

The following Motions and Documents were considered by the GFC Executive Committee at its June 4, 2012 meeting:

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

APPROVED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to Section 30.6.5 (Procedures at the UAB Hearing)/Subsections 14 and 15 of the Code of Student Behaviour, as submitted by the Director of the Office of Student Judicial Affairs (OSJA) and as set forth in Attachment 5 (pages 4 [37] and 5 [38]), to take effect June 15, 2012.

Final Item: 4

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

APPROVED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to Code of Student Behaviour Section 30.6 (Procedures for Appeal of Decisions to the University Appeal Board (UAB)) and Practicum Intervention Policy Section 87.9 (Procedures at the GFC PRB Hearing), as submitted by the Appeals Coordinator and as set forth in Attachments 1 and 2, to take effect on June 15, 2012.

Final Item: 5

Agenda Title: **Proposed Changes to the GFC Academic Appeals Policy**

APPROVED MOTION I: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to the GFC Academic Appeals Policy, as submitted by the Appeals Coordinator and as set forth in Attachment 1 (as amended), to take effect for any appeal lodged with the GFC Academic Appeals Committee (AAC) on or after June 15, 2012.

APPROVED MOTION II: THAT the GFC Executive Committee, acting under delegated authority from General Faculties Council, direct Faculties to immediately update their respective Faculty appeal regulations to reflect the new 15 working day deadline for appeals to the GFC Academic Appeals Committee (AAC) (as set forth in the revised GFC Academic Appeal Policy approved by the GFC Executive Committee on the occasion of its June 4, 2012 meeting).

Final Amended Item: 6

Agenda Title: **Amendments to the Composition and Membership of the Council of Faculté Saint-Jean**

APPROVED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed amendments to the composition and membership of the Council of Faculté Saint-Jean (GFC Policy Section 55.5.15), as submitted by Faculté Saint-Jean and as set forth in Attachment 1, effective on final approval.

Final Item: 7

Agenda Title: **Re-appointment of Professor Steven Penney as Chair of the GFC Campus Law Review Committee (CLRC)**

APPROVED MOTION: THAT the GFC Executive Committee re-appoint, under delegated authority from General Faculties Council, Professor Steven Penney to the position of Chair of the GFC Campus Law Review Committee (CLRC) for a term beginning July 1, 2012 and ending June 30, 2014.

Final Item: 8

OUTLINE OF ISSUE

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

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to Section 30.6.5 (Procedures at the UAB Hearing)/Subsections 14 and 15 of the Code of Student Behaviour, as submitted by the Director of the Office of Student Judicial Affairs (OSJA) and as set forth in Attachment 5 (pages 4 [37] and 5 [38]), to take effect on June 15, 2012.

Note: At its May 24, 2012 meeting, the GFC Campus Law Review Committee (CLRC), acting under delegated authority from General Faculties Council, approved proposed changes to Section 30.2 (Definitions), Section 30.4 (Sanctions and Their Impact), Section 30.5.7, and Section 30.5.8 of the Code of Student Behaviour, as submitted by the Director of the Office of Student Judicial Affairs (OSJA) and as set forth in Attachments 2, 3, 4, and 5 (pages 1 [34], 2 [35], and 3 [36]), to take effect upon approval. The changes appear herein for the information only of members of the GFC Executive Committee.

Item

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

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To bring clarity and transparency to the Code about current practices of disclosure of disciplinary decisions; to evaluate effectiveness of current practices; and to propose new practices where the Code does not currently meet the needs of the University Community.
The Impact of the Proposal is	Brings clarity and transparency to the Code; aligns the Code with current practice; proposes changes where needed to meet the “need to know” within the University Community.
Replaces/Revises (eg, policies, resolutions)	A portion of Section 30.6 of the Code of Student Behaviour.
Timeline/Implementation Date	June 15, 2012.
Estimated Cost	None
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> Values: To provide an intellectually superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth. <i>Dare to Deliver</i> .
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	1. Post-Secondary Learning Act (PSLA): The <i>Post-Secondary Learning Act (PSLA)</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)) and over academic affairs (Section 31), including authority concerning student discipline. 2. GFC Campus Law Review Committee (CLRC) Terms of

FINAL Item No. 4

Reference–Section 1 (Authority): “GFC has thus established a Campus Law Review Committee (GFC CLRC)”

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

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

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

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

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

30.7.1 Legislative Authority

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

30.7.2 Editorial Amendments

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

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

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

30.7.3 Substantive Amendments

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

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

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

FINAL Item No. 4

Routing (Include meeting dates)

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

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

For Information -

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

For Approval - Attachment 5 (pages 4 – 5 only) – COSB Section 30.6 (Distribution of Decisions)

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

Disclosure within and around Code of Student Behaviour processes

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

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

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

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

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

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

Rights of the Victim in the Code of Student Behaviour

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

Definitions in the Code of Student Behaviour

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Distribution of COSB Decisions

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

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

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

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

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

FINAL Item No. 5
OUTLINE OF ISSUE

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

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to Code of Student Behaviour Section 30.6 (Procedures for Appeal of Decisions to the University Appeal Board (UAB)) and Practicum Intervention Policy Section 87.9 (Procedures at the GFC PRB Hearing), as submitted by the Appeals Coordinator and as set forth in Attachments 1 and 2, to take effect on June 15, 2012.

Item

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

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To bring into line the 'Suggested Hearing Procedures' for all University-level appeals.
The Impact of the Proposal is	To bring into line the 'Suggested Hearing Procedures' for all University-level appeals.
Replaces/Revises (eg, policies, resolutions)	Will revise the current Code of Student Behaviour and the Practicum Intervention Policy.
Timeline/Implementation Date	June 15, 2012.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	<p>The GFC Executive Committee can approve editorial changes to Section 30.6 of the Code of Student Behaviour and to Section 87.9 of the Practicum Intervention Policy. Aligning changes to the GFC Academic Appeals Policy will be going forward to GFC Executive Committee at its meeting on June 4, 2012. The GFC Executive Committee is the only approver for changes to the GFC Academic Appeals Policy. The proposed changes now before members have been coordinated so that they can be considered by the GFC Executive Committee at the same meeting in order that all policy changes align concurrently.</p> <p>At the January 29, 2009 meeting of the GFC Campus Law Review Committee (CLRC), the Appeals Coordinator suggested "the creation of a working group to formally review potential changes to the Code of Student Behaviour and the Academic Appeals Policy (including changes to the Practicum Intervention Policy and the Code of Applicant Behaviour). A need was identified by the Appeals Coordinator to establish a working group consisting of affected stakeholders who would make recommendations concerning policy matters and action matters. The overarching purpose of the Working Group would be to: (1) review the Code of Student Behaviour and determine if changes outlined are</p>

