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1. **POLICY STATEMENT**

Carleton University is a community of faculty, staff, students and associated professionals who are engaged in teaching, learning and research. The University is committed to fostering civil conduct, respect for others, and a safe environment that supports personal and intellectual growth. This includes maintaining spaces free from discrimination, harassment and violence, and promoting values of respect, trust, openness and fairness.

Carleton prioritizes health, safety and well-being of all members of the University community and will implement measures to uphold these standards. Membership in the University community carries responsibilities, including acting ethically and fairly. All members share accountability for ensuring that educational, work and living environments reflect these commitments.

To support this, the University has established the Student Rights and Responsibilities Policy, which outlines expectations and processes for addressing non-academic misconduct that jeopardizes the University's functioning and/or the health, safety, well-being or property of its members.

2. PURPOSE

The purpose of the Student Rights and Responsibilities Policy (the “Policy”) is to ensure transparency and consistency in expectations for student conduct, such that the pursuit of education and personal growth take place in a safe and welcoming environment. An educational approach to student behaviour seeks to encourage personal development while promoting reflection on the impact of behaviour on others, including the community. The primary objective of the Policy is to provide a framework to resolve issues that impact the general well-being of all members of the community which is consistent with the overall educational goals, mission and values of our University.

The Policy will:

- Identify student rights and responsibilities;
- Identify behaviour that is considered non-academic student misconduct;
- Promote transparency, consistency and predictability in policies and procedures;
- Identify the pathways by which student non-academic misconduct decisions can be appealed; and
- Ensure all members of the University community have access to the Student Rights and Responsibilities Policy.

3. SCOPE

Upon enrolment to Carleton University, students are required to adhere to University policies and regulations and acknowledge the right of the University to address misconduct. This Policy applies to students and guests (as defined below), that are on University property, engaging through Carleton University online platforms and/or attending a Carleton University event(s), whether they are in the University’s educational, living or work environment, on or off campus, or interacting through social or other electronic media.

This policy also applies to students who engage in prohibited, abusive and/or inappropriate behaviour online, such as on social media, or through other electronic communications, towards any member of the Carleton community, including guests, where there is a clear connection to the University. Student may be held responsible for the conduct of their guests on campus and at University events, both on and off campus.

The Policy outlines the University’s expectations that community members act with a high level of responsibility to preserve a safe, respectful and inclusive academic environment and promote the safety and well-being of the community, on and off campus.

In addition to this policy, there are a number of academic programs, departmental and institutional policies that may apply to student behaviour. When a student engages in conduct that may be addressed by more than one policy applying to student behaviour, the Manager of Student Conduct and Harm Reduction, in collaboration with other offices, will determine the most appropriate policy by which to adjudicate the incident or if multiple policies will be engaged in resolving the matter.

Investigations under the Policy may be carried out prior to, simultaneously with, or following civil, criminal, or employment related proceedings at the discretion of the Office of Student Affairs in consultation with the Campus Safety Services. The outcome of any criminal or civil proceeding is not determinative of the outcome for the student's responsibility under the Policy.

The University retains discretion to implement interim measures that are appropriate in circumstances to support a safe campus environment and/or to safeguard the legitimate interests of the University and the well-being of the campus community (i.e., interim suspension, temporary trespass, no contact requirements, and restrictions on or loss of privileges). Such measures are without prejudice to the ultimate outcome of the process.

4. PRINCIPLES

Carleton has restorative and accountability processes administered by various units on campus (e.g., Equity and Inclusive Communities, Housing and Residence Life Services, and Carleton Athletics). Frequently, these offices address similar issues and work collaboratively to resolve disagreements or complaints.

The University is committed to ensuring that allegations of non-academic misconduct are dealt with fairly. This policy is guided by the principles of procedural fairness which requires clear communication of prohibited conduct, notice of allegations, notice of procedures, an opportunity to be heard, notice of reasons for any decision, and a right to appeal those decisions.

