

The following Motions and Document were considered by the GFC Executive Committee at its Monday, November 04, 2013 meeting:

Agenda Title: **Proposed Changes to the General Composition of Selection Committees for Chairs (UAPPOL Selection of Department Chairs Procedure)**

TABLED MOTION: THAT the GFC Executive Committee table the proposed changes to the general composition of Selection Committee for Chairs (UAPPOL Selection of Department Chairs Procedure), as submitted by the Vice-Provost and Dean, Faculty of Graduate Studies and Research (FGSR), and as set forth in Attachment 1.

Agenda Title: **Proposed Changes to University Calendar Section 23.3 (Attendance)**

CARRIED MOTION: THAT GFC Executive Committee approve, under delegated authority from General Faculties Council, the proposed changes to Section 23.3 (Attendance) of the University Calendar, as provided by the Office of the Registrar and as set forth in Attachment 1, to be effective upon approval and for publication in the 2014-2015 University Calendar.

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Agenda Title: **Draft Agenda for the November 25, 2013 Meeting of General Faculties Council (GFC)**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the November 25, 2013 meeting of General Faculties Council (GFC).

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OUTLINE OF ISSUE

Agenda Title: **Proposed Changes to University Calendar Section 23.3 (Attendance)**

Motion: THAT GFC Executive Committee approve, under delegated authority from General Faculties Council, the proposed changes to Section 23.3 (Attendance) of the University Calendar, as provided by the Office of the Registrar and as set forth in Attachment 1, to be effective upon approval and for publication in the 2014-2015 University Calendar.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Vice-Provost and University Registrar
Presenters	Bill Connor, Vice-Provost (Academic Programs and Instruction) and Chair, GFC Academic Standards Committee; Nat Kav, Associate Dean, Faculty of Agricultural, Life and Environmental Sciences; Ada Ness, Associate Registrar (Enrolment Services), Office of the Registrar
Subject	Proposed Changes to Section 23.3 (Attendance) of the University Calendar

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To seek approval of the relevant governance bodies regarding revisions to Section 23.3 (Attendance) of the <i>University Calendar</i> which will provide guidance in cases where students are unable to meet their academic requirements due to protected grounds including religious conviction.
The Impact of the Proposal is	Revisions to the <i>University Calendar</i> for cases where students are unable to meet their academic requirements due to protected grounds including religious conviction.
Replaces/Revises (eg, policies, resolutions)	Revises Section 23.3 (Attendance) of the <i>University Calendar</i> .
Timeline/Implementation Date	Effective upon approval and for publication in the 2014-2015 University Calendar.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	<p>The attached changes to Section 23.3 of the University Calendar are the results of a GFC Academic Standards Committee (ASC) subcommittee charged by the larger body to consider possible institutional regulations that would address cases where students were unable to meet their academic requirements due to protected grounds including religious conviction.</p> <p>At the February 21, 2013 meeting of GFC ASC, the following took place (as quoted from the approved Minutes of that meeting): “On the final point raised during the Committee’s discussion, Dr Leskiw [former Senior Associate Dean of the Faculty of Science] agreed to assume administrative leadership of a GFC ASC subcommittee, and Mr Bodnar [GFC ASC Coordinator] recommended a review of all existing policies with regard to this issue before the Subcommittee meets, with an aim to create, possibly, an attendant procedure around existing University policy. He suggested that the subcommittee also include representatives of the Offices of the Dean of Students and University General Counsel; Mr Wade King, Advisor, Office of Safe Disclosure and</p>

