

An Overview of the Non-Academic Misconduct Resolution Process at the University of Victoria

The [Resolution of Non-Academic Misconduct Allegations Policy \(Policy AC1300\)](#) provides students, faculty, and staff with a way to report student conduct concerns, while protecting student rights and ensuring fair, respectful treatment through the resolution process.

The Office of Student Life is responsible for managing the Policy AC1300 and works directly with the university community to help resolve non-academic misconduct concerns.

What is non-academic misconduct?

Policy AC1300 outlines specific behaviours that are considered non-academic misconduct; examples include, but are not limited to:

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

This policy applies to the conduct of students on university property and/or when participating in a university activity.

Non-academic misconduct process:

1. **Allegation(s) Submitted:** The individual submitting an allegation of misconduct (*the Complainant*) forwards the [allegation\(s\)](#) to the Office of Student Life to review. The Office of Student Life will determine whether or not they have jurisdiction to investigate the allegation according to [Policy AC1300](#). The complainant will be informed of whether or not an investigation will be conducted. If a decision not to investigate is made, the complainant can appeal this decision (see [Policy AC1300](#) for more details).
2. **Notice of Investigation:** Once an investigation has been initiated by the Office of Student Life, the student facing allegations of non-academic misconduct (*the Respondent*) will receive a notice letter outlining the allegation(s) and inviting them to attend a meeting with the Office of Student Life to discuss the allegation(s).
3. **Support:** Complainants and respondents have an opportunity to individually meet with a designated university Support Advisor who is specialized to provide individualized guidance and support for students going through the non-academic misconduct process. The Support Advisor helps students understand the non-academic misconduct investigation process, helps them prepare for interviews, and review the supports and resources available to students. The university Support Advisor can attend any meetings with the Office of Student Life with or can help students choose an appropriate support person to provide personal support through this process.
4. **Meeting with those Involved:**
 - The Office of Student Life will meet with the Respondent, Complainant and any witnesses separately.



- The Complainant, Respondent and witnesses will each be provided with an opportunity to share the details of the alleged incident(s) from their perspective. They will also be provided with an opportunity to provide a written statement or any further information.
- 5. Submission of Relevant Documents or Additional Information:** The Complainant and the Respondent will be provided with an opportunity to submit relevant documentation (e.g., e-mails, phone or text messages, social media records, photographs, etc.) and the names of any witnesses or individual with additional information.
 - 6. Follow up Meetings:** Follow up meetings with the Complainant, Respondent, and witnesses/individuals with relevant information may be necessary to collect additional information regarding the incident. The Office of Student Life will schedule these meetings as necessary.
 - 7. Findings and Decision:** The Office of Student Life will review the information collected during the investigation in order to determine whether or not a violation of Policy AC1300 has occurred. Once a review of the information is completed, the Office of Student Life will make a decision about whether or not the student is responsible for non-academic misconduct under Policy AC1300.
 - 8. Notice of Decision:**
 - The Complainant will be informed in writing that the investigation is complete and with an overview of the result of the investigation.
 - The Respondent will be sent a letter outlining the result of the investigation and reasons for decision. In the case where the student is found responsible for misconduct, the letter will also outline any applicable sanctions and any necessary details relating to those sanctions.
 - 9. Appeal:** A Respondent who is found responsible for non-academic misconduct has the ability to appeal a sanction applied under Policy AC1300. Procedures for the appeal are included in [Policy AC1300](#).

A visual overview of the non-academic misconduct resolution process is provided in a [flowchart](#) at the end of this document.

Potential outcomes of investigation

If non-academic misconduct is found to have occurred, there are a variety of sanctions that may be applied as outlined in [Policy AC1300](#). Sanctions are applied with the goal that harm will be repaired and students will learn and grow from the incident. If the Respondent is not found to be responsible for non-academic misconduct, sanctions will not be applied.



Rights of those participating in the non-academic misconduct process:

The Complainant has the right to:	The Respondent has the right to:
<ul style="list-style-type: none"> Receive timely notice and information pertaining to your complaint 	<ul style="list-style-type: none"> Receive timely notice and information about the allegations made against you
<ul style="list-style-type: none"> Have your complaint be taken seriously 	<ul style="list-style-type: none"> Be presumed to have not committed misconduct until an impartial investigation is completed
<ul style="list-style-type: none"> Receive written notice regarding the decision made under Policy AC1300 	<ul style="list-style-type: none"> Receive a written notice regarding the outcome of the investigation, including information about any applicable follow-up, recommendations or sanctions
<ul style="list-style-type: none"> Appeal decisions not to investigate a complaint according to Policy AC1300 	<ul style="list-style-type: none"> Appeal decisions made under Policy AC1300
<p>All individuals involved in the process have the right to fully participate in the misconduct resolution process including having a full opportunity to provide their version of event(s) that led to the allegation(s) both in person and in writing</p>	
<p>All individuals may have a support person with them at any part of the process</p>	
<p>All individuals have a right to an impartial investigation</p>	

Confidentiality

All information related to the review of a non-academic misconduct allegation, including what is discussed in the meetings and any correspondence or documentation provided, will be kept confidential subject to the university's ability to investigate and respond to an allegation, or as required by law.