5. STUDENTS RIGHTS AND RESPONSIBILITIES

The University will take reasonable steps to ensure that the administration of the Policy is conducted with care and consideration of the following student rights and responsibilities:

1. Confidentiality

The importance of confidentiality in student academic and disciplinary records is recognized and will be protected in accordance with legislative and policy obligations. To ensure procedural fairness while a formal complaint is underway, the Complainant, the Respondent and others who may have knowledge of the matter, including support person(s), must maintain confidentiality in accordance with this Policy and refrain from public statements that may jeopardize the proper handling of the matter. Confidentiality obligations do not prevent a person from seeking counselling, treatment, support services, or from speaking to friends and family.

2. Right to Fair Process

The University will make available an impartial process to hear allegations of misconduct raised under this policy. Every student who is alleged to have committed a non-academic offence has a right to know the case against them, and to present a response. In particular, every student has a right:

- to be informed in writing of the nature of the allegation or charge;
- to be treated with procedural fairness and natural justice;
- to refuse to answer questions in a hearing or official meeting related to the misconduct process, with the understanding that this refusal may result in adverse inference; and
- to know, respond and seek clarification of evidence presented.

3. Individual Responsibility and Accountability

Students are individually responsible for their actions whether acting individually or in a group. Students are considered by the University to have an obligation to make legal and responsible decisions concerning their conduct and to model and convey the University's expectations of conduct to their guests. Ultimately, students are responsible for the behaviour of their guests.

In the exercise of its authority and responsibility, the University treats students as free to organize their own personal lives, behaviours and associations subject to:

- Compliance with University policies and regulations, municipal bylaws, and provincial and federal legislation, including the Criminal Code of Canada;
- The peaceful and safe enjoyment of University property, Residence and facilities, and the conduct of University operations; and
- The freedom of members of the University community to participate reasonably in the University and its activities. (Note: This section is not to be used to subvert #3 in the preceding "Students Rights and Responsibilities" section.)

4. Right to Accompaniment

Students have the right to have a support person present during inquiries or hearings arising from this policy. Students bear the full obligation of finding, arranging for, and ensuring the presence of the support person at such inquiries or hearings. A support person may not advocate, act for or speak on behalf of a student.

6. STUDENT NON-ACADEMIC MISCONDUCT VIOLATIONS

At each stage of the student conduct process prior to an appeal, the responsibility of establishing that there has been a violation of the Policy will be with the University. For an appeal, the burden of proof is with the Appellant. The standard of proof for decision-makers is a balance of probabilities. This means that in order for a fact to be established, or responsibility to be assigned to an individual, the evidence must show that it is more likely than not the alleged conduct occurred.

Non-academic misconduct is outlined in the following list of violations. Any of the following activities constitute a violation under this Policy and as such are subject to the procedures and outcomes outlined. The following list of violations is not exhaustive and is intended to be illustrative. Where an act takes place and there are no established violation criteria, the Associate Vice-President (Student Affairs), at their discretion, shall utilize the framework in this Policy to identify appropriate remedies and/or outcomes.

The activity meriting the issuing of outcomes may also be subject to criminal prosecution or civil action, notwithstanding and in addition to this Policy.

1. Disruption

No student shall:

- engage in disruptive conduct affecting any activity or service of the University, including its teaching, learning, work, and living environment or its members.

2. Unauthorized Use, Entry and/or Presence

No student shall:

- use any facility, equipment, material or service contrary to express instruction or without proper authority;
- obtain any University equipment, material or service by fraudulent means or by providing false information;
- make, alter, use, receive or possess University supplies without proper authority; (University supplies include but are not limited to equipment, keys, records, permits, letterhead, digital products, stationery and envelopes.)
- enter into or remain in any private University property without proper authority or remain in any property when asked to leave by an officer of the University; or
- knowingly invite or admit a guest who has been trespassed or restricted from the area or facility.

3. Damage and Destruction of Property

No student shall:

- misappropriate, destroy or otherwise damage University property;
- misappropriate, destroy or otherwise damage any property not the person's own on University property; or
- deface any building or property of the University.

