

Residence Life

Code of Community Living Standards and Discipline

2026- 2027

1.0.0 Introduction and Guiding Principles

1.0.1 Purpose

The Residence Life Code of Community Living Standards and Discipline (the “**Code**”) is in place to ensure a safe, comfortable, and enjoyable experience for all members of the Residence community. The spirit of the Residence community is one of cooperation and mutual respect. It is the responsibility of each resident to contribute in positive ways to the development and maintenance of this spirit.

1.0.2 Objective

The objective of the Code is to ensure a positive and safe living environment for all residents. While recognizing the nature of a residential environment, Residence Life seeks to educate residents about community standards and the effect that their choices may have on others around them. Residents have the privilege of enjoying social activities as long as they do not conflict with the rights of other residents to pursue academic work, rest, safety, privacy, and the reasonable enjoyment of their living environment.

The Code seeks to outline expectations of behaviour and associated consequences. Residence Life places emphasis on ensuring a safe living and working environment for all residents and all staff. The safety of individuals and the residence community extends to physical security and emotional and psychological wellbeing.

1.0.3 Scope

This Code applies to conduct that occurs in or around Residence, including Residence buildings, entrances, walkways, fire escapes, surrounding grounds, and any Residence-related activity or service. It also applies to conduct by residents and their guests that affects the safety, security, operation, or reasonable enjoyment of the Residence community, even where the conduct occurs outside the physical Residence premises.

Every reasonable effort is made to investigate all policy infractions in a timely and effective manner.

Cooperation with staff is expected to ensure that all information can be gathered; failure to cooperate with any staff is a contravention of the Code.

2.0.0 Behavioural Expectations

The Code sets out clear expectations of acceptable behaviour within the Residence community and the consequences for behaviour that is contrary to these expectations. The system has been created to classify actions based on three levels of offences which, with the exception of egregious situations, are progressive in order to discourage repetitively unacceptable behaviour. Residents who commit offences will be dealt with in a manner that is in accordance with the guidelines set out in the Code and proportional

to the gravity of the offence. The repeat of any offence in any one level will be carried to the next level and addressed accordingly by the Manager, Residence Life, or designate.

2.0.1 Unacceptable Behaviour

Unacceptable behaviour is behaviour which is inconsistent with the principles and objectives set forth in the present Code as well as the [University's Code of Rights and Responsibilities](#). When such behaviour occurs by a resident or their guest, it constitutes an offence.

A resident remains responsible for their conduct and for complying with this Code. Factors such as lack of awareness of the Code, intoxication, anger, or passive involvement may be considered where relevant, but do not automatically diminish or excuse conduct that violates this Code.

Residents and their guests are responsible for observing the terms this Code as well as the [University's Code of Rights and Responsibilities](#) at all times.

Residents who become aware of conduct that may pose a risk to health, safety, security, or the reasonable enjoyment of the Residence community are expected to report the concern to Residence Life or other appropriate University personnel as soon as reasonably possible

When appropriate, and when and as permitted by law, the University will keep confidential the identity of the person who reports such problems/infractions.

Residents are responsible for their own behaviour and that of their guests and the consequences of any of their or their guest's behaviours that take place in Residence.

The University may take reasonable and lawful steps to investigate alleged incidents and uphold this Code. Such steps may include, among other things and where appropriate, video surveillance, reviewing available records or video footage, interviewing relevant individuals, and seeking the cooperation of residents, Campus Safety and Prevention Services, or external authorities.

If the involvement or intervention of the police is appropriate, the University will fully cooperate with law enforcement in accordance with applicable law and University policies and practices.

2.0.2 Point system

The intent of the point system is to help assess the seriousness of specific behaviours, to promote accountability, and to track the frequency and severity of a resident's conduct under this Code. Residents begin each lease term with 0 points. Violations of this Code can result in the allocation of negative points based on the severity of the incident and range from a value of 1 through 9 points. All violations of the Code will normally result in a minimum deduction of one point. Negative points remain on record for the duration of the current lease, unless otherwise determined by Residence Life.

2.0.3 Student of Concern

A 'student-of-concern' is defined by the [Policy on Student Involuntary Leave of Absence](#) as any student whose apparent physical and/or mental state and/or related conduct is such that he/she may be or have become a threat to themselves, others, the educational process, or the University community in general.

In the event a resident that exhibits concerning behaviour or engages in behaviour that compromises personal safety, the Residence Life team has a duty to respond. Any intervention will be taken on a case-by-case basis with consideration for the resident's circumstances, the impact on and reasonable functioning of the community including other residents, students and staff, applicable University policies, and any other applicable information or circumstances.

Residence Life does not provide or coordinate health care, clinical mental health care, crisis stabilization, or ongoing therapeutic support. Residence Life may implement the measures it deems appropriate when the required level of care is not in alignment with the services provided by Residence Life, if the resident's needs go beyond the scope and expertise of the Residence Life department or the services provided by it, or where the resident's actions pose a risk to the community.

