Logo, company name

Description automatically generatedConsolidated Residence Contract & Community Standards 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 Address:** | | | |
|  | | | | | |
| **Residence & Room Number:** | | | | | |
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| **Phone Number:** | | | | | |
|  | | | | | |
| **Queen’s email address:** | | | | | |
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| **Please indicate which violation you have been found responsible for:** | | | | | |
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| **Date of the decision letter:** Click or tap to enter a date. | | | | | |
| **Reason for appeal – Check all that apply:** | | | | | |
|  | Lack of procedural fairness. | | |  | New information that was unavailable at the time of the original investigation. |

The appeal should be based on at least one of the following:

* Lack of procedural fairness – an aspect of the investigation prevented the appellant from presenting a fair and complete case. For example: bias, improper investigation process, or unfair treatment.
* New information that was unavailable at the time of the original investigation.

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](mailto:residence.conduct@queensu.ca) or by phone (613) 533-2965. You may also contact the University Ombudsperson at [ombuds@queensu.ca](mailto: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:** |
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