

# **CENTENNIAL COLLEGE**

## **RESIDENCE COMMUNITY LIVING STANDARDS**

### **2009-2010**

The residence community is a place that promotes a safe and peaceful environment that supports the academic success of Residents as well as their personal and social development. We aim to ensure that it is inclusive, responsible, and respectful. The Residence Community Living Standards has been created in consultation with students and staff at colleges and universities across Canada to ensure the residence environment achieves this goal.

Within the Residence Community Living Standards, the following items are discussed and defined:

1. **The People in the Residence Community** (*the Residence Staff and their roles*)
2. **Objectives of the Residence Community Living Standards** (*our goals for the community*)
3. **Rules that Affect You in Residence** (*residence rules, Centennial College policies & Canadian laws*)
4. **Residence Citizenship** (*your rights, responsibilities and privileges*)
5. **Offenses and Sanctions** (*rules and consequences*)
6. **Judicial Procedures** (*incident reports, meetings, and appeals*)

## **THE PEOPLE IN THE RESIDENCE COMMUNITY**

Our Residence Staff work hard to ensure that you have a positive experience in residence and at Centennial College. Below is a list of some of those people and their roles. The objectives of the Residence Community Living Standards, which is explained in the next section of this document, is our expression of the commitment we make to ensuring everyone has a positive experience in residence.

### **General Manager (GM)**

The General Manager is responsible for the operation of all facets of the Centennial College Residence. The GM is committed to ensuring that your overall experience in residence is a safe, enjoyable and successful one.

### **Residence Life Coordinator (RLC)**

The Residence Life Coordinator is responsible for all matters related to student life, including overseeing the residence life program, providing support services to students, and administering the judicial process associated with the Residence Community Living Standards. The RLC also supervises the Resident Advisors and volunteers working in residence.

### **Resident Advisors (RA)**

The role of Resident Advisor is filled by returning students who live in the building and plan educational and social activities in the residence. RAs provide valuable support and guidance to residents, while at the same time acting as a liaison with Residence Management. The RAs complete nightly rounds of the building and are available through the Residence Life Office or the Front Desk. RAs have the tools and knowledge to get you the answers, direction and/or assistance you need, or can simply be someone to talk to.

## Objectives

- **To create a safe, secure, responsible and respectful community** by outlining the positive standards of behaviour expected within the residence community and holding Residents and their Guests accountable for behaviour that violates these standards and encouraging Residents to resolve their community living issues in a mature fashion.
- **To create an environment conducive to academic success** by promoting behaviour among Residents and their Guests that creates an effective learning environment.
- **To create an environment conducive to personal growth and development** by educating Residents about the effect that their choices may have on themselves and others around them and providing Residents with an opportunity to learn from their behaviour.
- **To create a fair environment** by following the Principles of Natural Justice and Procedural Fairness and clearly defining the standards and processes that Residents, Guests and Staff are expected to follow.

## RULES THAT AFFECT YOU IN RESIDENCE

**Residence** policies and procedures are related to where and how a student lives in Residence on Centennial College's campus. These are detailed in the Student Residence Agreement, the Residence Handbook and the Residence Community Living Standards. **Centennial College** policies and procedures are related to an individual's status as a student of Centennial College and their behaviour on campus, which includes residence. Therefore, as a residence student your actions in residence can also affect your academic status.

**Municipal, Provincial and Federal** laws and by-laws are related to you being a citizen in the city, province and country. The standards outlined by Residence and Centennial College are informed by these laws. Residence and Centennial College Staff aim to ensure that all of these standards of behaviour are respected and maintained.

Normally the Residence policies and procedures and Centennial Colleges policies and procedures act independently of one another. However, Residence shares incident reports alleging level 2 and 3 offences with Centennial College. In situations that create a concern for the safety and security of students in residence and on campus, all important information will be shared between appropriate Residence and Centennial College officials. In serious cases, allegation(s) may be investigated by both the Residence and Centennial College and the student will be subject to the sanctions under both sets of policies and procedures.

For more information about Centennial College policies and procedures please refer to the Academic Policies webpage (<http://www.centennialcollege.ca/AcademicPolicies>).

If you have questions about Residence policies and procedures please contact the Residence Life Coordinator or General Manager.

## Scope & Application

The Residence Community Living Standards apply to all Residents and their Guests. They are in effect:

- a) on Residence property, including in all Residence buildings and the grounds of the Residence;
- b) at off-campus events sponsored by Residence or a recognized student leadership groups in residence;
- c) when the conduct of a Resident has a substantial link to Centennial College, direct implications for the proper functioning of Residence; the well-being of Residents; the educational mission of Centennial College; or the interests or reputation of Residence and/or Centennial College. This

includes any behaviour observed or carried out through an online medium, by using text, audio, video or images, including but not limited to Facebook, YouTube, MySpace, and Twitter will be treated as an Offense detailed within these standards.

