



Residence Standards

2026-2027

Carleton
University





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Territory Acknowledgement

Territory Acknowledgements serve to reframe relationships between Indigenous and non-Indigenous peoples in a way that acknowledges Indigenous people have inherent rights to their territories.

We acknowledge the Algonquin Anishinaabeg nation on whose traditional and unceded territory we live, learn, grow, and share our ways of knowing and belonging. For generations, Algonquin people have lived in the region now known as Ottawa and in the surrounding area. Today, Algonquin culture and traditions are influential among the culture at Carleton University and are celebrated across campus.

Housing and Residence Life is dedicated to fostering a community that supports Indigenous sovereignty, reconciliation, and inclusion.

We are committed to ongoing efforts to actively uphold and strengthen these values.

In the spirit of truth and reconciliation, we encourage you to learn about the people whose land you are now living on and to reflect on how you can be appreciative and respectful during your time here.



Introduction

The well-being of the Residence community rests on the balance of the community's ability to respect the needs of the individual, and the individual's ability to respect the needs of the community. We are committed to developing and maintaining a diverse and inclusive environment, wherein the dignity of all members of the Residence Community is respected. Accordingly, it is essential and expected that all members of the Residence Community conduct themselves, whether online virtually or in-person, in a manner consistent with Carleton University's policies and the Residence Standards outlined in this document.

This will be achieved through opportunities for intentional interactions and establishing respectful relationships all while working toward shared values to better the communities in which you live. Residence Life Staff work with residents to facilitate skill development in areas including personal development, positive relationships and community engagement. This is best achieved when every individual values their rights and the accompanying responsibilities shared by all. The following guiding principles describe your rights, privileges, and accompanying responsibilities as a resident within the Residence community.

Definitions

Advisor:

A person who provides support to a student required to appear for a hearing through advice, guidance and/or moral support. The advisor is arranged by the student. For the purpose of this policy, the advisor may be the Ombudsperson, a representative from CUSA, RRRA, GSA, or another student. The advisor may also accompany the student to the hearing. The advisor is not a party at the hearing and may not speak or act on behalf of the student.

Appellant:

The student appealing a decision.

Behaviour Contract:

A set of behavioral conditions and restrictions, laid out in a contract to support a student's well-being and/or continued stay in residence. This document establishes conditions that help support a change to a student's behaviour and positively contribute to the Residence community.

Discrimination:

A practice or action, whether intentional or not, and based upon prohibited grounds of discrimination under the Ontario Human Rights Code that imposes burdens, obligations or disadvantages on an individual or group that are not imposed on others, or that withholds or limits access to opportunities, benefits and advantages available to others. For further information, please refer to the Carleton Human Rights Policy.

Guest:

Any person who has been invited into the Residence community by a host. This includes residence students visiting other students in a different room, floor or building communities.

Harassment:

Any behaviour, whether verbal, physical, or through innuendo, that an individual or group knows, or should reasonably know, is unwelcome or unwanted by others. This behaviour may include persistent comments, jokes, gestures, or other conduct that creates a hostile or uncomfortable environment. Harassment can take place in person or online, including through chat and discussion groups, texts, or social media platforms such as X, Facebook, Instagram, Snapchat, Discord, TikTok, etc. Online harassment can involve cyberbullying, spreading rumors, sending threatening messages, or publicly sharing private information to intimidate, shame, or harm someone.

Behaviour and/or actions that is abusive, demeaning, threatening, vexatious or intimidating or involves the misuse of authority or power that exceeds the bounds of freedom of expression or academic freedom.

Hazing:

Any act that endangers or could reasonably be seen to endanger the mental and/or physical health or safety of a student for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Learning Connection:

An opportunity for student staff members to empower students and address minor incidents within their own communities focusing on accountability.

Microaggression

A comment or action that conveys a prejudiced attitude toward a member of a marginalized group, often in a subtle, unintentional, or unconscious manner. Even when unintended, these comments or behaviours can be harmful, leaving those affected feeling alienated or frustrated, as they perpetuate stereotypes and reinforce systemic inequalities.

Private Areas:

Any residence bedroom, suite, pod, or bathroom (excluding communal or visitor bathrooms).

Residence Life Staff:

Any employed persons who work within the Department of Housing and Residence Life Services. This includes student staff, full time staff, and professional staff members within the department.

Restitution:

A monetary reimbursement to recover the loss or damage of Residence property as a result of an accident or incident.

Sanction:

Outcome(s) from the residence conduct process.





Community Living

Each and all community members have the collective responsibility for taking reasonable measures to ensure the health, safety, security, and well-being of themselves and others is prioritized. This includes, but is not limited to, supporting an environment free of disruptive, harmful, or threatening behaviour and reporting suspicious activities such as unaccompanied strangers in Residence spaces. A resident who perceives any possibility that a person may be in danger or pose a risk should immediately contact Campus Safety Services.

All members of the Residence community have the responsibility to report Residence Standard violations to a Residence Staff member. The Residence Standards are the following policies and procedures in this document, inclusive of the Rights and Responsibilities.

***Note:** *The community living parameters described above also apply to any online virtual community conduct while living in the Residence community.*

Residence Student Conduct Approach

Our residence student conduct program embodies a 360-degree approach to student conduct that incorporates accountability, support, and positive contributions to the community into one comprehensive approach. Through engagement and reflection, this process provides residents the opportunity to be accountable to their community and to contribute to maintaining the outlined

standards and expectations of living in Residence.

This philosophy is supported by Carleton University Residence's commitment to every individual's equality in relation to their dignity and worth. Each individual will be provided with equal rights and opportunities without discrimination or harassment.

Prior Conviction Disclosure

The Department of Housing and Residence Life Services requires all applicants to disclose any and all convictions and outstanding criminal charges that involve a crime or an allegation of a crime against a member of a vulnerable population. Vulnerable populations include persons who are in a position of dependence on others, persons under the age of 18, or a person with a disability or other

circumstances. Failure to disclose a prior conviction or criminal charge may result in termination of the Residence Agreement. If the Department of Housing and Residence Life Services has good cause to believe an applicant or resident may have a criminal record, the Department may require the applicant or resident to provide a criminal background check.

