

Residence Contract – Violation Guide

RESIDENCE CONDUCT PROCESS

Residents who violate this Contract or the Rules will be held accountable. If you choose to be a part of a group that is doing so, you may collectively and individually be held responsible for the violation.

The Residence Conduct Process is an administrative process. The Residence Conduct and Support Office (RCSO) is an administrative unit within the University's Non-Academic Misconduct System. Alleged misconduct is investigated and decisions are based on the aggregated perspectives of persons involved in an incident and the fact-finding process led by the assigned investigator. Decisions represent the investigator's assessment of the behaviour or sequence of events. Findings are made based on the "balance of probabilities", which means whether it is more likely than not that the alleged misconduct occurred.

You have a right to privacy within this process to the extent feasible. You have a right to request the documentation pertaining to the incident. Failure to attend a scheduled meeting to investigate misconduct will result in a decision being made without your input. If you have questions about an outcome, contact the RCSO at residence.conduct@queensu.ca. The Residence Conduct process does not preclude intervention by Residence Life and Services staff in instances of potential serious harm or injury, community impact, patterns of alcohol or substance misuse, and/or concerns regarding mental health or wellbeing.

COMMUNICATION AND NOTICE

All notices and written communication pursuant to the Residence Conduct process or [Student Code of Conduct](#) will be sent by email to you using your [@queensu.ca](#) email account. Correspondence will be deemed to have been received and read two (2) business days after delivery. The delivery date is defined by the date on the email message header.

INTERIM MEASURES & IMMEDIATE MEASURES

Residence Life and Services or the Student Conduct Office may implement interim and/or immediate measures that are appropriate in the circumstances to support a safe Residence environment, for a specific period or until the case is concluded (e.g. room relocations, full or partial Notice of Prohibition, no contact requirements, or other restriction(s) on or loss of privileges). Interim and/or immediate measures are not evidence of any finding of fact concerning whether or not there has been a residence conduct violation. Interim and/or immediate measures cannot be appealed.

PROCEDURES

All incidents are documented by University staff and this documentation may be submitted to the Residence Conduct and Support Office for review and classification. Cases will be assessed based on severity of conduct and its impact on yourself and/or other students and/or the Residence environment and/or Queen's University. Various members of the conduct team may review cases depending on your current point level and the severity of the alleged behaviour as outlined below. Investigators assigned may vary depending on unique situations or availability of staff and may include staff from the [Student Conduct Office](#) when a matter is referred to it by the [Non-Academic Misconduct Intake Office \(NAMIO\)](#).

- Residence Life Coordinator (RLC) investigates when:
 - Student currently has 0-2 points or the documented violation could result in 1-2 points.
- Residence Conduct Coordinator (RCC) or Residence Support Coordinator (RSC) investigates when:
 - Student currently has 2-3 points or the documented violation could result in 2-3 points.
- Manager, Residence Conduct and Support (MRCS) or their designate investigates when:
 - Student currently has 2-3 points and the documented violation could result in 3-4 points.
- Student Conduct Office Case Manager or their designate investigates when:
 - Documented violation is presumptively Category 2 under the [Student Code of Conduct](#).

NON-ACADEMIC MISCONDUCT INTAKE OFFICE

Cases that are presumptively Category 2 violations under the Student Code of Conduct are submitted to the Non-Academic Misconduct Intake Office (NAMIO) for assessment and referral based on factors as outlined in the [Student Code Of Conduct](#). Cases submitted to NAMIO may be referred for investigation to the Residence Conduct and Support Office, the Student Conduct Office, the Athletics & Recreation Conduct Office, and/or the AMS Judicial Affairs Office.

