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| Procedures: | Student Non-Academic Misconduct |
| Associated Policy: | Student Non-Academic Misconduct, VPA 2.0 |
| Procedure Holder: | Vice-President, Academic and Student Services |
| Executive Lead: | Office of the Registrar |
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1. Purpose and Background

The purpose of these procedures is to lay out the University's approach to formal complaints of non-academic misconduct, which provide support for and prioritize a restorative approach to misconduct that promotes accountability, fairness, healing, and communication.

2. Guiding Principles

See Policy document.

3. Definitions Specific to the Procedures

None. See Policy document for all other definitions.

4. Procedures

The University recognizes that many disputes or incidents can be resolved informally by mutual agreement without submitting a formal complaint under this policy. Wherever possible, members of the university community are encouraged to use respectful and direct communication to resolve such disputes or incidents informally by way of apology, conciliation, education, consultation, or mediation. University community members may seek advice or a referral from the Office of the Registrar for matters involving students.

Decisions are made using the balance of probabilities standard of proof. This means that the information collected after a formal complaint is received must show that it is more likely than not that the misconduct happened and is worth pursuing.

4.01 Rights of Participants Accessing This Policy

In addition to all other rights held by Yukon University students, under this policy, a complainant has the following rights:

- to be treated with fairness, dignity, and respect, and given access to support and resources throughout the process;
- to appeal a decision by the university not to pursue a non-academic misconduct formal complaint;
- to have cultural rights, and ways of knowing and being and doing, respected;

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- timely assistance with safety planning;
- timely information about referrals to available on- and off-campus support services and resources;
- to have the process explained to them, including the possible outcomes;
- to have their personal information kept private (except when disclosure is required by law or university policy);
- to present their side of the story and to respond to other participants' information;
- to be accompanied by a support person, advisor, or counsel, including but not limited to a student, staff member, faculty member, and/or a culturally appropriate support or emotional support;
- if the complainant is a unionized employee and the investigation or outcome may have employment implications, to representation by their union;
- to decline to participate in aspects of the policy's process;
- to be provided with information, as requested, on what stage the process is at;
- to participate in restorative practices that will assist in strengthening relationships between individuals and/or social connections within communities, where appropriate;
- to written notice of any resolution that affects the complainant; and
- to be informed that any information collected may be disclosed in a potential criminal or civil proceeding.

In addition to all other rights held by Yukon University students, under this policy, a respondent has the following rights:

- to be treated with fairness, dignity, and respect, and given access to support and resources throughout the process;
- to have cultural rights, and ways of knowing and being and doing, respected;
- to receive timely notice and information about any formal complaint against them;
- to seek support at any point in the non-academic misconduct process from the Office of the Registrar;
- to be free from assumption and bias throughout the process;
- to decline to participate (however, the process may still proceed in the absence of the respondent);

- to have the process explained to them, including the possible outcomes and consequences;
- to have their personal information kept private (except when disclosure is required by law or university policy);
- to present their side of the story and to respond to other participants' information;
- to be accompanied by a support person, advisor, or counsel, including but not limited to a student, staff member, faculty member, and/or a culturally appropriate support or emotional support;
- if the respondent is a unionized employee and the investigation or outcome may have employment implications, to representation by their union;
- to participate in restorative practices that will assist in strengthening relationships between individuals and/or social connections within communities, where appropriate;
- to be informed of the outcome of an investigation and any applicable sanctions;
- to appeal the decision (within the appropriate time frame) and be informed of the outcome of any appeal; and
- to be informed that any information collected may be disclosed in a potential criminal or civil proceeding.

4.02 False Complaints

The University views formal complaints of non-academic misconduct seriously and may pursue disciplinary action against a member of the university community who is found to have made an intentionally false formal complaint against a student.

