Investigation Notification Form
(for Respondents other than employees or Teaching Staff Members)

Under section 2.2 of the Procedures of the Investigations Policy (SC8), prior to a Designated Person undertaking an Investigation or Existing Formal Process with respect to any Respondent other than an employee or Teaching Staff Member, the Designated Person must provide notice to the Office of the University Counsel ("OUC").

To provide the required notice to OUC, Designated Persons should complete this form and email it to the OUC at access.and.privacy@ubc.ca. OUC will notify the applicable Designated Persons if there are multiple allegations against the same Respondent.

Note: This form should not be used for notifications about Respondents acting in their capacity as UBC employees or Teaching Staff Members. For instructions on sending such notifications, please contact your HR representative in the same manner as you normally would with respect to investigations involving employees or Teaching Staff Members.

Notification Date

Designated Person	
Name:	**Title:**
Email address:	**Telephone number:**

Respondent	
Name:	**Student ID (if applicable):**

Subject matter of alleged misconduct (select all that apply)	
☐ Discrimination and Harassment (as defined in the Discrimination Policy (SC7))	☐ Non-compliance with the Information Systems Policy (SC14)
☐ Sexual Misconduct (as defined in the Sexual Misconduct Policy (SC17))	☐ Improper Financial Activity (as defined in the Financial Investigations Policy (SC15))
☐ Scholarly Misconduct (as defined in the Scholarly Integrity Policy (SC6))	☐ Student academic misconduct matters at UBC Okanagan or UBC Vancouver
☐ Non-compliance with Research Policy (LR2))	☐ Student non-academic misconduct matters other than Sexual Misconduct
☐ Breaches of the COI Policy (SC3)	☐ Retaliation (as defined in the Retaliation Policy (SC18))

Capitalized terms used in this Investigation Notification Form that are not otherwise defined below have the meanings given to them in the Investigations Policy (SC8).