Student Conduct Office

Sexual Violence Involving Queen’s Students Complainant

Resource

Before Making a Report

- Set up a meeting with the Sexual Violence Prevention and Response Coordinator
  - The Sexual Violence Prevention and Response Coordinator (SVPRC) submits reports of Sexual Violence into the Non-Academic Misconduct system.
  - The SVPRC provides support to those impacted by sexual violence.
- Prepare Information for the Complaint
  - You may be asked about the following information:
    - Date/Time/Place of the Incident
    - Names of the People Involved
    - Nature/Summary of the Incident
    - Immediate measures you feel are necessary for you to feel safe

Reports of Sexual Violence are submitted to the University Secretariat for review to determine if the matter should be referred for investigation. You will receive a written Notice of Investigation by email. It is important to monitor your email during the process.

Before Meeting with the Investigator

- Submit the name of a Support Person/Advisor
  - If you would like to have a support person/advisor attend the meeting, please email the investigator with their name.
  - You will be asked to sign a Consent to Release Information form.
  - A support person/advisor can be a parent/guardian, family member, University Official, the SVPRC, Residence Life Don, etc.
- Create a witness list
  - You should make a list of witnesses including their names and Queen’s email addresses.
  - Submit the list to the investigator.
- Prepare evidence
  - Evidence may include photos, videos, emails, text messages, etc. and should be forwarded to the investigator.
  - Information may be shared with the Respondent as a matter of procedural fairness.
- Submit the name of your Legal Counsel (If applicable)
- If you retain legal counsel, please email the investigator with their name and contact information.
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
- Completed investigations are forwarded to the Office of Support Services and Community Engagement for Case Management.
- A Case Manager will meet with you to discuss the findings of the investigation and the options for resolution.

Formal Resolution
- Review the hearing resources
  - The University will present the case to an Adjudicator.
  - You may be called upon to give a statement or answer questions submitted by the Case Manager and the Respondent.
  - The Adjudicator will decide if the Respondent violated the Sexual Violence Policy and/or Code and the sanctions that should be imposed.
  - Decisions by the Adjudicator may be appealed to the University Provost.

Informal Resolution
- Review possible outcomes/sanctions
  - You will be consulted regarding outcomes/sanctions that would help to address the impact of the incident and support you in moving forward.
  - Informal Resolutions are recorded in a written agreement that yourself and the Respondent will be asked to review and sign.
  - Informal Resolutions cannot be appealed.

After the Resolution
- The Case Manager will provide you updates when required and appropriate.
- Campus Security should be contacted if you experience retaliation or unwelcome and/or prohibited contact by the Respondent.

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.