

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, October 16, 2017 meeting:

Agenda Title: **Proposed Revisions to Standing Committee Terms of Reference GFC Campus Law Review Committee (CLRC) including a name change to GFC Student Conduct Policy Committee (SCPC)**

CARRIED MOTION: THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed changes to the GFC Campus Law Review Committee Terms of Reference including a name change to GFC Student Conduct Policy Committee (SCPC) as set forth in Attachment 1, to take effect upon approval.

Final Item: 4

Agenda Title: **Proposed Revisions to Standing Committee Terms of Reference - GFC Facilities Development Committee (FDC)**

CARRIED MOTION: THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed changes to the GFC Facilities Development Committee Terms of Reference as set forth in Attachment 1, to take effect upon approval.

Final Item: 5

Agenda Title: **Report of the GFC Executive ad hoc Transition Committee**

CARRIED MOTION: THAT the GFC Executive Committee direct the GFC Nominating Committee to refine the draft terms of reference from the ad hoc committee report, including membership, for a free-standing Nominating Committee. The proposal should include a transitioning strategy to dismantle the current GFC Executive Committee/Nominating Committee structure and a method of replenishing the new committee.

CARRIED MOTION: THAT the GFC Executive Committee establish a working group to develop a proposal to reform the Council on Student Affairs (COSA) with a mandate to advise on GFC related items.

Final Item: 6

Agenda Title: **2018-2019 Academic Schedule**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2018-2019 (submitted by the Vice-Provost and University Registrar and as set forth in Attachment 4) and, in doing so, empower the Registrar to make any editorial changes as needed as long as the changes do not have the force of policy, to be effective upon final approval.

Final Item: 7

Agenda Title: **Draft Agenda for the Next Meeting of General Faculties Council**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda as amended for the October 30, 2017 meeting of General Faculties Council.

Final Item: 14

OUTLINE OF ISSUE
Action Item

Agenda Title: **Proposed Revisions to Standing Committee Terms of Reference GFC Campus Law Review Committee (CLRC) including a name change to GFC Student Conduct Policy Committee (SCPC)**

Motion: THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed changes to the GFC Campus Law Review Terms of Reference including a name change to GFC Student Conduct Policy Committee (SCPC) as set forth in Attachment 1, to take effect upon approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Steven Penney, Chair, GFC Campus Law Review Committee
Presenter	Steven Penney, Chair, GFC Campus Law Review Committee

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is (please be specific)	To approve the revised terms of reference for the GFC Campus Law Review Committee.
The Impact of the Proposal is	The committee terms of reference are being amended to reflect the GFC principles on delegated authority and committee composition approved by GFC on April 21, 2017. The Report of the <i>ad hoc</i> Committee on Academic Governance including Delegated Authority, endorsed by GFC on April 21, 2017, noted that CLRC currently works within a well defined mandate and the delegated authority given to the committee is also well defined. The benefits to having a Chair with legal training was emphasized in the report and has been added to the proposed terms of reference. No major changes were recommended.
Replaces/Revises (eg, policies, resolutions)	Current committee terms of reference.
Timeline/Implementation Date	To be effective upon approval.
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	Membership changes will be phased in to allow current members to complete their terms. Reference to the committee name in the Code of Student Behaviour, Code of Applicant Behaviour, and Practicum Intervention Policy will be changed effective July 1, 2018.
Supplementary Notes and context	The proposed terms of reference reflect a standard template that will be used for all GFC standing committees which has been designed to provide increased clarity on mandate, responsibilities, and delegated authority. Further changes to the CLRC terms of reference include: 1. Reference to student residence codes has been removed in accordance with the Board's delegation of creation and revision of these codes to Residence Services (February 2011).

Item No. 4

	<ol style="list-style-type: none"> 2. The addition that preference be given for a Chair who has legal training, which the Committee has discussed and agreed upon previously (CLRC meetings of January 25 and May 25, 2017). 3. The addition of one elected academic staff member from GFC to the committee composition in accordance with principle 1 of the Principles for Standing Committee Composition: <i>“Wherever possible, the majority of elected members of each standing committee should be drawn from the membership of GFC to provide tangible links between GFC and its standing committees and increase engagement of the greater GFC community.”</i> 4. The voting status of ex-officio members has been revised to reflect their voting status in accordance with principle 3 of the Principles for Standing Committee Composition on GFC. 5. The terms will now note that CLRC makes recommendations to General Faculties Council, rather than to GFC Executive Committee.
--	---

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • Campus Law Review Committee • General Faculties Council • Board of Governors has been provided with brief highlights of the work of the <i>ad hoc</i> Committee on Academic Governance including Delegated Authority
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Report of the ad hoc Committee on Academic Governance Including Delegated Authority Appendix 6: List of Consultations • Campus Law Review Committee • General Faculties Council • GFC Executive Committee
	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • <i>ad hoc</i> Committee on Academic Governance Including Delegated Authority • Campus Law Review Committee • General Faculties Council • GFC Executive Committee
Approval Route (Governance) (including meeting dates)	GFC Campus Law Review Committee - September 28, 2017 GFC Executive Committee - October 16, 2017 General Faculties Council - October 30, 2017
Final Approver	General Faculties Council

Alignment/Compliance

Alignment with Guiding Documents	<p><i>For the Public Good</i></p> <p>Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p> <p>Principles for General Faculties Council Delegation of Authority</p>
----------------------------------	---

Item No. 4

	<p>Principles for General Faculties Council Standing Committee Composition</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. Post-Secondary Learning Act (PSLA) “Powers of general faculties council” 26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university [...]</p> <p>(3) A general faculties council may delegate any of its powers, duties and functions under this Act, including the powers referred to in section 31, as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of subdelegation.”</p> <p>2. GFC Executive Committee Terms of Reference “5. Agendas of General Faculties Council GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda.</p> <p>With respect to recommendations from other bodies and other GFC committees, however, the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body.”</p>

Attachment:

1. Attachment 1: Draft Terms of Reference
2. Attachment 2: Current Terms of Reference

Prepared by: University Governance



1. Mandate and Role of the Committee

The Student Conduct Policy Committee (SCPC) is a standing committee of General Faculties Council charged with providing oversight to the university's student discipline codes. The committee reviews and recommends on new codes, and policies and procedures related to discipline. SCPC may be called upon to provide advice to the Provost and Vice-President (Academic) on items which may include, but are not limited to, rules and regulations other than discipline codes.

2. Areas of Responsibility

- a. Review and recommend changes to General Faculties Council on:
 - the Code of Student Behaviour and student discipline procedures
 - the Code of Applicant Behaviour
 - the Practicum Intervention Policy
 - the Residence Community Standards Policy
- b. Discuss annual residence discipline statistics and forward reports to GFC for information.
- c. Discuss annual statistical reports on discipline cases dealt with by Faculties, the Discipline Officer, the Registrar, Unit Directors, the University Appeal Board (UAB), GFC Academic Appeals Committee (AAC), and the GFC Practice Review Board (PRB) and forward reports to GFC for information.

