COMPLAINANT RESOURCE

Making a Report

Review the Non-Academic Misconduct Website
- The Non-Academic Misconduct website has information on how to make a report.
- The nature of the incident may determine where you make the report.
- Examples of a reporting unit include: Campus Security and the Human Rights and Equity Office

Writing a Complaint
- Keep it factual and focused on who did what, where, when, why, and how you have been impacted by the behaviour
- Be clear and concise
- Ensure you are not angry, sarcastic or threatening, and take care not to embellish or exaggerate
- Include screenshots or copies of any relevant evidence and explain how the evidence relates to the complaint
- Ensure you sign your complaint and include your full name and contact information

The NAM Intake Office determines if a case should be referred to a Non-Academic Misconduct Unit for Case Management. When a Case Manager is assigned, you will be informed by email. It is important to monitor your Queen’s email throughout the process.

Before meeting with a Case Manager

Submit the name of a Support Person/Advisor
- If you would like to have a support person attend the meeting, please email the case manager with their name.
- You will be asked to sign a Consent to Release Information form.
- A support person can be a parent/guardian, family member, University Official, Residence Life Don, or legal counsel.

Create a witness list
- You should make a list of witnesses including their names and Queen’s email addresses.
- Submit the list to the case manager.

Prepare evidence
- Evidence may be photos, videos, emails, text messages, etc.
- Evidence you gather should be forwarded to the case manager electronically.
NON-ACADEMIC MISCONDUCT

COMPLAINANT RESOURCE

BALANCE OF PROBABILITIES

Queen’s University Non-Academic Misconduct Proceedings are decided on a “balance of probabilities.” The decision-maker must have enough relevant and credible evidence to persuade them that the Respondent is more probable than not responsible for the alleged violation.

Before the Resolution

INFORMAL RESOLUTION

Review possible outcomes/sanctions
- You may review the outcomes/sanctions found in the Student Code of Conduct.
- The case manager may ask you if there is an outcome/sanction that would help resolve the impact of the incident.

FORMAL RESOLUTION

Review the hearing resources
- If a Formal Resolution is pursued, you may be called before an Adjudicator or Student Conduct Panel as a witness to the case.
- Consult the resources on the Non-Academic Misconduct Website.

After the Resolution

Review the Outcome
- You may be notified that the case has been resolved.
- You may be notified regarding any outcomes/sanctions that involve you (i.e. apologies, no contact requirements, a full or partial Notice of Prohibition).

OFFICE OF THE UNIVERSITY OMBUDSPERSON

The University Ombudsperson helps to ensure procedural fairness in the decision-making process at Queen’s University. They are a resource to review policies and procedures regarding the Non-Academic Misconduct process. The Ombudsperson may be contacted at ombuds@queensu.ca.

Supporting students to become positive members of the Queen’s and Kingston communities
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