

The following Motions and Documents were considered by the GFC Academic Planning Committee at its February 22, 2012 meeting:

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Agenda Title: **Proposed Changes to Existing Mandatory Student Instructional Support Fees, Proposed New Mandatory Student Instructional Support Fees, and Proposed New Non-Instructional Fees**

APPROVED MOTION: THAT the GFC Academic Planning Committee recommend to the Board of Governors the approval of the proposed changes to existing Mandatory Student Instructional Support Fees (set forth in Attachment 1), new Mandatory Student Instructional Support Fees (set forth in Attachment 2), and the new Non-Instructional Fees (set forth in Attachment 3), as submitted on behalf of the relevant Faculties/Departments by the Registrar's Advisory Committee on Fees (RACF), to take effect as noted in each respective attachment.

Final Recommended Item: 4

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Agenda Title: **Elimination of Fees for Deferred Examinations**

APPROVED MOTION: THAT the GFC Academic Planning Committee recommend to the Board of Governors a proposal submitted by the Office of the Registrar for the elimination of fees for deferred examinations, as set forth in Attachment 3, to take effect upon final approval and for publication in the 2013-2014 *University Calendar*.

Final Recommended Item: 5

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**OUTLINE OF ISSUE**

Agenda Title: **Proposed Changes to Existing Mandatory Student Instructional Support Fees, Proposed New Mandatory Student Instructional Support Fees, and Proposed New Non-Instructional Fees**

**Motion:** THAT the GFC Academic Planning Committee recommend to the Board of Governors the approval of the proposed changes to existing Mandatory Student Instructional Support Fees (set forth in Attachment 1), new Mandatory Student Instructional Support Fees (set forth in Attachment 2), and the new Non-Instructional Fees (set forth in Attachment 3), as submitted on behalf of the relevant Faculties/Departments by the Registrar’s Advisory Committee on Fees (RACF), to take effect as noted in each respective attachment.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Vice-Provost and University Registrar and the Faculties and Departments that have proposed the new and changed fees.
Presenter	Gerry Kendal, Vice-Provost and University Registrar
Subject	<u>Mandatory Student Instructional Support Fees</u> – proposed new fees and proposed changes to existing fees; and <u>Non-Instructional Fees</u> – proposed new fees

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To establish new Mandatory Student Instructional Support Fees, to change certain existing Mandatory Student Instructional Support fees, and to establish new Non-Instructional Fees.
The Impact of the Proposal is	See ‘Purpose’.
Replaces/Revises (eg, policies, resolutions)	Adjusts certain existing and creates new Mandatory Student Instructional Support Fees and creates certain new Non-Instructional Fees.
Timeline/Implementation Date	Implementation dates vary; please see attachments.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	Representatives of the proposing units will also be in attendance at the February 22, 2012 meeting of GFC APC to respond to questions.

**Alignment/Compliance**

Alignment with Guiding Documents	<i>University of Alberta Calendar</i> ; UAPPOL (University of Alberta Policies and Procedures On Line)
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. <b>Post-Secondary Learning Act (PSLA): Sections 61(1) and (2)(a) - “Tuition fees</b></p> <p>61 (1) The board of a public post-secondary institution shall set the tuition fees to be paid by students of the public post-secondary institution.</p> <p>(2) The tuition fees under subsection (1) for all public post-secondary institutions other than Banff Centre</p> <p>(a) must be set in accordance with the regulations[.]”</p> <p>2. <b>Post Secondary Learning Act (PSLA) Regulations – Alberta Regulation 273/2006 – Section 2:</b></p> <p>“Definition of tuition fees for Act purposes, etc.</p>



2. For the purposes of the Act and this Regulation, 'tuition fees' in respect of an institution means the following:

(a) fees identified in the institution's calendar or in a supplement to its calendar as tuition fees or fees for instruction for courses that are part of programs approved by the Minister under the *Programs of Study Regulation* (AR 91/2009) or for the purposes of the *Student Financial Assistance Act*, excluding the following:

- (i) courses taken as part of a distance delivery program by individuals who do not reside in Alberta;
- (ii) apprenticeship programs under the *Apprenticeship and Industry Training Act*;
- (iii) off-campus cost recovery instruction programs;
- (iv) courses provided under a third party contract;
- (v) any differential or surcharge in fees that the board of the institution may set for courses taken by individuals who are not Canadian citizens or permanent residents of Canada;

(b) mandatory fees that are payable to the institution by students for materials and services that facilitate instruction in the courses included in clause (a), excluding the following:

- (i) fees for equipment or materials that are retained or leased by students;
- (ii) fees charged in respect of work placements or practicum experience where the persons or unincorporated bodies providing the work placement or practicum experience do not receive funding from the Government in respect of it."

3. **Post-Secondary Learning Act (PSLA):** The *PSLA* gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)). Section 26(1)(o) provides that GFC may make recommendations to the Board of Governors on a number of matters including the budget and academic planning. GFC has thus established an Academic Planning Committee (GFC APC), as set out in Section 3 of the GFC Policy Manual. GFC delegates its power to recommend to the Board on the budget to the GFC APC.

4. **Board of Governors General Terms of Reference, Section 1 (b):** "The Board has delegated to each Committee responsibility and authority to make decisions on behalf of the Board in the Committee's defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee."

5. **Board Finance and Property (BFPC) Terms of Reference, Section 3(d):**

"3. Without limiting the generality of the foregoing, the Committee shall:  
[. . .]

d) review and recommend to the Board tuition and other like fees[.]"

6. **UAPPOL Student Instructional Support Fee Definition of Mandatory Instructional Support Fee:** "Mandatory fees assessed in anticipation of costs for supplies, equipment, materials, or services which



	<p>are not directly related to the delivery of instruction in a course or program, but are considered required elements of a course or program. Examples include but are not limited to the costs of food, lodging, and transportation for required field trips; supply of certain specialized professional tools which the student will retain; and fees for arranging professional placements such as practica, internships, and work experience. All mandatory instructional support fees require the approval of the Board of Governors.”</p> <p><b>7. University of Alberta Calendar Section 22.2.3:</b> “The University of Alberta complies with the Government of Alberta’s Tuition Fee Policy which states that postsecondary institutions may charge mandatory student fees for instruction to support the provision of supplies, equipment, materials and services to students.”</p> <p><b>8. GFC Academic Planning Committee (APC) Terms of Reference, Section 3.4.b:</b> GFC APC is “[t]o recommend to the Board of Governors on the annual budget [which includes all of the above-noted fees-related matters], excluding budgets for ancillary units.”</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Registrar’s Advisory Committee on Fees (RACF), at which each proposal was discussed with the Committee members and the representatives from the Faculties and Departments that were recommending the new or revised fees.
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee – February 22, 2012 (for recommendation); Board Finance and Property Committee – February 28, 2012 (for recommendation); Board of Governors – March 16, 2012 (for final approval)
Final Approver	Board of Governors

Attachments:

Attachment 1: Proposals for Changes to Existing Mandatory Student Instructional Support Fees (pages 1 – 5)

Attachment 2: Proposals for New Mandatory Student Instructional Support Fees (pages 1 – 35)

Attachment 3: Proposals for New and Changes to Existing Non-Instructional Fees (pages 1 – 3)

Prepared by: Susan Oliver, Office of the Registrar ( [susan.oliver@ualberta.ca](mailto:susan.oliver@ualberta.ca) )

## Attachment 1

### Proposals for Changes to Existing Mandatory Student Instructional Support Fees

<b>Course</b>	<b>Implementation</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Page Number</b>
AUMUS X42/X43	Sept 1, 2012	\$20.00	\$25.00 - \$50.00	2
DRAMA 101	Sept 1, 2012	\$5.00	\$0	4

Mandatory Student Instructional Support fees are mandatory fees assessed in anticipation of costs for supplies, equipment, materials, or services which are not directly related to the delivery of instruction in a course or program, but are considered required elements of a course or program. Examples include but are not limited to the costs of food, lodging, and transportation for required field trips; supply of certain specialized professional tools which the student will retain; and fees for arranging professional placements such as practica, internships, and work experience. Please refer to the UAPPOL policy and procedures for further details/guidelines on Mandatory Student Instructional Support Fees.

## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: November 29, 2011

Item No. <12>

### Request for Approval for: AUMUS 142/242/342/442/542/143/243/343/443/543 Choral Ensemble

#### Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

**OUTLINE OF ISSUE:** Request to increase the MIS fee for the cross-listed, first-and-second term Augustana Choral Ensemble courses.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Augustana Faculty, Fine Arts
Dean/Chair	Dean of Augustana Faculty: Allen Berger Chair of Fine Arts Department: Keith Harder
Primary Contact (Name, phone number, and e-mail)	Ardelle Ries 780.679.1126 <a href="mailto:iries@ualberta.ca">iries@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	Jonathan Hawkins 780-679-1117 <a href="mailto:jh12@ualberta.ca">jh12@ualberta.ca</a>

#### Item

Purpose of Fee (what it is to be used for)	<p>The Choral Ensemble courses offered by Augustana Faculty include both men's and women's choruses, non-auditioned, which study and perform music from a wide variety of choral idioms.</p> <p>These courses, available as the x42 course in Fall term and x43 in the Winter term, are less intensive choral experiences than the x41 Augustana Choir, and geared towards students looking for the opportunity to enjoy singing. They also provide an option for some students to achieve the necessary Fine Arts requirements for a degree at Augustana. The directors of these groups look for ways to help members develop their skills in different, occasionally more intensive settings, usually in a one-day 'retreat' on a Saturday, or workshops and/or occasional collaborative opportunities in Edmonton. The proposed increase would help to cover the costs for such events (lunch, possible venue for the retreat; travel, possible workshop fees in case of a trip to Edmonton).</p>
Proposed Amount	\$ 25-50
Previous Fee Amount (if this is a new fee, please indicate that)	\$ 20

here)	
Requested Implementation Date	Fall Term, 2012
The Impact of the Fee (number of students affected, etc.)	Enrolment limit for each chorus is 50 students; typical enrolment for each is 15-30.
Collected Centrally or by Department	Department

### Course Information (if fee is attached to a course)

Course Name(s)	AUMUS 142/242/342/442/542/143/243/343/443/543 Choral Ensemble
Required Course(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New or Existing Course(s)	Existing
New or Existing Program (include name)	Bachelor of Music; B.A. Major/Minor in Music, BSc/BMgt Minor, BSc/Bed Music: Choral minor, Augustana Faculty. All Augustana students are required to complete a *3 Breadth requirement in Fine Arts – the non-auditioned choirs are one of the options to meet this requirement
Course Description(s)	<p><b>AUMUS 142/242/342/442/542 Choral Ensemble</b>  *1 (<i>fi 2</i>) (first term, 0-2L-0). Performance of choral music. Prerequisite: Consent of Instructor. Notes: A *1 course over the fall term. The course does not require participation in a performance tour.</p> <p><b>AUMUS 143/243/343/443/543 Choral Ensemble</b>  *1 (<i>fi 2</i>) (second term, 0-2L-0). Performance of choral music. Prerequisite: Consent of the instructor. Notes: A *1 course over the winter term. The course does not require participation in a performance tour.</p>

### Details

Estimated Costs (Budget information may be included here or as an attachment)	Retreat costs typically include lunch, possible venue rental. Workshop costs can include fees and/or group travel to Edmonton or other destinations.
Explanatory Notes	The current fee was introduced in the 2010-11 year; this proposal reflects a general increase in costs in offering a retreat and/or workshop, and would give the instructors a more flexibility in course planning.

### Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Augustana Department of Fine Arts
Advisory Route (RACF) Include dates	RACF – November 29, 2011
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** n/a



## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: November 29, 2011

Item No. <7>

### Request for Approval for: Deletion of Field Trip fee for DRAMA 101

#### Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

#### OUTLINE OF ISSUE:

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Arts
Dean/Chair	Kate Weiss (Drama)
Primary Contact (Name, phone number, and e-mail)	Robin A Cowan 780-492-7657 robin.cowan@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	

#### Item

Purpose of Fee (what it is to be used for)	<b>Deletion</b> of field trip fee
Proposed Amount	\$nil – though a statement will be added to each DRAMA 101 section syllabus to alert students to the fact that payment to a theatrical company for attendance at a play will be required and that this amount will vary by production.
Previous Fee Amount (if this is a new fee, please indicate that here)	\$5.00
Requested Implementation Date	September 2012
The Impact of the Fee (number of students affected, etc.)	~ 120 per Fall/Winter will no longer have to pay this fee
Collected Centrally or by Department	Centrally

#### Course Information (if fee is attached to a course)

Course Name(s)	DRAMA 101
Required Course(s)	<input type="checkbox"/> Yes

	<input checked="" type="checkbox"/> No
New or Existing Course(s)	existing
New or Existing Program (include name)	
Course Description(s)	<b>DRAMA 101 Introduction to Theatre Art</b> *3 ( <i>fi 6</i> ) (either term, 3-0-0). The origins and development of theatre art; introduction to theatre aesthetics. Requires payment of additional student instructional support fees. Refer to the Fees Payment Guide in the University Regulations and Information for students section of the Calendar. Note: Not normally to be taken by BA Drama Majors or BA (Honors) Drama students.

### Details

Estimated Costs (Budget information may be included here or as an attachment)	
Explanatory Notes	

### Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Department of Drama Faculty of Arts, Academic Affairs Committee Faculty of Arts, Executive Committee Faculty of Arts Council
Advisory Route (RACF) Include dates	November 29, 2011
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

### Attachments (each to be numbered 1 - <>)

## Attachment 2

### Proposals for New Mandatory Student Instructional Support Fees

<b>Course</b>	<b>Implementation</b>	<b>Fee</b>	<b>Page Number</b>
AUECO 362/AUHIS 334	May 1, 2011	\$3,500.00 - \$5,500.00	2
AUECO 354/AUPOL 358	September 1, 2012	\$3,500.00 - \$5,500.00	5
AUGER 415	May 1, 2011	\$2,000.00 - \$2,500.00	8
AUIDS 286/386	May 1, 2011	0 - \$6,000.00	11
AUPED 370	May 1, 2011	0 - \$1,500.00	14
HECOL 250	September 1, 2012	\$10.00	16
HECOL 254	September 1, 2012	\$35.00	18
HECOL 270	September 1, 2012	\$40.00	20
HECOL 315	September 1, 2012	\$30.00	22
HECOL 333	September 1, 2012	\$30.00	24
HECOL 354	September 1, 2012	\$30.00	26
HECOL 370	September 1, 2012	\$50.00	28
HECOL 413	September 1, 2012	\$20.00	30
HECOL 454	September 1, 2012	\$20.00	32
BIOL 432	September 1, 2012	\$500.00 - \$600.00	34

Mandatory Student Instructional Support fees are mandatory fees assessed in anticipation of costs for supplies, equipment, materials, or services which are not directly related to the delivery of instruction in a course or program, but are considered required elements of a course or program. Examples include but are not limited to the costs of food, lodging, and transportation for required field trips; supply of certain specialized professional tools which the student will retain; and fees for arranging professional placements such as practica, internships, and work experience. Please refer to the UAPPOL policy and procedures for further details/guidelines on Mandatory Student Instructional Support Fees.

## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: January 31, 2012

Item No. <18>

### Request for Approval for: AUECO 362/AUHIS 334 Estonia Study Tour Mandatory Fee

#### Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

**OUTLINE OF ISSUE:** This proposal is to introduce a \$3500 – 5500 fee for the new Augustana Faculty Estonia Tour course, offered jointly by Economics and History in Augustana Faculty.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Augustana Faculty, Social Sciences
Dean/Chair	Dean of Augustana Faculty: Allen Berger Chair of Social Sciences Department: Jeremy Mouat
Primary Contact (Name, phone number, and e-mail)	Petr Mirejovsky 780.679.1197 <a href="mailto:petr@augustana.ca">petr@augustana.ca</a> Neil Hepburn 780.679.1588 <a href="mailto:nhepburn@ualberta.ca">nhepburn@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	Jonathan Hawkins 780-679-1117 <a href="mailto:jh12@ualberta.ca">jh12@ualberta.ca</a>

#### Item

Purpose of Fee (what it is to be used for)	Accommodation, meals, travel costs, program fees at University of Tartu.
Proposed Amount	\$3500 - 5500
Previous Fee Amount (if this is a new fee, please indicate that here)	NA
Requested Implementation Date	Spring 2013
The Impact of the Fee (number of students affected, etc.)	8 -12 is the anticipated enrollment of the two courses for any particular tour.
Collected Centrally or by Department	Department

#### Course Information (if fee is attached to a course)

Course Name(s)	AUECO 362/AUHIS 334 Estonia Study Tour
Required Course(s)	<input type="checkbox"/> Yes

	<input checked="" type="checkbox"/> No
New or Existing Course(s)	New
New or Existing Program (include name)	Existing program include BA major and minor in Economics; BA major and minor in History; BMgt in Business Economics major.
Course Description(s)	<p><b>AUECO 362 Estonia Study Tour</b>  *2 (fi 4) (Spring/Summer, 2 weeks). A two-week study trip to Estonia, in the course of which students will be able to take part in the International Summer Programme offered by the University of Tartu and classes led by Augustana instructors. The programme includes lectures in a number of disciplines, as well as visits to historical sites and business in Estonia and in the neighbouring Baltic countries and Finland. Students will gain a better understanding of the history and economic development of the region. Prerequisites: At least 3 senior credits in AUECO, AUHIS, AUPOL or consent of the instructor; one of AUECO 361 or AUHIS 327; and successful completion of a selection process.</p> <p><b>AUHIS 334 Estonia Study Tour</b>  *2 (fi 4) (Spring/Summer, 2 weeks). A two-week study trip to Estonia, in the course of which students will be able to take part in the International Summer Programme offered by the University of Tartu and classes led by Augustana instructors. The programme includes lectures in a number of disciplines, as well as visits to historical sites and business in Estonia and in the neighbouring Baltic countries and Finland. Students will gain a better understanding of the history and economic development of the region. Prerequisites: At least 3 senior credits in AUECO, AUHIS, AUPOL or consent of the instructor; one of AUECO 361 or AUHIS 327; and successful completion of a selection process.</p>

#### Details

Estimated Costs (Budget information may be included here or as an attachment)	Based on enrollment of 10 students: University of Tartu \$18000 International Airfare \$17000 <u>Extra meals/travel \$ 7000</u> Total \$42000 or \$4200 per student
Explanatory Notes	Costs for the University of Tartu include accommodation, in-country travel, breakfasts, and program fee for facility usage. Extra meals and travel include lunch/dinner, and possible trips to other Baltic countries and/or Finland.

#### Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Augustana Social Sciences Department Augustana Learning and Beyond Office
Advisory Route (RACF) Include dates	RACF – November 29, 2011 and January 31, 2011
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

#### Routing (For Cost Recovery and Alternate Delivery)

Consultative Route	
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(parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	
Advisory Route (RACF) Include dates	
Approval Route* (Governance)	Provost Office
Final Approver	Provost and Vice-President (Academic)

**Attachments** (each to be numbered 1 - <>)

## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Jan 31, 2012

Item No. <17>

### Request for Approval for: AUECO 354/AUPOL 358 Development and Institutional Change in China

**Fee Type (see end of form for definitions)\*:**

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

**OUTLINE OF ISSUE:** This proposal is to introduce a \$3500 – 5500 fee for the new Augustana Faculty Development and Institutional Change in China course, offered jointly by Economics and Political Studies in Augustana Faculty, along with Augustana's Chinese partner institution, United International College.

*Put N/A in any boxes that do not apply*

**Proposer**

Faculty/Department	Augustana Faculty, Social Sciences
Dean/Chair	Dean of Augustana Faculty: Allen Berger Chair of Social Sciences Department: Jeremy Mouat
Primary Contact (Name, phone number, and e-mail)	Dr. Varghese Manaloor 780.679.1191 <a href="mailto:manaloor@ualberta.ca">manaloor@ualberta.ca</a> Dr. Jérôme Melançon 780.679.1657 <a href="mailto:jerome2@ualberta.ca">jerome2@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	Jonathan Hawkins 780-679-1117 <a href="mailto:jh12@ualberta.ca">jh12@ualberta.ca</a>

**Item**

Purpose of Fee (what it is to be used for)	Accommodation, meals, travel costs, programme fees at United International College
Proposed Amount	\$3500 - 5500
Previous Fee Amount (if this is a new fee, please indicate that here)	NA
Requested Implementation Date	Fall 2012
The Impact of the Fee (number of students affected, etc.)	8 -12 is the anticipated enrollment of the two courses for any particular tour.
Collected Centrally or by Department	Department

**Course Information (if fee is attached to a course)**

Course Name(s)	AUECO 354/AUPOL 358 Development and Institutional Change in China
Required Course(s)	

	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New or Existing Course(s)	New
New or Existing Program (include name)	Existing program include BA major and minor in Economics; BA major and minor in Political Studies; BMgt in Business Economics major; BMgt minor in Political Studies; BSc minor in Economics or Political Studies.
Course Description(s)	<p><b>AUECO 354 Development and Institutional Change in China</b>  *3 (fi 6) (Fall term, 2-1L-0). A survey of China's growth and economic development in the pre reform and post reform periods, exploring ideology, institutional structures, and state planning, and analyzing the impact of globalization on China's business and political practices. Includes a 2 week study trip to China. Prerequisites: AUECO 101 and one of AUPOL 103 or AUPOL 104; or consent of the instructor. Note: Credit may be obtained for one of AUECO 354, AUPOL358.</p> <p><b>AUPOL 358 Development and Institutional Change in China</b> *3 (fi 6)  (Fall term, 2-1L-0). A survey of China's growth and economic development in the pre reform and post reform periods, exploring ideology, institutional structures, and state planning, and analyzing the impact of globalization on China's business and political practices. Includes a 2 week study trip to China. Prerequisites: AUECO 101 and one of AUPOL 103 or AUPOL 104; or consent of the instructor. Note: Credit may be obtained for one of AUECO 354, AUPOL358.</p> <p>{courses are currently in GFC Circulation process}</p>

#### Details

Estimated Costs (Budget information may be included here or as an attachment)	Based on enrollment of 10 students: United International College Program Fees      \$ 4300 International Airfare and visitor visas            \$ 22000 Accommodation    \$ 4000 Meals    \$ 2100 Travel in China     \$ 4000 <b>Total</b> <b>\$ 36400 or \$3640/student</b>
Explanatory Notes	United International College (UIC) fees include a formal program opening and closing event (likely a luncheon and banquet, respectively) as well as facilities usage at UIC during the tour. UIC is located in Zhuhai, in southern China – the tour will also feature visits in the region away from the UIC campus.

#### Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Augustana Social Sciences Department Augustana Learning and Beyond Office
Advisory Route (RACF) Include dates	RACF – November 29, 2011 and January 31, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

#### Routing (For Cost Recovery and Alternate Delivery)



Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	
Advisory Route (RACF) Include dates	
Approval Route* (Governance)	Provost Office
Final Approver	Provost and Vice-President (Academic)

**Attachments** (each to be numbered 1 - <>)

## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Jan 31, 2012

Item No. <16>

### Request for Approval for: AUGER 415 German Immersion Community Service-Learning

#### Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

**OUTLINE OF ISSUE:** Request the implementation of a \$2000 – 2500 MIS Fee for the new Augustana Faculty German Immersion Community Service-Learning course, to be offered as part of the Canadian Summer School in Germany (CSSG) program.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Augustana Faculty, Humanities
Dean/Chair	Dean of Augustana Faculty: Allen Berger Acting Chair of Humanities Department: Paul Harland
Primary Contact (Name, phone number, and e-mail)	Kim Fordham, <a href="mailto:kfordham@ualberta.ca">kfordham@ualberta.ca</a> (currently on sabbatical) Paul Harland, 780.679.1513 <a href="mailto:pharland@ualberta.ca">pharland@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	Jonathan Hawkins 780-679-1117 <a href="mailto:jh12@ualberta.ca">jh12@ualberta.ca</a>

#### Item

Purpose of Fee (what it is to be used for)	Transportation, accommodation and meals, social/cultural activities in Germany.
Proposed Amount	\$ 2000 - 2500
Previous Fee Amount (if this is a new fee, please indicate that here)	None.
Requested Implementation Date	Spring, 2012
The Impact of the Fee (number of students affected, etc.)	CSSG historically consists of approximately 60-65 students from U of A and other Canadian institutions. AUGER 415 will likely include 2-6 students.
Collected Centrally or by Department	Department

#### Course Information (if fee is attached to a course)

Course Name(s)	AUGER 415 German Immersion Community Service-Learning
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Required Course(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New or Existing Course(s)	New course in the existing CSSG program
New or Existing Program (include name)	Existing programs include BA major in Modern Languages; BA, BSc, BMgt, BMus minors in German. CSSG is organized under the auspices of the Canadian Association of University Teachers of German, and thus features students from a wide variety of other Canadian universities as well.
Course Description(s)	<b>AUGER 415 German Immersion Community Service-Learning</b> *3 (fi 6) (Spring/Summer, variable). Students provide 50 hours of community service to participants in the Canadian Summer School in Germany program in the form of supervised classroom support and peer consultation. They also critically reflect on curriculum as planned, taught, and interpreted and language teacher-student professional interpersonal relations. Prerequisite: Having participated in the Canadian Summer School in Germany and having completed AUGER 200, 300, or 400 and consent of the instructor. Note: Students enrolling in this course must be able to demonstrate a high level of German language proficiency.

### Details

Estimated Costs (Budget information may be included here or as an attachment)	<p>General Expenses of proposed Spring 2012 AUGER 415 course</p> <table border="1"> <thead> <tr> <th></th> <th style="background-color: #FFD700;">Assumes 4 students</th> </tr> </thead> <tbody> <tr> <td><b>Expenses:</b></td> <td></td> </tr> <tr> <td>Accommodation and meals in Kassel</td> <td>3,200.00</td> </tr> <tr> <td>Travel/accommodation on tours in Germany</td> <td>4,000.00</td> </tr> <tr> <td>Social/Cultural Activities</td> <td>800.00</td> </tr> <tr> <td><b>Total Expenses</b></td> <td><b>8,000.00</b></td> </tr> <tr> <td><b>Total Expense per student</b></td> <td><b>2,000.00</b></td> </tr> </tbody> </table>		Assumes 4 students	<b>Expenses:</b>		Accommodation and meals in Kassel	3,200.00	Travel/accommodation on tours in Germany	4,000.00	Social/Cultural Activities	800.00	<b>Total Expenses</b>	<b>8,000.00</b>	<b>Total Expense per student</b>	<b>2,000.00</b>
	Assumes 4 students														
<b>Expenses:</b>															
Accommodation and meals in Kassel	3,200.00														
Travel/accommodation on tours in Germany	4,000.00														
Social/Cultural Activities	800.00														
<b>Total Expenses</b>	<b>8,000.00</b>														
<b>Total Expense per student</b>	<b>2,000.00</b>														
Explanatory Notes	<p>The proposed fee range is the same as the current fee for the Augustana Canadian Summer School in Germany (CSSG) courses, AUGER 200, 300, and 400.</p> <p>Over a period of approximately 6 1/2 weeks, CCSG students participate in a full course (approximately 85 hours of classroom instruction based in Kassel) and in numerous additional activities: lectures at various museums, visits to theatres and operas, excursions to cities with cultural and historical significance, and a four-day trip to Berlin. The main feature of the program is the students' rapid progress in linguistic skills enhanced mainly by the fact that they are immersed in German life, culture and civilization.</p>														

### Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Learning and Beyond Office, Augustana Campus Department of Humanities, Augustana Faculty
Advisory Route (RACF) Include dates	RACF – November 29, 2011 and January 31, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)

Final Approver	Board of Governors
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**Attachments** (each to be numbered 1 - <>)



## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: November 29, 2011

Item No. <11>

### Request for Approval for: AUIDS 286/386 Selected Topics in Place-Based Studies Mandatory Fee

**Fee Type (see end of form for definitions)\*:**

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

**OUTLINE OF ISSUE:** Request the implementation of a \$0 – 6000 MIS Fee for two of the Augustana Faculty AUIDS Selected Topics courses, primarily to facilitate opportunities for one-time only offerings.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Augustana Faculty, Social Sciences
Dean/Chair	Dean of Augustana Faculty: Allen Berger Chair of Social Sciences Department: Jeremy Mouat
Primary Contact (Name, phone number, and e-mail)	Karsten Mündel, 780.679.1557, karsten.mundel@ualberta.ca Jeremy Mouat, 780.679.1633 jmouat@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Jonathan Hawkins 780-679-1117 jh12@ualberta.ca

#### Item

Purpose of Fee (what it is to be used for)	Topics in place-based studies is a course that leads students in an in-depth exploration of a specific place. Those places may be very close to campus and therefore require no collection of fee (hence a range starting at \$0) or may take place in international or remote places (\$6000 is the current maximum fee attached to an international study experience). If the course happens at a distance from campus, fees collected will cover transportation, meals and accommodation and other program costs.
Proposed Amount	\$ 0 – 6000
Previous Fee Amount (if this is a new fee, please indicate that here)	None
Requested Implementation Date	Spring, 2012
The Impact of the Fee (number of students affected, etc.)	Will vary depending on particular topic and destination, but typically the course will have a minimum enrolment of 10 and a maximum of 25.
Collected Centrally or by Department	Department

### Course Information (if fee is attached to a course)

Course Name(s)	AUIDS 286/386 Selected Topics in Place-Based Studies
Required Course(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New or Existing Course(s)	New
New or Existing Program (include name)	These courses were created as AUIDS courses with the specific intention of giving them the flexibility to be used in connection with any discipline in Augustana Faculty for one-time only place-based study opportunities. The expectation is that, should a subsequent desire arise to repeat a particular opportunity, then a specific course will be created through all the standard approval processes. As such, these may be utilized as necessary by any current program offered in Augustana Faculty.
Course Description(s)	<p><b>AUIDS 286 Selected Topics in Place-Based Studies</b>            *3 (fi 6) (variable, 0-3s-0). Selected topics in place-based learning in specific off-campus locations. The focus and content of each course are determined by student and faculty interests, and may vary from year to year. The course will take a specific place as the location and subject of study. The locations of study can be international or closer to home, but in all instances will encourage a significant engagement with the place.</p> <p><b>AUIDS 386 Selected Topics in Place-Based Studies</b>            *3 (fi 6) (variable, 0-3s-0). Selected topics in place-based learning in specific off-campus locations. The focus and content of each course are determined by student and faculty interests, and may vary from year to year. The course will take a specific place as the location and subject of study. The locations of study can be international or closer to home, but in all instances will encourage a significant engagement with the place.</p>

### Details

Estimated Costs (Budget information may be included here or as an attachment)	<p>Will vary depending on the particular destination.</p> <p>Possible local experience: Travel: \$0 - 200</p> <p>Proposed significant trip: Vienna, Spring 2012. Individual cost estimates are:</p> <table> <tr> <td>Airfare:</td> <td>\$1800</td> </tr> <tr> <td>Travel within Austria:</td> <td>\$ 250</td> </tr> <tr> <td>Accommodation:</td> <td>\$1200</td> </tr> <tr> <td>Meals:</td> <td>\$ 700</td> </tr> <tr> <td><u>Social/Cultural Events/Admission:</u></td> <td><u>\$ 450</u></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$4400 per student</b></td> </tr> </table>	Airfare:	\$1800	Travel within Austria:	\$ 250	Accommodation:	\$1200	Meals:	\$ 700	<u>Social/Cultural Events/Admission:</u>	<u>\$ 450</u>	<b>Total:</b>	<b>\$4400 per student</b>
Airfare:	\$1800												
Travel within Austria:	\$ 250												
Accommodation:	\$1200												
Meals:	\$ 700												
<u>Social/Cultural Events/Admission:</u>	<u>\$ 450</u>												
<b>Total:</b>	<b>\$4400 per student</b>												
Explanatory Notes	<p>In cases where a fee is collected, it will generally reflect the standard costs of a significant field trip or extended travel course offering, namely transportation, meals and accommodation and other program costs.</p> <p>A possible example of a local experience could be Alberta Centre for Sustainable Rural Communities (ACSRC) Summer Rural Interns expanding their summer research experience into a Fall term project. ACSRC interns have worked in a wide variety of rural communities, mainly in East Central Alberta, including Camrose. In such case, the fee would likely cover occasional travel to/from the place of study (or, in the</p>												

	<p>case of a Camrose-based project, no fee may be required).</p> <p>The proposed Vienna trip for Spring 2012 originates from the Fine Arts Department at Augustana, involving a 2-week trip to Austria, and includes attendance at 6 different music performances, various museum and gallery visits, and other study opportunities. As noted above, this potentially requires a fee of approximately \$4400. A trip to a less-accessible international location, and/or of longer duration, might require a greater fee; hence the high-end range proposed of \$6000.</p>
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**Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Learning and Beyond Office, Augustana Campus Department of Social Sciences, Augustana Faculty
Advisory Route (RACF) Include dates	RACF – November 29, 2011
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** n/a

## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: November 29, 2011

Item No. <13>

### Request for Approval for: AUPED 370 Selected Topics in Physical Education and Sport Mandatory Fee

Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

**OUTLINE OF ISSUE:** Request the implementation of a \$0 – 1500 MIS Fee for one of the Augustana Faculty AUPED Selected Topics courses, primarily to facilitate opportunities for one-time only Outdoor Education offerings.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Augustana Faculty, Social Sciences
Dean/Chair	Dean of Augustana Faculty: Allen Berger Chair of Social Sciences Department: Jeremy Mouat
Primary Contact (Name, phone number, and e-mail)	Morten Asfeldt, 780.679.1158, morten.asfeldt@ualberta.ca Jeremy Mouat, 780.679.1633 jmouat@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Jonathan Hawkins 780-679-1117 jh12@ualberta.ca

#### Item

Purpose of Fee (what it is to be used for)	Transportation and meals, possible accommodation..
Proposed Amount	\$ 0 - 1500
Previous Fee Amount (if this is a new fee, please indicate that here)	None
Requested Implementation Date	Spring, 2012
The Impact of the Fee (number of students affected, etc.)	Will vary depending on particular topic and destination, but typical Outdoor Education courses do not exceed 25 students per offering.
Collected Centrally or by Department	Department

#### Course Information (if fee is attached to a course)

Course Name(s)	AUPED 370 Selected Topics in Physical Education and Sport
Required Course(s)	<input type="checkbox"/> Yes



	<input checked="" type="checkbox"/> No
New or Existing Course(s)	Existing
New or Existing Program (include name)	Existing programs include BA/BSc in Physical Education – Outdoor Education stream; BA in Environmental Studies – Outdoor Education stream; BA/BSc/BMgt minors in Physical Education.
Course Description(s)	<b>AUPED 370 Selected Topics in Physical Education and Sport</b> *3 (fi 6) (either term, 3-0-0). Advanced study of a particular dimension of physical education and sport. Topics vary from year to year, depending on instructor and student interest. Prerequisite: Vary according to topic; second year standing. Note: AUPED 370 is classified as an arts course.