In such cases, Residence Life may take the actions that it deems appropriate, including but not limited to consulting with the Office of Rights and Responsibilities or other appropriate University units to determine whether the student-of-concern process or another University process should be engaged. Assessment of a student-of-concern might be done under advisement, or in coordination, with other University departments or a 'case team'. In these cases, a resident can be subject to interventions by Residence Life, the Office of Rights and Responsibilities and/or other departments. Interventions by Residence Life or other units may include the pursuit of a voluntary or involuntary leave of absence from the University through the Policy on Student Involuntary Leave of Absence, or other actions deemed suitable by Residence Life or other units including cancellation of the lease.

Actions taken under the Policy on Student Involuntary Leave of Absence are meant to be supportive in nature and shall not be considered disciplinary actions and will be informed by and taking into account other University policies, including the [Code of Rights and Responsibilities](#).

The application of the Policy on Student Involuntary Leave of Absence may lead to the imposition of measures which include, but will not be limited to:

- Termination of the lease;
- relocation to other residences;
- removal of visitation rights and access to Residence Life buildings (including meal plan access);
- and/or restriction of future applications to live in Residence.

If there is, in the estimation of Residence staff, a clear and imminent danger or risk, designated staff members, including Resident Assistants, may immediately take appropriate steps pursuant to University policies and/or may contact Campus Safety and Prevention Services who may, after evaluating the urgency of the situation, contact the appropriate internal or external resources and/or departments.

Nothing in this section is intended to supersede any University policy.

2.0.4 Incident Reporting and Response

2.0.4.1 Incident Reports

In all cases where there is allegation of inappropriate behaviour or breach of the Code, an incident report will be written (by a Residence Life staff and/or by Campus Safety and Prevention Services) and submitted to the Manager, Residence Life, or designate. The primary purpose of an incident report is to constitute a tool for staff to document an event that has taken place. The purpose of documenting events is to inform the Residence Life administration and document events/situations that are relevant. Incident reports are internal University records and will be treated confidentially, subject to applicable law, University policies, and the need to share information with individuals or units involved in responding to, investigating, or resolving the matter. The Residence Manager who receives the report will decide what, if any, follow up is required.

2.0.4.2 Resident Incident Report Notification

This email communication is used to inform residents that they are required to meet with a Residence Life Administrator as the result of the filing of an incident report. The communication will be sent via email to the address listed in the Resident's application to Residence. The incident report will normally advise the resident that they should organize a meeting with the Residence Life Manager at their soonest opportunity. The meeting is an opportunity for a Residence Life Administrator and the implicated resident to discuss an event after it has taken place. It is the responsibility of the resident to obtain an appointment at their soonest opportunity. The appointment must occur during normal University business hours in the Residence Life Office. It should be noted that not all events or incidents require a written incident report notification. In some cases, a Residence Life Administrator will verbally contact the resident about an incident. Failure to obtain an appointment and/or appear at the meeting may be considered refusal to cooperate with Residence Life employees and may result in an appropriate behavioural sanction.

2.0.4.3 Meeting with Residence Life Manager or Director

From time to time or following an incident, residents may receive a meeting invitation from a Manager and/or the Director Residence Life. Other members of the Residence Life team or of other appropriate units may also be invited to and participate in the meeting, at the Manager/Director Residence Life's sole discretion. Failure to attend the meeting will be considered refusal to comply with Residence Life staff and may result in a sanction.

2.0.4.4 Investigation

Any allegation of inappropriate behaviour or breach of the Code will result in an investigation by Residence Life staff. The purpose of the investigation is to gather relevant information and determine, on a balance of probabilities, whether a violation of this Code occurred.

The University may take reasonable and lawful steps to investigate alleged incidents and uphold this Code. Such steps may include, among other things and where appropriate, video surveillance, reviewing available records or video footage, interviewing relevant individuals, and seeking the cooperation of residents, Campus Safety and Prevention Services, or external authorities.

If the involvement or intervention of the police is deemed appropriate, the University will fully cooperate with law enforcement in accordance with applicable law and University policies and practices.

2.0.4.5 Interim Measures

When a situation arises where the health and safety of an individual or the community are of concern, interim measures may be taken to ensure the safety of the resident and residence community while an investigation is ongoing. Interim measures are precautionary, do not constitute a finding of responsibility, and will be determined based on the circumstances. Temporary measures may include transferring students to another room, or placement in a hotel.

2.0.4.6 Decision and Outcome

Following review of the incident report, investigation findings, and any relevant information provided by the resident, the Director or Manager, Residence Life, or designate, will determine whether a violation occurred and what outcome or sanction, if any, is appropriate under this Code.

The decision rendered by the Manager, or designate, may be reviewed by the Director, Residence Life, or designate. Decisions made by the Director, Residence Life or designate, are subject to appeal in accordance with *section 3.0.0. the appeal process*.

A resident may receive one or more of the sanctions listed below as a result of violations of the Code.

Residence Life shall in no way be prevented from making a decision if a resident opts not to cooperate with an investigation. For clarity, a resident's choice to participate or not in the investigation shall in no way affect Residence Life's ability to make or enforce a decision under this Code.

