**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.

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.

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.