Violations	Outcome Range	Possible Violations	Range of Sanctions	Range of Points
4.10.1 FAILURE TO COOPERATE	1-2 points	a) Failure to comply with instructions, identifications, requests, and/or Agreements of/with any staff member of Queen's Residence Life and Services, Queen's First Aid, Campus Security and Emergency Services and/or Kingston Emergency Services or any other University or public official in and around residence.	WW, EA	1-2
		b) Failure to complete any sanction/outcome assigned within the Residence Conduct process.	WW, EA	1
4.10.2 HINDERANCE / INAPPROPRIATE BEHAVIOUR	1-4 points Removable	a) Inappropriate or disruptive conduct (e.g., oral, written, graphic, electronic or physical) by an individual or individuals that is unacceptable, unwanted, harmful or offensive and may have a negative impact on the Residence community and an individual's ability to peacefully enjoy Residence. Actions that hinder the work of University staff including but not limited to: sports or potentially impactful activities in residences and dining halls, soliciting door-to-door or operating a business in Residence.	WW, EA, LP, BA, RL, NC, ED, SP, RM	1-4*
4.10.3 ALCOHOL	1-3 points	a) Causing a disturbance and/or inappropriate behaviour due to alcohol consumption.	WW, EA, LP, BA, RL	1-3
		b) Possession and/or consumption of alcohol in or around Residence while under the age of 19.	WW, EA, BA	1
		c) Possession of open alcohol and/or consumption of alcohol in any space other than a private Residence room. This includes public areas within or around Residence such as hallways, common rooms, stairwells, elevators, washrooms, and dining halls.	WW, EA	1
		d) Possession and/or consumption of alcohol during Orientation Week.	WW, EA	1
		e) Possession of alcohol in glass bottles in or around Residence.	WW, EA	1
		f) Promoting, participation in, and/or association with "drinking games" or any activities that promote excessive, irresponsible, or rapid/competitive consumption of alcohol. This includes playing drinking games with any liquid – including water.	WW, EA, LP, BA, RL	1-3
		g) Possession of items or displays that are perceived to promote unsafe alcohol consumption (e.g., funnels, trophy walls, drinking game tables, wizard staffs, etc.) Any possession of displays of empty alcohol containers. Any actions that promote a drinking culture in residence.	WW, EA	1-2
		h) Possession of large containers of alcohol including, but not limited to Kegs, mini-kegs, 3.8 litre liquor bottles (i.e., "Texas Mickeys"), and other large volume containers (e.g., larger than 40 oz./1183 mL for spirits or wine) in residence.	WW, EA	1-2
		i) Purchasing and/or providing alcohol to residents and/or their guests under the age of 19.	WW, EA, LP, BA, RL	2-3
		j) Making beer, wine or any other alcoholic beverage by any means, possession of brewing/distilling or wine-making equipment.	WW, EA, LP, BA, RL	2-3
4.10.4 CANNABIS	1-4 points Removable	a) Causing a disturbance and/or inappropriate behaviour due to cannabis consumption.	WW, EA, LP, BA, RL	1-3
		b) Possession and/or consumption of cannabis, cannabis byproducts, including but not limited to oils, products considered edibles, seeds, or plants. Possession of cannabis accessories, including but not limited to bongs, grinders, pipes, and vaporizers in or around Residence while under the age of 19.	WW, EA	1
		c) Participation in or in association with the manufacturing, cultivating, growing, and/or preparing, of cannabis in or around residence. Possession of cannabis plants.	WW, EA, BA	2-3
		d) Smoking, vaping, or consuming a cannabis product by inhalation in or around residence. Consumption in any form is prohibited in public spaces (such as hallways, common rooms, stairwells, elevators, washrooms, and dining halls.)	WW, EA	1
		e) Possession of more than 30 grams of dried cannabis or equivalent while over the age of 19.	WW, EA	1
		f) Possession and/or consumption of cannabis during Orientation Week.	WW, EA	1
		g) Promoting, participation in, and/or association with any activities that promote excessive, irresponsible, or rapid/competitive consumption of cannabis.	WW, EA, LP, BA, RL	1-3
		h) Possession of items or displays that are perceived to promote unsafe cannabis consumption. Any actions that promote a cannabis culture in residence.	WW, EA	1-2
		i) Purchasing and/or providing cannabis or cannabis byproducts to residents and/or their guests under the age of 19.	WW, EA, LP, BA, RL	2

