



Queen's
UNIVERSITY

Residence Community Standards 2021-2022



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Guiding Principles for Residence Community Living

Residence Life and Services creates a community environment where all of our students can feel a sense of belonging, build resilience, and be academically successful. We encourage the personal development of our community members by fostering a sense of belonging, providing a wide range of educational and academic programming, and holding individuals accountable for violations of the Residence behavioural expectations. The reality is, not everyone is well suited for the inherent aspects of living in Residence. It is a high density, communal living environment, where it is required that you have a higher level of awareness, care and respect for your impact on others living in your community. You are solely accountable for the decisions you make while living in Residence, and you must reflect on how those decisions impact you and everyone else around you.

While differences are invaluable and make learning and life more vibrant, when living in close quarters, mistaken assumptions, misunderstanding and conflict are bound to occur. It is important to have a pre-established, clear and common set of expectations and standards for living together. The completion of the Community Agreement Form will be crucial to setting these expectations with your community, the first part of this form will be completed during your first community meeting. Living with others in a university student Residence is different from living in a private apartment or house or with your family or friends. What an individual may feel comfortable with in private may not be safe or appropriate in a shared residential setting.

One of the most critical responsibilities you take on as a member of this Residence community is to report or share information about any incidents of misconduct that you are aware of, where there may be a risk of harm, a possible violation of the Community Standards, or a negative impact on the dignity of any other resident. As community members, all residents have the individual and collective responsibility to create a positive and welcoming environment for all students.

The Residence Community Standards, as a part of the overall Residence experience, are designed to:

- Encourage all residents to use and enjoy Residence spaces peacefully and safely.
- Challenge residents to think critically, accept responsibility for their actions, and learn and grow from their experiences.
- Maintain an environment that promotes learning.
- Emphasize the rights, responsibilities, histories, dignity, and academic pursuits of all residents.
- Provide guidance for residents to understand the expectations of living in a community environment.
- Emphasize the rights and responsibilities of residents in promoting a safe, healthy, and inclusive environment for all members of their community.

Rights and Responsibilities While Living in Residence

Residence Life and Services is responsible for balancing the needs of the community with those of the individual. You are required to uphold and demonstrate a high standard of respect for all members of the community, including Residence and University staff members.

- You are responsible for reading and familiarizing yourself with the Community Standards, as well as the [Queen's University Student Code of Conduct](#), the [Harassment & Discrimination Policy](#), the [Sexual Violence Policy](#), the [Smoke Free Campus Policy](#), and all relevant provincial and federal laws. Ignorance of these, use of substances, and/or mitigating factors will not be accepted as excuses/rationale for inappropriate behaviour.
- You have the right to a safe, secure, and inclusive Residence community that is free from harassment, intimidation, discrimination, and is respectful of the need for a quiet environment in which to study and have adequate sleep.
- You are responsible for reporting any incidents of misconduct where there may be a risk of harm, a possible violation of the Community Standards, or a negative impact on the dignity of any other resident.
- You have the right to be heard when voicing a concern.
- You are responsible for checking your Queen's email frequently, responding to all meeting requests, attending scheduled meetings or hearings, and completing any assigned sanctions.
- You have the right to live in a community that demonstrates respect, dignity for others, and fairness.

- You are responsible for keeping the living environment clean and safe, and to report anything or anyone that threatens or compromises this.
- You have the right to live peacefully in Residence regardless of your race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, and mental or physical disability.
- You are responsible for the content you post/share on social media. We expect all students to be conscientious about the content they post/share on social media and the intended/unintended consequences of such. You may be held responsible for content you post/share on any social media platform.

COVID-19 and Living in Residence

We must all actively work together in protecting the health and safety of our community by taking steps to minimize the potential spread of viruses, including COVID-19. In Residence, we have, among many things: enhanced cleaning/disinfecting practices, installed hand sanitizer on all floors, hallways, and entries and we have an isolation protocol in place.

We cannot do this alone. There is collective and individual accountability for maintaining a safe and healthy environment. It is important to remember that you will be living in a community where some individuals will be more susceptible to the virus because of underlying health conditions. We ask that you keep in mind that not everyone will be vaccinated and for some people, the vaccine will be less effective. COVID-19 remains a serious public health threat. You are required to act in a manner that demonstrates respect and consideration for those around you. When you take care of yourself, you take care of others.

The University strongly recommends that you **stay up-to-date on immunizations** as recommended by Public Health Ontario, including the COVID-19 vaccine and the 2021 Influenza immunization when it becomes available. For support and/or questions regarding immunizations, please contact [Student Wellness Services](#). Please view the following for more information on the [immunizations schedule](#).

While COVID-19 vaccines are significant interventions that are reducing risk of transmission, some public health measures are expected to remain in place for the 21-22 academic year. Further changes may be required, subject to evolving public health guidance. The following measures will be in effect:

- You are required to **wear a mask** covering your mouth, nose, and chin, in Residence whenever you leave your room. Including, but not limited to: hallways, common rooms, kitchens, bathrooms, elevators, etc.
Requirements for masks are subject to change.
- You are required to follow **physical distancing** principles, **hand hygiene**, and **respiratory etiquette**, as well as any other instructions by Public Health Officials and University employees, in all areas in and around Residences.
- **The size of group gatherings** may be restricted, and lounge/common room occupancy may be limited. You are required to respect the posted capacities for lounge/common rooms.
- You are required to uphold **shared space etiquette and use provided materials for disinfecting surfaces where appropriate** (washrooms, laundry room, study/lounge rooms, kitchens, etc.).
- You are required to **follow requests/instructions** from all Queen's University staff and as posted in Residence to respect everyone's safety and wellbeing.

