

**Residence Standards**

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## 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. Our priority is to cultivate engaged leaders while living in residence and prepare them for the future communities and experiences after residence. You will also be provided with experiences to develop your identity and purpose. This will be achieved through opportunities for intentional interactions and establishing respectful relationships all while working toward shared values in order to better the communities in which you live. Residence Life Staff work with residents to facilitate skill development in areas including self-awareness, 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:

<b>Guideline</b>	<b>Right</b>	<b>Responsibility</b>
Safety	Every resident has the right to feel safe;	You have the responsibility to act in a way which does not endanger yourself or others and to report any unsafe behaviour.
Respect	You have the right to a community based on mutual respect and acceptance; free from 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 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 and cooperative in all interactions. This includes following relevant processes, and responding to correspondence in a timely manner. (*including email)
Clarity of Standards	You have the right to expect that the Residence Standards are clear;	You have the responsibility to know the standards and ask questions if you do not understand them.
Community Living	You have the right to enjoy all the of benefits of living in Residence including those related to academics,	You have the responsibility to contribute to the community in a positive way and be familiar with the high expectations valued by your community.

	convenience, social activities, opportunities and resources;	
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.
Reasonable Quiet	You have the right to live in an environment conducive to sleep and study;	You have the responsibility to always be considerate of your noise and effectively communicate with members of your community when noise levels are unacceptable.
Autonomy in Managing Personal Health	You have the right to work with Carleton University staff to ensure your physical and/or mental health and wellness do not have an impact on the Residence community;	You have the responsibility to manage your own health and wellness.
Consideration	You have the right to enjoy your living space with consideration for and from your roommate(s), and other's living around you;	You have the responsibility to treat others with respect and consideration, and to effectively communicate the outlining of reasonable expectations in your shared living space.
Reasonable Privacy	You have the right to a reasonable amount of privacy and the safety and respect of your possessions;	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 to your community and securing up valuables.
Use of Tobacco	You have the right to smoke tobacco products outdoors at least 10 meters away from any residence building entrance;	You have the responsibility to respect other residents' ability to live in a Residence that is smoke free.
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 discourage and not participate in high risk behaviour related to alcohol.

Living in Residence is a privilege extended to students at Carleton University. By choosing to live in Residence, you are provided with safe, maintained, secure and convenient housing. You benefit from living in a community based on student development in self-awareness, positive relationships, and community engagement; student involvement in extra-curricular activities has shown to be a strong contributor to academic success (Kuh, 2009). Along with this, Residence is the centre for many student support services. Residence Life, in partnership with Health and Counselling Services, shares the responsibility of supporting residents. You also have the privilege of enjoying social activities, provided they do not conflict with the other residents' rights to pursue academic success or strive for personal well-being.

The Residence Standards will guide you in the well-being, safety and security of Residence, as well as outline the high expectations and accountability placed on those living in Residence. To enhance your Residence experience, you are encouraged to establish relationships and examine conflict in a positive manner when resolving community living issues on your own. Residence Staff are always ready to provide effective communication strategies to assist with the mediation and facilitate inclusive living arrangements if necessary. The Standards complement municipal, provincial, and federal legislation and are written with consideration towards the Carleton University Student Rights and Responsibilities Policy, the University's student code of conduct.

Just as members of the Residence community have certain rights, they must also fulfill specific responsibilities. The Residence Standards have been developed in consultation with students to outline the behaviour expected within the Carleton University Residence community. The main objective of these standards is to support the physical and emotional safety of residents, protection of personal and University property, and contribute to the personal and academic thriving of residents.

### Residence Student Conduct Philosophy:

Our Residence Student Conduct approach has a student-centered focus and is in place to support our residents in learning and self-awareness. Through engagement and reflection, this process provides residents with the opportunity to be accountable to their community and to contribute to the high 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 dignity and worth. Each individual will be provided with equal rights and opportunities without discrimination or harassment. Association or behaviour related to harassment, bullying, sexual assault, hazing or violence will not be tolerated.

### Community Living:

All members of a community are responsible for taking reasonable measures to ensure the health, safety, security, and well-being of themselves and others. 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. A resident who perceives any possibility that a person may be in danger or pose a risk should immediately contact the Department of University Safety. All members of the Residence community have the right and responsibility to report Residence Standards violations to a Residence Staff member.

