



ccnm
CANADIAN COLLEGE OF
NATUROPATHIC MEDICINE

Residence Community Living Standards (RCLS)

Our residence community promotes a safe and reasonably peaceful environment that supports the academic success of Residents as well as their personal and social life. In order to achieve these standards, positive standards of behaviour expected within the residence community are outlined as well as holding Residents and their Guests accountable for behaviour that violates these standards, as well as encouraging Residents to resolve their community living issues in a positive and productive manner. Reports of violations of these standards will be addressed through Principals of Natural Justice and Procedural Fairness, clearly outlining the standards and processes that Residents, guests and Staff are expected to follow.

Normally, the College and Residence policies and procedures act independently of one another. However, Residence will share incident reports in situations that create a concern for the safety and security of members of both the Residence and College community. In serious cases, allegations may be investigated by both the Residence and college and the student will be subject to the sanctions under both sets of policies and procedures.

If you have questions about the Residence Community Living Standards, please contact the Resident Coordinator.

SCOPE AND APPLICATION

The RCLS apply to all Residents and their Guests. They are in effect:

- a) on Residence property, including the building and grounds of the Residence;
- b) at off-campus events organized or sponsored by Residence or recognized student leadership groups in Residence;
- c) when the conduct of a resident has a substantial link to the College. This includes any behaviour observed or carried out through an online medium.

AUTHORITY

The RCLS attempts to identify a range of behaviours that constitute Offences. Residence reserves the right, in extraordinary circumstances, to identify and sanction conduct that may not be specifically described, but which clearly does not support the stated objectives of the RCLS.

RESIDENT RIGHTS

Within the Residence Community, you have the right to:

- a) enjoy the rights and freedoms recognized by law, subject only to the restrictions that ensure the welfare and advancement of the Residence Community, as detailed in the RCLS
- b) be free from discrimination, on the basis of race, ancestry, religious beliefs, physical ability, marital status, colour, place of origin, gender, mental disability, family status, source of income, age or sexual orientation
- c) enjoy an atmosphere free from unwelcome behaviour, including but not limited to, demeaning jokes or actions and or deny individuals their dignity and respect
- d) study, sleep in your room without undue interference from neighbors, hallway and lounges
- e) expect reasonable cooperation from fellow residents when sharing common areas
- f) live in a clean environment, requiring equitable effort from you, your fellow residents and the college
- g) have your concerns considered by Residence staff
- h) have all reported offences investigated in a reasonable amount of time and efficient manner

RESIDENT RESPONSIBILITIES

With your rights come corresponding expectations of behaviour within the Residence Community. As a Resident you have the responsibility to:

- a) read, understand and abide by the Student Residence Agreement and Residence Community Living Standards.

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- b) recognize the authority of all Residence and College staff, including Resident Advisors (RA'S), acting within the scope of their position and to be responsive and cooperative in all dealings with them
- c) treat with respect and civility, courtesy and consideration all other Residents
- d) take action associated with good citizenship, including reporting violations of Residence and College policies, and taking all reasonable measures to ensure the safety of the Residence community
- e) attempt to resolve community problems on your own prior to seeking the assistance of the RA
- f) conduct yourself and contribute in a positive and productive way to the Residence Community through active participation
- g) take full responsibility for the conduct of Guests, ensuring they are signed in at front desk upon arrival, accompany them at all times within the residence, and ensure that Guests are aware of, and abide by Residence and College policies
- h) ensure you secure your room, including (recommended) acquiring personal content insurance
- i) permit Residence and College Security staff or its officers entry when there is a reasonable apprehension of danger or harm, or for the purpose of inspecting the condition of the room and its contents
- j) be solely liable to Residence and the College for any loss or damage to your room and its furnishings and fixtures, as well as Residence common areas as a result of actions by you or your guest(s)
- k) Show identification to Residence and College staff, including RA's when requested to do so

INTERNET SERVICE

Residence offers a high-speed internet connection to all residents. The following specific items are considered misuse and may result in immediate disconnection of your internet connection without notice:

