

## Student Misconduct & How to Lodge a Formal Complaint

Under the Saint Mary's University Student Disciplinary Code any member of the University community (i.e.: student, faculty, administrator, or employee) may lodge a complaint alleging that a student has engaged in misconduct. Complaints must be made in writing to one of the University's Disciplinary Officers. Please note: the burden of proof for demonstrating that a student is responsible for an alleged misconduct lies with the student laying the complaint (complainant) during a formal hearing.

### Complaint guidelines:

1. In writing, indicate that you wish to lodge a "formal complaint against       NAME      , residing at (*current address if known*)       ADDRESS       under the Student Discipline Code" and list the alleged misconduct(s).
2. Include a detailed description of the incident stating the facts of the alleged misconduct. Include all relevant details: names of person(s) involved, witness(s), location, date and time etc. Include any other relevant information or background that you feel is appropriate for reference purposes. **The student who you are making the complaint against will be permitted to review your incident report and/or all other applicable material you provide prior to a hearing.**

*Note: if you have previously submitted an "Incident Report" to the Residence Department, please note this in your letter. It is not necessary to re-write the same information. Simply submit a copy of the report, or reference the "incident number", which is available from the Residence Life Office.*

3. Deliver all written documentation (see items 1 & 2) to Mr. Clay Fowler, Director, Residence Department (Disciplinary Officer) in LR105. Ensure that all documents are signed and dated. Be sure to include your detailed personal information: your name, contact phone number(s), current address, student number, and any other relevant information.
4. Your complaint(s) must be made within five (5) days of when you first became aware of the misconduct. A Disciplinary Officer has the authority to extend the time for filing a complaint if he/she deems it appropriate, taking into consideration the circumstances surrounding the alleged misconduct.
5. Upon receiving any complaint, the Disciplinary Officer will set a time and place for the hearing of the complaint. Wherever possible, the hearing of the complaint will be within ten (10) days from the date the Disciplinary Officer receives your complaint.
6. A complete copy of the Student Discipline Code is available on-line at:  
[http://www.smu.ca/administration/resoffic/security\\_code.html](http://www.smu.ca/administration/resoffic/security_code.html)