### Limits of Support:

When a resident exhibits unacceptable behaviour and/or psychological needs, beyond the scope and expertise of what may reasonably be provided by the Department of Housing and Residence Life Services, accommodation will be made in consultation with the resident and other relevant Student Service departments, including the Vice-President (Students and Enrolment) and the Student At Risk Evaluation Team (SARET). Where the behaviour and/or needs cannot be accommodated because it is deemed that continued occupancy could place the individual or other residents at risk, the Department of Housing and Residence Life Services may take action that can include, but will not be limited to:

- Relocation to another residence;
- Suspension from the Residence;
- Termination of the Residence Agreement and/or restriction of future application to Residence.

Relocation; Suspension; Termination; or Restriction of Application will only occur when other accommodations have been unsuccessful or where the severity of the behaviour demands immediate response. 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.

### 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, conformation 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 with the Vice-President (Students and Enrolment).

## Definitions:

**Areas of Jurisdiction:** Follow-up of Residence Standards violations will take place if an incident occurs in the Residence community. The Residence community is bordered by Campus Avenue to the east and Library Road to the south and west. The Residence community comprises all surrounding parking lots and tunnels within this defined area.

**Behaviour Bond:** A monetary charge put in place as a result of a violation of the Residence Standards, only to be cashed in the event of further harmful behaviour. Can also be used as an alternative for incomplete sanctions.

**Behaviour Contract:** A set of behavioural guidelines and conditions, laid out in a contract to support a student's well-being and/or continued stay in residence. The guidelines establish conditions that help change 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 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.

**Emotional Support Animal:** An animal that has been approved by the Department of Housing and Residence Life to support a student.

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

**Guest:** Any person not holding a current Residence Agreement who has been invited into the Residence community by a host who is a current resident.

**Harassment:** Conduct 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.

**Private Areas:** Any residence bedroom, suite, pod, or bathroom (excluding communal or visitor bathrooms).

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

**Restricted Areas:** Rooftops, ledges, balconies, basements, custodial rooms, electrical or IT rooms, elevator shafts and maintenance areas.

**Sanction:** Outcome(s) from the residence conduct process.

**Service Animal:** Any guide dog, signal dog or other animal individually trained to assist a person with a disability. An animal is a service animal if it is readily apparent that the animal is used by a person for reasons relating to their disability or if the resident has a letter from a physician verifying that the animal is required for reasons relating to their disability.

## Roles:

**Advisor:** A person who supports a student required to appear for a hearing to provide advice, guidance and/or moral support to the student, arranged by the student. For the purpose of this policy, the advisor may be the Ombudsperson, a representative from CUSA, RRRRA, GSA, or another student. The Advisor may also accompany the student to the hearing. The Advisor is not considered to be a party at the hearing.

**Appellant:** The student appealing a decision.

**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.

**Campus Safety Officer / Special Constable:** Professional staff employed by the Department of University Safety who share the responsibility for safety and security of students. Many are Special Constables (peace officers), who have many of the same authorities as the police, but on campus.

**Community Advisor:** An upper year student staff who is a support and resource to students and student staff in their Residence community. They meet with students for violations of the Residence Standards as well as positive contributors to the community, and also run educational workshops for students.

**Community Developer:** A support and resource to students and student staff in their Residence community. They oversee all residence-wide initiatives and connect our Residence community with campus partners.

**Carleton University Resolution Board (CURB):** A board comprised of faculty, staff and students who hear appeals of the decisions of the Director of Housing and Residence Life Services.

**Department of University Safety:** The Department of University Safety addresses the needs of the community for personal safety, protection of property and parking needs.

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

**Residence Bounce Back Facilitator:** An upper year student employed by the Department of Housing and Residence Life in a mentor role for Residence students.

**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, self-awareness, healthy relationships and community engagement.

**Residence Manager:** Residence 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 that promotes academic and personal success. They supervise the student staff assigned to their communities and are a part of 24-hour on call rotation.

**Residence Peer Conduct Board:** A board comprised of students with the responsibility of meeting with Residents and deciding outcomes for incidents in contradiction of the Residence Standards.

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

**Student Safety Patrollers:** Upper year students who are members of the Department of University Safety and share the responsibility for safety and security of students.

## Policies:

### 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.

### Alcohol:

The Department of Housing and Residence Life supports responsibility and safe practices in the use of alcohol by students who are 19 years of age or older and make the choice 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 may consume alcohol responsibly in areas designated as private areas.

Alcohol transported outside of private areas must adhere to provincial and federal legislation and be sealed in its original container of purchase.