2.0.5 Sanctions

Sanctions may include, but are not limited to, the examples listed in this section. Sanctions will be determined based on the nature and seriousness of the violation, the circumstances, prior conduct history, impact on the community, and any other relevant factors.

2.0.5.1 Verbal Warning

Verbal warnings are used at the discretion of the Residence Life Administrators when it is believed that the warning will result in a change of unacceptable behaviour. Residents do not have a right to a verbal warning and they are not given in cases that are repetitive in nature. Asking a resident to stop a behaviour is considered a verbal warning.

2.0.5.2 Warning Letter/Notice

A written warning letter outlines the violation and potential consequences. It may be delivered to the resident's mailbox and/or email. A resident may be issued a letter outlining facts regarding a violation and its consequences. This is an official letter of warning, and it will be delivered to the resident's mailbox and/or sent electronically to the email address on the resident's application for Residence.

2.0.5.3 Educational Sanctions

An Educational Sanction may accompany a warning letter, fine, or probation. These sanctions include, but are not limited to community restitution, community service, attending an educational workshop appropriate to the violation, preparing an educational program for the community and/or a reflection paper describing the lessons learned by the resident. It is up to the resident to fulfill the sanction within the delay allotted. Where a resident does not complete an assigned educational sanction within the required timeframe, Residence Life may impose an alternative sanction, which may include a fine or other appropriate measure

2.0.5.4 Fines

Fines are a monetary penalty assessed as a sanction for inappropriate behaviour. Fines will be posted directly to the resident's student account.

2.0.5.5 Community Billing/Discipline

Community billing may be used to hold multiple residents accountable for damages originating within a specific area. Community billing and/or discipline may be imposed to hold multiple members of a community accountable for damages caused by actions or behaviour that have proven to have originated within that community or area of Residence (hallway, floor, cluster of rooms, wing, etc.). These damages include, but are not limited to: fire alarms, common area damage, leaks or floods, etc. These sanctions include, but are not limited to: community fines, community service, a reduction of services (i.e. closing of the elevator and/or common rooms), and restitution for damages.

2.0.5.6 Restitution for Damages

Residents who cause damage to University or personal property must cover the full cost of repairs or replacement. Any resident that causes damage to University property is required to pay for the cost of the repairs. Residents are also responsible for any damages caused by their guests. The cost of repair, replacement, or remediation will be based on reasonable estimates, invoices, or other available cost information and will be communicated to the resident in writing before being charged to the resident's student account, where applicable.

2.0.5.7 Point deduction

Point deduction may be imposed as a sanction for a violation of this Code. The number of points deducted will depend on the nature and severity of the incident, relevant circumstances, and the resident's prior conduct history. In complex situations involving multiple violations arising from the same incident, points will normally be assessed based on the most serious violation, unless the circumstances warrant otherwise.

2.0.5.8 Behavioural Contract

A behavioural contract outlines specific expectations and consequences for non-compliance. A behavioural contract is a set of behavioural expectations and limits that is determined with the resident and set out in contractual terms. The resident thereby agrees to abide by the terms of the behavioural

contract, and any breach of said contract will result in the application of the consequences agreed upon therein. A behavioural contract may accompany a warning letter, fine, probation, or other sanctions deemed appropriate.

2.0.5.9 Residence Probation

Residents on probation are notified that further violations may lead to lease cancellation. When a resident is placed on probation, a notice is issued indicating that any further offence may result in the immediate cancellation of their lease. Probation may be used in addition to any other sanction outlined herein and imposed by the designated Residence Life Administrator. Terms of the probation can include reassigning the resident to another room or residence building in order to protect the rights of other occupants of the Premises or the Building to enjoy a reasonable living and academic environment, or to protect the health and safety of such other occupants. Residents whose status reaches “On Probation” Residence Life may be denied future eligibility to live in any on-campus building. Normally, a resident who accumulates 5 or more deducted points is placed onto Residence Probation.

2.0.5.10 Banning from Residence

Residents and guests may be banned from Residence(s) and not allowed to return. If the banned individual is found in the Residence building(s), Campus Safety and Prevention Services will be called and the student may be reported and may be subject to further legal action or action under University policies. Residents and guests that disregard this ban and are found in Residence by Campus Safety and Prevention Services or a member of the Residence Life Administration may be charged under the [University's Code of Rights and Responsibilities](#). A ban from Residences may accompany a warning letter, fine, probation, or lease cancellation. Acting as a host for a posted individual and/or a person whose visiting privileges have been revoked is prohibited. Any resident hosting a guest who has been banned will be sanctioned accordingly.

2.0.5.11 Lease Cancellation

The lease is a contract between the resident and Concordia University. A resident may be asked to vacate their Residence and/or the immediate cancellation of the lease may be sought by the University, along with any damages suffered by the University, depending on the offence and its severity. The appropriate Residence Life Administrator is responsible for this decision. The student may also be banned from all Residence buildings. In circumstances where there may be an immediate threat posed to an individual or the community, a resident may immediately be restricted from accessing Residence.

2.0.5.12 Immediate Lease Cancellation

The commission of an offence may lead to the University to seek the immediate cancellation of the lease if the situation is deemed serious or if the behaviour is of a repetitive nature.

