity, citizenship, age, record of offences, creed, sexual orientation, marital status, family status or disability, that is known or ought reasonably to be known to be unwelcome. NOTE: Harassment may arise from other types of persistent unwelcome comments or conduct not specifically related to one of the grounds listed above.

Any student who feels they may have experienced discrimination or harassment is encouraged

to speak to a Personal Respect Officer who can advise and support. More information is found in Appendix C: Personal Respect Policy.

4) Illegal Drug Use/Legal Drug Misuse

Redeemer University College prohibits the possession, use or distribution of all chemical or biological substances unless such use is prescribed by a medical or psychiatric authority for that particular person for its intended purposes. The possession and/or distribution of "hard" drugs (including but not limited to cocaine, methamphetamine and heroin) will normally result in immediate suspension and, upon further investigation, possible dismissal. The police may be asked to assist with or lead the investigation. The first infraction concerning possession and/or distribution of "soft" drugs (including but not limited to cannabis) will normally result in a one-week suspension from the university; a second infraction will result in expulsion.

5) Disruptive Behavior

Disruption or obstruction of teaching, research, administration, conduct proceedings, other RUC activities on or off campus is not permitted. This includes disruption to the residence life community (further developed in Residence Life Handbook).

6) Improper Use of the Conduct Process

Improper use of the Conduct process, including but not limited to:

- a. Failure to obey the notice of a University College official to appear for a meeting or a hearing.
- b. Falsification, distortion, or misrepresentation of information before a Conduct committee.
- c. Disruption or interference of a Conduct proceeding.
- d. Initiation of a Conduct proceeding knowingly without cause.
- e. Attempt to discourage an individual's proper participation in, or use of, the Conduct process.
- f. Attempt to influence the impartiality, harass or intimidate a member of a Conduct official prior to, or during the course of, the Conduct proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Conduct and Accountability Policy.
- i. Attempt to influence another person to commit an abuse of the Conduct process.

7) Inappropriate use of Technology

The users are responsible for assuring that these resources are used in a Christian, ethical, lawful and effective manner. The Canadian Criminal Code is very clear about the issues of unauthorized access and vandalism of data - criminal behaviour will not be tolerated. Activities will be conducted in such a manner as to preclude any form of dishonesty, such as theft or misappropriation of money, equipment, supplies, documents, computer programs or computer time. See Appendix for the full Code of Behavior for Computer Use.

8) Language

Profane or obscene expressions including, but not limited to written or oral expression, which violate accepted standards of decency and Christian conduct.

9) Non-Compliance

Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so will be considered non-compliance. Sanctions for non-compliance range from a warning or reprimand to expulsion from RUC. It is the responsibility of every student to read the Policy and familiarize him/herself with its contents.

10) Sexual Misconduct

This covers a broad range of sexual behaviour by students when it falls outside Biblical intentions and/or explicit guidelines. These include sexual intimacies which occur outside of a heterosexual marriage, including any type of intercourse or sexual relations or involvement with pornographic material.

11) Smoking

(Policy from page 15).

Distribution of tobacco products to any person under the age of 19 is against the Smoke Free Act of Ontario and will be considered a violation of the smoking policy.

All designated smoking areas must be kept clean and free of debris/cigarette butts.

12) Theft/ Intentional Property Damage

Students are expected to respect each other's personal property and university property and not take that which does not belong to them. Deliberate damage of property will not be tolerated.

13) Unauthorized Entry/Use

Unauthorized possession, duplication or use of keys or other access devices to any Redeemer University College premises or unauthorized use/entry, including residences any RUC premises, including residences, is not permitted.

C. Procedure

A) Filing a complaint

When a violation has occurred, any member of the RUC community may report it to student life or campus security. A complaint can also be submitted via email. Each complaint regarding student conduct is evaluated on the merits of the specific case, upon which student life staff or designate, will decide if the case warrants a formal investigation. A case file will be opened when there has been an allegation of policy violation that warrants an investigation or when a student admits responsibility for a policy violation.

In certain cases where there is deemed to be a high or immediate risk to the RUC community, a student(s) may be temporarily suspended pending an investigation.

B) Opening a Case File

i) Contact with the Complainant (person submitting report)

Contact with the complainant informing them of the action being taken by the student life office will be sent to their RUC email or RUC mailbox, or delivered by Canada Post. It will include:

- Acknowledgment of complaint;
- The action being taken by the RUC student life;
- A request for an interview (if required);
- The need for confidentiality and
- A copy of "Preparing for an Investigative Interview" document.

ii) Contact with the Respondent (person alleged to have violated a policy)

Contact with the respondent will include an "Alleged Policy Violation" form, which informs them of the action being taken by the student life office. It will be sent to their RUC email or RUC mailbox, or delivered by Canada Post. This form will include:

- The allegation(s);
- If possible, the source of the allegation;
- The alleged policy violation and a copy of the policy;
- A request for a meeting, how to prepare for it and the consequences for failing to respond by the required date;
- A statement that disciplinary action may result depending on the outcome of the investigation;
- A request to contact the student life office by a specific date;
- A statement that retaliation (direct or indirect) against the complainant (or any person associated with the incident or its investigation) is expressly prohibited;
- The requirement for confidentiality

C) The Pending Phase

Between the violation of the Student Conduct and Accountability Policy and a decision of any of the levels of Community Accountability, is the Pending Phase. In the event that another violation

occurs during this phase, it may be submitted to the process already in place to deal with the infraction as information for decision-making, or it may be used to re-route the violation to a higher level of disciplinary process and/ or sanction.

Temporary Measures: In exceptional circumstances, the Associate Provost of Co-Circular and Student Development or designate may issue temporary measures, including immediate suspension. Potential reasons for such immediate measures include threats of violence, or acts which potentially violate the safety of self or others. temporary measures may be used while investigating the situation and/to provide relief for a potentially dangerous situation. Such a suspension will be immediate and the student will be notified in person. This notification will be accompanied by written or electronic communication to the student indicating follow up steps. Students placed under temporary measures are not to be on campus including residence halls, and are precluded from participating in or attending Redeemer University College events.

Temporary Measures, including temporary suspension are not sanctions, but are short term responses to potentially volatile situations that provide time for administrators to assess the situation. Temporary suspensions are not indicated on a student's transcript. The length of a temporary suspension depends on the level of risk of the incident.

