

The following Motions and Documents were considered by the GFC Campus Law Review Committee at its May 24, 2012 meeting:

---

Agenda Title: **Disclosure Within and Around Student Discipline Processes**

APPROVED MOTION I: THAT the GFC Campus Law Review Committee, acting under delegated authority from General Faculties Council, approve proposed changes to Section 30.2 (Definitions), Section 30.4 (Sanctions and Their Impact), Section 30.5.7, and Section 30.5.8 of the Code of Student Behaviour, as submitted by the Director of the Office of Student Judicial Affairs (OSJA) and as set forth in Attachments 2, 3, 4, and 5, to take effect upon approval.

APPROVED MOTION II: THAT the GFC Campus Law Review Committee recommend to the GFC Executive Committee proposed changes to Section 30.6.5 (Procedures at the UAB Hearing)/Subsections 14 and 15 of the Code of Student Behaviour, as submitted by the Director of the Office of Student Judicial Affairs (OSJA) and as set forth in Attachment 5 (as amended), to take effect upon final approval.

Final Recommended Amended Item: 4

---

Agenda Title: **Proposed Editorial Changes to the Code of Student Behaviour, Code of Applicant Behaviour, and the Practicum Intervention Policy**

APPROVED MOTION: THAT the GFC Campus Law Review Committee approve, under delegated authority from General Faculties Council, proposed changes to the Code of Applicant Behaviour (Section 11.8.3 (Definitions) and Section 11.8.8.3 (Service and Notice)); Code of Student Behaviour (Section 30.2 (General Definitions), Section 30.3.2 (Inappropriate Academic Behaviour), and Section 30.5.1(6) (Notice to Students)); and the Practicum Intervention Policy (Section 87.7 (Composition of the GFC PRB), Section 87.12 (Service and Notice), and 'Definitions')), as submitted by the Appeals Coordinator and as set forth in Attachments 1, 2 and 3, to take effect upon approval.

Final Item: 5

---

Agenda Title: **Proposed Changes to the Code of Student Behaviour (Section 30.6) and the Practicum Intervention Policy (Section 87.9)**

APPROVED MOTION: THAT the GFC Campus Law Review Committee recommend to the GFC Executive Committee approval of proposed changes to Code of Student Behaviour Section 30.6 (Procedures for Appeal of Decisions to the University Appeal Board (UAB)) and Practicum Intervention Policy Section 87.9 (Procedures at the GFC PRB Hearing), as submitted by the Appeals Coordinator and as set forth in Attachments 1 and 2, to take effect upon final approval.

Final Recommended Item: 6

---

**OUTLINE OF ISSUE**

Agenda Title: **Disclosure Within and Around Student Discipline Processes**

**Motion I:** THAT the GFC Campus Law Review Committee, acting under delegated authority from General Faculties Council, approve proposed changes to Section 30.2 (Definitions), Section 30.4 (Sanctions and Their Impact), Section 30.5.7, and Section 30.5.8 of the Code of Student Behaviour, as submitted by the Director of the Office of Student Judicial Affairs (OSJA) and as set forth in Attachments 2, 3, 4, and 5, to take effect upon approval.

**Motion II:** THAT the GFC Campus Law Review Committee recommend to the GFC Executive Committee proposed changes to Section 30.6.5 (Procedures at the UAB Hearing)/Subsections 14 and 15 of the Code of Student Behaviour, as submitted by the Director of the Office of Student Judicial Affairs (OSJA) and as set forth in Attachment 5 (as amended), to take effect upon final approval.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Deborah Eerkes, Director, Office of Student Judicial Affairs (OSJA)
Presenter	Deborah Eerkes, Director, Office of Student Judicial Affairs (OSJA)
Subject	Proposed changes to the Code of Student Behaviour regarding how, when, and to whom information can be disclosed within and after a student discipline process under the Code.

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To bring clarity and transparency to the Code about current practices of disclosure of disciplinary decisions; to evaluate effectiveness of current practices; and to propose new practices where the Code does not currently meet the needs of the University Community.
The Impact of the Proposal is	Brings clarity and transparency to the Code; aligns the Code with current practice; proposes changes where needed to meet the “need to know” within the University Community.
Replaces/Revises (eg, policies, resolutions)	Sections 30.1.1, 30.2, 30.4, and portions of 30.5 and 30.6 of the Code of Student Behaviour.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	None
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover</i> Values: 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. <i>Dare to Deliver</i> .
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	1. <b>Post-Secondary Learning Act (PSLA):</b> The <i>Post-Secondary Learning Act (PSLA)</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)) and over academic affairs (Section 31), including authority concerning student discipline.  2. <b>GFC Campus Law Review Committee (CLRC) Terms of Reference–Section 1 (Authority):</b> “GFC has thus established a

Campus Law Review Committee (GFC CLRC) ....”

3. **GFC Campus Law Review Committee (CLRC) Terms of Reference–Section 3(a) (*Mandate of the Committee–Code of Student Behavior*):**

“1. To review, from time to time, the Code of Student Behavior and student discipline procedures.

2. On delegated authority from GFC, to approve all editorial amendments to the Code of Student Behaviour except editorial amendments to Section 30.6.

3. Amendments to the Code of Student Behaviour deemed substantive by CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of GFC. (See *Amendment of the Code*, Section 30.7 of the GFC Policy Manual (Code of Student Behaviour.)”

4. **Code of Student Behaviour, Amendment of the Code–Section 30.7: [“]**

**30.7.1 Legislative Authority**

General Faculties Council (GFC) and the Board of Governors may amend the Code in exercise of the authority vested in them by Section 31 of the *Post-Secondary Learning Act*. (CLRC 25 SEP 2003) (CLRC 29 OCT 2004 e-mail vote)

**30.7.2 Editorial Amendments**

**30.7.2(1)** The Campus Law Review Committee (CLRC) decides which amendments are editorial. (CLRC 29 OCT 2004 e-mail vote)

**30.7.2(2)** On delegated authority from GFC, all editorial amendments will be approved by the Campus Law Review Committee (CLRC) except editorial amendments to Section 30.6. (CLRC 29 OCT 2004 e-mail vote)

**30.7.2(3)** All amendments to Section 30.6 will be forwarded to the GFC Executive Committee for approval. (CLRC 29 OCT 2004 e-mail vote)

**30.7.3 Substantive Amendments**

**30.7.3(1)** Amendments to the Code deemed substantive by CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of GFC.(CLRC 29 OCT 2004 e-mail vote)

**30.7.3(2)** Only substantive changes to Section 30.6 proceed to the [Board Learning and Discovery Committee], which will decide whether or not it can act on behalf of the Board of Governors. (BEAC 11 JUNE 2004)

**30.7.3(3)** The Secretary to GFC must notify Students’ Union and the Graduate Students’ Association of all substantive changes to the Code (including Section 30.6) 15 Working Days before those changes are considered by GFC. The Students’ Union and the Graduate Students’ Association will be invited to contact their members so that the Students can access the changes on the World Wide Web via University Governance’s home page.”

**FINAL Item No. 4**

**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Ongoing consultation with University Governance, Faculty of Graduate Studies and Research (FGSR), Office of the Registrar, GFC Academic Standards Committee (ASC) Representative, General Counsel, Information and Privacy Office (IPO), Students' Union, Graduate Students' Association (GSA); GFC Campus Law Review Committee (CLRC) (March 22, 2012)
Approval Route (Governance) (including meeting dates)	GFC Campus Law Review Committee (May 24, 2012) – for final approval (with the exception of proposed changes to COSB Sections 30.6.5(14) and 30.6.5(15), which will be recommended to the GFC Executive Committee for final approval); GFC Executive Committee (June 4, 2012) – for final approval (of proposed changes to COSB Sections 30.6.5(14) and 30.6.5(15) only)
Final Approver	GFC Campus Law Review Committee and GFC Executive Committee (see 'Approval Route' above)

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

1. Attachment 1 (page 1) – Disclosure Within and Around Code of Student Behaviour (COSB) Processes
2. Attachment 2 (page 1) – COSB Section 30.1.1 (Rights Under the Code of Student Behaviour)
3. Attachment 3 (pages 1 – 6) – COSB Section 30.2 (Definitions)
4. Attachment 4 (pages 1 – 22) – COSB Section 30.4 (Sanctions and Their Impact)
5. Attachment 5 (pages 1 – 5) – COSB Sections 30.5.7, 30.5.8 and 30.6.5 (Distribution of Decisions)

Prepared by: Deborah Eerkes, Director, Office of Student Judicial Affairs (OSJA), [deborah.eerkes@ualberta.ca](mailto:deborah.eerkes@ualberta.ca)

### **Disclosure within and around Code of Student Behaviour processes**

When FOIPP was originally introduced into the University of Alberta, a small working group was struck to work through how it applied to University Code of Student Behaviour processes. That work resulted in a document entitled “*A University of Alberta Guide to Collecting, Using and Disclosing Information During the Student Discipline Process*” as a resource for individuals working within the discipline processes. As time passed and clarity emerged around FOIPP, CLRC identified a need to re-examine our policy and practices to keep them current with decisions by the Privacy Commissioner and with current issues in student conduct in order to provide better guidance on privacy and disclosure.

Several issues were identified as barriers to good understanding and/or practice:

- A lack of clarity in the Code in terms of definitions; what discipline records actually are, where are they kept and how are they communicated;
- A need for inclusive language that makes explicit the fact that graduate students are subject to the Code and that graduate programs in all their forms are included in the Code processes;
- A need to re-evaluate who is informed of particular sanctions;
- A need to re-evaluate who receives copies of discipline decisions based on a need to know; and
- A lack of clarity about the impact of particular sanctions on a Student’s record and/or transcript.

Dr. Heidi Julien, past Chair of CLRC, tasked Deborah Eerkes with convening a working group to discuss the issue, identify areas for improvement and propose changes. Members of that working group included at various times:

- Deborah Eerkes, OSJA
- Iva Spence, University Governance
- Tom Hidson, Registrar’s Office
- Joanna Harrington, FGSR
- Elaine Geddes, cross-representative from Academic Standards Committee
- Brad Hamdon, General Counsel
- Marie Strauss, Senior Litigator, Office of General Counsel
- Harry Davis, Information & Privacy Officer
- Cathy Anne Pachnowski, Information and Privacy Officer

In addition, consultation was undertaken with the Graduate Students’ Association and the Students’ Union.

## Rights of the Victim in the Code of Student Behaviour

CURRENT	PROPOSED	RATIONALE
<p><b><u>30.1.1 Rights Under the Code of Student Behaviour</u></b></p> <p><b>30.1.1(2)</b> Any person who claims to have been physically injured, discriminated against or harassed by a Student accused of an offence under this Code, whether or not that person is a Complainant, has the right</p> <p>30.1.1(2) a to be consulted before any informal resolution of any relevant charges against the Student is proposed to the Student;</p> <p>30.1.1(2) b to provide evidence of any injury or damage for which Restitution may be an appropriate remedy and to have that evidence communicated to the appropriate decision-maker under this Code;</p> <p>30.1.1(2) c to be informed of the time, date and place of any hearing respecting any relevant charges and to be consulted by the Dean or Director as to whether the person should be a witness at that hearing; and</p> <p>30.1.1(2) d to be informed of the sanctions, if any, imposed on the Student in relation to any offence relevant to the person.</p>	<p><b><u>30.1.1 Rights Under the Code of Student Behaviour</u></b></p> <p><b>30.1.1(2)</b> Any person who claims to have been physically injured, discriminated against or harassed, <u>or who claims to have property damaged or stolen</u> by a Student accused of an offence under this Code, whether or not that person is a Complainant, has the right</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p>	<p>.</p> <p>We need to be able to disclose the outcome of decisions to victims of fraud and property crimes as well as personal ones.</p>

## Definitions in the Code of Student Behaviour

CURRENT	PROPOSED	RATIONALE
New	<b><u>30.2.1 Academic File</u></b>  <u>The file detailing a Student's academic progress held in the office of the Faculty in which the Student is enrolled and, for graduate students, in the office of the Department (or in non-departmentalized Faculties, the Faculty) responsible for delivery of the graduate program.</u>	To clarify that the academic file is different from the discipline file.
<b><del>30.2.1 Academic Staff Member</del></b>  <b><del>30.2.2 Academic Standing</del></b>  <b><del>30.2.3 Advisor</del></b>  <b><del>30.2.4 Appellant</del></b>  <b><del>30.2.5 Appeals Coordinator</del></b>  <b><del>30.2.6 Application Related Offence</del></b>	<b><u>30.2.2 Academic Staff Member</u></b>  <b><u>30.2.3 Academic Standing</u></b>  <b><u>30.2.4 Advisor</u></b>  <b><u>30.2.5 Appellant</u></b>  <b><u>30.2.6 Appeals Coordinator</u></b>  <b><u>30.2.7 Application Related Offence</u></b>	Renumbering only
New	<b><u>30.2.8 Central Academic Record</u></b>  <u>A continuing record maintained by the Office of the Registrar, where all matters relating to courses, grades, and academic standing and probation are permanently recorded. Transitory notations, such as service indicators are also noted in the Central Academic Record while they are in effect.</u>	Replaces "Permanent Academic Record"
<b><del>30.2.7 Class</del></b>  <b><del>30.2.8 Code</del></b>  <b><del>30.2.9 Complainant</del></b>  <b><del>30.2.10 Dean</del></b>	<b><u>30.2.9 Class</u></b>  <b><u>30.2.10 Code</u></b>  <b><u>30.2.11 Complainant</u></b>  <b><u>30.2.12 Dean</u></b>	Renumbering only

<p><b><del>30.2.11</del> Dean of Students</b></p> <p><b><del>30.2.12</del> Degree</b></p>	<p><b><u>30.2.13</u> Dean of Students</b></p> <p><b><u>30.2.14</u> Degree</b></p>	
<p><b><del>30.3.13</del> Deputy Discipline Officer(s)</b></p>	<p>Remove</p>	<p>No longer exists</p>
<p><b><del>30.2.13</del> Director of UAPS</b></p>	<p><b><u>30.2.15</u> Director of UAPS</b></p>	
<p><b><u>30.2.15</u> Discipline Officer</b></p> <p>The person responsible for reviewing all charges laid under the Code in which a <b>Unit Director recommends an Intermediate or Severe Sanction, a Dean recommends a Severe Sanction or the Director of UAPS recommends a sanction [30.4.3].</b> <del>The Discipline Officer is appointed by the Provost and Vice President (Academic) or delegate.</del></p>	<p><b><u>30.2.16</u> Discipline Officer</b></p> <p>The person responsible for reviewing all charges laid under the Code in which a Unit Director recommends an Intermediate or Severe Sanction, a Dean recommends a Severe Sanction or the Director of UAPS recommends a sanction [30.4.3].</p>	<p>Unbolding text</p> <p>Discipline Officer position is no longer an appointment.</p>
<p><b><u>30.2.16</u> Discipline Records</b></p> <p><del>Discipline Records are held in various campus offices, including Faculties, Unit Directors, University of Alberta Protective Services, the Discipline Officer, and University Governance as provided for this Code. Only in cases where a student has been found to have committed an offence may the academic and Discipline Records held by a Faculty be joined. In all other cases, academic and disciplinary records are held separately.</del></p>	<p><b><u>30.2.17</u> Discipline File</b></p> <p><u>The file containing the disciplinary proceedings undertaken in relation to a Student, including but not limited to, the charges laid, the evidence collected, and the findings of the decision-maker.</u> Discipline Files are held by Faculties, Unit Directors, University of Alberta Protective Services, the <u>Office of Student Judicial Affairs</u>, and University Governance as provided for this Code. <u>Discipline Files held by Faculty and Department offices must be kept separate from Academic Files, but in cases where a Student has been found to have committed an offence of Inappropriate Academic Behaviour, a copy of the final decision may be kept with the</u></p>	<p>Renumber</p> <p>Attempting to clarify what is contained in a Discipline File and where it is held.</p>