3. Composition

Voting Members (13)

Ex-officio (1)

- Vice-Provost and Dean of Students

Appointed (4)

- 1 academic staff (A1.1, A1.5, A1.6, A1.7) to serve as Chair; appointed by GFC Executive Committee for a two year term. Strong preference is given to an individual with legal training.
- 1 representative from each of the following (3 total):
 - Students' Union Executive, appointed by the Students' Union Executive
 - Graduate Students' Association Executive, appointed by the Graduate Students' Association Executive
 - Residences, appointed by Council of Residence Association

Cross Appointed (1)

- Dean (or designate) from the GFC Academic Standards Committee (ASC), elected by ASC for a one year term

Elected by GFC (7)

- 2 student members of GFC (graduate or undergraduate)
- 2 academic staff (A1.1, A1.5, A1.6, A1.7) at least 1 of whom is a member of GFC
- 1 academic staff (A1.1, A1.5, A1.6, A1.7) who is a former Associate Dean or a former University Appeals Board (UAB) Chair
- 2 staff members (A1.0, A2.0 and/or S1.0, S2.0)

Note: The Vice-Chair will be appointed by the GFC Executive Committee from amongst the elected academic staff (A1.1, A1.5, A1.6, A1.7) of SCPC for a one year term.

Non-Voting Members

- Discipline Officer
- Appeals Coordinator as defined in the Code of Student Behaviour, Code of Applicant Behaviour and the Practicum Intervention Policy
- Director of University of Alberta Protective Services
- Assistant Dean of Students (Residence)
- GFC Secretary
- University Secretary
- Representative from the Office of the Student Ombuds

4. Delegated Authority from General Faculties Council

Should be reviewed at least every three years and reported to GFC.

4.1 Approve editorial amendments to:

- a. the Code of Student Behaviour (except as listed under 7. Limitations to Authority)
- b. the Code of Applicant Behaviour (except as listed in 7. Limitations to Authority)
- c. the Practicum Intervention Policy (except as listed in 7. Limitations to Authority)

5. Responsibilities Additional to Delegated Authority

5.1 To recommend to GFC on proposals for substantive changes to the Code of Student Behaviour, the Code of Applicant Behaviour, and the Practicum Intervention Policy.

6. Sub-delegations from GFC SCPC

Should be reviewed at least every three years and reported to GFC.

None.

7. Limitations to Authority

The following further refines or places limitations on authorities held by or delegated to SCPC:

7.1 Substantive Amendments, as determined by SCPC, are forwarded to General Faculties Council for recommendation to the Board of Governors:

- a. the Code of Student Behaviour
- b. the Code of Applicant Behaviour
- c. the Practicum Intervention Policy

7.2 All Amendments to the following sections are forwarded to General Faculties Council for recommendation to the Board of Governors:

- a. the Code of Student Behaviour
30.6: Procedures for Appeal of Decisions to the University Appeal Board (UAB)
- b. the Code of Applicant Behaviour
11.8.9: Appeals Against Decisions of the Registrar
- c. the Practicum Intervention Policy
87.5: Appeals to the GFC Practice Review Board (PRB)
87.6: GFC PRB Terms of Reference, Powers and Jurisdiction
87.7: Composition of the GFC PRB
87.8: Procedures Prior to GFC PRB Hearings
87.9: Procedures at the GFC PRB Hearing
87.10: Confidentiality of Hearing and Material)

8. Reporting to GFC

The Committee should regularly report to GFC with respect to its activities and decisions.

9. Definitions

Editorial and Substantive – The Student Conduct Policy Committee determines which amendments are editorial and which are substantive.

Academic staff – as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) in UAPPOL

Non-Academic staff – as defined by the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) in UAPPOL

10. Links

[Code of Student Behaviour](#)

[Code of Applicant Behaviour](#)

[Practicum Intervention Policy](#)

[Residence Community Standards](#)

Approved by General Faculties Council: <>

GFC Campus Law Review Committee Terms of Reference

1. Authority

The *Post-Secondary Learning Act* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and "general supervision of student affairs" (section 31), including authority concerning "student discipline." GFC has thus established a Campus Law Review Committee (GFC CLRC) and a University Appeal Board (GFC UAB), as set out below.

The complete wording of the section(s) of the *Post-Secondary Learning Act*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction needs to be determined.

2. Composition of the Committee

The GFC Executive Committee will appoint a faculty member to chair the CLRC, and the faculty member will be appointed for more than two years in order to provide continuity. The Chair may be appointed from among the elected faculty members of the CLRC or may be appointed at-large from categories A1.1 and A1.6 and their counterparts in A1.5 and A1.7*. If the Chair is appointed from among the faculty members on the CLRC, upon appointment by the GFC Executive Committee that seat shall be declared vacant, to be replenished by GFC. (EXEC 30 JUN 2000) (EXEC 04 DEC 2006)

The GFC Executive Committee also appoints the Vice-Chair of the CLRC. The Vice-Chair must be appointed from among the elected faculty members of the CLRC. (EXEC 08 APR 2002) (EXEC 04 DEC 2006)

One non-student member of the Committee must have legal training. (EXEC 04 DEC 2006)

Ex Officio

Discipline Officer (EXEC 09 SEP 2002)
Vice-Provost and Dean of Students
Director of Campus Security Services
Director of Residence Services

One representative from each of the following:

- Students' Union Executive or their designee, appointed by the Students' Union Executive
- Graduate Students' Association, appointed by the GSA Executive
- Residences, elected by the University of Alberta Residence Hall Association
- Student Ombudservice, to be appointed by the members of the Student Ombudservice (EXEC 09 DEC 2002)

Elected by GFC

Two students-at-large (graduate or undergraduate)

One staff member elected from Categories A1.1 and A1.6 and their counterparts in A1.5 and A1.7* (EXEC 03 MAY 2010)

One staff member elected from Categories A1.1 and A1.6 and their counterparts in A1.5 and A1.7* who is a current Associate Dean (EXEC 03 MAY 2010)

One staff member elected from Categories A1.1 and A1.6 and their counterparts in A1.5 and A1.7* who is a former Associate Dean or a former Discipline Officer or a former University Appeals Board (UAB) Chair

(EXEC 03 MAY 2010)

Two staff members selected from Categories A1.0, A2.0 and/or S1.0* and S2.0* (EXEC 04 DEC 2006)

Non-voting Resource Members

Appeals Coordinator, University Appeal Board

Director, General Faculties Council Services and Secretary to GFC

Dean (or designate) cross-representative from the GFC Academic Standards Committee (ASC), appointed by the Chair of GFC ASC

* See UAPPOL Recruitment Policy (Appendixes A) Definition and Categories of Academic Staff and Colleagues and (Appendix B) Definition and Categories of Support Staff for definitions of these categories of staff.

3. Mandate of the Committee

A. 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. (EXEC 02 MAY 2005)
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.))

B. Code of Applicant Behavior

1. To review, from time to time, the Code of Applicant Behaviour.
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)
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 GFC. (See *Amendment of the Code of Applicant Behaviour*, Section 11.8.9 of the GFC Policy Manual.)

C. Practicum Intervention Policy

1. To review, from time to time, the Practicum Intervention Policy (EXEC 02 MAY 2005) (GFC 31 MAR 2008) (EXEC 02 MAR 2009)
2. On delegated authority from GFC, to approve all editorial amendments to the Practicum Intervention Policy as noted in Section 87.14. (EXEC 02 MAY 2005) (EXEC 02 MAR 2009)

D. Residence Codes and Community Standards

1. To review, from time to time, the community standards of the University student residence associations, with a full review of Residence Community Standards to be considered every three years (beginning in 2005).
2. New student residence codes shall be submitted to the GFC Campus Law Review Committee which will make a recommendation to the GFC Executive Committee. The GFC Executive has the delegated authority from General Faculties Council to approve new residence codes.
3. Any changes to existing student residence codes shall be submitted to the GFC Campus Law Review Committee. The CLRC has the delegated authority from General Faculties Council to approve changes which in its view are editorial or minor; all such approvals will be filed with the GFC Executive Committee. Any major changes to existing student residence codes shall be forwarded with the recommendation of the CLRC to the GFC Executive for final approval.

