



Senate

Policy Name	Non-Academic Discipline Policy (with appendix)
Policy Number	SE-2012-01
Origin	Ad Hoc Committee of Senate
Authority	Senate
Date of Original Approval	2012-04-30
Supersedes	Student Judicial Code
Senate Approval Dates	2022-11-25; 2019-03-01; 2013-04-29; 2012-08-15
Effective from	2022-11-25
Review/Retirement Date	November 2027
Responsibility for Revision	Student Experience Committee of Senate
Responsibility for Implementation	Associate Vice President, Student Experience

Mount Saint Vincent University

Non- Academic Discipline Policy

March 28, 2012

Revised April 29, 2013

Revised February 2019

Revised November 2022

Effective November 25, 2022

TABLE OF CONTENTS

1.0 Student Charter of Rights and Responsibilities.....	4
2.0 Non-Academic Discipline Policy	6
3.0 MAKING A COMPLAINT.....	8
4.0 DISCIPLINARY BODIES	10
5.0 PROCEDURES FOR FORMAL COMPLAINTS.....	10
6.0 SANCTIONS.....	13
7.0 Disciplinary Committee Membership	15
8.0 REGULATIONS CONCERNING OPERATING PROCEDURES OF THE SJC AND SDAC	15
9.0 APPEALS	16
10.0 PROCEDURES FOR APPEALS	16

1.0 STUDENT CHARTER OF RIGHTS AND RESPONSIBILITIES

All students, faculty and staff of the university contribute to ensuring a safe environment (free from discrimination, harassment or violence) which promotes learning and personal development. Like all members of the Mount community, students are expected to make responsible decisions and to follow university regulations. In turn, the University provides the opportunity for students to engage fully in its academic, social and recreational programming.

The purpose of this policy is to inform students of both their rights and responsibilities as well as to outline the process the university will follow for those who do not fulfill their responsibilities to the University community. This policy applies to conduct that occurs on University property or while participating in University activities (as described in 2.0) and works in conjunction with other policies related to student conduct (as described in 2.1).

1.1 Student Rights

Students can expect to:

- a) Enjoy living in a community which promotes the dignity of human beings and prohibits harassment and discrimination as it is defined in the University's Harassment and Discrimination Policy.
- b) Enjoy living in a tolerant community where freedom of expression, belief and political association is celebrated provided these beliefs do not interfere with the rights of others or contravene university policy.
- c) Freely manage their own personal lives and behavior subject to the criminal and civil laws of Nova Scotia, Canada, and university regulations.
- d) Have the principles of due process and natural justice applied to all disciplinary procedures. Specifically:
 - i. That the student has notice of the alleged violation;
 - ii. That the student be given the opportunity to hear the charge or complaint and respond to it;
 - iii. That the person or body hearing the complaint be impartial and unbiased;
 - iv. That the student has access to a support person who can help them understand and participate fully in the process.
- e) Pursue their education in an environment which is safe and secure.
- f) Have their privacy protected in a manner consistent with university policy and privacy legislation.

- g) Belong to any lawful association of their choosing including the right to assemble and participate in demonstrations within the University provided that such actions do not violate the rights of other members of the University community nor breach the responsibilities as outlined in this Charter.

1.2 Student Responsibilities

- a) As members of the University community, students are expected to contribute to making it safe, respectful and inclusive. Conduct which threatens or endangers the health, safety, well-being, human rights, or dignity of any person contravenes university regulations.
- b) All students are responsible for understanding and observing the policies of the University including, but not limited to, policies noted in this charter. These include the University's Policy Against Sexual Violence, Harassment and Discrimination Policy, the policies listed in the University Calendar, the Co-Op Conduct Policy, and the Guidelines for Use of Information Technology. For residence students it also includes the rules and policies set out in the residence handbook.
- c) Each student is responsible for contributing to a community that supports learning, teaching, and research. Conduct that interferes with another student's ability to participate in university activities or complete academic requirements is considered to be misconduct.
- d) Failure to comply with the instructions of university or Students' Union staff acting in performance of their authorized duties is considered to be misconduct.
- e) Students consuming alcohol and/or cannabis are obliged to do so responsibly, to abide by the Liquor Control Act of Nova Scotia and/or the Cannabis Control Act and to ensure their own safety and the safety of others.
- f) Misusing legal prescriptions or possessing, using or distributing illegal drugs is prohibited on property controlled, leased or owned by the University and may be subject to legal action.
- g) No student, while on property owned, leased or controlled by the University shall store, use or carry a weapon.
- h) Students are prohibited from gaining unauthorized entry to University premises and from unauthorized possession of University property. Causing property damage, vandalism, defacement, destruction, theft, misuse or tampering with University property is prohibited. This includes tampering with or removing fire-fighting equipment including fire alarms, extinguishers, exit signs, fire hoses, smoke detectors or emergency lights. It also includes arson and pulling fire alarms without appropriate cause.
- i) Acts of dishonesty are a breach of the Charter including, but not limited to:

- i. Knowingly furnishing false information and
- ii. Fraud, forgery, alterations, or misrepresentation of documents, university records or instruments of identification (acts of academic dishonesty are described in the University Calendar and addressed under the Academic Offences Policy).

2.0 NON-ACADEMIC DISCIPLINE POLICY

Jurisdiction

This Policy applies to:

- a) Conduct that occurs on the premises of the University;
- b) Conduct that occurs at a University sponsored event, program, or activity, whether the event, program or activity is on campus or off-campus;
- c) Other off-campus conduct when the individual is acting as a designated representative of the University or a student group or organization of the University, or when the individual holds themselves out as a representative of the University or student group or organization of the University; and
- d) Conduct that occurs on the internet such as images, postings, and dialogues: Content brought to the attention of the University, which describes or documents behavior that suggests a breach of University policy, is subject to further investigation and action.

2.1 If a student's conduct could be considered a breach of multiple University policies, the University will determine which policy will be applied. A student may not be penalized under this Policy as well as another policy for the same conduct. In the event of sexual violence, the University's **Policy Against Sexual Violence** supersedes all other policies.

2.2 Nothing in this Policy precludes the University or the Complainant from referring an individual matter to the appropriate law enforcement agency before, during, or after disciplinary action is taken by the university under this policy. A student may be subject to criminal prosecution and/or civil proceedings notwithstanding, and in addition to, disciplinary action taken by the University against the student under this policy.

Any student found responsible for misconduct is subject to the disciplinary sanctions outlined in the Policy, regardless of the action or inaction of civil or criminal authorities.

2.3 Definitions

Charter of Rights and Responsibilities – the document which outlines conduct appropriate to Mount students as well as the freedoms they are entitled to as members of the University community.

Complaint – a written submission to the Associate Vice-President, Student Experience which outlines a specific violation by a student of the Charter of Rights and Responsibilities. Complaints may be submitted by faculty, staff, students, visitors, or other community members engaged in activities covered by this policy.

Complainant – the individual submitting the official complaint.

Respondent – a University student cited in the official complaint as having violated the Charter of Rights and Responsibilities or another university policy.

Witness – an individual who was present and can speak directly to the specific violation cited in the complaint.

Advocate – an individual invited by the complainant or respondent to a formal interview or informal meeting to both provide support and to ensure the complainant or respondent's point of view is sufficiently communicated.

Investigator – an individual appointed by the University to investigate a complaint under this policy. An investigator may be internal or external to the MSVU community and will have demonstrated experience and training in trauma-informed investigative practice, procedural fairness, cross-cultural communication, and promoting equity, diversity, inclusion, and accessibility (EDIA).