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	<p>Human Rights; and/or any of the members of the team responsible for drafting the University's recent Discrimination, Harassment and Duty to Accommodate Policy now set out in UAPPOL. GFC ASC was supportive of the creation of such a subcommittee, and members who volunteered to serve on this group included: Dr Kaysi Kushner [Associate Dean, Faculty of Nursing], Ms Ada Schmude, Mr Jayson MacLean [representing the Student OmbudService], Mr Dustin Chelen [Vice-President (Academic), Students' Union], and Dr Harry Prest [Associate Dean, Augustana Faculty]."</p> <p>At the April 18, 2013 meeting of GFC ASC, "Dr Leskiw updated members on the status of the GFC ASC subcommittee reviewing religious accommodation issues, noting that, due to her upcoming administrative leave, she will not be able to chair the subcommittee.</p> <p>Dr Kav volunteered to chair this group, and Dr Kushner reiterated her willingness to serve on the subcommittee. Ms Sharpe [Director, Student OmbudService] also volunteered to serve on the subcommittee (in lieu of her colleague, Dr Jayson MacLean, who had previously volunteered to serve). Dr Leskiw reported that a list of all additional volunteers and/or appropriate external members is noted within the Minutes from the February 21, 2013 GFC ASC meeting.</p> <p>Dr Leskiw noted that she will forward all relevant materials to Dr Kav as well as arrange a meeting to discuss the major issues.</p> <p>Members expressed several comments and questions in relation to this item, including, but not limited to: a suggestion that Mr Wade King, Advisor, Office of Safe Disclosure and Human Rights, be invited to serve on the subcommittee; concerns about the logistics of creating policy that formally recognizes each individual religious observance; that the discussion needs to include a broad range of topics including the impact of religious observances within a clinical education setting; a suggestion to create an attendant procedure to existing policy within the University of Alberta Policies and Procedures On-Line (UAPPOL) (rather than formulate a new policy statement); that this area requires specialized attention if the University of Alberta plans to continue to increase its international student enrolment; and clarification about what other Canadian institutions are doing with regard to religious accommodation."</p>
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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
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over "academic affairs" (Section 26(1)).</p> <p>2. GFC Academic Standards Committee (ASC) Terms of Reference/3. Mandate of the Committee:</p> <p>"The ASC is responsible for making recommendations and/or for</p>

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providing advice to GFC, its Executive Committee, and/or the GFC Academic Planning Committee (APC) on the matters set out below, which include such areas as admissions and transfer, including admission and transfer to Faculties, admission of Open Studies students, academic standing policies and general university admission policies, and all institutional marking and grading policies and/or procedures. (GFC 29 SEP 2003) (GFC 31 MAY 2005)

A. Definitions

i. "*Routine and/or Editorial*"

In the responsibilities which follow, the term "routine and/or editorial" refers to proposals which do not involve or affect other Faculties or units; do not form part of a proposal for a new program; and which do not involve alteration of an existing quota or establishment of a new quota. Editorial or routine changes include any and all changes to the wording of an admissions or academic standing policy.

ii. "*Substantial*"

In the responsibilities which follow, the term "substantial" refers to proposals which involve or affect more than one Faculty or unit; are part of a proposal for a new program; are likely to have a financial impact; represent a definite departure from current policy; involve a quota; articulate a new academic concept.

iii. *Dispute*

If there is any dispute or question as to which of the above categories a proposal falls under, the Provost and Vice-President (Academic) (or delegate) will decide. (GFC 31 MAY 2005)

B. Admission and Transfer, Academic Standing, Marking and Grading, Term Work, Examinations, International Baccalaureate (IB), Advanced Placement (AP)

i. All proposals from the Faculties or the Administration related to admission and transfer, to the academic standing of students, to institutional marking and grading policies and/or procedures and to term work policies and procedures are submitted to the Provost and Vice-President (Academic) (or delegate) who chairs the GFC Academic Standards Committee. ASC will consult as necessary with the Faculties and with other individuals and offices in its consideration of these proposals. (GFC 29 SEP 2003) (GFC 31 MAY 2005) (EXEC 04 DEC 2006)

ii. ASC acts for GFC in approving routine and/or editorial changes to both admission/transfer policies and academic standing regulations, and acts for GFC in approving all proposals for a) change to examination regulations, b) change to existing International Baccalaureate (IB) and Advanced Placement (AP) policies and procedures and c) change to the *University Calendar* Section on Missed Term Work (under the Section entitled *Evaluation Procedures and Grading System*. (EXEC 18 NOV 1996)

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(EXEC 04 DEC 2006)

iii. In consultation with the Office of the Provost and Vice-President (Academic) and the Office of the Registrar and Student Awards, ASC monitors the implementation of the consolidated final examination policy.