- a) uploading, downloading or sharing of any copyrighted materials including, but not limited to, movies, music, games and software
- b) setting up of any server including, but not limited to, DHCP, SQL, FTP, Web, File and IIS
- c) exceeding the usage limits in place
- d) scanning for any reason
- e) hacking in any form
- f) sharing of any material that could be deemed inappropriate or offensive
- g) engaging in any activity whose purpose is to defeat any IT services related to security systems or procedures
- h) concealing or disguising your true identity ("spoofing") when sending or forwarding e-mail communications

Residence reserves the right to disconnect (without notice) any port if misuse is suspected. Misuse could ultimately result in disciplinary action.

You are expected to ensure that your system is secure and does not pose a risk to yourself or others. Up-to-date virus protection is essential. Residence will not be held responsible for any damage to any system that is left vulnerable in any way. Residence discourages file sharing on the network. Enabling this feature in Windows could result in loss of data or system failure depending on the security level of your machine. Developments that pertain to information technology may change from time to time, and you are expected to abide by these policies. Residents should refer to the IS Terms of use in the Academic Calendar for further guidelines and conditions. You may direct any questions to the IS Help Desk at 416-498-1255 ext. 322 or ishelpdesk@ndnet.ccnm.edu.

QUIET HOURS

Quiet hours occur each night to aid residents with sleeping and studying. Noise levels must be kept to a minimum between 11 p.m. and 7:30 a.m. Sunday to Thursday and 12 midnight to 8 a.m. Friday and Saturday. In addition, quiet hours will be extended to a full day (with the exception of Noon to 2 pm and 5pm to 7pm dinner hour) the Friday prior to the exam period. Notices will be posted around residence announcing exam related extended quiet hours.

FIRE SAFETY

- a) when notified of fire or other emergencies in the building, all students must immediately evacuate the building and remain outside until permission to re-enter has been granted by CCNM staff.

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- b) the discharging, tampering with or operating of any fire prevention or detection apparatus for any purpose other than the control of fire is strictly prohibited.
- c) lit candles, halogen lamps, burning of incense, storage of flammable solvents and the keeping of any explosive material are prohibited.
- d) residents who require the use of candles or incense for religious purposes should contact the Residence Coordinator.
- e) cooking food in any resident's bedroom is not permitted. All electrical cooking appliances (i.e., toasters, microwaves), are to be stored in designated kitchen facilities.
- f) residents are not permitted to keep bicycles or large personal items in any stairwell, hallway or common area in residence.
- g) residents must use only CSA, UL-approved or Canadian certified electrical equipment
- h) the rated wattage of light fixtures must never be exceeded and only replacement fluorescent lights supplied by Residence may be used.
- i) residents are prohibited from having barbeques or fires on residence property except for the existing barbeques in the courtyard.

OFFENCES AND SANCTIONS

An offence is any unacceptable conduct, actions or neglect that violates the RCLS or Resident Agreement.. Offences are described and classified based on three levels of increasing severity. Sanctions are the consequence for the offences.

Level 1 Offence: Actions that interfere with the rights of another individual or community to the peaceful use and enjoyment of their space in residence. **Normal point range: 1 – 2**

Level 2 Offence: Actions that create a significant nuisance and/or disturbance to an individual or community and/or repeated level one offences. **Normal point range: 2 -4**

Level 3 Offence: Actions that endanger the safety of an individual; significantly compromise or damage personal or Residential or College property; attack the dignity/integrity of an individual; contravene the laws of the land; and/or repeated level two offences. **Normal point range: 4 – 6**

THE POINT SYSTEM

The point system is designed to help define the seriousness of specific behaviours and where a resident stands in the discipline process (i.e. how far away they are from eviction). All offences have a minimum value of one point. The assigned number of points will depend upon the incident and/or its severity. Points remain on record for 365 days from the date of the sanction. While the point system is a guide used to manage resident behaviour, Residence Administration reserves the right to evict a resident independent of the point system if it feels the health and safety of residents are at risk. Within the Point System, the progressive disciplinary process is summarized by the following table:

| Points Accumulated | Stage in Disciplinary Process |
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| 1 - 3 | Warning |
| 4 - 6 | Probation |
| 7 - 9 | Eviction (upon falling into this range, eviction proceedings will be initiated) |

1. Advertising, Campaigning, and Selling

Residents who wish to place posters or signs of any nature are required to have them stamped for approval at the Residence Centre prior to posting. Residence will be guided by the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Accessibility of Ontarians with Disabilities Act.