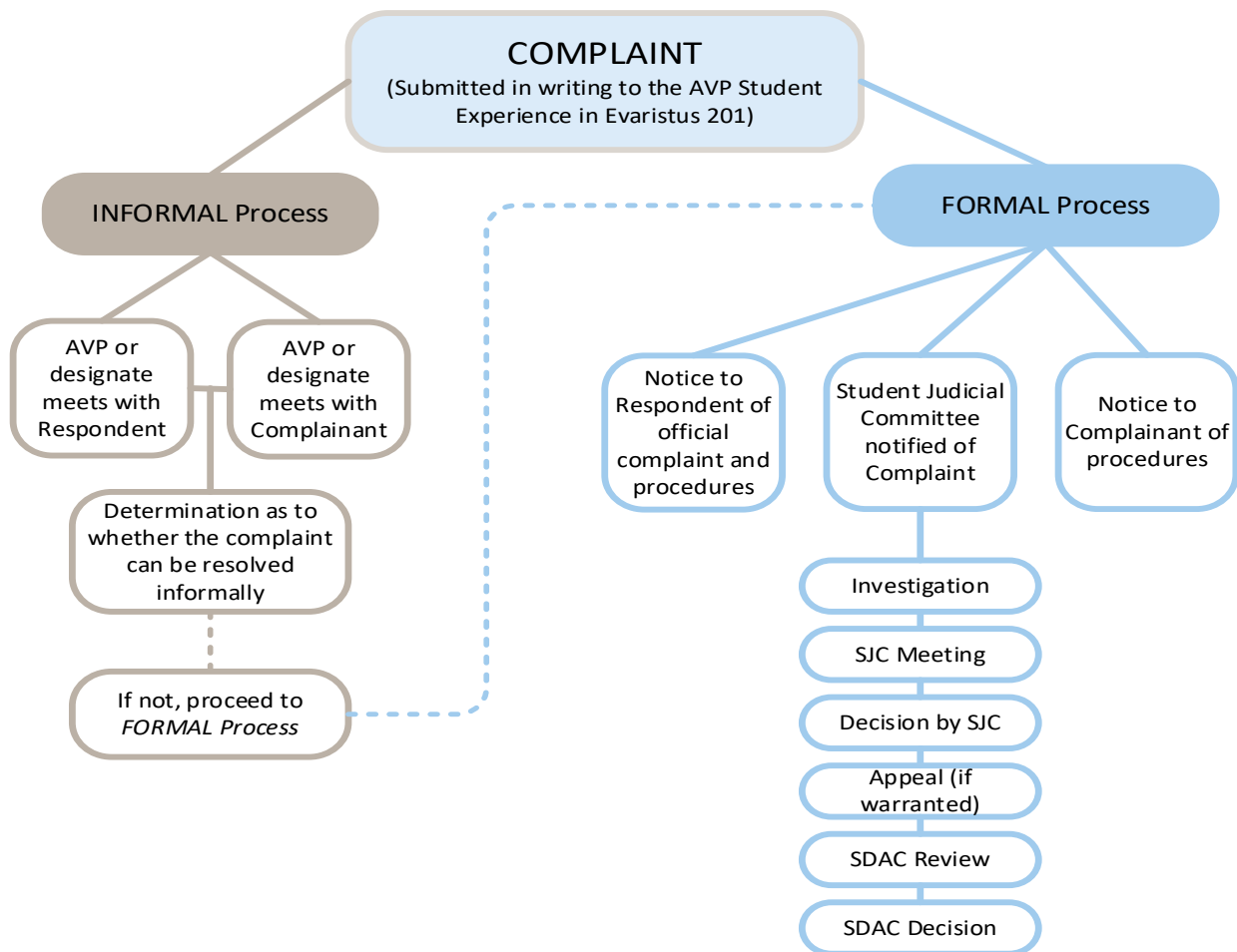
Student Judicial Committee (SJC) – the disciplinary body to which formal complaints are directed.

Student Discipline Appeals Committee (SDAC) – the disciplinary body which hears appeals to judgements made by the SJC, or Residence Life and Campus Security.

Support Person for Respondent – a staff member who has received training in the disciplinary process and how to help students navigate it.

3.0 MAKING A COMPLAINT

Mount Saint Vincent University Non-Academic Discipline Policy



3.1 Any member of the University Community or any participant in University activities may initiate a complaint against a student by submitting a NADP Incident Report Form (Appendix A) outlining the cause for complaint to the Associate Vice President, Student Experience

3.2 Complaints against students can be resolved through either the informal complaint resolution process or the formal judicial process.

a) Informal Complaints

The Associate Vice President, Student Experience, or their delegate, will assess the nature and gravity of each complaint and meet with both the complainant and the respondent to determine the appropriate process to be followed. The Mount believes in a restorative approach where the complainant is engaged in sharing the impact of the actions and decisions about how to redress harm, and where respondents take responsibility for their behaviour. When agreement can be reached with both parties, attempts will be made to resolve the complaint at this stage. Parties are encouraged to settle complaints informally either directly or with the assistance of a qualified third party. Outcomes could also include education and/or sanctions. When agreement cannot be reached at this stage, the complaint will be addressed through the formal process. At any point, the complainant may request that the complaint proceed through the formal process.

b) Formal Investigation and Judicial Process

If a complaint cannot be resolved at the informal stage or where the University, in its discretion, determines that the seriousness of the complaint warrants that the complaint be investigated and proceed through the formal judicial process, the complaint will be referred to the formal judicial process by the Associate Vice President, Student Experience.