4.03 Health and Safety Measures and Information Disclosure

A participant may, at their discretion, have a support person attend any proceeding related to an allegation of non-academic misconduct to provide support and advice. The Office of the Registrar encourages students to identify an appropriate support person, and can provide a support person where needed.

The University may apply interim measures before an investigation is concluded where immediate action is required to protect university community members' mental or physical

health or safety, or university spaces. Interim measures will be decided on a case-by-case basis and in accordance with the Threat Assessment Policy and other university policies.

Regardless of whether a formal complaint has been filed, the University may review or investigate potential non-academic misconduct.

When the mental or physical health or safety of complainants or others may be at risk, the University will inform them of relevant restrictions it has placed on the respondent.

The information and records created and collected to administer this policy are subject to the access to information and protection of privacy provisions of Yukon's *Access to Information and Protection of Privacy (ATIPP) Act*. The information and records will be treated as private, in compliance with ATIPP and with applicable university policies and the collective agreement.

The University may use or disclose personal information where:

- an employee needs the information to perform their employment duties (such as to facilitate support or interim measures; respond to a formal complaint; implement this policy; or take corrective action resulting from these processes);
- it is authorized by the affected individual;
- the University determines compelling circumstances exist that affect anyone's health or safety;
- it is authorized or required by law; for example, an incident involving a minor, occupational health and safety legislation, and human rights legislation;
- it is for the purpose of preparing or obtaining legal advice for the University;
- it complies with a subpoena, a warrant or an order issued by a court, person, or body in Canada with jurisdiction to compel the production of information;
- it is for the purpose for which the information was obtained or compiled, or for the purposes of fulfilling the University's duty of procedural fairness, or for a consistent purpose where necessary for the conduct of the investigation;
- the information is disclosed to a law enforcement agency in Canada to assist in a specific investigation; or

- the information is being disclosed to the complainant, the respondent, or another person, where information is being disclosed to ensure that reporting processes are fairly conducted, in accordance with the following principles:
 - the respondent has the right to know of the formal complaint so that they understand the nature and significant details of the formal complaint being made (subject to any information withheld in response to health or safety concerns);
 - the complainant has the right to know the outcome of the investigation, but not the details of any disciplinary actions that may have been taken against the respondent unless that information is necessary for the health or safety of the complainant; and
 - other persons normally do not have the right to know any confidential or private information except to the extent required to carry out this policy or where it is necessary for health or safety reasons.

If the University has had to disclose participants' confidential or private information, it will inform participants to the extent permitted or appropriate.

Witnesses must keep in confidence any information that they learn solely as a result of the reporting or investigation process; intentionally breaching confidentiality may be reviewed under applicable university policies or the collective agreement.

Records created under this policy and its associated procedures will be retained for five years after the respondent's last date of registration. After five years, records will be securely destroyed or deleted, except in cases where a student has been suspended: those records will become part of the student's permanent record.

4.04 Use with Other University Policies

This policy and its procedures are designed to be used in conjunction with other Yukon University policies and documents that set out conduct expectations, including many of those listed in the *Governing Legislation and Relevant Documents* section of the policy.

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When circumstances arise that are specifically addressed under other university policies, procedures, or regulations, the processes and response mechanisms contained within those documents will normally be followed unless the Office of the Registrar, in consultation with the appropriate policyholder for the other policy or process, deems that it is appropriate to proceed under this policy.

A student's conduct may be investigated under other Yukon University policies or processes, and/or the collective agreement (when a student is also a university employee), in addition to this policy. Actions under this policy will respect a student's rights under other policies, processes, or the collective agreement. In cases where more than one policy or process may apply, the Office of the Registrar will consult with the Vice-President, Academic and Student Services, to determine scope, and will work with appropriate offices to co-investigate as required.

In cases where the application of this policy conflicts with another university policy, the Office of Registrar, in consultation with the appropriate policyholder, will determine an appropriate course of action consistent with the conflicting policies.

If the misconduct is said to have occurred in a Campus Housing space, that formal complaint will be addressed by Campus Housing's policies, contracts, and community standards.