E. Other GFC Regulations

1. From time to time the Chair of GFC CLRC will bring forward to GFC CLRC 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, rules and regulations, other than discipline codes. (EXEC 02 MAY 2005)

4. Committee Procedures

Quorum

The quorum for the Campus Law Review Committee shall conform to the quorum requirements set out in the *General Terms of Reference - Standing and Other Committees of General Faculties Council (GFC) General Terms of Reference*, with at least two voting members from each of the following three groups of members:

- ex officio members who hold administrative positions;
- ex officio and elected students;
- elected staff. (GFC 22 JUN 1987)(EXEC 23 JUL 1990)

5. Reporting Requirements

Residence Discipline Reports: To receive annually reports from the student residence associations on the number and disposition of discipline cases in the residences, and forward the reports to the GFC Executive Committee. (EXEC 14 JUL 1997)

Any student residence with a code or similar set of regulations is required to report annually on the operation of that code to General Faculties Council through its Campus Law Review Committee and its Executive Committee. (GFC 22 SEP 1997)

Discipline Cases: University Governance has been asked by the GFC Executive to attempt to have all appeal Boards (UAB, GFC AAC and GFC PRB) report to GFC at the same meeting, through the GFC Campus Law Review Committee (CLRC). (EXEC 02 MAR 2009)

The Appeals Coordinator on behalf of the Campus Law Review Committee will submit annually to GFC in the fall, statistical information on discipline cases dealt with by Faculties, the Discipline Officer, the Registrar, Unit Directors, the University Appeal Board and the GFC Practice Review Board. The discipline reports will include the year of the student, the offence with which they were charged and the outcome, but not any personally identifying information. When reporting statistics for applicants, the offence with which the applicant is charged and the outcome, but not any personally identifying information, will be provided. As far as is practical, comparative information from the most recent reporting period will be included. (EXEC 10 DEC 1990) (EXEC 15 MAY 1995) (EXEC 14 JAN 2001)(EXEC 08 APR 2002) (EXEC 02 MAR 2009)

The Appeals Coordinator shall place an ad in the Gateway in the fall and spring. The ad can target a particular area of concern or provide educational information regarding student discipline. These materials may also appear in other University publications. (EXEC 02 MAR 2009)

OUTLINE OF ISSUE
Action Item

Agenda Title: Proposed Revisions to Standing Committee Terms of Reference - GFC Facilities Development Committee (FDC)

Motion: THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed changes to the GFC Facilities Development Committee Terms of Reference as set forth in Attachment 1, to take effect upon approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Wendy Rodgers, Chair
Presenter	Wendy Rodgers, Chair

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is (please be specific)	To approve the revised terms of reference for the GFC Facilities Development Committee (FDC).
The Impact of the Proposal is	The committee terms of reference are being amended to reflect the GFC principles on delegated authority and committee composition approved by GFC on April 21, 2017. The Report of the <i>ad hoc</i> Committee on Academic Governance including Delegated Authority, endorsed by GFC on April 21, 2017, did not recommend any substantive changes to the GFC FDC terms of reference.
Replaces/Revises (eg, policies, resolutions)	Current committee terms of reference.
Timeline/Implementation Date	To be effective upon approval.
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	Membership changes will be phased in to allow current members to complete their terms. Therefore, as the terms of the elected academic staff and elected student members expire, these positions will be filled, wherever possible, with elected GFC members.
Supplementary Notes and context	The proposed terms of reference reflect a standard template that will be used for all GFC standing committees which has been designed to provide increased clarity on mandate, responsibilities, and delegated authority. Further changes to the FDC terms of reference include: <ul style="list-style-type: none"> 1. Various changes to update office names and position titles for members 2. Reference to the Long Range Development Plan (LRDP) and joint-use facilities 3. The inclusion of a comprehensive Definitions section and links to relevant institutional policies and procedures 4. Stipulation that three of the five academic staff members must be a members of GFC, as per Principle 1 of the Principles for Standing Committee Composition:

Item No. 5

	<p><i>“Wherever possible, the majority of elected members of each standing committee should be drawn from the membership of GFC to provide tangible links between GFC and its standing committees and increase engagement of the greater GFC community.”</i></p> <p>5. The voting status of ex-officio members has been revised to reflect their voting status in accordance with principle 3 of the Principles for Standing Committee Composition on GFC.</p>
--	--

Engagement and Routing (Include meeting dates)

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <p><For further information see the link posted on the Governance Toolkit section Student Participation Protocol></p>	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • Facilities Development Committee • General Faculties Council • Board of Governors has been provided with brief highlights of the work of the <i>ad hoc</i> Committee on Academic Governance including Delegated Authority
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Report of the ad hoc Committee on Academic Governance Including Delegated Authority Appendix 6: List of Consultations • Facilities Development Committee • General Faculties Council • GFC Executive Committee
	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • <i>ad hoc</i> Committee on Academic Governance Including Delegated Authority • Facilities Development Committee • General Faculties Council • GFC Executive Committee
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Facilities Development Committee (September 28, 2017) GFC Executive Committee (October 16, 2017) General Faculties Council (October 30, 2017)</p>
<p>Final Approver</p>	<p>General Faculties Council</p>

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p><i>For the Public Good</i></p> <p>Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p> <p>Principles for General Faculties Council Delegation of Authority</p> <p>Principles for General Faculties Council Standing Committee Composition</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section</p>	<p>1. Post-Secondary Learning Act (PSLA) “Powers of general faculties council” 26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university [...]</p>

Item No. 5

numbers)	<p>(3) A general faculties council may delegate any of its powers, duties and functions under this Act, including the powers referred to in section 31, as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of subdelegation.”</p> <p>2. GFC Executive Committee Terms of Reference</p> <p>“5. Agendas of General Faculties Council</p> <p>GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda.</p> <p>With respect to recommendations from other bodies and other GFC committees, however, the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body.”</p>
----------	--

Attachment:

1. Attachment 1: Draft Terms of Reference
2. Attachment 2: Current Terms of Reference

Prepared by: University Governance



1. Mandate and Role of the Committee

The GFC Facilities Development Committee (FDC) is a standing committee of GFC with delegated authority to make recommendations to General Faculties Council and the Board of Governors. The committee reviews and recommends on general space and functional programs, the design and use of facilities, and policies related to facilities and planning.

In addition, the President, Provost and Vice-President (Academic), and the Vice-President (Facilities and Operations) may refer matters to FDC for consideration or advice.