3.3 In some circumstances, the university may impose interim measures where immediate action is required to ensure the health and safety of the complainant or any member of the university community. Interim measures are non-disciplinary orders, implemented to protect the safety, security or well-being of any member of the Mount community. Interim measures may include, but are not limited to, moving an individual from one or more specified locations, restricting access to part or all of the University campus, and imposing appropriate conditions. The implementation of interim measures does not have bearing on any investigative processes or outcomes outlined in this policy. Any interim measures imposed shall be as minimally restrictive as possible in the circumstances to meet the above goals. Any party may request a reconsideration of the interim measures through the Associate Vice-President, Student Experience. Violation of interim measures may be subject to further disciplinary proceedings.

3.4 Either the Complainant or the Respondent may appeal the decision and/or the sanction imposed as a result of the formal process in accordance with Article 9.0 Appeals.

3.5 All complaints of misconduct shall be reported, investigated and decided in a timely manner.

4.0 DISCIPLINARY BODIES

4.1 Under the general responsibility and direction of the Office of Student Experience and subject to these regulations and the powers of Senate, the Student Judicial Committee (SJC), which initially considers a case, and the Student Discipline Appeals Committee (SDAC), to which appeals are made, are constituted as disciplinary bodies, with jurisdiction over non-academic conduct in the University.

4.2 Staff in Campus Security and Residence Life have the authority to investigate complaints and to assess and levy fines for behaviour violating residence rules and policies, including but not limited to noise, liquor, cannabis, or smoking violations, private property infringements, or other similar inappropriate conduct. Students who are sanctioned by these bodies have recourse to appeal this judgement to the Student Discipline Appeals Committee.

5.0 PROCEDURES FOR COMPLAINTS

5.1 All complaints are to be directed (within ten (10) working days of the alleged offence or of the date on which the complainant became aware of the offence), to the office of the Associate Vice President, Student Experience. Complaints shall be in writing and shall provide as much detail as possible concerning the misconduct being alleged (e.g. time, place, witnesses, behavior, etc.). Complainants are advised to submit a NADP Incident Report Form (Appendix A).

5.2 In the event a complainant has experienced trauma as a result of the incident, consideration can be given to submit a complaint beyond the required 10 working days stipulated in 5.1.

5.3 Following the receipt of a complaint the office of the Associate Vice President, Student Experience will forward a copy of the written complaint to the respondent together with a request that the respondent deliver a written response to the complaint to the office of the Associate Vice President, Student Experience within five (5) working days of the date of the notice of the complaint. The Associate Vice President, Student Experience will also connect the respondent to a support person who will assist them in navigating the process. That individual will be responsible for:

- Providing information about confidentiality and privacy and the limits of confidentiality
- Supporting the Respondent during Interim Measures, or investigation, or disciplinary or remedial measures
- Assisting the Respondent in preparing statement(s) or responses(s) related to Interim Measures, re-consideration of Interim Measures, Investigation, or request for review of a decision under this Policy
- Coordinating academic accommodations arising from Interim Measures

Upon receipt of the respondent's reply or upon the expiry of the time allotted for a reply, the office of the Associate Vice President, Student Experience will assess whether informal resolution is possible and appropriate, as described in Section 3.1. If the issue is not addressed through an informal resolution process, the office of the Associate Vice President, Student Experience will appoint an investigator and forward the complaint and the reply (if any) to the Chair of the Student Judicial Committee (SJC). In appointing an investigator, the Associate Vice President, Student Experience shall consider:

- i. The nature, circumstances, and complexity of the complaint;
- ii. The knowledge and experience of the investigator, including competency in trauma-informed processes, cross-cultural communication, and EDIA principles;
- iv. Any expressed preferences of a Complainant or Respondent; and
- v. The timeliness and impartiality of the investigation.

5.4 Within five (5) working days of the referral from the office of the Associate Vice President, Student Experience, the Chair of the SJC shall notify the complainant, respondent and SJC that a complaint has been received by the committee, that an investigator has been appointed, that an investigation will be conducted, and that they will be calling the SJC together upon receipt of the investigation report.

5.5 Once appointed, the investigator will independently develop a plan for their investigation identifying potential witnesses and documentary evidence. The investigator will conduct all interviews, including with the complainant, respondent and any other individuals the investigator considers likely to possess information relevant to the complaint.