4.05 Office of the Registrar Responsibilities

For the purposes of managing student conduct and formal complaints of student non-academic misconduct, the Office of the Registrar is responsible for:

- providing guidance and support for the university community for informally resolving incidents of non-academic misconduct;
- providing administrative support for the implementation of this policy and its associated procedures;
- supporting and coordinating appropriate training for restorative practices available to university employees to support the implementation of this policy;
- conducting preliminary reviews of formal complaints of non-academic misconduct;

- providing support and guidance to students engaged in the non-academic misconduct resolution process;
- investigating or coordinating investigations of formal complaints of non-academic misconduct where appropriate;
- determining or recommending a reasonable course of action upon the completion of an investigation; and
- monitoring compliance with any decisions or consequences resulting from this policy.

4.06 Submission of a Formal Complaint

Wherever possible, members of the university community are encouraged to use respectful and direct communication to resolve incidents or disputes informally by way of apology, conciliation (including restorative practices), education, consultation, or mediation. Where informal processes are conducted, but do not result in a resolution, the University may take action under various sections of this policy.

Where informal resolution is not possible or appropriate, a university community member who believes that a student has committed non-academic misconduct may submit a formal complaint in writing to the Office of the Registrar using the Formal Complaint of Student Non-Academic Misconduct Form. If a student wishes to share their formal complaint verbally, a staff member will be provided to assist in completing the Formal Complaint of Student Non-Academic Misconduct Form. A student has the option to submit a formal complaint immediately, or to pursue informal resolution before initiating a report.

Anyone may submit a formal complaint by using the Formal Complaint of Student Non-Academic Misconduct Form or by contacting Campus Security.

Formal complaints will include a description of the complaint in sufficient detail.

Complainants may withdraw their formal complaint at any time; where the complainant is a member of the university community, the withdrawal of a formal complaint must be submitted in writing to the Office of the Registrar, and where the complainant is not a member of the university community, the withdrawal of a formal complaint must be submitted in writing to Campus Security.

The University may take steps under this policy as the complainant, even in the absence or withdrawal of a formal complaint.

4.07 Preliminary Review of a Formal Complaint

Formal complaints of non-academic misconduct will be reviewed and where appropriate investigated by the Office of the Registrar to determine if there was most likely an incident of student misconduct and therefore to proceed with this policy.

When a formal complaint of non-academic misconduct is submitted, the Office of the Registrar will review the formal complaint and may decline to proceed with an investigation or engage in restorative practices in cases where the Office of the Registrar is of the opinion that:

- the formal complaint falls within the scope of another university policy, procedure or regulation and it is more appropriate to proceed under that policy or regulation;
- the formal complaint is not deemed to be non-academic misconduct or is outside the scope of this policy;
- an unreasonable amount of time has elapsed since the incident such that it would resolution of the formal complaint is not possible;
- the formal complaint has been adequately addressed by another internal process;
- the formal complaint is being addressed by another process – internal or external, including community safety officer programs or law enforcement – and it is reasonable to put the formal complaint temporarily on hold pending the outcome of such a process; or
- the formal complaint is intentionally false.

The preliminary review of a formal complaint may, at the discretion of the Office of the Registrar, include fact finding and conversations with both complainants and respondents.

Where the Office of the Registrar declines to proceed in pursuing a formal complaint under this policy, the Office of the Registrar will notify the complainant in writing of the decision within ten university business days of receiving the formal complaint and will include the rationale for its decision, as well as information on the complainant's right to appeal this decision, as outlined below.

The complainant may submit a written appeal of the decision not to pursue a formal complaint within five university business days of receiving the decision, to the Vice-President, Academic and Student Services, which must include how:

- new information is available which was not available at the time of the initial decision that could reasonably impact the decision; or
- there is reason to believe bias or discrimination has occurred against the complainant.

