

# Student Code of Conduct Reporting Tips

THE OFFICE OF STUDENT CONDUCT AND JUDICIAL AFFAIRS

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## Reporting

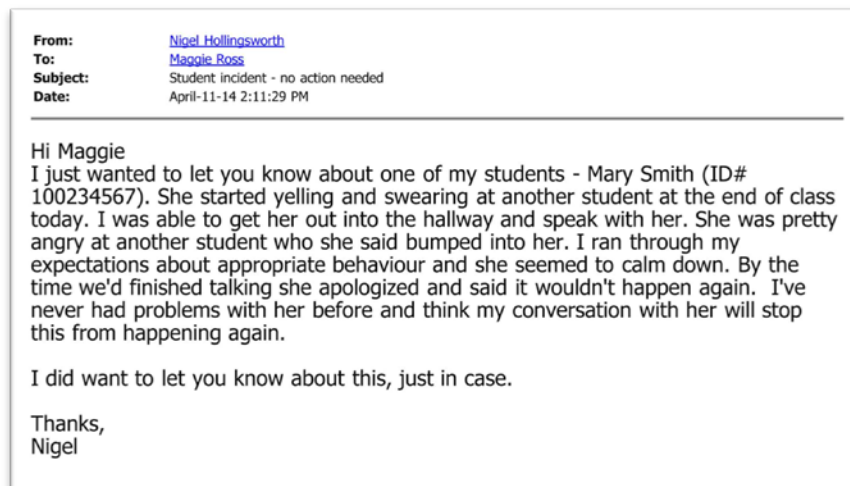
To ensure the College is responding appropriately, consistently and fairly to alleged violations of the Student Code of Conduct, all members of the community should report incidents to SCJA as soon as possible after they occur. Email reporting is acceptable and your note should include the following:

- a) Name of student and student number, if known;
- b) Date and time of the incident;
- c) Nature of the behaviour;
- d) Action taken to correct the behaviour, if any; and
- e) Other relevant information.

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## Example 1

In this example, the writer has addressed the situation with the student and does not anticipate further problems. He is reporting the incident because the student may have exhibited behavioural problems in other areas of the College (other classes or service areas) and because it is important to put the incident on the record in case there are future occurrences.



## Example 2

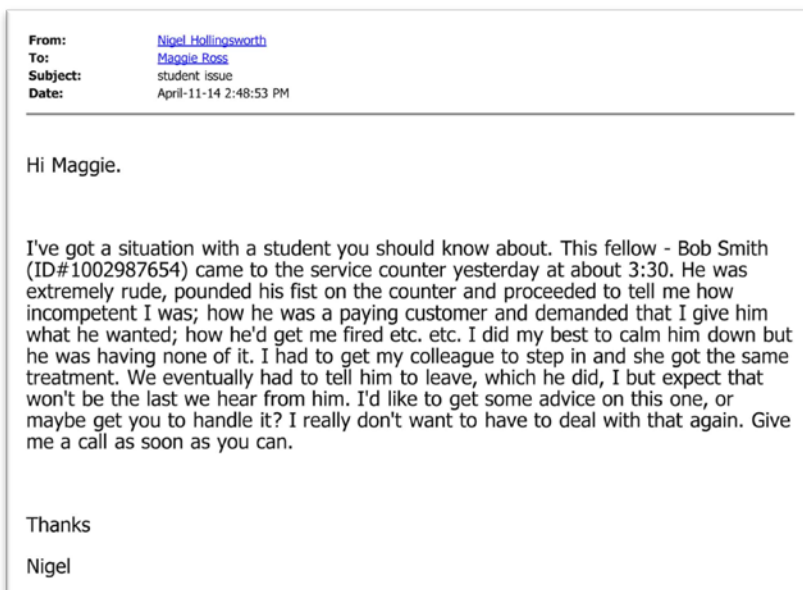
In this example, the writer tried to address the situation but was not successful and had to ask the student to leave. When a student is asked to leave, the College needs a record of this exchange, so report the incident to both your supervisor/chair and SCJA. In this this example, the writer is also looking for some advice on what to do next.

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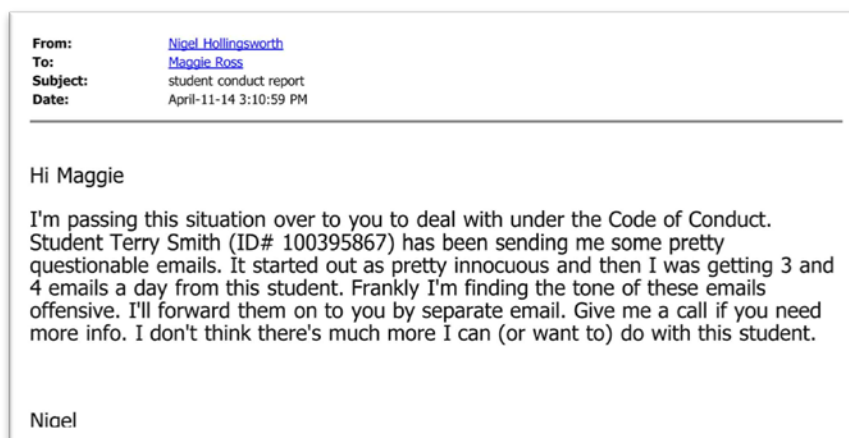
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### Example 3

In this example, the writer believes the matter is best addressed SCJA. The writer has records he will forward to the Office. These records will help in deciding the best response.



### Follow-up

When a member of the community reports a possible violation of the Student Code of Conduct to SCJA, the Manager will follow-up with the writer. This may be an acknowledgement, a request for more information, an invitation to participate in the response process or to inform the writer as to the outcome.