



¹—Students are given the opportunity to meet with the Residence Life Staff that documented the incident before it is sent to the Head Resident as much as is practicable to inform the student of the infractions in the report and answer questions about the process. Priority will be given to responding to the incident in a timely manner over providing the student an opportunity to meet with the staff member that documented the situation. During the meeting with the Head Resident or Residence Life Coordinator, the student will have the opportunity to discuss their account of the incident.

²—submissions for appeals must be evaluated first for grounds to appeal then, if there are grounds for an appeal, the appeal is considered. Please see pages XX for more details on the appeal process. **Note: There is a separate process for damage charges.**

³—In general, incidents that occur within residence will be addressed via the Residence Community Standards. Occasionally, cases are referred to the Manager, Student Affairs. The reasons for this referral include but are not limited to:

- The incident and behaviours are significant or severe in nature and place the university community at risk. In these cases, students will often be issued a temporary residence sanction until such time as the incident is addressed via the Student Code of Conduct.
- There is insufficient time to appropriately adjudicate the case (e.g. at the end of the residence contract)