[...]

vi. ASC provides advice or recommends to the GFC Executive Committee on institutional marking and grading policies and/or procedures.

vii. ASC provides advice or recommends to the GFC Executive Committee on institutional term work policies and/or procedures (with the exception of that noted in B. ii).

[...]

H. Other Matters

The Chair of ASC will bring forward to ASC items where the Office of the Provost and Vice-President (Academic), in consultation with other units or officers of the University, is seeking the advice of the Committee. These matters may include, but are not limited to, those related to academic advisement, official University academic records keeping, discipline, student services, publication of the University Calendar, the continuation of, or major changes to, existing affiliation agreements and proposals for new affiliation agreements between other post-secondary institutions and the University of Alberta, and registration. (GFC 29 SEP 2003) (GFC 31 MAY 2005)

3. GFC Executive Committee Terms of Reference/3. Mandate of the Committee:

“To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996)

1. Urgent Matters

The power to deal with any matters that cannot be deferred is delegated to the Executive Committee which shall determine which matters are to be considered urgent. (GFC 09 AUG 1966)

2. Routine Matters

Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee. (GFC 08 SEP 1966)

[...]

16. Institutional Marking and Grading Policies and/or

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	<p>Procedures</p> <p>To consider advice or recommendation from the GFC ASC on institutional marking and grading policies and/or procedures. (GFC 31 MAY 2005)</p> <p>17. Institutional Term Work Policies and/or Procedures</p> <p>To consider advice or recommendation from the GFC ASC on institutional term work policies and/or procedures. (GFC 31 MAY 2005)”</p> <p>4. UAPPOL Discrimination, Harassment and Duty to Accommodate Policy/2. Duty to Accommodate: “To assist members of the University to make their full contributions, the University of Alberta will take reasonable steps to accommodate individuals who are disadvantaged by employment, tenancy, or educational rules, standards, policies, or practices related to protected grounds to the point of undue hardship, or as required by law. [...]”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	<p>Dustin Chelen, Vice-President (Academic), Students’ Union; Nat Kav, Associate Dean (Academic), Faculty of Agricultural, Life and Environmental Sciences; Wade King, Advisor, Safe Disclosure and Human Rights; Kaysi Kushner, Associate Dean (Undergraduate), Faculty of Nursing; Harry Prest, Associate Dean, Augustana Faculty; Natalie Sharpe, Director, Student OmbudService; and Ada Ness, Associate Registrar, Enrolment Services, Office of the Registrar</p> <p>University General Counsel (September, 2013)</p> <p>GFC ASC Subcommittee on Standards (January 14, 2013); GFC Academic Standards Committee (February 21, 2013); GFC Academic Standards Committee (April 18, 2013); GFC ASC Subcommittee on Standards (September 5, 2013); GFC Academic Standards Committee (September 19, 2013); GFC ASC Subcommittee on Standards (October 3, 2013)</p>
Approval Route (Governance) (including meeting dates)	<p>GFC Academic Standards Committee (October 17, 2013) – for recommendation; GFC Executive Committee (November 4, 2013) – for final approval</p>
Final Approver	GFC Executive Committee

Attachments:

- Attachment 1: (pages 1 – 4) – Proposed Changes to Section 23.3 of the *University Calendar*

Prepared by: Ada Ness, Associate Registrar (Enrolment Services), Office of the Registrar, ada.ness@ualberta.ca, and Claire Burke, Calendar Production Specialist, claire.burke@ualberta.ca, with assistance from University Governance

