



# RULES OF RESIDENCE

## I. Introduction

King's University College as a Catholic, co-educational liberal arts university college, affiliated with The University of Western Ontario, maintains its identity as a Catholic community in the midst of a large secular university.

The Board of Directors of King's University College is charged with final administrative authority over the property, organization and conduct of the College.

It is the responsibility of every student resident at the College to abide by the King's University College Code of Student Conduct and the King's University College Rules of Residence. Students are expected to comply with all of the laws of Canada and Province of Ontario. The College neither substitutes for, nor interferes with, the regular legal processes. An action involving a student in a civil or criminal court does not free the student of responsibility for his/her conduct in a College proceeding. The College will proceed with its internal review in accordance with its own procedures.

King's University College Rules of Residence may be amended during the course of any year. Amendments and additions will be in full force and effect following the approval of the Board of Directors and notification of students in residence. Amendments and additions will be posted indicating the date on which they will be in effect.

## II. Rules and Penalties for Offences against the Rules

### A. Rules

An offence occurs when a resident acts in a manner that is dangerous or potentially dangerous to the health, safety and well-being of others and/or is contrary to the College's philosophy and/or community standards. The following are explicitly prohibited:

1. Possession of weapons, firearms, fireworks, explosives of any kind, chemical oils, flammable/dangerous materials or any other offensive, hazardous or illegal substances is not permitted in residence and will result in immediate expulsion from residence.

Rules 2. through 6. below are considered to be extremely serious and may result in immediate expulsion from residence in order to protect the safety of the individual or others at King's University College.

2. Dangerous, disorderly or personally harassing acts that threaten the wellbeing (physical or psychological) of any person, whether or not harm to persons or property results. \*

\*Complaints of harassment or discrimination on the prohibited grounds specified by the Ontario Human Rights Code (race, ancestry, place of origin, colour, ethnic origin [including language, dialect, or accent], citizenship, creed, sex, sexual orientation, age, marital status, family status, the receipt of public assistance, record of provincial offences or pardoned federal offences) will be dealt with according to applicable King's University College policy on harassment and discrimination.

3. Possession of stolen property or theft of any kind.

4. Possession or use of illegal drugs by a resident or any guest of a resident.

Students are expected to comply with all laws that pertain to possession and use of drugs and controlled substances. A breach of this rule by a guest will result in the immediate expulsion from residence of any guest and he/she will be prohibited from returning to the residence.

In disciplinary matters, the excuse of being under the influence of drugs is not an acceptable defence or an acceptable reason for appeal

5. Misuse of the fire protection system, including causing a false fire alarm, tampering with fire doors, exit signs, posted safety procedures, fire extinguishers, hoses, alarm system components, smoke detectors, heat detectors, etc.

6. Damage to the property of King's University College or any personal property.

7. Failure to respond to a fire alarm by clearing the building quickly and efficiently.

8. Possession or consumption of alcoholic beverages in residence by residents under the age of nineteen (19) or guests of residents under the age nineteen (19).

Provision of alcohol to residents under nineteen (19) years of age or to guests under nineteen (19) years of age.

Residents who may legally consume alcohol are expected to do so in a safe and responsible manner. Abuse of alcohol in any form is unacceptable in residence.

Possession or consumption of alcohol in areas other than approved residence areas and in accordance with residence policies and/or King's University College Alcohol Policy.

Residents are expected to comply with the Liquor Licence Act of Ontario and to be familiar with the King's University College Alcohol Policy.

#### Residence Alcohol Regulations

Students resident at the College nineteen (19) years of age or older and their guests nineteen (19) years of age or older may consume alcohol only in private residence rooms or in the private residence lounge within a residence unit.

Alcoholic beverages brought into a residence unit lounge must be served in an unbreakable cup or container.

Residence lobby areas, stairways, hallways and washrooms are considered public areas, therefore alcoholic beverages may not be open or consumed in these areas.

For safety reasons, beer or malt liquor in bottles is not permitted in residence.

Kegs or other bulk containers, or any devices or drinking games that promote, or may be seen to promote, excessive consumption of alcohol are not permitted in residence.

Possession of open alcohol or consumption of alcohol is never permissible outside on the grounds of the College. This includes the areas immediately outside the residences, playing fields and all parking lots.

Anyone who serves any person an excessive amount of alcohol, regardless of his/her age, may be legally (criminally and civilly) liable as the host should the individual served sustain or cause injury.

In disciplinary matters, the excuse of being under the influence of alcohol is not an acceptable defence or an acceptable reason for appeal.

9. Violation of building security and safety measures and policies. This includes unauthorized possession or duplication of keys, failure to report lost keys, failure to keep locked security doors closed, failure to keep window mechanisms in place, etc.