2. Areas of Responsibility

- a. Policy with respect to planning and facilities
- b. General Space Programs for Academic Units
- c. Design and use of all new facilities and repurposing of existing facilities
- d. Other matters within the purview of the committee

3. Composition

Voting Members (13)

Ex Officio (5)

- Provost and Vice-President (Academic), Chair
- Vice-President (Facilities and Operations)
- Vice-President (Academic), Students' Union
- Vice-President (Academic), Graduate Students' Association
- Vice-Provost and University Registrar

Elected by GFC (7)

- 5 academic staff (A1.0), of which 3 are members of GFC (with no more than one representative from any Faculty); one of whom will be elected by the committee to serve as Vice-Chair for a one year term
- 1 non-academic staff (S1.0, S2.0)
- 1 undergraduate student member of GFC

Cross Appointed (1)

- 1 academic staff member of the GFC Academic Planning Committee (APC) elected by APC to serve a one year term

Non-voting Members

- University Architect
- Associate Vice-President (Facilities and Operations)
- University Secretary
- GFC Secretary

4. Delegated Authority from General Faculties Council and/or the Board of Governors

Should be reviewed at least every three years and reported to GFC.

- 4.1 To approve proposed General Space Programs for academic units
- 4.2 To approve proposals concerning the design and use of all new facilities and the repurposing of existing facilities and to routinely report these decisions for information to the Board of Governors. In considering such proposals, FDC may provide advice, upon request, to the

Provost and Vice-President (Academic), Vice-President (Facilities and Operations), and/or the University Architect on the siting of such facilities.

5. Responsibilities Additional to delegated Authority

FDC is responsible for making recommendations to APC concerning policy matters with respect to the following:

5.1 Planning

- a. Comprehensive facilities development plan
- b. Long Range Development Plan (LRDP)

5.2 Facilities

- a. Planning and use of physical facilities including parking facilities and transportation
- b. Use of land owned or leased by the University
- c. Standards, systems and procedures for planning and designing physical facilities

5.3 Other

- a. Any other matter deemed by FDC to be within the purview of its general responsibility.

To initiate studies and make reports and recommendations on matters within the purview of FDC

6. Sub-Delegations from GFC Facilities Development Committee

Should be reviewed at least every three years and reported to GFC.

None.

7. Limitations to Authority

The following further refines or places limitations on authorities held by or delegated to FDC:

None.

8. Reporting to GFC

The Committee should regularly report to GFC with respect to its activities and decisions.

9. Definitions

University Facilities: All lands, buildings, and space owned, operated, or leased by or from the University of Alberta. (as per UAPPOL)

General Space Program: A general space program describes the current state of an academic, research and/or administrative unit's activities in terms of their space needs, including student, staffing and support requirements. A space program includes a space budget that outlines how much space the unit has currently, how much it will require in the near future, and also predicts what amount of space may be required over a long-term planning period. (as per UAPPOL)

Repurposing: Significant changes to the use of a facility, as determined by the Vice-President (Facilities and Operations) or delegate.

Space/Systems Renewal: Upgrades and improvements to space that involve renewed surface finishes and systems improvements. Renewal projects would apply to areas in which there is no change in use and would be used to upgrade large base building system deferred maintenance issues in order to support current usage and operation. Examples of renewal include the following: repairs as repainting,

replacement of flooring, replacing of piping, replacement of air systems, rebuilding of sidewalks, or upgrading a building envelope. (as per UAPPOL)

Renovation or Alteration: Any physical change to space that relates to more than renewed surface finishes. (as per UAPPOL)

Major Maintenance: Unplanned repairs and replacement that must be accomplished, but that is not funded by normal maintenance resources received in the annual operating budget cycle, and includes significant repairs and building system/component replacement in-kind. Examples include replacement of skylights, fire alarm systems, complete replacement of flooring for a department. (as per UAPPOL)

Repairs: Work to restore damaged or worn-out facilities (e.g., large-scale roof replacement after a wind storm) to normal operating condition. (as per UAPPOL)

Academic Staff: As defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) in UAPPOL

Non-Academic Staff: As defined by the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) in UAPPOL

10. Links

[Planning and Renovation of Existing Facilities Policy](#)

[Long Range Development Plan \(LRDP\)](#)

[Sector Plans](#)

[Current Construction Projects](#)

Approved by General Faculties Council: <>

GFC Facilities Development Committee Terms of Reference

1. Authority

The *Post-Secondary Learning Act* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)), and provides that GFC may make recommendations to the Board of Governors on a "building program" (section 26(1)(o)). Section 19 requires that the Board of Governors "consider the recommendations of the general faculties council, if any, on matters of academic import prior to providing for (a) the support and maintenance of the university, (b) the betterment of existing buildings, (c) the construction of any new buildings the board considers necessary to the purposes of the university." GFC has thus established a Facilities Development Committee (FDC), as set out below. Subject to the authority of the Board of Governors, GFC delegates certain of its powers to its Facilities Development Committee.

The complete wording of the section(s) of the *Post-Secondary Learning Act*, as referred to, should be checked in any instance where formal jurisdiction needs to be determined.

2. Composition of the Committee

Chair - Provost and Vice-President (Academic) or Delegate (*Ex Officio* Member)

Note Regarding the Vice-Chair – The Vice-Chair will be appointed by the GFC Executive Committee from among the faculty members on FDC.

Ex Officio (see above):

Students' Union Vice-President (Academic) or Delegate

Graduate Students' Association Vice-President (Academic) or Delegate

Vice-President (Facilities and Operations) or Delegate (EXEC 03 FEB 2003)

Members Elected by GFC

Five members from Category A1.0*, plus one cross-representative appointed by the Chair of APC from that committee. There shall be no more than one representative from any Faculty (except for the cross-representative).

One member of the support staff (Categories S1.0 and S2.0*), elected by GFC

One undergraduate student (EXEC 14 JUN 2004)

Non-voting members:

Director of Engineering Infrastructure or Delegate

University Architect or Delegate

Associate Vice-President (Facilities and Operations)

Vice-Provost and University Registrar or Delegate (EXEC 23 JUN 2003)

* See UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues and (Appendix B) Definition and Categories of Support Staff for definitions of these categories of staff.

3. Mandate of the Committee

1. Policy Matters

The Facilities Development Committee is responsible for making recommendations to the Academic Planning Committee or the Board of Governors concerning policy matters with respect to the following. (GFC 29 SEP 2003)

A. Planning

1. Comprehensive facilities development plan.

B. Facilities

1. Planning and use of physical facilities, including parking facilities and transportation. (GFC 29 SEP 2003)
2. Use of land owned or leased by the University.
3. Standards, systems and procedures for planning and designing physical facilities.

C. Other

Any other matter deemed by the FDC to be within the purview of its general responsibility.

2. Delegation of Authority

Notwithstanding anything to the contrary in the terms of reference above, the Board of Governors and General Faculties Council have delegated to the Facilities Development Committee the following powers and authority:

A. Facilities

1. To approve proposed General Space Programmes (Programs) for academic units.
2. (i) To approve proposals concerning the design and use of all new facilities and the repurposing of existing facilities and to routinely report these decisions for information to the Board of Governors.

(ii) In considering such proposals, GFC FDC may provide advice, upon request, to the Provost and Vice-President (Academic), Vice-President (Facilities and Operations), and/or the University Architect (or their respective delegates) on the siting of such facilities. (GFC SEP 29 2003)

B. Other Matters

The Chair of FDC will bring forward to FDC items where the Office of the Provost and Vice-President (Academic) and/or the Office of the Vice-President (Facilities and Operations), in consultation with other units or officers of the University, is seeking the advice of the Committee.