5.6 The investigator shall respect the requirements of procedural fairness, including each party's right to know, understand and respond to the complaint. The investigator will provide the respondent with a reasonable opportunity to respond in writing and/or orally to the allegations contained in the complaint. The investigator will provide both parties with a reasonable opportunity to respond to any new information obtained during the investigation.

5.7 Complainants, respondents, and any witnesses are entitled to be accompanied by an advocate or support person at any meetings, interviews or proceedings related to the investigation. However, an individual who is likely to be interviewed as a witness in the investigation may not also act as a support person. A student's support person or representative may not speak on behalf of them during the investigation unless it is specifically approved as an accommodation for accessibility. Students for whom English is an additional language may request translation assistance.

5.8 Within thirty (30) business days of the investigator's appointment, the investigator shall submit to the Chair of the SJC and to the AVP Student Experience a confidential written report setting out the investigator's factual findings and opinion as to whether the complaint constitutes a breach of this Policy (the "investigation report"). The timeline for submitting the investigation report may be extended in exceptional circumstances, with the approval of the Associate Vice-President Student Experience and Chair of the SJC. A copy of the Investigation Report shall be shared with the Complainant and the Respondent, redacted as necessary to protect the privacy of others.

5.9 No member of the committee may consider a matter in which they have a personal involvement and committee members are obligated to declare a conflict of interest when they perceive one exists. If the committee finds that a member should not sit for this reason, an alternate committee member will be asked to sit.

5.10 Upon receipt of the investigation report, the Chair of the SJC will schedule a meeting of the Committee within seven (7) working days. The committee will consider the investigation report and any other relevant materials to make a final determination as to whether the respondent has committed the alleged non-academic misconduct. The committee will also consider, what, if any, sanctions should be imposed. The Complainant and Respondent will be notified of the meeting at least five (5) working days prior to the meeting and invited to submit statements regarding the Investigative Report conclusions and possible sanctions.

5.11 Decisions of the SJC shall be made by consensus. In the event that consensus cannot be reached, decisions will be made by majority vote. If the vote is tied then the motion fails.

5.12 The decision of the committee including any penalty shall be communicated in writing by the Chair to the parties and to the office of the Associate Vice President, Student Experience within five (5) working days of the SJC's decision.

5.13 The Chair shall inform the parties of the right to appeal as described in this document (9.0).

5.14 The Chair shall have the power to adjust time limits, provided the Chair is satisfied that there are reasonable grounds for granting an extension and provided that granting an extension does not prejudice any party.

5.15 The Chair may elect to pause the student judicial process in the event of a parallel criminal or civil proceeding.

5.16 Complaints under this policy must be treated in a confidential manner to preserve the integrity of the investigation and the process and in accordance with applicable privacy legislation. All persons involved in a complaint are expected to maintain confidentiality. The sharing of information will be limited to those who need to know the information for the purposes of implementing this Policy, including assessing and providing interim measures, coordinating and conducting the investigation, and making decisions about or implementing remedies or sanctions. Confidentiality is not absolute, and information may need to be disclosed to address a risk to the health or safety of members of the Mount community, or where the Mount is required by law to disclose the information. For example, confidentiality cannot be maintained where:

- a. An individual is at risk of imminent and serious harm to themselves or others;
- b. Members of the Mount community may be at risk of harm;
- c. Reporting or investigation is required by law (for example, under the *Children and Family Services Act* or *Occupational Health and Safety Act*); and/or
- d. To comply with a court order.

Nothing in this section is intended to limit the ability of any party to access supports or accommodations.

6.0 SANCTIONS

6.1 Authorities of the judicial bodies: The SJC or SDAC have the authority to sanction a student who is found to have contravened the charter.

6.2 Sanctions may include but are not limited to:

- a) Mandatory education or training;
- b) Loss of student rights or privileges, including restricted access for a specified period;
- c) Payment of a fine to the University;

- d)** Payment of a fine by service;
- e)** Full restitution for property damage or loss;
- f)** Restorative acts identified in consultation with the complainant;
- g)** Requirement to work with specific members of the Student Experience team to develop a plan for student success and well-being;
- h)** Recommendation to the University President for (see 6.5):
 - i) Suspension from the university or
 - ii) Expulsion from the university;
- i)** Combination of penalties.

6.3 Staff in Campus Security and Residence Life may investigate complaints and assess and levy fines or other sanctions for infringements in Residence buildings including but not limited to noise, liquor, cannabis, or smoking violations, private property infringements, or other inappropriate conduct.