4. Misuse of Library or Technology Resources

No student shall:

- remove books, equipment or other library material from the University libraries without proper authorization;
- mutilate or deface library books or material;
- purposefully misplace library books or material or in any way deprive others of access to library resources;
- abuse or misuse Carleton University network, technology, or credentials. This includes but is not limited to Carleton University email, learning management system, and communication systems and the information and accounts contained within.
- abuse any University computer or computer related facility, network, or software, access, alter or remove computer files or software without proper authorization, purposefully misplace, or deprive others of access to such computer resources;
- use computer equipment to download, distribute or send illegal, offensive, discriminatory, and/or harassing material; or
- misuse or utilize bookable space for purposes, which are not academic in nature without the permission.

5. Failure to comply

No student shall:

- fail to comply with University policies, procedures, regulations and directions;
- fail to comply with directions of University officials acting in the legitimate performance of their duties; or

- fail to comply with applicable law, including federal, provincial laws and regulations as may be in force from time to time.

6. Failure to identify

No student shall:

- fail to identify themselves to University officials. This includes representatives of Campus Safety Services, exam proctors, or others where such information is relevant to the legitimate pursuit of their duties.

7. Mischief

No student shall:

- obstruct, interrupt or interfere with the lawful use, enjoyment or operation of university property;
- obstruct, interrupt or interfere with any person in the lawful use, enjoyment or operation of university property; or
- engage in behaviour that is contrary to the reasonable expectations of the university community or interferes with the proper functioning of the University

8. Verbal/Physical Abuses, Threatening Behaviour and Dangerous Activity

No student shall:

- threaten harm or incite hate to any member of the University community;
- physically abuse, threaten, or cause any other member of the University community to reasonably fear physical abuse or for their safety; or
- create a condition which endangers or threatens the safety, personal information, or, privacy of themselves or others.

9. Inciting Violence

No student shall, on University property or off-campus, individually or with a group, or in connection with a demonstration including picketing or a rally:

- use words which threaten violence or physical or verbal abuse to any group or individual; or
- use words in a situation of clear and imminent danger which incites, or is intended to incite, others to behaviour which (would) result(s) in misconduct as outlined in this section.

10. Harassment

No student shall:

- engage in vexatious comment or conduct that is known to be or ought to have been known to be unwelcome, abusive, demeaning, threatening, or intimidating.

11. Possession, Use or Distribution of False Identification, Documentation or University Branding

No student shall:

- possess, distribute or use false identification or altered identification;
- possess, produce, distribute, alter or use falsified official university, medical, or employment documentation; or

- possess, utilize, produce, alter any official Carleton University branding, including but not limited to the university crest, logo, flag, coat of arms.

12. False or Vexatious Charges

No student shall:

- knowingly bring a false or vexatious charge against any member of the University community; or
- knowingly falsify an incident report.

13. Misconduct Related to the Use of Alcohol and/or Other Substances

No student shall:

- be intoxicated and disorderly in public on University property;
- be in possession of, furnish to anyone, or consume, illegal drugs or controlled substances;
- be in possession of, or consume alcoholic beverages, except when properly in attendance at a licensed campus pub or event, or as permitted under the Residence Standards and Agreement and/or the University Alcohol and Cannabis Policy;
- be in possession of or consume alcohol anywhere on University property if under the age of 19 (nineteen) years;
- furnish alcoholic beverages to any person under the age of 19 (nineteen);
- consume, possess, attempt to purchase, purchase or distribute cannabis under the age of 19 (nineteen);
- consume cannabis on University property;
- sell cannabis, other than through the Ontario cannabis retailer;
- distribute cannabis that is sold, or that is intended to be sold, other than through the Ontario cannabis retailer;
- purchase cannabis from anywhere other than a licenced Ontario cannabis retailer;
- cultivate, propagate, or harvest, or offer to cultivate, propagate or harvest cannabis on University property; or
- otherwise violate the University Alcohol and Cannabis Policy or the Residence Standards and Agreement.

NOTE: Intoxication will not diminish responsibility for one's involvement in a violation of the Student Rights and Responsibilities Policy.

