

**NA Form 1.2**

**Procedures for Addressing Student Non-Academic Misconduct**

**FORM FOR EXECUTIVE DIRECTOR, OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES (OR DESIGNATE)**

**Decision**

Name of student: Click here to enter text.

Student ID number: Click here to enter text.

Date of the alleged act of misconduct: Click here to enter text.

Name of University Community Member reporting misconduct: Click here to enter text.

*1. Select among the following:*

[ ]  I (or a designate) have met with the student and completed the investigation of the matter.

or

[ ]  I (or a designate) have not been able to meet with the student. I (or a designate) have informed the student that the complaint will be determined without their input. I (or a designate) have now completed the investigation of the matter.

*2. Select among the following:*

[ ]  With the consent of the Complainant and the Student (and their Advisor), the matter has been resolved through mediation. The matter goes no further. The file has been forwarded to the University Secretariat for record keeping.

or

[ ]  I have determined that no misconduct occurred and therefore am dismissing the matter. This matter goes no further. The file has been forwarded to the University Secretariat for record keeping.

or

[ ]  I have determined that there is insufficient or lack of credible evidence to substantiate that the alleged misconduct occurred and therefore am dismissing the matter. This matter, in its present state, goes no further. The file has been forwarded to the University Secretariat for record keeping.

or

[ ]  I have determined that the following misconduct occurred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am imposing a sanction, taking into consideration the nature and scope of the misconduct, whether there was intent, the context in which it occurred, the student’s educational and cultural background, whether this was a first breach, whether the Student accepts responsibility for his/her action and is amenable to educative remedies, extenuating circumstances that may help explain the action taken by the Student, any other aggravating or mitigating factors (health, personal issues, *etc),* the severity of the breach, including its impact on others (within and outside the university community), and other relevant circumstances. I have informed the Student and individual who filed the complaint of the outcome. I have informed the complainant and Student of their right of appeal to the Adjudicator and the process to be followed. In cases where the sanction results in a transcript notation, I have informed the Registrar. All sanctions have been implemented and are being monitored where follow-through is required. The file has been forwarded to the University Secretariat for record keeping.

*3. Sanction to be imposed:*

[Please attach copy of detailed sanction, where appropriate]

**Once the investigation is complete and having determined that misconduct has occurred, I have contacted the University Secretariat (****danny.anger@uwindsor.ca****) prior to issuing the sanction(s) to determine whether this is a**

**[ ]  first offence or [ ]  subsequent offence**

*Sanctions:*

[ ]  admonition

[ ]  educational session. Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The educational session may be offered by an individual (*e.g.,* Executive Director, Office of Student Rights and Responsibilities (or designate)) or through a formal workshop offered through an appropriate University office or other organization.)

[ ]  no contact order. Please provide specifics:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  censure/reprimand (Length of time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

[ ]  denial of registration. Please specify: in a course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or in a program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  restitution

[ ]  restriction of access to campus facilities. Please specify 1) which facilities:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and 2) length of time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  exclusion from campus (conditions for removing the ban, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

*The following sanctions shall normally result in a transcript notation for a specified period of time:*

[ ]  suspension (Length of time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

*The following sanction shall result in a transcript notation for an indefinite period of time:*

[ ]  expulsion (conditions of readmission, if any is permitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Executive Director, Office of Student Rights and Responsibilities (or designate) Comments (if any):**

*4. Signature (typed or signed) – Please ensure it is legible*

*All communications (including signatures, notices, memos, invitations, decisions, etc.)* ***may be electronic; sent via the user’s UWindsor email****.*

Executive Director, Office of Student Rights and Responsibilities (or designate)

Date: Click here to enter a date.

***Once the matter is complete, the file in its entirety (including all relevant documents, reports, and any settlement) is to be submitted to the University Secretariat (******danny.anger@uwindsor.ca******).***