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| Level 1 (1 – 2 points) | a) Posters are not in observance of Canadian law and the principles supporting those rules, and Residence policies (including the promoting of alcohol, illegal substances, pornography or other inappropriate activities or messages). b) Unauthorized advertising, soliciting, promoting, or selling of products, events and services in Residence. |
| Level 2 (2 – 4 points) | c) Operating a business out of your residence room. |

2. Alcohol

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| Level 1 (1 – 2 points) | a) Open alcohol, where prohibited. Alcohol may only be consumed in individual residence rooms or designated residence lounges. b) Possession of single serving glass containers of alcoholic beverages. Glass is a safety hazard and residents are required to either transfer contents into an unbreakable container or purchase cans.. c) Possession or drinking paraphernalia or large volume alcohol containers that encourages swift or high volume consumption of alcohol (beer maximum 500ml, alcohol maximum 1.18 litres). Kegs, ,mini kegs, texas mickeys, funnels and beer bong and other similar devices are prohibited d) Residents and their guests who are under the age of 19 years old are not permitted to have and to consume alcohol in CCNM residence or anywhere on CCNM property. |
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| Level 3 (4 – 6 points) | d) Consumption of alcohol by residents and Guests under the legal drinking age. e) Drinking games or promotion of a social function which has the consumption of alcohol as its central focus or purpose. f) Imposing the physical effects of intoxication on the Residence Community (vomiting. Passing out, aggressive/disruptive behaviour, or needing medical assistance. g) Making or selling alcohol in residence. h) Purchasing or supplying persons under the legal age of drinking with alcohol. |
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3. Cleanliness

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| Level 1 (1 – 2 points) | a) Littering. b) Failure to keep your room in a clean and sanitary condition. c) Improper disposal of refuse. d) Collection of empty containers, bottles or cans that is judged by Residence staff, for sanitary reasons, to be beyond recycling purposes. |
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4. Damages and Vandalism

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| Level 2 (2 – 4 points) | a) Marking any surface through action or neglect, that is not deemed normal wear and tear. b) Actions or neglect that leads to or has the potential to lead to damaging, offensive, or harmful problems in Residence, including water damage, odours, and insect/rodent infestation. c) Failure to keep furniture, fixtures and appliances in a good state of repair. |
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| Level 3 (4 – 6 points) | d) Behaviour that causes, or has the potential to cause significant damage through action, carelessness or negligence. e) Willful damage, vandalism or graffiti or neglect that leads to serious damage to Residence, the College or private property. |
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5. Disruptive Behaviour

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| Level 1 (1 – 2 points) | a) Throwing, dropping or knocking objects from the residence building. b) Throwing snowballs or other objects at the Residence or College buildings. c) Participating in physically active activities, games or sports inside Residence which could disturb Residents, Staff or the surrounding community or cause damage to facilities or personal injuries. |
| Level 2 (2 – 4 points) | d) Creating or permitting behaviour in Residence which is a nuisance or annoyance to Residents, Staff or the surrounding community. |

6. Facilities and Furniture

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| Level 1 (1 – 2 points) | a) Removal of furniture, appliances, window screens or other fixtures from residence rooms and placing them elsewhere. |
| Level 2 (2 – 4 points) | b) Alteration or renovation of rooms, furniture, or equipment. c) Installation of unauthorized furnishings, equipment or devices. |