### **Authority**

The Residence Community Living Standards are intended to be clear to all readers. If you have a question, consult Residence Management, as they have the authority to interpret the Standards.

The Residence Community Living Standards attempt to identify a range of behaviours that constitute Offenses. 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 Residence Community Living Standards or Centennial College Polices.

## **RESIDENCE CITIZENSHIP**

You are a citizen of the residence community and a student of Centennial College. You therefore have certain rights and responsibilities. **Your privileges are yours to maintain by respecting the rules of Residence and Centennial College.** Rights should NOT be confused with Privileges.

As a good citizen of our Residence Community, you acknowledge in a responsible way your rights, responsibilities and privileges as well as the rights, responsibilities and privileges of others. We hope that you participate in the community in a positive way and you do your part to create and maintain an environment that encourages academic success and social growth.

### **Residents' Rights**

Within the Residence Community you, as a Resident, have the **right** to:

- (a) enjoy the rights and freedoms recognized by law, subject only to restrictions that ensure the welfare and advancement of the Residence Community, as detailed in the Residence Community Living Standards,
- (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 intended to remain free from behaviour which is reasonably interpreted as unwelcome; including (but not limited to) remarks, jokes or actions which demean another person and/or deny individuals their dignity and respect,
- (d) study, work, read and sleep in your unit/suite/room without undue interference from unit-mates or others,
- (e) occupy your assigned unit/suite/room and use its furniture, effects and services,
- (f) expect that unit/suite/room mates will respect your personal property,
- (g) expect reasonable cooperation from others when you are sharing common rooms/facilities,
- (h) live in a clean environment, requiring a joint and equitable effort from you and your unit/suite/room mates,
- (i) reasonable privacy from unit/suite/room mates or others,
- (j) have your concerns considered by Residence Staff,
- (k) have all reported offenses investigated in a reasonable amount of time and efficient manner,
- (l) expect confidentiality from Residence Staff with regards to all personal and student conduct related information.

## Residents' 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 Centennial College Calendar, codes, policies and regulations, guidelines and processes, including the Student Residence Agreement, Residence Student Handbook, and Residence Community Living Standards,
- (b) recognize the authority of all Residence and Centennial College Staff acting in the scope of their position and to be responsive and cooperative in all dealings with them,
- (c) treat with respect, civility, courtesy and consideration all Residents, Residence Staff and Centennial College Officials and conduct yourself in a way that permits them to be successful academically and/or perform their duties,
- (d) take all actions associated with good citizenship, including reporting violations of Residence and Centennial College policies, and taking all reasonable measures to ensure the safety and security of the Residence Community,
- (e) seek help or resources to protect and ensure your personal health, safety and wellbeing, including addressing issues of self-harm which have the potential to occur by action or neglect, including self-abuse, eating disorders, suicide attempts, underage drinking, alcohol abuse or negligence related to health, hygiene or medications,
- (f) attempt to resolve unit/suite/room/community problems on your own before you ask your RA to assist you in this process,
- (g) conduct yourself and contribute in a positive and productive way to the Residence Community through active participation,
- (h) respect the rights, privileges and privacy of your unit/suite/room mates, work with them cooperatively to keep your unit in a clean and tidy condition,
- (i) respect the rights, privileges and property of all other Residents and their Guests, and of the neighbouring community,
- (j) take full responsibility for the conduct of Guests, accompany them at all times within the Residence Complex and ensure that Guests are aware of, and abide by, Residence and Centennial College policies,
- (k) conduct yourself in a way that ensures the Residence facilities and grounds are kept in good condition, including keeping your assigned room and suite common areas in a clean and sanitary condition,
- (l) secure your personal property and obtain personal contents insurance,
- (m) permit Residence or Centennial College 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 unit/suite/room and its contents,
- (n) be solely liable to Centennial College for any loss or damage to your room and its furniture, telephone and effects of Centennial College; liable for loss or damage to the public facilities, furniture and equipment of the Residence, including Common Areas; and liable for any damages caused by Guests,
- (o) actively check your Residence voice mail and Centennial College email account on a regular basis for messages from Residence Staff,
- (p) carry your Centennial College ID and show it when requested by Residence or Centennial College Staff.