Proposed Changes to Section 23.3 of the University Calendar

Current 2013-2014 Calendar	Proposed 2014-2015 Calendar
<p>23.3 Attendance</p> <p>Since presence at lectures, participation in classroom discussions and projects, and the completion of assignments are important components of most courses, students will serve their interests best by regular attendance. Those who choose not to attend must assume whatever risks are involved. In connection to this students should review the following sections.</p> <p>The University recognizes that occasionally life events occur that require a student to miss term work, term examinations, or final examinations. However, excused absences are not granted automatically and will be considered only for acceptable reasons such as incapacitating illness, severe domestic affliction, or religious convictions.</p> <p>Unacceptable reasons include, but are not limited to personal events such as vacations, weddings, or travel arrangements. When a student is absent without acceptable excuse, a final grade will be computed using a raw score of zero for the work missed. Any student who applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour. Students should consult their Faculty for detailed information and requirements.</p>	<p>23.3 Attendance</p> <p>Since presence at lectures, participation in classroom discussions and projects, and the completion of assignments are important components of most courses, students will serve their interests best by regular attendance. Those who choose not to attend must assume whatever risks are involved. In connection to this students should review the following sections.</p> <p>The University recognizes that occasionally life events occur that require a student to miss term work, term examinations, or final examinations. However, excused absences are not granted automatically and will be considered only for acceptable reasons such as incapacitating mental and/or physical illness, severe domestic affliction, or for circumstances as described in the University's Discrimination, Harassment and Duty to Accommodate Policy (including religious belief). This policy is available on the University of Alberta Policies and Procedures Online (UAPPOL) website at www.uappol.ualberta.ca. A multi-faith calendar is available at www.studentservices.ualberta.ca.</p> <p>Unacceptable reasons include, but are not limited to personal events such as vacations, weddings, or travel arrangements. When a student is absent without acceptable excuse, a final grade will be computed using a raw score of zero for the work missed. Any student who applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour. Students should consult their Faculty for detailed information and requirements.</p> <p>Failure to follow the policies outlined below may result in denial of a student's request. Students with concerns should see section 23.4 (3) Procedures for Registering Complaints about Marking, Grading, and Related Issues. Students should also review individual Faculty appeal policies posted on Faculty websites.</p>

Proposed Changes to Section 23.3 of the University Calendar

(1) Absence from Term Work

Approval for an excused absence from term work (e.g., classes, labs, assignments, quizzes, term papers, reports, or term examinations) is at the discretion of the instructor.

To apply for an excused absence, a student must present supporting documentation pertaining to the absence to the instructor within two working days following the scheduled date of the term work or term exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.

- a. ~~Where the cause is incapacitating illness:~~
 - i. ~~a medical note cannot be required.~~
 - ii. ~~if a student chooses to provide a medical note, the University of Alberta Medical Statement Form may be downloaded from the Online Services section of www.registrarsoffice.ualberta.ca~~
 - iii. ~~Instructors may request other adequate documentation at their discretion such as a form from the student's Faculty or a statutory declaration.~~
- b. ~~In other cases, including domestic affliction or religious conviction, adequate documentation must be provided to substantiate the reason for an absence.~~

(1) Absence from Term Work

Approval for an excused absence from term work (e.g., classes, labs, assignments, quizzes, term papers, reports, or term examinations) is at the discretion of the instructor.

- a. To apply for an excused absence where the cause is incapacitating mental and/or physical illness and most other cases including severe domestic affliction, a student must inform the instructor(s) within two working days following the scheduled date of the term work or term exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.
- b. For an excused absence where the cause is religious belief, a student must contact the instructor(s) within two weeks of the start of Fall or Winter classes; and within three days of the start of Spring or Summer classes.
- c. All other accommodation requests covered by the Duty to Accommodate Procedure should be discussed with the instructor(s) as soon as the student is able, having regard to the underlying circumstance.

In all cases, instructors may request adequate documentation to substantiate the reason for the absence at their discretion such as a form from the student's Faculty or a statutory declaration. Although a medical note cannot be required, if a student chooses to provide a medical note, the University of Alberta Medical Statement Form may be downloaded from the Online Services

Proposed Changes to Section 23.3 of the University Calendar

Instructors may either waive the term work or term exam, or require the student to make up the term work or term exam.