14. Hazing

No student shall:

- engage in activity that endangers or could reasonably be seen to endanger the mental or physical health, safety or well-being of a student, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

15. Theft, or Unauthorized Possession

No student shall:

- possess University property or the property of any member of the University community without the permission of the rightful owner;

- engage in theft of University property; or
- use, possess, or distribute firearms, explosives, other weapons or dangerous chemicals on University property.

16. Contravention of the Student Rights and Responsibilities Policy and Procedures

No student shall:

- falsify, distort, or otherwise misrepresent information at any point in the application of this Policy;
- disrupt or interfere with the orderly conduct of a student non-academic misconduct hearing;
- attempt to discourage an individual's proper participation in, or use of the student non-academic misconduct process;
- attempt to influence the impartiality of a member of Carleton University Resolution Board (CURB) prior to, and/or during the student non-academic misconduct process;
- harass (verbally or physically) and/or intimidate or attempt to intimidate a member of CURB prior to, during, and/or after a student non-academic misconduct process; or
- influence or attempt to influence another person to abuse the Carleton University Student Rights and Responsibilities Policy or knowingly violate conditions of confidentiality imposed by a Director, Manager, or the CURB.

17. Contravention of Carleton's Policies

No student shall:

- engage in activities that are prohibited under any of the University's Policies.

18. Contravention or misuse of Copyright Materials

No student shall:

- distribute, sell or otherwise profit from copyrighted materials that are protected legally in Canada.

7. PROCEDURES FOR ADDRESSING STUDENT NON-ACADEMIC MISCONDUCT

A) GENERAL PROVISIONS

Misconduct by a student may constitute a violation of one or more University policies including but not limited to those related to residence, athletics, co-operative education, human rights, sexual violence, alcohol or substance use and/or use of information technology services.

Where there are questions about the application of this Policy and/or related policies, they shall be determined by the Associate Vice-President (Student Affairs).

Any member of the Carleton community may file a complaint concerning a violation by a student (or guest) under this Policy with Campus Safety Services or the Office of Student Affairs.

Students are encouraged to seek advice from the Ombudsperson or other support person, in all matters related to non-academic misconduct, and may be accompanied by the Ombudsperson or a support person to any meetings related to non-academic misconduct.

Every student who has allegedly been involved in misconduct and invited to an interview or a hearing

shall be provided with:

- a proposed date of the hearing/interview;
- a written notice of the alleged offence(s);
- upon request, a summary of pertinent evidence and particulars regarding the alleged offence (which may include summaries of Campus Safety Services reports); and
- a copy of or access to this Policy, as well as specific copies of or access to other policies which are being cited to address the misconduct that has been alleged.

B) PROCEDURES FOR ADDRESSING VIOLATIONS

A report is referred to the Office of Student Affairs by the University official/designate in whose jurisdiction the incident has occurred, or by Campus Safety Services.

The Office of Student Affairs, may:

- dismiss the matter and notify the complainant of the decision; or
- arrange to interview the student and, if satisfied that a violation has occurred, impose any outcomes listed below or other outcomes deemed to be relevant in the given circumstances.

Where a student does not appear at a scheduled interview or refuses to participate, a decision will be made in the absence of the student based on the information that is available at the time.

This Policy aims to ensure that all steps in the process are completed as promptly as possible while maintaining procedural fairness. Timelines are provided to promote timely resolution; however, in compelling circumstances, extensions may be granted if requested in good faith and if they do not cause harm or prejudice to any party. Where timelines are not specified, the expectation is to act within a reasonable period, considering the nature and complexity of the matter and any circumstances beyond the parties' control.