10. Misuse of a student identification card/meal card or failure to produce identification when asked by an agent of the College (i.e., employees of the College including residence staff, and contract employees of the College, such as security personnel and food services staff).

11. Unauthorized entry to or presence in restricted or private residence areas. This includes refusing to leave or returning to an event or residence area after having been instructed to leave by an agent of the College, as defined in Rule 10. above. This also includes any type of forced entry.

12. Failure to comply with King's University College Residence Guest Policies.

Guest Policies:

All residents are responsible for their guests and must accompany guests at all times while in the residences.

Hours for co-ed guest access in residence rooms are:

Sunday through Thursday: 10:00 a.m. until Midnight

Friday and Saturday: 10:00 a.m. until 2:00 a.m. (Saturday, Sunday)

Residence lounges and study rooms are open to men and women guests at any time.

Each residence unit will develop and monitor internal procedures and courtesy measures for hosting opposite sex visitors within the limits of the Guest Policies, in consultation with Residence Staff. These procedures will be clearly posted in each residence unit. A unit may further limit co-ed guest access and/or hours by consensus of the members of the residence unit.

Residence students may not have more than two guests at any time.

Guests will be required to leave if designated quiet hours are not observed.

Guests are permitted in residence rooms with the agreement of roommates. A resident will have the unconditional right to ask and expect a roommate's guest(s) to leave. The highest standard of consideration and cooperation is expected in order to maintain each student's right to study, rest and privacy. Conduct that in any way jeopardizes the wellbeing of another student will be handled under Rule 2. above.

Guests are not permitted to have or use residence keys under any circumstances.

A violation of rules by the guest of a resident student will result in disciplinary action and/or Responsibility for damages being assigned to the host.

#### Overnight Guests

Same sex overnight guests are permitted in residence and must be approved by the Residence Manager (or acting Residence Manager) and signed in at the Residence Information/Security Desk.

A student is limited to hosting an overnight guest twice per term.

A student occupying a double room must have the written permission of his/her roommate in advance for hosting an overnight guest. An overnight guest permission form must be submitted to the Residence Manager (or acting Residence Manager) at least forty-eight (48) hours in advance of the anticipated guest arrival.

A bed must be available for an overnight guest. Overnight guests or residents are not permitted to sleep in unit lounges or study rooms.

Overnight guests are limited to a maximum stay of three consecutive nights and residents are discouraged from hosting overnight guests Sunday through Thursday nights.

Overnight guests in residence are not permitted during Orientation Week, December and Final Examination periods, or Conference Week.

13. Failure to maintain Quiet Hours while within or adjacent to the residence areas.

Quiet Hours are defined as times during which noise should not be audible from one room to another; including residence rooms, study rooms, lounge areas, or other public areas of the residence (i.e. washrooms, kitchenettes, hallways and stairways) or from outside areas immediately adjacent to the residences.

It is the responsibility of each resident to ensure that an atmosphere conducive to study is maintained. Residents should be able to study in their rooms during the day and evening. Audio equipment, televisions, and musical instruments are permitted in residence so long as their use does not disturb other residents.

Quiet Hours are observed according to the following schedule:

Sunday night to Friday morning: 7:00 p.m. through 9:00 a.m.

Saturday and Sunday: 1:00 a.m. through 9:00 a.m.

During the December and Final Examination periods strict quiet hours are observed on a continuous twenty-two (22) hour basis; moderate quiet hours are observed daily from 4-6 p.m.

Residents who disrupt the sleep or study of other residents repeatedly, or who show themselves to be incapable of maintaining an atmosphere conducive to study may be asked to leave residence at anytime during the academic year. Such conduct is deemed to jeopardize the well-being of other students and will be handled under Rule 2. (above).

14. Failure to maintain a smoke-free environment in all areas of the residence buildings, including individual residence rooms.

15. Pets are not permitted in residence. Service animals to assist persons with disabilities are welcome in residence with prior consultation with the Residence Manager.

16. Residence rooms are equipped with furniture, bedding and accessories that are to be used as provided. Students must account for all furniture, bedding and accessories upon leaving residence. Missing items, as well as any damage to the room or its contents, to any part of the residence unit, or to any other College property, either by a resident or the guest of a resident, will be assessed by the Residence Manager and charged to the resident.

In situations where responsibility cannot be determined for unit damages or exceptional cleaning requirements, responsibility will be shared by all unit residents and will be billed accordingly.

17. Residents are expected to keep their rooms in reasonable order, as well as the common areas and washrooms clean and free of litter. Residents may be charged for the costs of additional cleaning that is deemed necessary by the Residence Manager.

18. Rooms are not to be painted or wallpapered, and the use of nails, tacks, screws, etc. is not permitted as they damage the surface of walls and furnishings. Room decorations and accessories must not create a fire safety hazard.

