Office of Student Life
Division of Student Affairs
University Centre
Room B202d

For questions and concerns:
Phone: 250-472-5617
E-mail: studentlife@uvic.ca
Online: uvic.ca/studentlife

Promoting a safe, fair campus environment through conduct-resolution processes and preventative educational programs.

Non-Academic Misconduct Resolution Process

Incident occurs

Informal resolution possible? No

Complainant submits incident report form

Preliminary review of allegation

Allegation not investigated

Complainant may appeal decision not to investigate to Student Affairs

Incident appropriate for investigation? No

Investigation (information collected, interviews conducted, resolution options explored)

Was student found responsible for misconduct? No

Application of university sanction(s)

(e.g. apology, restitution, volunteer hours, educational processes)

Student may appeal to Appeal Board on reasonable grounds

Yes

Investigation concluded

Recommendation of student suspension made to President

(e.g. time-limited or permanent)

Student may appeal to Senate Committee on reasonable grounds

Yes

E.g. direct respectful communication, apologies, reconciliation

*Support may be accessed at any point during this process
What we do

The Office of Student Life strives to create and enhance a safe and inclusive campus community to ensure fairness, responsibility, honesty and respect.

In support of this goal, the Office of Student Life investigates and resolves student non-academic conduct matters. The Non-Academic Misconduct Policy provides students, faculty and staff with a way to report student conduct concerns. The process focuses on protecting student rights and ensuring fair, confidential, and respectful treatment through the resolution process.

WHAT IS NON-ACADEMIC MISCONDUCT?

Non-Academic Misconduct includes but is not limited to any of the following student behaviour occurring on university property or in connection to an off-campus university activity:

- Highly disruptive behaviour
- Theft or vandalism
- Health and safety risks
- Verbal or written threats
- High-risk drug or alcohol use
- Physical violence

HOW TO MAKE A COMPLAINT

If you have witnessed or been affected by a student’s non-academic conduct, you can contact the Office of Student Life for advice on the next steps to take. If it is appropriate to do so, we encourage you to try to resolve the incident informally through respectful and direct communication. However, this may not be possible or appropriate in all situations. You can contact the Office of Student Life to discuss your options or you can submit a formal written allegation using the Non-Academic Misconduct Incident Report Form.

This form and more information about the non-academic misconduct process can be found at the Office of Student Life website: uvic.ca/studentlife

STUDENT RIGHTS

We strive to treat every student with equal care, concern and respect, to ensure your rights are respected and protected throughout the non-academic misconduct process. If you are participating in this process, be assured that you have the opportunity to fully participate, including:

- Sharing your perspective about what happened (in person and/or in writing)
- Providing supporting information
- Providing names of witnesses
- Appealing a decision made

You may also access support at any time during this process. A list of supportive resources is available on the Office of Student Life website: uvic.ca/studentlife

RESOLUTION PROCESS

Once a complaint of non-academic misconduct is received, we will conduct a preliminary review of the allegation and consider whether or not an investigation is appropriate. If an investigation is initiated, the students involved will be notified. A chart of this process is located inside this brochure.

All student parties involved in the investigation will also have the option to meet with a Student Support Coordinator who can provide guidance and support throughout the process.

An investigation will include:

- Conducting interviews with the involved students
- Collecting relevant information
- Contacting witnesses
- Deciding on an appropriate outcome

POTENTIAL OUTCOMES

If non-academic misconduct is found to have occurred, sanctions may be applied with the goal of repairing harm and having students learn and grow from the incident. Sanctions vary depending on the severity of the incident, whether or not it was intentional, and the harm caused.

Examples of potential outcomes can be found on the flowchart inside this brochure and on the Office of Student Life website.

A student found responsible for non-academic misconduct will be notified of the reason for the decision and given an opportunity to appeal.