### Details

Estimated Costs (Budget information may be included here or as an attachment)	General Expenses of proposed Summer 2012 AUPED 370 course	
	<b>Assumes 20 students</b>	
	<b>Expenses:</b>	
	Accommodation	5,000.00
	Transportation	4,000.00
	Meals	5,000.00
	<b>Total Expenses</b>	<b>14,000.00</b>
	<b>Total Expense per student</b>	<b>700.00</b>
Explanatory Notes	<p>This particular course is proposed as “AUPED 370: Outdoor Education – International Perspectives of Skills, Leadership, and Nature.” The goal is to engage students in an international experience of outdoor education. The class will be comprised of 10 Japanese students and 10 Canadian students, and be co-taught by faculty from Japan and Canada. It is primarily a field-based course, where students will live and travel in culturally diverse groups while being introduced to skills in moving water canoeing, Leave No Trace camping, backpacking, and navigation. International perspectives on outdoor skills, leadership, and human-nature relationships will be explored as well as the history and practice of outdoor education in Japan and Canada. The course includes a 6-day canoe trip and a 5-day backpacking trip with a few days of preparation and wrap-up on the Augustana campus in Camrose. The intention is to offer it in August, 2012.</p> <p>The suggested range is intended to offer flexibility in planning future excursions.</p>	

### Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar’s Advisory Committee on Fees and in what capacity)	Learning and Beyond Office, Augustana Campus Department of Social Sciences, Augustana Faculty
Advisory Route (RACF) Include dates	RACF – November 29, 2011
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

### Attachments n/a

## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Jan 31, 2012

Item No. <6>

### Request for Approval for: HECOL 250 Mandatory Student Inst. Fee

#### Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

#### **OUTLINE OF ISSUE:** Outlining need for mandatory student instructional support fee For Hecol 250 Design Studies and Practice

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Dept. of Human Ecology, ALES
Dean/Chair	Deanna Williamson, Chair
Primary Contact (Name, phone number, and e-mail)	Lori Moran 492-8971 <a href="mailto:lori.moran@ualberta.ca">lori.moran@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	Colleen Borden, Dept. Secretary 492-3824 <a href="mailto:colleen.borden@ualbelrta.ca">colleen.borden@ualbelrta.ca</a>

#### Item

Purpose of Fee (what it is to be used for)	Costs of studio supplies
Proposed Amount	\$10
Previous Fee Amount (if this is a new fee, please indicate that here)	
Requested Implementation Date	Fall 2012
The Impact of the Fee (number of students affected, etc.)	100 students/year
Collected Centrally or by Department	Collect centrally

#### Course Information (if fee is attached to a course)

Course Name(s)	Design Studies and Practice
Required Course(s)	<input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No
New or Existing Course(s)	Existing
New or Existing Program (include name)	Existing BSc. Human Ecology, Textiles, Clothing and Material Culture Major

Course Description(s)	Explores the production of artifacts as material culture from a human ecology perspective. Students are introduced to the production of 2-D and 3-D design through historical and contemporary examples. Students also complete hands-on design projects in the studio.
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**Details**

Estimated Costs (Budget information may be included here or as an attachment)	\$10
Explanatory Notes	Costs for studio materials (specialty papers, pantone colour chips)

**Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Dept. Council, Chair's Advisory Team, Undergraduate Program Committee, Human Ecology Students' Assoc., Students' Union
Advisory Route (RACF) Include dates	January 31, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered 1 - <>)



## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Jan 31, 2012

Item No. <7>

### Request for Approval for: HECOL 254 Mandatory Student Inst. Fee

#### Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

#### **OUTLINE OF ISSUE:** Outlining need for mandatory student instructional support fee For Hecol 254 Apparel Design and Construction Fundamentals

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Dept. of Human Ecology, ALES
Dean/Chair	Deanna Williamson, Chair
Primary Contact (Name, phone number, and e-mail)	Lori Moran 492-8971 <a href="mailto:lori.moran@ualberta.ca">lori.moran@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	Colleen Borden, Dept. Secretary 492-3824 <a href="mailto:colleen.borden@ualbelrta.ca">colleen.borden@ualbelrta.ca</a>

#### Item

Purpose of Fee (what it is to be used for)	lab supplies
Proposed Amount	\$35
Previous Fee Amount (if this is a new fee, please indicate that here)	\$35 Previously collected by department but not listed in calendar
Requested Implementation Date	Fall 2012
The Impact of the Fee (number of students affected, etc.)	30-40 students/year
Collected Centrally or by Department	Collect centrally

#### Course Information (if fee is attached to a course)

Course Name(s)	Apparel Design and Construction Fundamentals
Required Course(s)	Yes X  No
New or Existing Course(s)	Existing
New or Existing Program (include name)	Existing BSc. Human Ecology, Textiles, Clothing and Material Culture Major

Course Description(s)	In this studio course students develop fundamental awareness and skills for the textiles and clothing field including machine operation, design and construction terminology, pattern manipulation and fit, and quality construction techniques.
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**Details**

Estimated Costs (Budget information may be included here or as an attachment)	\$35 for studio supplies
Explanatory Notes	Costs for studio materials including fabric and notions for sample construction

**Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Dept. Council, Chair's Advisory Team, Undergraduate Program Committee, Human Ecology Students' Assoc., Students' Union
Advisory Route (RACF) Include dates	January 31, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered 1 - <>)



## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Jan 31, 2012

Item No. <8>

### Request for Approval for: HECOL 270 Mandatory Student Inst. Fee

#### Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

#### **OUTLINE OF ISSUE:** Outlining need for mandatory student instructional support fee For Hecol 270 Applications of Textile Science

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Dept. of Human Ecology, ALES
Dean/Chair	Deanna Williamson, Chair
Primary Contact (Name, phone number, and e-mail)	Lori Moran 492-8971 <a href="mailto:lori.moran@ualberta.ca">lori.moran@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	Colleen Borden, Dept. Secretary 492-3824 <a href="mailto:colleen.borden@ualbelrta.ca">colleen.borden@ualbelrta.ca</a>

#### Item

Purpose of Fee (what it is to be used for)	Costs of required textile lab materials, e.g. fabric testing materials, & fabric sample books
Proposed Amount	\$40
Previous Fee Amount (if this is a new fee, please indicate that here)	\$40 Previously collected by department but not listed as a mandatory fee in the calendar.
Requested Implementation Date	Fall 2012
The Impact of the Fee (number of students affected, etc.)	45 students/year
Collected Centrally or by Department	Collect centrally

#### Course Information (if fee is attached to a course)

Course Name(s)	Applications of Textile Science
Required Course(s)	<input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No
New or Existing Course(s)	Existing
New or Existing Program (include name)	Existing BSc. Human Ecology, Textiles, Clothing and Material Culture Major

Course Description(s)	Exploring techniques for fibre identification, yarn and fabric structural analyses; focus on fabric finishing, colouration, care and maintenance.
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**Details**

Estimated Costs (Budget information may be included here or as an attachment)	\$40 lab materials
Explanatory Notes	Costs associated with required textile design lab materials: consumer textile apparel and household textile products and fabric sample book (including materials and labour to compile book).

**Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Dept. Council, Chair's Advisory Team, Undergraduate Program Committee, Human Ecology Students' Assoc., Students' Union
Advisory Route (RACF) Include dates	January 31, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered 1 - <>)

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## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Jan 31, 2012

Item No. <9>

### Request for Approval for: HECOL 315 Mandatory Student Inst. Fee

#### Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

#### **OUTLINE OF ISSUE:** Outlining need for mandatory student instructional support fee For Hecol 315 Interviewing and Counseling

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Dept. of Human Ecology, ALES
Dean/Chair	Deanna Williamson, Chair
Primary Contact (Name, phone number, and e-mail)	Lori Moran 492-8971 <a href="mailto:lori.moran@ualberta.ca">lori.moran@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	Colleen Borden, Dept. Secretary 492-3824 <a href="mailto:colleen.borden@ualbelrta.ca">colleen.borden@ualbelrta.ca</a>

#### Item

Purpose of Fee (what it is to be used for)	Costs of interviewing supplies.
Proposed Amount	\$30
Previous Fee Amount (if this is a new fee, please indicate that here)	\$30 Previously collected by department but not listed in calendar
Requested Implementation Date	Fall 2012
The Impact of the Fee (number of students affected, etc.)	25 students/year
Collected Centrally or by Department	Collect centrally

#### Course Information (if fee is attached to a course)

Course Name(s)	Interviewing and Counseling
Required Course(s)	Yes X  No
New or Existing Course(s)	Existing
New or Existing Program (include name)	Existing BSc. Human Ecology, Family Ecology Major



Course Description(s)	An introduction to interviewing and counseling strategies for working with individuals using a strengths-based, human ecological approach.
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**Details**

Estimated Costs (Budget information may be included here or as an attachment)	\$30
Explanatory Notes	Costs of interviewing materials including rewritable DVDs for recording counseling role-plays which the student keeps; for administration and scoring of the Colors Personality test

**Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Dept. Council, Chair's Advisory Team, Undergraduate Program Committee, Human Ecology Students' Assoc., Students' Union
Advisory Route (RACF) Include dates	January 31, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered 1 - <>)

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## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Jan 31, 2012

Item No. <10>

### Request for Approval for: HECOL 333 Mandatory Student Inst. Fee

#### Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

#### **OUTLINE OF ISSUE:** Outlining need for mandatory student instructional support fee For Hecol 333, Cross Cultural Textiles

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Dept. of Human Ecology, ALES
Dean/Chair	Deanna Williamson, Chair
Primary Contact (Name, phone number, and e-mail)	Lori Moran 492-8971 <a href="mailto:lori.moran@ualberta.ca">lori.moran@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	Colleen Borden, Dept. Secretary 492-3824 <a href="mailto:colleen.borden@ualbelrta.ca">colleen.borden@ualbelrta.ca</a>

#### Item

Purpose of Fee (what it is to be used for)	Costs of textile design lab materials, dyes, fabrics
Proposed Amount	\$30
Previous Fee Amount (if this is a new fee, please indicate that here)	
Requested Implementation Date	Fall 2012
The Impact of the Fee (number of students affected, etc.)	35 students/year
Collected Centrally or by Department	Collect centrally

#### Course Information (if fee is attached to a course)

Course Name(s)	Cross Cultural Textiles
Required Course(s)	Yes X  No
New or Existing Course(s)	Existing
New or Existing Program (include name)	Existing BSc. Human Ecology, Textiles, Clothing & Material Cultur Major

Course Description(s)	Survey of common textile making techniques, designs & embellishments. Examination of ethnographic textiles in social-cultural, political, economic, environmental and aesthetic contexts. Lecture/Lab
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**Details**

Estimated Costs (Budget information may be included here or as an attachment)	\$30
Explanatory Notes	Costs for textiles design lab materials – dyes, fabrics

**Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Dept. Council, Chair's Advisory Team, Undergraduate Program Committee, Human Ecology Students' Assoc., Students' Union
Advisory Route (RACF) Include dates	January 31, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered 1 - <>)



## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Jan 31, 2012

Item No. <11>

### Request for Approval for: HECOL 354 Mandatory Student Inst. Fee

#### Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

#### **OUTLINE OF ISSUE:** Outlining need for mandatory student instructional support fee For Hecol 354 Apparel Design and Product Development I

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Dept. of Human Ecology, ALES
Dean/Chair	Deanna Williamson, Chair
Primary Contact (Name, phone number, and e-mail)	Lori Moran 492-8971 <a href="mailto:lori.moran@ualberta.ca">lori.moran@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	Colleen Borden, Dept. Secretary 492-3824 <a href="mailto:colleen.borden@ualbelrta.ca">colleen.borden@ualbelrta.ca</a>

#### Item

Purpose of Fee (what it is to be used for)	Costs of required lab supplies
Proposed Amount	\$30
Previous Fee Amount (if this is a new fee, please indicate that here)	\$30 Previously collected by department but not listed in calendar
Requested Implementation Date	Fall 2012
The Impact of the Fee (number of students affected, etc.)	30 students/year
Collected Centrally or by Department	Collect centrally

#### Course Information (if fee is attached to a course)

Course Name(s)	Apparel Design and Product Development I
Required Course(s)	Yes  No X
New or Existing Course(s)	Existing
New or Existing Program (include name)	Existing BSc. Human Ecology, Textiles, Clothing and Material Culture Major

Course Description(s)	Principles of design and merchandising applied to apparel design and portfolio development. A creative, problem-solving approach to the production of a line of clothing.
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**Details**

Estimated Costs (Budget information may be included here or as an attachment)	\$30
Explanatory Notes	Costs of the materials for labs including fabric and notions for sample construction.

**Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Dept. Council, Chair's Advisory Team, Undergraduate Program Committee, Human Ecology Students' Assoc., Students' Union
Advisory Route (RACF) Include dates	January 31, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered 1 - <>)

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## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Jan 31, 2012

Item No. <12>

### Request for Approval for: HECOL 370 Mandatory Student Inst. Fee

#### Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

**OUTLINE OF ISSUE:** Outlining need for mandatory student instructional support fee For Hecol 370 Quality Assurance for Textiles and Apparel.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Dept. of Human Ecology, ALES
Dean/Chair	Deanna Williamson, Chair
Primary Contact (Name, phone number, and e-mail)	Lori Moran 492-8971 <a href="mailto:lori.moran@ualberta.ca">lori.moran@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	Colleen Borden, Dept. Secretary 492-3824 <a href="mailto:colleen.borden@ualbelrta.ca">colleen.borden@ualbelrta.ca</a>

#### Item

Purpose of Fee (what it is to be used for)	Costs of required textile lab materials, e.g. fabric testing materials
Proposed Amount	\$50
Previous Fee Amount (if this is a new fee, please indicate that here)	\$50 Previously collected by department but not listed as a mandatory fee in the calendar.
Requested Implementation Date	Fall 2012
The Impact of the Fee (number of students affected, etc.)	36 students/year
Collected Centrally or by Department	Collect centrally

#### Course Information (if fee is attached to a course)

Course Name(s)	Quality Assurance for Textiles and Apparel
Required Course(s)	<input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No
New or Existing Course(s)	Existing
New or Existing Program	Existing

(include name)	BSc. Human Ecology, Textiles, Clothing and Material Culture Major
Course Description(s)	Exploration of quality assurance of textiles and apparel through materials testing. Performance of textiles relative to product standards and specifications.

**Details**

Estimated Costs (Budget information may be included here or as an attachment)	\$50 lab materials
Explanatory Notes	Costs of required textile design lab materials –consumer textile apparel and household textile products.

**Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)**

Consultative Route (parties who have seen the proposal prior to Registrar’s Advisory Committee on Fees and in what capacity)	Dept. Council, Chair’s Advisory Team, Undergraduate Program Committee, Human Ecology Students’ Assoc., Students’ Union
Advisory Route (RACF) Include dates	January 31, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered 1 - <>)

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## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Jan 31, 2012

Item No. <13>

### Request for Approval for: HECOL 413 Mandatory Student Inst. Fee

#### Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

#### **OUTLINE OF ISSUE:** Outlining need for mandatory student instructional support fee For Hecol 413, Working with Families

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Dept. of Human Ecology, ALES
Dean/Chair	Deanna Williamson, Chair
Primary Contact (Name, phone number, and e-mail)	Lori Moran 492-8971 <a href="mailto:lori.moran@ualberta.ca">lori.moran@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	Colleen Borden, Dept. Secretary 492-3824 <a href="mailto:colleen.borden@ualbelrta.ca">colleen.borden@ualbelrta.ca</a>

#### Item

Purpose of Fee (what it is to be used for)	Costs of interviewing supplies
Proposed Amount	\$20
Previous Fee Amount (if this is a new fee, please indicate that here)	
Requested Implementation Date	Fall 2012
The Impact of the Fee (number of students affected, etc.)	15 students/year
Collected Centrally or by Department	Collect centrally

#### Course Information (if fee is attached to a course)

Course Name(s)	Working with Families
Required Course(s)	Yes X  No
New or Existing Course(s)	Existing
New or Existing Program (include name)	Existing BSc. Human Ecology, Family Ecology Major



Course Description(s)	Assessment and counseling strategies for working with families using a strengths-based, family-centered approach.
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**Details**

Estimated Costs (Budget information may be included here or as an attachment)	\$20
Explanatory Notes	Costs of interviewing materials including rewritable DVDs that the student keeps.

**Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Dept. Council, Chair's Advisory Team, Undergraduate Program Committee, Human Ecology Students' Assoc., Students' Union
Advisory Route (RACF) Include dates	January 31, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered 1 - <>)



## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Jan. 31, 2012

Item No. <14>

### Request for Approval for: HECOL 454 Mandatory Student Inst. Fee

#### Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

#### **OUTLINE OF ISSUE:** Outlining need for mandatory student instructional support fee For Hecol 454 Apparel Design and Product Development II

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Dept. of Human Ecology, ALES
Dean/Chair	Deanna Williamson, Chair
Primary Contact (Name, phone number, and e-mail)	Lori Moran 492-8971 <a href="mailto:lori.moran@ualberta.ca">lori.moran@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	Colleen Borden, Dept. Secretary 492-3824 <a href="mailto:colleen.borden@ualbelrta.ca">colleen.borden@ualbelrta.ca</a>

#### Item

Purpose of Fee (what it is to be used for)	Cost recovery of lab supplies
Proposed Amount	\$20
Previous Fee Amount (if this is a new fee, please indicate that here)	\$20 Previously collected by department but not listed in calendar
Requested Implementation Date	Fall 2012
The Impact of the Fee (number of students affected, etc.)	20 students/year
Collected Centrally or by Department	Collect centrally

#### Course Information (if fee is attached to a course)

Course Name(s)	Apparel Design and Product Development II
Required Course(s)	Yes  No X
New or Existing Course(s)	Existing
New or Existing Program (include name)	Existing BSc. Human Ecology, Textiles, Clothing and Material Culture Major

Course Description(s)	In this studio course students develop fundamental awareness and skills for the textiles and clothing field including machine operation, design and construction terminology, pattern manipulation and fit, and quality construction techniques.
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**Details**

Estimated Costs (Budget information may be included here or as an attachment)	\$20
Explanatory Notes	Costs of the materials for 2 apparel production samples

**Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Dept. Council, Chair's Advisory Team, Undergraduate Program Committee, Human Ecology Students' Assoc., Students' Union
Advisory Route (RACF) Include dates	January 31, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered 1 - <>)



## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: January 31, 2012

Item No. <            >

### Request for Approval for: BIOL 432

#### Fee Type (see end of form for definitions)\*:

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

**OUTLINE OF ISSUE:** The Department of Biological Sciences renamed an upper level, ecology field course from ZOOL 434 to BIOL 432. ZOOL 434 is currently listed as having additional fees associated with it because it takes place in Kananaskis over 2 weeks, and students are expected to pay for their accommodation during this 2-week period. The re-naming of this course necessitates re-applying for the MSISF because we placed the name ZOOL 434 on the reserve list rather than removing it entirely from the calendar. In effect, BIOL 432 is the same course as ZOOL 434, which is no longer active.

Additionally, the MSISF fees have increased over the years and are now greater than those listed in the calendar for ZOOL 434. Therefore, this application reflects the real costs for the students at a level of ~\$500, rather than the \$380 listed in the calendar (for ZOOL 434).

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Science/Biological Sciences
Dean/Chair	Brenda Leskiw/Michael Caldwell
Primary Contact (Name, phone number, and e-mail)	Declan Ali, 492-0076, <a href="mailto:declan.ali@ualberta.ca">declan.ali@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	Maggie Haag, 492-1262, <a href="mailto:mag.haag@ualberta.ca">mag.haag@ualberta.ca</a>

#### Item

Purpose of Fee (what it is to be used for)	This fee is used to offset costs associated with accommodation at the Kananaskis field station for an ecology field course. The course takes place over the last 2 weeks of August. Students stay at the Kananaskis field station for the duration of the course and pay for their accommodation at a (current) cost of \$50.75 per day/night for 10 days.
Proposed Amount	\$500-\$600
Previous Fee Amount (if this is a new fee, please indicate that here)	

Requested Implementation Date	September 2012-2013
The Impact of the Fee (number of students affected, etc.)	8-15 students
Collected Centrally or by Department	Centrally

### Course Information (if fee is attached to a course)

Course Name(s)	Field Methods in Ecology
Required Course(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New or Existing Course(s)	BIOL 432
New or Existing Program (include name)	N/A
Course Description(s)	<b>BIOL 432 Field Methods in Ecology</b> *3 (fi 6) (first term, 0-0-6). Design, execution, analysis, and presentation of problems in behavioral, population, and community ecology in a field environment. Field exercises, demonstration of techniques, and data collection for independent projects will take place during the two weeks preceding the Fall term at a field station off the main campus. Final reports are due in the last week of September. Prerequisites: BIOL 331 or 332 or ZOOLOGY 371 or BOT 332; a statistics course such as STAT 151, BIOL 330 or 430. Requires payment of additional student instructional support fees. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar.

### Details

Estimated Costs (Budget information may be included here or as an attachment)	Accommodation totals \$50.75 per day for 10 days. Total = \$507.50
Explanatory Notes	Accommodation includes 3 meals a day, a facility fee (\$7.00) and linen fees (\$2.40).

### Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Course instructors, Associate Chair, Undergraduate (Bio Sci), Chair (Bio Sci).
Advisory Route (RACF) Include dates	January 31, 2012
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

### Attachments (each to be numbered 1 - <>)

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**Attachment 3**

**Proposal for New Non Instructional Fees**

<b>Course</b>	<b>Implementation</b>	<b>Fee</b>	<b>Page Number</b>
Masters in Science – Integrated Petroleum of Geoscience	September 1, 2012	\$500.00	2

## Registrar's Advisory Committee on Fees (RACF)

For the meeting of: Oct 25, 2011

Item No. <6>

**Request for Approval for:** Non-refundable Confirmation of Admission Deposit for the Master of Science in Integrated Petroleum Geosciences (MSc in IPG)

**Fee Type (see end of form for definitions)\*:**

- Mandatory Student Instructional Support Fee**
- Alternate Delivery Fee**
- Cost Recovery Fee**
- Other**

**OUTLINE OF ISSUE:** The new professional course-based MSc in Integrated Petroleum Geosciences (IPG), while highly competitive, is not operating at capacity target enrolment of 25 because several admitted applicants who had initially accepted places either didn't turn up or subsequently cancelled very close to the start of the Fall term. This meant it was then too late to make further offers to add to the cohort. This has resulted in some lost revenue for the University (in 2009-2010 and 2010-2011) and loss of the optimal number of highly-trained graduates. A number of competitive professional graduate programs (eg, MBA programs; MSc in Occupational Therapy) have implemented a non-refundable confirmation deposit that is applied to tuition for those who are admitted and register by the admission start term. The implementation of the fee is supported by the Faculty of Graduate Studies and Research.

*Put N/A in any boxes that do not apply*

### Proposer

Faculty/Department	Master of Science in Integrated Petroleum Geosciences; Faculty of Science
Dean/Chair	Rob Holte, Vice-Dean, Faculty of Science
Primary Contact (Name, phone number, and e-mail)	Rob Holte, Vice-Dean, Faculty of Science; 780-492-2253; rholte@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	David Potter, Professor and Director of the IPG Program. Tel. 780-2481972; dkpotter@ualberta.ca

### Item

Purpose of Fee (what it is to be used for)	Non-refundable confirmation of admission deposit
Proposed Amount	\$500
Previous Fee Amount (if this is a new fee, please indicate that here)	New fee
Requested Implementation Date	Effective immediately
The Impact of the Fee (number of students affected, etc.)	Approximately 25
Collected Centrally or by Department	Managed by the Department of Earth and Atmospheric Sciences in accordance with Financial Services established procedures for

	depositing funds
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**Course Information (if fee is attached to a course)**

Course Name(s)	
Required Course(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
New or Existing Course(s)	
New or Existing Program (include name)	
Course Description(s)	

**Details**

Estimated Costs (Budget information may be included here or as an attachment)	
Explanatory Notes	It is proposed that a prospective student should pay the confirmation of admission deposit within 4 weeks of receiving the initial email notification, from the Department of Earth and Atmospheric Sciences, offering a place on the IPG MSc program.

**Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)**

Consultative Route (parties who have seen the proposal prior to Registrar’s Advisory Committee on Fees and in what capacity)	The Director of IPG has discussed the issues for this “Other” fee with Tom Chacko (Associate Chair Graduate Studies, Department of Earth and Atmospheric Sciences ), who is in agreement with the proposal.
Advisory Route (RACF) Include dates	The item was discussed at the RACF meeting of October 26, 2010, and some minor additions and changes to the proposal were recommended. Reviewed again at RACF Oct 2011
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered 1 - <>)



### OUTLINE OF ISSUE

Agenda Title: **Elimination of Fees for Deferred Examinations**

**Motion:** THAT the GFC Academic Planning Committee recommend to the Board of Governors a proposal submitted by the Office of the Registrar for the elimination of fees for deferred examinations, as set forth in Attachment 3, to take effect upon final approval and for publication in the 2013-2014 *University Calendar*.

#### Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Office of the Registrar
Presenters	Bill Connor, Vice-Provost (Academic Programs and Instruction); Gerry Kendal, Vice-Provost and University Registrar; and Ada Schmude, Associate Registrar, Office of the Registrar
Subject	Elimination of Deferred Examination Fees

#### Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To eliminate fees charged to students writing deferred examinations. The Office of the Registrar proposes the elimination of fees for examination deferrals in recognition of Section 44.8 of the GFC Policy Manual – <i>University of Alberta Reasonable Accommodation Policy</i> and, in addition, the need to maintain fairness to and consistency for all University of Alberta students granted deferred exams. See Attachment 1.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	<i>University Calendar</i> Sections 22.2.12 and 23.3(2).
Timeline/Implementation Date	Effective upon final approval and for publication in the 2013-2014 <i>University Calendar</i> .
Estimated Cost	There is no direct cost in implementing the change; however, an estimated revenue loss of approximately \$70,000 annually to the institution is noted.
Sources of Funding	N/A
Notes	N/A

#### Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover Values</i> : to provide an intellectually superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth.
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. <b>Post-Secondary Learning Act (PSLA)</b>: Post-Secondary Learning Act (PSLA): The PSLA gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)). Section 26(1)(o) provides that GFC may make recommendations to the Board of Governors on a number of matters including the budget and academic planning. GFC has thus established an Academic Planning Committee (GFC APC), as set out in Section 3 of the GFC Policy Manual. GFC delegates its power to recommend to the Board on the budget to the GFC APC.</p> <p>2. <b>GFC Academic Standards Committee (ASC) Terms of Reference</b></p>

**(Mandate):** “ASC responds to proposals that may affect the admission or transfer of students to the University of Alberta.” (3.B.x.) In addition, “ii. ASC acts for GFC in approving routine and/or editorial changes to both admission/transfer policies and academic standing regulations, and acts for GFC in approving all proposals for a) change to examination regulations, b) change to existing International Baccalaureate (IB) and Advanced Placement (AP) policies and procedures and c) change to the University Calendar Section on Missed Term Work (under the Section entitled Evaluation Procedures and Grading System. (3.B.ii.).

**3. GFC ASC Terms of Reference (Mandate):**

**“Other Matters**

The Chair of ASC will bring forward to ASC items where the Office of the Provost and Vice-President (Academic), in consultation with other units or officers of the University, is seeking the advice of the Committee. These matters may include, but are not limited to, those related to academic advisement, official University academic records keeping, discipline, student services, publication of the University Calendar, the continuation of, or major changes to, existing affiliation agreements and proposals for new affiliation agreements between other post-secondary institutions and the University of Alberta, and registration.” (3.H.).

**4. GFC Academic Planning Committee (APC) Terms of Reference, Sections 3 (Mandate) and 3.4.b:** “The Academic Planning Committee (APC) is GFC’s senior committee dealing with academic, financial and planning issues. As such, it is not only responsible to GFC (or the Board) for the specific matters itemized below, but may also ask to consider or recommend to GFC on any academic issue, including 1) those issues under the purview of other GFC committees, 2) any academic issue related to restructuring, 3) any research-related issue, or 4) issues linked to academic service units where those issues have a significant academic impact. In like manner, the President, Provost and Vice-President (Academic) or other Vice-Presidents may refer any matter to APC for consideration or recommendation to GFC. APC is also responsible to GFC for promoting an optimal learning environment for students and excellence in teaching, research, and graduate studies.”

GFC APC is “[t]o recommend to the Board of Governors on the annual budget, excluding budgets for ancillary units. (3.4.b.)

**5. Board of Governors General Terms of Reference, Section 1(b):** “The Board has delegated to each Committee responsibility and authority to make decisions on behalf of the Board in the Committee’s defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee.”

**6. Board Finance and Property (BFPC) Terms of Reference, Section 3(d):** “Without limiting the generality of the foregoing, the Committee shall: [...] d) review and recommend to the Board tuition and other like

	<p>fees.”</p> <p><b>7. <i>University of Alberta Calendar Section 22.2.3:</i></b> “The University of Alberta complies with the Government of Alberta’s Tuition Fee Policy, which states that postsecondary institutions may charge mandatory student fees further to fees for instruction to support the provision of supplies, equipment, materials and services to students.”</p>
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**Routing (Include meeting dates)**

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>GFC Academic Planning Committee (APC) - March 10, 2010 (for discussion); GFC Academic Standards Committee (ASC) – March 18, 2010 (for discussion); Discussion with Associate/Assistant Deans <i>Et Al</i> – October 20, 2011; Vice-Provosts’ Meeting (VPM) – December 19, 2011; GFC Academic Standards Committee (ASC) – January 19, 2012; Faculty Deans (<i>via</i> e-mail) - February, 2012; Vice-Presidents (University Relations, Facilities and Operations, Finance and Administration, Research) – February, 2012</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Academic Planning Committee (APC) – February 22, 2012 (for recommendation); Board Finance and Property Committee (BFPC) – February 28, 2012 (for recommendation); Board of Governors – March 16, 2012 (for approval)</p>
<p>Final Approver</p>	<p>Board of Governors</p>

Attachments (each to be numbered 1 - <>):

1. Attachment 1 (page 1): Issue Background – Deferred Exams Fees
2. Attachment 2 (pages 1 – 7): GFC Policy Manual Section 44.8: University of Alberta Reasonable Accommodation Policy
3. Attachment 3 (page 1): 2011-2012 *University Calendar* on Deferred Exam Fees (Proposed Changes)

*Prepared by:* Carrie Holstead, Policy Development and Issues Advisor, [carrie.holstead@ualberta.ca](mailto:carrie.holstead@ualberta.ca)

## Issue Background – Deferred Exams Fees

Prepared by the Office of the Registrar

### Spring/Summer 2011

- A student appeals the fee for a deferred examination that has been granted in accommodation of religious beliefs.
- While the issue of charging a fee for a deferred examination as a result of an accommodation request was under review, the RO informed Faculties that the RO would waive deferral fees where the reason entered by Faculties indicated that the deferral was being made under the *Reasonable Accommodation Policy*.

### October 20, 2011 – Post-ASC Discussion

- ASC requested a discussion on this topic in order to gain clarification.
- Overall, two main perspectives from those present were highlighted (variations on each were suggested as well):
  - i. The fee for deferred exams could be viewed as being unfair all cases (i.e., what about student illness?) and not just in those cases covered by the *Reasonable Accommodation Policy*.

Perhaps fees for deferred exams should be eliminated for all cases. Note that the elimination of fees for deferred exams was brought to ASC and APC in March 2010 by a Faculty Advisor and did not move forward, largely due to the inherent costs associated with the actual administration of deferred exams.

Some Faculties suggest that, although not all cases fall under protected grounds within the *Reasonable Accommodation Policy*, they will begin entering “Reasonable Accommodation” as the reason for all deferred exams so that all students may benefit from a fee waiver.

- ii. The fee for deferred exams can act as a deterrent and if it were to be eliminated Faculties may see an increase in the number of deferral requests.

### December 15, 2011 – Review of Deferred Exam Fees

- As a result of processing waivers, the RO notices that the Faculties of Engineering and Business are, for the most part, using only the Reasonable Accommodation indicator for deferred exams (waiver to all deferral fees).
- The Faculty of Nursing advises the RO that it intends to use only the Reasonable Accommodation indicator for all future deferrals (waiver to all deferral fees).

Faculty	Fall/Winter Deferrals			Fall 2011 Deferrals	Fall 2011 Fee Waivers
	2008-09	2009-10	2010-11	2011 (IP)	(R.A. Indicator)
AH	51	58	71	37	1
AR	200	229	290	98	1
AU	6	5	3	10	-
BC	72	122	152	45	45
ED	89	97	100	40	10
EN	104	157	191	88	87
GS	27	10	32	12	-
LA	12	12	26	14	-
MH	1	3	1	0	-
NS	21	18	18	1	-
NU	32	34	40	5	-
PE	51	30	49	17	5
PH	15	39	13	5	-
SA	39	20	27	3	-
SC	223	251	356	170	7
OS	7	24	29	29	-
Totals	950	1109	1398	574	156

### December 19, 2011 – Vice Provosts’ Meeting (VPM) Discussion

- The Provost asks ASC to review the issue and recommend an approach that will be:
  - a) fair to and consistent for all students
  - b) considerate of the fee as a possible deterrent, both for students in need of a deferred and the possible increase in applications for deferred exams
  - c) in alignment with the *Reasonable Accommodation Policy*

### January 19, 2012 – GFC Academic Standards Committee Discussion

- Members of ASC, provided with the information above, by and large support the elimination of fees for deferred exams.