7. Visitor(s)

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| <ol style="list-style-type: none"> 1. Residents must sign in their guests at the front desk before they enter Residence 2. A guest must be at least 19 years of age. 3. The guest must leave one piece of valid photo id with the front desk staff. 4. No overnight guests will be granted access to Residence after 11:00p.m. 5. A resident may sign in no more than two guests (non-overnight) at a time. 6. While each guest is in the residence, the Resident must remain in the company of the guest at all times until the guest is signed out. 7. A resident may have no more than one overnight guest at any one time. The maximum stay of an overnight guest is three (3) days. A resident may have no more than five (5) over- nights per month. 8. A guest is any non-resident of the Residence. Anyone who is invited to, accompanied on, accepted or admitted to the residence property is deemed to be the guest of that Resident. 9. Failure to be present does not mitigate ore relieve the Residents responsibility for their guests behaviour. Residents are responsible for their guests' behaviour, whether they participated in, condoned, or were aware of that guest's behaviour or not. Sanctions for the Resident will be based on the offences committed by the guest. | |
| Level 1 (1 – 2 points) | a) Failure to sign-in Guests at the front desk. b) Failure of the Resident to be with their Guest at all times in Residence |
| Level 2 | c) Allowing someone to stay in a room without notification / approval from Residence |

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| (2 – 4 points) | d) Knowingly allowing access to an evicted resident through bypassing the front desk sign in requirement. |
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8. Harassment and Discrimination

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| Every individual has the right to a safe, respectful environment that is free from attacks on their dignity/integrity. Harassment is defined as any attention or conduct (oral, written, graphic, electronic or physical) by an individual or group, or ought to reasonably know, that such attention is unwelcome, unwanted, offensive, or intimidating. | |
| Level 2 (2 – 4 points) | a) Failure to abide by Residence policies and procedures, including the Residence Agreement, and Community Living Standards. |

9. Illegal Substances

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| Any observations about the behaviour, speech, odour or physical surroundings of an individual that cause suspicion of illegal activity will be investigated and/or reported | |
| Level 1 (1 – 2 points) | a) Possession of paraphernalia associated with the use of illegal substances (i.e. bong, pipe, roach clip). |
| Level 3 (4 – 6 points) | b) Possessing, using, making, selling or being under the influence of an illegal substance in residence. c) Any behaviour or activities that contravene the laws of the land (i.e. gambling). |

10. Noise and Quiet Hours

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| <p>Noise levels at any time should not detract from any residents' ability to pursue academic endeavours or to enjoy a reasonable peaceful living environment. An individual's right to reasonable quiet supersedes another's right to make noise.</p> <p>Quiet Hours: Quiet hours are defined as a time when residents would normally be expected to be sleeping or studying for mid-term or final exams. During quiet hours, any noise originating from your room that is clearly audible outside, including hallways and common areas will be addressed. As well, any noise originating from lounges/ kitchens or hallways that is clearly audible in resident rooms, will also be addressed.</p> <p>Regular Quiet Hours: Sundays to Thursdays 11:00 pm to 7:30 am Fridays to Saturdays Midnight to 8:00 am</p> <p>Examination Quiet Hours: Begin at 11:00 pm on the Friday evening before the final examination period and extend to the conclusion of the exam period. Notification will be posted throughout Residence of the dates and duration of exam periods. Quiet hours will extend through the entire day and night, with the exception of a 2 hour meal break from 12 to 2 pm and 6 pm to 8 pm.</p> | |
| Level 1 (1 – 2 points) | a) Non-compliance with Quiet Hours |
| Level 2 (2 – 4 points) | b) Non-compliance with Exam Quiet Hours. c) Excessive noise that interferes with the academic work of residents and/or significantly disturbs the residence community. |

11. Pets

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| Level 2 (2 – 4 points) | With the exception of Service animals, you are prohibited from keeping pets/animals of any kind in your room or common areas |
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12. Respect and Cooperation

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| Level 2 (2 – 4 points) | <ul style="list-style-type: none"> a) Failure to respond to the written or verbal directions of Residence or College staff. b) Demonstrated lack of respect, civility, courtesy, or cooperation with a member of the residence community, including residents, visitors, and staff. This includes inappropriate and/or offensive language. c) Failure to comply with the request by Residence or College staff to produce identification. d) Providing a false report of an incident. |
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13. Restricted Areas and Unauthorized Entry

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| Level 3 (4 – 6 points) | <ul style="list-style-type: none"> a) Unauthorized entry into restricted areas of Residence or the College, including rooftops, utility rooms, and offices. b) Entry into another residents room without their consent. |
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14. Safety, Security and Fire Prevention

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| Level 1 (1 – 2 points) | <ul style="list-style-type: none"> a) Unauthorized propping open a fire door. b) Improper use of an emergency exit. |
| Level 2 (2 – 4 points) | <ul style="list-style-type: none"> c) Possession or use of candles, incense, lava lamps, cooking devices, deep fryers and the like are prohibited. d) Covering or removing or in any way interfering with the operation of smoke detectors e) Blocking hallways, stairwells, exits and access to fire safety equipment. f) Permitting entry of any unfamiliar individual into residence, either by opening a door or providing access via elevator fob swipe; giving your fob to another person g) Overloading or tampering with electrical systems. h) Tampering with video surveillance systems. |
| Level 3 (4 – 6 points) | <ul style="list-style-type: none"> i) Possession or use of explosive materials (i.e. fireworks, propane tanks). j) Discharging, tampering with or operating any fire prevention or detection equipment for any purpose other than the control of a fire. k) Failure to evacuate during an alarm. l) Careless driving on College grounds. m) Actions, carelessness or neglect that causes an elevator to stall and/or require repair. |

15. Smoking

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| Level 2 (2 – 4 points) | <ul style="list-style-type: none"> a) Smoking in residence. b) Smoking anywhere in the College or on College grounds. All property associated with the College is non-smoking. |
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16. Technology Misuse

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| Level 2 | a) Failure to abide by the College Internet use policies. |
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| (2 – 4 points) | |
| Level 3 (4 – 6 points) | b) Interference with the technology of the Residence, college or another Resident. c) Copyright infringement (i.e. illegally downloading music, movies or other media using the Residence internet connection). |

17. Unauthorized Activities

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| All organized events, activities or gatherings that have the potential to cause a disturbance, or involve alcohol must be approved by the Residence Coordinator to ensure compliance with liquor, fire safety, noise and other Resident and college policies. Maximum capacity per residence room at any time is the resident plus two guests. | |
| Level 2 (2 – 4 points) | a) Any gathering over the maximum capacity of the residence room. b) Any organized event, activity or gathering that has not gained the approval of the Residence Coordinator |

18. Unauthorized Articles and Theft

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| Only refrigeration appliances supplied with the room are to be used. Irons and electric kettles protected by an automatic “shut-off” may be used (Providing they bear a visible CSA or UL identification tag). | |
| Level 1 (1 – 2 points) | a) Possession of equipment, appliances or furniture not authorized by Residence. |
| Level 3 (4 – 6 points) | Theft or possession of stolen property |

19. Violence and Aggression

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| In violent or potentially violent situations residents are strongly encouraged to go to a safe place or vacate the immediate area and call security for assistance. | |
| Level 3 (4 – 6 points) | a) Any communication or behaviour that is perceived as offensive, abusive, aggressive or threatening. b) Any physical aggression or violent behaviour (consensual or not) that causes or has the potential to cause physical or emotional harm. These behaviours include, but are not limited to, hitting punching, kicking, pushing, pulling, stalking, fighting, retaliation, and threats of violence. |

20. Weapons

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| A weapon is defined as any device that is designed (or could be used for) the purpose to intimidate, threaten, harm or kill. | |
| Level 3 (4 – 6 points) | a) Possession, storage, use or threatened use of a weapon. |

Sanctions

Sanctions are consequences for behaviour that violates the Residence Agreement, or the RCLS. Sanctions are intended to be primarily educational and restorative in nature. Repeated and/or multiple violations shall increase the severity of sanctions applied.

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In most circumstances, the following range of sanctions may be applied at each level of offense.

Level 1 (1 – 2 points)

- a) Warnings: Verbal or written caution that continuation or repetition of the offending behaviour will constitute more serious sanctions in the future.
- b) Confiscation: Removal of items from the possession of the Resident that violate the RCLS.
- c) Loss of Privileges: A restriction on certain privileges of the Resident.
- d) Restitution: Payment for damages or loss experienced by the College, Residence, Residents, Guests or others.

Level 2 (2 – 4 points)

- e) All level 1 sanctions.
- f) Communication Ban: Limits the privilege of a Resident to communicate with another Resident.
- g) Relocation: the reassigning of rooms to another pod/floor.
- h) All level 1 and 2 sanctions.
- i) Behaviour Contract: A signed agreement between the Resident and Residence, to comply with established conditions of conduct, and to refrain from specified conduct. Normally accompanied with Residence probation.
- j) Residence Probation: Applied as a serious warning against future offences, usually leading to eviction when the next offence (at any level) occurs.
- k) Eviction: Termination of the Residence Agreement with Resident.

Judicial Procedures

The principals of Natural Justice and Procedural Fairness must prevail in order to uphold the principal that justice must not only be done, but be seen to be done. The principals are:

- a) The Resident has the right to be informed of the allegation(s) of Offence(s).
- b) The Resident has the right to an opportunity to respond to allegation(s) of offence(s) at a meeting with Residence staff and is also entitled to a reasonable notice of the time, place and nature of the meeting.
- c) The Resident is presumed not to be guilty of the alleged offence(s) until an impartial and unbiased Decision maker has determined the offence(s).
- d) The Resident is entitled to reasonable disclosure of evidence of the Incident Report prior to a decision.
- e) At meetings to discuss level 3 offences, the Resident is entitled to call a reasonable number of witnesses to the meeting to discuss the alleged offence(s). This must be arranged with the Decision Maker prior to the meeting.
- f) The Resident is entitled to be advised in writing of the Decision about alleged offence(s) and any sanctions applied. The Decision and communication to the Resident should be made within a reasonable amount of time.

Standard of Proof

The information necessary to prove that an offence has occurred is referred to as the standard of proof. The model used at Residence is called the balance of probabilities. The standard of proof has been met if at the conclusion of the investigation, based on all credible information, Residence staff believes the incident reported probably occurred. This means that the information provided in the Incident Report and in the judicial meeting demonstrated that the violation is more likely than not to have occurred.

Eviction from Residence

If a student is evicted from CCNM residence, he/she will be required to vacate residence by the date determined by Residence Administration. Any belongings left behind will be deemed as abandoned and disposed of. If a student is evicted the deposit will be automatically forfeited. Depending on the nature of the violation resulting in the eviction, Residence administration reserves the right to notify College departments for consideration of additional sanctions.

Incident Reports and Judicial Meetings

Residence and College staff will record actions or negligence that are believed to be offences of the RCLS in an incident report and submitted to the Residence Coordinator within 72 hours of the incident. When necessary, the Incident Report may also include