C. Studies

In light of the academic priorities set by General Faculties Council, to initiate studies, and respond to requests for studies, opinion, and information within the purview of its general responsibilities and make reports and recommendations to the appropriate office or committee. (GFC 29 SEP 2003)

D. Sub-Delegation

To appoint such subcommittees, and to delegate to such subcommittees or to the Vice-President (Facilities and Operations) such of its powers, duties and functions, or any part thereof, including the power of sub-delegation and subject to such conditions as it deems necessary. (GFC 29 SEP 2003)

4. Committee Procedures

See General Terms of Reference.

5. Additional Reporting Requirements

None.

R:\GO04 General Faculties Council - General\PRO\TER\FAC\Facilities-Development-Committee-Amended.doc

OUTLINE OF ISSUE
Action Item

 Agenda Title: **2018-2019 Academic Schedule**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2018-2019 (submitted by the Vice-Provost and University Registrar and as set forth in Attachment 4) and, in doing so, empower the Registrar to make any editorial changes as needed as long as the changes do not have the force of policy, to be effective upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Lisa Collins, Vice-Provost and University Registrar
Presenter	Lisa Collins, Vice-Provost and University Registrar; and Anna Vocioni, Assistant Registrar (Examinations and Timetabling), Office of the Registrar

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To provide term and deadline dates for the 2018-2019 Academic Year.
The Impact of the Proposal is	Establishment of deadline dates for the 2018 - 2019 Academic Year
Replaces/Revises (eg, policies, resolutions)	Academic Schedule section of the <i>University Calendar</i>
Timeline/Implementation Date	For publication in the 2017-2018 <i>University Calendar</i> (the dates of Academic Schedule run from July 1, 2018 – June 30, 2018).
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<p><u><i>Distribution list including President, Provost and Vice-President; GFC Executive members; Deans, Associate and Assistant Deans, Students Union, GSA and Office of the Registrar</i></u></p> <ul style="list-style-type: none"> • First draft review July 19, 2017 • Final version review September 8, 2017
Approval Route (Governance) (including meeting dates)	GFC Executive Committee - October 16, 2017 General Faculties Council – October 30, 2017 (for information)
Final Approver	GFC Executive Committee

Item No. 7

<p>Alignment with Guiding Documents</p>	<p><i>For the Public Good</i>, Comprehensive Institutional Plan, Institutional values</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. Post-Secondary Learning Act (PSLA): GFC is responsible, generally, for the academic affairs of the University and specifically, for the Academic Schedule of the University (Sections 26(1), 26(1)(d)(e)(g) and (j) (<i>Powers of General Faculties Council</i>)).</p> <p>2. GFC Executive Committee Terms of Reference (Section 3. (Mandate of the Committee)) states: “4. Academic Schedule a. Delegation <i>Post-Secondary Learning Act (PSLA)</i> Section 26(l)(j) follows: 26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to... (j) determine the date for the beginning and end of lectures in the university and also the beginning and end of each university term.... b. Academic Schedule Changes The GFC Executive Committee has delegated authority from General Faculties Council to approve the Academic Schedule. Any changes to the Academic Schedule proposed after the Schedule has been approved must be submitted to the Executive Committee. That committee will determine which changes are sufficiently substantial and require, therefore, GFC approval and which ones are routine in nature and could be dealt with by the Executive Committee.”</p> <p>3. GFC Policy: Section 25 (<i>Calendar Changes</i>) of the GFC Policy Manual states final editorial authority for minor procedural directions was delegated to the Registrar, who will be responsible for the conformance of these directions to the general University policy. (GFC 29 JUN 1981)”</p> <p>4. UAPPOL Academic Schedule Policy states: “[...]” 2. ACADEMIC SCHEDULE DELEGATION OF AUTHORITY The authority to determine the Academic Schedule is the responsibility of the GFC Executive Committee, as delegated to that body by General Faculties Council. The Registrar recommends on the Academic Schedule to the GFC Executive Committee.”</p> <p>5. UAPPOL Academic Schedule Procedure states: “Each spring, the Exams and Timetabling Division in the Office of the Registrar will begin drafting the Academic Schedule for the following year[...]. Two drafts will be sent out to a distribution list that includes the President, Vice-Presidents and senior administrators, Deans, Assistant and Associate Deans, Directors and other stakeholders for feedback and suggested changes. The final draft of the Academic Schedule will be sent to the GFC Executive Committee no later than mid-October for approval.</p>

Item No. 7

	After the Academic Schedule has been approved, it will be published in the <i>University Calendar</i> .”
--	--

Attachments (each to be numbered 1 - <>)

1. Attachment 1 (page 1): 2018-2019 colored month calendar with important dates
2. Attachment 2 (page 1): 2018-2019 Academic Schedule Hours of Instruction Summary
3. Attachment 3 (pages 1 – 5): Major Dates and Deadlines from the 2018-2019 Academic Schedule
4. Attachment 4 (pages 1 – 7): Proposed Academic Schedule for 2018-2019

Prepared by: Anna Vocioni, Assistant Registrar (Examinations and Timetabling), anna.vocioni@ualberta.ca

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

 Exams
 First/Last day of term
 Term break
 Statutory Holiday University Buildings Closed

2018-2019 ACADEMIC SCHEDULE

Hours of Instruction

<u>Fall Term</u>	<u>Days</u>		<u>Minutes</u>	
M W F	37	x	50	= 1850
T R	26	x	80	= 2080
Term Total	63			3930
<u>Winter Term</u>	<u>Days</u>		<u>Minutes</u>	
M W F	38	x	50	= 1900
T R	25	x	80	= 2000
Term Total	63			3900
Fall/Winter Total	126 days			7830 minutes

Number of Evening Classes in Fall Term

Monday	11
Tuesday	13
Wednesday	13
Thursday	13
Friday	13

Number of Evening Classes in Winter Term

Monday	13
Tuesday	13
Wednesday	13
Thursday	12
Friday	12

2018 Spring-Summer dates and deadlines

IMPORTANT Not all classes follow the dates listed below; check www.registrarsoffice.ualberta.ca for Spring/Summer nonstandard deadline dates and detailed information.

Classes begin

Spring Term		May 7, 2018	Summer Term		July 9, 2018
	First half	May 7, 2018		First half	July 9, 2018
	Second half	May 28, 2018		Second half	July 30, 2018
Spring/Summer terms (13 week A/B, part classes)		May 7, 2018			

Registration Add/Delete (no academic record)

Spring Term		May 10, 2018	Summer Term		July 12, 2018
	First half	May 10, 2018		First half	July 12, 2018
	Second half (delete only)	May 31, 2018		Second half (delete only)	August 2, 2018
Spring/Summer terms (13 week A/B, part classes)		May 10, 2018			

Audit and Credit to Audit

Spring Term		May 7-10, 2018	Summer Term		July 9-12, 2018
Spring/Summer terms (13 week A/B, part classes)		May 7-10, 2018			

Fee Payment (see Note 1)

Spring Term		May 10, 2018	Summer Term		July 12, 2018
Spring/Summer terms (13 week A/B, part classes)		May 10, 2018			

Fee Refund – 50% (see Note 2)

Spring Term		May 22, 2018	Summer Term		July 23, 2018
	First half	May 14, 2018		First half	July 16, 2018
	Second half	June 4, 2018		Second half	August 7, 2018
Spring/Summer terms (13 week A/B, part classes)		See Note 3			

Withdrawal (Grade of W)

Spring Term		June 6, 2018	Summer Term		August 8, 2018
	First half	May 22, 2018		First half	July 24, 2018
	Second half	June 8, 2018		Second half	August 10, 2018
Spring/Summer terms (13 week A/B, part classes)		July 12, 2018			

Classes end					
Spring Term		June 13, 2018	Summer Term		August 15, 2018
	First half	May 25, 2018		First half	July 27, 2018
	Second half	June 13, 2018		Second half	August 15, 2018
Spring/Summer terms (13 week, A/B part classes)		August 15, 2018			
Examinations					
Spring Term		June 14 - 15, 2018	Summer Term		August 16 - 17, 2018
Reappraisal requests and Reexaminations applications – refer to “Academic Regulations; Examinations (Exams)” in the University Calendar for procedures and application deadline dates.					