The Vice-President, Academic and Student Services will review the appeal and may meet with the complainant before making a final decision. The Vice-President, Academic and Student Services may make a recommendation as to which office or policy would most appropriately resolve the formal complaint. This decision is final and not subject to further appeal.

4.08 Involvement of Both Complainant and Respondent

If at any point during the process the respondent takes responsibility for or acknowledges their misconduct, the respondent has access to the alternate dispute resolution processes outlined within this policy. If a respondent does not acknowledge their misconduct or wish to engage in alternate dispute resolution, the University will conduct its own investigation and, where applicable, determine what actions to take.

Where a complainant does not wish to participate in any of the alternate dispute resolution options outlined within this policy, the university may still proceed without the complainant's involvement. In such cases, the University may seek the participation of another party to stand in for the complainant in order to assist, among other things, the respondent taking full accountability for their misconduct.

4.09 Alternate Dispute Resolution

After receiving and reviewing a formal complaint of non-academic misconduct, the Office of the Registrar may determine that an alternative dispute resolution process is suitable to attempt to resolve an allegation. Alternate dispute resolution options available to participants may include but are not limited to:

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- Restorative pathways, including any number of practices or approaches designed to strengthen relationships between individuals as well as social connections within communities;
- Use of traditional laws, practices, and values of the relevant traditional territory or First Nation;
- Facilitated conversation(s) between the parties;
- Conflict Coaching; and
- Creation of a community accountability agreement and/or letter of expectation.

It is the University's preference, as represented by the Office of the Registrar, to support students using an alternate dispute resolution process, where appropriate and reasonable as determined by the University. To engage in the alternate dispute resolution process, the complainant, respondent, and university must all voluntarily agree to enter into the process. Informed consent is collected from all participants. The University will make every reasonable effort to consent to participation in alternate dispute resolution processes.

Any information that a participant shares or submits to the Office of the Registrar within an alternative dispute resolution process may be used by the University in pursuing a formal complaint if a suitable agreement cannot be reached within the alternative dispute resolution process, or should the University determine that an incident requires investigation.

Because the outcome of an alternate dispute resolution involves the respondent's continued consent, participation, and agreement, the mutually agreed upon outcome(s) of all alternate dispute resolutions is not subject to appeal.

Where an alternative dispute resolution process is conducted, but participants are unable to find resolution, then the University has the right to pursue the formal complaint as outlined within this policy.

4.10 Formal Investigation

Where a formal complaint of non-academic misconduct has been made against a student and where the Office of the Registrar determines that an investigation will be undertaken, the University will provide the respondent, in writing, with:

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- a notice of the formal complaint so that they understand the nature and significant details of the formal complaint being made (subject to any information withheld in response to health or safety concerns);
- a timeline for providing relevant documentation;
- a proposed interview date and time, including the right to reschedule within reasonable timeframes and under reasonable circumstances;
- information on student support services offered by the University; and
- access to a copy of this policy and other relevant supporting university policies or documents.

The Office of the Registrar will make multiple efforts to contact a student regarding a formal complaint.

The Office of the Registrar, in consultation with the Vice-President, Academic and Student Services, may appoint a neutral third party who is external to the University to assist with or lead an investigation. If so, this person will carry out the Office of the Registrar's responsibilities outlined in the remainder of this section, and will prepare a written report according to the same.

As part of the investigation, the Office of the Registrar will gather and review relevant information and conduct interviews as appropriate with the complainant, relevant university staff, and any witnesses. The Office of the Registrar will forward a summary of the information collected during the process to the respondent.

The Office of the Registrar will conduct an interview with the respondent to review the formal complaint and the information collected during the process.

