

# New College Residence Student Conduct Companion

2022-23



**ORSL**  
OFFICE OF RESIDENCE  
AND STUDENT LIFE

# Table of Contents

<b>Preamble</b>	3
<b>Important Links</b>	3
<b>Infractions of the Code of Conduct/OA</b>	4
What happens when there's an infraction of the Code of Conduct or the Occupancy Agreement?	4
What happens if an Incident Report (IR) is filed)	4
What happens if a staff member requests a meeting with me?	4
<b>Outcomes</b>	5
What can outcomes look like?	5
Can you show me an example of what an educational outcome might look like?	5
Can you show me an example of what a restorative outcome may look like?	6
<b>Post-Meeting</b>	6
Will my parents be notified of an incident or will there be a notation on my transcript that I was involved?	6
What happens after the meeting?	6
<b>Appeals</b>	7
I want to appeal the outcome decision that was made. How do I go about doing that?	7
What exactly do you mean by "new information has come available that may change the outcome of the sanction?"	7
How should I write my appeal letter?	7

# PREAMBLE

Welcome to the New College Residence student conduct companion.

This guide was created to help you, our resident, navigate commonly asked questions about the Residence Conduct process here at New College. It contains information about what the conduct process looks like beginning with documentation such as an incident report, and walks you through information about outcomes and the appeal process.

As always, if you have any questions or concerns about the information presented here, please reach out to us at [new.reslife@utoronto.ca](mailto:new.reslife@utoronto.ca).

Wishing you all the best!

New College Residence Life

## Important Links

[New College Residence Occupancy Agreement \(2022-2023\)](#)

[New College Residence Code of Conduct 2022-2023](#)

# Infractions of the Code of Conduct/ Occupancy Agreement

## **What happens when there's an infraction of the Code of Conduct and/or Occupancy Agreement?**

When an infraction of the Code of Conduct and/or Occupancy Agreement is noted by a staff member (including student-staff or professional staff), the staff member will speak to you about their concerns. In their conversation they will ask you questions about the impact of your actions and how you can change your actions to reduce or eliminate the impact on self/others/community. Following this, staff will document objective facts (i.e., what they observed, direct quotations of what the involved parties said, etc.) about the incident in an Incident Report.

## **What happens if an Incident Report (IR) is filed?**

The following morning after an incident transpires, members of the Residence Life Professional Team will review the incident report. Based on the facts in the incident report, staff will determine what action to take next. These actions may look like:

1. Closing the Incident Report if no further action is required; or
2. Asking a Residence Don to follow up with the student(s) involved and remind them of the relevant community standard; or
3. Scheduling a meeting with the student involved to gather more information and determine their level of responsibility.

Incident reports are reviewed on a case-by-case basis, as no two incidents are exactly the same.

## **What happens if a staff member requests a meeting with me?**

If a member of the professional staff team requests a meeting with you, you'll likely receive an email with the subject line: "Request to Meet". The email will outline the date and time of your meeting as well as some questions for you to reflect upon prior to the meeting. When you meet with the staff member, they will check in on how you're doing, ask for you to share your side of what happened, and talk about the (potential) impacts from the incident as well as any relevant community standards involved. After this, the staff member and the student will work together to determine the most appropriate outcome given the severity of the incident.

# Outcomes

## What can outcomes look like?

The Office of Residence and Student Life strives to provide students with educational and/or restorative outcomes that encourage student learning, growth, and development. Here's some examples of what potential outcomes may be:

### Educational Outcomes

- Attending a workshop on campus
- Meeting with a Campus Partner
- Completing a Code of Conduct quiz
- Participating in/assisting in facilitating an educational program

### Restorative Outcomes

- Apology Letter to those affected
- Restitution
- Community Involvement
- Care Plan/Support Agreement

There may be times where students are issued a **verbal warning** or a **written warning**. These warnings serve as an opportunity for the resident to reflect on their behaviour during the incident and change their behaviour moving forward. A warning is exactly as it sounds, a warning. This is nothing to panic about, as we want you to learn from this incident!

## Can you show me an example of what an educational outcome might look like?

Of course! The Residence Code of Conduct quiz is a great example of an educational outcome. It gives you an opportunity to familiarize yourself with the Code, and to have an opportunity to learn about the community standards. You will be sent a link to complete the quiz, but questions may look like:

1. Which of the following items IS permitted in residence?
  - a. Texas Mickey
  - b. Keg
  - c. Barrel of Wine
  - d. Can/Bottle of Beer
2. True or False: Emergency keys are time-based and if not returned to the Front Desk within 20 minutes, charges will be posted to ACORN
3. Describe what you have learned from reviewing the Residence Code of Conduct and reflecting upon this incident. Why is an awareness of the Code of Conduct important for community members?

# Outcomes Cont.

## Can you show me an example of what a restorative outcome may look like?

Sure! Here's a great example for you. Let's say that last Friday night you were over-intoxicated. While in the common room, you decided that it would be funny to punch a hole in the wall. The don witnessed you punching the hole, spoke with you, and filed an IR. Facilities has since come to repair the hole in the wall, but this has come at a cost. A restorative outcome that may apply here would be **restitution**. Restitution may look like:

- Engaging in community service; or
- Helping a don plan an event for the house; or
- Covering some (or all) of the cost of the repair. A charge may be placed on ACORN to do so.

## Post-Meeting

### Will my parents be notified of an incident or will there be a notation on my transcript that I was involved?

No. There will be no notation on your transcript and your parents/emergency contact will not be notified. Incident Reports are stored in a double-authenticated housing management software that only the Office of Residence and Student Life (ORSL) has access to.

### What happens after the meeting?

After your meeting with a staff member, they will send you one of two letters to follow up on the meeting: either a restorative agreement or an outcome letter. This letter will summarize the conversation that you had with the staff member (briefly) and outline any outcomes that were assigned as well as their respective due date, and instructions on their completion. The letter will also outline the appeals process.

# Appeals

## **I want to appeal the outcome decision that was made. How do I go about doing that?**

Specific details of who to direct your appeal to will be outlined in the restorative agreement/outcome letter you receive. Appeals will either be directed to:

- Dylan Williamson, Assistant to the Dean, Residence Life; or
- Leah McCormack-Smith, Dean of Students

Appeals will only be heard on the following grounds:

1. New information has come available that may change the outcome of the sanction; or
2. The given sanction is too severe considering the infraction/behaviour; or
3. The proper disciplinary process was not followed AND this impacted the decision reached.

All appeals must be submitted in writing via email to the respective party within 10 calendar days of receiving the restorative agreement/outcome letter. Please note that appeals not based on the above grounds will NOT be heard.

## **What exactly do you mean by “new information has come available that may change the outcome of the sanction”?**

Wherever possible, we take all the facts into consideration when making a determination of an appropriate outcome for the given infraction, so we want students to be as honest and forthcoming with information as possible.

New information that has become available may look like:

- A piece of information that was not previously available or disclosed during the conduct process; or
- Personal extenuating circumstances information that was not previously disclosed; or
- Information involving a third party that was not previously disclosed

## **How should I write my appeal letter?**

Your appeal letter should look similar to the following:

Dear NAME,

My name is \_\_\_\_\_ and I am a resident here at New College. I am reaching out to you this morning/afternoon/evening to appeal the outcome that was issued on DATE by NAME OF STAFF MEMBER. The reason that I am requesting this appeal is \_\_\_\_\_.  
(Provide some details about the reason you selected.)

I would appreciate an opportunity to meet with you and discuss my circumstances more. I can be reached by email at EMAILADDRESS or by phone at CELL#.

Sincerely,

MY NAME