8. OUTCOMES FOR NON-ACADEMIC MISCONDUCT

A) OUTCOMES

The Manager, Student Conduct and Harm Reduction may apply any combination of the following outcomes if, after reviewing all relevant and available information, is satisfied that non-academic misconduct occurred:

- Restriction from specific University facilities and/or services;
- Restriction from any food service, licensed facilities, or residence facility on campus;
- A verbal and/or written apology;
- A period of cumulative community service to the University community, not necessarily served consecutively;
- Restitution for all damages; (The student will be provided with a clear outline of costs in arriving at this sum on request.)
- Completion of an educational program or project in addition to pre-existing academic obligations;

- Suspension from extra-curricular activities of the University community (i.e., Athletics, Orientation);
 - While removal from external groups is not within the scope of the SRR process, suspension of privileges or restrictions issued as outcomes under this process may, at times, impact a student's ability to participate in Carleton University Student Association (CUSA), Graduate Student Association (GSA), or other affiliated group activities.
- A behavioural contract that sets out expected behaviours, limitations, and obligations (i.e., limited access to campus; limited contact (whether in person, digitally or written, with other members of the Carleton community) and/or educational outcomes, etc.).

The Manager, Student Conduct and Harm Reduction (MSCHR) may recommend the issuing of the following outcome(s) to the Associate Vice-President (Student Affairs) (AVP(SA)):

- A review of the matter by the Student-At-Risk Evaluation Team (SARET);
- Disciplinary hold and/or hold on registration; and/or
- Trespass from University property in accordance with the Trespass from University Property Policy.

The AVP(SA) will consider the recommendation and accept the recommendation or institute an alternative course of action.

In the case of a disciplinary hold, the AVP(SA), in consultation with the MSCHR, will determine the effective date and appropriate length of the hold. A disciplinary hold recommended by the MSCHR cannot exceed a period of four (4) consecutive terms. While under a disciplinary hold, students are not permitted to study under a letter of permission or complete degree elements. Upon completion of the disciplinary hold, the Office of Student Affairs may institute conditions or requirements to be observed by the individual should they resume registration. A disciplinary hold imposed under this policy will not result in a transcript notation. If a withdrawal from current courses is required under the terms of the disciplinary hold, it will be noted in accordance with standard academic notation procedures.

B) INTERIM MEASURES

The University may bypass general non-academic misconduct procedures where immediate action is required including but not limited to:

- a student's behaviour affects other members of the community's use and enjoyment of University privileges and facilities;
- there are reasonable grounds to believe that the health, safety, or well-being of an individual or the community is at risk;
- there is potential of physical danger posed by the student's continued presence;
- risk of damage to University property;
- the continued presence of the student would be disruptive; and/or
- Further information is required to properly assess any of the above points.

C) INTERNAL PROCESS AND CRIMINAL AND CIVIL ACTIONS

Except in cases where there is real and present danger or a high potential of real harm posed by a student, Campus Safety Services will provide a full report of the incident to the AVP(SA) for the purpose of discussing the matter and ensuring that it is dealt with in the most appropriate manner before taking action. Campus Safety Services will report offences and investigations according to established procedures, to the Ottawa Police Service (OPS).

The AVP(SA) and the Executive Director, Campus Safety Services will determine if the matter may be independently subject to University outcomes under this Policy, notwithstanding and in addition to criminal prosecution and/or civil action. The AVP(SA) will make a final determination where necessary.

Nothing in this Policy prevents any member of the University community from proceeding with criminal or civil actions independent of any University action.

9. STUDENT APPEALS

Students are encouraged to seek support from a support person in all matters related to non-academic misconduct and may be accompanied by a support person to any meeting related to non-academic misconduct.

A) APPEAL OF STUDENT RIGHTS AND RESPONSIBILITIES (SRR) OUTCOMES

Students may appeal a decision rendered by the Manager, Student Conduct and Harm Reduction to the Carleton University resolution Board (CURB) within ten (10) calendar days of receiving the decision. This appeal is to be submitted in writing to the AVP(SA) and must include on what grounds the appeal is being made.