### GFC Policy Manual Section 44.8: University of Alberta Reasonable Accommodation Policy

[http://www.uofaweb.ualberta.ca/gfcpolicymanual/content.cfm?ID\\_page=37660#38765](http://www.uofaweb.ualberta.ca/gfcpolicymanual/content.cfm?ID_page=37660#38765)

## **44.8 University of Alberta Reasonable Accommodation Policy**

**Note from the University Secretariat:** On November 30, 1998, GFC approved the University of Alberta Reasonable Accommodation Policy as a companion policy to the recently approved Discrimination and Harassment Policy and Procedures. In addition, GFC received for information the Appendices to the Reasonable Accommodation Policy. On January 15, 1999, the Board of Governors also approved the Reasonable Accommodation Policy and they received the Appendices for information.

### **PREAMBLE**

The University of Alberta is committed to the creation and maintenance of a work, study and living environment which is free of discrimination and to meeting its legal obligations with respect to the protection of human rights under Canadian law. Those legal obligations include the provision of reasonable accommodation in appropriate circumstances.

The University of Alberta recognizes the many benefits of accommodating the special needs and circumstances of its employees, students and tenants and has an exemplary record of providing such accommodation. Nothing in this policy should be construed as limiting the prerogative of any agent of the University of Alberta to provide accommodation even where not required to do so by this policy.

### **PURPOSE**

This policy clarifies the legal rights and obligations of the University of Alberta, its employees, students and tenants with respect to requests for accommodation.

This policy functions as an addendum to (but does not detract from or in any way limit the University's rights under) the University of Alberta Discrimination and Harassment Policy; see GFC Policy Manual section 44 and also the University's Statement on Equity in Student Affairs; see University Regulations and Information for Students ' 20.2 University Calendar.

### **POLICY**

The University of Alberta will take reasonable steps to accommodate individuals who are disadvantaged by employment, tenancy or educational rules, standards, policies or practices because of their race, religious beliefs, colour, gender, physical or mental disability, marital status, age, ancestry, place of origin, family status, source of income, sexual orientation, or political belief, to the extent required by law.

### **APPLICATION**

This policy applies to: all students, applicants seeking admission to the University, job applicants, academic and non-academic staff, general support trust employees, trust individuals, sessional, and volunteer staff of the University of Alberta.

### **DEFINITIONS**

Examples are given to assist in defining the following legal terms:

**Adverse Impact Discrimination:** This particular type of discrimination occurs when the application of an apparently neutral employment, education, or housing rule, standard, policy, or practice, results in a disproportionate disadvantage (or "an adverse impact") for an individual or a group protected under human rights legislation. It is not important whether the rule, standard, policy, or practice was intended to be discriminatory, rather it is the adverse impact that matters in determining whether this type of discrimination has occurred. Depending on the circumstances, a duty to accommodate may arise in situations of adverse impact discrimination.

For example, neither the University exam schedule nor the requirement that an employee answer phones as a term of employment are rules or requirements which are obviously discriminatory. But, when they are applied to a student who cannot write the exam on the date set because of a religious observance, or to an employee who cannot hold a phone receiver because of a physical disability, those otherwise neutral rules or requirements have a discriminatory effect. That discriminatory effect defines "adverse impact discrimination".

**Duty to Accommodate:** This term describes the legal obligation to address or correct situations of adverse impact discrimination by providing reasonable accommodation. A duty to accommodate is part of the University's larger duty not to discriminate.

**Accommodation:** Accommodation is any change made to an employment, education, or housing rule, standard, policy, practice, or environment which enables a member of a group against whom discrimination is prohibited, to enjoy equal opportunities with others.

Possible "accommodations" in the examples described above are allowing a student to write an exam on an alternate date when the original date falls on a day of religious observance and providing a headset to an employee unable to hold a phone receiver due to physical disability.

Other examples of possible accommodation measures are set out in Appendix "A". Whether a particular accommodation is reasonable will depend on the circumstances present in each individual case.

**Explanatory Note:**

Throughout this policy the terms "accommodation", "duty of accommodation" and "reasonable accommodation" are used. Although these terms are related, they are not interchangeable. Accommodation refers to any change to an employment, tenancy or educational rule, standard, policy, practice or environment which enables a member of a group against whom discrimination is prohibited, to enjoy equal opportunities with others. Whether an "accommodation" must be made in any given case is dependent upon whether there is a "duty to accommodate" owed at law. A "duty to accommodate" arises at law only in situations of adverse impact discrimination. Where the duty exists, it requires only that a "reasonable accommodation" be made and only to the point of "undue hardship". Whether a particular "accommodation" is a "reasonable accommodation" and whether that "reasonable accommodation" will result in "undue hardship" will depend on the circumstances present in each individual case.

### **THE LIMITS ON THE DUTY TO ACCOMMODATE**

Adverse impact discrimination does not always give rise to a duty to accommodate. In some limited circumstances, the discrimination will be "reasonable and justifiable" and no accommodation will be required. For example, requiring all students to demonstrate that they are able to communicate in English to a certain level before they will be granted admission to the University may adversely impact students from countries where English is not widely spoken. Although this requirement may disadvantage those students because of their race or place of origin, it is a requirement which is nevertheless reasonable and justifiable because instruction and testing at the University will largely be in English.

Even where the law imposes a duty to accommodate, there are limits on that duty. The first limit is that of reasonableness. Buying a \$5,000.00 desk to accommodate a wheelchair will not be a reasonable accommodation when four blocks placed under the corners of an existing desk will work just as well.

The second limit is that the duty to accommodate extends only to the point of "undue hardship". Undue hardship generally means excessive cost or excessive disruption of or interference with the business or operations of the University.

For example, the duty to accommodate does not extend so far as to require the University as an employer to create a position for an employee who is otherwise incapable of performing the essential duties of his own job or of some other existing position. Requiring an employer to do so would amount to undue hardship.

Similarly, the duty to accommodate would not require the University to modify admission or educational program requirements where the integrity of the educational standards of the University or its degrees would be compromised. To do so would amount to undue hardship.

### **ROLES AND RESPONSIBILITIES**

The duty to accommodate is a shared responsibility.

#### **Person Requiring Accommodation**

When an employee, student or tenant needs accommodation, that individual is responsible for:

1. Providing reasonable advance notice to his or her Instructor, Supervisor, Graduate Coordinator, Director, Dean, Department Chair or Residence Life Manager or other university agent of the need for an accommodation, if this is not apparent.
2. Providing enough relevant documentation including medical reports or other materials as are required to verify the need for accommodation and for identifying his or her specific accommodation needs.
3. Cooperating in searching for and implementing a reasonable accommodation.
4. Accepting reasonable accommodation. The individual asking to be accommodated cannot expect a perfect solution.

Supervisory Staff, Instructors, Administrators

The primary responsibility for considering and effecting a reasonable accommodation rests with the department. Where those efforts are unsuccessful, a review will be undertaken to determine if a reasonable accommodation can be made at an institutional level.

The duty to accommodate is ultimately an institutional obligation. Accordingly, any department may be called upon to facilitate a reasonable accommodation and has a duty to cooperate in that regard.

Once aware that an employee, student or tenant needs accommodation, the Supervisor, Instructor or Administrator is responsible for:

1. Requesting from the person seeking the accommodation whatever medical or other information is reasonably necessary to confirm the need for an accommodation and to identify sufficiently that individual's specific needs.
2. Considering the specific needs of the individual to determine what reasonable accommodation can be made (short of undue hardship), in order to meet those needs so that the individual can: continue in employment; access the facilities and services of the University; etc.

For example, consider things like the possibility of providing a headset to a telephone receptionist who has suffered an injury to his or her arms and is incapable of holding a telephone receiver or the possibility of permitting a physically disabled student who requires that accommodation, a reasonable amount of additional time to write an exam.

3. Seeking advice, assistance or input from:

- (a) The Employee Relations Unit in ALL those situations where the accommodation under consideration MAY impinge upon or conflict with the terms of either the NASA Collective Agreement or a General Support Trust Staff Agreement;
- (b) The Office of the Provost and Vice-President (Academic) in ALL those situations where the accommodation under consideration MAY impinge upon or conflict with the terms of any applicable agreements with the AAS:UA, other academic staff, or graduate assistants; or
- (c) The Office of the Dean (or delegate) for the Faculty in ALL those situations where the accommodation under consideration MAY deviate from the qualifications, educational program requirements or performance standards set by the University's governing bodies. Advice, assistance and input might also be sought, for example, from Associate Deans within the Faculty, other instructors in the same discipline, and Services for Students with Disabilities, as appropriate. In all other situations, advice, assistance and input may be sought, if necessary.

4. Doing what is required to provide reasonable accommodation to an individual affected by adverse impact discrimination, to the extent required by law.

5. Keeping clear written records of:

- (a) The request for accommodation;
- (b) The options considered;
- (c) The form of reasonable accommodation offered to the affected individual and their response;
- (d) The date the reasonable accommodation was provided; and,
- (e) Where appropriate, follow-up with the affected individual to see whether the reasonable accommodation has been successful.

6. Providing the details of the reasonable accommodation to those who need to know.

A procedure which may help Supervisors, Instructors, Administrators or other University agents when dealing with requests for accommodation is found in Appendix "D".

Deans, Directors, Department Chairs and Vice-Presidents

Within their portfolios, Deans, Directors, Department Chairs and Vice-Presidents are responsible for:

1. Informing themselves, as well as the faculty or staff for whom they are responsible, of the provisions of this policy, and supporting an awareness of reasonable accommodation issues.
2. Promoting and encouraging the educational efforts of the University of Alberta to inform members of the University community about reasonable accommodation issues.
3. Supporting, participating in and ensuring that within their portfolios, reasonable accommodation is provided when and to the extent required by law.

The University of Alberta (through the Board of Governors and President)

The University of Alberta (through the Board of Governors and President) shall:

1. Ensure that requests for accommodation are addressed as appropriate pursuant to any applicable negotiated employment agreements and the terms of this policy.
2. Ensure that reasonable accommodation is provided when and to the extent required by law, to students, tenants or employees of the University.
3. Provide a policy to address accommodation issues and to review regularly such a policy.

### **Associations**

The law also imposes a duty to accommodate on staff associations. Where a staff association has negotiated an agreement with an employer that has a discriminatory impact, it has a joint responsibility with the employer to find a reasonable accommodation. In situations where the staff association is not a party to a discriminatory work arrangement, it must not hinder the reasonable efforts of the employer to provide reasonable accommodation to an employee.

The Association of Academic Staff of the University of Alberta (AAS:UA) and the Non-Academic Staff Association (NASA) have undertaken to interpret and apply any applicable collective agreements in a manner consistent with their legal obligations in relation to the duty to accommodate.

### **COSTS**

For costs related to the purchase of equipment and supplies required to provide reasonable accommodation to faculty or staff, applications can be made by the Supervisor, Administrator, Dean, Director or Department Chair to the "Reasonable Accommodation Fund for Equipment and Supplies for Employees with Disabilities"; See Appendix "C".

For costs related to the purchase of equipment and supplies required to provide reasonable accommodation to students, applications can be made by the Instructor, Dean, Director or Department Chair to Services for Students with Disabilities.

### **REVIEW PROCEDURE**

A failure to provide reasonable accommodation where required by law amounts to discrimination.

The University of Alberta Discrimination and Harassment Policy (GFC Policy Manual, section 44), sets out a process by which any member of the university community who believes that he or she has been discriminated against, may seek resolution. Those resolution procedures are equally available to members of the university community who believe that they were entitled to and have been denied reasonable accommodation.

