INCIDENT REPORT
Suspected non-academic misconduct is reported to Campus Security.

REVIEW THE ALLEGATION
The Student Conduct Manager (SCM) reviews the allegations to determine the next steps.

1. SCM DETERMINES THAT NO FURTHER ACTION IS NEEDED
   Agreement between the student and the SCM
   RESOLVE THE ALLEGATION(S)
   The student signs an agreement that resolves the allegations. Compliance is monitored and failure to comply may result in referral to the NAMC.
   A record of the allegations, the student’s response and any decision will be retained in the student’s file.

2. SCM PROPOSES A RESOLUTION
   No agreement
   3. SCM REFERS MATTER TO THE NON-ACADEMIC MISCONDUCT COMMITTEE (NAMC)

COMMITTEE HEARING PROCESS
After the Chair of the NAMC reviews the SCM’s referral report, the Chair
   • shares it with the student,
   • provides them with information about the hearing process,
   • requests the student’s response, and
   • contacts the student to arrange a hearing date.
   Check out the NAMC Rules to learn more about the hearing process.

REPORT TO THE PRESIDENT
After the hearing, the NAMC will review all relevant materials and submit a report of its findings to the President. Based on the NAMC’s findings, the President decides what disciplinary measure, if any, should be imposed on the student.

APPEAL
The student has the right to appeal any disciplinary decision of the President to the Senate within 45 calendar days of receipt of the President’s decision letter. Resources and policies on the appeal process can be found online.
   • See Section 10 of the UBCV Student Code of Conduct for more information.

Who is the Student Conduct Manager (SCM)?
The Student Conduct Manager (SCM) meets with the student and either facilitates an early, informal resolution or refers the case directly to the Non-Academic Misconduct Committee (NAMC) for a hearing.

What is the Non-Academic Misconduct Committee (NAMC)?
If the SCM refers a matter to the NAMC, the NAMC assists the President by investigating the allegations of non-academic misconduct made against UBC Vancouver and UBC Okanagan students under their respective Student Codes of Conduct and reports their findings to the President. Students have an opportunity to meet with the NAMC to present their information and respond to the allegations. However, only the President has the power to discipline students, and this may only occur after a NAMC hearing.