Violations	Outcome Range	Possible Violations	Range of Sanctions	Range of Points
		j) Possession of cannabis for the purpose of distribution/trafficking/dealing/selling. Possession of items for the purpose of distribution/trafficking/dealing/selling cannabis (scales, "dime bags").	WW, EA, LP, BA, RL, NC, SP, RM	2-4*
		k) Improper storage of cannabis or cannabis paraphernalia. All cannabis and paraphernalia in your possession must be stored in air-tight containers at all times.	WW, EA	1-2
4.10.5 SUBSTANCES	1-4 points Removable	a) Any action that causes a person to unknowingly consume a substance without their consent.	NC, ED, SP, RM	4*
		b) Possession and/or use, in or around residence, of any narcotic or controlled substance including prescription medication, for purposes other than those for which they were prescribed.	WW, EA, BA, ED, NC, ED, SP, RM	2-4*
		c) Possession of any paraphernalia associated with a controlled substance.	WW, EA	1-3
		d) Participation in or in association with the manufacturing, cultivating, growing, and/or preparing, of controlled substances in or around residence.	NC, ED, SP, RM	4*
		e) Administering, delivering, giving, selling, sending, trafficking, transferring, or transporting any narcotic or controlled substance to others, which may be inferred by the circumstances surrounding the possession including but not limited to factors such as: quantity and/or quality of the substance(s); the value of the substance(s) and/or the presence of related paraphernalia associated with the substance(s).	NC, ED, SP, RM	4*
4.10.6 SMOKING / VAPING	1-2 points	a) Smoking, vaping, or consuming a substance by inhalation in or around residence.	WW, EA, LP, BA, RL	1-2
4.10.7 SOCIAL GATHERINGS / PARTIES	1-3 points	a) Advertising, announcing, organizing, running, and/or hosting a gathering involving the consumption of alcohol, cannabis, narcotics, or controlled substances.	WW, EA, LP, BA, RL	2-3
		b) Attending or hosting gatherings and/or parties that impact the community and/or hinder an individual's ability to peacefully enjoy Residence.	WW, EA, LP, BA, RL	1-3
4.10.8 NOISE	1-3 points	a) Failure to maintain a level of noise that respects others in the residence community and their ability to study, sleep, or otherwise enjoy the residence environment.	WW, EA, LP, BA, RL	1-3
4.10.9 PETS	1-3 points	a) Possession of pets in Residence, with the exception of fish, in any Residence space other than the Pet Friendly Community in Jean Royce Hall.	WW, EA	1-2
		b) Violation of the Queen's Residence Life and Services Pet Policy for the Pet Friendly Community in Jean Royce Hall.	WW, EA, LP, BA, RL	1-3
4.10.10 DAMAGES	1-4 points Removable	a) Willful, malicious, non-malicious, negligent, or attempted destruction, vandalism, damage, defacing, of public or private property in or around Residence including Residence dining halls; actions making or attempting to make any mechanical, electrical or structural changes to a Residence room or building.	WW, EA, LP, BA, RL	2-3
		b) Failure to uphold reasonable standards of cleanliness (e.g., common rooms, washrooms, hallways, etc.).	WW, EA, BA	1-2
		c) Using dye or paint in unsanctioned activities in residence.	WW, EA, BA	1-2
4.10.11 THEFT	1-4 points Removable	a) Misappropriating, relocating, removing, taking, or attempting to, University or residence property without permission.	WW, EA, LP, BA, RL	2-3
		b) Misappropriating, relocating, removing, taking, or attempting to, without permission, the belongings of another individual or agency.	WW, EA, LP, BA, RL, NC, ED, SP, RM	3-4*
		c) Removing, or attempting to remove any food, beverages, cutlery, furniture, or dishes from any dining hall.	WW, EA, LP, BA, RL	1-2
		d) Being in possession of any misappropriated belongings of the University or another individual such as exit signs, and common room furniture.	WW, EA, LP, BA, RL	1-2
4.10.12 PROHIBITED MATERIALS / ITEMS	1-3 points	a) All candles (including decorative), incense, potpourri burners, fireworks, firecrackers, birthday sparklers, and flammable liquids.	WW, EA, BA	1-2
		b) Extra furniture (except for a desk chair).	WW, EA, BA	1