Rights and Responsibilities

The Rights and Responsibilities are a guideline for students within the Residence Standards to acknowledge what they can expect while living in Residence, and what is going to be expected of them in upholding the outlined right. Everyone has a role to play to ensure these rights are

maintained. Specific policies are outlined further in this document to provide structure to maintaining those community responsibilities. Violating these policies will be followed up with through our conduct process.

Guideline	Right	Responsibility
Safety and Security	You have the right to live within a community where access controls are managed, emergencies are taken seriously and any safety concerns are addressed immediately.	You have the responsibility to ensure all access points are secured, doors are locked, not allowing unauthorized people into your communities and reporting any unsafe behaviour to Campus Safety Services.
Respect	You have the right to a community based on mutual respect and acceptance; free from physical harm, intimidation, harassment, or discrimination	You have the responsibility to treat all members of your community with respect, acceptance, and understanding. This also means speaking up for the benefit of the community when you are aware of acts of physical harm, harassment, intimidation, or see others being treated with a lack of respect and dignity.
Fairness and Support	You have the right to expect fair and consistent service from Residence Staff to address any questions or concerns.	You have the responsibility to use effective communication skills and be responsive, respectful, and cooperative in all interactions. This includes following relevant processes and responding to correspondence in a timely manner. (*including email)

Community Living	You have the right to enjoy all of the benefits of living in Residence, including those related to academics, social activities, opportunities, and resources.	You have the responsibility to contribute to the community in a positive way and uphold the expectations set within your community and the Residence Standards.
Cleanliness	You have the right to a living space that is clean and kept in good condition, inclusive of the common areas in your community.	You have the responsibility to maintain a clean and sanitary space, free from all pests and assist in the upkeep of common areas by cleaning up after yourself and using appropriate disposal and recycling receptacles.
Clarity of Standards	You have the right to expect that the Residence Standards are reasonably clear and made available.	You have the responsibility to know the standards and seek clarification from any Residence Life Staff if you do not understand them.
Autonomy in Managing Personal Health	You have the right to access resources provided by Carleton University to support your physical and/or mental health and wellness.	You have the responsibility to take ownership of managing your own health and wellness and to seek assistance if needed.
Consideration	You have the right to enjoy your living space with consideration from your roommate(s) and others living around you.	You have the responsibility to treat others with respect and consideration and to effectively communicate your reasonable expectations in your shared living space.
Reasonable Privacy	You have the right to a space where approved entry is clearly outlined and your belongings are considered safe and respected from others.	You have the responsibility to take all necessary means to maintain the security of your community, including upholding the integrity of floor and building entrance points and securing your valuables within your private assigned room.
Use of Tobacco	You have the right to smoke tobacco products (including vapes, e-cigarettes, etc.) outdoors in designated areas, at least 10 meters away from any residence building.	You have the responsibility to ensure a smoke-free and vapor-free living environment for everyone living in Residence.
Use of Alcohol	You have the right to consume alcohol responsibly in your room if you are 19 years of age or older.	You have the responsibility to consume alcohol safely and refrain from engaging in or promoting high-risk or illegal behaviour related to alcohol.
Use of Cannabis	You have the right to possess cannabis if you are 19 years of age and respectful of all relevant legislation .	You have the responsibility to ensure safe storage and use of cannabis that does not negatively impact the Carleton community. The University Cannabis Use Policy prohibits cannabis use, distribution, or sale on Carleton property.



Residence Life Staff

Assistant Director, Residence Life Services

The Assistant Director, Residence Life Services oversees Residence Life Staff, student staff, and day to day operations of the Department of Housing and Residence Life Services.

Community Advisors

Community Advisors are student staff members responsible for facilitating campaigns relating to bringing awareness to the Rights and Responsibilities of living in Residence, implementing harm reduction strategies on-campus, and facilitating conduct meetings with students to promote learning and reflection.

Community Manager

Community Managers are professional staff members who live in the Residence community and are responsible for a safe, healthy and positive living environment for Residence students. They supervise student staff, and are a part of the 24-hour on call rotation.

Executive Director, Housing and Residence Life

The Executive Director, Housing and Residence Life oversees all aspects of Housing and Residence Life departmental operations.

Equity Diversity and Inclusion Community Leader

The Equity, Diversity and Inclusion Community Leader is a student staff member who is responsible for supporting and promoting equity, diversity and inclusion through Residence. They facilitate programming like the Affinity Groups program, promote and organize cultural celebrations programming and assist in the facilitation of the equity, diversity and inclusion long-term plan.

Equity, Diversity and Inclusion Coordinator

The Equity, Diversity and Inclusion Coordinator is a professional staff member who is responsible for the implementation of programming related to EDI. This includes the oversight of the Equity, Diversity and Inclusion Community Leaders, in addition to ensuring that the long-term plans and goals relating to EDI are met.

Manager, Residence Education

The Manager, Residence Education oversees and supports the overall implementation of the Residence Education curriculum. This entails the managing of the Residence Education professional staff, including the Residence Student Conduct Coordinator, Community Development and Engagement Coordinator, the Coordinator of Assessment, Hiring and Training and Community Managers. The Manager, Residence Education also manages the Leadership student staff team, inclusive of Community Advisors, Community Developers, and Equity, Diversity and Inclusion Community Leaders.

Manager, Residence Life

The Manager, Residence Life oversees the professional staff Residence Managers and the Residence Fellow student staff. The Manager, Residence Life supports the overall implementation of the Residence Life Services and Residence curriculum.

Peer Conduct Board (Member and Chairs)

The Peer Conduct Board is comprised of student staff who are divided up into two separate boards, each containing one chair, and between 3-5 board members. The purpose of the boards are to facilitate student hearings in response to conduct documentation and determine if the respective student is responsible for violating one of the Rights & Responsibilities or a respective policy as outlined in this document.

Residence Counsellor

The Residence Counsellor is a professional and licenced counsellor who is employed to support and book counselling meetings with Residence students. Their office is located in 131 Renfrew House.

Residence Reception Desk Client Service Representative

The Residence Desk Client Service Representative are part time, student staff members who work at the Res Desk. These staff are responsible for assisting students with questions, concerns, and triaging emergencies should they arise. They also provide support for lock outs, card replacements, and work order support.

Residence Fellow

Residence Fellows are upper-year students living in the community and are the first contact and resource for their Residents. They develop a community that is conducive to learning, personal development, healthy relationships and community engagement.