<p><del>30.2.16(1) — The only disciplinary action that will be documented on a student's Permanent Academic Record is one involving Suspension, Expulsion, Rescission/Suspension of a Degree or Exclusion, from the University. A notation of Encumbrance will be noted for Fines and orders of Restitution.</del></p> <p><b>30.2.16 (2)</b> All Discipline Records are confidential, and the only persons having access to such records will be those directly concerned with the action, decided as follows:</p> <ul style="list-style-type: none"> <li>○ Faculties: The Dean shall determine access to Discipline Records held in the Faculty.</li> <li>○ University of Alberta Protective Services: The Director shall determine access to Discipline Records held by University of Alberta Protective Services Services.</li> <li>○ Discipline Officer: The Discipline Officer shall determine access to Discipline Officer records.</li> <li>○ University Governance: The Head (or delegate) of University Governance shall determine access to files of the University Appeal Board held by University Governance.</li> <li>○ The Provost or</li> </ul>	<p><u>Student's Academic File.</u></p> <p>Remove</p> <p><b>30.2.17 (1)</b> All Discipline Files are confidential, and the only persons having access to such records will be those directly concerned with the action, decided as follows:</p> <ul style="list-style-type: none"> <li>○ Faculties: The Dean shall determine access to Discipline Files held in the Faculty.</li> <li>○ University of Alberta Protective Services: The Director shall determine access to Discipline Files held by University of Alberta Protective Services.</li> <li>○ <u>Units: The Director shall determine access to Discipline Files held by the unit.</u></li> <li>○ Discipline Officer: The Discipline Officer shall determine access to Discipline Files.</li> <li>○ University Governance: The Head (or delegate) of University Governance shall determine access to Discipline Files held by University Governance.</li> <li>○ The Provost or</li> </ul>	<p>Redundant; this is fully explained in Section 30.4 Sanctions and Their Impact.</p>
--	--	---

<p style="text-align: center;">delegate shall:</p> <p><b>1. Have access to <del>student records</del></b> held by a Faculty, Department or unit, the Office of Student Judicial Affairs, the Office of the Registrar and <del>Student Awards</del> or University Governance in an instance where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91); (EXEC 03 MAY 2004) (BHRCC 05 MAY 2004)</p>	<p style="text-align: center;">delegate shall:</p> <p><b>1. Have access to <u>all</u> student records, <u>including the Academic File and any Discipline File</u></b> held by a Faculty, Department or unit, the Office of Student Judicial Affairs, the Office of the Registrar or University Governance in an instance where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91); (EXEC 03 MAY 2004) (BHRCC 05 MAY 2004)</p>	<p>Clarifying what files are available to the Provost.</p>
<p><b><del>30.2.17</del> Facilities</b></p> <p><b><del>30.2.18</del> Fraternity</b></p> <p><b><del>30.2.19</del> Financial Services</b></p> <p><b><del>30.2.20</del> GFC</b></p>	<p><b><u>30.2.18</u> Facilities</b></p> <p><b><u>30.2.19</u> Financial Services</b></p> <p><b><u>30.2.20</u> Fraternity</b></p> <p><b><u>30.2.21</u> GFC</b></p>	<p>Renumbering and reordering – moved Financial Services ahead of Fraternities</p>
<p><b>New</b></p>	<p><b><u>30.2.22 Graduate Coordinator</u></b></p> <p>The graduate coordinator is the tenured or tenure-track professor designated by a department (or Faculty if non-departmentalized) as the official representative of the department (or Faculty) to the students enrolled in that department's (or Faculty's) graduate program. Graduate coordinators are known by various designations, including Director, Associate Chair (Graduate Studies), and Associate Dean (Graduate Studies).</p>	
<p><b><del>30.2.21</del> Instructor</b></p> <p>The “Instructor” is the person charged with the responsibility for</p>	<p><b><u>30.2.23 Instructor</u></b></p> <p>The <u>term</u> “Instructor” <u>includes</u> the person charged with the</p>	<p>Allows for inclusion of those marking graduate student capping projects, members of a graduate student’s committee or others who</p>

<p>conducting a Class, <del>or</del> the person formally charged by the Department or Faculty with the responsibility for advising the Student or for supervising the thesis or project.</p>	<p>responsibility for conducting a Class, the person charged with the responsibility for <u>supervising or evaluating a capping exercise, thesis or research project, or the person charged with the responsibility of supervising a Student's work conducted in a laboratory.</u></p>	<p>assess academic work to report to Dean in cases of Inappropriate Academic Behaviour.</p>
<p><del>30.2.22</del> Malicious Code</p>	<p><u>30.2.24</u> Malicious Code</p>	<p>Renumbered</p>
<p><u>30.2.23 Permanent Academic Record</u></p> <p>The perpetual record of a Student's academic program and performance at the University. Such records are the source of transcripts generated at a Student's request.</p>	<p>Remove</p>	<p>Replaced by "Central Academic Record"</p>
<p>New</p>	<p><u>30.2.25 Negative Service Indicator</u></p> <p><u>A transitory notation that can be placed on a student's Central Academic Record during the period it is in effect. Service indicators assist staff in the provision or restriction of services but do not appear on a Transcript. Negative Service Indicators can be used for financial, disciplinary or other extraordinary matters. Examples include but are not limited to: parking fines, library fines, disciplinary fines, orders of restitution, suspension, and exclusions.</u></p>	
<p><del>30.2.24</del> Practicum Placement</p> <p><del>30.2.25</del> Professional Code of Ethics</p> <p><del>30.2.26</del> Professional Programs</p>	<p><u>30.2.26</u> Practicum Placement</p> <p><u>30.2.27</u> Professional Code of Ethics</p> <p><u>30.2.28</u> Professional Programs</p>	<p>Renumbering only</p>

<p><b><u>30.2.27 Registrar</u></b></p> <p>The University Official invested with custody of Students' <del>Permanent</del> Academic Records.</p>	<p><b><u>30.2.29 Registrar</u></b></p> <p>The University Official invested with custody of Students' <u>Central</u> Academic Records.</p>	
<p><b><del>30.2.28 Respondent</del></b></p> <p><b><del>30.2.29 Sorority</del></b></p> <p><b><del>30.2.30 Student(s)</del></b></p> <p><b><del>30.2.31 Student Group</del></b></p> <p><b><del>30.2.32 Student Group Activity</del></b></p> <p><b><del>30.2.33 Student OmbudService</del></b></p>	<p><b><u>30.2.30 Respondent</u></b></p> <p><b><u>30.2.31 Sorority</u></b></p> <p><b><u>30.2.32 Student(s)</u></b></p> <p><b><u>30.2.33 Student Group</u></b></p> <p><b><u>30.2.34 Student Group Activity</u></b></p> <p><b><u>30.2.35 Student OmbudService</u></b></p>	<p>Renumbering only</p>
<p>New</p>	<p><b><u>30.2.36 Transcript</u></b></p> <p><u>A Student's official academic record issued by the Office of the Registrar and bearing the signature of the Registrar. Information for the Transcript is drawn from the Central Academic Record. Information included on the University of Alberta transcript is found in the University of Alberta Calendar, Section 23.9.2.</u></p>	<p>Differentiating Transcript from the Central Academic Record.</p>
<p><b><del>30.2.34 Unit Director</del></b></p> <p><b><del>30.2.35 University Activities</del></b></p> <p><b><del>30.2.36 UAB</del></b></p> <p><b><del>30.2.37 University Community</del></b></p> <p><b><del>30.2.38 University Officials</del></b></p> <p><b><del>30.2.39 University-related Functions</del></b></p> <p><b><del>30.2.40 University Supplies and Documents</del></b></p> <p><b><del>30.2.41 Working Day</del></b></p>	<p><b><u>30.2.37 UAB</u></b></p> <p><b><u>30.2.38 Unit Director</u></b></p> <p><b><u>30.2.39 University Activities</u></b></p> <p><b><u>30.2.40 University Community</u></b></p> <p><b><u>30.2.41 University Officials</u></b></p> <p><b><u>30.2.42 University-related Functions</u></b></p> <p><b><u>30.2.43 University Supplies and Documents</u></b></p> <p><b><u>30.2.44 Working Day</u></b></p>	<p>Renumbering and reordering – moved UAB ahead of Unit Director</p>

**Sanctions under the Code of Student Behaviour  
DRAFT - Feb 17, 2012**

CURRENT	PROPOSED	RATIONALE
<p><b><u>30.4 Sanctions and Their Impact</u></b></p> <p><b><u>30.4.1 General Provisions</u></b></p> <p><b>30.4.1       General Provisions</b></p> <p>Different members of the University have the authority to decide that a Student has breached the Code and to set a sanction. Unit Directors may impose Minor Sanctions for specific breaches that occur within their unit and may recommend that the Discipline Officer impose Intermediate or Severe Sanctions. The Director of UAPS may recommend that the Discipline Officer impose Minor, Intermediate or Severe Sanctions. Deans have the authority to set Minor or Intermediate Sanctions and may recommend that the Discipline Officer impose Severe Sanctions. The Discipline Officer and the UAB have the authority to set Minor, Intermediate, or Severe Sanctions.</p> <p><b>30.4.1(1)</b>     In determining both the length and/or the effective date of a sanction, a decision-maker imposing the sanction shall take into account the impact of the sanction on the Student's</p>	<p>No change</p> <p>No change</p>	

CURRENT	PROPOSED	RATIONALE
<p>academic program and record.</p> <p><b>30.4.1(2)</b> Any sanction shall take effect on the date of the decision <del>imposing the sanction</del>, unless it is noted in the decision that the sanction shall take effect at another time. Any change to a sanction as a result of an appeal (the removal of, increase in or addition to a sanction) shall take effect according to specified instructions in the written appeal decision.</p> <p><b>30.4.1(3)</b> <del>Disciplinary sanctions and the related decision(s) shall be noted in the Student's academic record that is maintained by the Faculty in which the Student is registered or on the file held by the Dean of Students in the case of Student Groups and may also be noted on a record held by University of Alberta Protective Services.</del> The Office of the Registrar shall note <del>Encumbrances, Grade Reductions, Suspensions, Expulsions, Suspensions or Rescissions of Degrees and Exclusions</del> on a Student's <del>Permanent Academic Record</del>.</p>	<p><b>30.4.1(2)</b> Any sanction shall take effect on the date of the decision unless it is noted in the decision that the sanction shall take effect at another time. Any change to a sanction as a result of an appeal (the removal of, increase in or addition to a sanction) shall take effect according to specified instructions in the written appeal decision.</p> <p><b>30.4.1(3)</b> The Office of the Registrar shall note Encumbrances, <u>grade changes (including notations of NC)</u> Suspensions, Expulsions, or Suspensions or Rescissions of Degrees on a Student's <u>Transcript. Encumbrances, Exclusions and Suspensions of Essential and Non-Essential Services will be noted as a Negative Service Indicator in the Student's Central Academic Record. For tracking purposes, any sanction noted on the Transcript will also be noted as a Negative Service Indicator in the Student's Central Academic Record. Sanctions imposed on Student Groups will be held in the Office of the Dean of Students and University of Alberta Protective Services.</u></p>	<p>Clarifying</p> <p>Clarifies current practice.</p>

CURRENT	PROPOSED	RATIONALE
<p><b>New</b></p>	<p><b><u>30.4.1(4) The decision maker, at his or her discretion, may disclose decisions under this Code, or portions thereof, on a need to know basis, for the purpose of administering a Student’s academic or other program.</u></b></p>	<p>When a sanction affects a students’ academic progress or ability to participate in certain activities, there exists a “need to know.” Currently decision makers are permitted to discuss discipline decisions with persons who have a need to know, but this section makes explicit to students that this may occur.</p>
<p><b>30.4.2 Types of Sanctions</b></p> <p><b>30.4.2(2) Conduct Probation</b></p> <p><b>30.4.2(2) a</b> “Conduct Probation” is an order that a Student comply with prescribed conditions for a specified time, not to exceed the <del>greater of 3 years or the date of completion of a Degree program in which the Student was enrolled at the time of imposition of the order of Conduct Probation.</del></p> <p><b>30.4.2(2) b</b> The conditions that may be prescribed in Conduct Probation include the following:</p> <p><b>30.4.2(2) b.i</b> not to commit any further offences during the term of Conduct Probation;</p> <p><b>30.4.2(2) b.ii</b> to report at specified periods to a specified University Official;</p> <p><b>30.4.2(2) b.iii</b> to abstain from the consumption of alcohol, drugs (except in accordance with a medical prescription),</p>	<p>No change</p> <p><b>30.4.2(2) a</b> “Conduct Probation” is an order that a Student comply with prescribed conditions for a specified time, not to exceed the <u>duration of the Student’s degree program.</u></p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p>	<p>Allows more flexibility and clarity for cases involving graduate students.</p>

CURRENT	PROPOSED	RATIONALE
<p>or other intoxicating substances while on University property;</p> <p><b>30.4.2(2) b.iv</b> to perform up to 100 hours of Community Service over a period not exceeding 12 months;</p> <p><b>30.4.2(2) b.v</b> to prepare a paper or essay on a topic relevant to the offence that the Student was found to have committed;</p> <p><b>30.4.2(2) b.vi</b> to write a letter of apology;</p> <p><b>30.4.2(2) b.vii</b> to refrain from contact with an identified person or persons;</p> <p><b>30.4.2(2) b.viii</b> to refrain from being at or being within a specified distance from a specified place or person on University property; and/or</p> <p><b>30.4.2(2) b.ix</b> such other reasonable conditions considered desirable for protecting the University Community, for encouraging the Student to take responsibility for the Offence, for rehabilitating the Student, and for ensuring that the Student provides reparation for harm done to the University Community, to University property or the property of others.</p> <p><b>30.4.2(2) c</b> An order of Conduct Probation shall</p>	<p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p>	



CURRENT	PROPOSED	RATIONALE
<p>specify whether the Dean, Director of UAPS or Discipline Officer has the responsibility to ensure that the terms of the Conduct Probation are performed and to certify, when and as necessary, that the terms of the Conduct Probation have been met to a reasonable standard of performance or have been breached.</p> <p><b>30.4.2(2) d</b> An order of Conduct Probation shall specify a sanction to be imposed should the Student breach the conditions of Conduct Probation.</p> <p><b>30.4.2(2) e</b> In the case of individual Students, the sanction of Conduct Probation and particulars relating thereto shall be <del>noted on the Student's academic record kept by the Dean of the Faculty in which the Student is registered, or the record kept by the Discipline Officer.</del> Additionally, the Student's Permanent Academic Record will be flagged until certification of the completion of Conduct Probation by the Dean of the Faculty in which the offence occurred, the Discipline Officer as the case may be.</p>	<p><b>30.4.2(2) e</b> In the case of individual Students, the sanction of Conduct Probation and particulars relating thereto shall be <u>kept in the Discipline File of the office of the Dean of the Faculty in which the offence occurred or the Discipline Officer, whichever one will be monitoring the order of Conduct Probation. In the case of Conduct Probation imposed by the University Appeal Board, the sanction and particulars thereto shall also be kept in the Discipline File held by University Governance.</u></p>	<p>For many cases, there is no need to record the sanction anywhere but the Discipline File of the decision maker.</p>
<p>New</p>	<p><b>30.4.2(2) f</b> <u>In the case of an order of Conduct Probation resulting from a charge of Inappropriate Academic Behaviour, Misrepresentation</u></p>	<p>In cases where students have committed academic offences in non-credit program elements (such as thesis, dissertation, comprehensive examinations, etc.), there is currently no</p>

