Student Conduct Office

Sexual Violence Involving Queen’s Students Respondent Resource

After Receiving a Notice of Initial Meeting

- Review Interim Measures
  - Interim measures are conditions that may be placed on a student alleged of sexual violence. Instructions can be found in the Notice.
- Review the Sexual Violence Involving Queen’s University Students Policy
  - The policy is located on the University Secretariat’s website.
- 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/advisor attend the meeting, please email the Investigator with their name.
  - You will be asked to sign a Consent to Release Information form.
- Prepare questions about the process
  - Write down any questions you may have and bring the list with you to the meeting.

Before Meeting for an Interview

- Review the disclosure
  - You will be provided information related to the complaint.
  - Review the information carefully and plan your response.
- Submit the name of your Legal Counsel (If applicable)
  - If you retain legal counsel, please email the Investigator with their name.
- Create a witness list
  - You may make a list of witnesses including their names and Queen’s email addresses.
- Prepare evidence
  - Evidence may be photos, videos, emails, text messages, etc.
- Submit a Written Response
  - You may prepare a written response to the allegation and submit it and your evidence to the Investigator.
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.

Informal Resolution
- Review possible outcomes/sanctions
  - If you are prepared to accept responsibility for your actions, you should review the outcomes/sanctions found in the Sexual Violence Policy.
  - Consider what outcomes/sanctions may be appropriate to address the impact that was caused by your actions.
  - Informal Resolutions are recorded in a written agreement that you will be required to review and sign.

Formal Resolution
- Review the Resources
  - You should review the hearing resources and procedures in the Policy.
- Prepare Statements for Hearing
  - You will be asked to provide an opening and concluding statement.
- Prepare Questions
  - You may prepare appropriate questions that seek to elicit relevant evidence.
  - All questions are posed by the Adjudicator and must be submitted and reviewed in advance.

After the Resolution
- Appeal the decision (If applicable)
  - In Formal Resolutions, decisions by the Adjudicator may be appealed to the University Provost.
- Complete outcomes/sanctions by their deadlines
  - In your Outcome 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.