1. WHAT IS NON-ACADEMIC MISCONDUCT?

Non-Academic Misconduct (NAM) is a single act, repeated acts, or a pattern of behaviour that, taken as a whole, violates the **Queen's University Student Code of Conduct**.

Examples can include disruption or interference, contravention of University policy or law, misuse of property or information technology, misrepresentation, unauthorized entry or presence, and other conduct prohibited by the Student Code of Conduct. NAM is separate from academic or research integrity matters.

Non-Academic Misconduct is classified as either **Category 1 or Category 2**. The Non-Academic Misconduct Intake Office (NAMIO) determines the appropriate category based on factors such as the seriousness of the alleged conduct, potential harm or safety concerns, prior findings, and the complexity of the circumstances.

2. WHAT LEVEL DOES THE JAO OVERSEE?

The **Judicial Affairs Office (JAO)** oversees **Category 1 Non-Academic Misconduct cases** that are referred to it by the **Non-Academic Misconduct Intake Office (NAMIO)**. The JAO administers these cases on behalf of Queen's University under the AMS-University Agency Agreement.

NAMIO is responsible for receiving reports and determining which NAM Unit should handle a case. Category 2 cases are generally considered more serious than Category 1 cases and are normally handled by the **Student Conduct Office**.

The JAO is one of the NAM Units within Queen's broader system, alongside the **Student Conduct Office, Athletics & Recreation, and Residences**.

3. WHO IS THE CASE OFFICER?

Every case handled by the JAO is assigned a **Case Officer**. For Non-Academic Misconduct cases, this is normally the **Judicial Case Manager**, although another appropriate Case Officer may be assigned in circumstances such as a conflict of interest.

The Case Officer is responsible for managing the case and conducting the investigation. Their responsibilities may include:

- Reviewing the allegations and relevant evidence

- Meeting with the Respondent
- Meeting with relevant witnesses
- Gathering information necessary to understand the case
- Exploring an appropriate resolution
- Presenting the case to the Judicial Council when a hearing is required

The Case Officer is responsible for administering the process fairly and is not the personal representative of either side.

4. WHAT SANCTIONS CAN BE IMPOSED?

The primary approach to NAM sanctions is **educational**. Sanctions should reflect the circumstances and seriousness of the misconduct, and more than one sanction may be imposed when appropriate. Repeated violations may result in progressively more serious outcomes.

Possible sanctions include:

- Written warning or reprimand
- Letter of behavioural expectations
- Educational assignments
- Written or oral apology
- University or community service
- Restitution for loss or damage
- Monetary or conditional fines
- Restriction or loss of privileges
- No-contact requirements
- Non-Academic Probation

The Judicial Policy also allows the Judicial Council to impose sanctions proportionate to the seriousness of an offence.

5. WHAT IS THE COMPLAINT PROCESS?

Reports of possible Non-Academic Misconduct are generally received and assessed by **NAMIO**. NAMIO determines whether the conduct falls within the Student Code of Conduct, whether another process is more appropriate, the category of the case, and which NAM Unit should handle it.

If a **Category 1 case is referred to the JAO**, it is assigned to a Case Officer who investigates the matter.

Where the facts, responsibility, and sanctions are agreed upon, the case may be resolved through a written **Resolution by Agreement**. If an agreement cannot be reached, the matter may be referred to the **Judicial Council for a NAM hearing**.

General process:
Report → NAMIO Assessment → JAO Referral → Investigation → Agreement or Judicial Council Hearing

6. GENERAL CONTACT INFORMATION

Judicial Affairs Office (JAO)
Alma Mater Society of Queen's University

For information about the JAO, the Judicial System, or resources available to students:
myAMS.org → Governance → Judicial Affairs Office

AMS Secretariat
Email: **secretariat@ams.queensu.ca**

Queen's Non-Academic Misconduct Intake Office (NAMIO)
NAMIO is the University office responsible for receiving and referring reports of Non-Academic Misconduct.

For information about reporting possible student misconduct or the Queen's NAM process:
https://www.queensu.ca/nonacademicmisconduct/