The right to an appeal is not automatic. An appeal will only be considered if appellant presents credible evidence that one of the following grounds for appeal apply:

- relevant new evidence emerges which was not available at the time of the original decision;
- there was clear evidence of bias in the hearing or original decision;
- there was a fundamental procedural error in the making of the final decision and that such error has caused or will cause actual prejudice to the student seeking the appeal;
- the severity of the outcome assigned unreasonably exceeds the nature of the offence for reasons identified by the appellant; and/or
- the student provides evidence that (a) an emergency or unforeseeable circumstance occurred preventing their participation in the hearing and that (b) they were as a result incapable of providing a minimum of 24 working hours' notice to the office of the designated hearing officer that the student was incapable of attending the interview or hearing. Note: This ground for appeal requires compelling and convincing evidence. A simple assertion of inability to attend will rarely be acceptable.

NOTE: Mere dissatisfaction with the outcome(s) imposed does not constitute grounds for an appeal.

The AVP(SA) shall contact the student to confirm that an appeal has been received. If the grounds identified for the appeal are accepted, then a CURB hearing will be arranged. The CURB may uphold the outcome(s), remove the outcome(s) or adjust the outcome(s). The decision will be relayed to the student in writing within ten (10) calendar days* of the meeting, unless the decision

can be made at the time of the meeting.

**** Timeframes are subject to extension as the result of reasonable circumstances, such as absence from the office for holidays or illness, family emergency, scheduled examinations, religious obligations, etc.***

Further information about CURB can be found in the CURB Terms of Reference on the Student Affairs webpage.

B) APPEAL OF DISCIPLINARY HOLD

A disciplinary hold can be appealed within 10 calendar days by writing to the Vice-President (Students and Enrolment) (VPSE). For an appeal to be considered, an appellant must provide credible evidence that one or more of the grounds for appeal listed above apply. The VPSE will review the appeal and provide a final decision within 10 calendar days. The VPSE may request a meeting with the appellant or issue a decision based on the written appeal at their discretion. Unless otherwise stated, the terms of the disciplinary hold will be in effect during the appeal period.

10. ROLES AND RESPONSIBILITIES

A) AUTHORITY AND AMENDMENTS

Amendments to the Student Rights and Responsibilities Policy must be recommended to the AVP(SA), who oversees the administration and implementation of the Policy and the Senior Management Committee (SMC) must authorize changes. Amendments can be requested and approved outside of mandatory review period at the discretion of the AVP(SA) and SMC.

B) STUDENT NON-ACADEMIC MISCONDUCT RECORDS

Records of findings and outcomes, other than academic violations (i.e. suspension or expulsion), will not be placed in student academic records. Records of all decisions, including outcomes, will be maintained in accordance with the [Carleton University Retention Schedule](#). Reports and statistics compiled by the University on the nature and number of cases and outcomes, will not include identification of individual students.

11. RELATED POLICIES

Related Policies may be found at: <https://carleton.ca/secretariat/policies/>

- Access to Information and Privacy
- Alcohol and Cannabis Policy
- Brand Identity Policy
- Corporate Records and Archives Policy
- Human Rights Policy
- Fair Dealing Policy
- Freedom of Speech Policy
- Sexual Violence Policy
- Student and Visitor Trespass from University Property Policy
- Student At Risk Policy
- Workplace Harassment Prevention Policy
- Workplace Violence Prevention Policy

12. DEFINITIONS

Appeal: the process whereby students challenge a decision made as a result of the student conduct process.

Associate Vice-President, Student Affairs: the AVP(SA) is the individual who oversees the Office of Student Affairs and is responsible for the administration of this Policy. The AVP(SA) is the chair of the CURB and hears appeals for decisions made under the SRR. They may make determinations and/or recommendations under this policy independently.

Carleton University Resolution Board (CURB): CURB is the final committee to which students may appeal decisions made pursuant to this policy. The CURB is chaired by the AVP(SA) and consists of four members. Appeal hearings are arranged through the Office of the AVP(SA).

Community Service is voluntary service, agreed to by the recipient of the service, which will be performed as all or part of an outcome imposed. If possible, the service will be related to the incident. Its purpose is constructive, allowing the student to give back to the community, rather than punitive.

Complainant: The person initiating the complaint, where applicable.

Guest: individual on campus as the result of an invitation by a student, and/or a person who is being treated as a guest by a student host on University property.