19. Furniture and accessories are not to be removed or exchanged from the lounge areas, from one student room to another, or removed from the building.

Individual room furniture is not to be relocated within the room. Furnishings are arranged to provide optimal access and space for each student assigned to the room.

Window screens and window mechanisms are not to be removed under any circumstances.

20. Residents are not permitted to apply or affix anything to the exterior of the buildings, or to throw or let fall any object or matter from residence buildings.

21. Permission of the Residence Manager is required for any postings or visual displays in any public areas including the lobby, lounges, study rooms, hallways, stairways, washrooms, the exterior of residents' room doors and windows. Residents will be required to remove any posting or display deemed offensive by another student(s) or by the Residence Manager.

22. Residence buildings were not designed for the varied appliances, computers, and electronic equipment utilised by today's students. Consequently, residents may be asked to moderate their use of such equipment if it is deemed necessary.

Small refrigerators are permitted in residence rooms (maximum size of 5 cubic feet and 35 inches high).

Power bars with fuses are required. Computer users should protect their equipment against power surges.

Residents may not alter the wiring provided. Electrical needs should be brought to the attention of the Residence Manager.

23. Students contracting for residence information technology network services (RezNet) must comply with applicable King's University College and UWO information technology policies and regulations. Failure to do so may result in termination of services.

24. Electrical appliances, or open flame devices, to warm or cook food may not be used in residence rooms. Such items may be used in the residence kitchenette area only.

25. Candles and incense are not permitted in residence. Students whose religious practices require the burning of any substance in residence must discuss this with the Residence Manager.

26. Bicycles, motorbikes, etc. may not be brought into residence passageways or rooms. Rollerblades may not be worn in residence buildings.

27. Resident students must comply with the King's University College Parking Policy.

28. Use of laundry facilities is restricted to posted hours.

29. Resident students are required to comply with the policies of the King's University College Meal Plans, Thames Market and other food service facilities.

Meal cards are not transferable; only the student whose name and photograph appear on the identification card may access the meal plan.

Public health regulations require that shirts and footwear must be worn in food service areas.

## B. Penalties for Offences against the Rules

Penalties for offences against the King's University College Rules of Residence include:

- ◆ Documented verbal warnings
- ◆ Written warnings (formal reprimand)
- ◆ Behaviour bonds fines
- ◆ Community service
- ◆ Replacement of damaged property
- ◆ Restriction or cancellation of privileges and/or services
- ◆ Restriction of access to specified residence areas and/or facilities,
- ◆ Probationary warning,
- ◆ Temporary suspension
- ◆ Expulsion from residence (termination of the Residence Agreement), or a combination of these.

## Definitions

a) A behaviour bond is a specific sum of money held in the student discipline account for a specified period of time. A bond is forfeited if (1) the individual under bond commits any other offence during the period of time specified by the bond, or (2) the bond is not paid by the assigned date, otherwise the money is returned at the end of the specified time period. Bonds may range from a minimum of \$50 to a maximum of \$300 and may be in effect for a period up to the end of the academic year.

b) A fine is a specific sum of money (at least \$50 and not to exceed \$300) paid as a penalty for an infraction of the Rules of Residence. Bonds and fines must be paid according to the deadline indicated in the written notification of disciplinary action (normally 10 business days).

The proceeds from all fines and forfeited bonds will be used for the purpose of improving student facilities at the College, as student emergency funds, or as a donation to the King's University College Bursary Fund.

Fines, forfeited bonds, or damage charges outstanding will be treated as overdue accounts and will be processed through the Student Financial Services Office for action.

King's University College reserves the right seal a student's academic record in instances of non-payment of prescribed fees or fines and/or bills. This will not only prevent further registration, but also the disclosure of any information pertaining to academic records, such as transcripts of marks and grade reports. An additional fee of \$40 is assessed when an academic record is sealed.

c) Community service (to a maximum of 30 hours) may be assigned in circumstances as deemed appropriate by the Residence Manager. A deadline for completion of community service will accompany the assignment of community service.

d) Restriction of access means that a student is barred from access or has limited access to a designated residence area(s) or facility (ies) for a specified period of time up to and including the end of the academic year.

e) A probationary warning is official notice that a student is not in good standing in the King's University College Residence and subsequent violation of Residence Rules will result in expulsion from residence (administrative termination of the residence agreement). The parent(s)/guardian of a student under the age of majority will be notified of probationary status.

f) Temporary suspension from residence is the removal of a resident from residence to allow for an investigation and/or the resolution of matters concerning the safety and/or discipline of a resident or residents for a period not to exceed 72 hours. A student temporarily suspended from residence is responsible for finding alternative accommodation and is responsible for the cost of alternative accommodation.

g) Expulsion from residence (administrative termination of the residence agreement) means that a student may not continue to reside in a King's University College residence. Certain infractions will lead to expulsion from residence and an effort has been made to identify these. Also, an accumulation of offences will lead to expulsion from residence.