### Responsible Drinking:

In accordance with provincial and federal legislation, residents who have reached the legal drinking age in Ontario – 19 years of age – are permitted to responsibly consume alcohol 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.

### Swift or Excessive Consumption:

You are responsible for practicing safe and moderate consumption habits. As a result, it is expected that activities or accessories that promote excessive, swift or immoderate consumption are not permitted within the Residence community. The Department of University Safety 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 beverages is either a primary focus or used as a penalty, typically in response to a specified cue or prompt.

### ***You must ensure that containers for your alcohol beverages meet the following expectations:***

Cans are the only acceptable container for beer products such as beer, lager, malt liquor, cider beer, or ale and should not be made out of glass.

Liquor and wine bottles may not exceed 750 ml, and cans may not exceed 355 ml.

### **Alcohol Free Community:**

The Alcohol-Free Community provides students who have made a personal commitment to abstain from consuming alcohol an opportunity for an alcohol-free living experience. Students who choose to live in our Alcohol-Free Community, including their guests and/or visitors, are not permitted to possess and/or consume alcohol in this community.

### **Controlled or Illegal Substances:**

In accordance with Federal law, possession, use, distribution or 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. Evidence in these cases may include drug traces, drug paraphernalia, or the smell of prohibited substances (e.g. marijuana). As a member of the Residence community, it is your responsibility to report any instances of inappropriate behaviour related to illegal or controlled substances.

### **Damages/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 Carleton Central, locating the "Housing Services" section and clicking the "Residence Maintenance" link at: <http://housing.carleton.ca/contact/>

*Note that the submission of a work order is considered written permission for Facilities Staff to enter your room to make appropriate repairs.*

When the individual(s) involved in or responsible for damages or vandalism can be identified, he or she will solely be responsible for the sanctions.

When the individual(s) involved in or 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, floor, at a minimum of \$10.

### **Fire Safety:**

You have the responsibility to evacuate the building at the time of a fire alarm. All residents must immediately evacuate with the exception of those who require assistance to do so. You will be given approval once it is safe to return inside by an authorized personnel. If you require assistance immediately call the Department of University Safety

### **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 you being suspended or the termination of your Residence Agreement. Such equipment includes but is not limited to fire extinguishers, pull stations, alarms and smoke detectors. 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.

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

### Gambling:

Residents are expected to 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. Planned events involving activities of this nature must adhere to the Carleton University Gambling Policy.

### Guests:

Establishing new, respectful relationships and connections is an important part of our goal to create a meaningful experience within the Residence community. As such, we recognize that hosting guests is an integral part of the Residence experience, but also a privilege extended to those engaging within our community. 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:

#### Responsibilities of Hosts:

- Residents have the right to live in a safe and secure environment. As such, residents who make the decision to host a guest must accept responsibility 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. Guest should 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 and security 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 each semester, not to exceed three consecutive nights.

*\*Please note: To ensure for a welcoming, safe, and study-focused environment, guests are not permitted during Orientation Week or during the fall and winter examination periods.*

### Noise:

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

#### Consideration Hours:

Consideration hours are in effect at all times within the Residence community, including the exterior and common areas of buildings. At any given time, it is expected that noise will be kept to a level that contributes to an environment that is conducive to sleep and study. This means that volume should be limited to a level in which it cannot be heard clearly outside of a residence room, pod, or suite.

#### **Additional Expectations:**

Designated Quieter Communities – Additional consideration related to noise within the community is expected of those living in / 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 academic year.

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

#### **Offensive Materials:**

You have the right to decorate your room to create a comfortable space for living. 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 and/or intolerance of others and promotional material for alcohol or illegal substances.

#### **Pets:**

No animals of any kind are permitted in Residence.

#### **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 as per the following:

- a. Law enforcement officers in the performance of their duties.
- b. Authorized personnel to ensure health and safety of residents and to ensure all regulations and policies are maintained. These circumstances include, but are not limited to:
  - i. Believing a student to be in the room, but no longer physically or mentally capable of response.
  - ii. Reducing or preventing water damage during a flood or after a pipe has burst.
  - iii. Verifying evacuation during a fire alarm.
  - iv. Sounding of an alarm within the room when the resident is not present.
  - v. Authorized personnel attending to make routine repairs. A report by the resident or by Facilities or Residence Staff of a damaged or broken item constitutes permission to enter the room or apartment to assess or make the repair.
  - vi. Authorized personnel performing regular inspections for caretaking, safety, and security, for preventive maintenance or for regular maintenance of buildings. Notice for such entry will be posted 24 hours in advance.
  - vii. Authorized personnel when there is probable cause to believe that a violation of Residence Standards or University policies, applicable laws or civil regulations is being committed.