Residence Manager

Residence Managers are professional staff members who live in the Residence community. They are responsible for a safe, healthy, and positive living environment for Residence students that promotes academic and personal success. They supervise the student staff assigned to their communities and are a part of the 24-hour on call rotation.

Residence Student Conduct Coordinator

The Residence Student Conduct Coordinator is responsible for effectively administering all aspects of the student conduct process within the Residence community.

The Residence Community

Fundamental Standard

All Residents and guests are responsible for upholding and abiding by municipal, provincial and federal laws, the Ontario and Canadian Human Rights Codes, all municipal by-laws of Ottawa and Carleton University Policies in addition to the Residence Standards.

Disclosure of Information

Staff who work in the Department of Housing and Residence Life Services are restricted from providing any information regarding Residents to third parties (including parents and/or guardians). Room numbers, addresses, phone numbers, account balances, student conduct history, grades, confirmation of occupancy, etc., are all considered private information under the Freedom of Information and Protection of Privacy Act (FIPPA) and cannot be released without a resident's written permission. FIPPA applies to all students, regardless of their age status as a minor.

Under FIPPA, it should be noted that in circumstances where the Department of

Housing and Residence Life Services staff have extraordinary concern(s) about a student's wellness and where the student is unable to make informed decisions and/or there is a legitimate concern about a student's safety or the safety of the broader community, the University can elect to contact a student's parents/guardian/ emergency contact without their consent.

Support in making the appropriate decisions regarding when to contact a third party without a student's consent will typically be done in consultation with the University's Student At Risk Evaluation Team (SARET) and/or with the Vice-President (Students and Enrolment).





Limits of Support

The Department of Housing and Residence Life Services has the goal of supporting all of its students to be inclusive and resilient leaders. When a resident exhibits behaviour(s) that is/are rooted in highly complex needs beyond the scope and expertise of what may reasonably be provided by the Department of Housing and Residence Life Services, appropriate action may be taken. These actions may be specific accommodations in consultation with the resident and other relevant Student Service departments (Health and Wellness, Student At Risk Evaluation Team).

Other actions could include:

- Relocation
- Restrictions of application
- Expectation guidelines
- Suspension
- Termination

Actions taken would be based on the severity of the behaviour(s) and if such behaviour(s) require immediate response as determined by the University.

Suspension or Termination will be implemented only after a review and referral process is completed for each case by the Department of Housing and Residence Life Services.

Positive Contributors (PCs)

In Residence, community members are encouraged to contribute to improving their community. By doing so, one may be recognized as a positive contributor. Positive contributors (PCs) are students who have gone above and beyond to help develop a sense of community within the Residence building. An example of this could be supporting the floor Residence Fellow with developing an event for the floor or supporting a fellow student in need.

After being formally recognized, PCs will have the opportunity to meet with someone from the leadership team to help map out their community involvement. Upon doing so, they will be provided opportunities to contribute to the further development of the Carleton community.



Communal Spaces/Amenity Spaces

Teraanga Commons Dining Hall

Access to the Teraanga Commons Dining Hall will be available during the designated hours of operation for those students who have purchased a meal plan. Students who are not required to purchase a meal plan may attend and purchase a single meal from the Dining Hall staff. Students should:

- Use only their student card to enter the Dining Hall
- Enter and exit through designated access points
- Check all bags and/or water bottles into the designated storage area
- Not bring in any outside food or drink into the Dining Hall to avoid cross-contamination
- Follow all designated guidelines outlined within the Dining Hall.
- Reach out and speak to the Dining Staff should you need any dietary accommodations or have any allergies.

Maker Spaces

Maker Spaces are available for student use during their hours of operation and should be treated with respect. These spaces will be located in Rideau House and are to be used for the intended nature of each space.

Residence Gym/Fitness Facility

The Residence Gym and fitness facility, located in Rideau House, is available for use to all Residence students during their designated hours of operation. Students will be required to store all necessary personal items in provided cubbies, use safe exercise techniques, inclusive of proper exercise attire and footwear, keeping the space tidy, respecting everyone using the facility, and wiping down all equipment before and after use. Students use this space at their own risk.

Media Space

The Media Space is located in Rideau House has a pool table, air hockey table, and TVs for student use. Materials for this space (pool cues, pool balls, air hockey equipment) need to be signed out, which can only be done during their hours of operation. By signing out the equipment, students take responsibility for any damages to the equipment and space when they sign out equipment.

Black Student Hub

Located in 225 Teraanga Commons, the Black Student Hub is a vibrant space for the Black student community in Residence. This space is for our African, Caribbean, and Black students that live in Residence. It is designed to be a sanctuary for Black students to gather, connect, and build a supportive community that recognizes and celebrates the contributions and unique experiences of Black students. Students who identify as being a part of this community can request access to this space through the Residence Desk or through the StarRez portal.

Mashkikì Pakesàyà Medicine Room

For students who identify as Indigenous, the Indigenous Mashkikì Pakesàyà Medicine Room, located in Stormont House, is available for use. This room is one of the designated smudging spaces within Residence where smudging practices are approved. A full list of designated smudging spaces on campus can be found on [The Centre for Indigenous Support and Community Engagement website](#). Should an Indigenous student want to request the cleansing of their bedroom through a smudging ceremony, a request can be made through residence@carleton.ca and through the submission of a work order in the StarRez portal.

Bookable Spaces

Access to all bookable spaces are during their respective hours of operation and when staff are available. These spaces are to be used for the intended use of the space with the materials provided.

Communal Kitchens

Access to communal kitchens is limited to the hours of operation when staff are available. Students using the communal kitchens are to abide by all staff directions, guidelines, and use safe cooking practices.

Students using the space are responsible for maintaining and cleaning the kitchen during and after cooking. All utensils, cookware, appliances, and surfaces are to be cleaned and be put back into their designated spots before vacating.

To maintain a clean and welcoming environment, the refrigerator can be used to store food during the cooking process. All food and ingredients should be removed from the refrigerator after every use, and the refrigerator cleaned.

Community Storage Spaces

Community Storage spaces are shared areas provided to support residents with the temporary placement of personal items. Space is limited and must be shared equitably among all residents.

Residents may store only items that are:

- Clean, dry and free of pests
- Non-perishable
- Safe for indoor storage

Prohibited items include: Flammables, chemicals, hazardous materials and food items.

All belonging must be labeled with the student's full name, room number and date stored. Community storage spaces are not secured and should not be used for valuable items. The Department of Housing and Residence Life is not responsible for loss, theft, or damage of stored items. Residents store belongings at their own risk.