## Residents' Privileges

Privileges enhance the lifestyle in Residence because they add to the pleasure of the academic and social experience. Privileges are granted to Residents upon arrival, based on the principle that Residents are expected to conduct themselves in accordance with the Residence Community Living Standards. There is an important difference between Rights and Privileges. You can expect your Rights to be respected all the time, and you can maintain Privileges with behaviour in accordance with our Residence Community Living Standards. Privileges can be taken away through the judicial process if conduct does not comply with our Residence Community Living Standards.

It is a **privilege** for you to:

- (a) live in Residence,
- (b) use the Common Areas and Facilities and their furniture, equipment, effects and services,
- (c) have unit/suite/room assignments to live with your friends,
- (d) to live in Residence in future years,
- (e) consume alcohol within your assigned unit/suite/room or as a Guest in another Residents unit/suite/room, and only if you are of the legal drinking age,
- (f) use sound broadcast equipment, approved musical instruments or computer speakers or subwoofers,
- (g) invite and host Guests in Residence,
- (h) be a Guest in areas outside your assigned room/unit/building and/or enjoy access to the Residence Complex, outside your assigned room/unit/building,
- (i) participate in events and activities facilitated or sanctioned by Residence.

## OFFENSES AND SANCTIONS (the Rules and Consequences)

An offense is any unacceptable conduct, actions or neglect that violates the Residence Community Living Standards, Student Resident Agreement or Centennial College's policies. Offenses are described and classified based on three levels of increasing severity. Sanctions are the consequences for offenses, which are described in detail in subsequent sections of the Residence Community Living Standards. At each level of offense and/or after repeated offenses the severity of the sanctions will increase.

**Level 1 Offenses:** Actions that interfere with the rights of another individual or community to the peaceful use and enjoyment of their space in residence.

**Level 2 Offenses:** Actions that create a significant nuisance and/or disturbance to an individual or community and/or repeated level one offenses.

**Level 3 Offenses:** Actions that endanger the safety and security of an individual; significantly compromise or damage personal or Residence/Centennial College property; attack the dignity/integrity of an individual; contravene the laws of the land; and/or repeated level two offenses.

**Please note that any Level 3 Offense may warrant an eviction; however, repeated or continuous level 1 or 2 offenses may also warrant an eviction.**

## OFFENSES

The offenses listed in the Residence Community Living Standards summarize policies stated in the Student Residence Agreement (SRA) and are found to be consistent with Centennial College policies and values. Where applicable, reference is made to these policies.

### 1) Advertising, Soliciting, Campaigning and Selling

Note: Residents or other community members who wish to campaign or advertise activities associated with the Residence or Centennial College is required to speak with a Residence Staff member to seek permission to do so.

Level 1	a) Displays in windows or other prominent places promoting alcohol, illegal substances, or messages of hate. b) Unauthorized advertising, soliciting, promoting, or selling of products, events and services in Residence. c) Unauthorized campaigning in residence.
Level 2	d) Operating a business out of your residence room.

### 2) Alcohol

Level 1	a) Open alcohol, where prohibited. Alcohol is only permitted to be consumed in individual residence rooms/suites. b) Possession of single serving glass containers (i.e. beer bottles, coolers). Glass bottles are often broken in residence and create a safety hazard. c) Possession of drinking paraphernalia that encourages swift or high volume consumption of alcohol (i.e. kegs, mini, kegs, beer funnels, etc.)
Level 3	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, because these activities promote irresponsible and dangerous alcohol consumption. f) Imposing the physical effects of intoxication on the Residence Community, for example vomiting, passing out, aggressive or significantly disruptive behaviour, or needing medical assistance. g) Making or selling alcohol in residence.

### 3) Cleanliness

Level 1	a) Littering b) Failure to keep your Room in a clean and sanitary condition. c) Improper disposal of refuse, including leaving garbage bags outside of your Room. 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

Level 2	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 your furniture, fixtures and appliances in a good state of repair.
Level 3	d) Behaviour that causes, or has the potential to cause significant damage through

	<p>action, carelessness or negligence.</p> <p>e) Willful damage, vandalism or graffiti or neglect that lead to serious damage to Centennial College or private property.</p>
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**5) Disruptive Behaviour**

Level 1	<p>a) Throwing, dropping, kicking or knocking objects from residence buildings, windows, or stairwells, whether intentional or unintentional.</p> <p>b) Throwing snowballs or other objects at residence buildings.</p> <p>c) Participating in physically-active games or sports inside Residence which could disturb Residents, Staff or the surrounding community or cause damage to facilities or personal injuries.</p>
Level 2	<p>d) Creating or permitting behaviour in Residence which is a nuisance or annoyance to Residents, Residence Staff, the surrounding community, or to the supplier of services authorized by Residence or Centennial College. This includes pranks/raids or similar actions that could be damaging to personal, Residence or Centennial Collegial property or reputation.</p>