V. Accountability

The purpose of accountability and discipline at Redeemer University College is to create an opportunity for change and growth in the life of the individual and to create an environment that is distinctively Christian and conducive to learning. The actions of Christians within a community are not solely a private matter. Accordingly, members of the Redeemer Community must hold their neighbours accountable for the implications of their conduct when it directly affects the welfare of community living.

A. Self Discipline

Any discussion of accountability begins with self-discipline. One of Redeemer University College's primary goals is to help students become less dependent on rules to govern their behaviour and more dependent on their own ability to discern what is right, independent of peer and external pressures. The highest objectives of self-discipline at Redeemer University College are consistent with the biblical principles that are foundational to our community and are emphasized in the university's mission statement. Members of the Redeemer University College community are called to assume responsibility for their own behaviour as it reflects upon their Lord, their community, and themselves, particularly in the area of personal freedom.

Self-discipline is one of the most fundamental character traits a Christian must develop. When all members of a community hold themselves accountable for their own actions, there is no need for other forms of accountability or discipline. It is the goal of Redeemer University College to so foster this self-discipline that peer and community accountability be minimal.

If a student comes forward to a Student Life member with an admission of an infraction of the student conduct policy, it will be treated as self-accountability. Taking into consideration the seriousness of the situation, at the discretion of the Dean of Students, the appropriate Student Life staff member dealing with the report, may advise that the student not be subjected to the discipline proceedings listed below but rather to an informal resolution. If the issue is not resolved, the Student Life staff member will refer the student to the appropriate level of community accountability and discipline process. If a student has already been discovered committing the infraction it will not be counted as self-discipline.

B. Peer Accountability

Redeemer University College's expectations for life and conduct call us to become a community where our actions are not solely a "private matter." We are called to be concerned about the welfare of other individuals within the community and of the community as a whole. This level of concern and accountability is essential to produce the support that enables an individual to change inappropriate behaviour and to effect significant growth and insight in a person's life and in the life of the community.

Self-Discipline is in turn reinforced by peer accountability. Members of the Redeemer University College community are expected to share responsibility for each other's growth, willingly to express concern, and caringly to confront one another [Matthew 18]. This type of accountability is a necessary element in order to develop responsible biblical relationships in our community among students, faculty, and staff. Students looking for guidance as to how to hold a peer

accountable are encouraged to seek out student life staff or a faculty member for consultation.

RUC provides assistance for students attempting to hold peers accountable through resources found on the counselling website, student leaders with training in conflict resolution and the availability of Student Life staff to talk through relevant issues. Peers are expected to report violations of the Student Conduct and Community Accountability Policy. This expectation leads to community accountability and discipline.

C. Community Accountability and Discipline

1) General Introduction

The response of community accountability for student conduct ranges from response by Student Life staff to a committee decision. There are three committees that may deal with unresolved student conduct issues. They are: the Campus Life Hearing Committee (CLHC), the Discipline Committee (DC), and the Discipline Appeals Committee (DAC). For each of these committees, the Dean of Students provides a list of previous decisions rendered by the Committee. These committees as well as the role of an Institutional Review are explained below.

Primary Level Violations are minor violations that are typically adjudicated by the Residence Director or Community Life Director. An example of a primary level violation would be a violation of the residence life policy or a first time alcohol offense.

Secondary Level Violations typically include violations of heightened conflict experienced in the community and in which more than one member of the community may be negatively affected. An example of a secondary level violation is a prank that caused damage or a repeated primary level violation. These infractions are typically adjudicated by the Campus Life Hearing Committee.

Tertiary Level Violations: are egregious community violations that negatively affect more than one member of the community and/ or have a serious detrimental impact on the individual student. Tertiary level discipline also responds to repeated primary and/ or secondary violations. This process is the most formal level of response in the RUC discipline process. These violations call into question whether the responsible party should remain a member of the community. Tertiary level violations are typically adjudicated by the Discipline Committee (DC).

In addition, during the Pending Phase between notification of an infraction and a decision by a Committee, temporary sanctions can be invoked. For more information regarding these sanctions, please refer to the "Sanctions" section of this policy.

2) Levels of Accountability:

i) Level 1: Student Life Staff Response

Should a complaint regarding a student arise, the Dean of Students, Community Life Director or Residence Director should be notified. It will then be determined if the how best to follow up with the issue presented.

If the complaint is considered a primary level violation, a violation meeting(s) will be held with the Residence Director or Community Life Director and the complainant (person submitting the alleged policy violation) and with all involved parties to look into the matter. These meetings are an integral part of the student conduct process. They provide an opportunity for all parties involved in an alleged misconduct or grievance to share their perspectives on what occurred. The information gathered in these meetings are essential when considering the totality of the information used in rendering a decision.

The presentation of information and testimony by any party involved in this process shall be conducted in a manner that is courteous to all parties, that is devoid of intimidation and harassment, and that limits discussion to information relevant to the facts and issues of the case.

Those being required to meet will receive notice of the violation and the meeting time and location either by letter or by email at least one business day before the offered meeting date. Student Life Staff will attempt to work with a student in order to show how their actions run contrary to biblical and community standards as understood by the Redeemer community.

If the allegations are substantiated, factors such as a respondent's present attitude, extenuating circumstances, student conduct history, the nature of the current offence and the severity of the harm caused will be considered in rendering the level of sanctions imposed.

Decisions made during the accountability process at RUC are made based on preponderance of evidence. Unlike in criminal cases heard in a court of law, allegations do not have to be proved beyond reasonable doubt. However, it is based on a desire to seek the truth with grace. If clarity is not evident based on presented evidence, the Balance of Probabilities will be used. This principle asks "Would a reasonable person, given the known information about a complaint, conclude that the situation X is the most likely scenario to have occurred."

In some cases, sanctions may be applied such as issuing an apology, community service or fine, restitution, behaviour contract or probation. This decision will be communicated to the student(s) by the staff member they met with.

For information regarding how to appeal the decision made, refer to the "Process Safeguards" section of the policy.

ii) Level 2: Campus Life Hearing Committee (CLHC) Response

Jurisdiction

Repeated Primary Level and Secondary Level alleged infractions come under the jurisdiction of the Campus Life Hearing Committee (CLHC). In addition, the CLHC also serves as the appeal body for primary infraction decisions (see Process Safeguards section). The Residence Life Staff may refer such cases to the CLHC. In situations where jurisdiction is in doubt, the Residence Life Staff will consult the Dean of Students.