FINAL Item No. 5

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

Alignment/Compliance

Alignment with Guiding Documents	<p><i>Dare to Discover</i> – Value 3: “Integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth.”</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<ol style="list-style-type: none"> 1. Post-Secondary Learning Act (PSLA): <i>The Post-Secondary Learning Act</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (Section 26(1)) and over student appeals (Section 26(1)(h)). GFC may also legislate "conditions or restrictions" on the powers of Faculty Councils (Section 29(1)). GFC has thus established an Academic Appeals Committee (GFC AAC). 2. Post-Secondary Learning Act (PSLA): <i>The Post-Secondary Learning Act (PSLA)</i> gives GFC responsibility as well, subject to the authority of the Board of Governors, over student affairs (Section 31), including authority concerning student discipline. 3. Academic Appeals Policy/Section 1.3.6 [Note from University Governance] states “[c]hanges to the GFC AAC regulations proceed directly to the GFC Executive Committee which normally has the Secretary strike a small <i>ad hoc</i> committee to review changes first.” 4. GFC Campus Law Review Committee (CLRC) Terms of Reference–Section 1 (Authority): “GFC has thus established a Campus Law Review Committee (GFC CLRC) [...]” 5. GFC Campus Law Review Committee (CLRC) Terms of Reference–Section 3(a) (Mandate of the Committee–Code of Student Behavior) and 3(c) (Mandate of the Committee–Practicum Intervention Policy): <ol style="list-style-type: none"> A. Code of Student Behavior <ol style="list-style-type: none"> “1. To review, from time to time, the Code of Student Behavior and student discipline procedures. 2. On delegated authority from GFC, to approve all editorial amendments to the Code of Student Behaviour except editorial amendments to Section 30.6. 3. Amendments to the Code of Student Behaviour deemed substantive by CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of GFC. (See <i>Amendment of the Code</i>, Section 30.7 of the GFC Policy

FINAL Item No. 5

	<p>Manual (Code of Student Behaviour.)” [...]</p> <p>C. Practicum Intervention Policy</p> <ol style="list-style-type: none"> 1. To review, from time to time, the Practicum Intervention Policy 2. On delegated authority from GFC, to approve all editorial amendments to the Practicum Intervention Policy as noted in Section 87.14.” <p>6. Code of Student Behaviour, <u>Amendment of the Code</u>–Section 30.7:</p> <p>“30.7.1 <u>Legislative Authority</u> General Faculties Council (GFC) and the Board of Governors may amend the Code in exercise of the authority vested in them by Section 31 of the <i>Post-Secondary Learning Act</i>. (CLRC 25 SEP 2003) (CLRC 29 OCT 2004 e-mail vote)</p> <p>30.7.2 <u>Editorial Amendments</u></p> <p>30.7.2(1) The Campus Law Review Committee (CLRC) decides which amendments are editorial. (CLRC 29 OCT 2004 e-mail vote)</p> <p>30.7.2(2) On delegated authority from GFC, all editorial amendments will be approved by the Campus Law Review Committee (CLRC) except editorial amendments to Section 30.6. (CLRC 29 OCT 2004 e-mail vote)</p> <p>30.7.2(3) All amendments to Section 30.6 will be forwarded to the GFC Executive Committee for approval. (CLRC 29 OCT 2004 e-mail vote)</p> <p>30.7.3 <u>Substantive Amendments</u></p> <p>30.7.3(1) Amendments to the Code deemed substantive by CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of GFC.(CLRC 29 OCT 2004 e-mail vote)</p> <p>30.7.3(2) Only substantive changes to Section 30.6 proceed to the [Board Learning and Discovery Committee], which will decide whether or not it can act on behalf of the Board of Governors. (BEAC 11 JUNE 2004)</p> <p>30.7.3(3) The Secretary to GFC must notify Students’ Union and the Graduate Students’ Association of all substantive changes to the Code (including Section 30.6) 15 Working Days before those changes are considered by GFC. The Students’ Union and the Graduate Students’ Association will be invited to contact their members so that the Students can access the changes on the World Wide Web via University Governance’s home page.”</p> <p>7. Practicum Intervention Policy, <u>Amendment of the Practicum Intervention Policy (Section 87.14)</u>: “[...]”</p> <p>b. Editorial Amendments</p> <ol style="list-style-type: none"> i) The GFC Campus Law Review Committee (CLRC) decides which amendments are editorial. (EXEC 02 MAY 2005) ii) On delegated authority from General Faculties Council, all editorial amendments will be approved by the GFC Campus Law Review
--	--

FINAL Item No. 5

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

Routing (Include meeting dates)

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

Attachments:

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

Prepared by: Iva Spence, Appeals Coordinator, University Governance, iva.spence@ualberta.ca

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

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

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

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

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

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

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

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

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

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

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

OUTLINE OF ISSUE

Agenda Title: **Proposed Changes to the GFC Academic Appeals Policy**

Motion I: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to the GFC Academic Appeals Policy, as submitted by the Appeals Coordinator and as set forth in Attachment 1 (as amended), to take effect for any appeal lodged with the GFC Academic Appeals Committee (AAC) on or after June 15, 2012.

Motion II [to be considered in the event Motion I passes]: THAT the GFC Executive Committee, acting under delegated authority from General Faculties Council, direct Faculties to immediately update their respective Faculty appeal regulations to reflect the new 15 working day deadline for appeals to the GFC Academic Appeals Committee (AAC) (as set forth in the revised GFC Academic Appeal Policy approved by the GFC Executive Committee on the occasion of its June 4, 2012 meeting).

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Iva Spence, Appeals Coordinator, University Governance
Presenters	Natalie Sharpe, Director, Student OmbudService (SOS); and Iva Spence, Appeals Coordinator, University Governance
Subject	Proposed Revisions to the GFC Academic Appeals Policy

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To bring the GFC Academic Appeals Policy in line with the Code of Student Behaviour and the Practicum Intervention Policy. The changes include such matters as: changing the appeal deadline from 21 calendar days to 15 working days; including a timeframe for provision of response and witnesses; adding a timeframe for completion of hearings. To bring into line the 'Suggested Hearing Procedures' for all University-level appeals. In addition, the information has been reorganized and includes headings to make it easier to locate information.
The Impact of the Proposal is	To bring the GFC Academic Appeals Policy in line with the Code of Student Behaviour and the Practicum Intervention Policy.
Replaces/Revises (eg, policies, resolutions)	Will revise the current GFC Academic Appeals Policy in its entirety, as set forth in Attachment 1.
Timeline/Implementation Date	June 15, 2012.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	At the January 29, 2009 meeting of the GFC Campus Law Review Committee (CLRC), the Appeals Coordinator suggested "the creation of a working group to formally review potential changes to the Code of Student Behaviour and the Academic Appeals Policy (including changes to the Practicum Intervention Policy). A need was identified by the Appeals Coordinator to establish a working group consisting of affected stakeholders who would make recommendations concerning policy matters and action matters. The overarching purpose of the Working Group would be to: (1) review the Code of Student Behaviour and determine if changes outlined are necessary; if so determined, to draft policy changes for consideration; and (2) to review the GFC Academic Appeals Policy and determine whether changes should be made to bring that policy in-line with the Code of Student Behaviour, the Code of Applicant Behaviour, and the Practicum Intervention Policy.