CURRENT	PROPOSED	RATIONALE
<p><b>30.4.2(2) f</b> In the case of Student Groups, the sanction of Conduct Probation and particulars relating thereto will be noted on the file held by the Dean of Students and the <del>record</del> kept by the Discipline Officer.</p>	<p><u>of Facts, Participation in an Offence or Bribery related to Inappropriate Academic Behaviour, or where the offence has a significant connection to the Student’s academic program, the Dean, Discipline Officer or UAB may direct the Office of the Registrar to place a notation on the Student’s Transcript indicating “Inappropriate Academic Behaviour.” The notation may remain on the Transcript for a period not to exceed the duration of the Student’s degree program.</u></p> <p><b>30.4.2(2) g</b> In the case of Student Groups, the sanction of Conduct Probation and particulars relating thereto will be noted on the file held by the Dean of Students and the <u>Discipline File</u> kept by the Discipline Officer.</p>	<p>mechanism available to place a record on the transcript, as would happen in the case of an offence that occurred in a course. This provides a level of fairness, for example between students in a course-based vs. a thesis-based program, that did not previously exist.</p>
<p><b>30.4.2(2) g</b> Any new offence that constitutes a breach of the prescribed conditions of Conduct Probation during the defined period may lead to additional charges under this Code.</p>	<p>Renumber...</p>	
<p><b>30.4.2(3) Encumbrance</b></p> <p><b>30.4.2(3) a</b> An “Encumbrance” is a notation by the Registrar on a Student’s <del>Permanent</del> Academic Record that results in the withholding of Student grades or other</p>	<p><b>30.4.2(3) a</b> An “Encumbrance” is a notation by the Registrar <u>in the form of a Negative Service Indicator</u> on a Student’s <u>Central</u> Academic Record that results</p>	

CURRENT	PROPOSED	RATIONALE
<p>indicators of academic attainment, withholding of transcripts, denial or termination of registration until the Registrar is provided with:</p> <p><b>30.4.2(3) a.i</b> proof that a specified Fine has been paid to Financial Services or that arrangements satisfactory to the University have been made to do so;</p> <p><b>30.4.2(3) a.ii</b> proof that Restitution has been made to the satisfaction of the University of Alberta; or</p> <p><del><b>30.4.2(3) a.iii</b> certification of the completion of Conduct Probation has been provided by the Dean, Director of UAPS, or Discipline Officer, as the case may be.</del></p>	<p>in the withholding of Student grades or other indicators of academic attainment, withholding of transcripts, denial or termination of registration until the Registrar is provided with:</p> <p>No change</p> <p>No change</p> <p>Remove</p>	<p>Clarification of current practice; we do not encumber accounts for Conduct Probation.</p>
<p><b>30.4.2(4) Exclusion</b></p> <p><b>30.4.2(4) a</b> “Exclusion” prohibits or restricts the Student's presence on campus and participation in any Class, University activity or Student affair for either a specified time or for an indefinite period of time. A Student may be excluded from all or a specified part of the University.</p> <p><b>30.4.2(4) b</b> In cases of Exclusion when a specified time period for the Exclusion</p>	<p>No change</p> <p><b>30.4.2(4) b</b> In cases of Exclusion when a specified time period for the Exclusion</p>	

CURRENT	PROPOSED	RATIONALE
<p>is noted, then the Exclusion shall appear <del>on the Student's record in the Faculty in which a Student is registered</del> and on the Student's <u>Permanent Academic Record</u> until the period of Exclusion has expired.</p>	<p>is noted, then the Exclusion shall appear as a <u>Negative Service Indicator</u> on the Student's <u>Central Academic Record</u> until the period of Exclusion has expired.</p>	
<p><b>30.4.2(4) c</b> In the case of Exclusion when no time limit is indicated, an entry shall appear <del>on the Student's record in the Faculty in which a Student is registered</del> and on the Student's <u>Permanent Academic Record</u> indefinitely or until such time as the Student has met any conditions set for return to the University.</p>	<p><b>30.4.2(4) c</b> In the case of Exclusion when no time limit is indicated, an entry shall appear as a <u>Negative Service Indicator</u> on the Student's <u>Central Academic Record</u> indefinitely or until such time as the Student has met any conditions set for return to the University.</p>	
<p><b>30.4.2(4) d</b> In all cases of Exclusion, the notation will include a description of the areas of the University from which the Student is barred (all of the University or specified areas).</p>	<p>No change</p>	
<p><b>30.4.2(4) e</b> A Student shall receive credit for any course passed before the effective date of the Exclusion.</p>	<p>No change</p>	
<p><b>30.4.2(4) f</b> Withdrawals resulting from a decision of Exclusion will show as grades of "W" on the <del>Permanent Academic Record</del> and will remain part of <del>that</del> Record.</p>	<p><b>30.4.2(4) f</b> Withdrawals resulting from a decision of Exclusion will show as grades of "W" on the <u>Transcript</u> and will remain part of <u>the Central Academic Record</u>.</p>	
<p><b>30.4.2(4) g</b> If a Student is Excluded from the University the fee refund dates outlined</p>	<p>No change</p>	

CURRENT	PROPOSED	RATIONALE
<p>in § 22.2.9 of the University Calendar shall apply.</p>		
<p><b>30.4.2(5) Expulsion</b></p> <p><b>30.4.2(5) a</b> “Expulsion” requires a Student to withdraw completely from the University for an indefinite period of time. The Student shall not be permitted to return without the approval in writing of the Provost and Vice-President (Academic) in consultation with the Faculty from which the Student was expelled. Such approval shall not be given before the expiry of four years.</p> <p><b>30.4.2(5) b</b> Any course work completed at any institution during the period of Expulsion will not be accepted as credit towards a Student’s Degree, or for admission to a Degree program, or other certification at the University of Alberta.</p> <p><b>30.4.2(5) c</b> Expulsion shall be noted on the Student’s <del>record</del> in the Faculty in which a Student is registered <del>and</del> on the Student’s <del>Permanent Academic Record</del> in perpetuity or until such time as the Student is readmitted to the University.</p>	<p>No change</p> <p>No change</p> <p><b>30.4.2(5) c</b> Expulsion shall be noted in the Student’s <u>Academic File</u> in the Faculty in which a Student is registered, <u>as a Negative Service Indicator</u> in the Student’s <u>Central Academic Record</u> and <u>on the Student’s Transcript</u> in perpetuity or until such time as the Student is readmitted to the University.</p>	<p>Clarifying current practice</p>

CURRENT	PROPOSED	RATIONALE
<p><b>30.4.2(5) d</b> A Student shall receive credit for any course passed before the effective date of the Expulsion.</p> <p><b>30.4.2(5) e</b> Withdrawals resulting from a decision of Expulsion will show as grades of "W" on the <del>Permanent Academic Record</del> and will remain part of the Student's <del>Permanent Academic Record</del>.</p> <p><b>30.4.2(5) f</b> A student is deemed to have withdrawn from all courses as of the date of Expulsion; the fee refund dates outlined in § 22.2.9 of the University Calendar shall apply. (CLRC 26 SEP 2002)</p>	<p>No change</p> <p><b>30.4.2(5) e</b> Withdrawals resulting from a decision of Expulsion will show as grades of "W" on the <u>Student's Transcript</u> and will remain part of the Student's <u>Central Academic Record</u>.</p> <p>No change</p>	<p>Clarifying current practice</p>
<p><b>30.4.2(6) Fine</b></p> <p><b>30.4.2(6) a</b> A "Fine" means an order for payment of a specified sum by the Student to Financial Services. Funds from Fines shall be used for Student bursaries.</p> <p><b>30.4.2(6) b</b> If the Student and the University agree, a Fine may be paid in whole or in part by the provision of services by the Student to the University. The nature of the services shall be agreed upon by the University and the Student. Calculation of the value of the services shall be in accordance with the rate normally paid for persons who ordinarily perform the service.</p>	<p>No change</p> <p>No change</p>	

CURRENT	PROPOSED	RATIONALE
<p><b>30.4.2(6) c</b> In the case of an individual, the Student's <del>Permanent</del> Academic Record is encumbered <del>in the amount owing for the Fine</del> until the amount is paid in full.</p> <p><b>30.4.2(6) d</b> In the case of a Student Group the amount owing for the Fine is noted on the file held by the Dean of Students until the amount is paid in full.</p>	<p><b>30.4.2(6) c</b> In the case of an individual, the Student's <u>Central</u> Academic Record is encumbered until the amount is paid in full.</p> <p>No change</p>	<p>Clarifying current practice</p>
<p><b>30.4.2(7) Grade Reduction, Grade of F in a course (CLRC 27 MAR 2003)</b></p> <p><b>30.4.2(7) a</b> Marks for an assignment(s) or the grade for a course may be reduced as a sanction for Inappropriate Academic Behaviour. The final grade may or may not be accompanied by a remark, indicating Inappropriate Academic Behaviour. The Student's grade in the course or grade point average may, as a consequence, be substantially reduced. (CLRC 27 MAR 2003)</p> <p><b>30.4.2(7) b</b> A grade of F may be assigned as a sanction for Inappropriate Academic Behaviour in both graded and non-graded courses. The grade may or may not be accompanied by a remark, indicating Inappropriate Academic Behaviour. (CLRC</p>	<p><b>30.4.2(7) Grade Reduction, Grade of <u>F or NC</u> in a course (CLRC 27 MAR 2003)</b></p> <p>No change</p> <p><b>30.4.2(7) b</b> A grade of F <u>for graded courses or NC for non-graded courses</u> may be assigned as a sanction for Inappropriate Academic Behaviour in both graded and non-graded courses. The grade may or may not be accompanied by a remark, indicating Inappropriate</p>	<p>Offers a full range of options for the decision maker in cases where an F in a non-credit course would affect the Student's GPA.</p>

CURRENT	PROPOSED	RATIONALE
<p>27 MAR 2003)</p> <p><b>30.4.2(7) c</b> Grade reductions and a grade of F resulting from discipline decisions shall be calculated into the Student's GPA. Mark reductions, reductions in final course grades and a grade of F may result in a Student being required to withdraw from his or her program. (CLRC 27 MAR 2003)</p> <p><b>30.4.2(7) d</b> The remark on a transcript of 8 (or 9 for <del>failing</del> graduate student grades), indicating Inappropriate Academic Behaviour, shall remain on the Student's <del>Permanent Academic Record</del> for a period of 2 years from the end date of the term for the relevant course. After that time, the remark of 8 or 9 is removed. (CLRC 27 MAR 2003) (CLRC 25 NOV 2004)</p> <p><b>New</b></p>	<p>Academic Behaviour. (CLRC 27 MAR 2003)</p> <p>No change</p> <p><b>30.4.2(7) d</b> The remark on a transcript of 8 (or 9 for graduate student grades), indicating Inappropriate Academic Behaviour, shall remain on the Student's <u>Transcript</u> for a period of 2 years from the end date of the term for the relevant course. After that time, the remark of 8 or 9 is removed. (CLRC 27 MAR 2003) (CLRC 25 NOV 2004)</p> <p><b>30.4.2(7)e</b> <u>Any documentation relating to grade changes resulting from a sanction under this Code may be retained in the Academic File.</u></p>	<p>Clarifying current practice</p> <p>Clarifying current practice</p>
<p><b>30.4.2(8) Refusal to Consider Applications</b> (EXEC 04 MAY 2009)</p> <p><b>30.4.2(8)a</b> Refusal to consider applications for admission to the University for up to 5 years.</p> <p>Where a sanction of refusal to</p>	<p>No change</p>	<p>Clarifying current practice</p>



CURRENT	PROPOSED	RATIONALE
<p>consider applications has been imposed, such refusal shall be noted on the Student's <del>record</del> until the sanction expires.</p> <p><b>30.4.2(8)b</b> Permanent refusal to consider applications for admission to the University of Alberta.</p> <p>Where a sanction of permanent refusal to consider applications has been imposed, the Student shall not be considered for admission without the approval in writing of the Provost and Vice-President (Academic) in consultation with the Registrar. Such approval shall not be given before the expiry of five years.</p> <p><b>30.4.2(8)c</b> The sanctions related to refusal to consider applications for admission to the University of Alberta may only be imposed for application-related offences.</p>	<p>Where a sanction of refusal to consider applications has been imposed, such refusal shall be noted <u>as a Negative Service Indicator</u> on the Student's <u>Central Academic Record</u> until the sanction expires.</p> <p>No change</p> <p>No change</p> <p>No change</p>	
<p><b>30.4.2(9) Rescission of Admission Offer</b></p> <p><b>30.4.2(9)a</b> Rescission of any current offer of admission received by the Applicant, whether conditional or final, and cancellation of any registration.</p>	<p>No change</p>	

CURRENT	PROPOSED	RATIONALE
<p><b>30.4.2(9)b</b> This sanction may only be imposed for application-related offences.</p>		
<p><b>30.4.2(10) <del>Recession</del> of a Degree</b></p> <p><b>30.4.2(10) a</b> “Rescission of a Degree” means that the original award of a Degree will be perpetually deleted from the Student’s <del>Permanent Academic Record</del>. The <del>Permanent Academic Record</del> will indicate that the Degree has been rescinded.</p> <p><b>30.4.2(10) b</b> The Discipline Officer may recommend to the Provost and Vice-President (Academic) that the University publish notification of the Rescission of the Degree. In the case of a professional Degree, this would include notification to the appropriate professional body. The Vice-President's decision to act on this recommendation shall be deferred until an appeal is heard and decided.</p>	<p><b>30.4.2(10) <u>Rescission</u> of a Degree</b></p> <p><b>30.4.2(10) a</b> “Rescission of a Degree” means that the original award of a Degree will be perpetually deleted from the Student’s <u>Central Academic Record</u>. The <u>Student’s Transcript</u> will indicate that the Degree has been rescinded.</p> <p>No change</p>	<p>Typo</p> <p>Clarifying current practice</p>
<p><b>30.4.2(11) Reprimand</b></p> <p><b>30.4.2(11) a</b> A “Reprimand” is a notation of concern about the conduct of a Student.</p> <p><b>30.4.2(11) b</b> In the case of an individual, the Reprimand is noted <del>on the academic record</del> held by the Faculty in</p>	<p>No change</p> <p><b>30.4.2(11) b</b> In the case of an individual, the Reprimand is noted <u>in the Discipline File</u> held by the Faculty in which a</p>	<p>Clarifying current practice</p>

CURRENT	PROPOSED	RATIONALE
<p>which a Student is registered.</p> <p><b>30.4.2(11) c</b> In the case of a Student Group the Reprimand is noted on the file held by the Dean of Students.</p>	<p>Student is registered <u>and by the Faculty that charged the Student.</u></p> <p>No change</p>	
<p><b>30.4.2(12) Restitution</b></p> <p><b>30.4.2(12) a</b> “Restitution” is an order that a Student pays money</p> <p><b>30.4.2(12) a.i</b> to one or more of another individual, a corporation, an unincorporated association or other unincorporated group, or the University, as Restitution for damage to or the loss or destruction of any property as the result of the commission of an offence by the Student. The amount of Restitution shall not exceed the replacement cost of the property as of the date that the order is imposed, less the value of any part of the property that has been returned; and/or</p> <p><b>30.4.2(12) a.ii</b> to an individual who has suffered bodily harm as a result of the commission of an offence by the Student, as Restitution for all expenses or loss of income suffered as a result of the offence. Restitution is not payable as compensation for pain and suffering.</p> <p><b>30.4.2(12) b</b> In the case of Student Group activities, <del>Restitution by a Student</del></p>	<p>No change</p> <p>No change</p> <p>No change</p> <p><b>30.4.2(12) b</b> In the case of Student Group activities, <u>the Student Group will be</u></p>	<p>“Automatic sanction” implies there is no appeal of this sanction; it also removes all</p>