Outside of the circumstances listed in a) and b) above, anyone wishing to enter another resident's room must have written permission to do so only in the presence of a Housing and Residence Life staff

member and with the use of a set of Department of Housing and Residence Life Services issued master keys.

### Service Animals and Emotional Support Animals:

As per the Carleton University Accessibility for Persons with Disabilities Policy, residents with disabilities are permitted to use service animals to access goods and services offered by Carleton University.

A service animal is any guide dog, signal dog or other animal individually trained to assist a person with a disability. An animal is a service animal if it is readily apparent that the animal is used by a person for reasons relating to their disability or if the resident has a letter from a physician verifying that the animal is required for reasons relating to their disability.

An emotional support animal is any animal approved by the Department of Housing and Residence Life Services to reside with a student for support. The student will be required to provide documentation clearly outlining the need for the presence of the animal.

In unique situations where the presence of the animal presents a significant risk for another person (e.g. severe allergies), the University is required to meet the needs of both residents in their situations and must devise an accommodation plan that enables both residents to access services and good accordingly.

### Soliciting:

It is an expectation that 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

In Residence you have the right to a reasonable amount of privacy and the protection and safety of your possessions. You have the responsibility to take all necessary means to maintain the security of your community, including upholding the integrity of all floor and building entry points to your community and locking up valuables.

Theft is not welcome in our community and is treated very seriously within our student conduct process. Residence, in partnership with the Department of University Safety addresses all concerns related to the integrity of our building access points as quickly as possible. Students must play their part in maintaining the safety of our community, including reporting any suspicious behaviour to the Department of University Safety.

### Unacceptable Behaviour: Discrimination, Bullying, Hazing, Violence, Harassment & Pranks

The following section of this document outlines several Residence Standards violations, but this list is not exhaustive. Housing and Residence Life Services reserves the right to address any behaviour that contravenes this document, the University's Student Rights and Responsibility policy, municipal, provincial, or federal legislation including the Criminal Code of Canada using the conduct processes outlined below at the department's sole discretion.

You have the right to a community based on mutual respect and acceptance; free from 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 when you are aware of acts of harassment, intimidation or see others being treated with a lack of respect and dignity. Harassment is understood as engagement in behavior (including innuendo) by an individual or group who knows or ought to know the behaviour is unwelcome/unwanted by others. Harassing behavior may also occur through text or social media (e.g., Twitter, Facebook, Yik-Yak).

You have the right to be safe from bodily harm, the threat of bodily harm or any form of threat, emotional harm, including but not limited to verbal, electronic messages, written messages, and graffiti. The Department of Housing and Residence Life Services will not tolerate violence or the threat of violence.

### Weapons and Other Prohibited Items:

Weapons or anything that may resemble a weapon are not allowed in Residence.

Additionally any items related to drugs, swift or excessive consumption of alcohol, open flames and other fire hazards, or stolen property are unauthorized by the Department of Housing and Residence Life Services and may be confiscated by the Department of University Safety.

Subwoofers are not permitted in Residence for any reason. The Department of Housing and Residence Life Services reserves the right to require the removal of this equipment from the community in order to minimize impact on the Residence community.

The use or possession of explosive or flammable material is not permitted in residence buildings. This may include, but is not limited to, firecrackers, fireworks, and barbecue propane/gasoline tanks.

Accessories that promote the swift or excessive consumption of alcohol or may be used to brew/make alcohol are not permitted within the Residence community.