Activities that may result in the University seeking the immediate cancellation of the lease include and are not limited to the following:

- The distribution, possession, use, or sale of illegal drugs and/or the distribution, possession, misuse, or sale of prescription drugs, or facilitating the distribution or sale thereof;

- Willful or negligent damage to Residence property or to the property of others in Residence;
- Any act of violence or threat thereof, any hateful acts and/or harassment toward other members of the Residence community

The commission of a serious offence, even if only committed once, or the repetitive nature of the misconduct (serious or not) could, at the discretion of the University, warrant seeking the immediate cancellation of the lease. This includes behaviors and actions in Residence or elsewhere on campus as per section 22 of the [Code of Rights and Responsibilities](#).

In the event a decision results in the immediate cancellation of a resident's lease they will normally be asked to move their personal possessions out of Residence within one week and will be banned from returning to all Residence properties.

The charts below include a limited number of examples of actions that may be considered as included within the three different offence levels defined above.

It should be noted that a resident's behaviour is considered along with the circumstances. After determining the offence level, the actions are compared to the specific examples for each offence level found below. Therefore, context and other factors associated with any incident will be used to determine the appropriate punitive measures. In addition to the levels of sanctions outlined above, residents may be subject to additional sanctions such as the imposition of a behaviour contract, and/or an educational sanction, such as a fine, to pay restitution for damages and/or a ban from visiting other Residences.

2.0.5.13 Charges Under the [Code of Rights and Responsibilities](#)

This document outlines behaviour considered to be inconsistent with the goals and wellbeing of the University community. Charges by students involving alleged breaches of the [Code of Rights and Responsibilities](#), which is applicable to all members of the University, are heard by a hearing panel. Refer to the Office of Rights and Responsibilities for more information.

3.0.0 The Appeal Process

All sanctions levied against a resident are effective as of the date of imposition and will be communicated to the resident in writing, with the exception of a verbal warning. It is the resident's responsibility to check their e-mail address listed on their application for Residence for this notice.

The resident may appeal each step of the disciplinary process to the Director, Residence Life or designate. The Director, Residence Life, or designate, will hear all appeals regarding the Manager's decision. In certain situations, Residence infractions may go directly to the Director, especially when the personal safety of an individual or the community is threatened. Where the initial decision is made by the Manager, Residence Life, the appeal will be reviewed by the Director, Residence Life, or designate. Where the initial decision is made by the Director, Residence Life, the University will identify an appropriate designate or process to review any appeal, where required. Decisions made with respect to appeals are final.

A resident has two business days from the date of the imposition of the sanction to submit a written appeal to the Director, Residence Life or designate on the following grounds:

- Bias and/or unfair treatment – procedural error, improper investigation, discrimination, etc.
- The sanction does not suit the infraction/behavior.
- New information has become available that was previously unavailable – new witness, a fact unknown when the original decision was made.

A resident may only appeal a decision once and an appeal may result in one of the three following outcomes:

- The original decision is upheld.
- The original decision is overturned.
- Sanctions can be modified, which may include increasing the sanctions originally levied.

4.0.0 Level 1 Offences

4.0.1 Definition

Actions by an individual(s) which:

- interfere with the rights of other individual(s) to the peaceful use and enjoyment of his or her space in Residence
- fail to cooperate with Residence Life and University administrative policies

Although they are taken seriously by Residence Life, Level 1 infractions include the least dangerous or serious offences. Repeated Level 1 infractions however will be deemed to be Level 2 offences regardless of the nature of the infraction.

Normal Range of Sanctions: Warning and/or minimum \$50.00 fine and/or behavioural sanction. Restitution for damage(s) or associated costs, where applicable. Normal point range: 1-3

4.0.2 Examples of Level 1 Offences

Alcohol Use	Residents must abide by all federal and provincial alcohol laws. Alcohol is not permitted in any common areas. Alcohol consumption is prohibited in lobbies, foyers, stairwells, hallways, laundry rooms, common rooms, washrooms, and the gardens/grounds surrounding the Residence buildings. Alcohol transported outside of private areas must be sealed in its original container of purchase.
Cannabis Possession and Use	Cannabis is not allowed in residence or on campus as per applicable law. This includes the possession and consumption of cannabis or its by-products and derivatives regardless of form (e.g., cannabis oil or wax, cannabis butter, etc.) and regardless of an individuals' age.