FAILURE TO ABIDE

Behaviour that fails to abide by the measures above, the Residence Contract, and the Residence Community Standards may result in interim measures/restrictions being put into effect pending a meeting with Residence Conduct staff or other adjudicating body. If you are found responsible for any of the above and/or violating Community Standards, particularly those that put the health and safety of our community at risk, sanctions could include (but are not limited to):

- Educational sanctions
- Behavioural agreement
- Restitution
- Loss of privileges

- Removal from Residence
- Other sanctions as outlined in the Student Code of Conduct

WHAT TO DO IF YOU ARE FEELING SICK

If you are feeling ill and/or suspect that you may have COVID-19, you must:

- Isolate in your Residence room
- Follow instructions as outlined in the Residence isolation protocol
- Use the online ordering option through the dining hall to have food delivered to your room
- Depending on the nature of your illness/severity of your symptoms, you may be required to complete testing, and/or relocate to an isolation space.

By choosing to live in Queen's Residences, you are contractually required to comply with policies and procedures related to health and safety, including but not limited to: potential for isolation, relocation or removal from Residence, COVID-19 testing, participation in contact-tracing, self-monitoring and reporting worsening symptoms and/or illness.

For more information regarding COVID-19 and living in Residence, please see our [website](#).



Equity, Diversity, Inclusion, & Indigeneity

Residence Life & Services is committed to creating and supporting communities where equity, diversity, inclusion, and indigeneity are embraced and celebrated. We are strengthened and enriched by our diverse backgrounds, perspectives, and lived experiences. We acknowledge that identity is multi-dimensional and understand privilege as dynamic and situated. We acknowledge that we have much work still to do to create and sustain our vision for a fully inclusive Residence environment that is welcoming to all students. This is a collective and individual requirement; students living in Residence must be committed to respecting one another and embracing the differences we all bring to the community. We acknowledge the harms done by our colonial past and are committed to doing what is necessary to alter the deeply entrenched behaviours and structures that perpetuate inequities. We are actively working to eliminate discrimination, injustice, and violence and engage our communities in dialogue and action; we welcome the participation of our students as we move forward on these important initiatives. If these statements do not reflect your values, living in Residence may not be for you.

Residents have the right to live peacefully and thrive in Residence regardless of their race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, and mental or physical disability. Students can find further information about grounds protected by the [Ontario Human Rights Code](#) in the [Harassment and Discrimination Policy](#). Harassment, discrimination, intimidation, including, but not limited to actions that seek to target, exclude and/or shame a person based on a part of their identity is a violation of human rights and will not be tolerated in Residence. Residents are expected to live by these principles, and we will denounce and hold accountable anyone who does not. All actions will be taken seriously and will be investigated by University Staff. We encourage all students to participate in Residence processes and activities to generate discourse on the theme of making a more equitable and inclusive environment for all.

There exist formal and informal opportunities to get involved and we encourage all students to voice their opinions. Students with experiences from diverse backgrounds will be given priority in formal processes.

- Formal Opportunities: Student Conduct Committee, Residence Society
- Informal Opportunities: Email residence.conduct@queensu.ca or visit our office in C110 Victoria Hall
- Feedback about equitable living environment: reslife@queensu.ca

Resources

RESIDENCE DEPARTMENTS

Residence Life and Services.....	613-533-6790 (reslife@queensu.ca) D001 Victoria Hall
Residence Admissions.....	613-533-2550 (reshouse@queensu.ca) D001 Victoria Hall
Residence Conduct.....	613-533-2965 (residence.conduct@queensu.ca) C110 Victoria Hall

EMERGENCY NUMBERS (24 HOURS)

Campus Security and Emergency Services (emergency).....	613-533-6111
Campus Security and Emergency Services (non-emergency).....	613-533-6733
Kingston Ambulance.....	911
Kingston Fire and Rescue.....	613-548-4001 or 911
Kingston Police.....	613-549-4660 or 911

HEALTH AND CRISIS SERVICES

Barb Lotan – Sexual Violence Prevention and Response Coordinator.....	613-533-6330 (bjl7@queensu.ca)
Frontenac Mental Health.....	613-544-4229 (24 hours)
Good2Talk Call.....	1-866-925-5454 (24 hours)
Good2Talk Text.....	Text GOOD2TALKON to 686868 (24 hours)
Hotel Dieu Urgent Care Centre.....	613-546-1240 (8 am – 8 pm)
Kingston Detox Centre.....	613-549-6461 (24 hours)
Kingston General Hospital.....	613-548-2333 (24 hours)
Queen’s Office of Faith and Spiritual Life.....	613-533-2186 (chaplain@queensu.ca)
Queen’s Student Wellness Services.....	613-533-2506 (wellness.services@queensu.ca)
Queen’s Human Rights and Equity Office.....	613-533-6886 (hrights@queensu.ca)
Queen’s Walkhome.....	613-533-WALK (9255)
Queen’s Safe Walk.....	613-533-6080
Sexual Assault Centre Kingston.....	1-877-544-6424 (sack@sackington.com) (24 hours)
Telehealth Ontario.....	1-866-797-0000 (24 hours)
Telephone Aid Line Kingston (TALK).....	613-544-1771 (6 pm – 2 am)

FRONT DESKS

Victoria Hall..... 613-533-2531
Open 24 hours

Leggett Hall..... 613-533-3183
Open Monday – Sunday: 8 am – midnight

Watts Hall..... 613-533-3215
Open Monday – Sunday: 8 am - midnight

Jean Royce Hall..... 613-533-2551
Open 24 hours

Who to Talk To...