FINAL Item No. 6

	<p>Information regarding this project was brought to the GFC Executive Committee for information at its March 2, 2009 meeting.</p> <p><u>Appeal Regulations Group</u> – Janice Causgrove Dunn, Associate Dean, Faculty of Physical Education and Recreation; Jayson MacLean, Graduate Ombudsperson, Student OmbudService (SOS); Ada Schmude, Associate Registrar and Director of Records, Office of the Registrar; Natalie Sharpe, Director, Student OmbudService (SOS); Iva Spence, Appeals Coordinator, University Governance; and Colten Yamagishi, Vice-President (former Student Life), Students' Union (SU)</p> <p>Membership for the Appeal Regulation Group has evolved over time.</p>
--	--

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p><i>Dare to Discover</i> – Value 3: “Integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth.”</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<ol style="list-style-type: none"> 1. Post-Secondary Learning Act (PSLA): <i>The Post-Secondary Learning Act</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (Section 26(1)) and over student appeals (Section 26(1)(h)). GFC may also legislate "conditions or restrictions" on the powers of Faculty Councils (Section 29(1)). GFC has thus established an Academic Appeals Committee (GFC AAC). 2. Post-Secondary Learning Act (PSLA): <i>The Post-Secondary Learning Act (PSLA)</i> gives GFC responsibility as well, subject to the authority of the Board of Governors, over student affairs (Section 31), including authority concerning student discipline. 3. Academic Appeals Policy/Section 1.3.6 [Note from University Governance] states “[c]hanges to the GFC AAC regulations proceed directly to the GFC Executive Committee which normally has the Secretary strike a small <i>ad hoc</i> committee to review changes first.” 4. GFC Executive Committee Terms of Reference/3. Mandate of the Committee: <p>“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)</p> <ol style="list-style-type: none"> 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) [. . .]”

FINAL Item No. 6

Routing (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>Meetings with Members of the Appeal Regulation Group – March 6, 2009; April 3, 2009; May 15, 2009; July 28, 2009; May 11, 2011; December 8, 2011. ARG membership has evolved over time. Past members include: David Magee, former Associate Dean, Faculty of Rehabilitation Medicine; Nick Dehod, former Students’ Union (SU) Vice-President (Student Life); Kristen Flath, former SU Vice-President (Student Life); Heather Hogg, former Assistant Dean, Faculty of Graduate Studies and Research (FGSR); Chris Hackett, formerly from the Student OmbudService (SOS); Russ Brown, former member of the GFC Executive Committee; Tamara Korassa, former Vice-President (Labour), Graduate Students’ Association (GSA); Consultation with Associate Deans and Assistant Deans and faculty and student representatives serving on the GFC Academic Standards Committee (ASC) – January 19, 2012; Stakeholders Working Group – January 26, 2012; Office of General Counsel, Field LLP; University Governance; GFC Executive Committee – for discussion (February 6, 2012); GFC Campus Law Review Committee (CLRC) – for discussion (February 23 , 2012)</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Executive Committee – for final approval (June 4, 2012)</p>
<p>Final Approver</p>	<p>GFC Executive Committee</p>

Attachments:

1. Attachment 1 (pages 1 – 13) GFC Academic Appeals Policy (University Governance) (For Approval)
2. Attachment 2 (pages 1 – 35): Three-Column Draft of Proposed Changes to the GFC Academic Appeals Policy (For Information and Context)

Prepared by: Iva Spence, Appeals Coordinator, University Governance, iva.spence@ualberta.ca

1. GFC Academic Appeals Policy (University Governance)

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 over Student appeals (section 26(1)(h)) and otherwise. GFC may also legislate "conditions or restrictions" on the powers of Faculty Councils (section 29(1)). GFC has thus established an Academic Appeals Committee (GFC AAC), 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 referred to in any instance where formal jurisdiction or delegation needs to be determined.

Informal Faculty Level of Appeal/Petition

A Student may submit an informal appeal/petition to the Dean or delegate. Regardless of whether or not a Student initiates an appeal, however, the Dean or delegate may issue any remedy, including a remedy that waives the Faculty's academic standing regulations as approved by GFC and published in the University Calendar. This informal process is meant to precede and to avoid formal appeal, but does not preclude formal appeal to the Faculty Council or Faculty academic appeals committee. (GFC 23 FEB 2004)

NOTE: Acronyms are used throughout the policy; please refer to "Definitions" at the end of this policy.

1.1 Authority

1.1.1 GFC Procedures for Resolving Academic Grievances within the Faculties

General Faculties Council is interested in ensuring that each Faculty at the University establish procedures whereby decisions affecting the Academic Standing of a Student may be reviewed and appealed within the Faculty.

When Faculties notify Students of adverse academic standing decisions, including such matters as continuation in a program, graduation and the requirement for a Student to withdraw, Faculties are required to tell Students there is a right of appeal within the Faculty. The Faculty shall provide the Student with information regarding the appeal deadline, the name of the delegate or body to whom their appeal should be addressed, and information as to where the appeal must be received.

1.1.2 Appeals to Faculty Academic Appeals Committees

1. Students have the right to appeal an Academic Standing decision of the Dean to the Faculty Academic Appeals Committee ("FAAC").
2. Appeals to an FAAC must meet the timeframes and stipulations that each Faculty has set out in its academic appeal regulations.
3. Each Faculty may establish additional rules and procedures for the actual hearing of FAAC appeals and shall provide information in the Faculty section of the Calendar indicating where Students can obtain a copy of the Faculty's appeal procedures.
4. In the event that a Faculty fails to publish in the Calendar where Students can obtain a copy of the appeal procedures, or in the event that a Faculty has failed or neglected to establish such regulations or procedures, General Faculties Council shall publish regulations and procedures for that Faculty pursuant to Section 26(1)(a), and otherwise, of the *Post-Secondary Learning Act*.

1.1.3 Procedures for the Dean of the Faculty

1. The Dean is responsible for informing the Student, in writing, of the outcome of the FAAC Academic Standing appeal.
2. In the event of an unsuccessful appeal, the Dean is further responsible for informing the Student:
 - a. that there is a right of formal appeal to the GFC AAC;
 - b. of the name of and contact information for the Appeals Coordinator;
 - c. that any formal appeal must be lodged with the Appeals Coordinator;
 - d. that the deadline for lodging such a formal appeal is 15 working days as provided in Section 1.2.1;
 - e. of the Student's right to the assistance of an Advisor (with contact information provided for the Student OmbudService).