Cleanliness Standards	Residents are required to maintain their rooms in compliance with the provincial, municipal, and University regulations. Students are expected to keep common areas clean and adhere to the proper removal of garbage. Improper disposal of refuse, including leaving garbage bags outside of a resident's unit/suite/room or outside of designated garbage area is not permitted. Collection of empty containers, bottles or cans that is judged by Residence Staff, for sanitary reasons, to be beyond recycling purposes is not permitted. All food must be properly stored in a resident's room. Perishable items must be in the fridge and non-perishable items (such as snacks) must be stored in a sealed container.
Equipment Storage	Residents are not permitted to store any personal belongings or room property in any common or shared living areas. No articles can be left outside of doors or in hallways (such as boots, mats, garbage etc.). Equipment may include, but is not limited to: bicycles, furniture, sports equipment etc. Sports equipment (such as hockey equipment and bags) must be stored in a designated storage room. (See manager about storage).
Noise	Unacceptable / excessive noise is not permitted in Residence. Residents are expected to abide by the rules regarding acceptable noise levels. The following quiet hours are observed: Sunday to Thursday: 11:00 p.m. – 9:00 a.m. Friday and Saturday: 1:00 a.m. – 9:00 a.m. Exam Periods: 24 hr. – Quiet Hours Consideration Hours: 24-hours a day These guidelines are meant to act as a minimum standard and may be enhanced through consultations with the community and Residence staff. Residence will, during examination periods, extend the quiet hours. Noise levels at any time should not detract from any resident's ability to pursue academic endeavors or to enjoy their living environment. A resident's right to reasonable quiet supersedes another's right to make noise.
Outside furniture	Bringing in outside furniture into residence must be new in its packaging and must be approved by a staff member.
Postering	Posters are not permitted on doors, hallways, common area or lounges or any other area(s) in Residence. Posting materials inside or outside the room that are offensive, disruptive, or reasonably likely to cause discomfort to others is strictly prohibited.
Prohibited Appliances	Electrical or other cooking appliances, including but not limited to: toaster ovens, hot plates, kettles, rice cookers, coffee makers, etc. or those containing a heating element or open flame are not allowed. (see section 8.0.3)

Reporting damage or broken items	It is the responsibility of the resident to report any damage or need for repair as soon as possible. Promptly addressing issues prevents them from worsening. Once the resident reports the damage a work order is issued, and a request is made to our facilities team to send a trades person. Residents are not required to be there when the work is being done. If the room is not in appropriate condition when the trades person arrives and they are unable to complete the maintenance request, the resident may be subject to the cost of the additional time billed.
Other	Other conduct not listed above may be treated as a Level 1 offence where, based on the circumstances, it falls within the definition of that level.

5.0.0 Level 2 Offences

5.0.1 Definition

Actions by an individual(s) which:

- create a significant nuisance and/or disturbance to an individual or community

Level 2 offences represent greater risk to the safety and/or property of residents, the property of the University, or the integrity of the community. As a result, these disciplinary actions will be more severe. Repeated level 2 offences (regardless of the infraction) will be deemed to be level 3 offences.

Normal Range of Sanctions: Warning and /or minimum \$100 fine and/or behavioural sanction. Restitution for damage(s) where applicable. Normal point range: 2-5

5.0.2 Examples of Level 2 Offences

The following examples illustrate behaviours that fall under Level 2. This list is not exhaustive.

Access Cards and Keys	Residents are issued an access card by Campus Safety and Prevention Services for the exclusive purpose of accessing Residence buildings. Access cards are non-transferable, and residents are prohibited from lending, sharing, or permitting any other individual to use their card. Residents are responsible for any unauthorized access they facilitate, including allowing entry to individuals who are not their personal guests or permitting “tailgating” by persons who follow them into the building. These requirements are in place to protect the safety and security of the Residence community. Lost access cards must be replaced in person at the Campus Safety and Prevention Services Office during business hours. The replacement fee will be charged to the resident’s student account. Residents must ensure that their room doors and windows are locked whenever the room is unattended. Residents may be held responsible for theft, loss, or damage that occurs as a result of failing to secure their room. The student card remains the property of Concordia University. It is non-transferable and may be revoked for violations of University regulations. Residents must present or surrender their card to authorized University personnel upon request.
Cooperation with Staff	Residents are expected to comply with the directives of all University employees who are acting in an official capacity. This includes all members of the Residence Life Team, Campus Safety and Prevention Services, Food Services Staff, etc. Deliberately misleading, acting belligerently, failing to comply, or refusal to comply or improperly identifying one’s self to a University official is strictly prohibited.
Graffiti	Any defacement of Residence property i.e. hall walls, room doors, doorframes, ceilings, etc., is not permitted.
Open Flames	Open flames are not permitted in Residence. This includes, but is not limited to lit candles, incense, lighters, matches, etc.
Pets or Animals	Subject to University policy, no pets or animals of any kind are permitted in Residence.
Physically Active Games in Common Areas	Residents are not permitted to participate in potentially destructive activities that may cause personal injuries and/or property damage. These activities include, but are not limited to: indoor sports, water fights, using roller blades, skateboards, hockey sticks or bicycles in the buildings.

