

Non-Academic Misconduct Complaint Form

To submit a complaint under the Standard of Student Conduct in Non-Academic Matters, please complete this form and attach a written description of the incident, along with any supporting documentation, and submit by email to governance.office@usask.ca

Reporting Guidelines for Complaint

Read the Standard: Review the Standard of [Student Conduct in Non-Academic Matters](#).

Describe What Happened: Explain what occurred, when and where it happened, a relevant timeline, and who was involved (including if there were witnesses). If there were several incidents, include a dated timeline.

Note Any Informal Steps: If you tried to resolve the matter informally (for example, by speaking with the student), please describe what steps you took and what happened next.

Complainant Information:

Last Name	
First Name	
NSID (if applicable)	
Role / Position	☐ Student ☐ Faculty ☐ Staff ☐ Other (Specify):
Department / Program / Unit	
E-mail	
Phone	

Incident Details and Timeline of Events:

Name of Student(s) Involved		
Date(s) of Incident		
Location (physical or online)		
Type of Misconduct	☐ Threats or Acts of Harm ☐ Theft or Damage to Property ☐ Disruption of University Activities or Learning Environments ☐ Violation of University policies, Procedures, or Rules ☐ Abuse of, or disrespect for University processes ☐ Other : Provide a brief explanation:	
Informal Resolution (if applicable) Before submitting this form, were any informal steps taken to resolve the matter? ☐ Yes ☐ No	If yes , please briefly describe what steps were taken (e.g. a discussion with the student) and what the outcome was.	
Desired Outcome What outcome are you seeking? Complainants should be aware that, as part of the University's process, informal resolution may be an appropriate way to address certain concerns.		

Supplementary written incident description attached as a PDF ☐ Yes ☐ No	Signature:	Date:
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Confirmation & Acknowledgement

- ☐ I have reviewed the [Standard of Student Conduct in Non-Academic Matters](#) and understand that this submission will be assessed under its provisions.
- ☐ I understand that by submitting this form, I will be identified as the complainant, may be asked to provide additional information, and will be required to participate in the complaint process through to resolution.
- ☐ As per the policy, I understand that vexatious or frivolous complaints will not be pursued.