### **Appendix A Examples of Accommodation Measures**

There can be no complete list of the type of action the duty to accommodate may require. What is required in any situation will depend on the particular needs of the individual involved, the nature of the work, position, service or facility at issue, what changes are required in order to meet the specific needs of the individual, what changes are reasonably possible as well as the resources of the institution. Nevertheless, some examples of accommodation measures include:

1. Adapting the physical environment to the needs of the individual including the acquisition or modification of premises, equipment or devices or the provision of human support such as qualified readers or interpreters. This may be as simple as using four blocks to raise the height of a desk to accommodate wheelchair access.
2. Modifying the rule or program requirements, for example permitting a physically disabled person who requires that accommodation a reasonable amount of additional time within which to complete a program or course requirement, or making arrangements for a student to make up work or exams missed by reason of religious observance.
3. Modifying job duties to remove non-essential tasks, shifting certain duties to other employees, re-assigning the



- employee to another available job for which he or she is qualified either temporarily or perhaps permanently.
4. Permitting the use of accrued vacation leave, providing additional unpaid leave or agreeing to the reasonable alteration of work schedules.
  5. Changing work schedules so that individuals may participate in the rites associated with their religious faith.
  6. Permitting an individual the opportunity to obtain and use equipment, aids or services that the University itself is not required to provide.

Reasonable accommodation does not include:

1. Creating a position that did not previously exist for an employee who is incapable of performing the essential functions of his or her own job or of any other available position. However, an alternate available position that already exists is not creating a new position.
2. Retaining an employee incapable of performing the available work to acceptable levels.
3. Shifting the essential functions of a position to another employee; leaving the affected employee to perform non-essential functions with limited business or productive value to the employer.
4. Providing extensive and costly retraining to enable the employee to perform available work.
5. Modifying educational programs or admission requirements where the integrity of the educational standards of the University or its degrees would be compromised.

### **Appendix B Assessing Undue Hardship**

The duty to accommodate extends only to the point of undue hardship. Undue hardship has been interpreted to mean undue expense or excessive disruption of or interference with the business or operation. In assessing undue hardship, relevant factors include:

1. Financial costs;
2. Business or institutional convenience/efficiency;
3. Disruption of a collective agreement (however, an employer and union cannot contract out of human rights legislation; the agreement cannot absolve the parties of the duty to accommodate; but it can be relevant in assessing the degree of hardship caused by interference with its terms);
4. Disruption to the public;
5. The effect or impact on the rights, health, safety or morale of others;
6. Interchangeability of the work force or of the facility;
7. Size and resources of the institution; and
8. Health and safety considerations including the nature and magnitude of the risk and the identity of those who bear it.

In certain circumstances it may not be possible to provide reasonable accommodation to meet an individual's needs because no accommodation is possible or the accommodation would cause undue hardship. In these circumstances the Supervisor, Instructor or Administrator should contact the appropriate Dean, Director, Department Chair or Vice-President. It may also be useful for these decision makers to consult with the University's Office of Human Rights.

### **Appendix C Financial Resources**

#### **Reasonable Accommodation Fund for Equipment and Supplies for Employees with Disabilities**

The Provost and Vice-President (Academic) and the Vice-President (Finance and Administration) have agreed in principle to provide a central fund in order to offset the costs of reasonable accommodation measures for employees with disabilities. The focus of the fund will be on costs related to the purchase of equipment and supplies required to provide reasonable accommodation to faculty or staff. For particulars on how to apply and the criteria by which applications will be assessed, the responsible Supervisor, Administrator, Dean, Director or Department Chair can contact Services for Students with Disabilities. The mandate of Services for Students with Disabilities has been expanded to include services for faculty and staff who have disabilities.

#### **Services for Students with Disabilities**

Services for Students with Disabilities has and will continue to provide services and resources to students requiring reasonable accommodation measures in order to reach their academic goals. For costs related to the purchase of equipment and supplies required to provide reasonable accommodation to students, applications can be made by the Instructor, Dean, Director or Department Chair to Services for Students with Disabilities.

## **Appendix D Accommodation Process**

What follows is a suggested procedure for use when Supervisory Staff, Instructors, Administrators or other agents of the university are asked for or are otherwise aware of a need for accommodation.

### **1. Identify the problem and what the person needs.**

For example: the exam is scheduled on a religious holiday and the student needs a deferred exam; a faculty member has problems with his or her eyesight affecting their ability to fulfill the duties of a faculty member; the individual needs assistance in order to perform their duties.

### **2. Consider whether this is a situation that gives rise to a duty to accommodate.**

Is the need for an accommodation related in some way to the person's race, religious beliefs, colour, gender, physical or mental disability, marital status, age, ancestry, place of origin, family status, source of income, sexual orientation, or political belief.

If the problem is not related to one of those grounds, there is no legal duty to accommodate. However, you still have the discretion to make an accommodation.

### **3. Consider whether you have enough information.**

(a) Is there adequate information verifying the:

- (i) Need for an accommodation; and
- (ii) The specific needs of the individual?

(b) If not,

- (i) Determine how that information can best be provided (for example a letter from a religious leader or a medical certificate); and
- (ii) Ask the person seeking the accommodation to provide such additional information as is reasonably required.

### **4. Consider how the person could be reasonably accommodated.**

Once the need for accommodation has been verified and sufficient information identifying the specific needs of the individual has been provided, in consultation with the individual, identify and review the reasonable options to meet the individual's needs.

For example, in the case of the student, this could be identifying a date and time for a deferred exam. In the case of the faculty member whose vision is impaired, this may involve things like giving the employee access to adaptive technology which converts regular standard print to large print or to speech output formats, providing assistance with marking, etc.

### **5. Consider whether the accommodation would result in undue hardship.**

What would be required or involved in providing the accommodation under consideration? Are there any significant costs associated with it, would it result in significant disruption or would it conflict with or impinge on the terms of any negotiated employment agreement? In the case of the student, would the accommodation deviate from or undermine the qualifications, educational program requirements or performance standards set by the University's governing bodies.

Consider the implications of the accommodation not only for the person asking for it, but also, where applicable, for others who may be affected by it including the Department, area or Faculty and the University as a whole.

### **6. Seek advice, assistance or input where appropriate.**

If you are concerned that providing the accommodation would:

- (a) Result in undue hardship;
- (b) Conflict with or impinge on the terms of applicable negotiated agreements; or
- (c) Deviate from the qualifications, educational program requirements or performance standards set by the University's governing bodies, detail the basis for the concern in writing and seek input, advice and assistance from the Dean, Associate Dean Student Programs and Admissions, Department Chair, Director, Vice-President, Employee Relations Advisors, or the University's Office of Human Rights and such other resources as may be appropriate.

**7. Identify how the reasonable accommodation will be arranged.**

Assess concerns that the accommodation would result in undue hardship, would conflict with or impinge on the terms of negotiated agreements, or would deviate from the qualifications, educational program requirements or performance standards set by the University's governing bodies, identify those people who will be involved in the accommodation process, if any, and what their role will be.

For example, in the case of the student requiring a deferred examination, ensure that they are told that they are responsible to make a formal application for exam deferment, how they do that and when the exam will be.

**8. Make arrangements for follow-up where appropriate.**

Where the reasonable accommodation will be of an ongoing nature, consider implementing a time frame for monitoring or reviewing the situation to make sure that it is working.

For example, in the case of the faculty member who is visually impaired, arrange for follow-up or review before the end of the term so that there is sufficient time to make adjustments, if necessary, before the beginning of the next term.

**9. Document.**

Keep a clear written record of:

- (a) The request for accommodation;
- (b) The options considered;
- (c) The form of reasonable accommodation offered to the individual and their agreement or other response; and
- (d) The date the reasonable accommodation was provided and, where appropriate, what follow-up has been arranged.

**10. Communicate the details of the reasonable accommodation to those with a need to know.**

## 2011-12 University Calendar on Deferred Exam Fees

Current 2011-12 University Calendar	Proposed 2013-14 University Calendar
<p><b>22.2.12 2010-2011 Schedule of Fees for Special Services</b></p> <p>The following are fees for special services; the rates for 2011-2012 were not known at the time of printing and are subject to change without notice. Refer to <a href="http://www.registrar.ualberta.ca/fees">www.registrar.ualberta.ca/fees</a> for 2011-2012 fees.</p> <p><b>Examination and examination-related fees (see §23.5):</b></p> <p><del>Deferred examination (§23.3(2)) \$48.53/paper</del>  Reexamination (§23.5.5) \$145.65/paper  Examination conducted at an established centre other than Edmonton:  In Canada \$131 (additional)/paper  Outside Canada \$156 (additional)/paper  Final examination reappraisal (§23.5.4) \$97.09/paper  Credit by special assessment (§14.2.4) \$258.84/course</p> <p>(...)</p> <p><b>23.3(2) Absence from Final Exams:</b>  A student who has missed a final exam because of incapacitating illness, severe domestic affliction or other compelling reason (including religious conviction) may apply for a deferred exam.</p> <p>To apply for a deferred exam, a student must present supporting documentation pertaining to the absence to their Faculty office within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.</p> <p>a. Where the cause is incapacitating illness:</p> <ol style="list-style-type: none"> <li>a medical note cannot be required.</li> <li>if a student chooses to provide a medical note, the University of Alberta Medical Statement Form may be downloaded from the Online Services section of <a href="http://www.registrar.ualberta.ca">www.registrar.ualberta.ca</a></li> <li>Faculties may request other adequate documentation such as a Faculty specific form or a statutory declaration.</li> </ol> <p>(...)</p> <p>f. In the case of an approved application for deferred final exam, the student's Faculty will inform the Department responsible for the course of the approved deferred exam. The Department will then notify the instructor;</p> <p><del>g. Payment of the required fee will normally be made at the time of approval of the application for deferral but must be made no later than two weeks after approval. Refer to §22.2.8 for details on where to pay fees and to §22.2.12 for fees for special services.</del></p>	<p><b>22.2.12 2010-2011 Schedule of Fees for Special Services</b></p> <p>The following are fees for special services; the rates for 2011-2012 were not known at the time of printing and are subject to change without notice. Refer to <a href="http://www.registrar.ualberta.ca/fees">www.registrar.ualberta.ca/fees</a> for 2011-2012 fees.</p> <p><b>Examination and examination-related fees (see §23.5):</b></p> <p>Reexamination (§23.5.5) \$145.65/paper  Examination conducted at an established centre other than Edmonton:  In Canada \$131 (additional)/paper  Outside Canada \$156 (additional)/paper  Final examination reappraisal (§23.5.4) \$97.09/paper  Credit by special assessment (§14.2.4) \$258.84/course</p> <p>(...)</p> <p><b>23.3(2) Absence from Final Exams:</b>  A student who has missed a final exam because of incapacitating illness, severe domestic affliction or other compelling reason (including religious conviction) may apply for a deferred exam.</p> <p>To apply for a deferred exam, a student must present supporting documentation pertaining to the absence to their Faculty office within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.</p> <p>a. Where the cause is incapacitating illness:</p> <ol style="list-style-type: none"> <li>a medical note cannot be required.</li> <li>if a student chooses to provide a medical note, the University of Alberta Medical Statement Form may be downloaded from the Online Services section of <a href="http://www.registrar.ualberta.ca">www.registrar.ualberta.ca</a></li> <li>Faculties may request other adequate documentation such as a Faculty specific form or a statutory declaration.</li> </ol> <p>(...)</p> <p>f. In the case of an approved application for deferred final exam, the student's Faculty will inform the Department responsible for the course of the approved deferred exam. The Department will then notify the instructor;</p>