

# RESIDENCE GUIDELINES 2024-2025

**Last Updated: June 26, 2024**

King's is committed to creating a safe, inclusive, and supportive residence life experience that fosters success, fun, and connection to the King's community. We aim to help you reach your full potential—whatever that looks like for you—by providing opportunities for learning and growth, using a person-focused approach to engender mutual respect, and maintaining an accessible, progressive environment.

The *Residence Guidelines* are an essential part of living in residence at King's. The Residence Guidelines are formally recognized by the [Code of Conduct](#) and the [College Regulations within the Yellow Book](#), which form the foundation for being part of the King's community.

Students who live in King's residence will be referred to as “Resident(s)” throughout the Residence Guidelines.

## Scope

The *Residence Guidelines* apply to all individuals living in Residence at King's and their guests.

## Responsibilities

Residents are responsible for knowing and understanding the *Residence Guidelines*, the *Residence Agreement*, and the *Code of Conduct* and the *College Regulations within the Yellow Book*.

Residents are responsible for abiding by all relevant municipal, provincial and federal laws and statutes, including relevant HRM by-laws.

Residents are responsible for monitoring and responding to emails sent to their King's (@dal.ca) email, which is the only email that King's Housing & Residence Life will use to communicate with residents. Any issues with a resident's email are the responsibility of the resident to remedy. Non-King's students should monitor the primary email they provided on their residence application. Residents are responsible for responding in a timely fashion to communications from the Housing & Residence Life Team and the University.

Residents are liable for all charges incurred during their residency, including residence fees, meal plan costs, fines, damage charges, prorated fees for room changes, and extension fees.

All fees for the fall term are due by September 17, 2024, and fees for the winter term are due by January 20, 2025. Any costs incurred due to room movements are due immediately.

## **Interpretation**

The policies outlined in the Residence Guidelines and the Residence Agreement should be interpreted broadly. Residents are expected to abide by the overall spirit of these guidelines. Residents will be held accountable for any activity which endangers or shows disregard for another member of the University, the University community, or University property.

## **Residence Conduct**

Conduct within our community is managed by the Housing & Residence Life Staff and the Housing & Residence Life Administration Team acting on behalf of the Office of the Dean with occasional support from the Campus Security team.

- The Office of the Dean is led by the Dean of Students providing oversight responsibilities to Student Support, Residence Life, and Housing and Ancillary Services.
- The Housing & Residence Life Staff team is comprised of the Alex Hall Front Desk staff, Patrol staff and the Don team. These staff members are often the first point of contact for residents. They provide the initial response/support and documentation.
- The Housing & Residence Life Administration Team is the Assistant Dean of Residence Life, the Assistant Dean of Housing & Ancillary Services, the Housing Coordinator, Front Desk Coordinator, and the Residence and Conference Services Coordinator. The Housing & Residence Life Administration Teams review the documentation and determine next steps within the conduct process.
- The Campus Security team is responsible for the safety and security of campus. Housing & Residence Life will contact Campus Security to assist with certain incidents in residence.

Residents who violate the *Residence Guidelines* or the *Residence Agreement* will be subject to our Residence Guidelines Student Conduct Process. This process is outlined at the end of this document.

Conduct processes are meant to provide support and resources for residents to reach their full potential while helping residents take accountability for their choices. It is helpful to remember that when living in residence at King's, your peers are living close to you. Everyone is entitled to a respectful experience.

## **Standard of Proof**

For the Residence Guidelines Student Conduct process, decisions will be made based on the balance of probabilities, meaning the available information shows it is more likely than not that the alleged violation occurred.

## **Confidentiality**

King's Housing & Residence Life team members will respect the confidentiality of all persons, including complainants, respondents, and witnesses.

However, confidentiality cannot be assured in the following circumstances:

- An individual is at imminent risk of self-harm.
- An individual is at imminent risk of harming another person.
- There are reasonable grounds to believe that others in the residence community, broader campus community, and/or local community may be at risk of harm.
- Individuals within the university community must know certain information to carry out their responsibilities.
- Where there is a legal obligation to report to authorities.
- Where there is a legal obligation to act or cooperate with an extra-university judicial process.

In all circumstances outlined above, only the information deemed necessary and appropriate will be disclosed to the appropriate parties (including but not limited to Housing & Residence Life, the Dean of Students, the Sexual Health & Safety Officer, the Equity Officer, the Student Support Advisor, the Accessibility Officer, etc.).

## 1. Alcohol

- 1.1. Consumption of alcohol in residence, in any public area in/or surrounding residence, is regulated by the Liquor Control Act of the Province of Nova Scotia and the University of King's College liquor license. Housing & Residence Life takes a harm-reduction approach and endorses the lower-risk consumption of alcohol as set out in Canada's Low- Risk Alcohol Drinking Guidelines.
- 1.2. Residents who are of legal drinking age (19 years and older) are permitted to have and consume alcohol under the following conditions:
  - 1.2.1. Residents who are of legal drinking age are permitted to drink in their private rooms. If consuming alcohol, residents have an obligation to drink responsibly and promote a safe and non-coercive social experience.
  - 1.2.2. Residents are not permitted to have open alcohol and/or consume alcohol in common areas/spaces in residence. This includes hallways, stairwells, common rooms, kitchens, laundry rooms, bathrooms, spaces outside of residence buildings, and other shared spaces.
  - 1.2.3. Residents are not permitted to engage in the following alcohol-related activities or possess the following devices:
    - Activities: Drinking games of any kind, speed drinking, floor/bay crawls, and other alcohol-related activities designed to increase a resident's rate of alcohol consumption as they are not aligned with our endorsement of lower-risk alcohol consumption.
    - Devices: Brewing/distilling equipment, alcohol funnels, kegs, mini kegs, excessive stores of alcohol, and other alcohol-related devices as these devices pose risks that can impact the safety of residents and the physical spaces in residence.
- 1.3. Residents will be held accountable for misconduct that occurs while they are intoxicated. Intoxication will not be accepted as an excuse for harmful behaviour.
- 1.4. **Housing & Residence Life encourages any resident or guest, regardless of age, who needs assistance related to alcohol consumption to reach out to a staff person for support.** In these situations, Housing & Residence Life staff will focus on, and prioritize, the safety and well-being of the resident above anything else.

## 2. Illegal Drugs and Legal Controlled Substances

- 2.1. The use, possession, production, promotion or trafficking of illegal drugs or narcotics anywhere on campus is a criminal offence and is prohibited.

- 2.2. Unauthorized possession or trafficking of legal drugs (prescription medication, cannabis, alcohol etc.) is prohibited.
- 2.3. **Housing & Residence Life encourages any resident or guest who needs assistance related to illegal or prescription drug consumption to reach out to a staff person for support.** In these situations, Housing & Residence Life staff will focus on, and prioritize, the safety and well-being of the resident above anything else.