The University encourages participants to be accompanied by a support person of their choosing at an interview. The Office of the Registrar can, upon request, provide a support person when a participant has not identified one. A support person does not speak on behalf of a participant; unless the interviewer allows otherwise, all information must come directly from the participant. Where a support person has information about, or was involved in, the non-academic misconduct incident, the support person will be interviewed separately and prior to the participant. In the case that the support person has an identified conflict of interest related to the incident under investigation, the Office of the

Registrar may require a participant to use an alternate support person in order to safeguard a fair process.

Where a participant intends to be accompanied by legal counsel at an interview, the participant must provide the Office of the Registrar with a minimum of three university business days' notice in advance of the interview. The Office of the Registrar may request that legal counsel assisting the University be present at an interview to observe or provide advice as required.

Upon completion of the interview with the respondent, the Office of the Registrar will provide the respondent with a reasonable opportunity to submit an additional response or any relevant documentation related to the formal complaint. This will not normally be longer than three university business days.

While the respondent will be given an appropriate opportunity to assess and challenge the relevant information, this will be balanced against the nature of the formal complaint, any conflicts in the information, and the importance of ensuring the safety and security of the complainant and witnesses.

A decision may be made based on available information in a case where the respondent does not:

- attend a scheduled interview;
- provide relevant documentation requested during the process;
- submit an additional response or documents after their interview; or
- otherwise cooperate with or participate in the process.

Upon completing an investigation of a formal complaint of non-academic misconduct, the Office of the Registrar will prepare a written report summarizing:

- the nature of the misconduct reviewed;
- the information available on the incident(s) and other relevant information;
- the findings, including a statement dismissing or confirming the formal complaint; and
- any consequence(s) to be applied or recommended in accordance with this policy.

4.11 Consequences for Non-Academic Misconduct

In cases of confirmed non-academic misconduct, one or more consequences may be applied as appropriate.

In determining an appropriate consequence(s), consideration may be given to factors including:

- the severity, impact, or harm of the misconduct to an individual or community, a university activity, the relationship(s) between the University and its partners, or the University's reputation or spaces;
- the nature of the misconduct;
- whether the incident is isolated;
- whether the incident was inadvertent or deliberate;
- whether other university policies were violated;
- related financial costs; and
- any other mitigating factors.

Where, after completing the investigation, the Office of the Registrar has concluded that non-academic misconduct has occurred and a consequence is appropriate, the Office of the Registrar may apply consequences up to, but not including, suspension. Suspension must be approved by the Vice-President, Academic and Student Services.

Examples of consequences that the University may apply to the student include but are not limited to:

- **Written Warning:** A letter from the University that provides details on the misconduct and a warning to the student that any additional misconduct will result in a more severe consequence.
- **Apology:** The student provides an apology to a member of the university community, third party, or other individual(s) affected by the student's misconduct.
- **Letter of Expectation:** A letter specifying the University's behavioural expectations of a student, which may include conditions for continued participation in university activities or continued access to university spaces.

- **Education/Training or Project:** Student completes a specified education/training program, or completes an assignment relevant to the misconduct (such as a research or reflection paper).
- **Referral:** Student is referred to appropriate community resources.
- **Community Reciprocity:** Student completes a designated number of hours of service within the university or in the appropriate community.
- **Suspension or Denial of Specified University Privileges:** Suspension or denial of specified university privileges for a defined period of time.
- **Restitution:** Payment of a specified amount to the University or to an affected member of the university community, group, or third-party if monetary loss has occurred as a result of the misconduct.
 - Where a student is unable to provide financial restitution, alternate options will be explored.
- **Restricted Access:** Restriction of the student's access to university spaces or defined areas of university space or to a university activity for a specified period of time.
- **Time-Limited Suspension:** Loss of academic or other university privileges, which may include a restriction on entering all or defined areas of university spaces, for a specified period of time.
- **Permanent Suspension:** Permanent loss of academic or other university privileges, which may include a restriction on entering all or defined areas of university spaces.

As part of any consequence other than suspension, a respondent may be required to report to the Office of the Registrar or other university unit for compliance or follow-up purposes.