1.2 Procedures for Appeal of Decisions to the GFC Academic Appeals Committee (GFC AAC)

1. Students have a right of appeal to the GFC AAC from an adverse Faculty decision affecting their Academic Standing.
2. The deadline for lodging such a formal appeal is fifteen (15) Working Days from the Student's deemed receipt of the Faculty decision (see Service and Notice). This deadline must be met notwithstanding any pursuit by the Student of any available informal appeal and/or petition process to the Dean as referred to in Section 1 of the Academic Appeals Policy, *Informal Faculty Level of Appeal/Petition*.
3. An appeal may be made only on the basis that there has been a Miscarriage of Justice in the case of the Student's appeal at the Faculty level.
4. All known grounds must be listed and explained in the appeal. The grounds to establish a Miscarriage of Justice for an appeal shall include, but not be restricted to, the following:
 - a. procedural errors on the part of a Faculty (provided that a defect in procedures shall not warrant the quashing of the decision being appealed, unless the defect complained of can reasonably be said to have deprived the student of a fair hearing);
 - b. failure of a Faculty to consider all factors relevant to the decision being appealed;
 - c. bias or discrimination against the Student on the part of a Faculty.

1.2.1 Initiation of an Appeal

1. Appeals to the GFC AAC must:
 - a. be in writing;
 - b. be signed by the Student;
 - c. be received by the Appeals Coordinator within fifteen (15) Working Days of the deemed receipt of the written Faculty decision;
 - d. set forth the decision being appealed;
 - e. provide the name of the person or body who made the decision;

- f. state the full grounds of appeal;
- g. state the nature of the Miscarriage of Justice (e.g. "The Miscarriage of Justice in my case is ...")
- h. state the relief requested.

1.3 General Faculties Council (GFC) Resolution Delegating Authority to the GFC Academic Appeals Committee

General Faculties Council has delegated to the General Faculties Council Academic Appeals Committee (GFC AAC) the power and authority to perform those functions and exercise those powers as provided for in these regulations.

1.3.1 Board of Governors Resolution Delegating Authority to the GFC Academic Appeals Committee

WHEREAS a question has arisen as to the duty of the Board on receipt of a petition from a Student asking the Board to intervene in or to sit in appeal on or to review an academic decision made by General Faculties Council (which for the purposes hereof includes any person or body over whom General Faculties Council has jurisdiction in academic matters):

As long as the General Faculties Council Academic Appeals Committee continues to exercise jurisdiction to hear and determine Student appeals from Faculty decisions affecting academic standing at the University, the Board shall refuse to interfere in or to sit in appeal on or to review the decision of General Faculties Council Academic Appeals Committee thereon PROVIDED that nothing herein shall preclude the Board from interfering in or sitting in appeal on or reviewing any decision of General Faculties Council where the reason for such interference, appeal or review is in substance something other than an academic judgment or an academic discretion.

1.4 GFC Academic Appeals Committee GFC (AAC)

1.4.1 The Jurisdiction of the Committee

1. The Committee shall hear and determine appeals from Appellants against decisions of Faculties affecting Academic Standing at the University.
2. The Committee shall have no jurisdiction to hear an appeal until the Appellant has exhausted all formal appeal processes available within the Faculty.
3. The Committee shall have no jurisdiction to hear an appeal where:
 - a. the Appellant was granted relief by the Faculty with written conditions and specified consequences should the conditions not be met and;
 - b. the Appellant was both informed of the right of appeal at the time the conditions were set and that, by not appealing the conditions and specified consequences, any further appeal rights were waived.
4. The Committee shall have no jurisdiction to hear an appeal with respect to:
 - a. marks or grades awarded;
 - b. an examination decision of the Faculty of Graduate Studies and Research;
 - c. a decision to refuse admission or readmission to a Faculty;
 - d. a decision relating to the granting of credit for courses taken or to be taken outside the University of Alberta;
 - e. a decision on Academic Standing arising from a discipline matter;

- f. a decision on Academic Standing arising from a Practicum Intervention, as defined and set out in the Practicum Intervention Policy;
 - g. other matters deemed by the Committee to be outside its jurisdiction.
5. In the case that the Appellant produces new information prior to the GFC AAC hearing that was not available to the Faculty Appeals Committee, the Faculty can request that this information be heard first by the Faculty Appeals Committee. The request by the Faculty must be made prior to the start of the GFC AAC hearing.
 6. In the case that new information is introduced during a hearing, it will be at the discretion of the GFC AAC to decide, after hearing submissions from both parties, whether a new Faculty hearing should be held or whether the GFC AAC hearing should proceed.
 7. Notwithstanding that an Appellant may satisfy the Committee that the Appellant's case falls within the grounds of appeal, the Committee shall uphold the appeal only if it is convinced that a Miscarriage of Justice has occurred.
 8. The Committee shall hear an appeal from the Appellant against the same decision only once.
 9.
 - a. When an Appellant appeals twice on what is considered by the Appeals Coordinator to be the same decision, the question of jurisdiction shall be decided by as many members of the original Panel who are still Panel Members or who are still Student or Faculty members at the University of Alberta. Such persons shall be considered by GFC as members for this purpose, and for any subsequent hearing. Other Panel Members may be added to this Panel in order to constitute a full Panel (see Section 1.4.3 – *Composition of the Committee*). The normal quorum regulation shall apply;
 - b. If this Panel finds that the Appellant is appealing the same decision twice, there shall be no re-hearing. The decision of the original committee shall stand and shall be final and binding;
 - c. If this Panel finds that the Appellant is appealing a new decision, the Appellant may choose to have the case heard either by this Panel or by a new Panel.
 10. In some instances, the Appellant may question whether or not the Faculty has carried out the relief granted. These concerns will be addressed collectively by the Dean, the GFC AAC Chair and the Appellant. If the Appellant's question is not addressed to the satisfaction of the Appellant, the following procedure will be adopted:
 - a. The question shall be decided by as many members of the original Panel who are still Panel Members or who are still Student or Faculty members at the University of Alberta. Such persons shall be considered by GFC as members for this purpose. Other Panel Members may be added to this Panel in order to constitute a full Panel (see Section 1.4.3 – *Composition of the Committee*). The normal quorum regulation shall apply;
 - b. This Panel's decision on the matter shall be final and binding.

1.4.2 Powers of the Committee

1. The decision of the Committee shall be either:
 - a. to uphold (grant) the Appellant's appeal and award any remedy that is not contrary to published Faculty's regulations;
 - b. to deny the appeal.
2. The decision of the Committee shall be final and binding.

1.4.3 Composition of the Committee

The Committee shall consist of three members elected by GFC:

1. two Faculty members on post-retirement contract or from Categories A1.1*, A1.5*, or their counterparts in A1.6*; with one Faculty member to serve as Chair of a particular hearing, selected from the Panel of Chairs described below, and one Faculty member selected from the Panel of Faculty members described below; (EXEC 07 MAR 2005)

***See Section 5 of the GFC Policy Manual for definitions of these categories of academic staff.**

2. one full-time undergraduate Student or one full-time graduate Student selected from the Panel of Students described below. If the Appellant is an undergraduate Student, an undergraduate Student shall serve on the Committee. If the Appellant is a graduate Student, a graduate Student shall serve on the Committee.