### 3. Smoking & Vaping

- 3.1. The University of King's College is a smoke-free campus. Smoking (including but not limited to tobacco, e-cigarettes, vaporizers and cannabis) is prohibited on campus and in residence.
- 3.2. Residents who are of legal smoking/vaping age (19 years and older) are permitted to have and consume tobacco, cigarettes, vaporizers, e-cigarettes etc. under the following conditions:
  - 3.2.1. Smokers and vaporizer users must smoke/vape off campus and are expected to be considerate of the environment and of others' rights when stepping off-campus to smoke. This includes maintaining a low level of noise and adhering to high standards of cleanliness.
  - 3.2.2. Smokers and vaporizer users must ensure there is no smoke/vapour odour in residence. A localized odour of tobacco smoke, cannabis, vaporizers, or e-cigarettes associated with a residence space/room is considered a violation and/or proof of a violation of these guidelines. The odor and/or presence of smoke/vapour can impact other residents who have respiratory concerns or scent sensitivities, and it can also pose a fire safety risk.
  - 3.2.3. Residents found responsible for violations to the Smoking & Vaping section of these guidelines will be subject to a fine in accordance with our fining structure outlined in the Residence Guidelines Student Conduct Process.
  - 3.2.4. Residents will be responsible for any costs associated in the process of removing any lasting/lingering odour of smoke/vapor from their assigned room at the end of the year.

### 4. Cannabis

- 4.1. The legal age for the consumption, possession and use of cannabis is 19 years and older. Residents are required to follow all legally binding restrictions and laws with regards to cannabis, as well as all applicable University policies, municipal and provincial regulations. Housing & Residence Life takes a harm-reduction approach and endorses the lower-risk consumption of cannabis as set out in the [Lower Risk Cannabis Use Guidelines](#)
- 4.2. Residents who are of legal cannabis possession & consumption age (19 years and older) are permitted to have and consume cannabis under the following conditions:
- 4.3. Residents who are of legal age and choose to consume cannabis must do so responsibly and promote a safe and non-coercive social experience.
  - 4.3.1. Residents must comply with the [Nova Scotia Cannabis Control Act](#) and any applicable municipal, provincial, or federal law regarding the purchase, possession and use of cannabis and cannabis products.
  - 4.3.2. Smoking cannabis is not permitted in residence. Residents must smoke off campus and are expected to be considerate of the environment and of others' rights when stepping off-campus to smoke. This includes maintaining a low level of noise and adhering to high standards of cleanliness.
  - 4.3.3. Possessing and consuming cannabis in common areas, cooking with cannabis, growing or possessing cannabis plants, and distributing and selling cannabis are prohibited in residence.
  - 4.3.4. Cannabis must be stored so that no odour is detectable inside or outside a resident's room or in common areas. The odor of cannabis can impact other residents who may have respiratory concerns or scent sensitivities. Therefore, if the odour of cannabis is present within residence, residents associated with the odour will be held accountable in accordance with these guidelines.
- 4.4. If, at any time, a King's student is concerned about their relationship with substance use, the Student Support Advisor can support any King's student to work through their concerns. King's students can book both in-person and virtual appointments.

### 5. Harassment, Intimidation & General Violence

- 5.1. All residents have a right to live free from violence and aggression, including the threat of violence or aggression. Housing & Residence Life will not tolerate abuse (verbal, written, physical or otherwise), threats, intimidation, violence or other forms of harassment/bullying against any member of our community.
- 5.2. Ignorance, anger, alcohol or substance use, or derogatory language used whilst playing video games will not be accepted as an excuse for harassment, bullying, intimidation or aggression.
- 5.3. Residents who engage in harassment, intimidation and/or violence will be subject to disciplinary sanctions as deemed appropriate by Housing & Residence Life Administration Team, up to and including the termination of their Residence Agreement.

### 6. Sexual Health & Safety and Sexualized Violence

- 6.1. All residents have access to the University's Sexual Health & Safety Officer who supports all campus community members with concerns related to sexualized violence and sexual harassment.
- 6.2. The Sexual Health and Safety Officer can also support students with sexual orientation, gender identity, boundaries, healthy relationships/friendships and more.

- 6.3. If a resident comes forward to a student employee of the Housing & Residence Life Staff team (ex. Patrol or Front Desk) to disclose an experience with sexualized violence, they can expect:
- The student employee of the Housing & Residence Life Staff team to immediately connect the resident to the appropriate professional employee of the Residence Life Staff team or the Housing & Residence Life Administration Team to engage in a compassionate, supportive conversation.
  - Information disclosed in such conversations will be kept confidential in accordance with our confidentiality policy outlined at the beginning of this document. For sexualized violence disclosures, Housing & Residence Life Administration Team must inform the Sexual Health and Safety Officer that a disclosure has been received, but the identifying information of the person disclosing would not be shared.
  - A referral to the King's Sexual Health & Safety Officer so the resident can access ongoing support from an expert and can discuss the options available for reporting and/or responding to the concern, should the resident choose to do so.
  - Anyone who meets with the Sexual Health and Safety Officer is welcome to bring a support person of their choosing if they wish.
- 6.4. Visit the King's [Sexualized Violence and Response page](#) for more information on Kings' Sexualized Violence, Awareness, Prevention and Response Policy, the Sexual Health & Safety Officer role and the Flow Chart of the Reporting Process.
- 6.5. Public nudity and indecency are considered sexual harassment. Such behavior disregards personal boundaries and consent which can make others feel uncomfortable or threatened. All residents must respect others' privacy and maintain appropriate conduct in shared and public spaces.

## 7. Discrimination

- 7.1. All residents have a right to live in an environment where they are safe to express themselves without infringing on the human rights of others. This right is characterized by equal opportunity and equitable access to University services and supports.
- 7.2. Hate symbols or items (including, but not limited to, Nazi paraphernalia, Confederate flags, etc.) are not permitted in residence. The Housing & Residence Life Administration Team will determine what constitutes a hate symbol or item. Residents in possession of hate symbols or items in residence will be asked to remove them from residence immediately.
- 7.3. Individuals or groups exhibiting discriminatory behaviour to another resident or groups of residents on any grounds set out in the Nova Scotia Human Rights Act (e.g. race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, disability, age, gender identity, gender expression, etc.) are subject to conduct follow-up.
- 7.4. All residents have access to the University's Equity Officer, who handles issues of equity, racial equity, and harassment, The University's Equity and Harassment Policy can be found online in the Yellow Book at <https://ukings.ca/governance-and-administration/policies/>.

## 8. Guests

- 8.1. A guest includes but is not limited to:
- A non-resident that is invited into the residence community by a current resident.
  - A non-resident who was given access to a residence space by a current resident (regardless of if the non-resident is known to them).
  - A current resident invited into a residence space not in their assigned floor/building.
- 8.2. Residents are responsible for the actions of their guest(s) and any individuals they allow to enter a residence building or their room.
- 8.3. Residents should have their roommate's permission to invite a guest into their shared living space, if applicable.

## 9. Noise and Quiet Hours

- 9.1. Quiet hour guidelines are maintained for the benefit of all residents. A resident's right to have quiet will supersede another resident's desire to make noise. Quiet hours apply equally both inside buildings and elsewhere on campus, including the Quad and Mini-Quad.
- 9.2. Quiet Hours:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12am-8am	10pm-8am	10pm-8am	10pm-8am	1am-8am	1am-8 am	10pm-8am

\*Quiet Hours begin at the set time each evening and go until the set time the following morning.

**Exam Period:** 23-hour quiet hours (with loud hour from 7pm-8pm). Residents are encouraged to use the loud hour to let all anxious energy out, and at 8pm return to quiet hours. There will be no parties or large, loud gatherings permitted during exam periods. Housing & Residence Life Administration and Staff Teams will notify residents when the 23-hour quiet hours period begins.