The Office of the Registrar may place an administrative hold on a respondent's registration account if needed to ensure compliance with consequences.

4.12 Suspension of a Student

Where, after completing the investigation, the Office of the Registrar determines that non-academic misconduct has occurred and an appropriate consequence may include suspension, the Office of the Registrar will forward the summary report to the Vice-President, Academic and Student Services for review.

The Vice-President, Academic and Student Services will review the report and determine if further investigation or consultation is necessary, and will make a decision regarding the suspension of a student. Decisions on suspension can only be made by the Vice-President, Academic and Student Services or by the President.

Where the Office of the Registrar recommends consequences that include suspension, the respondent will be given an opportunity to review the findings and make requests to the Vice-President, Academic and Student Services, on the appropriate consequence.

Suspensions, whether permanent or time-limited, will be documented on a student's transcript for the duration of the suspension.

When a suspension is applied, the Vice-President, Academic and Student Services (or designate) will inform:

- Campus Security;
- Vice-President, University Services;
- the Office of the Registrar; and
- the Dean of the respondent's faculty.

4.13 Communication to Participants Following an Investigation

Upon conclusion of the investigation and determination of any consequence(s), the University will provide the written decision and reasons to the respondent as soon as reasonably possible, and include information about the respondent's right to appeal the decision.

A respondent will be given the opportunity to have the decision and its implications explained to them in person.

The University will notify the complainant of the outcome of the decision and will inform the complainant about any consequences that have been applied only if doing so is necessary for physical health or physical safety reasons or because a consequence affects the complainant. Complainants do not have a general right to know whether the University has disciplined the respondent, or which consequences are applied.

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4.14 Appealing the Investigation's Decision

Where a decision has been made against a respondent under this policy, the respondent may appeal the decision within ten university business days of receiving notice of the decision, providing that there are sufficient grounds for appeal. An extension of time to submit an appeal may be granted in reasonable circumstances as determined by the Vice-President, Academic and Student Services.

An appeal under these procedures is a pure appeal only, not a new investigation. Unless relevant information has emerged that was not available at the time of the original decision, the appeal body will review the information that was available to the decision maker.

Any consequence will continue to be applied until the appeal has been decided.

4.15 Grounds for Appeal

A respondent may not appeal a decision based solely on disagreement with the consequence applied.

Sufficient grounds for appeal include one or more of the following:

- relevant information emerges that was not available at the time of the original decision;
- the respondent believes the investigation or decision was biased;
- the processes or procedures set out in this policy were not followed which may have substantially affected the outcome; or
- the severity of the consequence applied reasonably exceeds the nature of the misconduct.

4.16 Student Non-Academic Misconduct Appeals Committee

At their discretion, the Vice-President, Academic and Student Services will strike an ad hoc Student Non-Academic Misconduct Appeals Committee ("Appeals Committee") to review an appeal.

Membership of the Appeals Committee will be comprised of the following:

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- the Vice-President, Academic and Student Services (chair);
- one faculty member;
- one staff member; and
- one current student appointed collaboratively by the Yukon University Student Union and the Student Engagement Coordinator.

In seeking membership for the Appeals Committee, the Vice-President, Academic and Student Services will ensure individuals hold no real or perceived conflict of interest, and will make efforts to recruit individuals with little or no prior relationship to the appellant.

The student member of the Appeals Committee must be in good academic standing and good conduct standing (not have any non-academic conduct sanctions currently imposed by the university). Wherever possible, and so long as there is no real or perceived conflict of interest, if the appellant is an undergraduate student, an undergraduate student will be appointed for the Appeals Committee, and if the appellant is a graduate student, a graduate student will be appointed for the Appeals Committee.

4.17 Procedures for Appealing a Consequence

A student who wishes to appeal a consequence can do so to the Vice-President, Academic and Student Services, and must file a written statement of appeal that includes:

- a statement of the grounds for appeal;
- a statement of facts relevant to the grounds for appeal;
- a statement of the preferred outcome;
- copies of relevant documents that support the student's appeal; and
- the names and statements from any witnesses relevant to the appeal.