When a complaint is received, the Residence Director, Community Life Director or Dean of Students will contact the Respondent (student who has alleged violated a policy) with an "Alleged Policy Violation" notification. They will then set up a meeting with the Respondent and with all involved parties to begin looking into the matter. These meetings are an integral part of the student conduct process. They provide an opportunity for all parties involved in an alleged misconduct or grievance to share their perspectives on what occurred. The information gathered in these meetings are essential when considering the totality of the information used in rendering a decision. This information will then be submitted to the CLHC along with recommended sanctions from the student life staff.

The CLHC has the right to request any witnesses to appear before them. Witnesses will be given a minimum of one business day notification of appearing before the committee, including the time and location of the meeting and a summary of the reason for which they are being asked to appear before the committee.

Structure

The Campus Life Hearing Committee consists of five students with leadership positions at RUC: one Residence Life Facilitator, two Resident Assistants (RAs) and one Housing Assistant (HA), and two eligible students appointed by Student Senate. The Residence Director or Community Life Director will be present at all meetings and will be designated as ex officio member. The Dean of Students will appoint a chairperson for the committee from among committee members. The chairperson will designate a member of the CLHC to be recorder. The chairperson can appoint a designate should he/ she is unable to participate in a portion of or an entire hearing to process a violation.

Procedure

The Community Life Director or Residence Director will give the Respondent a timely, written notice (normally 3 working days) of the meeting including the "Referral to Campus Life Hearing Committee" form which details the charge(s) date, time, place and purpose, and advise that if the student does not attend, the hearings by the designated group or groups will proceed in their absence. The Community Life Director or Residence Director will give the same information to the CLHC. If the student has made a written submission, this too will be distributed to all CLHC members. Generally the CLHC will meet within 10 business days of receiving this notification.

A majority vote will be necessary to determine responsibility and sanction(s). The decision of the Committee with grounds will be given in writing to the Dean of Students or designate. Once the Dean of Students or designate has received the decision of the CLHC, the chairperson of the Committee and the Dean of Students or designate will provide a written decision to the student and where possible will review it in person with the identified student to explain the decision of the committee and the appeal procedure available to the student.

Outcome

If the allegations are substantiated, factors such as a Respondent's present attitude, extenuating circumstances, student conduct history, the nature of the current offence and the severity of the harm caused will be considered in rendering the level of sanctions imposed.

Sanctions for these types of offences may include, but are not limited to, a warning, probation, an order of restitution, community service, fines (up to \$150), and/or disciplinary probation (see Sanctions section). In some cases a student may be assigned a staff, faculty or peer mentor and/or be referred to professional counselling.

A student who has received sanctions from the CLHC may appeal the decision to the Discipline Committee provided the CLHC has not acted as appeal committee for the initial sanction(s). If so, the CLHC decision is final. For more information regarding how to appeal a CLHC sanction, refer to the "Process Safeguards" section of this policy.

Witnesses who provided information during the investigation will receive a final letter thanking them for their involvement in the investigative process. In most cases, final decisions will not be disclosed to witnesses.

All parties involved in an investigative process are required to uphold utmost confidentiality regarding the findings, outcome of the investigation and any other information about the investigation they may be privy to.

iii) Level 3: Discipline Committee (DC)

Jurisdiction

Repeated violations that continue after having been processed through the CLHC and tertiary level violations are adjudicated by the Discipline Committee (DC). These violations will be referred by the Dean of Students, with advice from the appropriate people, (Student Life staff, or others connected to the specific situation) to the Discipline Committee.

The Discipline Committee has the right to request any witnesses to appear before them. Witnesses will be given a minimum of one business day notification of appearing before the committee, including the time and location of the meeting and a summary of the reason for which they are being asked to appear before the committee.

Structure

The Discipline Committee is composed of two faculty members (one of whom will act as chairperson), a staff member, the agreed upon representative of Student Senate, and one other student selected by the Dean of Students. The chair will appoint a recording secretary. The chairperson or the Dean of Students can appoint a designate should he/she be unable to participate in a portion of or an entire hearing to process a violation. The Dean of Students can do the same.

Procedure:

When a complaint is received, Dean of Students (DOS) or designate will contact the Respondent (student who has alleged violated a policy) with an "Alleged Policy Violation" notification. The DOS will then set up a meeting with the Respondent and with all involved parties to begin looking into the matter. These meetings are an integral part of the student conduct process. They provide an opportunity for all parties involved in an alleged misconduct or grievance to share their perspectives on what occurred. The information gathered in these meetings is essential when considering the totality of the information used in rendering a decision. This information will then be submitted to the DC along with recommended sanctions from the Dean of Students.

The Dean of Students or Designate will provide the Respondent with a "Referral to Discipline Committee" form prior to the Discipline Committee meeting. The Dean of Students will give this notice in a timely manner, (generally a minimum of 5 business days) including the meeting date, time, place and purpose, and advise that if the Respondent does not attend, the hearings will proceed in his/her absence. If the student has made a written submission, this too will be distributed to all Committee members.

The Respondent has the right to ask one other person to be present at the hearing in order to speak on his/her behalf. The Respondent may have anyone except a family member or faculty or staff member of RUC speak on his/her behalf. Note: only one person, either the student or his/her representative, may present the Respondent's defense. If the Respondent wishes to bring legal counsel to be his/her representative, this must be communicated to the university at least 2 business

days in advance. The university's legal counsel must then also be present. If the representative presents the defense, the Respondent may only speak in response to questions directed to him/her.

The Dean of Students will be at the Discipline Committee meeting to present the charges in the case to the committee. The Respondent or his/her representative will then speak to the charges. The Dean of Students will be given opportunity to respond. After the committee has adequate time to question both parties, the student (and his/her representative) and the Dean or designate will be asked to leave.

The Discipline Committee will make a decision after hearing the evidence. If required, the committee can re-convene the hearing and request any and all resource people to attend. The decision of the Discipline Committee must put the reasons for its decision in writing. The chair of the DC must meet with the Dean of Students, provide a written copy of these reasons and explain them. Once the Dean of Students has received the decision of the DC, the chairperson of the Committee and the Dean of Students will provide a written decision to the Respondent and where possible will review it in person with them to explain the decision of the committee and the appeal procedure available.

The final decision of the committee is then communicated to the Associate Provost of Co-Curricular and Student Development in written form. A copy of this letter will be placed in the student's file.

Outcome

Sanctions for these types of offenses may include, but are not limited to, a warning, disciplinary probation, an order of restitution, fines, short or long-term suspension, dismissal or expulsion (see Sanctions below). In all cases except dismissal, expulsion and long-term suspension, a student will be assigned a staff or faculty mentor and/or be required to meet with a professional counsellor. A student who has received sanctions from the Discipline Committee may appeal the decision to the Discipline Appeals Committee (see Process Safeguards) if the Discipline Committee is not already serving as an Appeal body for a CLHC decision.