- 9.3. During quiet hours, noise levels should allow residents to sleep and study. At all other times, cooperative quiet is expected, which means that residents must respect the right of others for quiet. Residents are required to reduce volume levels if requested by other community members, such as another resident or any member of the Housing & Residence Life Staff team and the Housing & Residence Life Administration Team or Security.

- 9.3.1. During 23-hour quiet hours, loud music is not permitted, including during the day.
- 9.3.2. When moving out of residence, residents and their friends/family assisting with move out should also be respecting the 23 hours quiet hours.
- 9.4. Ignorance, alcohol, substance use, and video games will not be accepted as an excuse for violating the Noise Policy.

## 10. Prince Hall

- 10.1. Prince Hall is the King's University Dining Hall. Residents, day students, campus community members, and guests are all welcome to purchase an individual meal or a meal plan.
- 10.2. It is mandatory for all residents to purchase a meal plan. There are various meal plan options designed to fit diverse lifestyles. Visit the [Residence & Meal Plan](#) website to learn more about the mandatory meal plans available to residence students.
- 10.3. All food and drink from Prince Hall must be consumed in Prince Hall. This means no resident is permitted to take food or drink out of Prince Hall unless it is through our [Wellness Tray](#) process. This includes any cups, plates, and cutlery, which must also remain in Prince Hall.
  - Students requiring bagged meals due to the Dining Hall operating hours and conflicting class schedules will need to connect directly with the Food Services Director.
- 10.4. Wellness Trays:
  - If a resident is ill or injured and as a result, is not able to either (a) make it to Prince Hall for a meal, or (b) sit in Prince Hall for their meal, they can utilize the Wellness Tray process.
  - A Chartwells or Housing & Residence Life staff person must sign off on the Wellness Tray request form. These forms can be picked up from the Alex Hall Front Desk or the Front Desk within Prince Hall.
  - A resident, friend, Don, or the Don on Call can be options for support in acquiring the form, picking up, and delivering the meal to the sick/injured resident.
- 10.5. Meal Plan and Student ID Information:
  - A resident's meal plan is loaded onto their student ID card. The resident is responsible for the safety and security of their student ID. The resident must tap their student ID every time that they access Prince Hall.
  - Meal plan sharing is not permitted. A resident's meal plan is specific to the resident, and it cannot be lent or given to another individual.
  - If a resident forgets their card, the resident will need to go get their card, or pay out of pocket for a meal, before they can enter Prince Hall.
  - If a resident loses their student ID card (which is also their access to the meal plan) they will need to report the lost/stolen card to [support@dal.ca](mailto:support@dal.ca) and visit the DalCard office to get a replacement within two business days. After two business days have passed, Prince Hall staff will charge a resident for each meal until they pick up their new student ID card.
- 10.6. All patrons of Prince Hall must store any bags or backpacks in the cubbies provided just past the entrance to Prince Hall.
- 10.7. If a resident has concerns around dietary restrictions and the options available to them, contact the Food Service Director. Contact information for the [Food Service Director](#) can be found on the King's People website by filtering the options to [Dining Services](#) and on posters around Prince Hall.

## 11. Common Rooms, Kitchens, Laundry Rooms, Bathrooms, & Other Shared Spaces

- 11.1. Residents are responsible for using shared spaces respectfully. Shared spaces include Common Rooms, Kitchens, Laundry Rooms, Hallways, Bathrooms and any other common areas in residence.
- 11.2. Residents must clean up after themselves after using communal spaces, including appropriately disposing of all garbage and bringing all personal items back to their rooms.
  - 11.2.1. In the kitchens, this includes wiping down all surfaces, including microwaves, fridges, and stove tops, and washing dishes and putting them away. Please note, the Cleaners are not responsible for wiping out the inside of the microwaves and fridges regularly.
  - 11.2.2. In the laundry rooms, this includes emptying out the lint traps in the dryers and placing the collected lint in the garbage. Please note, the Cleaners are not responsible for cleaning out the lint traps, and unemptied traps are a fire hazard.
  - 11.2.3. In bathrooms, proper utilization of the facilities is required, including flushing toilets after use and disposing of used hygiene products in the designated paper bags provided within the stalls. When using the showers, ensure the shower curtains are fully closed while the water is running to prevent water from accumulating on the floor.
- 11.3. If a resident encounters any issues in the bathroom, such as a clogged toilet, issues with shower drainage, or want to report any other concerns, they should report it to the Alex Hall Front Desk immediately.
- 11.4. Instances of vomit, bodily fluids, or other biohazard cleanup in a common space should be reported to the Alex Hall Front Desk. If no cleaner is available, the space will be temporarily closed until cleaners are able to address the problem.

- Any large amounts of biohazard cleanup, or excessive repeated incidents of biohazard cleanup may result in the resident responsible being issued a cleaning charge.
- 11.5. When Housing, Facilities, Cleaning Staff, or any other personnel are cleaning, working, or otherwise operating out of a common space, residents are requested to refrain from entering the area until the work is completed. Please utilize one of the other common rooms, kitchens, laundry rooms, or bathrooms available on campus during this time.
  - 11.6. Cleaners will do a thorough surface clean of all communal spaces once daily. Any personal items (pots, pans, clothing, hygiene products, personal items etc.) left behind will be gathered in clear bags, labeled, and set aside in the respective common room, kitchen, and laundry room area(s). After 5 days, if said items are not claimed, they will be disposed of.
  - 11.7. Cleaners will do thorough deep cleans of the communal spaces four times per year – Fall Reading Week, Winter Break, Winter Reading Week, and end of the Academic Year. All unattended or unlabeled items from the cabinets, fridges, and countertops will be thrown out during these times.
  - 11.8. All personal items left in common spaces should be properly labelled. This includes food items left in cabinets or fridges and items on the countertops, such as laundry detergent.
    - 11.8.1. Labelling should include name and date placed in the communal space. We discourage storing personal items in communal spaces, and items not properly labelled are considered “communal”. Anything stored in a communal space is at risk of being used or taken by others.
    - 11.8.2. Any items left in the cabinets, fridges, or on the countertops that have not been properly labeled with both a name and date may be thrown out.
  - 11.9. Personal hygiene, health, or medical creams, medications, or salves are not permitted in communal fridges or pantries. These items must be stored in a resident’s room.
  - 11.10. Residents must be courteous and respectful towards their community members with the usage of the communal spaces. Residents should be mindful of how much space they occupy, as well as the length of time they occupy it for. Food items should not be left unattended, and items in the laundry machines should be collected within 10 minutes of the laundry cycle finishing.
  - 11.11. Gatherings in the kitchens and laundry rooms are allowed and encouraged. However, smaller kitchens or smaller laundry rooms are not appropriate places for large groups of residents to gather. Unless a kitchen or common room is booked, residents should make space for others in the community to make use of the space.
  - 11.12. Common room furniture must always remain in the common room. The removal of furniture from the common rooms is strictly prohibited.
  - 11.13. If a resident would like to book a kitchen or common room for a longer period or for a private gathering, please contact the Residence and Conference Services Coordinator who will assess booking requests on a case-by-case basis. Please note: Two business days’ (at least 48 hours) notice between Monday at 9am and Friday at 3:30pm is required for booking. No external groups are permitted to book a space, and the Residence and Conference Services Coordinator reserves the right to deny any booking request.
  - 11.14. Housing & Residence Life Staff, such as Patrol, Dons, the Deans, or Security reserve the right to dismiss gatherings in communal spaces should there be a violation of the guidelines.