For a waiver, the percentage weight allotted to the term work or term exam missed may be distributed to other term work, term exams, and/or the final exam as decided by the instructor.

For make-ups, the student is required to complete equivalent term work or term exam as decided by the instructor. If the student does not complete the make-up as prescribed by the instructor, a raw score of zero will be assigned for the missed term work or term exam.

- (2) Absence from Final Exams: A student who has missed a final exam because of incapacitating illness, severe domestic affliction or other compelling reason (including religious conviction) may apply for a deferred exam.

To apply for a deferred exam, a student must present supporting documentation pertaining to the absence to their Faculty office within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.

a. Where the cause is incapacitating illness:

- i. ~~a medical note cannot be required.~~
- ii. if a student chooses to provide a medical note, the University of Alberta Medical Statement Form may be downloaded from the Online Services section of www.registraroffice.ualberta.ca
- iii. Faculties may request other adequate documentation such as a Faculty specific form or a statutory declaration.

[section of www.registraroffice.ualberta.ca](http://www.registraroffice.ualberta.ca)

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For make-ups, the student is required to complete equivalent term work or term exam as decided by the instructor. If the student does not complete the make-up as prescribed by the instructor, a raw score of zero will be assigned for the missed term work or term exam.

- (2) Absence from Final Exams: A student who has missed a final exam because of incapacitating mental and/or physical illness, severe domestic affliction or for circumstances as described in the University's Discrimination, Harassment and Duty to Accommodate Policy (including religious belief) may apply for a deferred exam.
- a. To apply for a deferred exam where the cause is incapacitating mental and/or physical illness and most other cases including severe domestic affliction, a student must present supporting documentation pertaining to the absence to their Faculty office within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.

Proposed Changes to Section 23.3 of the University Calendar

<p>b. In other cases, including domestic affliction or religious conviction, adequate documentation must be provided to substantiate the reason for an absence.</p> <p>e. A deferred exam will not be approved if a student</p> <ul style="list-style-type: none"> i. has not been in regular attendance where attendance and/or participation are required, and/or, ii. excluding the final exam, has completed less than half of the assigned work. <p>f. Students with two or more deferred exams outstanding from a previous term may be required to reduce the number of courses in which they are registered.</p> <p>g. The student must seek the approval of the dean or designate of the student's Faculty on the application for a deferred final exam, If approved, students should refer to §23.5.6 for details on writing deferred exams.</p> <p>h. In the case of an approved application for deferred final exam, the student's Faculty will inform the Department responsible for the course of the approved deferred exam. The Department will then notify the instructor.</p>	<p>b. <u>To apply for a deferred exam where the cause is religious belief, students must inform their Faculty office within two weeks of the start of Fall or Winter classes; and within three days of the start of Spring or Summer classes.</u></p> <p>c. <u>All other accommodation requests covered by the Discrimination, Harassment and Duty to Accommodate Policy should be discussed with the student's Faculty within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.</u></p> <p>d. <u>In all cases, Faculties may request adequate documentation to substantiate the reason for the absence at their discretion such as a Faculty specific form or a statutory declaration. Although a medical note cannot be required, if a student chooses to provide a medical note, the University of Alberta Medical Statement Form may be downloaded from the Online Services section of www.registrarsoffice.ualberta.ca</u></p> <p>e. A deferred exam will not be approved if a student</p> <ul style="list-style-type: none"> i. has not been in regular attendance where attendance and/or participation are required, and/or, ii. excluding the final exam, has completed less than half of the assigned work. <p>f. Students with two or more deferred exams outstanding from a previous term may be required to reduce the number of courses in which they are registered.</p> <p>g. The student must seek the approval of the dean or designate of the student's Faculty on the application for a deferred final exam, If approved, students should refer to §23.5.6 for details on writing deferred exams.</p> <p>h. In the case of an approved application for deferred final exam, the student's Faculty will inform the Department responsible for the course of the approved deferred exam. The Department will then notify the instructor.</p>
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