Non-Academic Discipline
Process Flowchart

*(“Memo P”): Procedures from pages 11 & 12 of Code of Student Conduct
*(“Para”): Paragraph
E.g.: Memo P, Para 6 = Paragraph 6, Page 11 of the Student Code of Conduct

Complaint Filed with Alleged Offender’s Division Head
(Memo P, Para 1)

Head of Division Considers Complaint
Head of Division determines if conduct complained of
falls under Code of Student Conduct (Memo P, Para 2).
Whenever possible, and appropriate, informal resolution
and mediation shall be used to resolve issues of
individual behaviour before resort is made to formal
disciplinary procedures. (Section C.1(f))

DECANAL:
Divisional Level
Code of Student Conduct

Not within Code
Head of Division may take whatever other action he or she deems
appropriate to the circumstances, including communication to
complainant of conclusion he or she has drawn. (Memo P, Para 2)

Within Scope of Code
Head of Division may request an investigation by Investigating Officer
(IO). (Memo P, Para 3)

Request for Investigation & Report
Upon Hearing of Division’s request, Investigating Officer will conduct
investigation and report on findings. (Memo P, Para 3)

No Request for IO Report

Does Not Believe Offence Occurred
No further action taken.

Believes Non-Academic Offence Occurred
If Head of Division concludes that accused may have committed an offence under Code of Student Conduct, Head
may request a hearing to determine whether accused committed alleged offence. In writing, Student is notified of
the complaint, alleged offence, hearing date, time and
hearing location. (Memo P, Para 4 & 5)

No Hearing Request
No further action taken.

Hearing
Chaired by Hearing Officer.
(Memo P, Para 6)

Found Not Guilty
Student is informed. No further action taken.

Interim Conditions
May be imposed where the allegations of behaviour are serious and, if proven, could constitute a significant personal safety threat to other students or members of the University community.
(Section D-1)

Interim Measures
May be imposed by Vice-President & Provost, in urgent situations, such as those involving serious threats or violent behavior, while IO’s Investigation is pending. Student is informed in writing.
(Section D-2)

Found Guilty of Offence under Code
Student receives written reasons and sanctions are imposed. See page 9 of the Code of Student Conduct for Sanctions.
(Memo P, Para 13)
Appeal or Not
The Student has 21 calendar days to appeal the Hearing Officer’s Decision.

Appeal

Office of Appeals, Discipline and Faculty Grievances (ADFG)
ADFG contacts the Student and University, convenes a panel and advises the parties of the hearing date, time, and location in writing by issuing a Notice of Non-Academic Discipline Appeal Hearing.

University Tribunal, Appeal (Discipline Appeals Board)
A panel of four (4), consisting of a Senior or Associate Chair (lawyer), one (1) Faculty member and two (2) Student members.

Found Guilty OR
Not Guilty of Offence under Code (From Page 1)

Student Does Not Appeal
The sanctions (if any) continue for the duration specified by the Hearing Officer.

Appeal Dismissed
The DAB may summarily dismiss appeals that are frivolous, vexatious or have no foundation.

ADFG releases appeal panel’s written reasons. See page 6 of the Discipline Appeals Board Terms of Reference for the Powers of the Board.

DISCIPLINE APPEALS BOARD:
DAB Terms of Reference
If the Hearing Officer recommends expulsion and no appeal OR appeal against expulsion not granted.

Expulsion recommended by Hearing Officer (Code s. E.7)

President Recommends

Governing Council Invites input from student and considers Hearing Officer’s recommendation.

Governing Council accepts recommendation

Governing Council rejects recommendation

Expulsion

Recorded permanently on transcript.