Witnesses who provided information during the investigation will receive a final letter thanking them for their involvement in the investigative process. In most cases, final decisions will not be disclosed to witnesses.

All parties involved in an investigative process are required to uphold utmost confidentiality regarding the findings, outcome of the investigation and any other information about the investigation they may be privy to.

iv) Restorative Justice Process

Introduction

Restorative discipline enhances the mission of RUC both educationally and developmentally. It is based on the philosophy of aiming to "set wrongs right." At RUC this additional discipline for resolving breaches of the Student Conduct and Accountability Policy is called the Restorative Justice Process. Under specific circumstances, and if all parties are in agreement, the Restorative Justice Process takes the place of Community Accountability as outlined in Section 5C of this policy.

This process gives students the opportunity to collaboratively learn from mistakes through active restoration in matters of misconduct or significant relational stress. It promotes reconciliation of those who have been injured or estranged, encourages students to take responsibility by holding them accountable for their actions including making restitution for damages, and enables the restoration of an individual to his or her place in the community. When using restorative justice measures, an attempt is made to repair the harm caused by one person to another and to the community so that order is restored for everyone.

Restorative Justice theory presents the following continuum from negative to positive action:

- a. Negative actions cause harms
- b. Harms create voids, or needs
- c. Needs lead others to sense obligations
- d. Obligations inspire us toward positive actions
- e. Positive actions heal harms

2. Process

RUC's Restorative Justice Process is as follows:

- a. A case is brought to the attention of Student Life
- b. The Dean of Students determines eligibility of the case for Restorative Justice
- c. Initial meetings (pre-conferences) are held with individual involved parties
- d. Conference is held with all involved parties and positive actions determined
- e. Positive actions are written into a binding agreement between participants
- f. Student Life staff follow up after the completion date of the agreement
- a. A case is brought to the attention of Student Life

Initially, an incident report is made to the appropriate Student Life staff. The Student Life staff who is the recipient of the report will discern whether or not to recommend the case to the Dean of Students for the Restorative Justice Process.

b. In collaboration with RUC staff, faculty and/ or students as deemed appropriate to the situation, the Dean of Students determines eligibility of the case for Restorative Justice. In certain cases, with the agreement of the complainant, the respondent and the Dean of Students (or designate), an incident can be processed through the Restorative Justice Process. Successful Restorative Justice conferences depend on all participants being equally engaged in the process and willing to take ownership for their part in causing harm. A fundamental condition for participating in the program is an initial acceptance of responsibility for the violation. This is not the same as admitting guilt but whether the student is willing to explore how his/her actions have impacted others and the community and make repair for those impacts. When approving a case for the Restorative Justice Process, the Dean of Students appoints a trained facilitator for the Conference.

c. Initial meetings (pre-conferences) are held with individual involved parties

All participants must be provided an orientation to the process and given an opportunity to decide if they want to participate voluntarily. Students meet individually through a series of pre-conferences that aim to identify the nature of the harms and potential positive actions which can serve to heal those harms. The appropriate Student Life staff meets with the Complainant and the Respondent as preparation for the Conference.

d. Conference is held with all involved parties and positive actions determined

The Conference is a guided process which is supervised by a trained facilitator.

The Facilitator has ten (10) working days (excluding student holidays) from notification by the Dean of Students to arrange and conduct the Conference. It is a cooperative process, patterned after Matthew 18, but formally approached. It includes those who were impacted by the violation, the alleged offender(s) and his or her support person(s), a representative from Student Life, others deemed helpful (as needed), and a facilitator. The participants are assembled to listen to the experiences of those who were harmed and those who violated the standards of the community. A conference generally lasts between 1 to 2 hours depending on the severity of the case. The facilitator(s) guides a discussion between the student and the community members with the goal of identifying who was harmed by the offense, how they were harmed, and how the student can repair the harm. The purpose is to:

1. Recognize injustices
2. Seek ways to repair the harm as much as possible
3. Address the causes or conditions that contributed to the current violation
4. Create an agreed upon plan for the future that would prevent repeated violation
5. Establish a follow-up plan

In cases where there is an identifiable victim or harmed party associated with the offense, the conference focuses closely on the harm that occurred between the respondent and the complainant and is conducted by two highly trained restorative justice facilitators. When the line between offender and victim is blurred, or when there are multiple offenders and victims, a

Reparative Agreement for each person who committed a violation is an expected outcome.

e. Positive actions are written into a binding agreement between participants

Outcomes, rather than being solely sanctioned by disciplinary bodies, are cooperatively determined by all involved parties and agreed upon in the form of a binding contract called a Reparative Agreement. Together conference attendees create an agreement that might include items such as apology letters, research papers, interviews of community members, substance abuse awareness experiences, and community service. The content of the Reparative Agreement is created on a case by case basis, and students are encouraged to have input into their own agreements. All agreements require the approval of all of parties present. The student must complete the items in the agreement by the assigned due date, which is typically within four weeks of the conference date.

At all times, the Dean of Students retains the right to sanction disciplinary consequences as deemed necessary. To appeal a sanction imposed by the Dean of Students, refer to the "To Appeal a Student Life Staff decision" section of the "Process Safeguards" section of this policy.

f. Student Life staff follow up after the completion date of the agreement

The assigned Student Life staff monitors the student's progress in completing the agreement. Once complete, the student receives an official Restorative Justice Process Completion Letter.

3. When a Process is Not Completed

In cases where Restorative Justice fails to adequately address the harms caused, students facing alternative disciplinary sanctions will now be reverted back to a traditional judicial process in which sanctioned outcomes are not cooperatively determined, and are subject to the terms of the Student Policy of Conduct.

The circumstances under which a student's case will be diverted from a Restorative Justice Process include:

- Failure to accept responsibility for the harms caused the student's actions at any time during the student's participation in the program.
- Failure to show for a scheduled meeting or conference
- Inappropriate behavior during community service, when interacting with a community member as part of the Reparative Agreement, or when interacting with those involved in the Restorative Justice Process.
- Failure to complete all Reparative Agreement items by the due date.
- Commission of a subsequent violation prior to completion of the program.