All Panel Members described below shall be elected by GFC. In selecting Panel Members, GFC will attempt to keep the membership of the GFC AAC as broadly representative as possible of all Faculties given the available pool of candidates.

Panel of Chairs:

GFC shall elect up to six Faculty members on post-retirement contracts or from Categories A1.1, A1.5 or their counterparts in A1.6. These Faculty members will serve for staggered terms of office and will normally be drawn from among present or past members of the GFC AAC. To the extent possible, each Faculty member shall come from a different Faculty.

Panel of Faculty Members:

GFC shall elect up to four Faculty members on post-retirement contracts or from Categories A1.1, A1.5, or their counterparts in A1.6. To the extent possible, Faculty members shall come from different Faculties.

Panel of Students:

GFC shall elect up to 4 full-time undergraduate Students and up to 4 full-time graduate Students. To the extent possible, the four undergraduate Students shall come from different Faculties. To the extent possible, the four graduate Students shall come from different Faculties.

1.4.4 Term of Office

1. The Panel of Chairs and the Panel of Faculty members shall be appointed for such terms as General Faculties Council shall determine.
2. The Panel of Students shall be appointed for terms of up to two years and are eligible for re-election.
3. Any Panel Member who has been called to serve on the GFC AAC for a particular case may complete their service on that case even if his or her term expires or, in the case of Students, a Student graduates or changes status from undergraduate to graduate or graduate to undergraduate status.

1.4.5 Constituting the Committee

1. When constituting the Panel to hear an appeal, no more than two members may come from the same Faculty.

2. No GFC AAC member will be called upon to hear an appeal if the member is from the same Faculty as the Appellant or Respondent.
3. If all Faculty members from the Panel of Faculty Members are unable to serve, the Appeals Coordinator may complete a Panel by selecting, in rotation, first from the GFC AAC Panel of Chairs, and then from the UAB Panel of Chairs.
4. If all Student members from the Panel of Students are unable to serve, the Appeals Coordinator may complete a particular Panel by selecting, in rotation, either one full-time undergraduate Student or one full-time graduate Student, from the UAB Panel of Students. (See Section 1.4.2.2)
5. For the purpose of selection and service on the GFC AAC, graduate Students are considered to be from the Faculty where they receive supervision. Students who are in any joint graduate/undergraduate degree program (eg, the joint MBA/LLB program) are considered to be graduate Students for the purpose of service and selection on the GFC AAC. Students in any joint degree program will not be called upon to hear appeals which arise from any of the Faculties involved in the joint program.
6. For each appeal, every attempt will be made to have a reserve member from each membership category, including the category of Chair, prepared in advance to attend the hearing.

(This shall be interpreted to mean that a member who is unable to attend may be replaced by a member from the same category as the absent member.)

7. The Appeals Coordinator may select, in rotation, for each appeal hearing, a reserve member from the GFC AAC Panel of Chairs who may be used to replace either the Chair or the Faculty member. Should the list be exhausted, a Faculty member from the UAB Panel of Chairs may be selected.
8. GFC AAC members will be asked in advance of a hearing to declare any possible bias. If a GFC AAC member declares such a bias, a member from the same category will be selected in rotation from the membership list, which both parties were given an opportunity to challenge.
9. No GFC AAC member will be called upon to hear an appeal if the Provost and Vice-President (Academic) (or delegate) is aware of any reason why a particular member is unable to effectively serve on a hearing panel.

1.5. Appeal Procedures

1.5.1 Procedures Prior to a Hearing

1. Upon receipt of an appeal the Appeals Coordinator shall:
 - a. select a Chair for the GFC AAC hearing, provide the name of the proposed Chair to the Appellant and Respondent, and, to the extent possible, provide the date being considered by the Chair for the hearing;
 - b. provide the Appellant and Respondent with a written acknowledgement of the appeal;
 - c. provide the Appellant and Respondent with a list of On-Campus Sources of Assistance;
 - d. provide the Appellant and the Respondent with the GFC AAC/UAB membership lists;
 - e. advise the Respondent that a response is required within ten (10) Working Days;
 - f. advise the Respondent that the response must include the following minimum information:

- i. all documents available at any Faculty level hearings related to the appeal (normally the hearing by the Faculty Academic Appeals Committee);
 - ii. response to the Appellant's grounds for appeal;
 - iii. comments on the alleged Miscarriage of Justice and on the relief requested;
 - iv. the academic standing regulations from the Calendar governing the Appellant's program (normally the current Calendar regulations);
 - v. the regulations that governed the Appellant's Faculty appeal hearing, including any hearing procedures;
 - vi. in cases where written reasons were provided by the Faculty appeals committee, a copy of the reasons shall be provided;
 - vii. a copy of the Appellant's transcript.
2. The Appellant and Respondent will have five (5) Working Days after receipt of the GFC AAC and UAB membership lists to lodge any challenge requesting that a Chair or a panel member not serve on the appeal. Challenges may only be made on the grounds that the Chair or panel member may have a bias that would prevent a fair hearing. The challenge must include written reasons to support the challenge. The Chair shall consider and rule upon the challenge. The decision of the Chair will be made without receiving further submissions and shall be final and binding.
 3. In the event that a procedural issue is raised before the hearing, the Appeals Coordinator will refer the matter to the Chair of the GFC AAC. The Chair will make a decision and before doing so may consult with the Appeals Coordinator and may consult with members of the Committee. The decision of the Chair shall be final and binding.
 4. Either the Appellant or the Respondent may request in writing an extension of any time limits. The GFC AAC Chair may extend any of the time limits where he or she is of the opinion that the Appellant or Respondent has reasonable grounds for requesting such extension. The decision of the GFC AAC Chair may be made without a hearing and shall be final and binding.
 5. The Appellant and Respondent must notify the Appeals Coordinator immediately upon selecting an Advisor for purposes of representation at the GFC AAC hearing.
 6. If either the Appellant or Respondent plan to call witnesses, then that party must provide a witness list to the Appeals Coordinator at least five (5) Working Days prior to the hearing date. The Appeals Coordinator shall ensure that as witnesses become known, the other party and the GFC AAC are informed as to the identity of the witnesses. Each party is responsible for securing the attendance of their witnesses at the hearing.

1.5.2 The Hearing Date

1. Appeals are intended to proceed in a timely manner and the hearing date will normally be set to occur within thirty (30) Working Days of the receipt of the appeal. Both parties shall be provided with reasonable notice of the hearing date.
2. If the time of the hearing is after the start of the fall, winter, spring, or summer term, the Appellant may be permitted a temporary registration, which is subject to cancellation if the appeal is denied. However, no temporary registration will be permitted if, in the opinion of the Dean, a case of Public Safety is involved. In accordance with Section 23.9.10 of the University of Alberta Calendar students who owe money to the University will not have access to registration.
3. Appeal cases which involve temporary registration, may be given priority by the GFC AAC.