CURRENT	PROPOSED	RATIONALE
<p><del>Group will be an automatic sanction</del> for any damage inflicted by the group, its members or its guests.</p> <p><b>30.4.2(12) c</b> Restitution shall not be ordered unless evidence has been adduced that supports the calculation of the cost of the damage or injury caused by the commission of the Offence by the Student.</p> <p><b>30.4.2(12) d</b> In the case of an individual, the Student's <del>Permanent</del> Academic Record is <del>encumbered in the amount owing in Restitution</del> until the amount is paid in full.</p> <p><b>30.4.2(12) e</b> In the case of a Student Group the amount owing is noted on the file held by the Dean of Students until the amount is paid in full.</p> <p><b>30.4.2(12) f</b> The Dean or Discipline Officer who imposed the sanction shall make the determination of when the amount owing in Restitution has been paid in full.</p>	<p><u>responsible for Restitution imposed</u> for any damage inflicted by the group, its members or its guests.</p> <p>No change</p> <p><b>30.4.2(12) d</b> In the case of an individual, the Student's <u>Central</u> Academic Record is <u>Encumbered</u> until the amount is paid in full.</p> <p>No change</p> <p>No change</p>	<p>discretion from the decision maker. Need to make clear that Student Group is responsible for damage caused by its members or guests.</p> <p>Clarifying current practice</p> <p>The sanction of Encumbrance is a notation only, not an amount.</p>
<p><b>30.4.2(13) Suspension</b></p> <p><b>30.4.2(13) a</b> "Suspension" requires a Student to withdraw completely from the University, his/her program in the University, and from all University Activities for a specified period of time, to a</p>	<p>No change</p>	

CURRENT	PROPOSED	RATIONALE
maximum of three years.		
<p><b>30.4.2(13) b</b> Suspension shall be noted on the Student's <del>record in the Faculty in which the Student is registered</del> and on the <del>Permanent Academic Record</del> during the period of the Suspension. At the discretion of the Discipline Officer or the UAB, the suspension may be noted for a further period of up to three years after the end of the suspension. (GFC 24 SEP 2007)</p> <p><b>30.4.2(13) c</b> A Student shall receive credit for any course passed before the effective date of the Suspension.</p> <p><b>30.4.2(13) d</b> Withdrawals resulting from a decision of Suspension will show as grades of "W" on the Student's <del>Permanent Academic Record</del> and will remain part of that record.</p> <p><b>30.4.2(13) e</b> A student is deemed to have withdrawn from all courses as of the date of a Suspension; the fee refund dates outlined in § 22.2.9 of the University Calendar shall apply. (CLRC 30 MAY 2002)</p> <p><b>30.4.2(13) f</b> Upon expiry of the period of Suspension the</p>	<p><b>30.4.2(13) b</b> Suspension shall be <u>noted on the Student's Central Academic Record, on the Student's Transcript, and in the Student's Academic File held by the faculty in which the Student is enrolled</u> during the period of the Suspension. At the discretion of the Discipline Officer or the UAB, the suspension may be noted <u>on the Transcript</u> for a further period of up to three years after the end of the suspension. (GFC 24 SEP 2007)</p> <p>No change</p> <p><b>30.4.2(13) d</b> Withdrawals resulting from a decision of Suspension will show as grades of "W" on the Student's <u>Transcript</u> and will remain part of <u>the Central Academic Record</u>.</p> <p>No change.</p> <p>No change</p>	<p>Clarifying current practice</p> <p>Clarifying current practice</p>

CURRENT	PROPOSED	RATIONALE
<p>Student will be permitted to re-enroll in the program from which the Student was suspended provided the Student has not been required to withdraw in accord with the Faculty's published Academic Standing regulations. If the suspension is for 12 months or more, the Student must apply for readmission to the University.</p> <p><b>30.4.2(13) g</b> Any course work completed at any institution during the period of Suspension will not be accepted as credit towards an individual's Degree, or for admission to a Degree program, or other certification at this University.</p>	<p>No change</p>	
<p><b>30.4.2(14) Suspension of a Degree</b></p> <p><b>30.4.2(14) a</b> Upon Suspension of a Degree the original award of a Degree will be removed from the Student's <del>Permanent</del> Academic Record and the <del>Permanent Academic Record</del> will show that the Degree has been suspended until the Student meets the requirements of the University to clear the Suspension.</p> <p><b>30.4.2(14) b</b> If at the end of the time specified by a discipline decision, the Student has met the requirements of the Discipline</p>	<p><b>30.4.2(14) a</b> Upon Suspension of a Degree the original award of a Degree will be removed from the Student's <u>Central</u> Academic Record and the <u>Transcript</u> will show that the Degree has been suspended until the Student meets the requirements of the University to clear the Suspension.</p> <p><b>30.4.2(14) b</b> If at the end of the time specified by a discipline decision, the Student has met the requirements of the Discipline Officer or the UAB to clear</p>	<p>Clarifying current practice</p>

CURRENT	PROPOSED	RATIONALE
<p>Officer or the UAB to clear the Suspension, the original award will be restored to the Student's <del>Permanent</del> Academic Record with the original date. The record of the Suspension will be removed from the <del>Permanent Academic Record</del>.</p>	<p>the Suspension, the original award will be restored to the Student's <u>Central</u> Academic Record with the original date. The record of the Suspension will be removed from the <u>Transcript</u>.</p>	<p>Clarifying current practice</p>
<p><b>30.4.2(14) c</b> If, at the end of the time specified in a discipline decision, the Student has not met the requirements of the Discipline Officer or the UAB to clear the Suspension, the record of the Suspension of the degree will not be removed. The original award will remain perpetually deleted from the Student's <del>Permanent</del> Academic Record. (CLRC 03 MAR 2005)</p>	<p><b>30.4.2(14) c</b> If, at the end of the time specified in a discipline decision, the Student has not met the requirements of the Discipline Officer or the UAB to clear the Suspension, the record of the Suspension of the degree will not be removed. The original award will remain perpetually deleted from the Student's <u>Central</u> Academic Record. (CLRC 03 MAR 2005)</p>	<p>Clarifying current practice</p>
<p><b>30.4.2(14) d</b> The Discipline Officer may recommend to the Provost and Vice-President (Academic) that the University publish notification of the Suspension of a Degree. In the case of a professional Degree, this would include notification to the appropriate professional body. The decision of the Provost and Vice-President (Academic) respecting this recommendation shall be deferred until an appeal is heard and decided. The decision of the Provost and Vice-President (Academic) is final and binding.</p>	<p><b>30.4.2(14) d</b> The Discipline Officer or <u>University Appeal Board</u> may recommend to the Provost and Vice-President (Academic) that the University publish notification of the Suspension of a Degree. In the case of a professional Degree, this would include notification to the appropriate professional body. The decision of the Provost and Vice-President (Academic) respecting this recommendation shall be deferred until an appeal is heard and decided. The decision of the Provost and Vice-President (Academic) is</p>	

CURRENT	PROPOSED	RATIONALE
	final and binding.	
<p><b>30.4.2(15) Suspension of Essential University Services and Resources</b></p> <p><b>30.4.2(15) a</b> “Suspension of Essential University Services and Resources” is the denial, for a specified period of time, of those services and resources that are necessary for the completion of a Student’s program of studies at the University.</p> <p><b>30.4.2(15) b</b> The classification of a sanction as a Suspension of Essential University Services and Resources may be appealed as part of an appeal relating to sanction.</p> <p><b>30.4.2(15) c</b> The Suspension of Essential University Services and Resources shall be noted on the Student’s <del>academic record</del> kept by the Dean of the Faculty in which the Student is registered and <del>or a record kept</del> by the Director of UAPS.</p>	<p>No change</p> <p><b>30.4.2(15) c</b> The Suspension of Essential University Services and Resources shall be noted <u>in</u> the Student’s <u>Academic File</u> kept by the Dean of the Faculty in which the Student is registered, <u>as a Negative Service Indicator in the Central Academic Record</u>, and <u>the Discipline File held</u> by the Director of UAPS.</p>	<p>Clarifying current practice</p>
<p><b>30.4.2(16) Suspension of Non-essential University Services and Resources</b></p> <p><b>30.4.2(16) a</b> “Suspension of Non-essential University</p>		



CURRENT	PROPOSED	RATIONALE
<p>Services and Resources” is the denial, for a specified time, of those services or resources that are convenient or helpful to a Student but not necessary for the Student to complete a specific University program.</p> <p><b>30.4.2(16) b</b> The classification of a sanction as a Suspension of Non-essential University Services and Resources may be appealed as part of an appeal relating to sanction.</p> <p><b>30.4.2(16) c</b> The Suspension of Non-essential University Services or Resources shall be noted on the Student’s <del>academic record</del> kept by the Dean of the Faculty in which the Student is registered and/or a record kept by the Director of UAPS.</p>	<p><b>30.4.2(16) c</b> The Suspension of Non-essential University Services or Resources shall be noted on the Student’s <u>Discipline File</u> kept by the Dean of the Faculty in which the Student is registered, as a <u>Negative Service Indicator in the Central Academic Record</u>, and <u>the Discipline File held</u> by the Director of UAPS.</p>	<p>Clarifying current practice</p>
<p><b>30.4.2(17) Suspension of Student Group Registration</b></p> <p><b>30.4.2(17) a</b> The registration of a Student Group may be suspended for a specified period of time for violations of the Code.</p> <p><b>30.4.2(17) b</b> A Student Group may not carry on any activities during the period of Suspension.</p> <p><b>30.4.2(17) c</b> The record of Suspension of Student Group</p>	<p>No change</p> <p><b>30.4.2(17) c</b> The record of Suspension of Student Group</p>	<p>Clarifying current practice</p>

CURRENT	PROPOSED	RATIONALE
<p>Registration shall be kept on the file held by the Dean of Students and shall show that the Student Group Registration has been suspended until the Student Group meets the requirements of the University to clear the Suspension.</p>	<p>Registration shall be kept on the file held by the Dean of Students <u>and in the Discipline File held by the Discipline Officer</u> and shall show that the Student Group Registration has been suspended until the Student Group meets the requirements of the University to clear the Suspension.</p>	

## Distribution of COSB Decisions

Current	Proposed	Rationale
<p><b>30.5.5 Procedures in Cases Initiated by Unit Directors Respecting Inappropriate Use Offences</b></p> <p><b>30.5.5(6)</b> Having completed consideration of the matter, the Unit Director shall, in accordance with 30.5.1(6), inform the Student in writing of the decision and the reasons for that decision. The letter shall include information on how the Student can appeal the decision. The Unit Director shall provide a copy of the decision to the Appeals Coordinator and Dean of the Faculty in which the Student is enrolled. The Student may appeal the finding that an offence has been committed and/or the sanction to the UAB under 30.6. (EXEC 05 MAY 2008)</p>	<p>No change</p>	
<p><b>30.5.7 Procedures for Deans</b></p> <p><b>30.5.7(8)</b> The Dean shall send a copy of the decision to the Appeals Coordinator, the Dean of Student's Faculty (if different than the Dean who has charged the student), and the Instructor who has initiated the discipline process. (EXEC 08 DEC 2003) (BEAC 11 DEC 2003) (EXEC 02 MAY 2005) (BEAC 02 JUN 2005)</p> <p>In programs jointly offered with another institution, the partner institution shall be copied on the decision when the charges have arisen as a result of inappropriate behaviour at that partner institution. (EXEC 02 MAY 2005)</p>	<p><b>30.5.7(8)</b> The Dean shall send a copy of the decision to the Appeals Coordinator, the Dean of <u>the</u> Student's Faculty (if different than the Dean who has charged the <u>Student</u>), the Instructor who has initiated the discipline process, <u>and, in the case of a graduate Student, the Graduate Coordinator.</u> (EXEC 08 DEC 2003) (BEAC 11 DEC 2003) (EXEC 02 MAY 2005) (BEAC 02 JUN 2005)</p>	<p>The Graduate Coordinator of a Student's department has a need to know when a student has been found to have committed an act of academic misconduct in order to administer that student's academic program.</p>
<p><b>30.5.7(9)</b> If a sanction <del>or encumbrance</del> is to be noted on the Student's <del>Permanent</del> Academic Record, the Dean shall so inform the Office of the Registrar. If either</p>	<p><b>30.5.7(9)</b> If a sanction is to be noted on the Student's <u>Central</u> Academic Record, the Dean shall so inform the Office of the Registrar. If a sanction Exclusion from all or parts of campus</p>	<p>Clarifying current practice</p>

Current	Proposed	Rationale
<p>a sanction of Conduct Probation or of Exclusion from all or parts of campus for a specified period of time is levied, the Dean shall so inform the Director of UAPS.</p>	<p>for a specified period of time is levied, the Dean shall so inform the Director of UAPS.</p>	
<p><b>30.5.8 Procedures for the Discipline Officer</b></p> <p><b>30.5.8(8)</b> The Discipline Officer shall send a copy of the decision to the following individuals: the Appeals Coordinator; Director of UAPS, Unit Director and/or Dean who charged the student; and the Provost and Vice-President (Academic). (EXEC 08 DEC 2003) (BEAC 11 DEC 2003) (EXEC 02 MAY 2005) (BEAC 02 JUN 2005)</p>	<p><b>30.5.8(8)</b> The Discipline Officer shall send a copy of the decision to the following individuals:</p> <p>a) the Appeals Coordinator;</p> <p>b) the Director of UAPS, Unit Director and/or Dean who charged the student;</p> <p>c) <u>the Dean of the Student's Faculty;</u></p> <p>d) <u>the Instructor who initiated the discipline process, where applicable;</u></p> <p>e) <u>in the case of a graduate Student found to have committed any offences under Section 30.3.2 (Inappropriate Academic Behaviour) or Section 30.3.6 (Other Offences) for academic advantage, the Graduate Coordinator;</u></p> <p>f) <u>the Office of General Counsel; and</u></p> <p>g) the Provost and Vice-President (Academic), <u>or delegate.</u> (EXEC 08 DEC 2003) (BEAC 11 DEC 2003)</p>	<p>Format change for clarity.</p> <p>A student's Faculty advises students on multiple matters; charges under the COSB may affect the advice given.</p> <p>The Graduate Coordinator of a Student's department has a need to know when a student has been found to have committed an act of academic misconduct in order to administer that student's academic program.</p> <p>The office of General Counsel advises on and reacts to legal issues raised in COSB decisions at the Discipline Officer and UAB levels.</p> <p>In practice, decisions are sent to the Vice-Provost and Dean of Students.</p>

Current	Proposed	Rationale
	(EXEC 02 MAY 2005) (BEAC 02 JUN 2005)	
<p><del>In all cases of Inappropriate Academic Behaviour and other offences that result in charges arising in a course or program of study, a copy of the decision will be also sent to the Instructor who initiated the discipline process, and the Dean of the Student's Faculty if different than the Dean who has charged the student. (EXEC 02 MAY 2005)</del></p>		<p>Incorporated with above section.</p>
<p><del>In all cases where a student has been suspended, expelled, or excluded from attending class(es), where sanctions impact on the Student's progress in an academic program or where, in the view of the Discipline Officer, issues of safety are involved, a copy of the decision shall be sent to the Dean of the Student's Faculty. (EXEC 02 MAY 2005)</del></p>		<p>Incorporated with above section.</p>
<p>In programs jointly offered with another institution, the partner institution shall be copied on the decision when the charges have arisen as a result of inappropriate behaviour at that partner institution. (EXEC 02 MAY 2005)</p>	<p>No change</p>	
<p><b>30.5.8(9)</b> If a sanction <del>or an encumbrance</del> is to be noted on the Student's <del>Permanent</del> Academic Record, the Discipline Officer shall so inform the Office of the Registrar.</p>	<p><b>30.5.8(9)</b> If a sanction is to be noted on the Student's <u>Central</u> Academic Record <u>or Transcript</u>, the Discipline Officer shall so inform the Office of the Registrar.</p>	<p>Clarifying current practice</p>