Decorating and Furnishing Your Room	Altering or modifying any part of the Residence room is not permitted. Residents may not paint surfaces or apply adhesives, stickers, LED strip lights, nails, screws, brackets, or any other materials to walls, furniture, or fixtures. Decorations must not obstruct, cover, or be hung from smoke detectors, fire alarms, sprinklers, or any other life-safety equipment. Residents are responsible for ensuring that all décor and personal items comply with Residence safety standards and do not interfere with University property or community wellbeing.
Removal of Residence Property	Removing/relocating furniture from lounges, dining rooms, and other common areas is not permitted.
Underage Alcohol Consumption	Underage drinking is not permitted in Residence. Residents may not purchase or supply persons under the legal drinking age with alcohol or provide them access to it.
Capturing an image or video of an individual	Residents have a reasonable expectation of privacy in their residence. This includes the reasonable expectation that they will not be recorded without their knowledge or consent. Residents and guests are therefore prohibited from using audio, video, or any other devices to capture a person's image or voice in residence without the subject's prior express consent. This does not prevent recording or disclosure where authorized by the University, required by law, or reasonably necessary to report an immediate safety concern.
Use of University internet	Residents are responsible for appropriate and legal use of internet including downloading.
Other	Other conduct not listed above may be treated as a Level 2 offence where, based on the circumstances, it falls within the definition of that level

6.0.0 Level 3 Offences

6.0.1 Definition

Actions by an individual(s) which:

- endanger the safety and security of themselves and/or another individual(s)
- compromise personal or University property
- attack the dignity/integrity of an individual contravene applicable laws

Level 3 offences pose the greatest risk to safety and/or property of residents, Residence Life staff, the property of the University, or integrity of the Residence community. Disciplinary action will be severe, and cancellation of the lease is possible.

Normal Range of Sanctions All level three offences could be subject to any or all of the following: Warning/Probation letter and/or minimum \$150 fine and/or behavioural sanction, and/or probation, and/or seeking lease cancellation. Restitution for damage(s) where applicable. Normal point range: 4-9

6.0.2 Examples of Level 3 Offences

The following examples illustrate behaviours that fall under Level 3. This list is not exhaustive.

Commercial Use	The use of a Residence room, mailbox, and telephone or data connection for any commercial purpose is prohibited.
Deliberate or negligent damage to University property	Any damage to University property will not be tolerated. Residents are responsible for any damage to property caused by their guests. Residents will be held financially liable for damage to residence buildings or property that results from willful or negligent actions by either that resident or their guest(s). Even though it may not be a resident's intention to damage property, the resident will be held liable for any such damages. Further, the resident will be held responsible for any and all damage costs resulting from frozen and/or burst pipes caused by them or their guest(s) due to events such as failure to keep their windows closed in cold temperatures.
Explosives	Explosive or flammable material is not permitted in Residence buildings. Proper storage of flammable material is required.
Fire Equipment	Discharging, tampering with or operating any fire prevention or detection equipment for any purpose other than the control of fire is strictly prohibited.
Gambling	Participating in and/or running an illegal gaming or gambling operation is prohibited.
Harassment	Every individual has the right to an environment characterized by mutual respect and shares the responsibility to treat all members of the University community with respect and without harassment. Harassment is defined as personalized, inappropriate behaviour that is either repetitive or abusive. This includes any violation of the University policy regarding Sexual violence .
Illegal Drugs	Students in Residence are prohibited from being involved with trafficking, possessing, using and consuming any illegal drugs or with any misuse of prescription drug substance in Residence. This includes possession of drug paraphernalia including, but not limited to, bongs, pipes, sploofs, vapes etc. Where there are reasonable grounds to believe that illegal activity or an emergency is occurring in a room, University personnel may enter the room in accordance with Section 7.0.3, University policies, and applicable law.

Inappropriate/Illegal Entry	Entering another resident's room or disturbing another resident's property is not permitted. Locked-out residents may gain access to their room via a Resident Assistant. Manipulating the lock, door, or window is strictly prohibited. Entry or exit via unauthorized doors such as the garage door is not permitted, nor is propping open doors and allowing access to non-residents who are not guests. (Note: In cases of emergency, or if it is deemed that illegal activities are taking place in any room Residence Life Administrators reserve the right to enter residents' rooms).
Inappropriate Alcohol Consumption	Residents of legal drinking age who chose to partake in drinking must do so in residence using responsible and safe practices. All residents are responsible for their actions when consuming alcohol and must refrain from any behaviour that causes a disturbance to other community members.
Mass Alcohol Consumption	Possession and/or consumption of "common source" alcohol (i.e. kegs, barrels, Jell-O shots, and other large containers of alcohol, etc.) and/or organizing/participating in "drinking games" (i.e. Century Club, funneling, beer pong, etc.) within residence are prohibited. Possession of drinking and/or drinking game paraphernalia, including but not limited to funnels, beer bong, beer pong kits or tables, etc. is prohibited. No individual can participate in, promote, or be a spectator of drinking or consumption games within the Residence community. Drinking or consumption games are defined as any activity, game, or contest in which the consumption of beverages or cannabis is either a primary focus or used as a penalty, typically in response to a specified cue or prompt.
Open Flames	Open flames are not permitted in Residence. This includes, but is not limited to: lit candles, incense, lighters, matches, etc.
Pornography	Displaying or making available for viewing pornographic material in the hallways, common areas, lobbies, stairwells, bathrooms, exterior room doors, or any interior area of a room that can be seen from an open door is prohibited in accordance with applicable law.
Raids or Inappropriate or Destructive Pranks	Initiating, encouraging, supporting, or participating in raids and/or pranks that are disruptive, offensive, or hostile to residents and/or staff is prohibited. Examples include, but are not limited to: water fights, dismantling and removing, and/or relocating Residence/personal property, etc.
Reporting of health and safety concerns	Residents are required to report any incidents that could constitute or lead to a health and safety concern for the community. This includes, but is not limited to, illness that is highly contagious, pest control concerns including bed bugs and mice, and concerns regarding safety and security of or related to residents, staff and guests. Residents are required to follow reasonable directions from the University related to health and safety. (Refer to section 8.0.0 for related administrative rules)