## 12. Poster Policy

- 12.1. The bulletin boards, white boards and public wall space in residence is managed by Housing & Residence Life staff.
- 12.2. Members of the campus community are not permitted to post posters or advertisements in residence without the approval of Housing & Residence Life staff.
- 12.3. If a member of the campus community, including current residents, would like to post a poster or advertisement in residence, they must reach out to [residence.programming@ukings.ca](mailto:residence.programming@ukings.ca) to submit a request for approval. An electronic copy of the poster must be included in the email.
- 12.4. If a poster is approved, the requester is responsible for printing the posters (25 copies are recommended for residence) and they can be dropped off to the Alex Hall Front Desk. The Programming & Community Engagement Coordinator will then pick them up, stamp them, and distribute them among the Don Team.
- 12.5. Any posters found in residence without an approval stamp will be removed and disposed of immediately.

## 13. Facilities Room Entries

- 13.1. Residents must report any damage to a residence room or common area in eRezLife via the work order request form: “[F011 - RESIDENTS Facilities \(XM\) Work Order Request](#)”, directly to Alex Hall Front Desk, or the [Housing Coordinator](#).
- 13.2. Work Order Requests & Notifying Residents:
  - For minor maintenance requests such as a light bulb change or mini fridge replacement, Facilities staff reserve the right to knock and, if the resident is not present, enter without notice to complete the work. Facilities will leave an entry form on the desk upon completion if the resident is not present when the work is completed.
  - For larger maintenance requests, the Housing & Residence Life Administration Team will send a notification with 24 hours' notice of when facilities staff will enter the room to inspect and conduct a repair.

- There may be the need to access a residence room for systems maintenance, diagnostic checks, or upgrades. The Housing & Residence Life Administration Team will communicate with the resident(s) affected via email with as much notice as possible.
  - When an emergency work order is required, as submitted by a resident, staff member, or member of Facilities, a 24-hour entry notification may not be possible.
  - Non-emergency room entries will take place between 10am-6pm, Monday-Friday.
- 13.3. Emergency work orders such as fire, flood, extreme heat or loss of heat etc., should be reported to the Alex Hall front desk immediately.
- Facilities will enter the room to address emergency work orders as soon as possible, and the resident will have the outcome communicated to them by a Housing & Residence Life Administration Team via email.
  - Residents are asked to cooperate with Housing and Facilities staff when addressing work orders or communicated maintenance, which may include the movement of personal items for work to be done or relocation to an empty room until the work can be completed.
  - For emergency work, items will be moved by members of the Housing and Facilities Teams and may not be returned to their original state.
- 13.4. When a resident submits a work order request for their room or is notified of work that needs to be done in their room from Housing & Residence Life, they are required to move all personal items away from the area requiring work (i.e. removing items off a desk or mini fridge if it requires fixing or replacement).
- Facilities staff reserve the right to reschedule the work if they arrive and find the area in need of repair not cleared of belongings.
- 13.5. If a resident would like to follow up on a previously filed maintenance request, they can contact the Housing Coordinator, who will check on the status with Facilities.
- 13.6. To address larger concerns in public spaces, such as bathrooms or kitchens, Facilities and Housing & Residence Life may have to restrict access until work can be completed. Residents are asked to follow signage and adhere to instructions and utilize alternative spaces.

#### **14. The Roommate Success Plan & Roommate Conflicts**

- 14.1.1. Residents assigned to double rooms are strongly encouraged to create a Roommate Success Plan with their roommate either before they move into residence or shortly after moving into residence.
- 14.1.2. A roommate Success Plan helps foster a discussion around what each roommate needs to feel as comfortable as possible in a shared living environment. Residents can find the Roommate Success Plan in eRezLife in the Forms section (available starting August 2024).
- 14.1.3. Residents who experience roommate conflicts must first speak with their roommate and try to resolve the issue.
- The residents should re-revisit their Roommate Success Plan and make any necessary changes to help resolve the conflict.
  - If a Roommate Success Plan was not completed, the residents are encouraged to use the Roommate Success Plan as a tool to help them resolve conflicts and set agreed upon expectations moving forward.
- 14.1.4. If a roommate conflict persists after the residents attempt to resolve the conflict themselves, the residents must seek out their Don so their Don can work with both residents to schedule a mediation.
- 14.1.5. Mediation is a method for conflict resolution used quite often in residence settings.
- The Don will meet with each resident separately to get their perspective on the conflict(s).
  - The Don will then schedule a meeting for the roommates and the Don to get together and have a respectful and structured conversation aimed at resolving the conflict(s).
  - At the end of a mediation an agreement is typically reached, and the residents will have a couple of weeks to see if the agreement works or if they need to re-visit the discussion to come up with another agreement.
- 14.1.6. A room change is a last resort when it comes to addressing roommate conflicts. This is because room availability is limited, and conflict resolution is an important skill to have as one navigates not only life in residence but also life itself.

#### **15. Required Room Movements**

- 15.1. Occasionally, for logistical reasons, student wellbeing, or community needs, a resident may be asked to relocate to another room without the resident requesting a room change to help facilitate positive change within our community.
- 15.2. Residents must cooperate with Housing & Residence Life to facilitate these moves. Residents will be given at least 72 hours to complete a required room movement when possible.

- 15.3. Residents assigned to a double room but are unable/unwilling to live with others and/or deemed unsuitable for shared living arrangements by the Housing & Residence Life Administration Team must move to a new assigned room or accept the change in assigned room status from a double room to a super single room rate (which is equivalent to the [4<sup>th</sup> Floor Bay Single room rate](#)).
- 15.4. Residents are responsible for paying the rate associated with their assigned room type. For any financial concerns related to residence movements or fees, residents should contact the [Residence and Conference Services Coordinator](#).
- 15.5. Any prorated fees for room movements, caused by a change to room type, are due on the day the room movement is completed. Residents should contact Student Accounts to confirm the difference in rates. Any prorated fee adjustments must be paid immediately.
- 15.6. Unauthorized room switching/swapping is not permitted. Resident must occupy their assigned space (“A” for the left side of an Alex Hall room or the front room of a Bay, “B” for the right side of an Alex Hall room or the back room of a Bay, or “S” for a single), and are not permitted to switch sides without authorization of the Housing Department in accordance with Fire and Safety codes.
  - 15.6.1. Any charges posted as a result of end of year room inspections will be attributed to the assigned space (A or B side), and residents who have swapped may become subject to the charges that should be attributed to their roommate.

