



OFFICE OF STUDENT CONDUCT (OSC):
GUIDELINES FOR INFORMAL PROCEDURES
(ADVISING, MEDIATION AND ALTERNATIVE PROCEDURES)
PROCEDURES, TIMELINES AND FORMS

Under the Code, the Office of Student Conduct (OSC) may refer the parties involved in a *Non-Academic Misconduct Incident* for potential resolution through one of three informal procedures: Advising, Mediation, or an Alternative Procedure.

Advising: intended to provide support to a student interested in changing his/her offending behaviour.

Mediation: intended to facilitate an enabling discussion between the parties involved in the alleged incident.

Alternative Procedures: intended for situations in which the distinct and special circumstances of a student may be best served through an alternative process.

Anyone requiring further information or advice about these processes should consult the Office of Student Conduct or the Students' Association of Mount Royal College.

Procedures: <i>(What must be done)</i>	Responsibilities and Timelines: <i>(by whom and by when)</i>
<p>Stage I- Initiating A Referral for Informal Procedures</p> <p><input type="checkbox"/> The OSC determines whether <i>advising, mediation or alternative measures</i> are both available and acceptable to the parties and makes appropriate referrals.</p>	<p>Who: OSC</p> <p>When: Within 5 working days whenever possible.</p>
<p>Stage II- Conducting An Informal Procedure</p> <p><input type="checkbox"/> The Advisor/Mediator convenes a meeting of the parties with a view to resolving the matter and bringing agreement to potential sanctions, restorative measures or other appropriate plan of action.</p> <p><input type="checkbox"/> The outcomes of these proceedings are documented, signed and dated by all parties.</p> <p><input type="checkbox"/> The Advisor/Mediator submits the signed report and all notes to the OSC within 5 working days of the conclusion of the meeting.</p>	<p>Who: Mediator/Advisor (as appropriate)</p> <p>When: Within 5 working days of the receipt of the referral whenever possible.</p>
<p>Stage III- Bringing Resolution to the Incident</p> <p><input type="checkbox"/> If agreement is reached through the informal procedures on an appropriate sanction, restorative measure or alternative plan, the OSC records the outcomes and monitors compliance with the terms of the resolution.</p> <p><input type="checkbox"/> If agreement is not reached, the OSC refers the incident to the Non-Academic Review Board.</p>	<p>Who: OSC</p>