

TITLE: **RESIDENCE DISCIPLINE AND DISHONESTY**
(Relates to EL-7: Treatment of Students)
(Relates to EL-18: Participation of Students)

EFFECTIVE DATE: March 1, 2004

PRACTICE:

To identify expectations related to conduct within the Residences and to provide a fair process to deal with violations.

PROCEDURE FOR TENANTS NOT COVERED BY THE RESIDENTIAL TENANCIES ACT:

1. A student or staff member who observes a tenant's misconduct or has concerns about a tenant's conduct should discuss the situation with the Residence Life Coordinator or the Residence Manager.
2. If the misconduct is harmful or potentially harmful to others, the incident should be immediately reported to college security and/or the RCMP.
3. In the event that a Residence violation ticket is issued, the tenant can choose between the consequences as outlined in the Residence Handbook or to appear before the Residence Life Conduct Board.
4. If a Residence rule is violated but a violation ticket is not issued, the Residence Manager or the Residence Life Coordinator may impose a disciplinary sanction as outlined below.
5. Possible disciplinary sanctions may include (but are not limited to):
 - a. Warning – a verbal or written warning may be given. A copy of the written warning will be placed in the tenant's file. A previous warning may affect disciplinary measures in subsequent incidents.
 - b. Residence Probation – a period in which the individual is given the opportunity to demonstrate acceptable behaviour. Terms of the probation will be clearly outlined in a letter to the tenant. Failure to meet the terms of probation may result in eviction from Residence.
 - c. Fines – a monetary fine with a deadline to pay may be given.
 - d. Eviction – the tenant would be required to move out of Residence on or before the date indicated in the eviction letter.
 - e. Residence Ban – a tenant after having been evicted or a guest who does not live in Residence may be banned from entering any Residence units or facilities. A person who violates the ban can be charged with trespassing by the RCMP.

PROCEDURE FOR TENANTS COVERED BY THE RESIDENTIAL TENANCIES ACT:

1. A student or staff member who observes a tenant's misconduct or has concerns about a tenant's conduct should discuss the situation with the Residence Life Coordinator or the Residence Manager.
2. If the misconduct is harmful or potentially harmful to others, the incident should be immediately reported to college security and/or the RCMP.
3. If a Residence rule is violated, the Residence Manager or the Residence Life Coordinator may impose a disciplinary sanction as outlined below.
4. Possible disciplinary sanctions may include (but are not limited to):
 - a. Warning – a verbal or written warning may be given. A copy of the written warning will be placed in the tenant's file. A previous warning may affect disciplinary measures in subsequent incidents.
 - b. Residence Probation – a period in which the individual is given the opportunity to demonstrate acceptable behaviour. Terms of the probation will be clearly outlined in a letter to the tenant. Failure to meet the terms of probation may result in eviction from Residence.
 - c. Eviction – the tenant would be required to move out of Residence on or before the date indicated in the eviction letter as per the Residential Tenancies Act.
 - d. Residence Ban – a tenant after having been evicted or a guest who does not live in Residence may be banned from entering any Residence units or facilities. A person who violates the ban can be charged with trespassing by the RCMP.

ACCOUNTABILITY:	Vice President of College Services
RESPONSIBILITY:	Residence Manager
Consultation for Review:	College Lawyer, Tenant's Association Executive
Practice Review Date:	March 1, 2005
Associated Policies:	Residence Discipline and Dishonesty Residence Appeals