Initially, the Dean of Students (or designate), the complainant or the respondent may determine that a situation is not appropriate for a Restorative Justice Process at RUC. Once the process is begun, the facilitator, the complainant or the respondent may determine that a situation no longer be appropriate for the Restorative Justice Process at RUC.

For more information about Restorative Justice at Redeemer, please visit the Student Life Office.

IV: Sanctions

The following list of sanctions may be imposed on students when they are deemed responsible for infractions relating to university life and student conduct. The conduct committees are free to modify or qualify these sanctions in accord with the individual circumstances.

Admonition

An oral statement to a student that they have violated institutional rules. This usually involves a meeting with Student Life Staff in which an apology may be requested.

Warning

Notice in writing that continuation or repetition of wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action. This warning may also be accompanied by community service/fine at the discretion of the Student Life Staff. This warning may involve a meeting with the Dean of Students.

Restitution

Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

Fines

Fines may be levied for the violation of some university policies. All fines are paid to Financial Services and will be added to a student's account if left unpaid. At the discretion of Student Life Staff, community service may be substituted for fines.

Community Service

Community service hours may be given as a sanction to assist in the process of making amends for the violation of community trust.

Counselling/Professional Assessment

A student may be asked to complete an assessment or set number of counselling sessions.

Educational Modules

Participation in classes or assignments designed to address consequences of behavioural choices. (Assignments must have prior approval of the Dean of Students).

Behavioural Contract

Students may be placed on a behaviour contract. The terms of each contract would be uniquely fitting to the circumstances. All behaviour contracts will have time-defined expectations. These contracts will also have potential consequences for violating the terms of the contract.

Disciplinary Probation

A written reprimand by the Dean of Students or Disciplinary Committee for violation of policy. Further violation of university regulations by a student on disciplinary probation will normally lead to suspension. Students on probation are excluded from participation in privileged or co-curricular university activities. Notice of probation will be recorded, put in a sealed envelope and placed in the student's file.

Suspension from University Housing

The student's privilege of living in on-campus housing will be temporarily revoked until a set time. The student will be given a minimum of 48 hours to leave housing. Certain stipulations may need to be met before the student can be re-admitted into college housing. If a student is suspended from university housing for disciplinary reasons, they are not eligible for a housing refund.

Suspension

Suspension will result in exclusion from classes and from other student privileges and activities, as specified in writing for a definite period of time. Any tests, exams, or projects scheduled during the suspension period will be counted as not completed and will not be rescheduled. However, the committee handling the suspension may at its discretion modify the end results so that they not be either overly oppressive or overly benign due to the timing of the suspension in the academic year. Notice of suspension will be put in a sealed envelope and placed in the student's file. Normally, a student will be asked to leave the campus within 24 hours of suspension. The conditions for readmission will be stated in the notice of suspension. Compliance with such conditions will be verified by the Dean of Students at the time of readmission.

Dismissal from the University

Dismissal results in termination of student status for an indefinite period as specified in writing. The conditions of readmission, if any, will be stated in the notice of dismissal. In the case of disciplinary dismissal for the duration of the term, a student will be assigned a "W" for each course in which he or she is registered. On the transcript, a statement at the bottom of the term in question will reflect "Disciplinary Dismissal" and the date of the dismissal. In circumstances in which the student is dismissed, the student forfeits any deposit or refund for tuition or housing as applicable.

Temporary Sanctions:

In some circumstances temporary sanctions may be put into place between the time of incident reporting and the hearing decision. Examples of such temporary sanctions include no contact

order, and/ or the signing of a behaviour contract.

In exceptional circumstances, the Associate Provost of Co-Curricular and Student Development may issue a temporary suspension (TS). Potential reasons for such an immediate temporary suspension include threats of violence, or acts which potentially violate the safety of self or others. TS may be used while investigating the situation and/ to provide relief for a potentially dangerous situation. Such a suspension will be immediate and the student will be notified in person. This notification will be accompanied by written or electronic communication on to the student indicating follow up steps. Students placed under TS are not to be on campus including residence halls, and are precluded from participating in or attending Redeemer University College events.

V. Process Safeguards:

A. Grounds for an Appeal: an appeal must be made on one of the following three grounds:

1. Bias or unfair treatment- i.e. procedural error, improper investigation, discrimination etc.
2. New information - i.e. New witness, a fact unknown when the original decision was made.
3. The sanction does not fit the infraction/behaviour

B. Outcomes of Appeals: Students may only appeal a decision once and such an appeal may result in one of the three following outcomes: the original decision is upheld, the original decision is overturned or sanctions may be modified. All decisions made by the appeal are final unless overturned by an Institutional Review.

C. Levels of Appeals with Regard to the Student Conduct Policy

1. To Appeal a Student Life Staff Decision: Campus Life Hearing Committee (CLHC)

A student who has received sanctions as a result of this initial process and wishes to appeal, can request to have his/her case heard by the Campus Life Hearing Committee (CLHC) and the sanction received will be held in abeyance until the CLHC makes its decision. The appeal request must be made to the Dean of Students in writing within 2 business days. The decision of the CLHC is final.

2. To Appeal a CLHC Decision: Discipline Committee (DC)

A student who has received sanction from the CLHC is permitted to appeal in writing, within 2 business days, to the Dean of Students for reconsideration of his/her case by the Discipline Committee. For more information regarding the appeals process, refer to "Process Safeguards."

Procedure

To appeal a CLHC decision, the DC will meet within 10 business days of receipt of the letter of appeal to hear the case. The student and the Committee will be provided with appropriate documentation from the CLHC hearing including the original charge and the original submission of the student along with the decision of the Committee. If the student has made a further written submission, this too will be distributed to all Committee members.

At this meeting, the Chairperson of the Campus Life Hearing Committee and the student, or his/her designate - non-family will be present and give an oral summary of their respective positions in light of the decision of the Campus Life Hearing Committee. If the student wishes to bring legal counsel to be her/his representative, this must be communicated to the university at least 48 hours in advance. The university's legal counsel must then also be present. After their presentations, the Chairperson of the CLHC and the student and/ or his/ her designate will be asked to leave.

A two-thirds majority vote will be required to reverse or modify the decision of the Campus Life Hearing Committee. The faculty member will convey the decision of the Discipline Committee in writing to the Dean of Students or designate. The Dean of Students or designate and the chairperson will then meet with the student to convey the decision of the committee. This decision will be followed up in written form by the Dean of Students.

Outcome

The Discipline Committee may either uphold or reverse the decision of the Campus Life Hearing Committee or modify the sanctions against the student. Under normal circumstances, the decision of the Discipline Committee is binding. Only in the case of an Institutional Review could it be reversed or modified (see below).

