Residence Conduct Board
Residence Rules and Regulations Appeal Form

Please print clearly.

Last Name: __________________________  First Name: __________________________
Case Number: __________________________  Email Address: __________________________
Residence: __________________________  Room: __________________________

Please indicate the violation for which you have been found responsible for and are appealing (e.g. 1.1a Failure to Cooperate).

________________________________________
________________________________________

Please indicate the issue date of the Letter of Responsibility: __________________________

Did you accept responsibility for the ResRules violation?  Yes _____  No _____

Under which criteria are you appealing the ResRules violation?

a) New evidence (evidence which was NOT available at the time of the decision) _____

b) Procedural irregularity (your case was not dealt with in a procedurally fair way during the investigation or decision) _____

****Attach a typed statement to this form outlining the specific facts that support your appeal****

Please submit your appeal and statement within 5 business days from the date of your Responsibility Letter by email to resrules@queensu.ca or bring them to the Residence Student Conduct Office which is located in Victoria Hall, rooms C101/C102 (can be slipped under the door).

Your appeal will be reviewed by Residence Life Management. If your appeal meets any or all of the criteria as noted above, an email will be sent to you indicating that an appeal hearing before the Residence Conduct Board will be granted along with the date and time of your hearing. You will also be contacted by Residence Life Management if your appeal has been declined.

OFFICE USE ONLY - Date Received – STAMPED BY OFFICE