4. The Appeals Coordinator shall consult with the Chair, who shall set a time and place for the hearing of the appeal.
5. Reasonable delays are allowed, but should either party feel that an unreasonable time has passed without the date of the hearing being set, either party may appeal to the GFC AAC Chair, through the Appeals Coordinator, for a ruling as to whether the delay is reasonable. If the GFC AAC Chair decides the delay is unreasonably long, then the GFC AAC Chair shall, within ten (10) Working Days of such a decision, set the appeal hearing date. The appeal hearing must occur within twenty (20) Working Days of the Chair's decision. The decision of the GFC AAC Chair will be made without a hearing and is final and binding.
6. The Appeals Coordinator shall constitute the GFC AAC and provide its members, the parties and their respective Advisors with:
 - a. the date, time and place of the Appeal Hearing;
 - b. the appeal and any documentation from the Respondent.

1.5.3 Service and Notice

1. Notices, decisions and other appeal materials sent by the Appeals Coordinator may be hand-delivered, sent by courier, by e-mail or sent by any method of delivery offered by Canada Post. In cases where Appellants have an official campus address, material may be sent to that address by campus mail. Alternatively, at the Appellant's request, the Appellant may pick up the material, decision or notice at an arranged place. In all cases, the Appeals Coordinator will decide which method of delivery will be used.
2. When sent by Canada Post, campus mail or courier, notices, decisions and appeal materials shall be sent to the last address provided by the Appellant to the University.
3. Delivery is deemed to have been effected on the date of pick-up, receipt of hand or courier delivery, or five (5) Working Days after being sent by Canada Post to Canadian addresses, and seven (7) Working Days after being sent by Canada Post to International addresses, or two (2) Working Days after being sent by campus mail. In accordance with the University's *Electronic Communication Policy for Students and Applicants*, (University Calendar, Section 20.3), electronic communications sent by the University will be deemed received the next University business day after the day the e-mail was sent.
4. Notices, decisions and other appeal materials sent by the Appeals Coordinator to a Faculty shall normally be sent by campus mail. Any of the other methods of deliveries noted in this part may also be used.
5. Deemed receipt or deemed delivery by a Student of a Faculty decision, if not already covered by a Faculty's academic appeals regulations, is governed by this section.

1.5.4 Procedures at the Hearing

1. The quorum of the Committee shall be three members: the Chair, one Faculty member and one Student member.
2. Decisions of the Committee shall be by majority vote.
3. Prior to hearing evidence the Committee shall:

- a. determine that the appeal falls within its jurisdiction (See Appendix - *Procedural Guidelines For GFC AAC Chairs*);
 - b. take such steps as are necessary to familiarize itself thoroughly with the relevant Faculty regulations which shall be provided by the Faculty.
4. If the Appellant or Respondent does not appear on the date set for the hearing of the appeal, the GFC AAC may, in its discretion, reschedule the hearing or proceed with the hearing in the absence of the Appellant or the Respondent.
 5. Both parties and the Committee may call and question witnesses and may call evidence.
 6. The Appellant and Respondent may each be accompanied by one Advisor.

1.5.5 Suggested Hearing Procedures

1. The GFC AAC shall conduct hearings in a manner which, in its sole discretion, it considers proper. All determinants of process shall be made by the Chair. The hearing will normally follow these procedures, which it may vary:
 - a. The Appeals Coordinator shall present the appeal to the GFC AAC and introduce the parties.
 - b. The Chair shall explain the rules of decorum, review the procedures to be followed, and confirm the jurisdiction of the GFC AAC. The Appellant and Respondent may make statements, present evidence and ask questions as noted in this section. All questions should be directed through the Chair unless the Chair decides otherwise. The Chair shall ensure that everyone has sufficient opportunity to ask questions.
 - c. The Chair shall invite the Appellant (and/or Advisor) to make an opening statement and present the case.
 - d. The Chair shall invite the Respondent (and/or Advisor) to question the Appellant.
 - e. The Panel may question the Appellant.
 - f. The Appellant's witnesses shall be called by the Chair one at a time and shall be present only when they are providing evidence. The witnesses shall be questioned first by the Appellant (and/or Advisor), then by the Respondent (and/or Advisor), and finally by the Panel. The Appellant (and/or Advisor) may then re-question the witness, only on matters that have arisen in the course of the previous questioning by the aforementioned parties.
 - g. When questioning is concluded, the witness shall be dismissed by the Chair. The questioning procedures shall be repeated for each witness.
 - h. The Chair shall invite the Respondent (and/or Advisor) to make an opening statement and present the case.
 - i. The Panel may question the Respondent.
 - j. The Respondent's witnesses shall be called by the Chair one at a time and shall be present only when they are providing evidence. The witnesses shall be questioned first by the Respondent (and/or Advisor); next by the Appellant (and/or Advisor); and finally by the Panel. The Respondent (and/or Advisor) may re-question the witness, only on matters that have arisen in the course of the previous questioning by the aforementioned parties.
 - k. When questioning is concluded, the witness shall be dismissed by the Chair. The questioning procedures shall be repeated for each witness.
 - l. The Chair shall invite the Appellant (and/or Advisor) to present any evidence he/she may have by way of rebuttal. Such evidence shall be subject to questioning by the Respondent (and/or Advisor); followed by the Panel.

- m. The Chair shall invite the Appellant (and/or Advisor) to make a brief closing statement which is not subject to questioning.
- n. The Chair shall invite the Respondent (and/or Advisor) to make a brief closing statement which is not subject to questioning.
- o. The Chair shall adjourn the hearing for the GFC AAC's deliberation; the Appellant and Respondent (and Advisors) shall leave the hearing.
- p. The GFC AAC shall reach a decision by majority vote.

1.5.6 Communicating the Decision of the GFC AAC

- 1. The Chair of the GFC AAC, where practical, will communicate the decision to the Appeals Coordinator. The Appeals Coordinator, as soon as possible, will relay the decision to the Appellant (and Advisor) and the Respondent (and Advisor).
- 2. The Chair shall normally submit the written decision of the GFC AAC within ten (10) Working Days of the decision being reached. The written decision shall be signed by the Chair. The Appeals Coordinator shall then send a copy of the decision to the Appellant and the Respondent, their respective Advisors, the GFC AAC panel members, the Panel of Chairs and the GFC AAC delegate who serves on the Academic Standards Committee (ASC).

1.5.7 Confidentiality of Hearing and Material

- 1. Subject to existing University rules or regulations governing the confidentiality of information, all documents related to the appeal shall be made available to the Committee, both parties, and their respective Advisors.
- 2. Hearings of the Committee are closed and all materials related to the hearings are confidential.
- 3. At the discretion of the Chair, incoming members of the GFC AAC may attend the hearing as Observers. Observers play no active role in the hearing. GFC allows for their attendance as part of the training process for Chairs and members. Observers will receive a copy of appeal material.