RESIDENCE CONDUCT OFFICE

The Residence Conduct Office provides training, support, and education to members of the Residence community. The Conduct team is responsible for ensuring the effective operation of the Residence Conduct process and provides advice to students regarding the Residence Community Standards. Questions or concerns about the Residence Conduct process, or interest in joining the Student Conduct Committee, should be directed to the Manager of Residence Conduct at residence.conduct@queensu.ca, 613-533-2965 or visit the office in 110C Victoria Hall.

RESIDENCE LIFE COORDINATORS (RLC)

Residence Life Coordinators are full-time professional live-in staff responsible for establishing a vibrant Residence community. Provide feedback, mentoring, and support to residents through various interactions such as student conduct and behaviour management, educational programming, team development and student staff supervision, and crisis response.

EMBEDDED COUNSELLORS IN RESIDENCE

Embedded counsellors in Residence are available for students wanting a safe, confidential space to chat and problem solve about a variety of issues, ranging from relationships to mental health concerns. To book an appointment call Student Wellness Services at 613-533-2506 and ask to see an embedded counsellor in Residence. You may also visit Student Wellness Services in Mitchell Hall.

RESIDENCE DON

Dons are hired and trained by Residence Life and Services to support residents and create a safe and engaged community. They are trained in peer counselling, conflict mediation, community development, leadership, and much more. They are knowledgeable about campus resources and can refer residents to the best place to get additional support. Dons on call are available between 8pm and 7am daily.

RESIDENCE SOCIETY (RESSOC)

ResSoc is the student government that works closely with Residence Life and Services to enhance the living environment and general welfare of all residents. The Residence Society also advocates on behalf of student interests. If residents have concerns or suggestions, ResSoc would like to hear from all residents. ResSoc is located in Victoria Hall, room C106, phone 613-533-6216 or email president@ressoc.queensu.ca.

RESIDENCE FACILITATOR (RF)

Residence Facilitators are upper-year students employed by the Residence Society (ResSoc), who work in conjunction with Residence Life and Services, Residence Conduct, and Residence Council. They are responsible for some building-specific social programming and are also available to support students who are engaged in the Residence Conduct process. RFs can meet with students to explain and guide them through the conduct process prior to a meeting with professional staff. Students can also request an RF be present as a support person during their conduct meeting.

OFFICE OF THE UNIVERSITY OMBUDSPERSON

The Office of the University Ombudsperson is a resource for the Queen's community in understanding university policies and procedures. The Office provides impartial and confidential advice and/or referral but cannot act as an advocate and has no decision making authority. Rather, the Office assists community members through awareness of their [rights and responsibilities](#) and helps ensure procedural fairness in university decision-making. The Office of the University Ombudsperson can be contacted through their website at <https://www.queensu.ca/ombuds/>.

STUDENT WELLNESS SERVICES

Student Wellness Services supports the personal, academic, and social development of students at Queen's University by providing a range of programs and services including: health services, counselling services, accessibility services, and health promotion. For additional information please call 613-533-2506 or email wellness.services@queensu.ca

Residence Community Expectations and Services

GUEST POLICY

The purpose of the Guest Policy is to encourage you to host guests in a responsible manner. Hosting guests is a privilege, not a right. If the Guest Policy is violated, you may lose your privilege to host guests.

A **guest** is defined as: (1) a non-resident of Queen's University Residences, or (2) a resident in a building where they are not currently assigned to live.

You are responsible for informing your guest(s) about this policy and the Residence Community Standards. Any violation of the Guest Policy, failure to cooperate with staff, or violation of the Residence Community Standards will result in guest(s) being escorted out of the building and they will be required to find alternate accommodations outside of Residence.

- You are permitted a maximum of 2 guests at any one time, and you must accompany them at all times.
- You are subject to maximum occupancy limits in individual rooms and common spaces.
- You are limited to hosting overnight guests for no more than 3 consecutive nights. Hosting overnight guests in shared accommodations requires consent from your roommate(s).
- You are responsible for your guest(s)' behaviour during their visit – even if you are not present. This includes, but is not limited to, any violations of the Residence Community Standards or charges associated with damages.
- **Guests will not be permitted, after 11:59 pm on a daily basis, between September 1st – 20th, 2021.**
- **Guests will not be permitted in Residence at any time during Queen's Homecoming Weekend(s) in fall 2021, [dates to be confirmed].**
- **Guests will not be permitted in Residence at any time on the weekends before and after St. Patrick's Day and including the night before: March 11th – 13th, 16th – 20th, 2022.**

Residence Life and Services may restrict guest access throughout the academic year.

MAIL

We do not accept items or packages at the desk that require proof of age upon pick up. Desk staff or other parties cannot sign for these on behalf of the resident. **If a package requiring proof of legal age upon pick up is delivered to a Residence, it will be returned to the sender.** When ordering packages that require proof of age upon pickup, you must make alternative delivery or pick up arrangements.

Mail deliveries of alcohol and/or cannabis require proof of legal age of consumption upon pickup and will not be accepted. Please make alternative pickup or delivery arrangements, as they will not be accepted at any Residence front desk.

SERVICE ANIMALS

Queen's University is committed to the inclusion and accommodation of students with disabilities. This includes the presence of Service Animals within all aspects of University life, including living in Residence. Residence Life and Services will work directly with Partners, who will sign a behavioural contract specific to Residence after move-in. Partners may be held accountable for behaviour of their service animal that is considered a violation of the Residence Community Standards. For additional information, please see our [Service Animal Policy](#).

PROHIBITED ITEMS

Possession and use of items to be used for religious purposes such as candles or kirpans must be approved by Residence Life and Services. For information regarding Smudge Ceremonies please see the [Aboriginal Use of Traditional Medicines policy](#). Accommodation requests should be submitted to reslife@queensu.ca.

Prohibited items which have been surrendered to Residence Life and Services staff will be kept for a period of 30 days. After this period, any unclaimed property will be sent to a local charity or discarded. Queen's Residences are not responsible for any lost or damaged property that is surrendered to Residence Life and Services staff.

If you would like to schedule an appointment to discuss the return of an item, please contact residence.conduct@queensu.ca. We require at least 24-hours notice.

COOKING

- Some Residence common spaces provide facilities for residents to cook. You may not cook in your Residence room or in hallways.
- Do not leave any cooking unattended. You will be held accountable for cooking-caused fire alarms.
- You are expected to check and ensure the cleanliness of any cooking appliance before and after use.

ELECTRICAL EQUIPMENT

- Personal electrical devices in Residence should be used with discretion and must be C.S.A. approved (radios, hairdryers, etc.).

EVACUATION PROCEDURES

- On hearing the fire alarm, you must leave immediately by the nearest exit in an orderly manner. Do not use elevators during an alarm.
- Failure to evacuate in a timely fashion is a violation of the Community Standards.
- The University is not responsible for the safety of those who ignore a fire alarm. Failure to evacuate poses a significant risk to the lives of other residents, staff, and emergency services personnel.
- Be aware of residents who may require assistance in evacuating the building. Please notify a Residence Staff member or emergency personnel of their location.
- If you have an accessibility requirement (e.g. difficulty waking up) that hampers your ability to evacuate immediately when an alarm sounds, please notify Residence Admissions (reshouse@queensu.ca) and your Don when you move in.

FIRE AND LIFE SAFETY EQUIPMENT

All residents are required to immediately report any malfunctioning fire or life safety equipment to Residence Facilities or Front Desk. This includes but is not limited to: smoke detectors, fire extinguishers, window limiters and/or screens, and missing or damaged ceiling tiles required by Fire Code. Failure to report may result in a Community Standards Violation.

SECURITY

Residence is committed to keeping all residents and Residence property secure. If you have any concerns about your personal or community safety, please report these concerns to your Don or to Campus Security. Dons are on call between 8pm and 7am daily and can be reached by calling your designated front desk. Campus Security can be reached at 613-533-6111 (emergency) or 613-533-6733 (non-emergency). You are also encouraged to download the SeQure app or visit the [Campus Security and Emergency Services website](#).

- You have a responsibility not to allow individuals without keys into the Residence behind you and you should report suspicious persons to your Don or Campus Security.

INSURANCE

- Insurance carried by the University **does not cover** personal possessions and the University **does not assume** any liability for lost, stolen or damaged items of personal property, no matter how the damage was caused. You are responsible for arranging insurance coverage for any personal property you bring into Residence.

LOCKS, DOORS, AND KEYS

- **It is important to carry your keys/keycard with you and keep your Residence room locked at all times.**
- Keys and keycards are the property of Queen's Residences. You should only be in possession of Residence keys/keycards that have been issued to you by Queen's Residences. It is a violation of the Community Standards to copy or lend keys/keycards to another person.
- Your keys are a complete set. Do not tamper with or separate your key set.
- If you have locked yourself out of your room, lost your keys/keycard, or had them stolen, please contact your respective front desk.
- Failure to return keys/keycards when checking out of Residence will result in a replacement charge on your SOLUS account.
- Malfunctioning locks must be reported immediately to Residence Facilities.

MAINTENANCE AND DAMAGES

- You will be held financially responsible for any damage, loss, or neglect occurring in your assigned room, or in any Queen's Residences, as a result of your actions or behaviours.
- In order to ensure that you are not charged for existing deficiencies or damages that exist in your room when you move in, you should complete a Room Assessment Form on-line as soon as you move in.
- If you change rooms, you are responsible for completing a new Room Assessment Form.
- In order to ensure that any repairs, replacements, etc. are attended to as promptly as possible, please complete a Maintenance Request Order (MRO) on-line.

RESNET

There are a number of guidelines pertaining to the use of ResNet. Guidelines and information are available on [Residence Internet Services](#).

Failure to abide by the computing guidelines as outlined in the [Acceptable Use of Information Technology Resources Policy](#) will result in administrative consequences, which may include disciplinary action up to and including removal from Residence.

ROOM ENTRY

Residence staff have the right to enter your room:

- In the event of an emergency, where the health, safety, or security of Residence, staff, or a resident is involved.
- When Residence or University staff have reasonable grounds to suspect that the Community Standards or laws of the land are being violated, including, but not limited to, possession of weapons and/or presence of illegal or controlled substances.
- Submission of a Maintenance Request Order (MRO) constitutes permission to enter your room for the purpose of cleaning, maintenance and/or inspection of facilities.
- Whenever possible, Residences will provide notice when we require access to your room.

Residence Conduct Process

Residents who violate the Residence Community Standards and/or Residence Contract will be held accountable. If you choose to be a part of a group that is violating the Community Standards, you may collectively and individually be held responsible for the violation.

The Residence Conduct Process is an administrative process. The Residence Conduct Office (RCO) is an administrative unit within the university's [Non-Academic Misconduct System](#). Decisions are based on the "balance of probabilities" standard. This means that decisions are based on the aggregated perspectives of persons involved in an incident and the fact-finding process led by the assigned adjudicator. Decisions represent the adjudicator's assessment of the behaviour or sequence of events that were most likely to have occurred.

You have a right to privacy within this process. Your conduct history and information are not shared with third parties. You have a right to request your documentation pertaining to the incident. Failure to attend a meeting will result in a decision being made without your input. If you have questions about an outcome, please contact the RCO at residence.conduct@queensu.ca. The Residence Conduct process does not preclude intervention by Residence Life and Services staff in instances of potential serious harm or injury, patterns of alcohol or substance misuse, and/or concerns regarding mental health or wellbeing.

COMMUNICATION AND NOTICE

All notices and written communication pursuant to the Residence Conduct process or [Student Code of Conduct](#) will be sent by email to you using your [@queensu.ca](#) email account. Correspondence will be deemed to have been received and read two (2) business days after delivery. The delivery date is defined by the date on the email message header.

INTERIM MEASURES

Residence Life and Services or the Student Conduct Office may implement interim measures that are appropriate in the circumstances to support a safe Residence environment, for a specific period or until the case is concluded (e.g. room relocations, full or partial Notice of Prohibition, no contact requirements, or other restriction(s) on or loss of privileges). Interim measures are not evidence of any finding of fact concerning whether or not there has been a violation of the Community Standards. Interim measures cannot be appealed.

PROCEDURES

All incidents are documented by a Residence Life and Services or University staff member and this documentation is submitted to a Residence Life Coordinator (RLC) for review and classification. Cases will be assessed based on impact and severity to self and/or other students and/or Residence and/or Queen's University. A student's current point level and the severity of their alleged behaviour will determine who investigates the incident. Adjudicators assigned may vary depending on unique situations or availability of staff and may include staff from the [Student Conduct Office](#), where matters are referred to that unit by the [Non-Academic Misconduct Intake Office \(NAMIO\)](#).

- Residence Life Coordinator (RLC) investigates when:
 - Student currently has 0-2 points or their documented violation could result in 1-2 points.
- Residence Conduct Coordinator (RCC) investigates when:
 - Student currently has 2-3 points or their documented violation could result in 2-3 points.
- Manager, Residence Conduct (MRC) investigates when:
 - Student currently has 2-3 points or their documented violation could result in 3-4 points.
- Case Manager, Non-Academic Misconduct investigates when:
 - Documented violation is presumptively Category 2 under the [Student Code of Conduct](#).

POINTS

A point system is used in the Residence Conduct Process. We use a cumulative 4 point system to ensure consistency in decision making and that students are informed about and understand how their conduct choices may result in loss of Residence and visiting privileges. Points are essentially a warning system that uses numbers between 1-3 to help a student know how close they may be to being asked to leave Residence should they choose to conduct themselves in a manner that contravenes the Residence Community Standards.

The adjudicator is responsible for deciding the point(s) assigned to a student. For additional details on the potential point ranges that may be assigned, please review the Residence Community Standards Violations Guide. The number of points assigned depends on the incident, its seriousness and potential impact on others in the community.

- A student found responsible for a Residence Community Standard violation may be warned or assigned one or more points.
- A student who receives or accumulates 3 points is on probation.
- When 4 or more points are received or accumulated, a student's Residence Contract may be terminated and the student evicted from Residence.

Points remain active until the end of the academic year during which they were assigned, or as stipulated upon eviction. In addition to the assignment of points, other sanctions or learning opportunities may also be required and form part of the decision.

NON-ACADEMIC MISCONDUCT INTAKE OFFICE

Cases that are presumptively Category 2 violations under the Student Code of Conduct are submitted to the Non-Academic Misconduct Intake Office (NAMIO) for assessment and referral based on factors as outlined in the [Student Code Of Conduct](#). Cases submitted to NAMIO may be referred for investigation to the Residence Conduct Office, the Student Conduct Office, the Athletics & Recreation Conduct Office, and/or the AMS Judicial Affairs Office.

APPEALS

Residence Conduct Decisions (3 or fewer assigned points)

Residents must complete and submit an appeal form within five (5) business days of the date on their decision letter. Forms can be accessed via [Residence Conduct](#).

Appeals will only be granted if they can demonstrate:

- Significant procedural irregularity; or
- New information not previously available at the time of the investigation.

***Dissatisfaction with a decision, failure to attend a meeting, not checking or reading email, and/or failure to abide by the terms of a decision letter are not grounds for an appeal.**

If granted, appeals will be heard by the Residence Conduct Board (RCB). Membership of the Board includes Chairs, Members at Large (MALs), Residence Society (ResSoc) representatives, and Residence Dons. The Board will hear statements from all parties, review investigation information, and may uphold, overturn, or change findings of responsibility.

Student Conduct Office Decisions and/or Evictions

Residents may appeal to the Non-Academic Misconduct Appeal Panel, under the applicable [procedures](#). Appeals must be submitted within 10 days of the date on their decision letter to centralnam@queensu.ca. More information on this appeal process can be [found here](#).

Sanctions

Outcomes of the Residence Conduct process are designed to educate all residents on the consequences and impact of inappropriate behaviour in Residence. Listed below are examples of sanctions that may be used independently, or in combination, for any single incident. Sanctions are not applied sequentially in the order they appear below and not all sanctions may be applicable to any given situation. The impact and severity, context and timing of the incident as well as other factors are all considered in determining appropriate sanctions. For example, students can expect that in some circumstances, a written warning may apply whereas in an alternate context, points may be warranted. Adjudicators may apply any range of the following sanctions and others may be assigned at the discretion of a Residence Life Coordinator, the Residence Conduct Office, or their designate.

(WW) WRITTEN WARNING – A formal letter of caution outlining the details of the finding of responsibility and an agreement that the behaviour will not continue. The letter will be kept on file and referred to if a future incident occurs.

(EA) EDUCATIONAL ASSIGNMENT – A requirement to complete specific educational activities which allow residents the opportunity to reflect on the finding of responsibility and the impact it has on the community and themselves. This may include a project, written assignment, participation in an educational program, or a meeting with a University or public official. Educational assignments are not in any way academic penalties, and do not affect your academic record.

(LP) LOSS OF PRIVILEGES – A temporary or permanent loss of Residence privileges including but not limited to: hosting guests, access to a specific building, dining hall, or retail outlet, etc.

(RT) RESTITUTION – Any damage, clean-up, neglect or replacement charges resulting from any incident or situation where a resident is found to be responsible. This includes any charges incurred by guest(s). Community charging may occur when common area damage/vandalism occurs and the individuals responsible are not identified.

(BA) BEHAVIOURAL AGREEMENT – A formal document that requires you to meet specific behavioural standards. This includes, but is not limited to: access restrictions, loss of guest and other privileges, regular meetings with a professional staff member, probation status, etc.

(RL) RELOCATION – A permanent move from an assigned room in one Residence building to another. A Notice of Prohibition (NOP) that prohibits access to the original Residence of occupation for a specified time period may also accompany the relocation. Any further violations may result in suspension or removal from Residence.

(NC) NO CONTACT – A requirement that a resident have no direct or indirect contact (including but not limited to in-person, phone, text, email, social media, or through a third party etc.) with a specified individual, individuals, or group.

(ED) EARLY DISMISSAL – All residents are required to move out 24 hours after the completion of their last exam in April. Early dismissal requires residents to move out by a designated deadline.

(SP) SUSPENSION FROM RESIDENCE – A suspension of the Residence Contract for a specific duration. A Notice of Prohibition (NOP) that limits or prohibits access to Residence for a specified time period may also accompany the suspension from Residence.

(RM) REMOVAL FROM RESIDENCE – The termination of the Residence Contract. A Notice of Prohibition (NOP) that limits or prohibits access to Residence for a specified time period may also accompany the removal from Residence.

Should anyone require accommodations throughout the conduct process or in the completion of sanctions, please contact the Residence Conduct Office at residence.conduct@queensu.ca or 613-533-2965. You may be asked to provide supporting documentation.

Community Standards Violations

All residents and their guests are responsible for familiarizing themselves with the Residence Community Standards, and are contractually required to ensure they do not engage in any of the following conduct. For additional details on the potential point ranges that may be assigned under any category below, please review the Residence Community Standards Violations Guide. Violations in Residence may also be subject to the Student Code of Conduct.

1) FAILURE TO COOPERATE:

- a. Failure to comply with any reasonable instructions, identifications, requests, and/or Agreements of/with any staff member of Queen's Housing & Ancillary Services, Queen's First Aid, Student Constables, Campus Security and Emergency Services and/or Kingston Emergency Services or any other University or public official.
- b. Failure to complete any sanction or outcome assigned within the Residence Conduct process.

2) HINDERANCE / INAPPROPRIATE BEHAVIOUR:

- a. Inappropriate or disruptive conduct (e.g., oral, written, graphic, electronic or physical) by an individual or individuals that is unacceptable, unwanted, harmful or offensive and may have a negative impact on the Residence community and an individual's ability to peacefully enjoy Residence. Actions that hinder the work of University staff.

3) ALCOHOL: Queen's is committed to fostering a campus culture that endorses healthy, responsible and low-risk consumption practices among students. During Orientation Week, September 1 – 6, all sanctioned Orientation activities are substance free. This also means no alcohol, cannabis, or substances are allowed in Residence during this time. **If a student is under the age of 19 and is in possession of alcohol and/or cannabis, it will be disposed of by the student under supervision of the Don. Significant amounts of alcohol/cannabis will be dealt with by Campus Security & Emergency Services.**

- a. Causing a disturbance and/or inappropriate behaviour due to alcohol consumption.
- b. Possession and/or consumption of alcohol in or around Residence while under the age of 19.
- c. Possession and/or consumption of open alcohol in any space other than a private Residence room. This includes public areas within or around Residence such as hallways, common rooms, stairwells, elevators, washrooms, and dining halls.
- d. Possession and/or consumption of alcohol during Orientation Week.
- e. Possession of alcohol in glass bottles in or around Residence.
- f. Promoting, participation in, and/or association with "drinking games" or any activities that promote excessive, irresponsible, or rapid/competitive consumption of alcohol. This includes playing drinking games with any liquid.
- g. Possession of items or displays that are perceived to promote unsafe alcohol consumption (e.g., funnels, trophy walls, drinking game tables, wizard staffs, etc.) Any possession of displays of empty alcohol containers. Any actions that promote a drinking culture in Residence.
- h. Possession of large containers of alcohol including, but not limited to kegs, mini-kegs, Texas mickeys, etc.
- i. Purchasing and/or providing alcohol to residents and/or their guests under the age of 19.

4) CANNABIS: Queen's is committed to fostering a campus culture that endorses healthy, responsible and low-risk consumption practices among students. During Orientation Week, September 1 – 6, all sanctioned Orientation activities are substance free. This also means no alcohol, cannabis, or substances are allowed in Residence during this time. If you have a prescription for medical cannabis use, please contact reshouse@queensu.ca to fill out an accommodation form. **If a student is under the age of 19 and is in possession of alcohol and/or cannabis, it will be disposed of by the student under supervision of the Don. Significant amounts of alcohol/cannabis will be dealt with by Campus Security & Emergency Services.**

- a. Causing a disturbance and/or inappropriate behaviour due to cannabis consumption.

- b. Possession and/or consumption of cannabis, cannabis byproducts, including but not limited to oils, products considered edibles, seeds, or plants. Possession of cannabis accessories, including but not limited to bongs, grinders, pipes, and vaporizers in or around Residence while under the age of 19.
- c. Participation in or in association with the manufacturing, cultivating, growing, and/or preparing, of cannabis in or around Residence. Possession of cannabis plants.
- d. Smoking, vaping, or consuming a cannabis product by inhalation in or around Residence. Consumption in any form is prohibited in public spaces (such as hallways, common rooms, stairwells, elevators, washrooms, and dining halls.)
- e. Possession of more than 30 grams of dried cannabis or equivalent while over the age of 19.
- f. Possession and/or consumption of cannabis during Orientation Week.
- g. Promoting, participation in, and/or association with any activities that promote excessive, irresponsible, or rapid/competitive consumption of cannabis.
- h. Possession of items or displays that are perceived to promote unsafe cannabis consumption. Any actions that promote a cannabis culture in Residence.
- i. Purchasing and/or providing cannabis or cannabis byproducts to residents and/or their guests under the age of 19.
- j. Possession of cannabis for the purpose of distribution/trafficking/dealing/selling. Possession of items for the purpose of distribution/trafficking/dealing/selling cannabis (scales, "dime bags").

5) SUBSTANCES:

- a. Any action that causes a person to unknowingly consume a substance without their consent.
- b. Possession and/or use, in or around Residence, of any narcotic or controlled substance including prescription medication, for purposes other than those for which they were prescribed.
- c. Possession of any paraphernalia associated with a controlled substance.
- d. Participation in or in association with the manufacturing, cultivating, growing, and/or preparing, of controlled substances in or around Residence.
- e. Administering, delivering, giving, selling, sending, trafficking, transferring, or transporting any narcotic or controlled substance to others, which may be inferred by the circumstances surrounding the possession including but not limited to factors such as: quantity and/or quality of the substance(s); the value of the substance(s) and/or the presence of related paraphernalia associated with the substance(s).

6) SMOKING / VAPING: Smoking/Vaping of any kind is prohibited on all Queen's University Property. For more information please see the [Smoke-Free University Policy](#).

- a. Smoking, vaping, or consuming a substance by inhalation in or around Residence.

7) SOCIAL GATHERINGS / PARTIES:

- a. Advertising, announcing, organizing, running, and/or hosting a gathering involving the consumption of alcohol, cannabis, narcotics, or controlled substances.
- b. Gatherings and/or parties that impact the community and/or hinder an individual's ability to peacefully enjoy Residence.

8) NOISE: Courtesy hours are in effect 24 hours a day, 7 days a week. You are expected to be mindful of the impact your noise may have on others and respect requests to refrain from making noise at any time. Quiet Hours occur between the hours of 11pm to 8am, Sunday to Thursday, and from 1am to 8am on Friday and Saturday. Quiet Hours are extended during exam periods. You will be notified when Quiet Hours are extended.

- a. Failure to maintain a level of noise that respects others in the Residence community and their ability to study, sleep, or otherwise enjoy the Residence environment.

9) PETS: Fish are allowed in Residence provided they are kept in an aquarium no larger than 10 gallons, the container is cleaned regularly and no illegal or poisonous species are kept. Service animals are not considered pets.

- a. Possession of pets in Residence with the exception of fish.

10) DAMAGES:

- a. Willful, malicious, negligent, or attempted destruction, vandalism, damage, defacing, of public or private property in or around Residence including Residence dining halls; actions affecting any mechanical, electrical or structural changes to a Residence room or building.
- b. Failure to uphold reasonable standards of cleanliness (e.g., common rooms, washrooms, hallways, etc.).

11) THEFT:

- a. Misappropriating, relocating, removing, taking, or attempting to, University or Residence property without permission.
- b. Misappropriating, relocating, removing, taking, or attempting to, without permission, the belongings of another individual or agency.
- c. Entering or attempting to enter a Residence dining hall without presenting appropriate ID, using student ID other than your own, lending student ID to another person to enter the dining hall or Residence retail location. Also includes removing, or attempting to remove any food, beverages, cutlery, furniture, or dishes from any dining hall.

12) PROHIBITED MATERIALS / ITEMS: There are some items that are restricted in Residence because of the potential hazard to the health and safety of the community. Housing & Ancillary Services has the right to inspect, remove, or request the removal of any prohibited item. This list includes but is not limited to:

- a. All candles (including decorative), incense, potpourri burners, fireworks, firecrackers, birthday sparklers, and flammable liquids.
- b. Extra furniture (except for a desk chair).
- c. Halogen lamps, sunlamps, or hydroponic systems and/or equipment.
- d. Hazardous materials such as gasoline, propane tanks, barbecues, fuels, corrosives, or explosives.
- e. Large stereos or subwoofers.
- f. Small appliance use in your room including, but not limited to kettles, coffee makers (Tassimo, Keurig, etc.), rice cookers, toasters and toaster ovens, microwave ovens, space heaters, air conditioners etc. Hot plates and electric blankets are prohibited from use anywhere in Queen's Residences.
- g. Posting / displaying material of any kind in Queen's Residences, including but not limited to, on walls and doors outside of your room, and on windows, without permission is prohibited.

13) GUESTS: A guest is defined as: (1) a non-resident of Queen's University Residences, (2) a resident in a building in which they are not currently assigned to live.

- a. Hosting more than the allowed 2 guests.
- b. Hosting overnights guests for more than the allowed 3 consecutive nights.
- c. Hosting guests during a no-guests time period such as, but not limited to: Orientation Week, Homecoming, St-Patrick's Day.
- d. Leaving your guest(s) unattended. You, yourself as a guest, being unattended.
- e. Guest behaviour that violates any of the Community Standards.

