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## Residence Conduct Appeal Form

- Residents have the right to appeal Residence Conduct decisions where 3 or fewer points were assigned and where eviction was not a sanction.
  - The following must be submitted within five (5) business days of the date on the decision letter.
  - Please complete the following form and include your statement on the second page. Your statement should outline your rationale for appeal and include any additional information you believe is important to be considered with your submission.
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**First Name:**

**Last Name:**

**Case Number:**

**Email:**

**Residence & Room Number:**

**Phone Number:**

**Queen's Email:**

**Please indicate which violation you have been found responsible for:**

**Date of the decision letter:**

**Reason for appeal — Indicate all that apply:**

The decision-maker was biased or had a conflict of interest that prejudiced the student.

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.

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.

The decision-maker whose decision is being appealed acted without authority or exceeded their jurisdiction.



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## Residence Conduct Appeal Form (continued)

Appeals will be reviewed by a member of the Residence Life team who may request a meeting before rendering a final decision. Appeals that are accepted will be submitted to the Residence Conduct Board (RCB) for review and further information about a hearing will be communicated to you via email.

If you would like to discuss your options before submitting a formal appeal, please contact the Manager, Residence Conduct at **residence.conduct@queensu.ca** or by phone **(613) 533-2965**. You may also contact the University Ombudsperson at **ombuds@queensu.ca** or via phone **(613) 533-6495** to further understand your rights to appeal.

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Statement outlining your rationale for appeal. Be sure to elaborate on your reason for appeal and include any additional information you believe is important to be considered with your submission: