

# The Laurier Department of Residence Code of Conduct Process

A quick reference guide outlining how the Residence Code of Conduct is administered

The [Residence Code of Conduct](#) is bound by the [Non-Academic Student Code of Conduct](#), the official document which details acceptable behaviour related to all Laurier students.

Laurier's residence conduct process is rooted in the notion that university is an opportunity for students to learn and has been built to reflect the [Department of Residence Learning Goals](#). All regulations have been developed to protect the health, safety and well-being of the entire residence community, and to aid students in their development of self-authorship. We hold in tension the needs of the community with the needs of the individual.

## How the Residence Code of Conduct is Administered

### 1. Documentation

An incident report is generated when a potential violation of the Residence Code of Conduct has occurred. All documentation is considered a 'draft' until reviewed by the Residence Life Conduct Team. The Residence Conduct process is guided by values of [procedural fairness](#) in dealing with all complaints and as such, no sanction and/or action will be taken against a person or group without their knowledge.



### 2. Review & Investigation

After an incident report is reviewed by the Residence Conduct Team, the case will be assigned to a member of the Residence Life Management Team to investigate the incident. This investigation may include speaking with the student(s)/staff involved, as well as gathering any additional information available from other partners (i.e. Special Constable Services, Dean of Students Office, police, etc.).



### 3. Decision Process

Following the investigation, a decision will be made using the standard of proof known as [preponderance of evidence](#) (or the balance of probabilities). A decision letter outlining possible sanctions will be sent to the student. Our conduct system currently uses a balance of [educational sanctions](#) and [status sanctions](#) which have been developed to help students learn from their mistakes and consider the impact of their actions. The severity of sanctions may increase for repetitive behaviours, students with multiple incidents and/or incidents that cause significant impact and/or significant safety concerns.

## The Appeal Process

In the event that a decision has been made to evict a student from residence for conduct reasons, students will have the opportunity to appeal the decision to the Dean of Students. Appeals must be made in writing within 48-hours of the decision letter date and must be based on the following grounds:

- New information;
- Procedural irregularities;
- New information was found which could not reasonably have been presented earlier;
- The sanction(s) was/were not appropriate for the violation which occurred

\*Appeals are only for evictions, however if students wish to discuss their conduct matter further, they are always welcome to schedule a meeting with another member of the Residence Life Management Team.

A full overview of the Residence Conduct Process  
can be found on our [website](#).