Violations	Outcome Range	Possible Violations	Range of Sanctions	Range of Points
		c) Halogen lamps, sunlamps, or hydroponic systems and/or equipment.	WW, EA, BA	2
		d) Hazardous materials such as gasoline, propane tanks, barbecues, fuels, corrosives, or explosives.	WW, EA, BA	2
		e) Sound amplifiers, large stereos or subwoofers.	WW, EA, BA	1
		f) Small appliance use in your room including, but not limited to kettles, coffee makers (Tassimo, Keurig, etc.), rice cookers, toasters and toaster ovens, microwave ovens, space heaters, air conditioners etc. Hot plates, hot pots, and electric blankets are prohibited from use anywhere in Queen's Residences.	WW, EA, BA	1-3
		g) Posting / displaying material of any kind in Queen's Residences, including but not limited to, on walls and doors outside of your room, and on windows, without permission is prohibited.	WW, EA, BA	1
		h) Devices that can use a large amount of power and/or network capacity such as, but not limited to batteries for e-scooters/skateboards or e-bikes 3D printers, data servers, cryptocurrency mining devices.	WW, EA, BA	1-2
4.10.13 GUESTS	1-4 points Removable	a) Not following the protocol for guests.	WW, EA, LP, BA	1
		b) Hosting more than the allowed 2 guests.	WW, EA, LP, BA	1-2
		c) Hosting overnights guests for more than the allowed 3 consecutive nights.	WW, EA, LP, BA	1-2
		d) Hosting guests during a no-guests time period such as, but not limited to: Orientation Week, Homecoming, St-Patrick's Day.	WW, EA, LP, BA	2
		e) Leaving your guest(s) unattended. You, yourself as a guest, being unattended.	WW, EA, LP, BA	1
		f) Guest behaviour that violates any of the Residence Conduct	WW, EA, LP, BA, NC, ED, SP, RM	1-4*
4.10.14 ILLEGAL / INAPPROPRIATE ENTRY / PRESENCE	1-4 points Removable	a) Entering or providing access to, or attempting to enter any restricted area (rooms, offices, maintenance rooms, or restricted courtyards) or private space without the permission of Queen's Residences or the resident. Tampering with an intrusion alarm, secured door, or locks.	WW, EA, LP, BA, NC, ED, SP, RM	2-4*
		b) Entering or attempting to enter a Residence dining hall without presenting appropriate ID, using student ID other than your own, lending student ID to another person to enter the dining hall or Residence retail location.	WW, EA, LP, BA	1-3
		b) Unauthorized use of residence physical and electronic keys. This includes attempting to cut or copy physical and electronic keys, tampering with locked key rings, as well as lending physical and electronic keys to others.	WW, EA, LP, BA	1-3
		d) Entering a residence building or dining hall with dye or paint on skin or clothing.	WW, EA, LP, BA	1
4.10.15 FIRE & LIFE SAFETY	1-4 points Removable	a) Failure to promptly evacuate a residence in the event of a fire alarm or re-entering a residence building after evacuation without authorization from Residence staff, Campus Security and Emergency Services or Kingston Fire and Rescue.	WW, EA, BA	2
		b) Operating any flame or burning of any substance (e.g., potpourri burners, incense, hookahs, bong, candles, e-cigarettes/vaporizers and smoking of any legal substance) in residence; using hazardous materials or non-CSA approved electrical appliances in residence. Obstructing residence hallways, stairwells, doorways or exits, common rooms, or other areas constituting a fire hazard. Exceeding the fire capacity of any room.	WW, EA, BA	1-3
		c) Willful, malicious, negligent, or attempted, creation of a fire in or around residence.	ED, SP, RM	4*
		d) Willful, malicious, negligent, or attempted tampering with, damaging, and/or misusing fire prevention, detection, or life safety equipment. This includes, but is not limited to, hanging materials from sprinklers or detectors, covering or disarming smoke detectors, damaging or tampering with ceiling tiles, exit signs, elevators, and window screens, and throwing or dropping items out of residence windows.	EA, BA, ED, SP, RM	2-4*
4.10.16 SECURITY DEVICES	2-4 points Removable	a) Willful, malicious, non-malicious, negligent, or attempted tampering with, disabling, covering, removing, defacing or damaging any security camera, in or around Residence, including Residence dining halls; actions that interfere with or obstruct the functioning or visibility of any security camera. If you cover the camera and there is subsequent damage that cannot be properly investigated,	WW, EA, LP, BA, ED, SP, RM	2-4