Current	Proposed	Rationale
<p><b>30.6.5 Procedures at the UAB Hearing</b></p> <p><b>30.6.5(14)</b> The Chair shall normally submit the written decision of the UAB to the Appeals Coordinator within 10 Working Days of the decision being reached. The Appeals Coordinator shall then send a copy of the UAB's decision to the following individuals: the Appellant/ Respondent and his/her respective advisor, Dean of Student's Faculty <del>if different from the Dean who has charged the student</del>, the Discipline Officer, in cases where his/her decision has been appealed, the Instructor who has initiated the discipline process, Provost and Vice-President (Academic), Chair of the Campus Law Review Committee; members on the hearing panel; and the Panel of Chairs. (CLRC 29 NOV 2001) (CLRC 30 JAN 2003) (EXEC 08 DEC 2003) (BEAC 11 DEC 2003) (BEAC 02 JUN 2005)</p> <p><del>In all cases where a student has been suspended, expelled, or excluded from attending class(es), where sanctions impact on the Student's progress in an academic program or where, in the view of the UAB, issues of safety are involved, a copy of the decision shall be sent to the Dean of the Student's Faculty. (BEAC 02 JUN 2005)</del></p>	<p><b>30.6.5 Procedures at the UAB Hearing</b></p> <p><b>30.6.5(14)</b> The Chair shall normally submit the written decision of the UAB to the Appeals Coordinator within 10 Working Days of the decision being reached. The Appeals Coordinator shall then send a copy of the UAB's decision to the following individuals:</p> <p>a) the Appellant/ Respondent and his/her respective advisor;</p> <p>b) the Dean of Student's Faculty;</p> <p>c) the Discipline Officer, in cases where his/her decision has been appealed;</p> <p>c) the Instructor who initiated the discipline process, where applicable;</p> <p><u>d) in the case of a graduate Student, the Graduate Coordinator;</u></p> <p>e) <u>the Provost and Vice-President (Academic), or delegate;</u></p> <p>f) <u>the Office of General Counsel;</u></p> <p>g) Chair of the Campus Law Review Committee;</p>	<p>Format change for clarity.</p> <p>The Graduate Coordinator of a Student's department has a need to know when a student has been found to have committed an act of academic misconduct in order to administer that student's academic program.</p> <p>The office of General Counsel advises on and reacts to legal issues raised in COSB decisions at the Discipline Officer and UAB levels.</p>

Current	Proposed	Rationale
<p>In programs jointly offered with another institution, the partner institution shall be copied on the UAB decision when the charges have arisen as a result of inappropriate behaviour at that partner institution. (BEAC 02 JUN 2005)</p> <p>Code of Applicant Behaviour decisions shall be sent to the Registrar and all Faculties to which the Applicant has sought admission. (EXEC 01 MAY 2006)</p>	<p>h) members on the hearing panel; and h) the Panel of Chairs. (CLRC 29 NOV 2001) (CLRC 30 JAN 2003) (EXEC 08 DEC 2003) (BEAC 11 DEC 2003) (BEAC 02 JUN 2005)</p> <p>No change</p> <p>No change</p>	
<p><b>30.6.5(15)</b> The Appeals Coordinator will direct the Registrar to amend the Student's <del>Permanent</del> Academic Record <del>or will direct the Registrar to update the Applicant's record on the On-line Student Academic Information System</del> as appropriate to the decision. (CLRC 30 SEPT 2004) (EXEC 10 JAN 2005) (BEAC 22 APR 2005) (EXEC 01 MAY 2006)</p>	<p><b>30.6.5(15)</b> The Appeals Coordinator will direct the Registrar to amend the Student's <u>Central Academic Record or Transcript</u> as appropriate to the decision. (CLRC 30 SEPT 2004) (EXEC 10 JAN 2005) (BEAC 22 APR 2005) (EXEC 01 MAY 2006)</p>	<p>Clarifying current practice</p>

**OUTLINE OF ISSUE**

Agenda Title: **Proposed Editorial Changes to the Code of Student Behaviour, Code of Applicant Behaviour, and the Practicum Intervention Policy**

**Motion:** THAT the GFC Campus Law Review Committee approve, under delegated authority from General Faculties Council, proposed changes to the Code of Applicant Behaviour (Section 11.8.3 (Definitions) and Section 11.8.8.3 (Service and Notice)); Code of Student Behaviour (Section 30.2 (General Definitions), Section 30.3.2 (Inappropriate Academic Behaviour), and Section 30.5.1(6) (Notice to Students)); and the Practicum Intervention Policy (Section 87.7 (Composition of the GFC PRB), Section 87.12 (Service and Notice), and 'Definitions')), as submitted by the Appeals Coordinator and as set forth in Attachments 1, 2 and 3, to take effect upon approval.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Iva Spence, Appeals Coordinator
Presenter	Iva Spence, Appeals Coordinator
Subject	Proposed Revisions to the Code of Applicant Behaviour, Code of Student Behaviour, and Practicum Intervention Policy, as submitted by the Appeals Coordinator (University Governance)

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To bring more closely into line with each other the Code of Applicant Behaviour, the Code of Student Behaviour, and the Practicum Intervention Policy. The changes include such matters as: adding e-mail as an official method of communication, clarifying the definition of academic standing, clarifying the definition of 'Working or Business Day', and general housekeeping.
The Impact of the Proposal is	To bring the Code of Student Behaviour, the Code of Applicant Behaviour, and the Practicum Intervention Policy more closely into line with each other.
Replaces/Revises (eg, policies, resolutions)	Will revise the current Code of Student Behaviour, the Code of Applicant Behaviour, and the Practicum Intervention Policy.
Timeline/Implementation Date	Upon approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	At the January 29, 2009 meeting of the GFC Campus Law Review Committee (CLRC), the Appeals Coordinator suggested "the creation of a working group to formally review potential changes to the Code of Student Behaviour and the Academic Appeals Policy (including changes to the Practicum Intervention Policy and the Code of Applicant Behaviour). A need was identified by the Appeals Coordinator to establish a working group consisting of affected stakeholders who would make recommendations concerning policy matters and action matters. The overarching purpose of the Working Group would be to: (1) review the Code of Student Behaviour and determine if changes outlined are necessary; if so determined, to draft policy changes for consideration; and (2) to review the GFC Academic Appeals Policy and determine whether changes should be made to bring that policy in line with the Code of Student Behaviour, the Code of Applicant Behaviour, and the Practicum Intervention Policy.



FINAL Item No. 5

	<p>Information regarding this project was brought to the GFC Executive Committee for information at its March 2, 2009 meeting.</p> <p>This item came for discussion at the March 22, 2012 meeting of GFC CLRC.</p>
--	--

**Alignment/Compliance**

Alignment with Guiding Documents	<p><i>Dare to Discover</i> – Value 3: “Integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth.”</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<ol style="list-style-type: none"> <li>1. <b>Post-Secondary Learning Act (PSLA):</b> <i>The Post-Secondary Learning Act</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (Section 26(1)) and over student appeals (Section 26(1)(h)). GFC may also legislate "conditions or restrictions" on the powers of Faculty Councils (Section 29(1)). GFC has thus established an Academic Appeals Committee (GFC AAC).</li> <li>2. <b>Post-Secondary Learning Act (PSLA):</b> <i>The Post-Secondary Learning Act (PSLA)</i> gives GFC responsibility as well, subject to the authority of the Board of Governors, over student affairs (Section 31), including authority concerning student discipline.</li> <li>3. <b>Academic Appeals Policy/Section 1.3.6 [Note from University Governance]</b> states “[c]hanges to the GFC AAC regulations proceed directly to the GFC Executive Committee which normally has the Secretary strike a small <i>ad hoc</i> committee to review changes first.”</li> <li>4. <b>GFC Campus Law Review Committee (CLRC) Terms of Reference–Section 1 (Authority):</b> “GFC has thus established a Campus Law Review Committee (GFC CLRC) [...]”</li> <li>5. <b>GFC Campus Law Review Committee (CLRC) Terms of Reference–Section 3(a) (Mandate of the Committee–Code of Student Behavior) and 3(c) (Mandate of the Committee–Practicum Intervention Policy):</b> <ol style="list-style-type: none"> <li><b>A. Code of Student Behavior</b> <p>“1. To review, from time to time, the Code of Student Behavior and student discipline procedures.</p> <p>2. On delegated authority from GFC, to approve all editorial amendments to the Code of Student Behaviour except editorial amendments to Section 30.6.</p> </li> <li><b>B. Code of Applicant Behavior</b> <ol style="list-style-type: none"> <li>1. To review, from time to time, the Code of Applicant Behaviour.</li> <li>2. On delegated authority from GFC, to approve all editorial amendments to the Code of Applicant Behaviour except editorial amendments to Section 11.8.8. (EXEC 02 MAY 2005)</li> <li>3. Amendments to the Code of Applicant Behaviour deemed substantive by CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of</li> </ol> </li> </ol> </li> </ol>

**FINAL Item No. 5**

	<p>GFC. (See <i>Amendment of the Code of Applicant Behaviour</i>, Section 11.8.9 of the GFC Policy Manual.)</p> <p><b>C. Practicum Intervention Policy</b></p> <p>1. To review, from time to time, the Practicum Intervention Policy</p> <p>2. On delegated authority from GFC, to approve all editorial amendments to the Practicum Intervention Policy as noted in Section 87.14.</p> <p>6. <b>Code of Student Behaviour, <u>Amendment of the Code</u>–Section 30.7:</b></p> <p><b>“30.7.1 <u>Legislative Authority</u></b>          General Faculties Council (GFC) and the Board of Governors may amend the Code in exercise of the authority vested in them by Section 31 of the <i>Post-Secondary Learning Act</i>. (CLRC 25 SEP 2003) (CLRC 29 OCT 2004 e-mail vote)</p> <p><b>30.7.2 <u>Editorial Amendments</u></b>  <b>30.7.2(1)</b> The Campus Law Review Committee (CLRC) decides which amendments are editorial. (CLRC 29 OCT 2004 e-mail vote)  <b>30.7.2(2)</b> On delegated authority from GFC, all editorial amendments will be approved by the Campus Law Review Committee (CLRC) except editorial amendments to Section 30.6. (CLRC 29 OCT 2004 e-mail vote)</p> <p>7. <b>Practicum Intervention Policy, Amendment of the Practicum Intervention Policy, Section 87.14:</b> “[...]”</p> <p><b>b. Editorial Amendments</b></p> <p>i) The GFC Campus Law Review Committee (CLRC) decides which amendments are editorial. (EXEC 02 MAY 2005)</p> <p>ii) On delegated authority from General Faculties Council, all editorial amendments will be approved by the GFC Campus Law Review Committee (CLRC) except editorial amendments to Section 87.5 through 87.10. (EXEC 02 MAY 2005)”</p> <p>8. <b>Code of Applicant Behaviour, Section 11.9.10.2:</b></p> <p><b>“Editorial Amendments</b></p> <p><b>11.8.10.2(1)</b> The Campus Law Review Committee (CLRC) decides which amendments are editorial. (CLRC 25 NOV 2004)</p> <p><b>11.8.10.2(2)</b> On delegated authority from GFC, all editorial amendments will be approved by the Campus Law Review Committee (CLRC) except editorial amendments to Section 11.8.9)”</p>
--	---

**Routing (Include meeting dates)**

Consultative Route (parties who have seen the proposal and in what capacity)	Meetings with Members of the Appeal Regulation Group – March 6, 2009; April 3, 2009; May 15, 2009; July 28, 2009; May 11, 2011; December 8, 2011; February 15, 2012; March 9, 2012. ARG membership has evolved over time. Past members include: David
---	---

**FINAL Item No. 5**

	<p>Magee, former Associate Dean, Faculty of Rehabilitation Medicine; Nick Dehod, former Students' Union (SU) Vice-President (Student Life); Kristen Flath, former SU Vice-President (Student Life); Heather Hogg, former Assistant Dean, Faculty of Graduate Studies and Research (FGSR); Chris Hackett, formerly from the Student OmbudService (SOS); Russ Brown, former member of the GFC Executive Committee; current member Tamara Korassa, Vice-President (Labour), Graduate Students' Association (GSA).</p> <p>Marion Haggarty-France (University Governance), Deb Eerkes (Office of Student Judicial Affairs (OSJA)), Cathy Ann Pachnowski (Information and Privacy Office (IPO)) – January 24, 2012; Gordie Mah (Office of the Provost and Vice-President (Academic)) – February 28, 2012; Stakeholders' Working Group – January 26, 2012; University Governance; GFC Campus Law Review Committee (CLRC) – for discussion (March 22, 2012)</p>
Approval Route (Governance) (including meeting dates)	Campus Law Review Committee (May 24, 2012) – for final approval
Final Approver	Campus Law Review Committee

Attachments:

1. Attachment 1 (pages 1 – 2): Proposed Changes to the Code of Applicant Behaviour (Comparative Table Format)
2. Attachment 2 (pages 1 – 3): Proposed Changes to the Code of Student Behaviour (Comparative Table Format)
3. Attachment 3 (pages 1 – 3): Proposed Changes to the Practicum Intervention Policy (Comparative Table Format)

Prepared by: Iva Spence, Appeals Coordinator, University Governance, [iva.spence@ualberta.ca](mailto:iva.spence@ualberta.ca)

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<p><b>Code of Applicant Behaviour</b> [...]</p> <p><b>11.8.3 Definitions</b> [...]</p>	<p><b>No change</b></p>	
<p><b>11.8.3.11 Working Day.</b> A day on which University administrative offices are open.</p>	<p><b>11.8.3.11</b> <u>"Working Day" or "Business Day" is defined as a day on which University administrative offices are open. For the purposes of these regulations, the Working Day preceding the Christmas holiday period shall not be considered a Working Day for appeal deadlines.</u></p>	<p>It may be difficult for Applicants to submit appeals on the last day before the Christmas holiday period. "Christmas holiday period" is the language used in the calendar to describe when University buildings are closed.</p>
<p><b>11.8.8.3 Service and Notice</b></p> <p>a. Material or decisions pertaining to a disciplinary process or appeal, and notice of appeal hearings may be hand-delivered, sent by courier, or sent by any method of delivery offered by Canada Post. Alternatively, at the Applicant's request, the Applicant may pick up the material, decision or notice at an arranged place. Where an Applicant has requested to pick up the material but fails to do so, the Registrar or Appeals Coordinator will decide which method of delivery will be used. (CLRC 29 JAN 2009) (EXEC 04 MAY 2009)</p> <p>b. When sent by Canada Post, the material, decision or notice shall be sent to the last address provided by the Applicant to the University. (CLRC 29 JAN 2009)</p>	<p><b>11.8.8.3 Service and Notice</b></p> <p>a. Material or decisions pertaining to a disciplinary process or appeal, and notice of appeal hearings may be hand-delivered, sent by <u>e-mail</u>, courier, or sent by any method of delivery offered by Canada Post. Alternatively, at the Applicant's request, the Applicant may pick up the material, decision or notice at an arranged place. Where an Applicant has requested to pick up the material but fails to do so, the Registrar or Appeals Coordinator will decide which method of delivery will be used. (CLRC 29 JAN 2009) (EXEC 04 MAY 2009)</p> <p>b. No change to text.</p>	<p>Revised to add e-mail as an official method of communication.</p>
<p>c. Delivery is deemed to have been effected on the date of pick-up, receipt of hand or courier delivery or five (5)</p>	<p>c. Delivery is deemed to have been effected on the date of pick-up, receipt of hand or courier delivery or five (5)</p>	<p>Specific reference to use of email as</p>

<b><i>Strikethrough text indicates that either information is being deleted or changed.</i></b>	<b><i>Underlined text indicates information is either being added or changed.</i></b>	<b><i>Reason for Change</i></b>
<p>Working Days after being sent by Canada Post to Canadian addresses, and seven (7) Working Days after being sent by Canada Post to International addresses. (CLRC 29 JAN 2009)</p>	<p>Working Days after being sent by Canada Post to Canadian addresses, and seven (7) Working Days after being sent by Canada Post to International addresses. <u>In accordance with the University's <i>Electronic Communication Policy for Students and Applicants</i>, (University Calendar, Section 20.3), electronic communications sent by the University will be deemed received the next University business day after the day the e-mail was sent.</u></p>	<p>an official method of delivery.</p>
<p>d. Notices, decisions and other appeal materials sent by the Appeals Coordinator to the Registrar shall normally be sent by campus mail. Delivery is deemed to have been effected two (2) Working Days following being sent by campus mail. Any of the other methods of deliveries noted in this part may also be used. (CLRC 29 JAN 2009) (EXEC 04 MAY 2009)</p> <p>e. In all cases, during an appeal to the UAB, the Appeals Coordinator will decide which method of delivery will be used.</p>	<p>d. No change to text.</p> <p>e. No change to text.</p>	