3. To Appeal a Discipline Committee Decision: The Discipline Appeals Committee (DAC)

Jurisdiction

Any student who feels the decision made by the Discipline Committee (DC) concerning disciplinary action was not fair or justified may appeal the decision within 2 business days and must direct the appeal in writing to the Associate Provost for Co-Curricular and Student Development (APCCSD). The APCCSD then refers the appeal to the DAC chairperson. This committee has the right to request any witnesses to appear before them. When a student appeals to the DAC then the chair of the DC shall appear before the DAC to give the reasons for the DC's decision.

Structure

The Discipline Appeals Committee is composed of four members. When the committee is meeting to consider a behaviour discipline appeal, the committee is composed of two faculty members, one staff representative, and the Student Senate Vice-President, plus the Dean of Students who functions as resource person for behaviour discipline appeal matters.

One faculty member will function as chairperson, who will then appoint one of the remaining committee members as recording secretary.

Procedure

The Discipline Appeals Committee (DAC) will normally meet within 15 working days of receipt of the letter of appeal to hear the case. The student and the Committee will be provided with appropriate documentation from the DC hearing including the original charge and the original submission of the student along with the decision of the Discipline Committee (DC). If the student has made a further written submission, this too will be distributed to all Committee members.

At this meeting, the Chairperson of the DC and the student, who may be accompanied by a representative, will be present and give an oral summary of their respective positions in light of the decision of the DC. A student may have anyone except a family member or faculty or staff member of Redeemer University College speak on his/her behalf. Note: only one person, either the student or his/her representative, may present the student's defence. If the student wishes to bring legal counsel to be her/his representative, this must be communicated to the university at least one business day in advance. The university's legal counsel must then also be present. If the representative presents the defence, the student may only speak in response to questions directed at him/her. After their presentations the Chairperson of the DC, the student (and his/her representative) as well as the Dean of Students will be asked to leave.

A three-quarters majority vote will be required to reverse or modify the decision of the DC. When DAC makes a decision that is significantly different from that of the DC and/or the Dean of Students, the DAC must put the reasons for its decision in writing and meet with the Dean of Students and the chair of the DC, provide written copies of the reasons and explain them. The chairperson of the DAC will convey the decision and the grounds to the Associate Vice-President, Student Development and Registrar (AVP/SD) in writing. The AVP/SD and the chairperson will provide a written decision to the student and where possible will review it in person with the identified student to explain the decision of the committee and the appeal procedure available to the student. A copy of this letter will also be placed in the student's file.

Outcome

The Discipline Appeals Committee may either uphold or reverse the decision of the Discipline Committee or modify the sanctions against the student. Under normal circumstances, the decision of the Discipline Appeal Committee is binding. Only in the case of an Institutional Review could it be reversed or modified (see below).

4. Institutional Review

The President of the University may exercise an institutional review of all decisions of both the Student Conduct Appeals Committee and the Discipline Appeals Committee. Should it be his or her judgment that the provisions and procedures of the discipline process have in their operation failed to do justice to the student and secured the interests of the community, the President may then intervene. This may be done only in extraordinary situations and only after the judicial bodies defined in this guideline have completed their work.

Fines Appeal Committee (Appealing End-of-Year Residence Damage Assessments and Fines) Jurisdiction

An on-campus resident who has been issued a fine in excess of \$100 for damages to a residence at the end of the academic year may appeal to the Fines Appeal Committee in writing or via email normally within 10 working days of having received a fine assessment. The appeal is to be directed to the Associate Vice-President, Student Development and Registrar (ASSOCIATE PROVOST, CO-CURRICULUM AND STUDENT DEVELOPMENT) for reconsideration of the fine assessed.

In the event that an entire residence has been assessed fines for damages, the residence may appeal "en masse" whereby a single resident may appeal on behalf of all those in the residence affected by the fine(s). In such a case, the appeal letter or email must specify on whose behalf the appeal is made. All those listed as part of the appeal may appear in person at an appeal hearing, but this is not required. Should this not be possible, a telephone conference call may suffice. The appeal letter or email needs to be received by the 2nd Tuesday in June.

Structure

In dealing with damage assessment appeals, the Fines Appeal Committee is comprised of the Director of Physical Plant & Security, the Dean of Students, one student who has lived in on-campus housing and one other more senior staff or faculty member who will serve as chair. The committee may request that resource individuals attend the meeting to provide further information.

Procedure

The Fines Appeal Committee will meet on 2 days in June to hear the appeals. All appellants, if present, and committee members will be provided with all documentation from those who have assessed the fine(s) and any subsequent documentation that may be of assistance in considering the case.

Outcome

A majority vote of the Fines Appeal Committee will be required to modify the original fine assessed. The chair of the committee and the ASSOCIATE PROVOST, CO-CURRICULUM AND STUDENT DEVELOPMENT will, when possible, meet with the appellant(s) to convey the decision of the committee. The decision will be followed up in written form or email by the ASSOCIATE PROVOST, CO-CURRICULUM AND STUDENT DEVELOPMENT or designate. The decision of the Fines Appeal Committee is binding.

SAFETY AND SECURITY

Basic Rules of Safety

Redeemer students are not exempt from threats to their personal safety and should use precautionary measures to minimize existing dangers and hazards in the environment. Although living with constant fear is unnecessary and unhealthy, students should be aware of safeguards that deter possible victimization. Redeemer maintains a campus that is open and inviting to guests. As the neighbourhood fills in the chance of guests with nefarious intentions increases. Here are a few basic suggestions:

1. **BE ALERT!** Rely on your neighbours and have them rely on you to be alert to suspicious persons and/or unusual events.
2. Keep the door of your residence closed at all times. This will help prevent unwanted guests and conserve energy.
3. When you leave your car unattended, make sure to lock the doors. Also, do not leave valuables visible in your car while it is unattended – lock them in your trunk or take them with you.
4. Unsecured bicycles invite theft. Purchase a bike lock and secure your bike to a bike rack provided for that purpose.
5. Identify expensive and/or important belongings with some type of permanent identification, such as can be provided with a metal engraver.

Electrical Appliances

Because of their potential fire hazard, no open-coiled appliances, hot plates or toasters will be allowed in student's rooms. Only CSA approved appliances and extension cords are permitted to be used in the residences. An energy charge will be levied for large appliances. This charge will not be refunded or pro-rated in the event of room changes or withdrawals.