Fall 2018-Winter 2019 dates and deadlines					
Application to Convocate					
	Undergraduate	Graduate		Undergraduate	Graduate
Fall Term	September 1, 2018	September 28, 2018	Winter term	February 1, 2019	April 1, 2019
Classes begin					
Fall Term		September 4, 2018	Winter Term		January 7, 2019
	First half	September 4, 2018		First half	January 7, 2019
	Second half	October 22, 2018		Second half	March 4, 2019
Fall/Winter Terms (A/B part classes)		September 4, 2018			
<i>Classes begin date exceptions – additional class begin date exceptions may apply, students must contact their Faculty.</i>					
Augustana					
Fall Term	3 week classes	August 30, 2018	Winter Term	3 week classes	January 7, 2019
	11 week classes	September 24, 2018		11 week classes	January 28, 2019
Law					
Fall Term		September 5, 2018			
Registration Add/Delete (no academic record)					
Fall Term		September 17, 2107	Winter Term		January 18, 2019
	First half	September 17, 2018		First half	January 18, 2019
	Second half (delete only)	November 2, 2018		Second half (delete only)	March 15, 2019
Fall/Winter Terms (A/B part classes)		September 17, 2018			
Audit and Credit to Audit					
Fall Term	September 18-24, 2018		Winter Term	January 21-25, 2019	
Fall/Winter Terms (A/B part classes)		September 18-24, 2018			
Fee Payment (see Note 1)					
Fall Term		September 28, 2018	Winter Term		January 31, 2019
Fall/Winter Terms (A/B part classes)		September 28, 2018			

Fee Refund – 50% (see Note 2)					
Fall Term		October 4, 2018	Winter Term		February 6, 2019
	First half	September 27, 2018		First half	January 25, 2019
	Second half	November 23, 2018		Second half	March 22, 2019
Fall/Winter Terms (A/B part classes)		See Note 4			
Withdrawal (Grade of W)					
Fall Term		November 30, 2018	Winter Term		April 3, 2019
	First half	October 9, 2018		First half	February 8, 2019
	Second half	November 30, 2018		Second half	April 3, 2019
Fall/Winter Terms (A/B part classes)		January 18, 2019			
Classes end					
Fall Term		December 7, 2018	Winter Term		April 10, 2019
	First half	October 12, 2018		First half	February 15, 2019
	Second half	December 7, 2018		Second half	April 10, 2019
Fall/Winter Terms (A/B part classes)		April 10, 2019			
<i>Classes end date exceptions – additional class end date exceptions may apply, students must contact their Faculty.</i>					
Augustana					
Fall Term	3 week classes	September 18, 2018	Winter Term	3 week classes	January 23, 2019
	11 week classes	December 10, 2018		11 week classes	April 16, 2019
Law					
Fall Term		December 4, 2018			
Examinations					
Refer to the Academic Schedule for Fall and Winter final examination dates					
Reappraisal requests and Reexaminations applications – refer to “Academic Regulations; Examinations (Exams)” in the University Calendar for procedures and application deadline dates.					

Notes:

1. Students who have not paid their fees in full by this date, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid installment charges, all Fall/Winter fees must be paid by the Fall Term Fee Payment Deadline and Spring/Summer fees must be paid by the Spring Term Fee Payment Deadline. Refer to "Deadline for Fee Payments" in the University Calendar for details.
2. Students withdrawing after this date will be assessed full fees.
3. If you withdraw from a two-term (A/B part) course from May 22 to July 12, 2018, you will be assessed full fees for the Spring Term. If your Faculty determines that you may have special permission to withdraw from July 13 to 16, 2018, you will be assessed Spring Term fees and 50% of Summer Term fees. After July 16, 2017, you will be assessed full fees for both terms.
4. If you withdraw from a two-term (A/B part) course from October 4, 2018 to January 18, 2019, you will be assessed full fees for Fall Term. If your Faculty determines that you may have special permission to withdraw from January 21 to February 6, 2019, you will be assessed Fall Term fees and 50% of Winter Term fees. After February 6, 2019, you will be assessed full fees for both terms.

2018-2019 Academic Schedule

Deadline dates in the schedule are marked with a ■ symbol.

July 2018	
1	One hundred and twelfth University year begins.
1	Canada Day; University buildings closed.
2	Canada Day holiday; University buildings closed.
3	Students in Phase II of the BSc in Medical Laboratory Science program begin year of practical training.
9	Summer Term classes begin.
9-12	Auditor registrations for Summer Term courses will be accepted only on these days.
12	<ul style="list-style-type: none"> ■ Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Services Centre.
12	<ul style="list-style-type: none"> ■ Summer Term Registration Deadline. Last day to add or drop six-week courses and courses offered in the first three-weeks of the term (Bear Tracks web registration available to midnight). Students wishing to add or drop three-week courses offered during the last three weeks of the term should seek assistance at department offices.
12	<ul style="list-style-type: none"> ■ Payment Deadline: Last day for payment of Summer Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.
13	Summer program ends for students in year one, two and three of the DDS program.
16	<ul style="list-style-type: none"> ■ Summer Term Refund Deadline for three-week courses: Students withdrawing from courses taught in the first three weeks of Summer Term will be assessed full fees after this date.
23	<ul style="list-style-type: none"> ■ Summer Term Refund Deadline for six-week courses: Students withdrawing from courses taught for six-weeks will be assessed full fees after this date.
24	<ul style="list-style-type: none"> ■ Last day for withdrawal from courses taught in the first three weeks of Summer Term.
27	Last day of classes for courses taught in the first three weeks of Summer Term.
30	Classes begin for courses taught in the last three weeks of Summer Term.
31	<ul style="list-style-type: none"> ■ Deadline to write a special deferred examination for students who have missed a deferred examination for cause. Please refer to University Calendar; University Regulations and Information for Students; Academic Regulations; Attendance; Absence from Final Exams section.
August 2018	
2	<ul style="list-style-type: none"> ■ Second half Summer Term Registration Deadline for three-week courses: Last day to add or drop courses offered in the last three weeks of Summer Term. Students must contact Department for assistance.
6	Heritage Day; University buildings closed.
7	<ul style="list-style-type: none"> ■ Summer Term Refund Deadline for three-week courses: Students withdrawing from courses taught in the last three weeks of Summer Term will be assessed full fees after this date.
8	<ul style="list-style-type: none"> ■ Last day for withdrawal from six-week courses in Summer Term.

