

Consolidated Residence Contract & Community Standards Violation Guide

RESIDENCE CONDUCT PROCESS

Residents who violate the Consolidated Residence Contract & Community Standards will be held accountable. If you choose to be a part of a group that is violating the Community Standards, you may collectively and individually be held responsible for the violation.

The Residence Conduct Process is an administrative process. The Residence Conduct Office (RCO) is an administrative unit within the university's [Non-Academic Misconduct System](#). Decisions are based on the "balance of probabilities" standard. This means that decisions are based on the aggregated perspectives of persons involved in an incident and the fact-finding process led by the assigned adjudicator. Decisions represent the adjudicator's assessment of the behaviour or sequence of events that were most likely to have occurred.

You have a right to privacy within this process. Your conduct history and information are not shared with third parties. You have a right to request your documentation pertaining to the incident. Failure to attend a meeting will result in a decision being made without your input. If you have questions about an outcome, please contact the RCO at residence.conduct@queensu.ca. The Residence Conduct process does not preclude intervention by Residence Life staff in instances of potential serious harm or injury, 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

Residence Life and Services or the Student Conduct Office may implement interim 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 measures are not evidence of any finding of fact concerning whether or not there has been a violation of the Community Standards. Interim measures cannot be appealed.

PROCEDURES

All incidents are documented by a Residence Life or University staff member and this documentation is submitted to a Residence Life Coordinator (RLC) for review and classification. Cases will be assessed based on impact and severity to self and/or other students and/or Residence and/or Queen's University. A student's current point level and the severity of their alleged behaviour will determine who investigates the incident. Adjudicators assigned may vary depending on unique situations or availability of staff and may include staff from the [Student Conduct Office](#), where matters are referred to that unit by the [Non-Academic Misconduct Intake Office \(NAMIO\)](#).

- Residence Life Coordinator (RLC) investigates when:
 - Student currently has 0-2 points or their 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 their documented violation could result in 2-3 points.
- Manager, Residence Conduct (MRC) or their designate investigates when:
 - Student currently has 2-3 points or their documented violation could result in 3-4 points.
- Case Manager, Non-Academic Misconduct investigates when:
 - Documented violation is presumptively Category 2 under the [Student Code of Conduct](#).

POINTS

A point system is used in the Residence Conduct Process. We use a cumulative 4 point system to ensure consistency in decision making and that students are informed about and understand how their conduct choices may result in loss of Residence and visiting privileges. Points are essentially a warning system that uses numbers between 1-3 to help a student know how close they may be to being asked to leave Residence should they choose to conduct themselves in a manner that contravenes the Residence Community Standards.

The adjudicator is responsible for deciding the point(s) assigned to a student. For additional details on the potential point ranges that may be assigned, please review the Residence Community Standards Violations Guide. The number of points assigned depends on the incident, its seriousness and potential impact on others in the community.

- A student found responsible for a Residence Community Standard violation may be warned or assigned one or more points.
- A student who receives or accumulates 3 points is on probation.
- When 4 or more points are received or accumulated, a student's Residence Contract may be terminated and the student evicted from Residence.

Points remain active until the end of the academic year during which they were assigned, or as stipulated upon eviction.

In addition to the assignment of points, other sanctions or learning opportunities may also be required and form part of the decision.

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 Office, the Student Conduct Office, the Athletics & Recreation Conduct Office, and/or the AMS Judicial Affairs Office.

RESIDENCE COMMUNITY STANDARDS VIOLATIONS GUIDE

While it would be difficult to identify every type of conduct that may contravene the expectations for living in residence, and some situations may present unique circumstances, the following table identifies the range of points applicable to each Residence Community Standards Violation, and offer examples of the more frequent violations and the range of sanctions and/or points that may be assigned. The impact and severity, context and timing of the incident as well as other factors are all considered in determining appropriate sanctions. For more information about each Community Standards Violation, please review the [Consolidated Residence Contract & Community Standards](#)

CRC&CS Violation	Outcome Range	Possible Violations	Range of Sanctions	Range of Points
4.9.1 FAILURE TO COOPERATE	1-2 points	a) Failure to comply with any reasonable instructions, identifications, requests, and/or Agreements of/with any staff member of Queen's Residences, Hospitality Services, Housing & Ancillary Staff, Queen's First Aid, Student Constables, Campus Security and/or Emergency Services or any other University or public official in and around residence.	WW, EA	1-2
		b) Failure to complete any sanction or outcome assigned within the Residence Conduct process.	WW, EA	1
4.9.2 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 not approved by Residence Life in residence.	WW, EA, LP, BA, RL, NC, ED, SP, RM	1-4*
4.9.3 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 and/or consumption of open 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.	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, Texas mickeys, etc.	WW, EA	1
		i) Purchasing and/or providing alcohol to residents and/or their guests under the age of 19.	WW, EA, LP, BA, RL	2
4.9.4 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