Violations	Outcome Range	Possible Violations	Range of Sanctions	Range of Points
		you will be held responsible for the damage and any related costs or penalties. If there is an incident and/or damage that cannot be properly investigated because of your actions towards the security cameras, you will be held responsible for the incident and/or damages.		
		b) Willful, malicious, non-malicious, negligent, or attempted tampering with, disabling, or damaging any other security device in or around Residence, including access control systems for keys, doors, door alarms, and alarm systems; actions that compromise the security or safety of any resident, staff, or visitor.	WW, EA, LP, BA, ED, SP, RM	2-4
		c) Unauthorized access to, use of, or distribution of any footage from any security camera in or around Residence, including Residence dining halls; actions that violate the privacy or security of any resident, staff, or visitor.	WW, EA, LP, BA, ED, SP, RM	3-4
		d) Unauthorized access to, use of, or distribution of any information or data from any security device in or around Residence, including access control systems for keys, door alarms, and alarm systems; actions that violate the privacy or security of any resident, staff, or visitor.	WW, EA, LP, BA, ED, SP, RM	3-4
		e) Recording individuals in any format without their knowledge, even within your private personal space.	WW, EA, LP, BA, ED, SP, RM	2-4
4.10.17 INITIATIONS / HAZING	3-4 points Removable	a) Initiating or attempting to initiate any activity that requires or expects from someone who wishes to join, or to maintain full status in, a group, that humiliates, degrades or risks emotional and/or physical harm, regardless of that person's willingness to consent or participate.	EA, LP, BA, NC, ED, SP, RM	3-4*
4.10.18 VIOLENCE / ABUSE / THREATS	3-4 points Removable	a) Any action that results in harm or has the potential to harm an individual or individuals. These actions include physical assault and threats (e.g. verbal, physical, or electronic) of violence.	EA, LP, BA, NC, RL, ED, SP EA, LP, BA, NC, RL, EA, LP, BA, NC, RL, ED, SP EA, LP, BA, NC, RL,	3-4*
		b) Organizing, being a participant, or spectator of an event that could result in harm, including but not limited to, a fight club.		3-4*
4.10.19 HARASSMENT / DISCRIMINATION / THREATS	3-4 points Removable	Queen's University values maintaining an environment free of, and will not tolerate, Harassment, Discrimination and Reprisal. For additional information, see the Harassment and Discrimination Prevention and Response Policy . Harassment and/or discrimination can include a wide range of unwelcome behaviour, communication, conduct or action that contributes to an unsafe environment. For detailed definitions, refer to the Policy.	EA, LP, BA, NC, RL, ED, SP, RM	3-4*
4.10.20 SEXUAL VIOLENCE / SEXUAL HARASSMENT	3-4 points Removable	Queen's University is committed to maintaining a positive learning and living environment in which any form of sexual violence will not be tolerated. The University has a Sexual Violence Policy in place that aims to address sexual violence in our community through support, awareness, education, training and prevention programs, and appropriate handling of disclosures and reports. For information regarding Residence Life and Services' response to sexual violence, please refer to our website .	EA, LP, BA, NC, RL, ED, SP, RM	3-4*
4.10.21 WEAPONS	2-4 points Removable	a) Possession of items such as large knives, martial arts weapons, firearms, pellet or B.B. guns, or replica weapons. The Queen's Weapons Policy may apply.	WW, EA, LP, BA, NC, ED, SP, RM	2-4*

Per the Student Code of Conduct, clauses indicated with an asterisk () may be subject to review by the Non-Academic Misconduct Intake Office for investigation and adjudication by a Non-Academic Misconduct unit, including the Residence Conduct Office, the Student Conduct Office, the Athletics & Recreation Conduct Office, and/or the AMS Judicial Affairs Office.