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<p><b>30.2 General Definitions</b></p> <p>[...]</p> <p><b>30.2.2 Academic Standing</b></p> <p><del>“Academic Standing” includes such matters as adequacy of a Student’s performance in, continuation in (including the requirement that the Student withdraw) and graduation from a program.</del></p>	<p><b>30.2 General Definitions</b></p> <p>[...]</p> <p><b>30.2.2 Academic Standing</b></p> <p><u>“Academic Standing” means any matter covered in a Faculty’s academic standing regulations as approved by GFC, its Executive or the GFC Academic Standards Committee (ASC) and as published in the Calendar. Academic standing comprises such matters as continuation in a program, promotion, graduation, and the requirement for a student to withdraw. Unless stated otherwise, changes to academic standing regulations affect new students, continuing students, and students readmitted to a program or Faculty. Students should refer annually to the Calendar for the academic standing regulations governing their degree programs.” (University Calendar, Section 23.6)</u></p>	<p>The proposed language blends current language in the Academic Appeals Policy with the exact language from the 2012 – 2013 calendar.</p>
	<p><b>30.2.23 Panel</b></p> <p><u>The UAB members constituted from the Panel of Chairs and Panel of Students to hear an appeal as set in these regulations.</u></p>	<p>Panel is referenced throughout the Suggested Hearing Procedures and needed to be defined.</p>
<p><b>30.2.23 Permanent Academic Record</b></p> <p>The perpetual record of a Student’s academic program and performance at the University. Such records are the source of transcripts generated at a Student’s request.</p>	<p><b>30.2.24 Permanent Academic Record</b></p> <p>The perpetual record of a Student’s academic program and performance at the University. Such records are the source of transcripts generated at a Student’s request.</p>	<p>Editorial change.</p>
	<p><b>Renumber subsequent sections 30.2.25 to 30.2.41</b></p>	
<p><b>30.2.44 Working Day</b></p> <p>A day on which University administrative offices are open.</p>	<p><b>30.2.42 Working Day or Business Day</b></p> <p><u>“Working Day” or “Business Day” is defined as a day on which University administrative offices are open. For the purposes of these regulations, the day preceding the Christmas holiday period shall not be considered a</u></p>	<p>It may be difficult for students to submit appeals on the last day before the Christmas holiday period. “Christmas</p>

<p><b><i>Strikethrough text indicates that either information is being deleted or changed.</i></b></p>	<p><b><i>Underlined text indicates information is either being added or changed.</i></b></p>	<p><b><i>Reason for Change</i></b></p>
	<p><u>Working Day</u> for appeal deadlines.</p>	<p>holiday period” is the language used in the calendar to describe when University buildings are closed.</p>
<p><b>30.3.2 Inappropriate Academic Behaviour</b> [...] <b>30.3.2(4) Research and Scholarship Misconduct</b> <b>30.3.2(4) a</b> No Student shall violate the University of Alberta Research and Scholarship Integrity Policy, as set out in <del>§ 96.2 of the GFC Policy Manual</del> or any other University regulation concerning academic matters. <b>30.3.2(4) b</b> Where a Student is charged with the academic offence of research and scholarship misconduct, the special requirements for communication and documentation imposed by <del>§ 96.2 of the GFC Policy Manual</del> shall constitute part of the procedures outlined below.</p>	<p><b>30.3.2 Inappropriate Academic Behaviour</b> [...] <b>30.3.2(4) Research and Scholarship Misconduct</b> <b>30.3.2(4) a</b> No Student shall violate the University of Alberta Research and Scholarship Integrity Policy, as set out in the <u>Research and Scholarship Integrity Policy</u> in <u>UAPPOL</u> or any other University regulation concerning academic matters. <b>30.3.2(4) b</b> Where a Student is charged with the academic offence of research and scholarship misconduct, the special requirements for communication and documentation imposed by <u>Research and Scholarship Integrity Policy</u> in <u>UAPPOL</u> shall constitute part of the procedures outlined below.</p>	<p>At the time this policy was approved, the proposers did not make the corresponding change to the Code.  Revised to update reference to UAPPOL Policy and reflect the correct name of the policy.</p>
<p><b>30.5.1(6) Service and Notice</b> <b>30.5.1(6) a</b> Material or decisions pertaining to a disciplinary process or appeal, and notice of appeal hearings may be hand-delivered, sent by courier, or sent by any method of delivery offered by Canada Post. In cases where students have an official campus address, material may be sent to that address by campus mail. Alternatively, at the Student’s request, the Student may pick up the material, decision or notice at an arranged place.  <b>30.5.1(6) b</b> When sent by Canada Post, campus mail or courier, the material, decision or notice shall be sent to the last address provided by the Student to the University.</p>	<p><b>30.5.1(6) Service and Notice</b> <b>30.5.1(6) a</b> Material or decisions pertaining to a disciplinary process or appeal, and notice of appeal hearings may be hand-delivered, sent by <u>e-mail</u>, courier, or sent by any method of delivery offered by Canada Post. In cases where students have an official campus address, material may be sent to that address by campus mail. Alternatively, at the Student’s request, the Student may pick up the material, decision or notice at an arranged place.  <b>30.5.1(6) b</b> <i>No Change to text.</i></p>	<p>Revised to add e-mail as an official method of communication.</p>

<p><b><i>Strikethrough text indicates that either information is being deleted or changed.</i></b></p>	<p><b><i>Underlined text indicates information is either being added or changed.</i></b></p>	<p><b><i>Reason for Change</i></b></p>
<p><b>30.5.1(6) c</b> Delivery is deemed to have been effected on the date of pick-up, receipt of hand or courier delivery or five (5) Working Days after being sent by Canada Post to Canadian addresses, and seven (7) Working Days after being sent by Canada Post to International addresses, or two (2) Working Days after being sent by campus mail.</p> <p><b>30.5.1(6)d</b> Notices, decisions and other appeal materials sent to a Dean, University of Alberta Protective Services, Discipline Officer or a Unit Director shall normally be sent by campus mail. Any of the other methods of delivery noted in this part may also be used.</p>	<p><b>30.5.1(6) c</b> Delivery is deemed to have been effected on the date of pick-up, receipt of hand or courier delivery or five (5) Working Days after being sent by Canada Post to Canadian addresses, and seven (7) Working Days after being sent by Canada Post to International addresses, or two (2) Working Days after being sent by campus mail. <u>In accordance with the University's <i>Electronic Communication Policy for Students and Applicants</i>, (University Calendar, Section 20.3), electronic communications sent by the University will be deemed received the next University business day after the day the e-mail was sent.</u></p> <p><b>30.5.1(6)d</b> <i>No change to text.</i></p>	
<p><b>30.5.8(11)</b> During the appeal period, a Student appealing to the UAB a decision of Suspension or Expulsion made by the Discipline Officer, may register for Classes and continue to attend Classes. If the Student loses the appeal, no credit will be given for work completed subsequent to the date given in the <del>original</del> decision. (CLRC 26 SEP 2002) (EXEC 10 JAN 2005) (BEAC 22 APR 2005)</p>	<p><b>30.5.8(11)</b> During the appeal period, a Student appealing to the UAB a decision of Suspension or Expulsion made by the Discipline Officer, may register for Classes and continue to attend Classes. If the Student loses the appeal, no credit will be given for work completed subsequent to the date given in the <u>UAB</u> decision.</p>	<p>If student loses appeal in part, but the timing of the suspension is changed by the UAB it should be the UAB decision not the original decision of the DO.</p>



<p><i>Strikethrough text indicates that either information is being deleted or changed.</i></p>	<p><i>Underlined text indicates information is either being added or changed.</i></p>	<p><b>Reason for Change</b></p>
<p><b>PRACTICUM INTERVENTION POLICY</b> [...]</p>	<p><b>PRACTICUM INTERVENTION POLICY</b> [...]</p>	
<p><b>87.7 COMPOSITION OF THE GFC PRB</b>  87.7.a. iii) one (1) Faculty member from the relevant Faculty's AAG (which Faculty member shall not have sat on the FPRC below); and</p>	<p><b>87.7 COMPOSITION OF THE GFC PRB</b>  87.7.a. iii) one (1) Faculty member from the relevant Faculty's <u>Practice Review Committee</u> (which Faculty member shall not have sat on the FPRC below); and</p>	<p>The member would be drawn from the Faculty Practice Review Committee (FPRC) not the Faculty Academic Appeals Committee (FAAC).</p>
<p><b>87.12 SERVICE AND NOTICE</b>  a. Notices, decisions and other appeal materials sent by the Appeals Co-ordinator and the Dean may be hand-delivered, sent by courier, or sent by any method of delivery offered by Canada Post. In cases where students have an official campus address, material may be sent to that address by campus mail. Alternatively, at the Student's request, the Student may pick up the notice, decision or material at an arranged place. Where a Student has requested to pick up the material but fails to do so, the Dean will decide which method of delivery will be used. (CLRC 25 SEP 2008) (CLRC 29 JAN 2009)</p>	<p><b>87.12 SERVICE AND NOTICE</b>  a. Notices, decisions and other appeal materials sent by the Appeals Co-ordinator and the Dean may be hand-delivered, sent by <u>e-mail</u>, courier, or sent by any method of delivery offered by Canada Post. In cases where students have an official campus address, material may be sent to that address by campus mail. Alternatively, at the Student's request, the Student may pick up the notice, decision or material at an arranged place. Where a Student has requested to pick up the material but fails to do so, the Dean will decide which method of delivery will be used. (CLRC 25 SEP 2008) (CLRC 29 JAN 2009)</p>	<p>Revised to add e-mail as an official method of communication.</p>
<p>b. During an appeal to the GFC PRB the Appeals Co-ordinator will decide which method of delivery will be used.</p>	<p>b. <i>No change to text.</i></p>	<p>Provided for context only.</p>
<p>c. When sent by Canada Post or courier, notices, decisions or appeal materials shall be sent to the last address provided by the Student to the University.</p>	<p>c. <i>No change to text.</i></p>	<p>Provided for context only.</p>

<p><b><i>Strikethrough text indicates that either information is being deleted or changed.</i></b></p>	<p><b><i>Underlined text indicates information is either being added or changed.</i></b></p>	<p><b><i>Reason for Change</i></b></p>
<p>d. Delivery is deemed to have been effected on the date of pick-up, receipt of hand or courier delivery or five (5) Working Days after being sent by Canada Post to Canadian addresses, and seven (7) Working Days after being sent by Canada Post to International addresses, or two (2) Working Days following being sent by campus mail. (CLRC 25 SEP 2008) (CLRC 25 JAN 2009)</p>	<p>d. Delivery is deemed to have been effected on the date of pick-up, receipt of hand or courier delivery or five (5) Working Days after being sent by Canada Post to Canadian addresses, and seven (7) Working Days after being sent by Canada Post to International addresses, or two (2) Working Days following being sent by campus mail. <u>In accordance with the University's <i>Electronic Communication Policy for Students and Applicants</i>, (University Calendar, Section 20.3), electronic communications sent by the University will be deemed received the next University business day after the day the e-mail was sent.</u></p>	<p>Specific reference to use of email as an official method of delivery.</p>
<p>e. Notices, decisions and other appeal materials sent by the Appeals Co-ordinator to a Faculty shall normally be sent by campus mail. Any of the other methods of deliveries noted in this part may also be used. (CLRC 29 JAN 2009)</p>	<p>e. <i>No change to text.</i></p>	<p>Provided for context only.</p>
<p>f. Deemed receipt by a Student of an FPRC decision, that is not already covered by a Faculty's deemed receipt policy, is governed by this section.</p>	<p>f. <i>No change to text.</i></p>	<p>Provided for context only.</p>
<p><b>DEFINITIONS</b></p> <p>[...]</p> <p>"Academic Standing" Any matter covered in a Faculty's academic standing regulations as approved by GFC, its Executive or the GFC Academic Standards Committee (ASC) and as published in the Calendar, including such matters as continuation in a program, graduation and the requirement for a Student to withdraw.</p>	<p><b>DEFINITIONS</b></p> <p>[...]</p> <p><u>"Academic Standing" means any matter covered in a Faculty's academic standing regulations as approved by GFC, its Executive or the GFC Academic Standards Committee (ASC) and as published in the Calendar. Academic standing comprises such matters as continuation in a program, promotion, graduation, and the requirement for a student to withdraw. Unless stated otherwise, changes to academic standing regulations affect new students, continuing students, and students</u></p>	<p>The proposed language blends current language in the Academic Appeals Policy with the exact language from the 2012 – 2013 calendar.</p>

<p><i>Strikethrough text indicates that either information is being deleted or changed.</i></p>	<p><i>Underlined text indicates information is either being added or changed.</i></p>	<p><i>Reason for Change</i></p>
<p>[...]</p>	<p><u>readmitted to a program or Faculty. Students should refer annually to the Calendar for the academic standing regulations governing their degree programs.</u> (University Calendar, Section 23.6)</p> <p>[...]</p>	
<p><b>“Working Day”</b> <del>A day on which University administrative offices are open.</del></p>	<p><u>“Working Day” or “Business Day” is defined as a day on which University administrative offices are open. For the purposes of these regulations, the day preceding the Christmas holiday period shall not be considered a Working Day for appeal deadlines.</u></p>	<p>It may be difficult for students to submit appeals on the last day before the Christmas holiday period. “Christmas holiday period” is the language used in the calendar to describe when University buildings are closed.</p>

**OUTLINE OF ISSUE**

Agenda Title: **Proposed Changes to the Code of Student Behaviour (Section 30.6) and the Practicum Intervention Policy (Section 87.9)**

**Motion:** THAT the GFC Campus Law Review Committee recommend to the GFC Executive Committee approval of proposed changes to Code of Student Behaviour Section 30.6 (Procedures for Appeal of Decisions to the University Appeal Board (UAB)) and Practicum Intervention Policy Section 87.9 (Procedures at the GFC PRB Hearing), as submitted by the Appeals Coordinator and as set forth in Attachments 1 and 2, to take effect upon final approval.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Natalie Sharpe, Senior Advisor and University Director, Student OmbudService; Iva Spence, Appeals Coordinator, University Governance
Presenters	Natalie Sharpe, Senior Advisor and University Director, Student OmbudService; Iva Spence, Appeals Coordinator, University Governance
Subject	Proposed Revisions to the Code of Student Behaviour and Practicum Intervention Policy

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To bring into line the 'Suggested Hearing Procedures' for all University-level appeals.
The Impact of the Proposal is	To bring into line the 'Suggested Hearing Procedures' for all University-level appeals.
Replaces/Revises (eg, policies, resolutions)	Will revise the current Code of Student Behaviour and the Practicum Intervention Policy.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	<p>The GFC Executive Committee can approve editorial changes to Section 30.6 of the Code of Student Behaviour and to Section 87.9 of the Practicum Intervention Policy. Aligning changes to the GFC Academic Appeals Policy will be going forward to GFC Executive Committee at its meeting on June 4, 2012. The GFC Executive Committee is the only approver for changes to the GFC Academic Appeals Policy. The proposed changes now before members of GFC CLRC have been coordinated so that they can be considered by the GFC Executive Committee at the same meeting in order that all policy changes align concurrently.</p> <p>At the January 29, 2009 meeting of the GFC Campus Law Review Committee (CLRC), the Appeals Coordinator suggested "the creation of a working group to formally review potential changes to the Code of Student Behaviour and the Academic Appeals Policy (including changes to the Practicum Intervention Policy and the Code of Applicant Behaviour). A need was identified by the Appeals Coordinator to establish a working group consisting of affected stakeholders who would make recommendations concerning policy matters and action matters. The overarching purpose of the Working Group would be to: (1) review</p>