6.4 If the respondent is a member of or is a University group or organization, any of the sanctions noted under 6.2 may, separately or collectively, be imposed against any officers or members of the group who were involved in the infraction.

6.5 In the event that the sanction is a recommendation for presidential action for suspension or expulsion, the recommendation shall be communicated in writing by the Chair of the Student Judicial Committee or Student Discipline Appeals Committee to the University President. The University President shall consider the recommendation and make a decision within five working days of the date of its receipt. The University President will then communicate their decision in writing to the SJC or SDAC (whichever body referred the recommendation to the University President), who will communicate the decision to both the respondent and the complainant, and the Associate Vice President, Student Experience. The Associate Vice President, Student Experience will communicate the decision to the Registrar, Manager of Security, and the appropriate Dean. Subject to Article 10.3, suspension/ expulsion will take effect immediately.

6.6 Noncompliance with a final decision reached under these regulations may result in registration holds, the withholding of transcripts, or expulsion from the university. Such actions shall only be taken following at least one written notification to the respondent.

7.0 DISCIPLINARY COMMITTEE MEMBERSHIP

7.1 Membership of the Student Judicial Committee and the Student Discipline Appeals Committee is governed by the By-Laws of Senate, 14.14 and 14.15.

8.0 REGULATIONS CONCERNING OPERATING PROCEDURES OF THE SJC AND SDAC

8.1 A quorum for each committee shall consist of three members.

8.2 The Chair of each committee, the SJC and the SDAC, shall be a full voting member.

8.3 The Chair's duties include:

- a) Ensuring that the relevant procedures for complaints (5.0) and appeals (9.0) are followed;
- b) Designating a member of the committee to act as secretary to record the committee's deliberations;
- c) Calling the meeting and conducting it in an orderly fashion, in particular by
 - Ensuring sufficient time and opportunity for the presentation of the investigation report and discussion;
 - Encouraging committee members to ask questions to clarify details; Ensuring that provisions regarding conflict of interest are strictly followed;
 - Ensuring that the committee composition respects principles of equity, diversity, inclusion, and accessibility.
- e) Notifying all members of their committee and the parties to the complaint, as well as all other members of the university community that these decisions affect, of the decision(s) made, as specified in these Regulations;
- f) Ensuring proper records of the proceedings are maintained for each case, and that these are passed on to the Associate Vice President, Student Experience immediately after the final decision has been reached. Records of cases dealt with under the Non-Academic Discipline Policy shall be maintained only in the office of the Associate Vice President, Student Experience for seven (7) years from the date of final decision. Access to these records shall be at the discretion of the Associate Vice President, Student Experience.

THE DOCUMENTS TO BE MAINTAINED ARE AS FOLLOWS:

- i. Any written correspondence;

- ii. A complete list of the times and durations of meetings held by the committee, the persons present at the meetings and the capacity in which they appeared;
- iii. The investigation report and a list of the items presented as evidence to the committee;
- iv. A complete list of the decision(s) reached by the committee, including the disposition of procedural questions that arose during the meetings;

g) Submitting an annual report to Senate through the Secretary of Senate and filing minutes of meetings with the Senate Office. In accordance with Senate By-Law 15.6, minutes shall be filed annually in the Senate Office. Neither minutes nor annual report shall contain confidential information, but the decisions referred to in point iv above should be minuted for the purposes of statistical records and procedural precedents.

8.4 All members of the SJC and SDAC are required to respect the confidentiality of the committee's in camera deliberations.

9.0 APPEALS

9.1 Either the complainant or the respondent may appeal the decision or the sanction imposed. The appeal must be made in writing to the office of the Associate Vice President, Student Experience following the procedures outlined in section 10 below.

9.2 Appeals against the decisions of the SJC, or Residence Life and Campus Security may be submitted for the following reasons only, and must clearly identify the grounds for appeal:

- a) that the evidence presented to the SJC, Residence Life, or Campus Security is incomplete or inaccurate to a degree which could have seriously prejudiced the case;
- b) that the procedures leading up to the decision of the SJC, Residence Life or Campus Security were improper to a degree which could have seriously prejudiced the case;
- c) that the sanctions imposed are disproportionate to the severity of the offense.

10.0 PROCEDURES FOR APPEALS

10.1. The appeal must be made in writing to the office of the Associate Vice President, Student Experience within ten (10) working days of the date of the notification of the decision of the

Student Judicial Committee. The appeal must include a statement of the grounds for appeal as provided in 9.2.