10	▪ Last day for withdrawal from courses taught in the last three-weeks of Summer Term.
13	Orientation and classes begin for students in third and fourth year of the MD program.
15	Summer Term classes end.
16-17	Final examinations for Summer Term classes, exceptions may apply.
16-24	U of A International Undergraduate Academic Success program.
20	Registration opens for Open Studies students in courses designated for delayed registration.
22-24	Orientation for International MBA students.
27	Orientation and classes begin for all Dentistry program, year two and three of the Dental Hygiene program, year one and two MD program, year two of the Radiation Therapy program and phase I Medical Laboratory Science students.
27- Sep 1	Orientation for MBA students.
30	Augustana Faculty Fall Term 3-week classes begin.
29-31	Orientation for International Students.
29-31	Orientation for first year Pharmacy students and new students in the School of Public Health.
31	Augustana Faculty Fall Term 3-week classes registration deadline; students withdrawing after this date through September 6 will be assessed 50% fees.
September 2018	
1	▪ Last day for Undergraduate students to apply through Bear Tracks for permission to graduate at Fall Convocation.
3	Orientation for new Undergraduate students.
3	Labour Day. University buildings closed.
4	Orientation for Faculty of Nursing undergraduate students in year one of the After Degree program and in year two of the Bilingual Nursing program.
4	Fall Term and Fall/Winter Term classes begin. Exceptions may apply; students must consult with their Faculty office.
4	Orientation for students in the Faculty of Law.
5	Fall Term classes begin for students in the Faculty of Law.
6	▪ Augustana Faculty Fall Term 3-week classes refund deadline; students withdrawing after this date will be assessed full fees.
13	▪ Augustana Faculty last day to withdraw from Fall Term 3-week classes.
17	▪ Fall Term Registration Deadline. Last day to add or drop Fall Term and Fall/Winter Term courses (Bear Tracks web registration system available to midnight); Students withdrawing after this date through October 4 will be assessed 50% fees for withdrawn courses. Exceptions may apply; students must consult with their Faculty office.
18-24	Registration by undergraduate and graduate students to change to audit or change from 'credit' to 'audit' in Fall Term and Fall/Winter Term courses will be accepted only during this period.
18	▪ Last day of Fall Term 3-week classes for Augustana Faculty students.
21	SU Health and Dental Plan Change of Coverage Deadline. Students wishing to opt-out of this service or change their coverage must do so through www.ihaveaplan.ca .
21-24	Alumni weekend.
24	Augustana Faculty Fall Term 11-week classes begin.

27	<ul style="list-style-type: none"> ▪ Fall Term Refund Deadline for six-week courses: Students withdrawing from courses offered in the first six weeks of Fall Term will be assessed full fees after this date.
28	<ul style="list-style-type: none"> ▪ Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Services Centre.
28	<ul style="list-style-type: none"> ▪ Payment Deadline: Last day for payment of Fall Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late penalty charges. To avoid instalment charges, all Fall/Winter fees must be paid by the Fall Term Fee Deadline.
28	<ul style="list-style-type: none"> ▪ Last day for graduate students in thesis-based programs to submit theses to and be approved by the Faculty of Graduate Studies to ensure graduation at Fall Convocation.
28	<ul style="list-style-type: none"> ▪ Last day for Departments to submit Report of Completion of course-based masters, postgraduate diploma, or graduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Fall Convocation.
28	<ul style="list-style-type: none"> ▪ Last day for graduate students to apply through Bear Tracks to ensure graduation at Fall Convocation.
October 2018	
3	<ul style="list-style-type: none"> ▪ Augustana Faculty Fall Term 11-week classes drop deadline; students withdrawing after this date through October 19 will be assessed 50% fees . Students must contact a Faculty advisor for assistance.
4	<ul style="list-style-type: none"> ▪ Fall Term Refund Deadline: Students withdrawing after this date will be assessed full fees. Exceptions may apply; students must consult with their Faculty office.
8	Thanksgiving Day; University buildings closed.
9	<ul style="list-style-type: none"> ▪ Last day for withdrawal from six-week courses offered in the first half of the Fall Term.
12	<ul style="list-style-type: none"> ▪ Last day of classes for six-week courses offered in the first half of Fall Term.
19	<ul style="list-style-type: none"> ▪ Augustana Faculty Fall Term 11-week classes refund deadline; students withdrawing after this date will be assessed full fees.
22	Classes begin for six-week courses offered in the second half of the Fall Term.
November 2018	
2	<ul style="list-style-type: none"> ▪ Last day to drop six-week courses offered in the second half of the Fall Term. Students must contact department for assistance.
11	Remembrance Day; University buildings closed.
12	Remembrance Day holiday; University buildings closed
13-14	Fall Term break for students in year two and three Dental Hygiene program.
13-14	Fall Term break for Augustana Faculty students.
13-16	Fall Term Reading week. Classes withdrawn for a full week, except for students in Augustana Faculty; Faculty of Law; Faculty of Medicine and Dentistry; Faculty of Rehabilitation Medicine; and students in Cooperative Education, Experiential Learning Placement, Clinical Placement and Work Placement terms.
20-21	Fall Convocation, Part I, Parts II and III
23	<ul style="list-style-type: none"> ▪ Fall Term Refund Deadline for six-week courses: After this date students withdrawing from courses offered in the last six weeks of Fall Term will be assessed full fees.

30	<ul style="list-style-type: none"> ▪ Last day for withdrawal from six-week courses offered in the second half of Fall Term.
30	<ul style="list-style-type: none"> ▪ Last day for withdrawal from Fall Term courses. Exceptions may apply; students must consult with their Faculty office.
December 2018	
3	<ul style="list-style-type: none"> ▪ Augustana Faculty last day to withdraw from Fall Term 11-week classes.
4	Last day of Fall Term classes for students in the Faculty of Law.
7	Last day of Fall Term classes. Exceptions may apply; students must consult with their Faculty office.
10	Last day of Fall Term 11-week classes for Augustana Faculty students.
10-21	Fall Term examinations (including consolidated examinations). Exceptions may apply; students must consult with their Faculty office. Examinations other than consolidated examinations are held within the period December 12-21 (inclusive). University-organized extracurricular activities will normally not be allowed during this period.
11-19	Final exam period for students in the Faculty of Law.
13-21	Augustana Faculty final examinations in Fall Term courses and mid-year examinations in two-term courses. Extracurricular activities sponsored by Augustana Faculty will normally not be allowed during this period.
14	Last day of Fall Term classes for students in the DDS program and students in year one and two of the MD program.
17-21	Final exam period for year three and four Dentistry students.
21	Last day of Fall Term classes for students in year three and four of the MD program.
25-31	Christmas holiday period; University buildings closed.
January 2019	
1	New Year's Day; University buildings closed.
2	Winter Term classes begin for the MD and Dentistry programs and year two and three of the Dental Hygiene program.
4	Orientation for new International students.
7	Augustana Faculty Winter Term 3-week classes begin.
7	Winter Term classes begin. Exceptions may apply; students must consult with their Faculty office.
8	Augustana Faculty Winter Term 3-week classes' registration deadline; students withdrawing after this date through January 11 will be assessed 50% fees.
11	<ul style="list-style-type: none"> ▪ Augustana Faculty Winter Term 3-week classes refund deadline; students withdrawing after this date will be assessed full fees.
17	<ul style="list-style-type: none"> ▪ Augustana Faculty last day to withdraw from Winter Term 3-week classes.
18	<ul style="list-style-type: none"> ▪ Last day to withdraw from Fall/Winter two-term courses.
18	<ul style="list-style-type: none"> ▪ Winter Term Registration Deadline. Last day to add or drop Fall Term and Fall/Winter Term courses (Bear Tracks web registration system available to midnight); Students withdrawing after this date through February 6 will be assessed 50% fees for withdrawn courses. Exceptions may apply; students must consult with their Faculty office.
23	Last day of Winter Term 3-week classes for Augustana Faculty students.