FINAL Item No. 6

	<p>the Code of Student Behaviour and determine if changes outlined are necessary; if so determined, to draft policy changes for consideration; and (2) to review the GFC Academic Appeals Policy and determine whether changes should be made to bring that policy in-line with the Code of Student Behaviour and the Practicum Intervention Policy.</p> <p>Information regarding this project was brought to the GFC Executive Committee for information at its March 2, 2009 meeting.</p> <p>This item has been discussed by the Appeals Regulations Group (ARG) and the Stakeholders Working Group.</p>
--	--

**Alignment/Compliance**

Alignment with Guiding Documents	<p><i>Dare to Discover</i> – Value 3: “Integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth.”</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<ol style="list-style-type: none"> <li>1. <b>Post-Secondary Learning Act (PSLA):</b> <i>The Post-Secondary Learning Act</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (Section 26(1)) and over student appeals (Section 26(1)(h)). GFC may also legislate "conditions or restrictions" on the powers of Faculty Councils (Section 29(1)). GFC has thus established an Academic Appeals Committee (GFC AAC).</li> <li>2. <b>Post-Secondary Learning Act (PSLA):</b> <i>The Post-Secondary Learning Act (PSLA)</i> gives GFC responsibility as well, subject to the authority of the Board of Governors, over student affairs (Section 31), including authority concerning student discipline.</li> <li>3. <b>Academic Appeals Policy/Section 1.3.6 [Note from University Governance]</b> states “[c]hanges to the GFC AAC regulations proceed directly to the GFC Executive Committee which normally has the Secretary strike a small <i>ad hoc</i> committee to review changes first.”</li> <li>4. <b>GFC Campus Law Review Committee (CLRC) Terms of Reference–Section 1 (Authority):</b> “GFC has thus established a Campus Law Review Committee (GFC CLRC) [...]”</li> <li>5. <b>GFC Campus Law Review Committee (CLRC) Terms of Reference–Section 3(a) (Mandate of the Committee–Code of Student Behavior) and 3(c) (Mandate of the Committee–Practicum Intervention Policy):</b> <ol style="list-style-type: none"> <li><b>A. Code of Student Behavior</b> <p>“1. To review, from time to time, the Code of Student Behavior and student discipline procedures.</p> <p>2. On delegated authority from GFC, to approve all editorial amendments to the Code of Student Behaviour except editorial amendments to Section 30.6.</p> <p>3. Amendments to the Code of Student Behaviour deemed substantive by CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of</p> </li> </ol> </li> </ol>

GFC. (See *Amendment of the Code*, Section 30.7 of the GFC Policy Manual (Code of Student Behaviour.))”  
[...]

**C. Practicum Intervention Policy**

1. To review, from time to time, the Practicum Intervention Policy
2. On delegated authority from GFC, to approve all editorial amendments to the Practicum Intervention Policy as noted in Section 87.14.”

6. **Code of Student Behaviour, Amendment of the Code–Section 30.7:**

**“30.7.1 Legislative Authority**

General Faculties Council (GFC) and the Board of Governors may amend the Code in exercise of the authority vested in them by Section 31 of the *Post-Secondary Learning Act*. (CLRC 25 SEP 2003) (CLRC 29 OCT 2004 e-mail vote)

**30.7.2 Editorial Amendments**

**30.7.2(1)** The Campus Law Review Committee (CLRC) decides which amendments are editorial. (CLRC 29 OCT 2004 e-mail vote)

**30.7.2(2)** On delegated authority from GFC, all editorial amendments will be approved by the Campus Law Review Committee (CLRC) except editorial amendments to Section 30.6. (CLRC 29 OCT 2004 e-mail vote)

**30.7.2(3)** All amendments to Section 30.6 will be forwarded to the GFC Executive Committee for approval. (CLRC 29 OCT 2004 e-mail vote)

**30.7.3 Substantive Amendments**

**30.7.3(1)** Amendments to the Code deemed substantive by CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of GFC.(CLRC 29 OCT 2004 e-mail vote)

**30.7.3(2)** Only substantive changes to Section 30.6 proceed to the [Board Learning and Discovery Committee], which will decide whether or not it can act on behalf of the Board of Governors. (BEAC 11 JUNE 2004)

**30.7.3(3)** The Secretary to GFC must notify Students’ Union and the Graduate Students’ Association of all substantive changes to the Code (including Section 30.6) 15 Working Days before those changes are considered by GFC. The Students’ Union and the Graduate Students’ Association will be invited to contact their members so that the Students can access the changes on the World Wide Web via University Governance’s home page.”

7. **Practicum Intervention Policy, Amendment of the Practicum Intervention Policy (Section 87.14): “[...]”**

**b. Editorial Amendments**

- i) The GFC Campus Law Review Committee (CLRC) decides which amendments are editorial. (EXEC 02 MAY 2005)

**FINAL Item No. 6**

	<p>ii) On delegated authority from General Faculties Council, all editorial amendments will be approved by the GFC Campus Law Review Committee (CLRC) except editorial amendments to Section 87.5 through 87.10. (EXEC 02 MAY 2005)</p> <p>iii) All amendments to Section 87.5 to 87.10 will be forwarded to the GFC Executive Committee for approval.</p> <p><b>c. Substantive Amendments</b></p> <p>i) Amendments to the Practicum Intervention Policy deemed substantive by the GFC CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of General Faculties Council. (EXEC 02 MAY 2005)</p> <p>ii) Only substantive changes to Section 87.5 through 87.10 proceed to the Board Learning and Discovery Committee, which will decide whether or not it can act on behalf of the Board of Governors.”</p>
--	---

**Routing (Include meeting dates)**

Consultative Route (parties who have seen the proposal and in what capacity)	<p>Meetings with Members of the Appeal Regulation Group – March 6, 2009; April 3, 2009; May 15, 2009; July 28, 2009; May 11, 2011; December 8, 2011; February 15, 2012; March 9, 2012. ARG membership has evolved over time. Past members include: David Magee, former Associate Dean, Faculty of Rehabilitation Medicine; Nick Dehod, former Students’ Union (SU) Vice-President (Student Life); Kristen Flath, former SU Vice-President (Student Life); Heather Hogg, former Assistant Dean, Faculty of Graduate Studies and Research (FGSR); Chris Hackett, formerly from the Student OmbudService (SOS); Russ Brown, former member of the GFC Executive Committee; current member Tamara Korassa, Vice-President (Labour), Graduate Students’ Association (GSA).</p> <p>Stakeholders Working Group – January 26, 2012; University Governance; GFC AAC and UAB Panel of Chairs; Marie Strauss, Senior Legal Counsel, Office of General Counsel; GFC Campus Law Review Committee (March 22, 2012) – for information</p>
Approval Route (Governance) (including meeting dates)	Campus Law Review Committee (May 24, 2012) – for recommendation; GFC Executive Committee (June 4, 2012) – for final approval
Final Approver	GFC Executive Committee

Attachments:

1. Attachment 1 (pages 1 – 6): Proposed Changes to the Code of Student Behaviour (Comparative Table Format)
2. Attachment 2 (pages 1 – 5): Proposed Changes to the Practicum Intervention Policy (Comparative Table Format)

Prepared by: Iva Spence, Appeals Coordinator, University Governance, [iva.spence@ualberta.ca](mailto:iva.spence@ualberta.ca)

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<p><b>CODE OF STUDENT BEHAVIOUR</b></p> <p>[...]</p> <p><b>30.6 Procedures for Appeal of Decisions to the University Appeal Board (UAB)</b></p> <p>[...]</p> <p><b>30.6.3 Composition</b></p> <p>[...]</p> <p><b>30.6.3(5)</b> When a <del>particular</del> hearing involves an undergraduate Student or an undergraduate Applicant*, the UAB will include at least one undergraduate Student. When a <del>particular</del> hearing involves a graduate Student or a graduate Applicant*, the UAB will include at least one graduate Student. For the purposes of selection and service on the UAB, graduate Students are considered to be from the Faculty where they receive supervision. Students who are in any joint graduate/undergraduate Degree program (e.g., the joint MBA/LLB program) are considered to be graduate Students for the purpose of service and selection on the UAB.</p> <p>*Applicant is defined in Section 11.8.3.4 of the <del>GFC Policy Manual</del></p>	<p><b>CODE OF STUDENT BEHAVIOUR</b></p> <p>[...]</p> <p><b>30.6 Procedures for Appeal of Decisions to the University Appeal Board (UAB)</b></p> <p>[...]</p> <p><b>30.6.3 Composition</b></p> <p>[...]</p> <p><b>30.6.3(5)</b> When a hearing involves an undergraduate Student or an undergraduate Applicant*, the UAB will include at least one undergraduate Student. When a hearing involves a graduate Student or a graduate Applicant*, the UAB will include at least one graduate Student. For the purposes of selection and service on the UAB, graduate Students are considered to be from the Faculty where they receive supervision. Students who are in any joint graduate/undergraduate Degree program (e.g., the joint MBA/LLB program) are considered to be graduate Students for the purpose of service and selection on the UAB.</p> <p>*Applicant is defined in Section 11.8.3.4 of <u>the Code of Applicant Behaviour.</u></p>	<p>Remove qualifying language "particular".</p> <p>The Code of Applicant Behaviour no longer resides in the GFC Policy Manual; instead, it is a free standing policy and should be cited as such.</p>
<p><b>30.6.3(6)</b> No UAB member in a <del>particular</del> hearing will be from a Faculty which is party to the dispute. Students in any joint Degree program will not be called upon to hear appeals that arise from any of the Faculties involved in the joint program.</p>	<p><b>30.6.3(6)</b> No UAB member in a hearing will be from a Faculty which is party to the dispute. Students in any joint Degree program will not be called upon to hear appeals that arise from any of the Faculties involved in the joint program.</p>	<p>Remove qualifying language.</p>
<p><del><b>30.6.3(7)</b> If, because of scheduling conflicts or membership in a particular Faculty, a hearing cannot be</del></p>	<p><b>30.6.3(7)</b> <u>If all faculty members from the Panel of Chairs are unable to serve, the Appeals Coordinator may</u></p>	<p>Language in the Academic Appeals</p>



<b><i>Strikethrough text indicates that either information is being deleted or changed.</i></b>	<b><i>Underlined text indicates information is either being added or changed.</i></b>	<b><i>Reason for Change</i></b>
<p><del>scheduled within the prescribed length of time using the elected members, the Appeals Coordinator may complete a particular panel by selecting, in rotation, Academic Staff Members or Student members from the GFC Academic Appeals Committee. The GFC Executive Committee shall have the discretion to appoint an Academic Staff Member as Chair for a particular hearing from outside the panel members.</del></p> <p>[...]</p>	<p><u>complete a Panel by selecting, in rotation, first from the UAB Panel of Chairs, and then from the GFC AAC Panel of Chairs.</u></p> <p><u>If all student members from the Panel of Students are unable to serve, the Appeals Coordinator may complete a Panel by selecting, in rotation, either one full-time undergraduate student or one full-time graduate student, from the GFC AAC Panel of Students.</u></p> <p>The GFC Executive Committee shall have the discretion to appoint an Academic Staff Member as Chair for a hearing from outside the <u>UAB or GFC AAC Panel of Chairs.</u></p> <p>[...]</p>	<p>Policy was mirrored to make it clear that members for a UAB panel can be drawn from the GFC AAC Panel of Chairs or Panel of Students.</p>
<p><b>30.6.4 Procedures Prior to a Hearing</b></p> <p>[...]</p> <p><b>30.6.4(3)</b> Challenges may be made only on the grounds that the proposed UAB Chair or panel member may have a bias that would prevent a fair hearing and must include written reasons to support the challenge. <del>If the Appeals Coordinator concurs with the challenge the Appeals Co-ordinator will replace the UAB member with another member who will be selected by rotation from the same constituent group (i.e., academic staff, undergraduate Student or graduate Student). The decision of the Appeals Coordinator is final and binding.</del></p> <p>[...]</p>	<p><b>30.6.4 Procedures Prior to a Hearing</b></p> <p>[...]</p> <p><b>30.6.4(3)</b> Challenges may be made only on the grounds that the proposed UAB Chair or panel member may have a bias that would prevent a fair hearing and must include written reasons to support the challenge. <u>The Chair shall consider and rule upon the challenge. The decision of the Chair may be made without a hearing and shall be final and binding.</u> <u>If the UAB Panel has been constituted,</u> the Appeals Co-ordinator will replace the UAB member with another member who will be selected by rotation from the same constituent group (i.e., academic staff, undergraduate Student or graduate Student).</p> <p>[...]</p>	<p>This proposed change will bring the Code of Student Behaviour into line with both the Academic Appeals Policy and the Practicum Intervention Policy with the Chair ruling on challenges.</p>
<p><b>30.6.5 Procedures at the UAB Hearing</b></p> <p>[...]</p> <p><b>30.6.5(9)</b> The UAB shall hear the argument of both sides to the appeal and then, by majority vote, shall determine whether or not an offence has been committed and uphold or quash the decision under appeal. Where a decision</p>	<p><b>30.6.5 Procedures at the Hearing</b></p> <p>[...]</p> <p><b>30.6.5(9)</b> The UAB shall hear the argument of both sides to the appeal and then, by majority vote, shall determine whether or not an offence has been committed and uphold or quash the decision under appeal. Where a decision</p>	<p>At the time the COSB was updated to clearly state that the UAB hears appeals from Applicants as well as Students. The</p>

<b><i>Strikethrough text indicates that either information is being deleted or changed.</i></b>	<b><i>Underlined text indicates information is either being added or changed.</i></b>	<b><i>Reason for Change</i></b>
against a Student is upheld, the UAB may confirm, vary or suspend the sanction imposed.	against a Student or Applicant is upheld, the UAB may confirm, vary or suspend the sanction imposed.	reference to Applicant was inadvertently not updated.
<del>30.6.5(11)</del> The UAB shall conduct hearings in a manner which, in its sole discretion, it considers proper and has adopted the following Suggested Hearing Procedures, which it may vary:	<b>30.6.5(11) <u>UAB Suggested Hearing Procedures</u></b> The UAB shall conduct hearings in a manner which, in its sole discretion, it considers proper. <u>All determinants of process shall be made by the Chair. The hearing will normally follow these procedures, which it may vary:</u>	To standardize process and language across appeal regulations.
<b>30.6.5(11) a</b> The Appeals Coordinator shall present the appeal to the UAB.	<b>30.6.5(11) a</b> The Appeals Coordinator shall present the appeal to the UAB, <u>and introduce the parties.</u>	Editorial change to clarify process.
	<b>30.6.5(11) b</b> <u>The Chair shall explain the rules of decorum, review the procedures to be followed, and confirm the jurisdiction of the UAB. The Appellant and Respondent may make statements, present evidence and ask questions as noted in this section. All questions should be directed through the Chair unless the Chair decides otherwise. The Chair shall ensure that everyone has sufficient opportunity to ask questions.</u>	Clarity in procedures for Appellant and Respondent. Chair outlines rules of decorum.
<b>30.6.5(11) b</b> <del>The maker of the complaint may make an opening statement.</del>	<b>30.6.5(11) c</b> <u>The Chair shall invite the Appellant (and/or Advisor) to make an opening statement and present the case.</u>	The order has been changed to allow the Appellant to present their case first.
<b>30.6.5(11) e</b> <del>If, in the opening statement, the maker of the complaint only introduces or outlines the case against the Student or Applicant, or introduces any witnesses, then the maker of the complaint shall not be cross-questioned at this stage. (EXEC 01 MAY 2006)</del>	<b>30.6.5(11) d</b> <u>The Chair will invite the Respondent (and/or Advisor) to question the Appellant.</u>	Standardize and simplify language sand process.
<b>30.6.5(11) d</b> <del>If, in the opening statement, the maker of the complaint provides any evidence against the Student or Applicant, the Student or Applicant may question the maker of the complaint at the end of the opening statement. (EXEC 01 MAY 2006)</del>	<b>30.6.5(11) e</b> <u>The Panel may question the Appellant.</u>	Standardize language.