**6) Facilities and Furniture**

Level 1	<p>a) Removal of furniture, appliances, window screens or other fixtures from assigned rooms/units and placing them elsewhere.</p>
Level 2	<p>b) Alteration or renovation of Rooms, furniture, or equipment.</p> <p>c) Installation of unauthorized furnishings, equipment or devices. This includes internet, phone, and cable.</p>

**7) Guests**

	<ol style="list-style-type: none"> <li>1. Residents must sign in their guests at the front desk before they enter the residence.</li> <li>2. The guest must leave one piece of valid photo identification with the front desk staff.</li> <li>3. No visitors will be granted access into the Residence after 2:00am.</li> <li>4. Residents may sign-in up to two (2) guests at a time.</li> <li>5. 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.</li> <li>6. Guests staying overnight are subject to an overnight fee of \$5.00 per night.</li> <li>7. Guests are permitted up to a maximum of two (2) consecutive nights or no more than ten (10) nights in any one (1) given month.</li> <li>8. Guests should not in any way interfere with the rights of a roommate or other Resident to privacy, access, sleep or study at any time or anywhere within the Residence.</li> <li>9. A guest is any non-resident of the Residence building. Anyone who is invited to, accompanied on, accepted or admitted to the residence property is deemed to be a guest of that Resident.</li> <li>10. Failure to be present does not mitigate or relieve the Residents responsibility for their guest's behaviour. Residents are responsible for their guest's behaviour whether they participated in, condoned or were aware of that guest's behaviour or not. The specific sanction(s) will be determined by the list of possible sanctions for the offense(s) committed by the guest.</li> </ol>
Level 1	<p>a) Failure to sign-in Guests at the front desk.</p> <p>b) Failure of Resident to be with their Guest at all times in Residence.</p>
Level 2	<p>c) Hosting a Guest during Centennial Colleges Orientation Week or when Exam Quiet Hours are in effect.</p> <p>d) Living or permitting someone else to live in a room/unit without an approved assignment from Residence.</p>

## 8) Harassment and Discrimination

Note: Every individual has a 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 who knows, or ought to reasonably know, that such attention or conduct is unwelcome, unwanted, offensive or intimidating. Bullying and hazing will be considered harassment under this policy.

Level 2 & 3	a) Failure to abide by Centennial College policies and procedures, including the Student Code of Conduct, Harassment and Discrimination Prevention, and Violence Prevention.
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## 9) Illegal Substances

Note: 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	a) Possession of paraphernalia associated with the use of illegal substances (i.e. bong, pipe, roach clip)
Level 3	b) Possessing, using, making, selling or being under the influence of an illegal substance in Residence.

## 10) Noise and Quiet Hours

Noise levels at any time should not detract from any Residents ability to pursue academic endeavours or to enjoy a peaceful living environment. An individual's right to reasonable quiet supersedes another's right to make noise.

**Consideration Hours** are in effect 24 hours a day, 7 days a week.

**Quiet Hours** are observed in Residence: Sunday to Thursday: 11:00pm – 8:00am; Friday and Saturday evenings: 1:00am – 8:00am.

**Exam Quiet Hours** begin at 11:00pm on the Friday evening before the final examination period, which means quiet hours are extended to 23 hours a day. Residence will define a Relaxed Hour during the evening when programming by Residence Staff may occur.

As a general rule, noise from your room/unit that is audible outside your room, including in hallways, common areas, neighbouring units or buildings, will be addressed by Residence Staff during quiet hours.

Level 1	a) Non-compliance with Consideration Hours or Quiet Hours. b) Possession of, or use of, large musical instruments, such as pianos and drum sets.
Level 2	c) Non-compliance with Exam Quiet Hours. d) Excessive noise that interferes with the academic work of Residents and/or significantly disturbs the residence community and/or our neighbouring communities.