ADDITIONAL INFORMATION REGARDING SANCTIONING AND POINTS*

- The use of sanctions will always be determined on what is best for the community, Residence, and the individuals involved.
- The above are examples of what typical sanctions may be applied. Residence may use any sanction, including the possibility of removal from residence due to complex or unique situations, regardless of conduct history or point level.
- Restitution may be used in any incident where damage/destruction has occurred, or cleaning is needed in any area of Residence.

POINTS

A cumulative 4 point system is used in the Residence Conduct Process to ensure consistency in decision making and that you are informed about and understand how your conduct choices may result in termination of your Residence

Contract and/or specific privileges while living in Residence. Points constitute a warning system that uses numbers between 1-4 to help you know how close you may be to being required to leave Residence should you choose to conduct yourself in a manner that contravenes this Residence Contract.

The investigator is responsible for deciding the point(s) assigned for a finding of misconduct. The number of points assigned depends on the type of incident, its seriousness and potential impact on yourself and/or others in the community.

- If found responsible for a Residence Conduct violation you may be warned or assigned one or more points.
- If you receive or accumulate 3 points you will automatically be placed on Residence Probation as an indication that you are at significant risk of being removed from Residence for any subsequent violation(s).
- When 4 or more points are received or accumulated, the Residence Contract may be terminated, resulting in eviction from Residence. Persistent disregard for the behavioural expectations outlined in your Residence Contract, a repetitive course of improper conduct, or failure to comply with prior conditions may trigger progressive discipline, including termination of your Residence Contract. The University reserves the right to terminate your Residence Contract and remove you from residence for a single violation which, in the view of the University, represents a significant departure from the behaviour expected of residents or which endangers the safety or wellbeing of the community.

Points remain active until the end of the academic year during which they were assigned, or such other date as may be stipulated in the conduct decision letter. In addition to the assignment of points, other sanctions or learning opportunities may also be required and form part of a conduct decision.

SANCTIONS

Residence Conduct Sanctions are designed to educate you on the consequences and impact of inappropriate behaviour in residence. Listed below are examples of sanctions that may be used independently, or in combination, for any single incident. Sanctions are not applied sequentially in the order they appear below and not all sanctions may be applicable to specific situations. The impact and severity, context and timing of the incident as well as your conduct history and other mitigating or aggravating factors are considered in determining appropriate sanctions. Investigators may apply any range of the following sanctions and others may be assigned at the discretion of a Residence Life Coordinator, the Residence Conduct Office, or their designate.

(WW) WRITTEN WARNING – A formal letter of caution outlining the details of the finding of responsibility and a written agreement that the behaviour will not continue. The letter will be kept on file and referred to if a future incident occurs.

(EA) EDUCATIONAL ASSIGNMENT – A requirement to complete specific educational activities that allow you the opportunity to reflect on the finding of responsibility and the impact your conduct had on the community and yourself. This may include a project, written assignment, participation in an educational program, or a meeting with a University or public official. Educational assignments are not in any way academic penalties, and do not affect your academic record.

(LP) LOSS OF PRIVILEGES – A temporary or permanent loss of Residence privileges including but not limited to: hosting guests, restricted or no access to specific Residence spaces such as a specific building(s), dining hall(s), retail outlet(s), *etc.*

(RT) RESTITUTION – Reimbursement of any damage, clean-up, neglect or replacement costs resulting from your misconduct. This includes any costs resulting from misconduct of your guest(s). Restitution may be imposed against residence community members if damage/vandalism occurs in a common area and the specific individual(s) responsible cannot be identified.