10.2 The office of the Associate Vice President, Student Experience shall notify the Chair of the Student Discipline Appeals Committee (SDAC) and the two parties (respondent and complainant) within five (5) working days that an appeal has been filed. The notice shall include:

- a) The names of the parties;
- b) Copies of the documents from the initial investigation;
- c) The decision of the SJC or University President including any sanctions;
- d) The grounds for the appeal.

10.3 Sanctions against the respondent may be deferred until the resolution of the appeal.

10.4 Within five (5) working days of the notice (10.2) from the office of the Associate Vice President, Student Experience, the Chair of the SDAC shall schedule a date for the formal review of the appeal and notify, in writing, the parties and the members of the SDAC of the date, time, and location of the review. The date of the review shall be between seven (7) and fourteen (14) working days following the date of the written notice.

- a) The Chair shall provide all parties to the appeal with copies of all documents relevant to the appeal, including those referred to in 10.2 b, c, and d.
- b) Notification by official University email and registered mail or courier to the student's current address on file with the Registrar shall be sufficient notice, if the party is a student. Campus mail or email may be used for parties who are university members with an office on campus or who are in residence.

10.5 A SDAC review may be postponed provided all parties are notified.

10.6 In the event that the appellant fails to appear or refuses to attend the review at the time and place specified, the appeal fails.

10.7 No member of the committee may consider a matter in which they have a personal involvement and committee members are obligated to declare a conflict when they perceive one exists. If the committee finds that a member should not sit for this reason, an alternate committee member will be asked to sit.

10.8 The formal review and determination of appeal shall be conducted in as non-adversarial a manner as possible.

10.9 The appellant and the respondent have the right to present information orally or in writing. No other witnesses may appear. The members of the SDAC may question the parties separately. The appellant and the respondent may each give a summary of their positions with respect to the appeal. The appellant should summarize first.

10.10 The right to be represented by legal counsel or other formal advocate will be granted to the principal parties to the appeal at this level. The SJC also reserves the right to retain counsel.

10.11 Decisions of the SDAC shall be made by majority vote. The SDAC has the power to confirm the decision of the SJC, Residence Life or Campus Security and the sanction imposed; to confirm the decision but vary the sanction; or to uphold the appeal and lift the sanction. If the vote is tied then the appeal fails and the original decision and sanctions stand.

10.12 The decision of the committee shall be communicated in writing to the parties and to the office of the Associate Vice President, Student Experience within five (5) working days of the hearing.

10.13 Decisions of the SDAC are final and not subject to further appeal.

10.14 All parties must bear their own expenses, if any. The SDAC does not have the authority to order any party to pay all or part of any other party's legal or other costs.

10.15 These rules are meant as a guide for the committee and may be modified, provided that the parties are given a full opportunity to state their case and respond to the other party. Any change to the rules must not prejudice any of the parties.

10.16 The Chair shall have the power to adjust time limits, provided the Chair is satisfied that there are reasonable grounds for granting an extension and provided that granting an extension does not prejudice any party.

NADP INCIDENT REPORT FORM

Contact Information

Name: _____ Email: _____

Primary Phone: _____ Secondary Phone: _____

Address: _____

Identify the category that best describes your affiliation with the Mount:

- ☐ Undergraduate student
- ☐ Graduate student
- ☐ Faculty member
- ☐ Staff member
- ☐ Other: _____

Information about the incident:

Name of the student(s) whom the allegation is being made against:

Is the student whom the allegation being made against an:

- ☐ Undergraduate student
- ☐ Graduate student
- ☐ Unsure

Date(s) of incident: _____ Time(s) of incident: _____

Location(s) of incident(s): _____

Are there witnesses or other individuals with information about the incident?

☐ Yes

Please identify:

☐ No

☐ Unsure

Was there any external reporting or external response to the incident (e.g. police, fire department, etc.)?

☐ Yes

Please describe:

☐ No

☐ Unsure

Did Campus Security respond to the incident?

☐ Yes

☐ No

☐ Unsure

Has a complaint been made related to this incident elsewhere within the university (e.g. Harassment and Discrimination Advisor, Campus Security, a Dean's Office, etc.)?

☐ Yes

☐ No

☐ Unsure

Please provide a detailed description of the incident(s) including a chronological sequence of relevant events:
