Non-Academic Misconduct 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.
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.