(BA) BEHAVIOURAL AGREEMENT – A formal document that requires you to meet specific behavioural standards. This includes, but is not limited to: access restrictions, loss of guest and other privileges, regular meetings with a professional staff member, *etc.*

(RL) RELOCATION – A permanent move from an assigned room in one Residence building to another. A Notice of Prohibition (NOP) that prohibits all access to the original Residence of occupation may also accompany the relocation. You are responsible for any additional fee increase resulting from a room or building change and are responsible for transporting all of your belongings to your new room or building. Any further violations may result in suspension or removal from Residence.

(NC) NO CONTACT – A requirement that you have no direct or indirect contact (including but not limited to in-person, phone, text, email, social media, or through a third party, *etc.*) with a specified individual, individuals, or group.

(ED) EARLY DISMISSAL – Early dismissal requires you to move out by a designated deadline which will be shorter than a 24-period following your last exam.

(SP) **SUSPENSION FROM RESIDENCE** – A suspension from being permitted to live in Residence for a specific duration. A Notice of Prohibition (NOP) that limits or prohibits access to some or all Residence buildings for a specified time period may also accompany the suspension notice.

(RP) **RESIDENCE PROBATION** – When you receive 3 points you will automatically be placed on Residence Probation as you are at significant risk of being evicted from residence. You are required to enter into a Behavioural Agreement for the remainder of the academic year and meet with a member of the Residence Conduct team on a regular basis, as a proactive accountability measure.

(RM) **REMOVAL FROM RESIDENCE** – Eviction from Residence. A Notice of Prohibition (NOP) that limits or prohibits access to some or all Residence buildings may also accompany the eviction notice.

Should anyone require accommodations throughout the conduct process or in the completion of sanctions, please contact the Residence Conduct Office at residence.conduct@queensu.ca or 613-533-2965. You may be asked to provide supporting documentation.

APPEALS

Residence Conduct Decisions (3 or fewer assigned points)

You must complete and submit an appeal form within three (3) business days of the date on the decision letter you receive. If you fail to file an appeal within the 3 business day period, your right to appeal is forfeited unless a written request for an extension of time is submitted *before* the initial deadline expires, providing a satisfactory reason for the delay, *and* the request is granted. Appeal forms can be accessed via [Residence Conduct](#).

Appeal submissions will be reviewed and you will be notified if it is incomplete or otherwise deficient. You must rectify the issue within three (3) business days from the date of the notice and re-submit your appeal, failing which the appeal will not be accepted.

If accepted, the appeal will be heard by an Appeal Reviewer, usually a Manager of Residence Life and Services who has not been involved in the investigation of the case. This may include, for example, the Manager, Residence Education or Manager, Residence Admissions.

The primary concern for the Appeal Reviewer is to ensure that Residence Conduct decisions were made in accordance with the requirements of procedural fairness. Accordingly, an appeal will be successful where one or more of the following is established: The decision-maker was biased or had a conflict of interest that prejudiced the student.

1. The decision-making body misapplied and/or failed to follow applicable rules, regulations, or university policy in a way that impeded the student's right to a fair process.
2. The decision was unreasonable. A "reasonable" decision is one that is cogent and rational based on the factual record and logical interpretations of rules, regulations, or university policy relevant to the decision. To be reasonable, the decision-maker must provide adequate reasons for the conclusions made. A decision should be upheld if it falls within a range of possible and acceptable outcomes or sanctions.
3. The decision-maker whose decision is being appealed acted without authority or exceeded their jurisdiction.

Mere disagreement with a decision or dissatisfaction with the outcome is not grounds for an appeal. Further, a decision made without your input because you missed a scheduled meeting or otherwise failed to participate in the conduct process is not grounds for an appeal. Your failure to abide by the requirements in a decision letter can result in further sanctions and failure to read or understand the terms of the decision letter will not excuse you from such further sanctions, nor will it be grounds for appeal of any such further sanctions.

Student Conduct Office Decisions and/or Evictions

Residents may appeal to the Non-Academic Misconduct Appeal Panel, under the applicable [procedures](#). Appeals must be submitted within 10 days of the date on their decision letter to centralnam@queensu.ca. More information on this appeal process can be [found here](#).