CONCERN FORM
submitted by
Reporting Person

Senior Tutor confirms appropriate procedure for investigation

Concern to be handled through other College or University Procedure

Concern to be handled under Code of Discipline

Referred to Dean of Discipline

Evaluation of Concern

Reporting Person informed of other means of reporting if appropriate

Handle under Informal Procedure

Handle under Formal Procedure (see details of procedure below)

Consideration of Evidence

Decision

Written Confirmation of Decision

Completion of Disciplinary Process

Decision disputed by one or both parties
Reporting Person / Respondent may be able to make a complaint under Student Complaints Procedure
CODE OF DISCIPLINE FOR STUDENTS AND PDRAS

Dean of Discipline decided Concern to be handled under Formal Procedure

Investigation of Concern

Dean of Discipline’s Decision

Breach of College Rules cannot be proven Concern Dismissed

Minor Breach of Discipline

Serious Breach of Discipline

No further action / Refer matter for decision under another procedure

Written Confirmation of Decision Completion of Disciplinary Process

Decision Outcome All parties informed of outcome

Decision Disputed Respondent may be able to make a complaint under Student Complaints Procedure

Completion of Disciplinary Process

Referred to JMC or Disciplinary Committee with Investigation Report

Written Confirmation of Decision All parties informed of outcome Completion of Disciplinary Process

Disciplinary Committee Decision disputed Respondent may be able to make a complaint under Student Complaints Procedure

JMC or Disciplinary Committee Hearing and Decision

JMC Decision disputed Appeal to Master

Appellate Committee Hearing and Decision

Completion of Disciplinary Process Completion of Procedures letter issued