## 11) Pets

Level 2	a) Keeping any animal or pet in residence.
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## **12) Respect and Cooperation**

Level 2	<ul style="list-style-type: none"><li>a) Failure to respond to the written or verbal direction of Residence or Centennial College Staff.</li><li>b) Demonstrated lack of respect or cooperation with Residence or Centennial College Staff.</li><li>c) Failure to provide identification when asked from a Residence or Centennial College Staff.</li><li>d) Providing a false report of an incident.</li></ul>
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## **13) Restricted Areas & Unauthorized Entry**

Level 3	<ul style="list-style-type: none"><li>a) Unauthorized entry into restricted areas of Residence, including rooftops, basements, utility rooms, offices, etc.</li><li>b) Entry into another Residents Room without the consent of that Resident.</li></ul>
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## **14) Safety, Security and Fire Prevention**

Level 1	<ul style="list-style-type: none"><li>a) Propping open a fire door, which includes room doors.</li><li>b) Improper use of an emergency exit.</li><li>c) Entering and exiting of Residence through windows.</li></ul>
Level 2	<ul style="list-style-type: none"><li>d) Possession or use of candles, incense, lava lamps, flame cooking devices, indoor barbeques, deep fryers and the like are prohibited.</li><li>e) Covering or removing smoke and/or heat detectors.</li><li>f) Blocking hallways, stairwells, exits and access to fire safety equipment.</li><li>g) Permitting entry of any unfamiliar individual (resident, non-resident or other) into Residence, either by opening a door or giving Residence keys or swipe cards to that individual.</li><li>h) Overloading or tampering with electrical systems.</li><li>i) Tampering with video surveillance equipment or systems.</li></ul>
Level 3	<ul style="list-style-type: none"><li>j) Possession or use of explosive or flammable material (i.e. firecrackers, fireworks and barbecue propane tanks).</li><li>k) Discharging, tampering with or operating any fire prevention or detection equipment for any purpose other than the control of a fire.</li><li>l) Actions or neglect that leads to a fire.</li><li>m) Failure to evacuate during an alarm.</li><li>n) Careless driving on Residence grounds.</li><li>o) Actions, carelessness or neglect that causes an elevator to stall and/or require repair.</li></ul>

## **15) Smoking**

Level 2	<ul style="list-style-type: none"><li>a) Smoking in Residence.</li><li>b) Smoking in an outdoor location on Residence Grounds not permitted by Residence or Centennial College. Note: Centennial College requires that smoking be at least 10 meters from a campus building, especially next to windows, entrances and exits.</li></ul>
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## **16) Technology Misuse**

Level 2	<ul style="list-style-type: none"><li>a) Failure to abide by Centennial Colleges technology and internet policies.</li></ul>
Level 3	<ul style="list-style-type: none"><li>b) Interference with the technology of the Residence, Centennial College or another</li></ul>

	Resident. c) Copyright infringement (i.e. illegally downloading music, movies or other media using the Residence internet connection).
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### **17) Unauthorized Activities**

Note: All organized events, activities or gatherings that have the potential to cause a disturbance, or involve alcohol must be approved by Residence Management to ensure compliance with liquor, fire safety, noise and other applicable policies.  
Note 2: Maximum capacity of a residence room is defined as the number of Residents that live in the room plus 2 Guests each.

Level 2	a) Any gathering over the maximum capacity of a residence room. b) Any organized event, activity or gathering that has not gained the approval of Residence Management.
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### **18) Unauthorized Articles and Theft**

Note: Only refrigeration appliances supplied with the Room are to be used. No others are to be brought into the Room. Irons, toaster ovens, coffee makers, electric kettles protected by an automatic “shut off” may be used. Each resident must identify and register their appliances with the front desk. In order for appliances to be approved for use in the Residence, they must bear a visible serial number and a CSA or UL identification tag.

Level 1	a) Possession of equipment, appliances or furnishings not authorized by Residence or Centennial College.
Level 3	b) Theft or possession of stolen property.

### **19) Violence and Aggression**

Note: In violent or potentially violent situations residents are strongly encouraged to go to a safe place or vacate the premises if it is safe to do so and call for assistance.

Level 3	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, slapping, kicking, pushing, pulling, bullying, stalking, fighting, retaliation and threats of violence.
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### **20) Weapons**

Note: A weapon is defined as any device that is designed for (or could be used for) the purpose to intimidate, threaten, harm or kill. Examples of weapons include and are not limited to handguns, rifles, air guns, pellet guns, paintball guns, BB guns, crossbows, swords, hunting knives, fishing knives, martial arts weapons, brass knuckles, replica weapons, or any other prohibited device as defined in the Criminal Code of Canada.

Level 3	a) Possession, storage, use or threatened use of a weapon. Weapons are prohibited in residence because they disproportionately increase the potential for harm to self and others.
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## SANCTIONS

Sanctions are consequences for behaviour that violates the Residence Community Living Standards, Student Residence Agreement, or Centennial College policies. These sanctions are explained in detail, including any relevant deadlines or payment information in a Decision Letter written by Residence Staff. Sanctions are intended to be primarily educational and restorative in nature. Sanctions may be used independently or in combination for any single violation. Repeated and/or multiple violations shall increase the severity of sanctions applied.