Emergencies

In the event of an emergency, a student should assess the situation. Depending on the time of day, the main switch board (x0), the Security Office (x4444) or the security cell phone (905.961.4444) should be contacted and then the Resident Advisor or Housing Advisor and the Community Life Director should be informed and if possible be brought to the situation. If there is a doubt in the person's mind, it is best to call 911 immediately to get emergency help. If you are near one of the three outside emergency phones, these can be used to put you in touch immediately with Security.

Firearms, etc

Weapons of any kind, including but not limited to, firearms, ammunition, replica firearms including paintball guns, hunting knives and other blades, BB guns, pellet (soft and hard) guns, sling shots, potato guns/cannons, etc., are not permitted on campus or at university sponsored activities. Such items, including swords, archery equipment such as bows, crossbows, compound bows or arrows that may be possessed legally must be stored at the Security Department. Contact the Security Department with questions regarding storage of such items.

Fire Alarms

There will be a \$100.00 fine and any fire department fees given to anyone who tampers with or sets off a fire alarm system without cause.

Fire Extinguishers

There will be a \$100.00 fine given to anyone who tampers with or discharges a fire extinguisher(s). Those responsible will pay for any cost of damages that result from such tampering or discharge.

If a fire extinguisher is used for the purposes of putting out a fire or is discharged for any other reason, security must be notified immediately so that arrangements can be made to provide a replacement.

Fire Prevention

Never try to call the Fire Department before you leave a building that is on fire ... Get out first and make the call from a neighbour's phone. If the fire department is called, Security must be called so they can act appropriately (direct fire trucks, etc.).

- Smoke Alarm: Be certain everyone in the residence recognizes the sound of your

smoke detector and carbon monoxide detectors. It is recommended that residential students test their smoke detectors and carbon monoxide detectors at least monthly. If any device is found not to be working, please contact your RA/ HA and the Security immediately.

- Bedroom doors should be kept closed while sleeping, to act as a heat and smoke barrier in case of fire. They will not stop the fire but will give you time after awakening to evacuate safely. Before opening the door, feel it for heat and check cracks for seepage of smoke. If either is present use an alternate escape route.
- If smoke is present in the escape route, keep close to the floor, take short breaths, and keep your mouth and nose covered with a cloth (wet if possible).
- Meeting Place: Have a pre-arranged meeting place organized. The Row Fire Warden will let you know where that place is in the first week of school.
- Call the Fire Department: The R.A./H.A. will appoint another individual to call the Fire Department. It is important that he/she returns to verify that the call was made. While the call is being made, make sure everyone is accounted for. Appoint one representative from the group to stand at the end of the parking lot to direct the Fire Fighters when they arrive.
- Once Out - Stay Out: Don't be a hero - after warning others within your residence evacuate your residence immediately. Be certain to warn your neighbours in case the fire spreads.

Open Fire Regulations

Bonfire Regulations

Redeemer University College is designated as an urban zone within the City of Hamilton. Bonfires are prohibited on campus. Students found violating this provision will be subject to a fine.

Candles and Incense

Candles, incense, oil lamps or any other item requiring an open flame are not to be used or stored in residences and apartments. Combustible liquids of any type are not to be used or stored in the residences, and combustible decorations are not to be hung from the ceilings. Fire exits and hall ways are to remain clear of obstructions. Those violating this provision will be subject to a fine of \$100.

Fire-Crackers and Fire-Works

Fire-Crackers and Fire-works and similar explosives are prohibited on campus. A student violating this provision will face disciplinary action.

Halogen Lamps

Halogen Lamps are prohibited in all residences due to the fire risk.

Life Safety Systems

All buildings on campus are equipped with some life safety systems – sprinkler systems, pull stations, smoke detectors, fire extinguishers, etc. These systems are there for your protection and are not to be tampered with or used in any way except for the purpose for which they were intended. Violation of this order will result in a fine.

Storage

No entry or storage is permitted in the furnace rooms of residences 37-42. All vents on these furnace room doors must remain uncovered to prevent potential furnace and water heater issues and for every student's safety.

Medical Emergencies

RAs, HAs, and Security personnel are trained in First Aid and CPR. In case of a medical emergency contact one of them, however, do not hesitate to call 911 first if the situation warrants it. Security should then be called to provide direction to emergency personnel.

First Aid Supplies

During the day you may obtain basic first aid supplies from the athletic area desk, and every residence is supplied with basic first aid supplies. At night call security at x4444 to obtain supplies.

Propane Tanks

Do not store propane tanks inside the residences or apartments. Storing propane tanks indoors is a fire hazard and not permitted by the Fire Department. Please contact the maintenance department via email at maintenance@redeemer.ca if you wish to store your propane tank on campus. . Any tanks to be stored must be appropriately marked by the owner.

Security

The Redeemer Security Department is committed to ensuring that our campus is a safe and orderly environment to live, work, and learn. The Security Captain oversees a team of Commissionaires and student Security Guards, all of whom are trained in First Aid, CPR, security procedures and safe work practices. Security guards are on regular duty within the Academic building and perform scheduled patrols of the campus areas and hold valid Ontario Security Guard licenses.

Security works in co-operation with all University departments to facilitate ongoing academic, conferencing, and student life activities. Some of the principal responsibilities of the Security Department are listed following:

- Management of the University key control system
- Administration of on-campus parking
- Patrol and surveillance of the campus buildings and grounds
- Emergency response to medical and other emergencies
- Enforcement of University policies

When on duty, a Redeemer security guard represents the authority of Redeemer University College to ensure safe and orderly campus life. Students must respect the authority of the security guard, must never obstruct or interfere with the duties of a security guard, and must abide by the instructions of the security guard.

Security is a service to the Redeemer community and is there to help you and are always interested in your concerns, suggestions, or ideas. Security may be reached by phone at x4444, 905-961-4444, or via email at security@redeemer.ca. Students interested in becoming security guards are invited to indicate their interest via email to the address listed above.

Self Locking Doors

The doors of the residences are self-locking, i.e. the lock cannot be "turned off." Visitors or strangers cannot open the door from the outside. This means, however, that students must carry their keys with them at all times. This is a security feature that must not be ignored. Any residence found with a "stuffed lock" or "taped lock" or otherwise disabled lock will be immediately charged with a \$25.00 fine.

Theft

The loss of property must be reported immediately to the Security Department, either at the Security Desk or in the General Office. The university will make every effort to recover lost or stolen property, but will not be responsible for replacing it. Please consult your insurance agent regarding the coverage of your personal possessions. Students should ensure that they are adequately insured.