Resource and support services

There are a number of resource and support services available to both the complainant and the student responding to allegations of non-academic misconduct, such as:

On Campus – University Supports

- [Campus Security](#)
- [Counselling Services](#)
- [Health Services](#)

On Campus Student Society Supports

- [University of Victoria Students' Society \(UVSS\)](#)
- [Anti-Violence Project](#)

- [Residence Life and Education](#)
- [Equity and Human Rights Office](#)
- [UVic Emergency Numbers website](#)
- [UVSS The Third Space](#)
- [Native Students Union](#)
- [Students of Colour Collective](#)
- [UVic Pride](#)
- [Society for Students with a Disability](#)
- [Graduate Students' Society](#)

[Office of the Ombudsperson](#): the on-campus Ombudsperson can provide advice and guidance if you feel that you are being treated unfairly or have concerns about the process.

Off Campus Supports

- 24 hour Vancouver Island Crisis Line - 1-888-494-3888
- Oak Bay Police - 250-592-2424
- Saanich Police – 250-475-4321
- [Victoria Sexual Assault Centre](#)
- [Men's Trauma Centre](#)
- [UVic Law Centre](#)

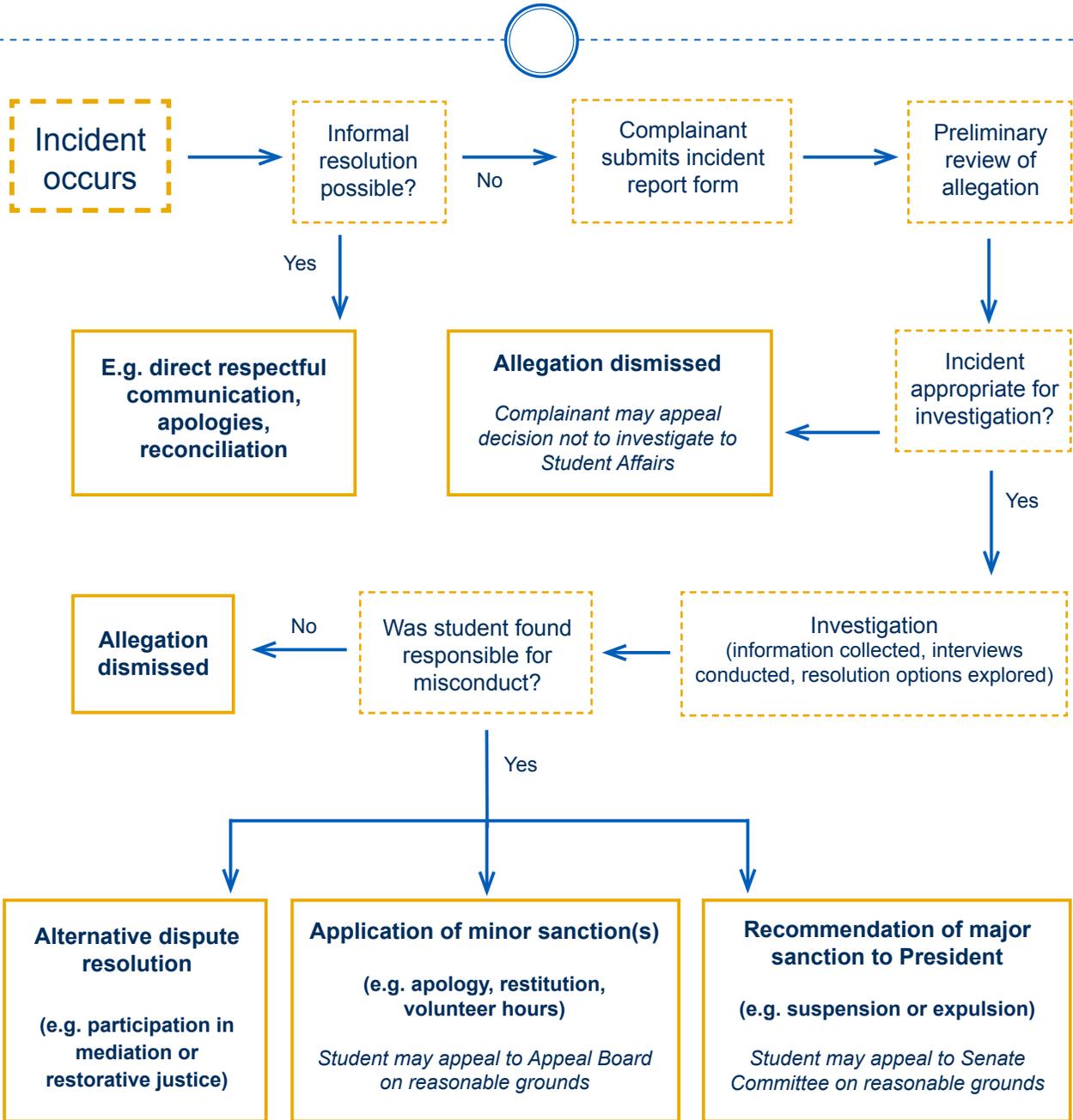
For more information about the non-academic misconduct resolution process and Policy AC1300, please contact the Office of Student Life at:

- **Phone:** 250-721-8865
- **Email:** conduct@uvic.ca
- **Web:** uvic.ca/studentlife

[Answers to Frequently Asked Questions are available on the Office of Student Life website.](#)



Non-Academic Misconduct Resolution Process



*Support may be accessed at any point during this process