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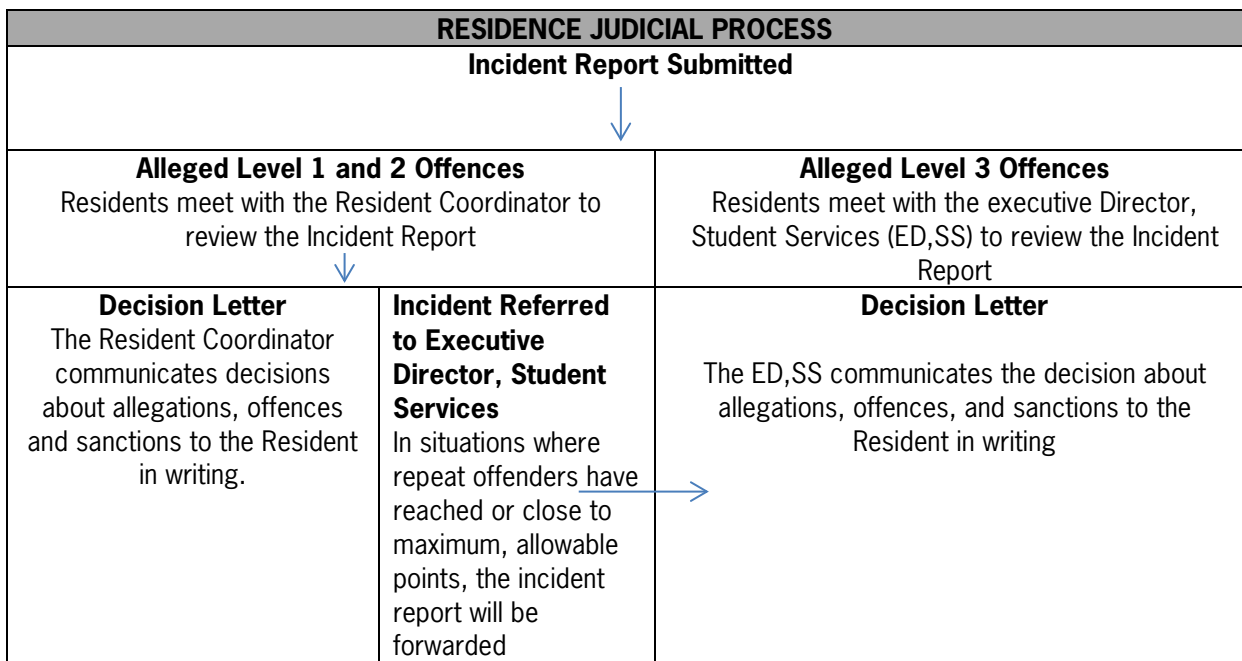
appendices, such as emails, photographs. The Resident Coordinator will arrange a meeting for the Resident within one week of having received the Incident Report.

The purpose of the Judicial meeting between the Resident and a representative of Residence staff is to investigate allegations of offences detailed in the incident report. This is the opportunity for the Resident to be heard and explain their behaviour to the Residence staff member. While these meetings must comply with the Principals of Natural Justice and Procedural Fairness, and may result in formal sanctions, they are not designed to be highly formal in nature. At the conclusion of the meeting, the Residence Staff member will follow up with the resident in writing with a Decision letter within one week of the meeting, which will outline decisions about the alleged offences, sanctions and any related deadlines.

If the Resident fails to attend the Judicial Meeting the Residence Staff member may choose to proceed and make the decision based upon all evidence available.

Communication between Residents and Residence Staff

Residence Staff will endeavour to communicate with Residents via several methods to discuss Incident Reports and complete the Judicial Process. Efforts to communicate will include: a) voice mail on the phone number provided to Residence by the Resident, b) email to the email account provided by the Resident, c) a letter placed in the Resident mailbox or under the Resident door, or d) in person. Attempts to contact the Resident are deemed to be sufficient when any two of the above methods have been used by Resident Staff.



Residence Emergencies

Although Judicial Procedures are intended to apply to most situations related to behaviour, there are conditions that warrant a heightened level of concern for safety, security, health and wellbeing. In consultation with the College, the Resident Coordinator is granted extraordinary authority to respond to Resident Emergencies.

Residence Emergency Definition

In consultation with the College, the Resident Coordinator is authorized to determine if Residence Emergency conditions exist, which is defined by any one of the following:

- a) evidence that a resident, guest or staff have been harmed, or appears to be in danger of harm,
- b) evidence that a Resident, guest or staff has harmed or poses a threat to harm another,
- c) evidence that a Resident guest or staff has inflicted self-harm or appears to be in danger of doing so.

Residence Emergency Procedures

In consultation with the College, the Resident Coordinator is authorized to:

- a) suspend other rules in order to affect a swift response to a Residence Emergency,
- c) turn the matter immediately over to appropriate authorities
- d) immediately relocate a resident involved either to another room in Residence or off-site pending the establishment of a meeting time.
- e) determine Sanctions at Levels 1, 2, and 3 following a meeting with the Resident.