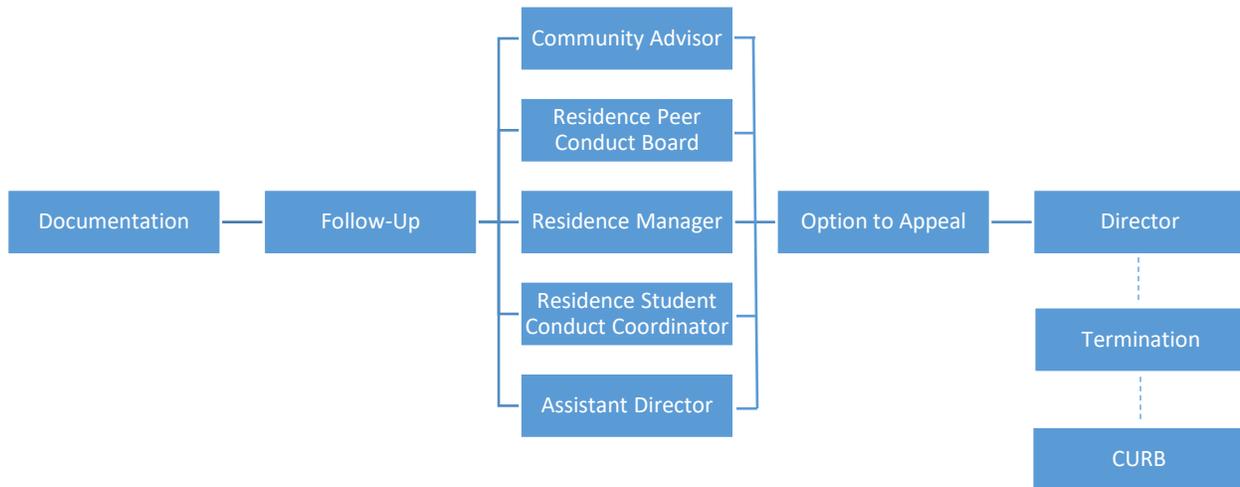
Any appliance with an open element are not permitted in residence with the exception of those with an automatic shut off. All appropriate appliances must be CSA approved and should be plugged directly into the wall without the use of an extension cord.

### Unauthorized Entry and Key / Access Cards:

You have the right to privacy and security in your personal space. You, in turn, have a responsibility to respect the personal space 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.

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 should not be shared or copied for any reason.

## Process for Alleged Violations/Decision Making:



Our student-centered conduct approach requires engagement from you in the process. Residence Life Staff and the Department of University Safety are responsible for submitting documentation of behaviours suspected to be in violation of our Residence Standards and Polices. If 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.

### Burden and Standard of Proof:

At each stage of the decision-making process the responsibility of establishing that there has been a violation by a student (Burden of Proof) will be on the Housing and Residence Life Services Department. Decisions will be based on the preponderance of evidence (Standard of Proof), which means that the evidence shows it is more likely than not the alleged behaviour occurred. The preponderance of evidence also requires the decision-maker to take into account conflicting evidence, meaning the student has the opportunity to present their side of the situation.

In short, the documentation and accompanying evidence must prove ‘more likely than not’ that an incident occurred, and that you have the right to present information that may be in contradiction to what was documented by Residence Life Staff and to participate in deciding the resulting outcomes.

#### Late-Year Conduct/Special Circumstances (Orientation Week, exams, end of year):

There are certain times of the year which may result in the conduct process being altered to accommodate Residents writing exams or leaving for academic breaks. During this time Residence Life Staff may make decisions concerning behaviour that is in contradiction to the Residence Standards and assign outcomes without your involvement in the process. While this may seem to be in contradiction of the Residence Student Conduct Philosophy, you always have the opportunity to appeal outcomes you feel may not be fair or reasonable.

#### Outcomes/Sanctions/Workshops:

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, to all situations. 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 and explore appropriate outcomes to situations in which you were involved.

Chronicity, accumulation, and severity of behaviour will form an important point of consideration within any student conduct process. Students who chronically 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. Severe behaviours involving physical violence, verbal threats, possession of drugs for distribution and sale, sexual harassment and sexual assault, significant destruction of property, weapons and theft in Carleton’s Residence community will be addressed promptly and seriously, with Residence termination a primary consideration.

#### Learning Connections

This is a strategy in Residence to further address negative student behaviours. This strategy will involve our student staff members and empower them to address minor incidents within their own communities. Our student staff are already having meaningful, intentional conversations but this initiative will provide a framework to focus these conversations specifically around student accountability. The intention is that student staff will address minor issues related to noise, guests, and minor alcohol related incidents. From these interactions students will have the opportunity to learn from their peers in the moment to better make decisions in the future. CAs may choose to follow-up with students involved in a learning connection to ensure it was a positive experience and there are no further questions.

These learning connections will focus on 4 main questions with the students:

- What happened?
- What is the impact?
- How can we move forward? (To prevent future incidents)
- What have you learned?

### Community Engagement Sanctions:

These sanctions are an opportunity for you to repair the harms 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 materials to promote a message to a community, apologies to different members of your community, or actions to restore relationships that may have been damaged by a situation.

