

**FORM F-1**

**UNB STUDENT DISCIPLINARY COMMITTEE  
RECORD OF COMPLAINT and CHARGES**

**Please complete a separate form for each student charged.**

**COMPLAINANT:**

NAME \_\_\_\_\_  
last (surname) first middle  
LOCAL ADDRESS \_\_\_\_\_  
PHONE NO. \_\_\_\_\_

**NATURE OF COMPLAINT:**

DATE OF INCIDENT \_\_\_\_\_ TIME \_\_\_\_\_  
LOCATION \_\_\_\_\_

STUDENT TO BE CHARGED \_\_\_\_\_  
last (surname) first middle

STUDENT NO. \_\_\_\_\_  
LOCAL ADDRESS \_\_\_\_\_  
DETAILS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Use additional sheet if needed

SIGNATURE OF COMPLAINANT \_\_\_\_\_

.....

Complaint prepared with assistance of CP \_\_\_\_\_, Security \_\_\_\_\_, Other \_\_\_\_\_  
(name)

Security/CP report(s) available? \_\_\_\_\_ yes **[please attach]** \_\_\_\_\_ no

COMPLAINT RECEIVED BY \_\_\_\_\_ POSITION

\_\_\_\_\_

DATE RECEIVED \_\_\_\_\_ TIME

\_\_\_\_\_  
SIGNATURE OF UNIVERSITY OFFICER \_\_\_\_\_

.....  
**Please attach, NAMES, ADDRESSES AND TELEPHONE NUMBERS OF WITNESSES  
and forward this form and attachments to the Commissioner of Discipline.**

**INFORMATION RELEVANT TO STUDENT CHARGED ON REVERSE=====>  
CHARGES LAID**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**OTHER ACTION TAKEN**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
(Commissioner)

**NOTICE TO THE STUDENT CHARGED UNDER the STUDENT DISCIPLINARY CODE**

1. You are entitled to assistance from the Director of Student Affairs and Services or designate and the Student Advocate (UNBF), or the Director of Student Services or designate (UNBSJ). You have the right to retain and be represented by counsel or a person acting as your agent. You or your counsel/agent have the right to a reasonable opportunity to examine and/or obtain any reports relating to the complaints filed against you, charges against you and previous decisions of the SDC which may be of relevance. Check with the office of Commissioner of Discipline for which information.
2. In lieu of a hearing, the Chair, or the Vice-Chair acting in the capacity of Chair, may elect to permit a student charged by the Commissioner to file a plea of guilty and pay a fine plus restitution where appropriate. If the Chair or Vice-Chair elects to permit you to enter a plea of guilty, you will be contacted and informed of this option. You are under no obligation to plead guilty and are entitled to a hearing if you so desire. Prior to being asked to enter a plea, you will be informed of the amount of the fine to be imposed and restitution is appropriate, of the actual or approximate value of the damage for which you will be responsible.
3. If this case is to proceed to a hearing a SUMMONS TO STUDENT CHARGED will be issued to you. It is your responsibility to bring with you and produce at the time and place specified in the Summons any evidence and/or witnesses necessary for your defence.
4. If you fail to attend a Student Disciplinary hearing scheduled for these charges, the SDC may proceed in your absence and, in addition, you may be charged with failure to comply with an order of the SDC.

5. Where charges are laid in accordance with the Student Disciplinary Code, a copy of the Code is attached.