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

### Level 1

- (a) **Warnings** – a verbal or written caution that continuation or repetition of the offending behaviour will constitute more serious sanctions in the future.
- (b) **Community Service** – tasks or roles assigned as sanctions, which contribute positively to the reputation, welfare or condition of the Residence or surrounding community.
- (c) **Confiscation** – removal of items from the possession of Residents that violate the Residence Community Living Standards.
- (d) **Educational** – tasks assigned as a sanction designed to promote learning and development.
- (e) **Fines** – a sanction applied to a Resident whereby they are required to pay a monetary fee.
- (f) **Loss of Privileges** – a sanction that places restrictions on certain privileges of the Resident.
- (g) **Restitution** – payment for damage or loss experienced by Centennial College, Residence, Residents, Guests or others.
- (h) **Wellness Contracts** – a signed agreement between a Resident and Residence Management that outlines a Resident’s commitment to follow a set of guidelines to ensure their personal wellness in residence.

### Level 2

- (i) **All level 1 sanctions.**
- (j) **Communication Ban** – a sanction that limits the privilege of a Resident to communicate freely with another Resident.
- (k) **Transfer/Relocation** – a sanction that will reassign accommodation either within the Residence Complex or to a location off campus
- (l) **Persona non grata (PNG)** – a sanction given to an individual who is denied the privilege to enter Residence. This is also known as a Trespass Notice. The PNG individual is also prohibited from attending any residence events which occur outside of the building. A copy of the PNG letter is filed with Campus Security. A PNG individual found or seen in residence at any time will be reported to Campus Security and may be subject to further sanctions under Residence or Centennial College policies.

### Level 3

- (m) **All level 1 and 2 sanctions.**
- (n) **Behaviour Contract** – a signed agreement between a Resident and Residence Management, to comply with established conditions of conduct and to refrain from specified conduct, often used when a student is placed on Residence Probation; the last step before eviction.
- (o) **Residence Probation** – a sanction applied as a serious warning against future Offenses, usually leading to eviction when the next Offense (at any level) occurs.
- (p) **Eviction** – termination of the Residents Student Residence Agreement (SRA) (contract) with the Residence.
- (q) **Recommendation for charges of non-academic Misconduct** – a sanction where Residence Staff make a formal recommendation to Centennial College to investigate and/or charge the Resident with non-academic misconduct.

## Consent to Contact Guarantor

In most circumstances during Judicial Procedures, Residents above the age of 18 will be treated without reference to parents, guardians or Guarantors; however, in situations where there is a significant concern for the well-being of the Resident, a parent, guardian or Guarantor may be contacted. This includes when a Resident is placed on a Behaviour Contract or when they are issued an Eviction.

## JUDICIAL PROCEDURES

### Principles of Natural Justice and Procedural Fairness

The Principles of Natural Justice and Procedural Fairness must prevail in Judicial Procedures to uphold the principle that justice must not only be done, but be seen to be done. The principles are explained below:

- (a) The Resident has the right to be informed of the allegation(s) of Offense(s).
- (b) The Resident is entitled to an opportunity to respond to allegation(s) of Offense(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 Offense(s) until an impartial and unbiased Decision-maker has determined the Offense(s).
- (d) The Resident is entitled to reasonable disclosure of evidence of the Incident Report prior to a decision. Fact-finding occurs at a meeting with the Decision-Maker.
- (e) At meetings to discuss level three offenses, the Resident is entitled to call a reasonable number of witnesses to the meeting to discuss alleged Offense(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 the alleged Offense(s) and the Sanction(s) applied, (if any). The Decision about guilt or innocence and any associated Sanction(s) should be made within a reasonable time.

### Standard of Proof

The information necessary to prove that an offense has occurred is referred to as the standard of proof. Outside of a court of law, the model used by Centennial Colleges is called the **balance of probabilities**. The standard of proof has been met if at the conclusion of an investigation, based on all credible information, the Residence Staff believes that 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. The standard of proof for criminal cases is beyond a reasonable doubt, which does not apply in Residence Judicial Procedures.