Meeting/Hearing/Interview: a proceeding at which evidence and arguments may be presented on the matter at issue to be decided by a person or body having decision-making authority. Procedural options are dependent on the severity and complexity of the issue at hand and may include verbal notice and response, written notice and written response, oral hearing, or formal panel.

Host: a student and/or a person who has a guest on University property.

Interim Measures: are temporary measures put in place to protect the safety and well-being of the parties and/or the community during the process. Interim measures may be implemented at any time during the process and pending a final decision.

Instructor: any individual employed or appointed by the university to teach. Student misconduct does not include offences committed by instructors who are also students, where the offence arises in the course of their employment. Misconduct by a student does not include breaches of the students' employment contract for the purposes of this Policy.

Manager, Student Conduct and Harm Reduction: the primary non-academic misconduct case manager for Carleton University. Also oversees the substance use health, harm reduction, and other educational programming related to the Policy and other relevant policies.

Misconduct: actions by a student that are in violation of their responsibilities under this Policy and actions that constitute a defined offence under this Policy.

Policy: the written regulations of the University as found in, but not limited to, this Policy, the Residence Agreement and Standards, Athletics Standards, Co-operative Education Regulations and Carleton University policies available online through the University Governance Secretariat's website.

Respondent: a student who is alleged to have engaged in prohibited conduct.

Restitution: reimbursement for damage or misappropriation of property.

Student means:

- a) a person who is currently enrolled in a course of study;
- b) a person engaged in any academic work which leads to the recording and/or issuance of a mark, grade or statement of performance by the appropriate authority of the University or another institution, including those institutions who are hosting Carleton students on international exchange;
- c) a person who is entitled to a valid student card, who is between sessions and who is entitled to use University facilities.

Student at Risk Evaluation Team (SARET): a committee made up of university administrators and professionals who are responsible for evaluating and directing responses to students who may be at risk of harm to themselves or the community or are otherwise incapable of functioning academically.

Support Person: a person who supports a student in the student conduct process, arranged by the student. The support person's role is not to act or speak on behalf of the student. They may guide the student through the process, help the student formulate questions, and help the student understand the Policy. The support person may be a friend, family member, peer, faculty, or university staff (i.e. Ombudsperson). The support person cannot be a witness of, or party to, the conduct at issue.

Support Services: include, but are not limited to, Equity and Inclusive Communities, Centre for Indigenous Support and Community Engagement, the Academic Advising Centre, Paul Menton Centre, the University Ombuds Office, Office of the Registrar, Health and Counselling Services, Campus Safety Services, Awards Office, Housing & Residence Life Services, Student Affairs, the Student Experience Office, University Services, and any other administrative office that provides direct support to students.

Trespass Order: As per the Student and Visitor Trespass from University Property Policy, Carleton reserves the right to issue trespass orders that may be temporary or permanent in duration, which

deny the affected individual access to all University lands, equipment, facilities, services, activities, programs, meetings or events or those held by, on, or any such activities that are in association with the University. For the full scope of this policy please consult the Student and Visitor Trespass from University Property Policy available on the University Governance Secretariate website.

University: refers to Carleton University and all its holdings and property, on and off campus, including those leased or rented, or otherwise under its control.

University Official/Officer of the University: an employee of the University acting in the consistent, normal and legitimate course of their duties. Except in unique circumstances, the duty of the preservation and/or protection of members of the University community and its property, facilities and reputation will be the responsibility of representatives of Campus Safety Services.

University Sponsored Event: an event sanctioned or supported by Carleton University on University property or elsewhere in the course of activities sponsored by the University. This may include academic field trips, varsity sport competitions, off-campus lectures, plays or speakers which form part of the academic course of study, or other events sponsored by a University official acting in their University capacity.

Vexatious Complaint: a complaint made maliciously, in bad faith, without probable cause, or not based on factual grounds, with the intent to be vindictive, as can reasonably be determined.

Vice-President (Students and Enrolment): VP(SE) is designated by the University President as responsible for the overall oversight and administration of this Policy.

Violation: a form of misconduct identified in the list of offences in the Student Responsibilities Policy.