The Department of Housing and Residence Life reserves the right to inspect storage areas for safety and compliance. Remove prohibited, hazardous, unclaimed or mislabeled items.





Residence Standards

Alcohol

The Department of Housing and Residence Life Services supports responsibility and safe practices in the use of alcohol by students who are 19 years of age or older and choose to consume alcohol.

The following Residence Standards exist to promote responsible consumption and discourage high-risk activities related to alcohol. In addition, these policies exist to reinforce provincial and federal laws regarding alcohol consumption and ultimately to ensure the safety of Residents and their guests.

Private Areas:

Students of legal age (19 years of age or older) may consume alcohol responsibly in areas designated as private areas. In Residence, this means that alcohol can only be consumed in Residence suites. Open alcohol is not permitted in lounges, hallways, laundry rooms, and other public spaces. Alcohol transported outside of private areas must

adhere to provincial and federal legislation and be sealed in its original container of purchase. Original containers containing alcohol that have their security cap seal opened need to be concealed through transportation.

Responsible Drinking:

In accordance with provincial and federal legislation, residents who have reached the legal drinking age in Ontario (19 years of age or older) are permitted to responsibly consume alcohol in private areas within the Residence community.

It is an expectation that all members of our community take responsibility for their actions when consuming alcohol and refrain from any behaviour that causes a disturbance in Residence. Please be reminded that the distribution or sale of alcohol to minors is illegal in the province of Ontario and is strictly forbidden.

Swift or Excessive Consumption:

You are responsible for practicing safe and moderate consumption. As a result, it is expected that activities or accessories that promote excessive, swift, or immoderate consumption are not permitted within the Residence community. Campus Safety Services reserves the right to require the removal of any accessories in order to minimize impact on the Residence community. In particular, it is expected that you will not participate in, promote, or be a spectator of drinking games within the Residence community. Drinking games are defined as any activity, game, or contest in which the consumption of alcohol is either a feature, focus, used as an incentive, or used as a penalty, typically in response to a specified cue or prompt.

You must ensure that containers for your alcoholic beverages meet the following expectations:

- Cans are the only acceptable container for beer, cider, products such as beer, lager, malt liquor, cider beer, ale, etc.
- Liquor and wine bottles may not exceed 750 ml
- Cans containing alcoholic beverages may not exceed 500 ml

Cannabis

Adherence to University Alcohol and Cannabis Use Policy:

Carleton University does not permit students, staff, or members of the public to use cannabis on University property, including, but not limited to: public spaces, buildings, garages and/or residences.

In addition, no person shall purchase, sell, cultivate, or distribute cannabis on University

property, other than an authorized retailer under the Cannabis License Act with the express permission of the University.

Residence Specific Considerations:

The Department of Housing and Residence Life Services supports responsibility and safe practices in the use of cannabis by students who are 19 years of age or older and make the choice to consume. The following Residence Standards exist to promote responsible consumption and discourage high-risk activities related to cannabis. In addition, these policies exist to reinforce provincial and federal laws regarding cannabis possession and consumption and ultimately, to ensure the safety of Residents and their guests.

Responsible Storage and Use:

Residents 19 years of age or older are permitted to possess up to 30 grams of dried cannabis or legal equivalent of oil or other cannabis products. Campus Safety Services may confiscate cannabis from persons under 19 years of age or those persons who are providing cannabis to those underage.

It is solely a Resident's responsibility to ensure safe and responsible storage of cannabis such that it is not available to those under the legal age and does not create or have the potential to create a disturbance to the residence community by way of odour or other means.

The requirement for responsible use and storage includes paraphernalia associated with the use or consumption of cannabis (e.g. pipes, vapes, bongs, one hitters, flutes, grinders, etc.). Students must ensure that paraphernalia is stored, transported, and used in a way that does

not disturb or have the potential to disturb the Residence Community. Should paraphernalia negatively impact the community, the Department of Housing and Residence Life Services may require the paraphernalia be removed from the residence community and prohibit a Resident from possessing paraphernalia.

- Students are not permitted to use suite kitchen facilities or common kitchen facilities to create edibles or other cannabis products.
- Growing of cannabis, along with all paraphernalia associated with the cultivation and processing cannabis, is strictly prohibited.
- Responsible use requires knowledge and understanding of the risks and rewards of cannabis use by those who consume and a commitment to safe practices when under the influence. If a Resident requires information or support regarding safer or responsible use, they can connect with on-campus resources or request assistance from their Residence Fellow.

Substance Free Communities

The Substance Free Community provides students who have made a personal commitment to abstain from consuming alcohol and any other substances, including tobacco, an opportunity for a substance free living experience.

Students who choose to live in our Substance Free Community, including their guests and/or visitors, are not permitted to possess and/or consume any substances or paraphernalia in this community or its facilities. Students who are legally able to consume alcohol or cannabis that live in a substance-free community agree that, should they consume substances while away from their residence, they will not return to their room while under the influence of said substances.

Damages/Repairs/Vandalism

You have the responsibility to report damages/vandalism to Residence Staff. If you are responsible for the damage, please contact your Residence Fellow immediately. Should there be something in your room that requires repair, please submit a work order by logging into your Housing Portal, and clicking “Submit a Work Order”.



Note: The submission of a work order is considered written permission for Facilities Staff to enter your room and/or adjacent rooms to make appropriate repairs.

When the individual(s) involved in or those responsible for damages or vandalism can be identified, they will be responsible for any applicable sanctions or repair charges. Sanctions may include assigned reflections/learning experiences to discuss harms and impacts, communal restorative actions (e.g. cleaning up vandalism, communal apology), restitution related to needed repairs, suspensions, and up to termination.

When the individual(s) involved in or those responsible for damages or vandalism cannot be identified and repairs or cleaning are required, the charges will be billed equally to all residents in the room, section and floor as applicable.

Controlled or Illegal Substances

In accordance with Federal law, possession, use, distribution of being under the influence of illegal drugs, and/or use of medication for purposes other than those for which they were prescribed is not permitted in Residence.

Included, but is not limited to, drug traces, illicit drug paraphernalia, or the smell of controlled substances. As a member of the Residence community, it is your responsibility to report any instances of inappropriate behaviour related to illegal or controlled substances.