*Examples: Apology Letter, guest restrictions, Bounce Back program 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 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: Posters, article review, educational workshop, creative presentation, community service, etc.*

### Self-awareness Sanctions:

These sanctions are intended to give you the opportunity to reflect on your own behaviour and 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 high expectations associated with living in Residence.

*Examples: Journaling exercises, video logs, Bounce Back program, reflection questions assignment, etc.*

### Discretionary Sanctions:

While the Residence conduct process is designed to be rehabilitative and reflective, Residence Life Staff reserve the right to issue fines and behaviour bonds in circumstances where there has been a serious breach of community 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: Behaviour contract, room reassignment, access restrictions, restitution for damages, fines or behaviour bonds etc.*

### Relocation:

A resident may be transferred to another room and/or building 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, by the 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.
- The continued presence of the student would be disruptive.

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

### Termination of Residence Agreement:

A Resident who has their Residence Agreement terminated must leave Residence within a time period determined by the Department of Housing and Residence Life Services. The time period will reflect the seriousness of the violation, and reflect the Department of Housing and Residence Life Services' assessment of the risk to students and property within Residence, if the resident were to remain. Termination of the Residence Agreement can result from individual offences of the Residence Standards and may also result from less serious, but repeated offences. Students who's Residence Agreement has been terminated will not be eligible for readmission to Residence in the future. Termination from Residence is also accompanied by a restriction from the Residence community. The Resident will receive a letter outlining the reason(s) for the eviction as well as any term and conditions related to their removal from Residence, including appeal information.

### Denial of Readmission:

Denial of readmission to Residence can be levied in serious cases. 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 Director of Housing and Residence Life, not later than seven (7) days from the date on which the penalty was assessed or administrative action taken.

If necessary, a meeting between the Director of Housing and Residence Life 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 his/her appeal. The decision of an appeal heard by the Director, Housing and Residence Life will be final, except in the case of termination of Residence Agreement.

Appeals must be submitted, in writing, no later than seven (7) days from the date on which the decision was made. The appeal must be made on at least one 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.

Appeals are never to be submitted frivolously. An appeal submitted that is not based on the above grounds will not be heard.

## Appeal Process

- 1.1 The appeal is submitted to the Director, Housing and Residence Life.
- 1.2 The Director reviews the appeal letter to determine if there are grounds for appeal.
- 1.3 The Appellant is notified of the determination if there are grounds for appeal.
  - a) If there are grounds, the Director notifies the Appellant and sets up a meeting within one (1) week at a mutually agreeable time.
  - b) If not, the Director notifies the Appellant that there are no grounds for appeal and the appeal process is complete.
- 1.4 In the case of a) above, the Director may call the Respondent or any other person related to the case for subsequent questioning and clarification.
- 1.5 Once the questioning is concluded, the Director may find the Appellant in violation or not in violation of the alleged offence and may impose new sanction(s), sustain the original sanction(s) or reduce the sanction(s).
- 1.6 The Director will notify the Appellant in writing of the outcome within five (5) working days and will meet, in person, where possible.

## Appeals of Termination of Residence Agreement – Carleton University Resolution Board

In the case of termination of Residence Agreement, students may appeal in writing the decision of the Director of Housing and Residence Life, including the grounds for the appeal, to the Carleton University Resolution Board (CURB).

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

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 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.

NOTE: Mere dissatisfaction with the sanction imposed does not constitute grounds for an appeal.

Within ten (10) working days of receiving an appeal, the Vice-President (Students and Enrolment) 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 to threaten the safety and well-being of that resident or others in residence and which requires the immediate termination of the resident's Residence Agreement, the decision to terminate the Residence Agreement taken by the Director of Housing and Residence Life can be appealed in writing to CURB through the Office of the Vice-President (Students and Enrolment).

CURB may uphold the recommendation and apply the sanction to the student, or apply a lesser 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.

### Related Policies:

Can be found by following these links:

<http://carleton.ca/secretariat/policies/>

<http://carleton.ca/equity/human-rights/policy/>

<http://carleton.ca/safety/>

<https://carleton.ca/studentaffairs/student-rights-and-responsibilities/>

<https://carleton.ca/equity/sexual-assault-support-services/>

## References:

Kuh, G. D. 2009b. What student affairs professionals need to know about student engagement. *Journal of College Student Development*, 50: 683–706.