



STUDENT Policies and Procedures

33.04	Student Misconduct Decision Form (Non-Academic)	FORM
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This form and all related documentation and attachments must be submitted to the Assistant Registrar within five (5) business days of final decision.

1. Student Information

Student Name: _____ Program: _____
 Student ID: _____ Course (if applicable): _____
 Date of Preliminary Meeting: _____ Campus: _____

2. Violation History

Please indicate if this is:

- First Offence Second Offence Multiple Offences

3. Student Response

- Student accepted responsibility for this misconduct described in the Student Misconduct Report.
- Student declined responsibility for misconduct described in the Student Misconduct Report and submitted explanation in three (3) days. **Please attach document.**
- Student declined responsibility for misconduct described in the Student Misconduct Report and failed to submit written explanation in three (3) days.

4. Summary of Evidence and Relevant Circumstances

5. Decision (Make Reference to the appropriate policy)

Executive Policy Sponsor: VP, Academic	Policy Steward: Director Student Services	Approved: Executive Council Sep 27, 2016	Effective Date: Sep 27, 2016	Next Review: 2017
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6. Sanctions *(List student intervention referrals or student sanctions imposed)*

7. Compliance

Failure to comply with sanctions outlined above may result in further sanctions, suspension or dismissal.

8. Signatures

- Student informed of Decision (Date): _____
- Student Informed of Student Appeals Policy.
- Student Misconduct Decision forwarded to Assistant Registrar to be placed on Student file.

Academic Chair/Manager
Student Services

Signature

Date

9. Student File – Office Use

Date Received: _____

Assistant Registrar: _____

Executive Policy Sponsor: VP, Academic	Policy Steward: Director Student Services	Approved: Executive Council Sep 27, 2016	Effective Date: Sep 27, 2016	Next Review: 2017
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