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

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 GryphMail 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 [2] 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 [3] 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 [4], informing you of the details of your hearing.

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**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/