Fire Safety

You have the responsibility to evacuate the building at the time of a fire alarm. All residents must immediately evacuate in a safe and orderly manner towards their Safe Destination Sites. These sites can be found on all emergency maps within your Residence building.

Those who require assistance are expected to follow their individualized fire safety plan. Should you require accommodations for evacuating in the event of a fire alarm activation, please complete the **Persons Requesting Assistance form**.

Once a fire alarm activation has been initiated, you must stay outside until told to return. You will be given approval once it is safe to return inside by authorized personnel. If you require assistance immediately, call Campus Safety Services.

Fire Safety Equipment & Fires:

Discharging, tampering with, or operating any fire prevention, detection or lifesaving equipment for any purpose other than the control of fire is strictly prohibited. The misuse of fire prevention and safety equipment is a serious violation of the Residence Standards outlined in this document and can result in a suspension, and/or the termination of your Residence Agreement, and/or criminal or regulatory prosecution.

Such equipment includes, but is not limited to:

- Fire extinguishers
- Pull stations
- Alarms
- Heat or smoke detectors
- Sprinkler heads

You have the responsibility to exercise the utmost care while living in Residence. Any negligent or intentional fires started by any person can lead to a Resident's immediate eviction and/or liability for damages.

Note: *Open flames, smoke, or vapor are not permitted inside or within 10 meters of any residence building. This includes, but is not limited to, burning candles, incense, cigarettes, vaporizers, hookahs, and e-cigarettes.*

The act of smudging is approved in designated smudging spaces in Residence.

Gambling

Residents must refrain from participating in or hosting gaming activities or games of chance that involve or promote the exchange, winning, or loss of money or goods. Only planned events involving activities of this nature that adhere to the Carleton University Gambling Policy are permitted.

Guests

Hosting guests is an integral part of the Residence experience, but is also a privilege extended to those engaging within our community.

A guest is defined as a person who is visiting someone within a Residence building. This person can be someone who lives off-campus or lives on-campus but in a different assigned space. This is true for those who are only staying an hour, or those staying over night.

In order to ensure the safety and security of our Residence community, it is important that all residents and their guests value the rights and responsibilities outlined in this section. It is the responsibility of the host to inform their guests of all the rights, responsibilities and standards of living within Carleton Residence.

A guest is defined as any person who is within a residence room, pod, suite or building that is not assigned to them. This person can be someone who lives off-campus or lives on-campus but in a different assigned space. Guests are considered 'overnight guests' when a guest stays prolonged time within their host's living space into the morning hours which can impact the ability for all occupants within that space to sleep, relax, or study effectively. This includes a guest who sleeps overnight within the host's space.

Responsibilities of Hosts:

- Residents have the right to live in a safe and secure environment. As such, residents who decide to host a guest are responsible for the behaviour of their guests.
- Residents are responsible for ensuring that their guests are aware of and abide by all applicable Residence Standards, and do not engage in any behaviour that may result in harm to themselves or the Residence community.
- Residents must accompany their guests at all times within the Residence community. Unattended guests will be asked to leave the Residence community. Guests must not be in possession of the host's access cards.
- The Department of Housing and Residence Life Services reserves the right to revoke or modify guest privileges to ensure the safety, security, and well-being of the Residence community.

Hosts must ensure that the following limits are not exceeded with respect to hosting guests in Residence

- Residents are limited to hosting a maximum of two guests at once.
- Each Resident may host an overnight guest for a maximum of seven nights total each semester, not to exceed three consecutive nights.



Guest Restrictions

To ensure a welcoming, safe, and study-focused environment, overnight guests are not permitted during Orientation Week or during the fall and winter examination periods. Guests found within residence buildings during these times will be asked to leave.

Noise

All Residents within our community have the right to an environment that is conducive to sleep and study.

Additionally, all members of the community have the right to request that excessive or unreasonable noise is minimized to a non-disruptive level.

In keeping with this, all members of our community have a responsibility to ensure that noise is kept at a level that does not have a significant impact on the Residence community.

At all times, including the exterior and common areas of the buildings, it is expected that noise will be kept to a level that contributes to an environment that is conducive to sleep and study.

In practice this means:

- Volume should be limited to a level in which it cannot be heard clearly outside of a residence

room, pod, or suite. These noise level expectations are in effect at all times within the Residence Community.

- Conversations should be moved into a lounge or room/pod/suite, and should not be had in hallways to avoid impact on those around them.
- Headphones should be used when listening to music.
- Appropriate lounges/music spaces should be used when looking to play any instrument to avoid impact on the community.

Additional Expectations:

Designated Quieter Communities

Additional consideration related to noise within the community is expected of those living in or visiting designated quieter communities. Residence Life Staff who work in these communities are responsible for working with all members of the community to define these additional expectations at the start of the year.

Examination Periods

Additional consideration related to noise is the responsibility of all within the Residence community during the December and April examination periods to ensure that the environment is conducive to studying.

Note: Noise or vibrations from construction or maintenance projects on or near the University campus may cause disruption, nuisance, or inconvenience to Residents. The University takes reasonable steps to mitigate the impact of such projects on students where they are under University control but cannot guarantee that Residences will always be quiet or peaceful.

Animals in Residence

The Department of Housing and Residence Life Services will consider and provide reasonable accommodations for Service Animals as may be required by the Accessibility for Ontarians with Disability Act, 2005 (AODA). The Department will only consider accommodations for verified Service Animals as defined in the AODA.

Residence is a pet-free community, as a number of our residents have allergies, a fear of animals, or are averse to sharing living spaces with them. Furthermore, the welfare of animals in Residence rooms can be of concern.

Residents seeking accommodation for a Service Animal must complete the application process outlined on the Housing and Residence Life website: housing.carleton.ca and can contact the Manager of Accommodation Services residence@carleton.ca for more information.

This process only applies to Residence-specific accommodations. Requests for accommodations outside of Residence must be coordinated through the Paul Menton Centre carleton.ca/pmc/ and are subject to University policies governing the presence of animals on campus.

In unique situations, where the presence of a Service Animal presents significant risk to another

resident, the University will attempt to meet the needs of both residents in their situations to the extent possible and devise an accommodation plan that enables both residents to access service and goods accordingly.

Depending on the circumstances, in order to accommodate the individuals, they may be required to relocate within the Residence community.

Offensive Materials

You have the right to decorate your room to create a comfortable space for living. However, it is your responsibility to decorate using materials that are not offensive to anyone in your community.