Restricted Areas	Students are prohibited from being in any restricted areas, these include, but are not limited to: the roof of any Residence (except in emergencies), window ledges, attics, etc.
Smoking and/or vaping	All areas in Residence are non-smoking, and therefore smoking is prohibited anywhere in Residence. Signs of smoking or vaping in Residence, including ashes, its scent, or the sight of smoke or cigarette butts, will be considered evidence of smoking/vaping in Residence and is a violation. The term smoking applies to vaping, loose tobacco, Dokha, shisha, cigars, clove cigarettes, cannabis and any other form of smoking and/or tobacco use in Residence. As a result, residents cannot possess smoking paraphernalia (bongs, shisha pipes, hookahs, e-cigarettes, vapes, sploofs, etc.) in Residence.
Theft	Theft of Residence property or that of other residents will not be tolerated and may result in the issue being referred to appropriate legal authorities.
Throwing Materials	Throwing, dropping, or ejecting material from Residence buildings, windows, rooftops, or down stairwells or in quad is prohibited. Throwing material at Residence buildings is also prohibited.
Vandalism/Tampering	Willful Damage to University property and/or that of its subcontractors is strictly prohibited.
Violence	Violence or physical/verbal aggression or any threat thereof in Residence will not be tolerated. Physical aggression is defined as any violent or physically aggressive behaviour. Verbal aggression is defined as any violent or verbally aggressive behaviour. This includes any violation of the University policy regarding Sexual violence .
Weapons	Firearms and any other weapon or item that is created/intended to cause harm, or could be seen as intimidating, are strictly prohibited. This includes, but is not limited to, guns / gun-like objects, Airsoft® guns, paintball guns, novelty weapons such as swords or karate implements, etc.
Other	Other conduct not listed above may be treated as a Level 3 offence where, based on the circumstances, it falls within the definition of that level.

7.0.0 Administrative Rules

7.0.1 Guest Policy

A guest is any person who is not assigned to live in the specific room, suite, floor, building, or Residence area being accessed, as applicable. Residents are responsible for their guests and their behaviour at all times, including informing them of the Code and relevant University policies. In the event of any violation of the Code by a guest, the host may be sanctioned accordingly. Acting as a host for person whose visiting privileges have been revoked is prohibited.

Residents are not permitted to host a guest during welcome and orientation weeks (typically the first week of the lease and the first week of classes) and during the 24-hour quiet hour period for final exam periods (typically begins the week prior to the start of the final exam period). Dates are subject to confirmation by the Residence Life and will be communicated to all residents.

A guest may not stay for a period of longer than three consecutive nights or stay in residence repeatedly, unless pre-approved by the Manager or delegate, which approval may be modified or rescinded where Residence Life determines that continued approval may affect safety, security, operations, or the reasonable enjoyment of the Residence community. Requests must be made in writing a minimum of two weeks in advance.

The Residence Life Administration reserves the right to impose a guest sign-in policy.

7.0.2 Access Cards and Keys

For the protection of personal possessions, residents are advised to lock their door when leaving their room. Lost keys should be reported immediately to the Residence Life Administration. Replacement keys cost \$35/key. If a resident loses their bedroom key more than two times, Residence Life will change the resident's lock at a cost of \$150.00 charged to the resident's student account to cover the cost of labour and materials. If a resident forgets their keys or access card and are locked out, there will be a \$5.00 charge to access the building/room. Key replacement costs are charged to the resident's student account.

Lost access cards must be replaced in person at the Campus Safety and Prevention Services Office during business hours at a resident's own cost.

7.0.3 Room entry

Privacy is an important component to living in a community; however, there may be certain circumstances where entry into a resident's room is required.

Residence Life, Campus Safety and Prevention Services, Facilities Management, or other authorized University personnel, or law enforcement officers may enter a resident's room where reasonably necessary for health, safety, security, maintenance, inspection, emergency response, investigation of an alleged violation, or compliance with this Code, the lease, University policies, or applicable law. Where practical, reasonable notice will be provided. In urgent circumstances, or where notice is not practical, entry may occur without prior notice, without the resident being present, and without the resident's prior consent.

7.0.4 Room condition report

Within 7 days of the start of the lease, residents must review the room condition report completed by Residence Life staff prior to their arrival and report any discrepancies or maintenance issues. Damage or maintenance issues not reported within this period may be presumed to have occurred during the resident's occupancy, unless the circumstances indicate otherwise.