## 16. Residence Room Checks & Damage to Residence Property

- 16.1. On Welcome Day, residents will have to fill out a Room Assessment Form where they will be given the opportunity to acknowledge any/all deficiencies in the room. These forms should be submitted by September 15th.
- 16.2. Common and residence room furniture in any given room cannot be removed and curtains present in the room must remain hung. All furniture in Residence rooms must remain on the side they are assigned unless otherwise communicated with Housing & Residence Life Administration Team (eg. Alex Hall A side [left] furniture should not be swapped with Alex Hall B side [right] furniture).
- 16.3. Reasonable wear and tear is expected, but unreported damage or any repairs not attributed to wear and tear will result in charges being added to the resident’s student account.
- 16.4. Command strips, tape, and other heavy-duty adhesives are strictly prohibited, and all light-duty adhesives, such as sticky tack, should be removed upon moving out of the space to avoid charges. Visit [this link](#) to access the Residence Damages Charges list to see the up-to-date costs associated with different damages.
- 16.5. Inspections of individual residence rooms are held four times a year: Fall Reading Week, Winter Break, Winter Reading Week, and at the end of the year. There may be additional inspections in the event of a room movement or early departure of a roommate, at which time, 24 hours' notice of the inspection will be given to the resident remaining in the room.
- 16.6. These inspections occur to ensure that residence rooms are being adequately maintained, to check on emergency systems such as smoke detectors and radiators, and to monitor health and safety concerns such as an excessive lack of cleanliness.
- 16.7. Damage to public areas of the residence, not attributable to an individual or group, may be charged equally to all members of a floor, wing, or bay, as appropriate. Should anyone have information about damage done to a public area, they are encouraged to contact the Housing Coordinator.
- 16.8. Residents found responsible for causing damage to public areas of residence will be subject to the residence conduct process.

## 17. Keys and Access Cards

- 17.1. Keys, access cards, and the security of the room, are the responsibility of the resident.
- 17.2. Doors should be locked when residents are not present, and doors must not be propped or have their lock mechanism tampered with. Doors found to be consistently propped will be unpropped and the resident may be required to meet with one of the Assistant Deans and may face potential fines.
- 17.3. Residents locked out of their residence room may borrow a spare key from Alex Hall Front Desk.
  - 17.3.1. The spare key must be returned to Alex Hall Front Desk within 24 hours.
  - 17.3.2. Failure to return the spare key set, in good condition, to Alex Hall Front Desk within 24 hours will result in a daily charge, which accumulates until the key is returned. This charge is automatically assigned to the resident’s student account.
  - 17.3.3. If a resident loses their room key and/or the spare key, they must report it to Alex Hall front desk and a replacement will be ordered at the resident’s cost. The resident will be lent the spare key at no charge until their new key is ready for pick-up at Alex Hall. The resident must then return the spare key when picking up their replacement.
- 17.4. Keys are not to be lent to other individuals, including other residents. This includes the end of year during move outs.
  - 17.4.1. If a resident, friend, or family member requires entry to another resident’s room without them being present, the resident who’s room is being accessed must provide consent via one of three options:
    - An email from their student email to [alexhall@dal.ca](mailto:alexhall@dal.ca) detailing their room number, name of the individual being granted permission and entry to their room, as well as the purpose for entry.

- Speak to Housing & Residence Life Staff via video chat using the phone of the person being granted entry.

17.4.2. The key must be returned as soon as the resident is done in the room and may not be kept for longer than 6 hours.

- 17.5. Any damage done to the keys, or their designated space will be liable to the resident who is issued the keys, and residents will be billed for lost keys and access cards. Visit [this link](#) to access the Residence Damages Charges list to see the up-to-date costs associated with key replacements.
- 17.6. Any resident requiring entry to Alex Hall using the Alex Hall front door intercom must show valid identification (Government or student ID) to be permitted entry, or they must check-in with Front Desk Staff to confirm their identity. Misuse and abuse of the spare keys and intercom will be documented.
- 17.7. In the event of a room movement, or utilization of a temporary residence room, the resident utilizing the room may not provide access to other residents by providing them keys or leaving doors unlocked or propped, and should return keys promptly when finished using the space.
- 17.8. When a resident leaves residence over Winter Break in December, their keys must be handed in to staff at Alex Hall Front Desk or the resident will face an improper checkout charge. An inventory is done of all keys to ensure campus security has an accurate number of residents staying over the break, and any missing keys attributed to residents not having been granted an extension/holiday stayover will be charged the cost of a key replacement.
- 17.9. Assigned keys must be returned at the end of the school year, or when the resident moves out of residence. If not returned, fees will be applied to the resident's student account.

## 18. Garbage and Recycling:

- 18.1. Residents are required to empty their room garbage and recycle bins regularly in the simple sort bins in shared space disposal areas (this does not include the garbage bins in shared bathrooms). The accumulation of garbage (especially used hygiene products or food waste) in a residence room can pose a Health and Safety risk for both the resident and their neighbors as well as all Facilities staff, and Housing & Residence Life staff accessing the rooms and surrounding areas.
- 18.2. Residents must not dispose of liquids in common area garbage simple sort bins. Safe to flush liquids like beverages should be disposed of in a sink or toilet, with the sink or toilet being rinsed or flushed after.
- 18.3. Broken glass cannot be recycled and must not be placed in the common garbage. Residents should place broken glass in a cardboard box beside the bins or if unavailable, speak to Alex Hall Desk staff for assistance with best disposal practice.

## 19. Residence Room Refrigerators

- 19.1. Each residence room has a small refrigerator which must remain in the assigned room.
- 19.2. It is the residents' responsibility to ensure that their room refrigerator is left clean and in good repair upon move out. Any damage and misuse of the unit will result in charges being applied to the resident's student account. To report damages or request a replacement, submit a [Facilities Work Order Request Form](#).
- 19.3. Residents must not unplug the refrigerator unless directed to do so by Housing & Residence Life, as the freezer will thaw and flood the room.
- 19.4. Non-removeable items such as stickers, especially any personal documentation, should not be stuck to the fridge surface.

## 20. Windows and Building Roofs

- 20.1. Windowpanes and screens must remain in place and not be removed except in emergencies. Residents will be subject to the cost of replacing or restoring these items if removed inappropriately or damaged.
- 20.2. Items are not allowed to be thrown or dropped out of windows.
- 20.3. Items are not allowed be strung between or hung from the exterior of windows. Reflective items such as disco balls or mirrors are not to be hung between or hung from the interior of the windows, as these pose a risk to fire safety.
- 20.4. Residents are not allowed to enter/exit via a window or sit in window ledges for any reason at any time. Residents must not smoke out the window, as smoking is prohibited in residence.
- 20.5. Residents are not to be on the roof of any university building for any reason as it is dangerous, and we take the safety and security of our residents very seriously.

## 21. Fire Safety

- 21.1. In the event of a fire alarm or drill, all residents must exit the building immediately using either the main door or fire escape stairwells. Residents are responsible for reading and understanding the fire safety plans and appropriate evacuation procedures for their residence building. These plans are posted in every residence room.
- 21.2. Once evacuated, residents must report to the muster area for residence on the front lawn of the King's Library. Residents must wait there for further instruction from campus staff or fire officials.
- 21.3. Residents are not allowed to linger in the Alex Hall fire stairwells, and they should only be used if moving between floors.

