After Receiving a Notice of Initial Meeting

- Review Interim Measures
  - Interim measures are conditions that may be placed on a student alleged of misconduct. Instructions can be found in the Notice.

- Review the Student Code of Conduct
  - The Notice will contain the alleged violations under the Student Code of Conduct.

- Visit the Student Conduct Office Website
  - The website contains information on the process and the resources available to respondents.

- 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, etc.

- Prepare questions about the process
  - Write down questions you may have and bring the list with you to the meeting.

Before Fact-Finding

- Review the disclosure
  - You will be provided information relevant to the complaint. It may include an Incident or Security Report, photos, documents, etc.
  - Review the information carefully and plan your response.

- Create a witness list
  - You may 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.
  - You may prepare the evidence for submission to the case manager.

- Submit a Written Response
  - You may prepare a written response to the allegation and submit it to the case manager.
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
  - If you accept responsibility for your actions, you should review the outcomes/sanctions found in the Student Code of Conduct.
  - Consider what outcomes/sanctions may be appropriate for the impact that was caused by your actions.

Formal Resolution

- Review the hearing resources
  - If a Formal Resolution is pursued, you should review the hearing resources and the Procedures under the Code to prepare.
  - The hearing will take place before an Adjudicator or before a Conduct Panel composed of Faculty, Staff, and Students.

After the Resolution

- Appeal the decision (If applicable)
  - Formal Resolutions may be appealed on certain grounds within a specific timeframe. See the Student Appeals, Rights, and Discipline Policy for details and procedures.
- Complete outcomes/sanctions by their deadlines
  - In your Outcome and/or Decision Letter, the outcomes/sanctions will be listed, including any deadlines for completion.
  - If an extension is required, please contact the Student Conduct Office.

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.