CRC&CS Violation	Outcome Range	Possible Violations	Range of Sanctions	Range of Points
		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
		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*
4.9.5 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*
4.9.6 SMOKING / VAPING	1-2 points	a) Smoking, vaping, or consuming a substance by inhalation in or around residence.	WW, EA, LP, BA, RL	1
4.9.7 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) 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
4.9.8 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
4.9.9 PETS	1-2 points	a) Possession of pets in residence with the exception of fish.	WW, EA	1-2

CRC&CS Violation	Outcome Range	Possible Violations	Range of Sanctions	Range of Points
4.9.10 DAMAGES	1-3 points	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 affecting any mechanical, electrical or structural changes to a residence room/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
		c) Using dye or paint in unsanctioned activities in residence.	WW, EA, BA	1-2
4.9.11 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
4.9.12 PROHIBITED MATERIALS / ITEMS	1-3 points	a) All candles (including decorative), incense, potpourri burners, fireworks, firecrackers, birthday sparklers, and flammable liquids.	WW, EA, BA	2
		b) Extra furniture (except for a desk chair).	WW, EA, BA	1
		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) 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, 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
4.9.13 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 Community Standards.	WW, EA, LP, BA, NC, ED, SP, RM	1-4*

CRC&CS Violation	Outcome Range	Possible Violations	Range of Sanctions	Range of Points
4.9.14 ILLEGAL / INAPPROPRIATE ENTRY / PRESENCE	1-4 points Removable	a) Entering or providing access to, or attempting to enter any restricted area (roofs, 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
		c) 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
4.9.15 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*
4.9.16 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*
4.9.17 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, RM	3-4*
4.9.18 HARASSMENT / DISCRIMINATION	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*

CRC&CS Violation	Outcome Range	Possible Violations	Range of Sanctions	Range of Points
4.9.19 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*
4.9.20 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 University Non-Academic Misconduct Intake Office for investigation and adjudication by a Non-Academic Misconduct (NAM) 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.

Sanctions

Outcomes of the Residence Conduct process are designed to educate all residents 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 any given situation. The impact and severity, context and timing of the incident as well as other factors are all considered in determining appropriate sanctions. For example, students can expect that in some circumstances, a written warning may apply whereas in an alternate context, points may be warranted. Adjudicators 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 an 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 which allow residents the opportunity to reflect on the finding of responsibility and the impact it has on the community and themselves. 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, access to a specific building, dining hall, or retail outlet, etc.

(RT) RESTITUTION – Any damage, clean-up, neglect or replacement charges resulting from any incident or situation where a resident is found to be responsible. This includes any charges incurred by guest(s). Community charging may occur when common area damage/vandalism occurs and the individuals responsible are not 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, probation status, etc.

(RL) RELOCATION – A permanent move from an assigned room in one Residence building to another. A Notice of Prohibition (NOP) that prohibits access to the original Residence of occupation for a specified time period may also accompany the relocation. Any further violations may result in suspension or removal from Residence.

(NC) NO CONTACT – A requirement that a resident 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 – All residents are required to move out 24 hours after the completion of their last exam in April. Early dismissal requires residents to move out by a designated deadline.

(SP) SUSPENSION FROM RESIDENCE – A suspension of the Residence Contract for a specific duration. A Notice of Prohibition (NOP) that limits or prohibits access to Residence for a specified time period may also accompany the suspension from Residence.

(RM) REMOVAL FROM RESIDENCE – The termination of the Residence Contract. A Notice of Prohibition (NOP) that limits or prohibits access to Residence for a specified time period may also accompany the removal from Residence. *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)

Residents must complete and submit an appeal form within five (5) business days of the date on their decision letter. Forms can be accessed via [Residence Conduct](#).

Appeals will only be granted if they can demonstrate:

- Significant procedural irregularity; or
- New information not previously available at the time of the investigation.

***Dissatisfaction with a decision, failure to attend a meeting, not checking or reading email, and/or failure to abide by the terms of a decision letter are not grounds for an appeal.**

If granted, appeals will be heard by the Residence Conduct Board (RCB). Membership of the Board includes Chairs, Members at Large (MALs), Residence Society (ResSoc) representatives, and Residence Dons. The Board will hear statements from all parties, review investigation information, and may uphold, overturn, or change findings of responsibility.

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](#).