

Appendix 8: Student Non-Academic Misconduct Form

Non-Academic Misconduct Report Checklist

The *Non-Academic Misconduct Report* is to be used for Non-Academic Misconduct Procedures up to but not including the appeal process. The *Appeal Procedures* and *Appeal Form* are available on the ACAD website and from the Associate Vice President, Research + Academic Affairs and Student Affairs Offices. The student who is alleged to have committed a non-academic offence may choose to be accompanied by an advocate or support person at meetings during the procedure.

Anyone requiring further information about these procedures should contact the Associate Vice President, Student Affairs.

PROCEDURES (What must be done)	RESPONSIBILITIES TIMELINES (By whom)	TIMELINES (By when)
<p><u>Step 1: Reporting and Evaluation</u></p> <p><input type="checkbox"/> Complainant reports the incident to Registrar or designate by completing Section A of the <i>Non-Academic Misconduct Report</i>, including the date, time, place, person(s) involved and detailed description of alleged offence.</p> <p><input type="checkbox"/> Registrar (as Hearing Officer) evaluates allegation and determines whether an investigation is warranted.</p> <p><input type="checkbox"/> If investigation is warranted, Registrar checks records for any previous incident.</p> <p><input type="checkbox"/> If there is a previous incident, the Registrar will advise the student and complainant that the matter will be referred to the Hearing Board on Student Conduct and will provide the student with a copy of the <i>Report</i> detailing the alleged incident.</p> <p><input type="checkbox"/> If there is no previous incident, Registrar informs respondent that a <i>Report</i> has been received and</p>	<p>Complainant</p> <p>Registrar</p> <p>Registrar</p> <p>Registrar</p>	<p>Within ten (10) business days of receipt of the <i>Report</i>.</p>

requests a written statement from the respondent describing the incident.	and Respondent	
<p><u>Step 1 : Access Restriction</u></p> <p><input type="checkbox"/> Registrar, or designate, may temporarily exclude the respondent from campus where there is a concern for the well-being and safety of individuals.</p> <p><input type="checkbox"/> Respondent advised that <i>Non-Academic Misconduct Report</i> has been filed, and that there is a need for temporary restricted access to the campus pending a meeting with the Registrar.</p> <p><input type="checkbox"/> Registrar meets with respondent to discuss incident and whether conduct and surrounding circumstances indicate continued temporary restricted access.</p>	<p>Registrar</p> <p>Registrar</p> <p>Registrar and Respondent</p>	<p>Immediate</p> <p>Immediate</p> <p>Within two (2) business days of determining the need for restricted access.</p>
<p><u>Step 2: Initial Investigation/Review of Complaint</u></p> <p><input type="checkbox"/> Registrar (as Hearing Officer) or Hearing Board conducts initial investigation that may include reviewing written statements, meeting with complainant, respondent and other relevant individuals.</p>	Registrar/Hearing Board	Within ten (10) business days of receipt of the <i>Report</i> .
<p><u>Step 3: Hearing</u></p> <p><input type="checkbox"/> Registrar (as Hearing Officer) or Hearing Board invites respondent to Hearing completes Section B of the <i>Report</i>.</p> <p><input type="checkbox"/> Registrar (as Hearing Officer) or Hearing Board conducts Hearing.</p>	Registrar/Hearing Board and Respondent	Within ten (10) business days of receipt of the <i>Report</i> .

<p><u>Step 3: Hearing Outcome</u></p> <p><input type="checkbox"/> The Registrar (as Hearing Officer) or Hearing Board will inform the respondent of the outcome of the Hearing and any sanction(s) applied and the rationale for the decision. Section C and D of the <i>Report</i> and the Registrar will record the outcome and action any sanctions, restorative measures or alternative plans.</p>	Registrar (as Hearing Officer) or Hearing Board and Respondent.	Within ten (10) business days of <i>Hearing</i> .
<p><u>Step 4: Appeal</u></p> <p><input type="checkbox"/> Respondent may choose to appeal the decision, by submitting an <i>Appeal Form</i> to the Associate Vice President, Research + Academic Affairs who acts as Chair of the Appeal Committee on Student Conduct. The grounds for appeal are outlined in Article 3.83</p> <p><input type="checkbox"/> A Hearing before the Appeal Board takes place</p> <p><input type="checkbox"/> The Appeal Board will consider all relevant material and make a decision as to whether, on a balance of probabilities, the respondent has committed an offence. If the Appeal Board determines an offence has occurred, the Committee will, in accordance with the guidelines set out in Article 3.7, determine which sanctions, if any, are appropriate.</p>	Respondent and Chair, Appeal Board Appeal Board and Respondent	Within ten (10) business days of receipt of <i>Decision of Hearing</i> . Within ten (10) business days of receipt of <i>Appeal</i> .
<p><u>Step 5: Findings and Sanctions</u></p> <p><input type="checkbox"/> Chair of the Appeal Board completes Section E of the <i>Report</i> and a report detailing findings and sanctions and communicates the decision to complainant and respondent and to the Registrar. <input type="checkbox"/> Registrar records and actions any imposed sanctions.</p>	Chair, Appeal Board Registrar	Within five (5) business days of a decision by Appeal Board.