14) ILLEGAL / INAPPROPRIATE ENTRY / PRESENCE:

- a. Entering or providing access to, or attempting to enter any restricted area or private space without the permission of Queen's Residences or the resident. Tampering with an intrusion alarm or any secured door; tampering with locks.

- b. Unauthorized use of Residence keys/keycards. This includes attempting to cut or copy keys/keycards, tampering with locked key rings, as well as lending keys/keycards to others.

15) FIRE & LIFE SAFETY:

- a. Failure to promptly evacuate a Residence in the event of a fire alarm or re-entering a Residence building after evacuation without authorization from Residence staff, Campus Security and Emergency Services or Kingston Fire and Rescue.
- b. Operating any flame or burning of any substance (e.g., potpourri burners, incense, hookahs, bong, candles, e-cigarettes/vaporizers and smoking of any legal substance) in Residence; using hazardous materials or non-CSA approved electrical appliances in Residence. Obstructing Residence hallways, stairwells, doorways or exits, common rooms, or other areas constituting a fire hazard. Exceeding the fire capacity of any room.
- c. Willful, malicious, negligent, or attempted, creation of a fire in or around Residence.
- d. Tampering with, damaging, and/or misusing fire prevention, detection, or life safety equipment. This includes, but is not limited to, hanging materials from sprinklers or detectors, covering or disarming smoke detectors, damaging or tampering with ceiling tiles, elevators, and window screens, and throwing or dropping items out of Residence windows.

16) INITIATIONS / HAZING:

- a. Initiating or attempting to initiate any activity that requires or expects from someone who wishes to join, or to maintain full status in, a group, that humiliates, degrades or risks emotional and/or physical harm, regardless of that person's willingness to consent or participate.

17) VIOLENCE / ABUSE / THREATS:

- a. Any action that results in harm or has the potential to harm an individual or individuals. These actions include physical assault and threats (e.g. verbal, physical, or electronic) of violence.

18) HARASSMENT / DISCRIMINATION / THREATS: The University is committed to preventing workplace discrimination and harassment, and addressing and responding to any reports and complaints of harassment and/or discrimination in the workplace. For additional information, see the [Interim Workplace Harassment & Discrimination Policy](#). Harassment and/or discrimination can include a wide range of unwelcome behaviour, communication, conduct or action that contributes to an unsafe environment. For detailed definitions, refer to the Policy.

19) SEXUAL VIOLENCE / SEXUAL HARASSMENT: Queen's University is committed to maintaining a positive learning and living environment in which any form of sexual violence will not be tolerated. The University has a [Sexual Violence Policy](#) in place that aims to address sexual violence in our community through support, awareness, education, training and prevention programs, and appropriate handling of disclosures and reports. For information regarding Residence Life and Services' response to sexual violence, please refer to our [website](#). We want to ensure all students know the meaning of Consent. It is an active, direct, voluntary, unimpaired and conscious choice and agreement between adults to engage in sexual activity. Refer to the Sexual Violence Policy for definitions of sexual violence, sexual assault and sexual harassment, all of which are prohibited. For additional information please visit www.queensu.ca/sexualviolencesupport. If you have experienced sexual violence and you would like information about your options, please contact Barb Lotan, the Sexual Violence Prevention and Response Coordinator at bjl7@queensu.ca, or by phone at 613-533-6330.

20) WEAPONS: If weapons are required for an extracurricular activity (such as martial arts) please make arrangements to store the weapon outside of Residence.

- a. Possession of items such as large knives, martial arts weapons, firearms, pellet or B.B. guns, or replica weapons. The [Queen's Weapons Policy](#) may apply.

The Queen's Student Code of Conduct

As a Queen's student, you are expected to adhere to and promote the University's core values of honesty, trust, fairness, respect, and personal responsibility in all aspects of University life. These core values are intended to inform and guide student behaviour with the goal of fostering mutual respect for the dignity, rights, and well-being of others and their property.

In becoming a member of the Queen's community, you accept the University's policies, rules and procedures, and acknowledge the right of the University to set standards of conduct, as well as the right of the University and/or its Authorized Agent(s) to impose sanctions for conduct found to have violated those standards.

You have a duty to familiarize yourself with academic and non-academic misconduct policies of the University and are required to adhere to the [Queen's University Student Code of Conduct](#).

Procedures under the Code may be undertaken before, at the same time as, or after, civil, criminal or employment related proceedings; but, if a report of misconduct has also resulted in civil, criminal, or employment-related proceedings against a student, the Vice-Provost and Dean of Student Affairs (or delegate) will determine whether the process should be deferred until conclusion, or partial conclusion, of such other proceedings.

Reporting Units receive complaints and determine when a matter needs to be forwarded to the Non-Academic Misconduct Intake Office (NAMIO). Reporting Units include: Athletics & Recreation; Campus Security & Emergency Services; Human Rights & Equity; Residence; and Sexual Violence Prevention & Response. Students, faculty, and staff may also submit an incident report form directly to NAMIO.

NAMIO considers the nature of the matter, the status of students involved, the impact, and the appropriate University policy for resolution before referring to a NAM Unit for case management.

Activities in Residence are subject to referral to NAMIO and to investigation under the Student Code of Conduct.

PLEASE NOTE: The most up to date version of the Residence Community Standards can be found on our website at <https://residences.housing.queensu.ca/residence-conduct/>

Queen's University Residences
Housing & Ancillary Services
Residence Life & Services
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Queen's University
Kingston, Ontario, Canada, K7L 3N8
residence.life@queensu.ca



STUDENT AFFAIRS
HOUSING AND ANCILLARY SERVICES