1.5.8 Access to Appellant Records by the Provost

- 1. The Provost or delegate shall:
 - a. **Have access to the Appellant's record** held by a Faculty, Department or Unit, the Office of the Registrar or University Governance in an instance where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91);
 - b. **Intervene in a case** concerning Academic Standing in a case being heard, or about to be heard by the GFC AAC in an instance where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91).

1.5.9 Amendment to the Academic Appeals Policy

Changes to this policy proceed directly to the GFC Executive Committee for approval. Normally, the Appeals Coordinator strikes a small *ad hoc* committee to review changes first.

1.6 Report to General Faculties Council

The GFC Academic Appeals Committee (GFC AAC) reports annually to GFC, providing a statistical summary of cases and their disposition. The statistical information will be presented in such a way that the confidentiality of individual cases will not be breached. The Appeals Coordinator may also raise with the Executive Committee any policy or procedural issues, and may ask to do so *in camera*.

For reporting requirements see GFC CLRC Terms of Reference at:

<http://www.governance.ualberta.ca/en/GeneralFacultiesCouncil/CampusLawReviewCommittee.aspx>

DEFINITIONS

Definitions listed below apply to this document only with no implied or intended institution-wide use.

1. "Academic Standing" means any matter covered in a Faculty's academic standing regulations as approved by GFC, its Executive or the GFC Academic Standards Committee (ASC) and as published in the Calendar. Academic standing comprises such matters as continuation in a program, promotion, graduation, and the requirement for a student to withdraw. Unless stated otherwise, changes to academic standing regulations affect new students, continuing students, and students readmitted to a program or Faculty. Students should refer annually to the Calendar for the academic standing regulations governing their degree programs." (University Calendar, Section 23.6)
2. "Appellant" means a Student appealing a decision of a Faculty affecting Academic Standing at the University.
3. "Advisor" means a person who will assist the Appellant or the Respondent during the appeal process. Assistance may be provided by the Student OmbudService, Student Legal Services, legal counsel or another Advisor of the Appellant's or Respondent's choice.
4. "Chair" means the Chair of the General Faculties Council Academic Appeals Committee selected from the Panel of Chairs.
5. "Committee" or "GFC AAC" means the General Faculties Council Academic Appeals Committee.

Note: The Committee is a standing committee of General Faculties Council established by General Faculties Council on January 29, 1973 pursuant to Section 26(1), and Section 26(1)(h) of the *Post-Secondary Learning Act*.

6. "Dean" means the Dean of the Faculty whose decision is being appealed.
7. "Executive Committee" means the Executive Committee of General Faculties Council.
8. "Faculty" means the Faculty whose decision is being appealed and includes the Dean or an administrative officer of the Faculty and the Academic Appeals Committee of such Faculty when that person or body has exercised or is exercising any power of the Faculty with respect to academic standing.

9. "Miscarriage of Justice" means failure on the part of a Faculty to make a decision with respect to academic standing in a fair and equitable manner in the light of the procedures, standards and circumstances applicable in the case of an Appellant.
10. "Panel" means the members constituted from the Panel of Chairs, Panel of Faculty Members and Panel of Students to hear an appeal as set out in these regulations.
11. "Panel Members" means the Panel of Chairs, Panel of Faculty Members and the Panel of Students.
12. "Public Safety" may include, but is not limited to, protection from behaviours of the Student as a result of mental illness, harassment by the Student or other perceived violent or disturbing behaviour by the Student.
13. "Student" means an undergraduate Student, as defined in Section 21 of the University of Alberta Calendar, or a graduate Student, as defined in Section 203.4 of the University of Alberta Calendar.
14. "Respondent" means a person designated by the Dean to represent the Faculty.
15. "UAB" means University Appeal Board.
16. "Working Day" or "Business Day" for the purposes of these regulations is defined as a day on which University administrative offices are open. For the purposes of these regulations, the day preceding the Christmas holiday period shall not be considered a Working Day for appeal deadlines.

Appendix - Procedural Guidelines for GFC AAC Chairs

1. Discussion by GFC AAC members of procedures only (NOT the merits and substance of the case). This discussion should include, but not be limited to:
 - a. A review of GFC procedures, including 1.5.4.1.e;
 - b. A check to see if there are questions about jurisdiction (see also #2 #3 and #4 below);
 - c. A discussion of any procedural issues, if necessary; and
 - d. A discussion of the timing for the hearing, including the scheduling of any possible second, or subsequent, session.
2. In the event there is a substantive question as to the jurisdiction of the GFC AAC, or if either party challenges the jurisdiction of the GFC AAC, then the Committee will hear substantive arguments concerning jurisdictional issues from the Appellant and Respondent. The Appellant and Respondent will withdraw once they have completed their presentations concerning jurisdictional issues. The Committee will deliberate and reach a decision.
3. If the Committee determines that the case falls outside its jurisdiction, the decision shall be communicated to the Appeals Coordinator and the parties.
 - a. The Chair shall provide a brief written summary of the decision regarding the issue of jurisdiction;
 - b. The written decision will normally be provided by the Chair to the Appeals Coordinator within ten (10) Working Days of the hearing;
 - c. The Appeals Coordinator will forward copies of the decision in accordance with Section 1.5.6.2.

4. If the Committee determines it has jurisdiction or reserves its decision on the question of jurisdiction pending hearing the merits and substance of the case, the Chair shall communicate the Committee's decision.
 - a. The Committee shall hear the merits and substance of the case with Appellant and Respondent present (see Section 1.5.5 *Suggested Hearing Procedures*).
5. The Chair may seek the assistance of any member of the Committee in the preparation of the written reasons. The final decision will be signed by the Chair, on behalf of, and with the full authority of, the Committee.