Appeal Procedures

- a) The principals of Natural Justice and Procedural Fairness must prevail in Appeal Procedures in order to ensure to uphold the principal that justice must not only be done, but be seen to be done.
- b) Any resident found in violation of the RCLS is entitled to submit an appeal.
- c) A resident has 72 hours from the date they receive their decision letter to start the appeal process.

Depending on the original decision rendered the appeal process proceeds in one of three ways.

If the Decision Letter is from the Resident Coordinator (or designate) for level 1 or 2 Offences:

1. The first stage is the informal appeal, where the Resident contacts the Decision maker in writing to appeal the decision. The Resident may present new information and/or alternate sanctions for the Decision maker to consider. The Decision Maker may alter the decision and/or sanctions.
2. If the Resident determines outcomes of the informal appeal are not satisfactory and they have grounds for a formal appeal, they may complete the Formal Appeal Request Form and submit it to the ED, SS within 72 hours of receiving the verbal decision from the informal appeal hearing.
3. The resident requesting a formal appeal must demonstrate in their appeal request that they have grounds for a formal appeal, which includes providing evidence of one of the following items:
 - i. **Bias:** Alleged and reasonable apprehension of bias of the Decision Maker who imposed the sanction(s).
 - ii. **Procedural Fairness:** Alleged substantive failure by the Decision Maker to comply with the Principals of Natural Justice and Procedural Fairness, which may have affected the outcome.
 - iii. **New Information:** Substantive new evidence which could not have been made available to the Decision Maker when making the decision.
4. Upon receipt of the formal appeal, the ED, SS (or designate) will render a decision within five (5) business days on whether to:
 - a) deny the appeal; or b) grant the appeal. If the ED,SS chooses to grant the appeal, it will be held within five days of the decision to grant the appeal. After the meeting has concluded, the Resident will be notified of the decision within five (5) business days of the meeting.
5. The ED, SS may, after hearing the appeal may:
 - i. uphold the findings and/or sanctions;
 - ii. reverse the findings;
 - iii. reverse or modify the sanctions;

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iv. determine that there was a procedural error and ask the original Decision maker to rehear the case.

6. During a formal appeal, all sanctions remain valid until they are reversed or modified by the results of the appeal hearing. All decisions made in a formal appeal hearing are final and not subject to further appeals.

If the Decision Letter is from the Executive Director, Student Services (or designate) for Level 3 Offences

1. The first stage is the informal appeal, where the Resident contacts the Decision maker in writing to appeal the decision. The Resident may present new information and/or alternate sanctions for the Decision maker to consider. The Decision Maker may alter the decision and/or sanctions.

2. If the Resident determines outcomes of the informal appeal are not satisfactory and they have grounds for a formal appeal, they may complete the Formal Appeal Request Form and submit it to the President within 72 hours of receiving the verbal decision from the informal appeal hearing.

3. The resident requesting a formal appeal must demonstrate in their appeal request that they have grounds for a formal appeal, which includes providing evidence of one of the following items:

i. **Bias:** Alleged and reasonable apprehension of bias of the Decision Maker who imposed the Sanction(s).

ii. **Procedural Fairness:** Alleged substantive failure by the Decision Maker to comply with the Principals of Natural Justice and Procedural Fairness, which may have affected the outcome.

iii. **New Information:** Substantive new evidence which could not have been made available to the Decision Maker when making the decision.

4. Upon receipt of the formal appeal, the President will render a decision within five (5) business days on whether to: a) deny the appeal; or b) grant the appeal. If the President chooses to grant the appeal, it will be held within five days of the decision to grant the appeal. After the meeting has concluded, the Resident will be notified of the decision within five (5) business days of the meeting.

5. The President may, after hearing the appeal:

i. uphold the findings and/or sanctions;

ii. reverse the findings;

iii. reverse or modify the sanctions;

iv. determine that there was a procedural error and ask the original decision maker to rehear the case.

6. During a formal appeal, all sanctions remain valid until they are reversed or modified by the results of the appeal hearing. All decisions made in a formal appeal hearing are final and not subject to further appeals.