

Student Code of Conduct Incident Reporting Form

R0512 04/2013

Initiator completes sections A & B, following the process recorded on the reverse side of this form. For complete information on the Student Code of Conduct policy, refer to the College's website.

Section A – Offender Information

Student Last Name _____ First Name _____ Middle Initial _____
Student # _____ Program _____ Year/ Semester _____

Section B – Description of Conduct

Date/Time Reported _____ Approximate Date & Time Incident Occurred _____

Incident Reported By _____ Incident Location _____

Has Security been contacted: Yes Date: _____ No

Comments/Explanation/Observations (attach additional supporting documents if necessary):

Form completed by :

Name - Please print _____ Signature _____ Date _____

Telephone # _____ Email _____

Forward to the Office of the V.P. Student Affairs _____

Section C – Description of Action Taken (to be completed by office of the V.P. Student Affairs)

Vice President's Office :

Received by _____ Date Received _____ Meeting Date with V.P. Student Affairs _____

Previous Offence Yes No

Name of Investigator _____ Date Received _____ Date report completed (attached) _____

Proceed to Dept. Hd./Designate

Name of Dept. Hd./Designate: _____ Meeting Date with Student _____

Proceed to Adjudication Panel Hearing Date of Panel Meeting _____

Disposition: Unfounded or Code of Conduct Sanction Assessed (may be imposed individually or in various combinations)

Reprimand Suspension Expulsion Probation (terms attached) Behaviour Contract (contract attached) Restitution or Fines

Details of action taken: _____

Student Signature _____ **Date** _____

Conestoga uses the personal information collected on this form and during an investigation to make decisions related to reported student conduct offence(s), and in the administration of all Conestoga activities engaged in at any location or off campus. Pursuant to Section 39(2) of the Freedom of Information and Protection of Privacy Act, the legal authority for the collection of this information is the Ministry of Training, Colleges and Universities. This information is collected and used under the authority of the Ontario Colleges of Applied Arts and Technology Act, R.S.O. 2002, and regulations thereunder. Questions about this collection and retention of such information can be directed to the Access and Privacy Coordinator, Conestoga College Institute of Technology and Advanced Learning, 299 Doon Valley Drive, Kitchener, Ontario, N2G 4M4, 519-748-5220. Note: The above notice only provides Conestoga with the authority to use and disclose the personal information collected on the form and during any investigation under the conditions stated in Sections B and C.

STUDENT CODE OF CONDUCT PROCEDURE

When a student is alleged to have violated the Student Code of Conduct, any member of the College community who observes or has reasonable grounds to believe a violation has occurred, shall take the appropriate action in a timely fashion.

Step 1:

If the violation is considered threatening or dangerous, contact Security Services and/or the Police immediately, before proceeding to Step 2.

If the violation is not threatening or dangerous, proceed to Step 2.

Step 2:

Complete section A & B of the Student Code of Conduct Incident Report form. The form shall be forwarded to the Office of the VP Student Affairs immediately.

Step 3:

VP Student Affairs/designate reviews the report and determines if the incident can be handled through an informal resolve process or referred to the adjudication panel for handling. If informal resolve is elected Dept.Head/Designate may be contacted for participation.

Step 4:

Office of The VP Student Affairs communicates with students within two business days of receipt to arrange to meet to discuss the incident and to seek either informal resolve, levy a sanction, or inform student if offence is deemed unfounded. If informal resolve does not occur, referral is made to the adjudication panel for review and to levy sanctions if applicable. The panel chair will inform, the Office of the VP Student Affairs of the panel decision.

Step 5:

Office of the VP Student Affairs informs student verbally and in writing of outcome / sanctions. Student signs form and is provided with a copy. A letter is sent to the student summarizing the outcome. Dependent upon the incident, either the Office of the VP Student Affairs or Dept. Head / Designate will be responsible for enforcing assigned restrictions /penalties. The correspondence to student will inform them of their right to appeal the penalty decision.

Step 6:

Office of the VP Student Affairs informs the initiator of outcome, records offences and provides Security Services/ Initiator(s) with a copy as appropriate.