### Incident Reports and Judicial Meetings

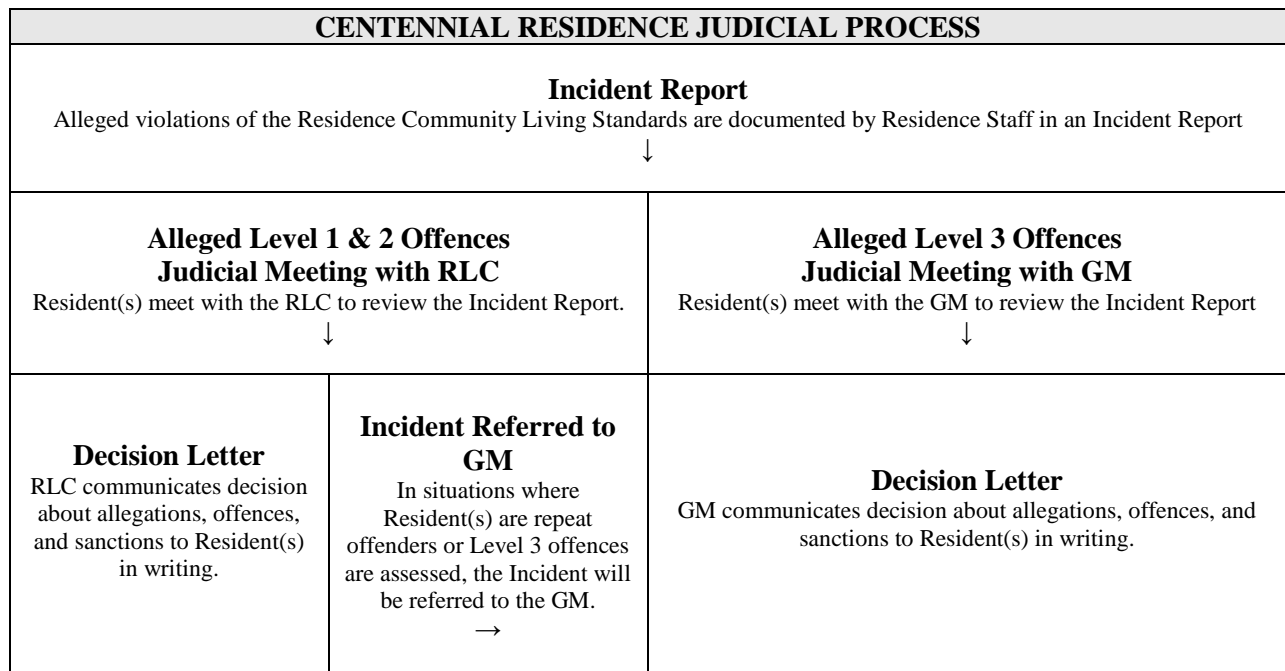
A summary of the Judicial Process is presented in the chart following this section. The procedures explained in this section are applied in normal day-to-day situations but may vary in extraordinary circumstances.

Residence Staff will record behaviours, actions or negligence that may be Offenses against Residence Community Living Standards in Incident Reports, which will usually be written and submitted to the Residence Office within 72 hours of the Incident. When necessary, the Incident Report may also include appendices, such as e-mails, photographs, or Security, Police, or Fire reports. Residence Staff will notify the Resident(s) of the alleged Offense(s) and will notify them of a meeting to discuss the matter within one week of receiving the Incident Report.

The purpose of a Judicial Meeting between a Resident and a Residence Staff member is to investigate allegations of offenses detailed in an Incident Report. This is the opportunity for Residents to be heard and explain their behaviour to the Residence Staff member. While these meetings must comply with the Principles 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 all necessary decisions about offenses, sanctions and any related deadlines. If the Resident fails to attend the Judicial Meeting with the Residence Staff member, the Residence Staff member may choose to proceed and make a decision based upon all evidence available.

**Communication between Resident(s) and Residence Staff**

Residence Staff will endeavor to communicate with Residents via several methods to discuss Incident Reports, deliver Decision Letters, and any other important aspects of the judicial process: (a) a voice mail on the Residents phone provided to them in their room, (b) an e-mail to their Centennial College e-mail account or the account provided in their application, (c) a letter placed in a Residents mailbox or under a Residents room door, or (d) in person. Attempts to contact and communicate with a Resident are deemed to be satisfactory when **any two** of the above methods have been used by Residence Staff.