WalkSafe

The Walk-Safe service is a security service that promotes safe campus living by

patrolling the campus and providing an escort service across campus. A Walk-Safe escort can be arranged by contacting the security desk at x4444. Anyone who requests an escort will be accompanied by security personnel on their walk to their campus destination.

POLICY AND PROCEDURES FOR LIFE & CONDUCT

(Please see page 17 of Academic Calendar).

CODE OF BEHAVIOUR FOR COMPUTER USERS

“Grateful for the advances in science and technology, we make careful use of their products, on guard against idolatry and harmful research, and careful to use them in ways that answer to God’s demands to love our neighbour and to care for the earth and its creatures”

(Paragraph 52, Our World Belongs to God, CRC Publications, 1988)

Preface

1.00 We are stewards of technology, therefore God requires accountability in our use of these gifts. As a community that yields to the leadership of Jesus Christ, Redeemer University College expects responsible use of technology by faculty, staff and students.

2.00 All users should have respect for one another’s need for access, for one another’s values and feelings, for one another’s property, and for one another’s privacy.

Guidelines

3.00 The University expects all members of this community to conduct themselves according to the high standards of professional ethics and behaviour appropriate in an institution of higher learning under the leadership of Jesus Christ, and according to the University Policy on Regarding Harassment and Discrimination and the Statement of Life & Conduct.

4.00 Copyright laws protect the intellectual property of authors. The members of this community will comply fully with both the letter and spirit of the law with respect to copyright to honour intellectual property rights.

5.00 Activities will be conducted in such a manner as to preclude any form of dishonesty, such as theft or misappropriation of computing resources, e.g. equipment, data, programs or time.

6.00 New technologies often increase our ability to communicate as well as mis-communicate. That communication should illustrate respect for others and a sense of personal integrity. Communication that degrades or harasses individuals or groups is unacceptable.

7.00 Respect for others also means a respect for their privacy. Any unauthorized access to other’s files, electronic mail, or other communications is not permitted. Likewise, unauthorized access into restricted system files is not permitted.

8.00 The prevalence of viruses on the internet and on e-mail can negatively affect the performance of the Redeemer network and access to the internet. **Therefore all computers must have antivirus software installed before access to the Redeemer network is granted.**

Consequences:

9.00 Use of the computing resources at Redeemer University College is a privilege, not a right. Any violation or attempt thereof of this code is unacceptable behaviour and may be subject to:

University sanctions (including but not limited to the loss of access to computing resources), civil liability, and/or prosecution under the Criminal Code.

Note: Please see “Appropriate Use of Computing and Network Facilities” for a more in depth explanation of this summary policy.

PERSONAL RESPECT AT REDEEMER

Harassment & Discrimination Policy

Redeemer University College is committed to providing a working and learning environment in which all individuals are treated with respect and dignity, in a professional atmosphere that promotes equal opportunities and prohibits discrimination and harassment.

If you have experienced or observed something that you think might be discrimination or harassment, you are encouraged to contact one of the Personal Respect Advisors.

What is Discrimination?

“Discrimination” means a distinction, whether intentional or not, based on a person’s gender, race, ancestry, place of origin, colour, ethnicity, citizenship, age, record of offences, creed, sexual orientation, marital status, family status or disability, which has the effect of imposing burdens, obligations, or disadvantages on such an individual or group not imposed upon others, or which withholds or limits access to opportunities, benefits, and advantages available to others.

Some examples

- receiving a failing or poor grade on an assignment because of a person’s belonging to one of the groups above
- when members of one of the groups above are under-represented (based on their proportion in the general population), for example, in student achievements, employee promotions, etc.
- being evaluated or assessed based only on being a member of one of the groups above

If you are unsure about whether you have observed or experienced discrimination or harassment, please contact a Personal Respect Advisor

What is Harassment?

“Harassment” means engaging in a course of vexatious comment or conduct in respect of a person’s gender, race, ancestry, place of origin, colour, ethnicity, citizenship, age, record of offences, creed, sexual orientation, marital status, family status or disability, that is known or ought reasonably to be known to be unwelcome.

NOTE: Harassment may arise from other types of persistent unwelcome comments or conduct not specifically related to one of the grounds listed above.

Some examples

- bragging about sexual prowess;
- display of sexually offensive pictures, graffiti, cartoons or similar materials;
- sending offensive e-mail messages;
- comments about clothing or physical appearance that are unwelcome or reasonably ought to be known to be unwelcome;
- behaviour which demeans, degrades or causes personal humiliation to the recipient

If you are unsure about whether you have observed or experienced discrimination or harassment, please contact a Personal Respect Advisor

What is NOT discrimination and harassment?

Reasonable action or conduct by an employer, manager, supervisor, or professor that is part

of his or her normal work would not usually be considered discrimination or harassment. This is so even if the consequences for an employee or student might be unpleasant or difficult.

Some examples

- changes in work assignments or schedules
- being evaluated or assessed and being asked to improve performance
- requirements for dress or appearance that are appropriate for the job or the activity
- being observed as part of an evaluation (for example, a class presentation)
- having a difference of opinion or a disagreement with a supervisor or professor

If you are unsure about whether you have observed or experienced discrimination or harassment, please contact a Personal Respect Advisor

Who can I talk to if I have experienced harassment or discrimination?

If you have experienced or observed something that you think might be discrimination or harassment, you are encouraged to contact one of the Personal Respect Advisors.

Personal Respect Advisors can provide confidential advice and guidance about the policy, a neutral and non-judgmental listening ear, and support. To find out who the current Personal Respect Advisors are, go to www.redeemer.ca/personalrespect.

Where can I get more information?

Click here for Redeemer University College's Personal Respect Policy:

- <http://www.redeemer.ca/Media/Website%20Resources/pdf/about/Approved-and-Posted-PRP-09.pdf>

For more information, you can also contact:

- Doreen Van de Ban Health & Safety Coordinator
vandeban@redeemer.ca x4492
- Jim R. Vanderwoerd Personal Respect Officer
jwoerd@redeemer.ca x4434

Human Rights in Ontario

- The Human Rights Code gives Ontarians equal rights and opportunities without discrimination, in areas such as jobs, housing and services.
- For information about human rights or about filing a discrimination application go to:
 - <http://www.attorneygeneral.jus.gov.on.ca/english/ohrc/Default.asp>
 - or call:
 - o Toll Free 1-800-387-9080
 - o TTY (Toll Free) 1-800-308-5561