Unacceptable materials include, but are not limited to:

- Profane language;
- Pornography;
- Material that promotes hatred, discrimination, and/or intolerance; and
- Material that promotes alcohol, cannabis, or illegal substances.

Room Entry

Privacy is an important component to living in a community; however, there may be certain circumstances where entry into a resident's room is required. This may include entry into the room without the resident being present. Circumstances are as per the following:

1. Law enforcement officers in the performance of their duties.
2. Authorized personnel to ensure the health and safety of residents and to ensure all regulations and policies are maintained. These circumstances include, but are not limited to:
 - a. Believing a student to be in the room, but no longer physically or mentally capable of response.

- b. Reducing or preventing damage including, but not limited to, during a flood or after a pipe has burst.
- c. Verifying evacuation during a fire alarm or emergency.
- d. Sounding of an alarm within the room when the resident is not present.
- e. Authorized personnel attending to make repairs. A report or work order by the resident or by Facilities or Residence Staff of a damaged or broken item constitutes permission to enter the room, apartment, suite, bathroom or any attached room to assess or make the repair.
- f. Authorized personnel performing inspections for caretaking, safety, and security for preventive maintenance or regular maintenance of buildings. Notice for such entry will be posted 24 hours in advance.
- g. Authorized personnel when there is a reasonable belief that a violation of Residence Standards, University policies, municipal bylaws, or applicable laws has or is being committed.
- h. Outside of the circumstances listed, anyone wishing to enter another resident's room must have written permission and must be in the presence of a Department of Housing and Residence Life Services staff member. Entry into the room will be through the use of a set of Department of Housing and Residence Life Services issued master access cards.

Soliciting

Residence rooms, common spaces, telephones, and internet connections are not to be used for commercial purposes. In keeping with this, solicitation is not permitted within the Residence community.

All advertising within the Residence community must be approved by the Department of Housing and Residence Life Services.

Theft

Theft is an illegal act that would violate the fundamental standard of living in Residence. While living within Residence, you are entitled to a reasonable amount of privacy and security of your possessions.

You have the responsibility to take all necessary means to maintain the security of your community and possessions, including upholding the integrity of all floor and building entry points to your community and locking up valuables.

The Department of Housing and Residence Life Services in partnership with the Campus Safety Services addresses all concerns related to the integrity of our building access points. Students must play their part in maintaining the safety of our community, including reporting any suspicious behaviour to Campus Safety Services.

Unacceptable Behaviour – Discrimination, Bullying, Hazing, Violence, Harassment & Pranks

You have the right to a community based on mutual respect and acceptance, free from intimidation, harassment, or discrimination. The following section of this document highlights several Residence Standards expectations, and violations related to unacceptable behaviour. The following applies to both online virtual and in-person conduct and is not an exhaustive list.



Housing and Residence Life Services reserves the right to address any behaviour that contravenes this document, University policies, including, but not limited to, the Student Rights and Responsibility policy, municipal bylaws, or provincial or federal legislation including, but not limited to, the Criminal Code of Canada and the Canadian Human Rights Act. Violations will be addressed using the conduct processes outlined below at the University's sole discretion.

You have the responsibility to treat all members of your community with respect, acceptance, and understanding. Participating in discriminatory behaviour(s), bullying, harassment, sexual assault, hazing, or violent behaviour will not be tolerated. Associating with individuals who engage in such behaviours will also not be tolerated and will be followed up with accordingly through the conduct process. This also means speaking up when you are aware of acts of violence, harassment, intimidation, or see others being treated with a lack of respect and dignity.

You have the right to be safe from bodily harm, the threat of bodily harm, or any form of threat or

emotional harm, including, but not limited to, verbal, electronic messages, written messages, and graffiti. The University will not tolerate violence or the threat of violence.

Note: *It is expected that all employees of the University will be treated with respect at all times. Many of these employees live within the Residence community, and attempts to harass, intimidate, or threaten staff will not be tolerated.*

Pranks, practical jokes, or disruptive behaviour is impactful on the individual students involved and the community as a whole. These acts are typically disruptive in nature and have a high risk of causing damage and stressful situations for those involved. All students have a right to a space where they can socialize, study and be successful, free from unnecessary disruptions caused by fellow students.

Weapons and Other Prohibited Items

To ensure that Residence is a comfortable living environment, specific items and/or groups of items have been deemed prohibited as they pose a risk to student safety, comfortability, or a fire hazard. These items are prohibited for possession or use on Residence by the Department of Housing and Residence Life Services and may be confiscated by Campus Safety Services. The University reserves the right to require the removal of this equipment from the community in order to minimize impact on the Residence community.

These items include:

- Weapons and anything that may resemble a weapon are not allowed in Residence.
- Any items related to stolen property or the commission of a criminal offence are prohibited.
- Subwoofers are not permitted in Residence for any reason.
- The use or possession of explosive or flammable material is not permitted in residence buildings. This may include, but is not limited to, items related to open flames, firecrackers, fireworks, lighter fuel, butane torches, and propane/ gasoline tanks or other fire hazards.
- Accessories that promote or facilitate the swift or excessive consumption of alcohol or that may be used to brew/make alcohol are not permitted within the Residence community (Beer Funnels, Stills, etc.).
- Paraphernalia or equipment for the purpose of cultivation or processing of cannabis is not permitted within the Residence community.
- Appliances with an open heating element are not permitted in Residence, with the exception to those that automatically shut off (E.g. coffeemaker). All appropriate appliances must be CSA-approved and should be plugged directly into the wall without the use of an extension cord.

Unauthorized Entry and Key Access Cards

You have the right to a reasonable amount of privacy and security in your personal space. You, in turn, have a responsibility to respect the personal space and security of others. In keeping with this, it is an expectation that residents and guests do not enter or remain in residence rooms that are not their own without the permission of the occupant(s). In addition, it is an expectation that residents refrain from entering any restricted premises (including rooftops, maintenance rooms, and offices) without proper authority.

Bedroom access through the Washroom

In spaces where bedrooms are connected between a shared bathroom (canmates), all students are expected to respect the privacy of their canmate. This includes not entering into the adjoining students bedroom without invitation from the students living within the space. Where applicable, bathroom doors should be locked on the bedroom side. Should incidents or breeches of this privacy occur, students can call the Residence Fellow on-call, or Campus Safety.

