



STUDENT CONDUCT REPORT

INSTRUCTIONS FOR EMPLOYEES

Use this Report to initiate an investigation into an alleged violation of the Student Non-Academic Conduct policy D.4.3.

Submit the Report to the Student Conduct Officer, by email or internal mail within 4 business days of the alleged policy violation.

The Student Conduct Officer (or delegate) will follow up with all parties, including the student, to ascertain whether a full investigation is warranted.

If a full investigation is warranted, you will be informed of the stage of the investigation but may not be privy to all the information collected.

You are encouraged to consult with the Student Conduct Officer (or delegate) or the Arbiter of Student Issues if you have questions at any time.



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Student Name: _____

Student Number: _____

Program/Course/Area: _____

Report Date: _____

Incident occurred at: _____
(date) (time) (location)

and is an alleged contravention of the Student Non-Academic Conduct Policy Section # _____.

Provide a complete description of the incident/inappropriate behaviour in relation to the breach of policy. (e.g., *who, what, where, when, how, witnesses, action taken*)



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Describe what you did in response. (*e.g., informal attempts at resolution, instructions to students, asked student to leave class, called security*).

Employee Name: _____

Signature: _____ Date: _____

Distribution: Dean/Director
Student Conduct Officer
Director of Safety, Security & Risk Management