Non-Academic Misconduct

University of Guelph Offence Notices and Judicial Complaints: Next Steps

1. Judicial Complaint: an alleged breach of the Policy on Non-Academic Misconduct [1] whereby the student must attend a Judicial Committee hearing or a hearing conducted by Student Housing Services to receive a penalty for the breach

2. Offence Notice (UGON): a ticket issued for eligible charges [2] under the Policy on Non-Academic Misconduct and is associated with standard fines; UGONs are only issued for a student's first breach
3. Print Name: the Campus Community Police Officer who issued the UGON or Judicial Complaint

4. Day of: the date the offence occurred as opposed to the date the ticket was served (see 7)

5. Breach: description of the alleged breach

6. Section: section of the Policy on Non-Academic Misconduct alleged to have been breached by the student

7. Date Served: the date the ticket is issued to the student -- in some cases, there is an investigation and the ticket is not issued until days after the occurrence of the breach

8. Set fine: this will only be filled out if there is a set fine assigned to the breach (UGON)

9. Restitution: if this box is selected, the student, in addition to the set fine, must pay restitution for the losses or damages

   • For example, if a student breaks a window, the student must pay for the repair of that window. Or if a student commits theft, the student must pay back the amount or value stolen

**Next steps: University of Guelph Offence Notice (UGON)**

If you have been issued a UGON, you have 14 days from the date the UGON was served to you to enter a plea with the Student Judicial Services office. In the event you do not enter a plea during this time, a plea of responsible will automatically be entered and an invoice will be sent to your Gryph Mail account for payment.

For more information on fines and how to enter a plea, visit the University of Guelph Offence Notice (UGON) Fines and Plea Options page.

**Next steps: Judicial Complaint**

If you have been issued a Judicial Complaint, you must attend a Judicial Committee hearing or a hearing conducted by Student Housing Services to receive the penalty for the breach. If the breach took place within residence, Student Housing Services will typically coordinate your hearing. If the breach took place on campus, outside of residence, Student Judicial Services will contact you with a Notice of Hearing, informing you of the details of your hearing.

**Source URL (modified on 01/28/2016 - 12:58):** https://www.uoguelph.ca/secretariat/office-services-student-judicial-services/non-academic-misconduct

**Links**

[1] https://www.uoguelph.ca/secretariat/node/323/
[2] https://www.uoguelph.ca/secretariat/node/135/
[4] https://www.uoguelph.ca/secretariat/node/134/