Keys and Access Cards

To respect this principle of safety and security, it is an expectation that keys and access cards are only possessed and used by residents to whom they are assigned and must not be shared, loaned, or copied for any reason.

Residents are accountable and responsible for assigned keys / access cards and must keep them on their in their possession at all times.

Conduct Process

Our student-centered conduct approach requires engagement from you in the process. Residence Life Staff and Campus Safety Services are responsible for submitting documentation of behaviour suspected to be in violation of our Residence Standards and Policies. If it is alleged you are involved in a situation, you will be contacted by e-mail from a member of the Residence Life Staff to have a follow-up conversation about what has occurred. All attempts are made to execute this process in a timely and efficient manner.

You will be made aware of the alleged behaviour and given an opportunity to respond, as well as discuss your involvement and responsibility. The focus of the conversation will be on the harms caused by the behaviour and the impact on the community. You will then have an opportunity to be a part of the decision-making process, related to outcomes and next steps to determine how to best repair the harms to the community. You are afforded these basic elements of due process, also including the right to an advisor and the right to appeal.



Documentation



Follow-Up



Meeting



Outcome



Option to Appeal

Burden and Standard of Proof

At each stage of the student conduct process prior to an appeal, the responsibility of establishing that there has been a violation of the Residence Standards (burden of proof) will be with the University. This means that in order for a violation to be established or responsibility to be assigned to an individual, the evidence must show that it is more likely than not the alleged conduct occurred.

Late year Conduct /Special Circumstances (Orientation Week, Exams, End of Year)

There are certain times of the year or special circumstances which may result in the conduct process being altered to accommodate Residents, including writing exams, leaving for academic breaks, or during unforeseen circumstances such as the COVID-19 pandemic. As such, the University reserves the right to adjust the process accordingly.

Outcomes/Sanctions

The follow-up to a situation will look different based on the details of the circumstances and the individuals involved. As noted in the Student Conduct Philosophy, a developmental and educational approach will be taken, focusing on student reflection whenever possible. Possible outcomes may have different themes, including community impact and engagement, education, restoring harms, or positively rebuilding relationships. You have the right to be a part of this process as outlined previously, and you have the responsibility to engage with Residence Life Staff to explore appropriate outcomes to situations in which you were involved.

Previous behaviour, frequency, and severity of behaviour will be important considerations within any student conduct process. Students who repeatedly affect their community in a negative way can expect increasingly serious sanctions. Multiple minor infractions can result in the termination of a student's Residence

Agreement, as can a single serious infraction. Severe behaviours involving physical violence, verbal threats, possession of drugs for distribution and sale, sexual harassment, sexual assault, significant destruction of property, criminal conduct, weapons, or theft in Carleton's Residence community will be addressed promptly and may result in termination of the Residence Agreement.

Community Engagement Sanctions

These sanctions are an opportunity for you to repair the harm(s) that have been done to your community. Through your discussion with Residence Staff, it may become clear that the community around you was affected by your behaviours or choices. These sanctions may include the creation of material(s) to promote a message to a community, an apology to member(s) of your community, or action(s) to restore relationships that may have been damaged by a situation. Examples: Apology letter, guest restrictions, event planning, etc.



Educational Sanctions

These sanctions are meant to educate yourself and/or the community further about a behaviour or choice. This sanction is intended to be remedial and provide further information to assist with better decision-making in the future. These sanctions can include information about harmful and positive effects to self and others, dangers associated with choices, and hazards to the community. Examples: Poster(s), article review, educational workshop, a creative presentation, community service, etc.

Personal Development Sanctions

These sanctions are intended to give you the opportunity to reflect on your own behaviour, examine your choices leading up to a behaviour and your resulting feelings you have about your actions after the fact. You will be able to think about how your behaviour and identity aligns with the rights, responsibilities, and expectations associated with living in Residence. Example: A journaling exercise, a video log, a reflection assignment, etc.

Discretionary Sanctions

While the Residence conduct process is designed to be rehabilitative and reflective, Residence Life Staff reserve the right to use punitive measures where there has been a breach of the Residence Standards or where there have been multiple or repeated violations. These types of sanctions may also be relevant in incidents related to damages or vandalism. Examples include behaviour contracts, room reassignment, access restrictions, restitution for damages, etc.

Relocation

A resident may be transferred to another room and/or building; for example, when their behaviour

is disruptive to their community but does not warrant eviction from Residence. This relocation is a mandatory and permanent change of room assignment within the Residence community. The intent of relocation is to allow the student a fresh start in a new environment. Normally 24 hours are allowed to complete the relocation, however, this time period may be shortened if warranted, as determined by the Executive Director, Housing and Residence Life Services. A room relocation under these circumstances will be accompanied by a restriction upon that student from entering their original residence building, floor, and/or room.

Temporary Suspension

The University reserves the right to bypass general procedures where immediate action is required because:

- A student's behaviour affects other residents of the community's use and enjoyment of their Residence privileges and facilities;
- There are reasonable grounds to believe that the safety of the Residence community is endangered;
- There is a high potential of physical danger posed by the student's continued presence;
- Damage to Residence property is likely; or
- The continued presence of the student would be disruptive.

Pending convening of a hearing, and in cases where there is a real and present danger or high potential to cause harm posed by a Resident, the Executive Director, Housing and Residence Life Services or delegate may impose a temporary suspension whereby the student may be removed from Residence, or take other interim measures as may be deemed appropriate.



Termination of Residence Agreement

A Resident who has their Residence Agreement terminated must leave Residence within a time period determined by the University. The time period will reflect the seriousness of the violation and the University's assessment of the risk to students and property within Residence.

Termination of the Residence Agreement can result from individual violations of the Residence Standards and may also result from less serious, but repeated violations. Students whose Residence Agreement has been terminated for violation of the Residence Standards will not be eligible for readmission to Residence in the future. Termination from Residence is also accompanied by a restriction from being in the Residence community. The Resident will receive a letter outlining the reason(s) for the eviction as well as any conditions related to their removal from Residence, including appeal information.

Denial of Readmission

Denial of readmission to Residence can be assigned as a sanction. This sanction will be communicated in writing to the Resident, indicating the reason for the sanction and the period of time for which it will be in effect.