21-25	Registration by undergraduate and graduate students to change to audit or change from 'credit' to 'audit' in Fall Term and Fall/Winter Term courses will be accepted only during this period.
25	Winter Term Refund Deadline for six-week courses: After this date students withdrawing from courses offered in the first six weeks of Winter Term will be assessed full fees.
28	Augustana Faculty Winter Term 11-week classes begin.
31	<ul style="list-style-type: none"> Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Service Centre.
31	<ul style="list-style-type: none"> Payment Deadline: Last day for payment of Winter Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.
February 2019	
1	<ul style="list-style-type: none"> Last day for Undergraduate students to apply through Bear Tracks for permission to graduate at Spring Convocation.
1	<ul style="list-style-type: none"> Last day for application for reappraisal of final examinations for Fall Term courses.
1	<ul style="list-style-type: none"> Study abroad application deadline for certain University of Alberta International administered Exchange and Summer programs.
6	<ul style="list-style-type: none"> Augustana Faculty Winter Term 11- week classes drop deadline; students withdrawing after this date through February 22 will be assessed 50% fees. Students must contact a faculty advisor for assistance.
6	<ul style="list-style-type: none"> Winter Term Refund Deadline: Students withdrawing from courses after this date will be assessed full fees. Exceptions may apply; students must consult with their Faculty office.
8	<ul style="list-style-type: none"> Last day for withdrawal from six-week courses offered in the first half of Winter Term.
14	Registration system opens for Spring/Summer 2019.
15	Last day of classes for six-week courses offered in the first half of Winter Term.
18	Statutory Provincial holiday; University buildings closed.
19-22	Winter Term Reading Week. Classes withdrawn for a full week, except for students in Augustana Faculty; NURS 495, SC INF 495, Experiential Learning placement, third and fourth years of the MD program, fourth year Pharmacy and students in the clinical component of the Radiation Therapy program. Exceptions may apply; students must consult with their Faculty office.
22	<ul style="list-style-type: none"> Augustana Faculty Winter Term 11-week classes refund deadline; students withdrawing after this date will be assessed full fees.
March 2019	
4	Classes begin for six-week courses offered in the second half of Winter Term.
4	12:00 to 1:00 pm. Students' Union Election Forum in the Myer Horowitz Theatre (SUB). Classes withdrawn for this time period.
6-8	Winter Term break for Augustana Faculty students.
9	Study abroad application deadline for certain University of Alberta International administered Summer programs.
15	Last day to drop from six-week courses offered in the second half of Winter Term. Students must contact Department for assistance.

22	Winter Term Refund Deadline for six-week courses: After this date students withdrawing from courses offered in the last six weeks of Winter Term will be assessed full fees.
April 2019	
1	Last day for students in thesis-based programs to submit theses to and be approved by the Faculty of Graduate Studies and Research to ensure graduation at Spring Convocation.
1	Last day for departments to submit Report of Completion of course-based master's, postgraduate diploma or graduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Spring Convocation.
1	Last day for Graduate students to apply through Bear Tracks to ensure graduation at Spring Convocation.
1	Comprehensive examination period begins for students in the fourth year of the MD program.
3	<ul style="list-style-type: none"> ▪ Last day for withdrawal from six-week courses offered in the second half of Winter Term.
3	<ul style="list-style-type: none"> ▪ Last day for withdrawal from Winter Term courses. Exceptions may apply; students must consult with their Faculty office.
9	<ul style="list-style-type: none"> • Augustana Faculty last day to withdraw from Winter Term 11-week classes.
10	Last day of Winter Term classes. Exceptions may apply; students must consult with their Faculty office.
12-27	Winter Term examinations (including consolidated examinations). Exceptions may apply; students must consult with their Faculty office. Examinations other than consolidated examinations are held within the period April 15-26 (inclusive). University-organized extracurricular activities will normally not be allowed during this period.
16	Last day of Winter Term 11-week classes for Augustana Faculty students.
16-26	Final exam period for students in the Faculty of Law.
18	Last day of classes and clinics for students in the third and fourth year of the DDS program.
19	Good Friday; University buildings closed.
21	Easter Day; University buildings closed.
22	Easter Monday; University buildings closed.
23-26	Fall/Winter Term final examination period for year three and four Dentistry.
23-30	Augustana Faculty final examinations period. Extracurricular activities sponsored by the Augustana Faculty will normally not be allowed during this period.
May 2019	
3	Last day of classes and examinations for students in year one of the MD program and students in year one and two of the DDS program.
5	Orientation for Master of Arts in Communications and Technology (MACT) students.
6	Spring Term classes begin.
6	MACT Spring Institute begins (three weeks).
6-9	Auditor registrations for Spring Term courses will be accepted only on these days.
9	Charter Day.
9	<ul style="list-style-type: none"> ▪ Payment Deadline: Last day for payment of Spring Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.
9	<ul style="list-style-type: none"> ▪ Last day for students enrolled in the University of Alberta Health Insurance Program

	(UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.
9	<ul style="list-style-type: none"> Spring Term Registration Deadline. Last day to add or drop six-week courses and courses offered in the first three- weeks of the term: (Bear Tracks web registration available to midnight.) Students wishing to add or drop three-week courses offered during the last three weeks of the term should seek assistance at department offices.
13	<ul style="list-style-type: none"> Spring Term Refund Deadline for three-week courses: Students withdrawing from courses taught in the first three weeks of Spring Term will be assessed full fees after this date.
13	Summer program begins for students in year one, two and three of the DDS program.
17	<ul style="list-style-type: none"> Spring Term Registration Deadline for 13-week, A/B part, courses: Last day to add or drop 13-week courses, students must contact the teaching Department for assistance. Students withdrawing after this date through July 13 will be assessed 50% for withdrawn courses. Exceptions may apply.
20	Victoria Day. University buildings closed.
21	<ul style="list-style-type: none"> Spring Term Refund Deadline for six-week courses: Students withdrawing after this date will be assessed full fees.
21	<ul style="list-style-type: none"> Last day for withdrawal from courses taught in the first three weeks of Spring Term.
24	Last day of classes and examinations for students in the second year of the MD program.
24	Last day of classes in the MACT Spring Institute.
24	Last day for classes taught in the first three weeks of Spring Term.
24	Classes begin for courses taught in the last three weeks of Spring Term.
30	<ul style="list-style-type: none"> Spring Term Registration Deadline for three-week courses: Last day to add or drop courses taught in the last three weeks of Spring Term. Students must contact Department for assistance.
31	<ul style="list-style-type: none"> Last day of program for fourth year students in the MD program.
June 2019	
2	Augustana Faculty convocation.
3	<ul style="list-style-type: none"> Spring Term Refund Deadline for three-week courses: Students withdrawing from courses taught in the last three weeks of Spring Term will be assessed full fees after this date.
4-7	Spring Convocation, Parts I to VI.
5	<ul style="list-style-type: none"> Last day for withdrawal from six-week courses in Spring Term.
7	<ul style="list-style-type: none"> Last day for withdrawal from courses taught in the last three weeks of Spring Term.
10-14	Spring Convocation, Parts VII to XI.
12	Last day of Spring Term classes, exceptions may apply.
13-14	Final examinations for Spring Term classes, exceptions may apply.
30	One hundred and twelfth University year ends.