- 21.4. Items such as candles, incense, open-element appliances (such as hot plates), toasters, halogen lamps, smoke machines, etc. are prohibited as they are a fire safety concern and likely to trigger the fire safety equipment system.
- 21.5. Some small appliances are approved for use in residence. All approved small appliances must have automatic shut-off switches. It is recommended that residents consult with Housing & Residence Life before purchasing or bringing a small appliance to residence as Housing & Residence Life reserve the right to deny items that pose a threat to fire safety. Residents will be asked to remove any items in violation of these guidelines or any unapproved small appliances at their own expense.
- 21.6. Fire safety equipment and escapes/landings are not to be used except in emergencies as it is dangerous, and we take the safety and security of our residents very seriously.
- 21.7. Individuals found inappropriately using fire safety equipment and/or the fire escapes are subject to fines from the University and provincial or municipal fire officials. Tampering with fire safety equipment (extinguishers, hoses, sprinkler heads, alarms, detectors, etc.) is strictly prohibited.
- 21.8. Personal items such as bikes, boots/shoes, doormats, boxes, furniture, etc., may not be left in hall spaces as they are considered fire hazards.
- 21.9. Residence room doors and fire separation doors are not to be propped open at any time.
- 21.10. Sprinklers are located throughout the campus. They are an essential component of our fire safety system and are not to be tampered with, nor may materials of any kind, such as clothing or string lights, be hung from sprinkler heads or pipes for any reason.
- 21.11. Residents who disregard fire safety guidelines may also be subject to fines levied by the Halifax Regional Municipality.

## **22. Weapons, Replica Weapons and Dangerous Goods**

- 22.1. Residents may not possess weapons, replicas weapons, and dangerous goods of any kind or nature in residence.
- 22.2. Weapons and replica weapons include but are not limited to; firearms, BB guns, air pistols/rifles, pellet guns, paint guns, ammunition, hunting/exotic knives, swords, archery equipment, target pistols, machetes, toy weapons (nerf guns, water guns, Halloween and other costumes, etc.) and any other weapons that may pose a risk to the residence community.
- 22.3. Dangerous goods include but are not limited to; explosive devices, propane canisters, flammable liquids or other hazardous substances.
- 22.4. Residents found in possession of weapons, replica weapons, and dangerous goods will be asked to remove them from residence and campus immediately. Residents who disregard the weapons, replica weapons, and dangerous goods guidelines may also be subject to fines levied by the Halifax Regional Municipality.

## **23. Evacuation and Campus Shut Down**

- 23.1. Should a residence building need to be evacuated due to health or safety concerns, the University will provide residents with reasonable alternate accommodations.
- 23.2. In the event of a campus shut down, residents may be required to move out of residence as soon as possible and before the end of the academic year. Every effort will be made to provide as much notice as possible.

## **24. Room Cleanliness**

- 24.1. Cleanliness is the responsibility of all residents. This includes their private residence as well as all common spaces on campus. Personal items should be stored in their room, garbage and recycling should be taken out to the communal bins regularly, and residents should clean up after using communal spaces.
- 24.2. Residents are required to store all food in sealed containers. A single small container will be provided to each resident. Residents may request additional food containers from the Alex Hall Front Desk. Food may not be left out for any reason as it attracts pests such as mice. For larger amounts of food, purchasing sealable Rubbermaid totes is recommended.
  - 24.2.1. In many port cities, including Halifax, mice are a common occurrence both in and out of buildings. As such, sighting of mice or droppings will not be considered valid reasoning for; room changes, temporary relocations, withdrawals, or requests for refunds. Residents are encouraged to take precautions to prevent the presence of mice on campus.
- 24.3. Residents will be advised of any unacceptable health and safety conditions or necessary repairs. If the standard of cleanliness in a room is not satisfactory, a member of the Housing & Residence Life Teams will be in contact, and the inspection team will follow up after an agreed upon time. If the standard has not improved by the time of the second visit, additional sanctions under the residence conduct process may be issued.
- 24.4. Stealing signs such as speed signs, construction signs, stop signs, or other pieces of government property is classed as a crime, and as such are not permitted in residence. Additionally, signs, pylons, or safety equipment stolen from King's property will result in a fine, as outlined in the conduct section.
- 24.5. Accidents involving bodily fluids do happen, however, individuals are responsible for cleaning up after themselves when able. Any mess involving bodily fluids within a resident's room, whether it be due to an incident involving themselves or one of their guests, is up to the resident to clean up.

## 25. Pets

- 25.1. Residents are not permitted to have pets in residence (the exception being non-poisonous, non-walking fish in covered aquariums).
- 25.2. Any resident found to have abandoned their fish, ESA or unapproved pet in residence upon moving out will be assessed a fine and forfeit any future housing eligibility, including any previously guaranteed housing.
- 25.3. Residents found to have pets in residence will be asked to remove the animal immediately at the resident's expense.
- 25.4. Residents who require a service/therapy or Emotional Support Animal (ESA) for medical reasons must provide medical documentation to the Housing & Residence Life Office and be granted written consent by the Assistant Dean before having such an animal in residence. The University will strive to accommodate all requests for such animals but shall have sole discretion in determining whether the animal is permitted in residence.
  - 25.4.1. ESAs are only permitted in residence rooms and not in the classroom or other non-residence areas of the university. At this time, ESA's are limited to cats only. To request ESA paperwork, please contact the [Residence and Conference Services Coordinator](#).
- 25.5. Proper care and maintenance of the animal is mandatory. This includes but is not limited to; the proper disposal of animal waste, maintaining a clean and healthy environment for the animal to live in, and keeping the animal up to date with veterinary visits and vaccinations.
- 25.6. Residents with fish or ESAs will not receive advance notice of fire drills or other emergency tests. It is the Residents responsibility to ensure the safety and management of their animals during these events. It is recommended that residents develop a plan, in advance, for how to handle their animals during such emergencies to ensure both their own safety and the well-being of their animals.

## 26. Cooperation with Staff and Others

- 26.1. Housing & Residence Life is committed to promoting a living and learning environment that is safe and enjoyable while also prioritizing an environment that is conducive to academic success. When Housing & Residence Life provides instructions to residents, they are doing so for a reason. Housing & Residence Life and residents need to work together to ensure our community is safe and enjoyable for all.
- 26.2. Residents are expected to cooperate with all Housing & Residence Life staff, university employees, Campus Security, cleaning staff, Chartwells/Prince Hall staff and emergency personnel, including compliance with all verbal and written instructions and requests, providing proper identification, and assisting honestly with investigations regarding violations of the Residence Guidelines.
- 26.3. Residents and their guests are expected to provide valid photo identification to Housing & Residence Life staff upon request.
- 26.4. Residents shall allow access to all areas of their room to Housing & Residence Life Administration Teams upon request. Facilities Management and Security are authorized to enter any room with Housing & Residence Life staff present, with or without the resident's consent, to address any health, safety concerns or to respond to Residence Guideline violations.
- 26.5. Residents must comply with the instructions of Housing & Residence Life relating to fire alarms or other emergency protocols.
- 26.6. Residents must have a photo that clearly shows their face in eRezLife. Keys will not be issued to the resident during move in without a photo, and lockout keys may not be provided during the school year if the picture is removed.