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<del>30.6.5(11) e</del> The UAB may ask questions of the maker of the complaint.		Reworded and moved to point d.
<del>30.6.5(11) f</del> The Chair may question the maker of the complaint.		Reworded and moved to point d.
<del>30.6.5(11) g</del> The maker of the complaint may call his or her first witness.	<u>30.6.5(11) f</u> The Appellant's witnesses shall be called by the Chair one at a time and shall be present only when they are providing evidence. The witnesses shall be questioned first by the Appellant (and/or Advisor), then by the Respondent (and/or Advisor), and finally by the Panel. The Appellant (and/or Advisor) may then re-question the witness, only on matters that have arisen in the course of the previous questioning by the aforementioned parties.	Points g to k reworded to simplify the language adding clarity to the proceedings.
<del>30.6.5(11) h</del> When the maker of the complaint has completed questioning the witness, the Student or Applicant may question the witness. (EXEC 01 MAY 2006)		
<del>30.6.5(11) i</del> When the Student or Applicant has completed questioning of the witness, the maker of the complaint may re-question the witness, respecting only matters arising in the course of the questioning. Following this re-questioning, the Student may again question the witness, respecting only matters arising in the course of the re-questioning. (EXEC 01 MAY 2006)		
<del>30.6.5(11) j</del> When the maker of the complaint and the Student or Applicant have concluded their questioning of the witness, the Chair shall invite members of the UAB to question the witness. (EXEC 01 MAY 2006)		
<del>30.6.5(11) k</del> The Chair may question the witness.		
<del>30.6.5(11) l</del> When questioning is concluded, the witness may be dismissed. The questioning procedure shall be repeated for each witness called by the maker of the complaint.	<u>30.6.5(11) g</u> When questioning is concluded, the witness shall be dismissed by the Chair. The questioning procedures shall be repeated for each witness.	Standardize and clarify language with other appeal regulations.

<b><i>Strikethrough text indicates that either information is being deleted or changed.</i></b>	<b><i>Underlined text indicates information is either being added or changed.</i></b>	<b><i>Reason for Change</i></b>
<p><b>30.6.5(11) m</b> <del>After the maker of the complaint has called all of his or her witnesses, the Student or Applicant shall be invited to make an opening statement. The rules governing the presentation of the Student's or Applicant's case shall be the same as those governing the case of the maker of the complaint. (EXEC 01 MAY 2006)</del></p>	<p><b>30.6.5(11) h.</b> <u>The Chair shall invite the Respondent (and/or Advisor) to make an opening statement and present the case.</u></p>	<p>Standardize language and clarify process.</p>
	<p><b>30.6.5(11) i.</b> <u>The Chair shall invite the Appellant (and/or Advisor) to question the Respondent.</u></p>	<p>Standardize and clarify language.</p>
	<p><b>30.6.5(11) j.</b> <u>The Panel may question the Respondent.</u></p>	<p>Standardize language.</p>
	<p><b>30.6.5(11) k.</b> <u>The Respondent's witnesses shall be called by the Chair one at a time and shall be present only when they are providing evidence. The witnesses shall be questioned first by the Respondent (and/or Advisor); next by the Appellant (and/or Advisor); and finally by the Panel. The Respondent (and/or Advisor) may re-question the witness, only on matters that have arisen in the course of the previous questioning by the aforementioned parties.</u></p>	<p>Standardize language and clarify process.</p>
	<p><b>30.6.5(11) l.</b> <u>When questioning is concluded, the witness shall be dismissed by the Chair. The questioning procedures shall be repeated for each witness.</u></p>	<p>Standardize language and clarify process.</p>
<p><b>30.6.5(11) n</b> <del>The Chair shall invite the maker of the complaint to present any evidence he/she may have by way of rebuttal. (Such evidence shall be subject to questioning as in 30.6.5(11) d, e and f.)</del></p>	<p><b>30.6.5(11) m.</b> <u>The Chair shall invite the Appellant (and/or Advisor) to present any evidence he/she may have by way of rebuttal. Such evidence shall be subject to questioning by the Respondent (and/or Advisor); followed by the Panel.</u></p>	<p>Since the Appellant presents his/her case first he/she can present evidence by way of rebuttal.</p> <p>Standardize language.</p>

<b><i>Strikethrough text indicates that either information is being deleted or changed.</i></b>	<b><i>Underlined text indicates information is either being added or changed.</i></b>	<b><i>Reason for Change</i></b>
<b>30.6.5(11) o</b> <del>The Chair shall invite the maker of the complaint to make a brief final statement.</del>	<b>30.6.5(11) n.</b> <u>The Chair shall invite the Appellant (and/or Advisor) to make a brief closing statement which is not subject to questioning.</u>	Standardize language and clarify process.
<b>30.6.5(11) p</b> <del>The Chair shall invite the Student or Applicant to make a brief final statement. (Note: There shall be no questioning by anyone during final statements.)</del> (EXEC 01 MAY 2006)	<b>30.6.5(11) m.</b> <u>The Chair shall invite the Respondent (and/or Advisor) to make a brief closing statement which is not subject to questioning.</u>	Standardize language and clarify process.
<b>30.6.5(11) q</b> <del>The Chair shall then adjourn the hearing for the UAB's deliberation.</del>	<b>30.6.5(11) n.</b> <u>The Chair shall adjourn the hearing for deliberation; the Appellant and Respondent (and Advisors) shall leave the hearing.</u>	Standardize language and clarify process.
<b>30.6.5(12) f</b> <del>the UAB has determined on the balance of probabilities that the student has committed an offence, the UAB will contact the Appeals Coordinator to determine if there is a previous discipline record for the Student or the Applicant. Only when considering what would be an appropriate sanction may the UAB take into account any past record of related offences of the Student or Applicant.</del> (EXEC 01 MAY 2006) (EXEC 08 SEP 2008)	<b>30.6.5(12) 30.6.5(12)</b> <u>The UAB will deliberate and reach a decision by majority vote. In cases where the UAB has determined on the balance of probabilities that the Student or Applicant has committed an offence(s), or if otherwise relevant to the consideration of the appropriate sanction, the UAB may take into account any past record of related offence(s) in determining appropriate sanction(s). The UAB may contact the Appeals Coordinator to confirm if there is a previous discipline record.</u>	Reworded.
<b>30.6.5(13)</b> <del>The Chair of the UAB, through the Appeals Coordinator shall, where practical, immediately communicate the decision of the UAB to the Appellant and Respondent.</del>  [...]	<b>30.6.5(13)</b> <u>The Chair of the Panel, where practical, will communicate the decision to the Appeals Coordinator. The Appeals Coordinator, as soon as possible, will relay the decision to the Appellant (and Advisor) and the Respondent (and Advisor).</u>  [...]	Reworded.

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<b>PRACTICUM INTERVENTION POLICY</b> [...]	<b>PRACTICUM INTERVENTION POLICY</b> [...]	
<b>87.9 PROCEDURES AT THE GFC PRB HEARING</b> a. The quorum for the GFC PRB shall be the Chair and three (3) members. A member who is unable to participate in a GFC PRB panel may be replaced by an alternate member from the same category as the absent member, prior to the commencement of the hearing.	<b>87.9 PROCEDURES AT THE GFC PRB HEARING</b> a. <i>No change to text.</i>	Provided for context only.
b. <del>Either party</del> may be accompanied by an advisor.	b. <u>Appellant and Respondent may each</u> be accompanied by <u>one</u> Advisor.	To standardize language across regulations.
c. <del>If the Student or the Faculty</del> does not appear on the date set for the hearing of the appeal, the GFC PRB may, in its discretion, reschedule the hearing or proceed with the hearing in the absence of <del>the Student or the Faculty</del> .	c. <u>If the Appellant or Respondent</u> does not appear on the date set for the hearing of the appeal, the GFC PRB may, in its discretion, reschedule the hearing or proceed with the hearing in the absence of <u>the Appellant or Respondent</u> .	To standardize language across regulations.
d. <del>The GFC PRB shall conduct hearings in a manner which, in its sole discretion, it considers proper.</del>	d. <i>Delete text.</i>	Moved to SUGGESTED HEARING PROCEDURES.
e. The GFC PRB may accept any evidence that it, in its sole discretion, considers proper, whether admissible in a court of law or not, and it is not bound by the <i>Alberta Evidence Act</i> or the law of evidence applicable to judicial proceedings.	d. <i>No change to text.</i>	Provided for context only.

<b><i>Strikethrough text indicates that either information is being deleted or changed.</i></b>	<b><i>Underlined text indicates information is either being added or changed.</i></b>	<b><i>Reason for Change</i></b>
f. Material not submitted and/or witnesses not identified prior to the hearing shall not be accepted unless the GFC PRB is of the opinion that, with the exercise of reasonable diligence, the document or witnesses could not have been made available or identified prior to the hearing and that the material or testimony of the witnesses is relevant to the appeal.	<u>e.</u> No change to text. Section renumbered.	Provided for context only.
<del>g. Both parties and</del> the GFC PRB may call and question witnesses and call evidence.	<u>f. The Appellant, Respondent,</u> and the GFC PRB may call and question witnesses and call evidence.	To standardize language across regulations.
h. The GFC PRB may receive advice from the Appeals <del>Co-ordinator</del> or other third party as to procedural, evidentiary, expert or legal issues raised during the course of an appeal.	<u>g.</u> The GFC PRB may receive advice from the Appeals <u>Coordinator</u> or other third party as to procedural, evidentiary, expert or legal issues <u>that are</u> raised during the course of an appeal.	Editorial changes.
<del>i. The following suggested hearing procedures will normally be followed:</del>	<u>h. SUGGESTED HEARING PROCEDURES</u> <u>The GFC PRB shall conduct hearings in a manner which, in its sole discretion, it considers proper. All determinants of process shall be made by the Chair. The hearing will normally follow these procedures, which it may vary:</u>	To standardize process and language across appeal regulations.
<del>i) the Appeals Co-ordinator</del> shall present the appeal to the GFC PRB;	<u>i) the Appeals <u>Coordinator</u> shall present the appeal to the GFC PRB <u>and introduce the parties.</u></u>	Editorial change to clarify process.
	<u>ii) The Chair shall explain the rules of decorum, review the procedures to be followed, and confirm the jurisdiction of the GFC PRB. The Appellant and Respondent may make statements, present evidence and ask questions as noted in this section. All questions should be directed through the Chair unless the Chair decides otherwise. The Chair shall ensure that everyone has sufficient opportunity to ask questions.</u>	Clarity in procedures for Appellant and Respondent. Chair outlines rules of decorum.

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<del>ii) the Chair shall invite the Student to state his/her case and call witnesses;</del>	<u>iii) The Chair shall invite the Appellant (and/or Advisor) to make an opening statement and present the case.</u>	Standardize language and clarify process.
<del>iii) the Chair shall invite the Faculty to cross-examine the Student and the Student's witnesses as they appear;</del>	<u>(iv) The Chair shall invite the Respondent (and/or Advisor) to question the Appellant.</u>	Standardize language.
<del>iv) the Chair and other GFC PRB members may cross-examine the Student and the Student's witnesses as they appear;</del>	<u>(v) The Panel may question the Appellant.</u>	Standardize language.
	<u>(vi) The Appellant's witnesses shall be called by the Chair one at a time and shall be present only when they are providing evidence. The witnesses shall be questioned first by the Appellant (and/or Advisor), then by the Respondent (and/or Advisor), and finally by the Panel. The Appellant (and/or Advisor) may then re-question the witness, only on matters that have arisen in the course of the previous questioning by the aforementioned parties.</u>	Standardize language and clarify process.
	<u>(vii) When questioning is concluded, the witness shall be dismissed by the Chair. The questioning procedures shall be repeated for each witness.</u>	Standardize and clarify language with other appeal regulations.
<del>v) the Chair shall invite the Faculty to present the case and call witnesses;</del>	<u>(viii) The Chair shall invite the Respondent (and/or Advisor) to make an opening statement and present the case.</u>	Standardize language and clarify process.
<del>vi) the Chair shall invite the Student to cross-examine the Faculty and the Faculty's witnesses as they appear;</del>	<u>(ix) The Chair shall invite the Appellant (and/or Advisor) to question the Respondent.</u>	Standardize and clarify language.
<del>vii) the Chair and other GFC PRB members may cross-examine the Faculty and the Faculty's witnesses as they</del>	<u>(x) The Panel may question the Respondent.</u>	Standardize language.



<b><i>Strikethrough text indicates that either information is being deleted or changed.</i></b>	<b><i>Underlined text indicates information is either being added or changed.</i></b>	<b><i>Reason for Change</i></b>
appear;		
	<u>(xi) The Respondent's witnesses shall be called by the Chair one at a time and shall be present only when they are providing evidence. The witnesses shall be questioned first by the Respondent (and/or Advisor); next by the Appellant (and/or Advisor); and finally by the Panel. The Respondent (and/or Advisor) may re-question the witness, only on matters that have arisen in the course of the previous questioning by the aforementioned parties.</u>	Standardize language and clarify process.
	<u>(xii) When questioning is concluded, the witness shall be dismissed by the Chair. The questioning procedures shall be repeated for each witness.</u>	Standardize language and clarify process.
viii) the Chair may invite expert witnesses or resource persons to address the hearing or to answer questions;	<u>(xiii) No change to text. Section renumbered.</u>	Provided for context only.
<del>ix) the Chair shall invite the Student to present any evidence he/she may have by way of rebuttal. Such evidence shall be subject to cross-examination as before;</del>	<u>(xiv) The Chair shall invite the Appellant (and/or Advisor) to present any evidence he/she may have by way of rebuttal. Such evidence shall be subject to questioning by the Respondent (and/or Advisor); followed by the Panel.</u>	Standardize language.
<del>x) the Chair shall invite the Student and then the Faculty to make brief final-statements, the statements shall not be subject to cross-examination;</del>	<u>(xv) The Chair shall invite the Appellant (and/or Advisor) to make a brief closing statement which is not subject to questioning.</u>	Standardize and clarify language.
	<u>(xvi) The Chair shall invite the Respondent (and/or Advisor) to make a brief closing statement which is not subject to questioning.</u>	Standardize language and clarify process.
xi) the Chair shall then adjourn the hearing for the GFC PRB's deliberation.	<u>(xvii) The Chair shall adjourn the hearing for the GFC PRB's deliberation; the Appellant and Respondent (and Advisors) shall leave the hearing.</u>	Standardize language and clarify process.

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
j. The GFC PRB shall <del>render its</del> decision by majority vote.	i. The GFC PRB shall <u>reach a</u> decision by majority vote.	Editorial change.
k. <del>The Chair shall communicate the decision of the GFC PRB to the Appeals Co-ordinator who shall, where practical, communicate the decision of the GFC PRB to the parties.</del>	j. <u>The Chair of the GFC PRB, where practical, will communicate the decision to the Appeals Coordinator. The Appeals Coordinator, as soon as possible, will relay the decision to the Appellant (and Advisor) and the Respondent (and Advisor).</u>	Standardize language and clarify process.
l. <del>The Chair shall normally submit the written decision of the GFC PRB to the Appeals Co-ordinator within ten (10) Working Days of the decision being reached. The Appeals Co-ordinator shall then send a copy of the decision to the Appellant/ Respondent and his/her respective advisor, the PRB panel members, panel of AAC/UAB Chairs and the AAC delegate on ASC.</del>	k. The Chair shall normally submit the written decision of the GFC PRB to the Appeals <u>Coordinator</u> within ten (10) Working Days of the decision being reached. The Appeals Coordinator shall then send a copy of the decision to the Appellant/ Respondent, the <u>Panel</u> , the panel of AAC/UAB Chairs, and the AAC delegate on the <u>Academic Standards Committee</u> .	Standardize language and clarify process.