Room inspections: Residence Life will conduct planned room inspections during fall reading week, prior to the University holiday closure period and during the winter reading week. Room inspection dates, times and instructions will be communicated in advance. The purpose of the room inspections are to ensure the rooms are maintained in good and safe condition. Particular attention is paid to sanitary conditions and to ensure windows are closed and locked. These inspections do not involve intrusion into personal belongings. Residents will be notified of concerns including prohibited items.

7.0.5 Move-out

The resident must vacate (and remove all personal belongings of the resident contained within) the premises no later than the end date of the lease. The resident must sign-up for a move-out appointment at which time the premises shall be inspected by a staff member and the resident must return all keys (room key and mail box key). The resident must leave the premises in a neat and clean condition, with all furniture present, assembled, in-place, and in good condition and repair, ordinary wear and tear excepted. The resident is responsible for the cost of all extraordinary cleaning, repair of any damage replacement of furniture, appliances, or equipment. Any relevant charges will be billed to the student account.

7.0.5.1 Possible charges for move-out

When a student moves out, they must return the room in the condition it was delivered to them. Any damage to the room may result in charges. The below table outlines approximate costs for certain types of damage. These costs are subject to change and may be higher depending on the extent of the damage and the actual costs of repairing the damage. The cost of repairing extensive damage will be based on quote received by the relevant trade person, contractor, supplier or service provider.

Painting of ceilings	\$360.00
Wall repair and/or painting	\$340.00 per wall
Wall Cleaning	\$130.00
Fridge Cleaning	\$78.00
Door repair and/or painting	\$67.00
Room cleaning	\$150.00

8.0.0 Health, safety and wellbeing

8.0.1 Health and safety protocols

In the event of an emergency on campus or in residence, residents must call [Campus Safety and Prevention Services](#) at 514-848-3717 or the duty phone assigned to the building. Residents are required to report all health and safety concerns to a Residence Life staff member or to Campus Safety and Prevention Services, as appropriate, and are required to comply with all reasonable health and safety directives from the University, which may include:

- Temporary room reassignment
- Quarantine protocols
- Food delivery or takeout instructions during illness
- Maintenance interventions

If a resident becomes ill with a potentially communicable illness that may create a health risk in the Residence community, they must notify Residence Life as soon as reasonably possible. Residents are not required to disclose more personal health information than is reasonably necessary for the University to assess and respond to the Residence-related risk. Measures may be implemented to protect other residents in consultation with health professionals. Failure to comply may result in sanctions, including possible lease cancellation.

In cases where repair work is extensive or where health risks cannot be promptly resolved, Residence Life reserves the right to:

- Permanently reassign affected residents to a more suitable space
- Temporarily relocate affected residents while repairs are conducted
- Residents' original rooms will be returned to them within a reasonable timeframe
- If immediate relocation is required, residents may not have time to pack belongings; in such cases, the University will pack and store residents' belongings with reasonable care

All residents are required to evacuate the building immediately during fire alarms and drills.

8.0.2 Emergency contacts

Residents are responsible for ensuring that their emergency contact information in eRez is accurate and up to date, and for informing the listed individual that they have been identified as an emergency contact. In an emergency or serious health, safety, or welfare situation, Residence Life staff or other appropriate University personnel may contact the resident's listed emergency contact where the University determines that doing so is appropriate in the circumstances.

8.0.3 Resident Responsibility for Personal Support Needs

Residents who have pre-existing health needs, ongoing treatment requirements, or established support plans are responsible for ensuring that appropriate supports are arranged, activated, and maintained prior to and throughout their stay in Residence. This includes, but is not limited to, clinical care, counselling, case management, medication management, and any other personal supports required for their well-being.

Residents are expected to engage appropriately and consistently with their external supports. While Residence Life is committed to fostering a safe and supportive community environment, Residence Life is not responsible for providing any health services including but not limited to clinical, therapeutic, or specialized mental health services.

All personal support strategies, coping mechanisms, and wellness practices used by residents must be appropriate in a shared living environment and must not compromise the safety, well-being, or reasonable comfort of other community members, including fellow residents and staff. Residence Life may intervene when a resident's behaviour, coping strategies, or unmet support needs raise concerns regarding physical or psychological safety, cause a disruption, or pose a risk to the residence life community.

8.0.4 Prohibited items

For various reasons, certain items are not permitted in Residence. Such items include, but are not limited to the following:

- Internet routers
- Wi-Fi devices that disrupt access to the University internet network
- Cooking appliances or other electrical appliances of any kind (i.e.: hot plates, toasters, kettles, toaster ovens, rice cookers, coffee machines, blenders, washer, grills, etc.)
- Space heaters
- Humidifier/dehumidifier, air conditioners or air purifiers of any kind
- Halogen or neon gas lights of any kind
- Candles, incense and diffusers
- Irons and steamers
- Halogen lamps, LED strip lighting
- Gasoline, kerosene or other flammable fuels
- Weapons of any kind – including novelty, historic or decorative weaponry.
- Guns or gun-like objects – including Airsoft®, paintball guns, etc.
- Bicycles – all bicycles must be stored at an exterior rack at residents' own risk and may not be kept in residents' rooms, stairwells, common rooms or hallways
- Speaker systems