Appeals

Residents have the right to appeal penalties and/or administrative decisions taken against them by the Department of Housing and Residence Life Services through its enforcement of the Residence Standards and application of Residence regulations. A Resident who is the subject of such a penalty or administrative decision may appeal by forwarding their written statement of appeal to the Executive Director of Housing and Residence Life, no later than seven (7) calendar days from the date on which the outcome was assigned or administrative action taken.

If necessary, a meeting between the Executive Director of Housing and Residence Life or designate and the Appellant may be arranged to discuss and clarify the points of the appeal. Such a meeting may be attended by another Carleton University Residence student or an Advisor should the Appellant wish to have assistance in presenting their appeal. The decision of an appeal heard by the Executive Director, Housing and Residence Life or designate will be final, except in the case of termination of the Residence Agreement.

Appeals must be submitted in writing no later than seven (7) calendar days from the date on which the decision was made. The appeal may only be made on one or more of the following grounds:

- Relevant evidence that emerges which was not available at the time of the original decision;
- There was clear evidence of bias in the hearing or original decision; or
- The non-academic misconduct procedures were not followed and the outcome of the case might have been substantially affected by this failure; or
- The severity of the sanction imposed reasonably exceeds the nature of the offence for reasons identified by the Appellant.

Filing an appeal will not stay or delay the imposition of any sanction, measure, or penalty imposed by the original process, unless otherwise decided by the Executive Director, Housing and Residence Life or designate.

An appeal submitted that is not based on the above grounds will not be heard.

Note: *Dissatisfaction with the outcome does not constitute grounds for an appeal.*

Burden and Standard of Proof

During the appeal process, the burden of proof is with the Appellant. The standard of proof for decision-makers is a balance of probabilities. This means that in order for an appeal to be successful, the Appellant carries the burden of proof to show that it was more likely than not that one of the established grounds for appeal was met.

Appeal Process

1. The appeal is submitted by the Appellant to the residence appeals email (residence.appeals@carleton.ca), including an explanation of the grounds for appeal and any supporting facts or reasons.
2. The Executive Director, Housing and Residence Life, or a designate, reviews the appeal to determine if there are grounds for appeal.
3. The Appellant is notified by the Executive Director or designate of the determination if there are or are not grounds for appeal.
 - a. If there are grounds, the Executive Director or designate notifies the Appellant and sets up a meeting within five (5) working days or as soon as reasonably practicable at a mutually agreeable time.
 - b. If there are no grounds for appeal, the Executive Director or designate will notify the Appellant that the appeal process is complete.
4. The Executive Director or designate may contact the Respondent or any other relevant parties for subsequent questioning and clarification. The Director or designate may consider any evidence or argument introduced in the previous process or given at the original hearing.
5. Once the questioning is concluded, the Executive Director or designate may reduce the sanction(s), sustain the original sanction(s), or impose new sanction(s).
6. The Executive Director or designate will notify the Appellant in writing of the outcome within five (5) working days or as soon as reasonably practicable and will meet in person, where possible.

Appeals of Termination of Residence Agreement – Carleton University Resolution Board (CURB)

In the case of termination of the Residence Agreement, students may appeal the decision of the Executive Director of Housing and Residence Life in writing, including the grounds for the appeal, to the Carleton University Resolution Board (CURB). This process is externally governed by the **Student Rights and Responsibilities Policy (SSRP)** and has been included in this document verbatim from the SSRP for any resident seeking information on appeals of termination.

In the event of a conflict between this document and the SSRP through the termination appeals process, the SSRP shall govern.

This appeal shall be filed through the Office of the Associate Vice-President (Student Affairs and Student Life) within ten (10) working days of receiving the Executive Director of Housing and Residence Life's decision.

Appeal Process

The grounds for appeal are:

- Relevant evidence that emerges which was not available at the time of the original decision;

- There was clear evidence of bias in the hearing or original decision; or
- The non-academic misconduct procedures were not followed and the outcome of the case might have been substantially affected by this failure; or
- The severity of the sanction imposed reasonably exceeds the nature of the offence for reasons identified by the Appellant; or
- The student provides evidence that (a) an emergency or unforeseeable circumstance occurred preventing her/his participation in the hearing and that (b) s/he was prohibited from providing a minimum of 24 hours' notice to the Office of the Executive Director, Housing and Residence Life or an appropriate designate such that the student was incapable of attending the interview or hearing.
 - **Note:** *This ground for appeal requires compelling and convincing evidence. A simple assertion of inability to attend will rarely be acceptable.*

Within ten (10) working days of receiving an appeal, the Associate Vice-President (Student Affairs and Student Life) shall convene a Carleton University Resolution Board hearing and notify the student in writing of the date of the hearing. The Carleton University Resolution Board can uphold the sanction, remove the sanction, or adjust the



sanction(s). The decision will be relayed to the student in writing within five (5) working days of the hearing, unless the decision can be made at the time of the hearing. The decision of the CURB will be final.

In circumstances involving behaviour by a Residence student which is deemed by the Department of Housing and Residence Life Services to threaten the safety and well-being of that resident or others in the community, the Executive Director of Housing and Residence Life may immediately terminate the resident's

Residence Agreement. This decision can be appealed in writing to CURB through the Office of the Associate Vice-President (Student Affairs and Student Life). CURB may uphold the recommendation and apply the sanction to the student, or apply an alternate sanction. The decision will be relayed to the student in writing within seven (7) working days of the decision of the Director of Housing and Residence Life to terminate the Residence Agreement.

Note: *Dissatisfaction with the sanction imposed does not constitute grounds for an appeal.*

Related Policies

[Campus Safety Services](#)

[Carleton University Alcohol and Cannabis Use Policy](#)

[Carleton University Domestic Animals on Campus Guidelines](#)

[Carleton University Domestic Animals on Campus Policy](#)

[Carleton University Evacuation Policy](#)

[Carleton University Human Rights Policies and Procedures](#)

[Carleton University Residence Mail Room Policy](#)

[Carleton University Student Housing Policy](#)

[Carleton University Student Rights and Responsibilities](#)

[Carleton University Sexual Violence Policy](#)

[Carleton University Sexual Violence Prevention and Survivor Support](#)

[Carleton University Tobacco Smoking and Cannabis Consumption on Campus Policy](#)

[Ontario Cannabis Laws and Legislature](#)

[Ontario Liquor License and Control Act \(2019\)](#)

[Ontario Smoke-Free Ontario Act \(2017\)](#)