A notice of trespass will be issued with expulsion from residence. This means that a student who is required to leave residence will not be permitted in any residence area of the College.

The College reserves the right to expel a student from residence immediately in those cases where expulsion from residence will or is likely to occur, particularly where safety concerns exist. Notice of expulsion from residence may be given and acted upon by the College unilaterally. The student will be given reasons for the College's immediate action.

In those circumstances where the College decides it must act immediately, reasons will be given to the student, in writing, as soon as possible after the expulsion from residence. All of the procedures with respect to offences will then apply. The student will not be allowed to return to residence during the period of review. A student expelled from residence is responsible for finding alternative accommodation and is responsible for the cost of alternative accommodation.

### III. Administration and Procedures

The Board of Directors is responsible for the administration of the College and has the authority to develop rules for residence life. The Dean of Students is responsible for non-academic disciplinary matters at the College. The Dean of Students delegates such implementation responsibilities, where appropriate, to the Residence Manager and residence staff.

While Residence Assistants are responsible for the investigation of and reporting of offences against the Rules of Residence and/or unsafe situations in the residences and areas immediately adjacent to the residences, all resident students share in the responsibility to report offences against the Rules of Residence and/or any unsafe condition or situation in residence to the Residence Manager or Acting Residence Manager.

Any unsafe situation must be reported immediately; other occurrences should be reported within 24 hours and not later than 72 hours.

When the Residence Manager receives an occurrence report outlining a breach of the Rules of Residence, the resident(s) allegedly responsible for the infraction will be notified in writing that the Residence Manager has received a report outlining an alleged offence against the Rules.

Written notification will be delivered through the campus mail facilities or by personal delivery. Upon delivery, notice will be considered complete whether or not the notice letter is read or acknowledged by the student. It is each student's responsibility to check his/her campus mailbox on a regular basis. Delivery will be deemed effective on the third (3rd) business day following the posting of the letter of notification to the campus mailbox.

Upon notification that an alleged offence has been reported, a student is required to meet with the Residence Manager and the Resident Assistant(s) or other person(s) reporting the alleged offence to discuss the occurrence, the occurrence report, and to present his/her account of the occurrence. The Residence Manager may request and/or allow other persons to attend this meeting at his/her discretion. This meeting will be held as soon as possible following delivery of notification to the student that a report of an alleged offence against the rules is pending.

Following the meeting, the Residence Manager will make a decision regarding the alleged offence, assess a penalty where appropriate, and notify the student in writing, normally within five (5) business days. During holiday and examination periods, special arrangements and/or extensions may be required.

In the event the student fails to attend the required meeting, the Residence Manager may proceed and will notify the student of the decision and any penalty imposed.

In the case of serious behavioural and/or disciplinary matters for resident students under the age of majority, the College will contact the parent(s) or guardian(s) of the student.

#### IV. Record of Disciplinary Actions

When a student is found to have contravened the Rules of Residence, a report of the review meeting will be prepared by the Residence Manager and this report will remain a part of the student's residence file. All written statements reviewed at the meeting will be retained with the report. These are confidential records that are subject to review only if an appeal is requested. A student with a recorded offence against the Rules of Residence may review the report by contacting the Residence Manager. Residence disciplinary records are not a part of a student's Official Student Record and will be destroyed two years following a student's last term in residence at King's University College.

#### V. Review of Disciplinary Action

Where the Residence Manager finds that a student has contravened the Rules of Residence a student may request a review of the decision and/or penalty imposed to the Dean of Students. Such a review will be based upon the circumstances of the infraction, substantive new information unavailable at the time of the original meeting, or that the penalty is unduly severe in relation to the offence against the Rules of Residence.

A letter requesting a review of a disciplinary action must be submitted within five (5) business days after notification of the decision. The student must provide in a letter specific grounds that warrant a review.

Upon receipt of a letter requesting a review, the Dean of Students (or designate) will examine the content of the letter, review the file and determine whether a review of the matter is warranted. The Dean of Students will notify the student in writing as to whether or not a review is warranted within five (5) business days.

If a review is warranted, the Dean of Students (or designate) will meet with the student requesting the review, the Residence Manager and others as deemed necessary by the Dean of Students (or designate), within five (5) business days.



The findings of the Dean of Students (or designate) be will conveyed in writing, to the student who requested the Review and to the Residence Manager, normally within five (5) business days of the meeting. A copy of this letter will be maintained in the student's confidential residence file (as noted above in Record of Disciplinary Actions).

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