## Appeal Procedures

- (a) The Principles of Natural Justice and Procedural Fairness must prevail in Appeal Procedures to ensure compliance with the principle that justice must not only be done, but be seen to be done.
- (b) Any resident found in violation of the Residence Community Living Standards 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 (see Appeal Process Chart):
- (d) **If the Decision Letter is from the RLC (or designate) for Level 1 & 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 Residence Office.
  - 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 Principles of Natural Justice and Procedural Fairness, which may have affected the decision.
    - iii. New information: Substantive new evidence which could not have been available to the decision-maker when making the decision.
  - 4. Upon receipt of the formal appeal, the General Manager (or designate) will render a decision within five (5) business days on whether to: (a) deny the appeal; or (b) grant a meeting. If the General Manager decides to grant a meeting, it will be held within ten (10) business days of the decision. After the meeting has been concluded, the student will be notified of the decision within five (5) business days.
  - 5. The General Manager considering the formal appeal may, after reviewing the case:
    - 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 (minus financial sanctions) remain valid until they are reversed or modified by the individual or committee hearing the appeal. All decisions made in a formal appeal are final and are not subject to further appeals.
- (e) **If the Decision Letter is from the GM (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 Residence Office. This letter will be forwarded to the **Coordinator, Investigations & Training at Centennial College**.
  - 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 Principles of Natural Justice and Procedural Fairness, which may have affected the decision.
      - iii. New information: Substantive new evidence which could not have been available to the decision-maker when making the decision.
  - 4. Upon receipt of the formal appeal, the Coordinator of Investigations & Training (or designate) will render a decision within five (5) business days on whether to: (a) deny the appeal; or (b) grant a meeting. If the Coordinator of Investigations & Training decides to grant a meeting, it will be held within ten (10) business days of the decision. After the meeting has been concluded, the student will be notified of the decision within five (5) business days.
  - 5. The Coordinator of Investigations and Training considering the formal appeal may, after reviewing the case:
    - 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 (minus financial sanctions) remain valid until they are reversed or modified by the individual or committee hearing the appeal. All decisions made in a formal appeal are final and are not subject to further appeals.
- (f) If the Decision Letter is from the GM for Eviction:**
- 1. In the event of an eviction, there is no informal appeal. If the resident has grounds for an appeal, the resident may complete the formal appeal request form and submit it to the Dean of Students c/o the Student Relations Office. The Student Relations Office can be reached at (416) 289-5000, ext. 2499
  - 2. 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 Principles of Natural Justice and Procedural Fairness, which may have affected the decision.
    - iii. New information: Substantive new evidence which could not have been available to the decision-maker when making the decision.
  - 3. Upon receipt of the formal appeal, the Dean of Students (or designate) will render a decision within five (5) business days on whether to: (a) deny the appeal; or (b) grant a hearing. If the Dean of Students (or designate) decides to grant a hearing, a hearing will be held within ten (10) business days of the decision. The Dean of Students (or designate) will set-up the Eviction Appeal Committee, which is comprised of a Student, the Director of Residence Life from Campus Living Centres (or designate), and the Dean of Students (or designate). Residents appealing an Eviction will be provided with additional information about Appeal Meeting procedures. After the hearing has been concluded, the student will be notified of the appeal committee's decision within five (5) business days.
  - 4. The Eviction Appeal Committee considering the formal appeal may, after reviewing the case:
    - 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.
5. During a formal appeal, all sanctions (minus financial sanctions) remain valid until they are reversed or modified by the individual or committee hearing the appeal. This also includes evictions (residents are required to leave residence while appeal procedures are in place unless special requests have been approved by the General Manager and Dean of Students and/or Head of Security).
6. All decisions made in a formal appeal are final and are not subject to further appeals.

<b>CENTENNIAL RESIDENCE APPEAL PROCESS</b>			
<i>The appeal process follows one of the three columns below based on the what the outcome was from the original judicial process.</i>			
<b>Outcome of Judicial Process</b> ↓	<b>Decision Letter from RLC for Level 1 &amp; 2 Offences</b> ↓	<b>Decision Letter from GM for Level 3 Offences</b> ↓	<b>Decision Letter from GM for Eviction</b> ↓
<b>Informal Appeal</b> ↓	<b>Resident and RLC Meeting</b> Resident presents new information and/or alternate sanctions to RLC for consideration. ↓	<b>Resident and GM Meeting</b> Resident presents new information and/or alternate sanctions to GM for consideration. ↓	<b>No Informal Appeals</b> ↓
<b>Formal Appeal</b>	<b>Appeal Request Form</b> Resident completes this form to request a Formal Appeal ↓		
	<b>Appeal Meeting with GM</b> Resident presents new information and/or alternate sanctions to GM for consideration.	<b>Appeal Meeting with Coordinator, Investigations &amp; Training</b> Resident presents new information and/or alternate sanctions to Coordinator, Investigations & Training for consideration.	<b>Dean of Students Reviews the Grounds for the Appeal.</b> ↓
			<b>Appeal Denied</b> <b>Eviction Appeal Hearing</b>

*\*Students who would like some guidance or are dissatisfied with the outcomes of Residence Appeal Process may speak with the Centennial Student Relations Office at (416) 289-5000, ext. 2499.*