## 27. Withdrawal Policy

- 27.1. Before initiating a withdrawal from residence, residents need to email Housing & Residence Life at [residence@ukings.ca](mailto:residence@ukings.ca). This initial contact allows residence staff to guide residents through the necessary withdrawal forms and address any questions or concerns. Housing & Residence Life aims to make this process as efficient as possible, placing emphasis on open communication between the resident and Housing & Residence Life staff.
- 27.2. Residents will be required to fill out a Request to Cancel/Withdraw form in eRezLife. This form must be completed at least 14 days prior to departure. Residents will be responsible for residence and meal plan fees until at least the approved move-out date.
- 27.3. Residents who withdraw from residence will be responsible for all residence fees, including the meal plan, for the full academic year as laid out in the Academic Calendar unless exempted (see below). For more detailed information on the financial aspects of withdrawal, contact Housing & Residence Life at [residence@ukings.ca](mailto:residence@ukings.ca). There is a \$175.00 administrative fee levied on every resident that withdraws from an assigned room. Failure to submit notice of withdrawal prior to departure will result in a non-refundable \$250 improper check-out fee.
- 27.4. Housing & Residence Life recognizes that certain situations may warrant exceptions to the full residence fee responsibility. A resident may not be held accountable for their entire residence fees if they fall into one of the following categories:
  - Early graduation
  - Co-op placement
  - Internship or practicum for academic purposes outside of the metro area
  - Medical withdrawal (substantiated by medical documentation within 30 days of departure)
  - Academic withdrawal from the University
  - Other reasons acceptable to the University.

- 27.5. The University shall have sole discretion in determining what constitutes valid grounds for early withdrawal from residence. In these cases, it is the resident's responsibility to provide written notification to Housing & Residence Life that they will not be remaining in residence for the full academic year at least 14 business days prior to their departure from residence.

## 28. Housing Eligibility, Dates, and Extensions

- 28.1. To be eligible to live in residence beyond the first academic year, (including both the summer terms with Conference Services and the next school year[s]), residents need to be in good academic, financial, and residence conduct standing.
- 28.2. Should any of the three be breached, Housing will have cause to revoke a previously guaranteed status of residency and deny a request to stay during the summer with Conference Services.
- 28.3. Residents are expected to leave residence in both terms, 24 hours after their last academic commitment.
- Fall Term residence move-in day is the Sunday before Labour Day, September 1, 2024.
  - Residence closes after the Fall Term final exam period ends. **Students are required to leave residence 24 hours after their last academic commitment.**
  - Winter Term residence move-in day is January 5, 2025.
  - Residence closes after the Winter Term final exam period ends. **Residents are required to move out of residence 24 hours after their last academic commitment.**
- 28.4. Residents can request to extend their stay in residence by completing a Residence Extension Request form, found on eRezLife.
- 28.5. Extensions are not guaranteed, the University is under no obligation to house residents beyond residence closure dates.
- 28.6. There are nightly fees due for any extension request beyond residence closure.
- 28.7. Late extension requests will be subject to additional fees. Housing & Residence Life will communicate the deadline for extension requests in the Fall and Winter terms.
- 28.8. Residence applications open each year on October 15 for the following academic year. Communications will be sent, but applications are processed on a first-come-first-served basis.
- 28.9. Summer residence is available each summer. Please contact the Residence and Conference Services Coordinator to ask about summer residence options.

## 29. Complex Behavior & Limits of Support

- 29.1. King's Housing & Residence Life is committed to providing a positive and safe living environment in Residence. The safety, health, and well-being of all members of our residence community is our priority. However, residence is not a medical or therapeutic environment, and in specific cases, there is a limit to the extent of support that can be provided to an individual living in residence.
- 29.2. If a resident displays a pattern of complex behavior, the Housing & Residence Life team will work in collaboration with the resident to develop an individualized support and/or crisis response plan. If the resident requires more specialized support, Housing & Residence Life will continue to work with the resident and student support staff to connect them to the appropriate on campus and community resources.
- 29.3. Complex behavior is behavior that is not necessarily a violation of the Residence Guidelines but is complicated by significant/contributing factors that negatively impact or threaten another resident's or the residence community's wellbeing and safety.
- 29.4. Where possible, a solution will be sought out in collaboration with the resident. However, there may be cases where Housing & Residence Life and student support staff determine that the level of support required by a resident is beyond the limits of what can be reasonably and safely provided by Housing & Residence Life staff. In these situations, King's Housing & Residence Life reserves the right to end a resident's Residence Agreement. Housing & Residence Life and student support staff will support the resident in their transition out of the residence community.

## Residence Student Conduct Process:

Living in residence comes with expectations for student conduct. The Residence Guidelines serve as an indicator to assess whether conditions are present to ensure residence communities are enjoyable, safe, and inclusive. If you are involved in behaviour which violates the Residence Guidelines, the information below will help guide you through our process and provide insight into how you can be engaged and prepared along the way.

### Stages of the Residence Conduct Process

#### Notification

- What to expect:
  - A resident is notified that they have been accused of violating the Residence Guidelines.
  - This notification will be emailed to the resident using their student issued email (dal.ca) or the email on file for non-King's residents.
  - In response to serious incidents, interim measures may be necessary. Interim measures are limits we may apply to the individual(s) involved in the incident to allow time, space and safety during the follow up process.
- To prepare for this stage of the process:
  - Reflect on the allegations and inform yourself of the Residence Conduct process.

- Respond to the notice by replying to the email to acknowledge receipt of the notice and to schedule a meeting to discuss the incident.

### **Accessing Supports**

- What to expect:
  - When a resident is notified that they have been accused of violating the Residence Guidelines they may experience a wide range of feelings.
  - In some situations, especially in cases when the incident was public, a resident may face challenges re-connecting with the residence community following an incident.
  - Residents deserve to seek out and access support regardless of if they are involved in a residence conduct process or not.
  - Residents are encouraged to access support that they feel will be most helpful for them as they navigate the Residence Conduct process.
- To prepare for this stage:
  - Residents may choose to engage with formal support, like a therapist or a student support staff person on campus, or with informal support like family members or friends (who were not involved with the incident).
  - It can be helpful to discuss the incident with a trusted support person. Such discussions can help a resident process their thoughts and feelings around an incident and help the resident see the incident from other perspectives.

### **Information Gathering Meeting**

- What to expect:
  - The Housing & Residence Life Administration Team will work on gathering information from the parties involved to determine the facts.
  - The goal of this meeting is to gather information, Housing & Residence Life does not want to shame or blame residents during this process.
  - During the information gathering meetings, a resident can expect:
    - To be met with a non-judgmental, person-centered approach.
    - That Housing & Residence Life will adhere to the confidentiality standards under our confidentiality policy.
    - To hear the incident details and/or complaint against them.
    - An opportunity to respond to the incident details and/or complaint from their perspective if they choose to do so.
    - An opportunity to ask questions.
  - The resident(s) can attend the meeting without providing a statement, the resident is in control of how much or how little they would like to say.
- To prepare for this stage of the process:
  - Be heard and participate in the information gathering meeting.
  - During the meeting, listen and stay composed. Take deep breaths and speak clearly and respectfully.
  - Maintaining composure will enable an individual to present their side of the story more effectively.
  - Write down thoughts and questions. Notes are a good way to ensure the important points are raised.

### **Assessment & Determining an Outcome**

- What to expect:
  - Housing & Residence Life will review all of the information collected and assess if the behaviour of the accused resident violated the Residence Guidelines.
  - Housing & Residence Life strive to be fair when assessing the information collected and, if the resident is found responsible, will select an appropriate sanction.
- How to prepare for this stage of the process:
  - Be confident that the process is unbiased and principled.
  - Be open and communicate any concerns you have about the possible outcome with the administrator(s) involved.