Except in cases involving suspension, the Vice-President, Academic and Student Services will review the written statement of appeal and all other material submitted, and will determine if there are sufficient grounds to proceed with the appeal.

The Vice-President, Academic and Student Services will either determine that they are able to make the decision on their own, or will strike an ad hoc Student Non-Academic Misconduct Appeal Committee ("Appeals Committee") and refer the appeal to the Appeals Committee. The Vice-President, Academic and Student Services or Appeals Committee will

normally decide an appeal on the basis of written materials only. However, the Vice-President, Academic and Student Services or Appeals Committee may, at their discretion, convene a meeting with the student and a representative from the Office of the Registrar, if either request it.

If the Vice-President, Academic and Student Services or Appeals Committee decides to convene a meeting, they will provide the student with at least five university business days' notice of the time of the meeting. The student may request that the meeting be rescheduled within reasonable timeframes and under reasonable circumstances.

The student may be accompanied by a support person of their choosing, and has the right to be accompanied by legal counsel. Where the student intends to be accompanied by legal counsel, the student must provide the Vice-President, Academic and Student Services or Appeals Committee with a minimum of three university business days' notice in advance of the meeting. The Vice-President, Academic and Student Services or Appeals Committee may request that legal counsel assisting the University be present at the meeting to observe or provide advice as required.

The Vice-President, Academic and Student Services or Appeals Committee may request that other individuals attend the meeting as required.

The Vice-President, Academic and Student Services or Appeals Committee will review relevant information, seek advice as necessary, and decide an appeal within five university business days after receiving all written submissions or the date of the above-mentioned meeting, whichever is later.

The Vice-President, Academic and Student Services or Appeals Committee may, after reviewing the relevant information:

- uphold the original decision and/or consequences(s);
- reverse the decision;
- reverse or modify the consequence(s); or
- determine that a procedural error occurred and refer the matter back to the Office of the Registrar for re-investigation.

The decision of either the Vice-President, Academic and Student Services, or of the Appeals Committee, is final and will be communicated to the student in writing within three university business days of the decision being made. This decision is final and not subject to further appeal.

In cases where suspension has been approved and a statement of appeal submitted, the President will initially review the statement of appeal, will be responsible for all of the duties in this section that would have otherwise been completed by the Vice-President, Academic and Student Services, and will take the place of the Vice-President, Academic and Student Services on an Appeals Committee, if struck.

4.18 Annual Report

An annual report detailing the nature of non-academic misconduct formal complaints, types of misconduct, investigation outcomes and actions taken under this policy will be completed by the Office of the Registrar and provided to the Vice-President, Academic and Student Services, and to the President. The annual report must not contain personal information about students.

5. Exceptions to the Procedures

None anticipated. As per VPA 2.0, nothing in this policy will be interpreted in a manner that limits the President's authority to deal summarily with any matter of student discipline in accordance with Section 35 of the Yukon University Act.

6. Problem Solving

Any questions arising out of the content or communication of this policy or disputes arising from a decision made as a result of applying this policy should be first reported to Vice-President, Academic and Student Services, who will endeavor to find a resolution with all stakeholders. Failing such a resolution, the matter should be reported to the President.

7. Forms

Formal Complaint of Non-Academic Misconduct

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| Version: | June 2020 | Revised: |
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| Procedure holder: | Vice-President, Academic and Student Services | Revised: |
| Page 20 of 21 | | Revised: |

8. Appendices

Appendix A: Examples of Non-Academic Misconduct

9. Document History

Include all updates here, including housekeeping changes, beginning with formal approval.

| <i>Date</i> | <i>Update</i> |
|-------------|---|
| June 2020 | Approved by Yukon University President. |
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