### **Communication of Outcome**

- What to expect:
  - A Housing & Residence Life Administration Team will communicate the outcome of the Residence Conduct process to the resident via email.
  - A sanction may be imposed as a part of the accountability process. The possible sanctions are listed at the end of this document.
- To prepare for this stage of the process:
  - Be informed of the decision & reasons.
  - Check in with a support person.

- Follow up with the Administrator if there are further questions.
- If the decision is unclear, seek an explanation but do not attempt to argue a new position.
- If a sanction has been imposed as a part of the outcome, follow the sanction, and complete any tasks associated with the sanction.

## Appeals

- What to expect:
  - Residents can appeal an outcome of a Residence Conduct process if:
    - There is new information presented in the letter of appeal that could change the decision that was not known by the resident at the time they were found to have violated the Residence Guidelines.
    - There is evidence of bias and/or procedural error (a flaw in the process of information gathering or considering an allegation)
- How to prepare for this stage of the process:
  - A resident should write a letter of appeal that identifies the appeal criteria and then provides information to substantiate the appeal.
  - The resident should then address the letter of appeal in the first instance to the Dean of Students.
  - If an appeal is not granted after meeting with the Dean of Students, the Dean of Students will refer the resident and their appeal to the President. If the resident is not granted an appeal after meeting with the President, the resident will be referred to the College's Board of Appeal and Discipline.
  - Further information about appeals can be found in the College's Yellow Book, found online at <https://ukings.ca/governance-and-administration/policies/>.

## Ongoing Support

- What to expect:
  - This stage of the process is optional but encouraged.
  - As mentioned earlier, a resident may face some challenges connecting with community following an incident or experience other feelings they may need support with.
  - A resident will be informed of the campus support staff who are available to provide ongoing support in the outcome letter.
- How to prepare for this stage of the process:
  - Reach out to a campus support person outlined in the outcome letter to set up a meeting or reach out to informal support like a family member or friend.
  - If a resident chooses to connect with a campus support staff, they should come to the meeting prepared with a list of concerns or challenges they are facing. This can help the resident focus on their concerns during the meeting(s).

## Patterns of Behaviour

The Housing & Residence Life Administration Team keeps an eye on patterns of behaviour as they develop. This can include situations where Dons and Patrol members engage with a resident repeatedly regarding Residence Guidelines violations (ex. noise and alcohol violations) and/or situations where a resident is involved in multiple Residence Guideline violations over time.

Residents who are identified as having a pattern of inappropriate behaviour can expect to have a meeting with Housing & Residence Life Administration Teams to discuss the behaviour patterns, set expectations moving forward, and apply any sanctions (if applicable).

By consistently following up on these patterns, we uphold accountability, foster a culture of respect and prioritize the well-being of our entire community.

## Fees, Charges & Fines

- Fees:
  - Residence fees are the general fees associated with your residence application, offer, and living in residence/eating in Prince Hall dining hall (application fee, residence deposit, residence fees, extension request fees etc.).
- Charges:
  - Charges are Housing & Residence Life's method of cost recovery for damages and/or lost keys etc.
- Fines:
  - Fines may be applied to a resident due to a residence conduct process.

## Descriptions of Sanctions

Sanctions that are commonly used within our conduct processes are:

### 1. Informal Educational Conversations

Informal Educational Conversations are issued by Patrol and Don Team members. These conversations are an opportunity for Housing & Residence Life staff to let residents know about the Residence Guidelines that are relevant to the situation and most often occur within the first month of living in residence.

### 2. Warnings

There are two types of warnings, verbal and written. Residents are not entitled to receive warnings

before receiving extended conduct sanctions.

#### **Verbal Warnings:**

Verbal warnings are typically issued by Housing & Residence Life staff. When a staff person issues a verbal warning, Housing & Residence Life expects the resident(s) who received the warning to stop the behaviour identified in the verbal warning.

#### **Written Warnings:**

Written warnings are issued by Housing & Residence Life Administration Teams. Warning letters are sent to the university email address issued to the resident, or for non-King's students, the primary email on file. Warning letters are recorded on a resident's profile in our residence database. Failure to adhere to the expectations outlined in a warning letter will result in further disciplinary action.

### **3. Fines**

Monetary fines are imposed for various violations of residence policy as noted in the Code of Conduct, the General Regulations, and the Residence Guidelines. For repeated offenses, fines are progressively increased until more serious disciplinary action is deemed necessary. Fines are issued by Housing & Residence Life Administration Teams.

For most policy violations, fines will be issued according to the following structure:

- First offence: \$50.00
- Second offence: \$75.00
- Third offence: \$100.00

The above structure is subject to the discretion of Housing & Residence Life Administration Teams in conjunction with the Dean of Students, and does not include charges for damage, floor or bay fines, extended fines, or fines levied by the Halifax Regional Municipality.

### **4. Behavioural Agreement**

Behavioural agreements may be instituted in place of, or in addition to, other disciplinary measures. Behavioural agreements are usually instructive, requesting that the resident cease specific behaviour to remain in residence. These agreements will be discussed in a meeting between a Housing & Residence Life Administration Team and the resident. The resident will be issued a copy of the agreement in a letter from the Housing & Residence Life Administration Team they are working with.

Such letters outline the need for complying with Residence Guidelines and may indicate that future non-compliance may result in a restriction of privileges (i.e. alcohol consumption on campus) or additional sanctions such as termination of the Residence Agreement.

### **5. Educational Sanction**

Educational sanctions provide a resident with the opportunity to reflect on the impacts of their behaviour. This may include a written assignment, attending a seminar, an online workshop or community service hours. Educational sanctions provide an opportunity for residents to consider the impact of their actions and consider how they can work to restore the community. If a resident fails to perform the assigned task, further sanctions may be imposed. Educational sanctions are issued by the Housing & Residence Life Administration Team.

### **6. Relocation**

The Housing & Residence Life Administration Team reserve the right to remove a resident from a particular area of residence if it is deemed necessary and in the best interests of the resident and community. The intent of the relocation is to allow the resident a fresh start in a new environment. A resident may be relocated temporarily until a residence conduct process is closed.

Residents are responsible for any increased costs associated with being relocated, such as if there is a change in room type/price.

### **7. Residence Suspension**

The Housing & Residence Life Administration Team and the Dean of Students reserves the right to suspend residents from residence immediately for behaviour that violates previous warnings or agreements, which is destructive, which endangers the safety of others, or which disrupts the residence community. A behavioral contract usually accompanies a residence suspension.

The duration of a residence suspension is at the discretion of the Housing & Residence Life Administration Team and the Dean of Students. Residents who are suspended from residence risk losing all residence privileges for the suspension period, including food services, and must find alternate living arrangements and accommodations. Residents are responsible for all costs that they incur due to a residence suspension.

### **8. Eviction**

The Dean of Student's office reserves the right to terminate a resident's Residence Agreement immediately for violations that endanger the safety of other residents, that contravene residence policies, or which seriously disrupt the College community.

Examples include, but are not limited to, criminal activity, physical or sexual assault, harassment (including electronically), threats of violence or any other willful or negligent conduct that endangers the health, safety, or well-being of others, trafficking, possession or use of illegal drugs, theft of, or damage to, King's property or others, misuse or tampering with fire or safety equipment, and the possession or use of weapons.

Residents who are evicted from residence forfeit all residence fees.