**SAMPLE GFC ACADEMIC APPEALS COMMITTEE
HEARING SUMMARY**

1. Committee Members in Attendance

2. Hearing Date _____
 Start Time _____
 Adjournment _____
3. Appellant _____
 Advisor _____
4. Respondent _____
 Advisor _____
5. Witnesses _____
6. Decision Being Appealed
7. Nature of the Alleged Miscarriage of Justice
8. Facts Agreed Upon by Both Parties
 Facts in Dispute
9. Summary of All Issues Raised by Both Parties and as Identified by the GFC AAC
10. Committee Decision
11. Remedy (If Applicable)
12. Summary of Reasons for the Committee's Decision

Date _____ Chair _____

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<p>1. Academic Appeals Policy (Governance)</p> <p>Note from the University Secretariat: <i>The Post-Secondary Learning Act</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and over student appeals (section 26(1)(h)). GFC may also legislate "conditions or restrictions" on the powers of Faculty Councils (section 29(1)). GFC has thus established an Academic Appeals Committee (GFC AAC), as set out below.</p> <p>The complete wording of the section(s) of the <i>Post-Secondary Learning Act</i>, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.</p>	<p>1. <u>GFC</u> Academic Appeals Policy (Governance)</p> <p><i>The Post-Secondary Learning Act</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and over student appeals (section 26(1)(h)). GFC may also legislate "conditions or restrictions" on the powers of Faculty Councils (section 29(1)). GFC has thus established an Academic Appeals Committee (GFC AAC), as set out below.</p> <p>The complete wording of the section(s) of the <i>Post-Secondary Learning Act</i>, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.</p>	
<p>Informal Faculty Level of Appeal/Petition</p> <p>A Student may submit an informal appeal/petition to the Dean or delegate. Regardless of whether or not a Student initiates an appeal, however, the Dean or delegate may issue any remedy, including a remedy that waives the Faculty's academic standing regulations as approved by GFC and published in the University Calendar. This informal process is meant to precede and to avoid formal appeal, but does not preclude formal appeal to the Faculty Council or Faculty academic appeals committee. (GFC 23 FEB 2004)</p>	<p><i>No change to text.</i></p>	<p>Provided for context only.</p>
	<p><u>NOTE:</u> Acronyms are used throughout the policy; please refer to "Definitions" at the end of this policy.</p>	
<p>1.1 AUTHORITY</p>	<p>1.1 <u>Authority</u></p>	
<p>1.1.1 GFC Resolution re-Procedures for Resolving Academic Grievances within the Faculties</p> <p>WHEREAS General Faculties Council is interested in ensuring that each Faculty at the University has established regulations with respect to those items of concern to Faculties, as set forth in Section 29(1) of the <i>Post-Secondary Learning Act</i>, including regulations which affect a student's academic standing at the University. (EXEC 06-APR 2004)</p>	<p>1.1.1 GFC Procedures for Resolving Academic Grievances within the Faculties</p> <p><i>Delete</i></p>	

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
AND WHEREAS General Faculties Council is interested in ensuring that each Faculty at the University has established procedures whereby decisions affecting the academic standing of a student may be reviewed and if thought fit, appealed within the Faculty.	General Faculties Council is interested in ensuring that each Faculty at the University establish procedures whereby decisions affecting the <u>Academic Standing</u> of a Student may be reviewed and appealed within the Faculty.	
THEREFORE BE IT RESOLVED that each Faculty at the University publish in the Faculty section of the Calendar: (a) All regulations with respect to those items of concern to Faculties as set forth in Section 29(1) of the <i>Post-Secondary Learning Act</i> including regulations which affect a student's academic standing at the University; (b) Notice that decisions affecting the academic standing of a student may be reviewed and if thought fit appealed within the Faculty with a right of appeal to the GFC Academic Appeals Committee. A notice must also appear in the Calendar stating where the complete academic appeal regulations may be obtained. (EXEC 06 APR 2004)	<i>Delete</i>	Information is simplified and contained in Sections 1.1.2 and 1.1.3
When Faculties notify Students of adverse academic standing decisions, including such matters as continuation in a program, graduation and the requirement for a Student to withdraw, Faculties are required to tell Students there is a right of appeal within the Faculty. The Faculty shall provide the Student with information regarding the appeal deadline, the name of the delegate or body to whom their appeal should be addressed, and information as to where the appeal must be received. (EXEC 06 APR 2004) (EXEC 07 MAR 2005)	<i>No change to text.</i>	
	<p><u>1.1.2 Appeals to Faculty Academic Appeals Committees</u></p> <p><u>1. Students have the right to appeal an Academic Standing decision of the Dean to the Faculty Academic Appeals Committee ("FAAC").</u></p> <p><u>2. Appeals to an FAAC must meet the timeframes and stipulations that each Faculty has set out in its academic appeal regulations.</u></p> <p><u>3. Each Faculty may establish additional rules and procedures for the actual hearing of FAAC appeals and shall provide information in the Faculty section of the Calendar indicating where Students can obtain a copy of the Faculty's appeal</u></p>	<p>New text – similar to Practicum Intervention Policy Section 87.3</p> <p>Clarity.</p>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
	<p><u>procedures.</u></p> <p>4. <u>In the event that a Faculty fails to publish in the Calendar where Students can obtain a copy of the appeal procedures, or in the event that a Faculty has failed or neglected to establish such regulations or procedures, General Faculties Council shall publish regulations and procedures for that Faculty pursuant to Section 26(1)(a), and otherwise, of the <i>Post-Secondary Learning Act</i>.</u></p>	<p>Reworded slightly and moved from 4th paragraph below.</p>
<p>The Dean is responsible, in the event of an unsuccessful appeal within the Faculty, to inform the student of the right of appeal to the GFC Academic Appeals Committee and for informing the student of the 21 calendar day deadline for lodging an appeal. Such an appeal must be received by the Secretary to GFC (or delegate) within 21 calendar days of the deemed receipt of the decision by the student (see <i>Service and Notice</i>). (EXEC 07 MAR 2005) (EXEC 06 OCT 2008)</p>	<p><u>1.1.3 Procedures for the Dean of the Faculty</u></p> <p><u>1. The Dean is responsible for informing the Student, in writing, of the outcome of the FAAC Academic Standing appeal.</u></p> <p><u>2. In the event of an unsuccessful appeal, the Dean is further responsible for informing the Student:</u></p> <p><u>a. that there is a right of formal appeal to the GFC AAC;</u></p> <p><u>b. of the name of and contact information for the Appeals Coordinator;</u></p> <p><u>c. that any formal appeal must be lodged with the Appeals Coordinator;</u></p> <p><u>c. that the deadline for lodging such a formal appeal is 15 working days as provided in Section 1.2.1;</u></p> <p><u>d. of the Student's right to the assistance of an Advisor (with contact information provided for the Student OmbudService).</u></p>	<p>New heading</p> <p>Reworded, with paragraph below included. Appeal deadline information moved to 1.2.</p>
<p>The Dean is also responsible for informing the student of the name of the Secretary to GFC (or delegate) and for informing the student of the existence of the Student OmbudService. (EXEC 31 AUG 1995) (EXEC 07 APR 1997) (EXEC 12 JAN 1998)</p>	<p><i>Delete</i></p>	<p>Reworded and moved to paragraph above.</p>
<p>BE IT FURTHER RESOLVED that in the event that any Faculty fails to publish as aforesaid, or in the event that any Faculty has failed or neglected to establish such regulations or procedures, that General Faculties Council publish regulations and procedures for that Faculty pursuant to Section 26(1)(a) of the <i>Post-Secondary Learning Act</i>.</p>	<p><i>Delete</i></p>	<p>Reworded slightly and moved to Section 1.1.2.d.</p>

<p><i>Strikethrough text indicates that either information is being deleted or changed.</i></p>	<p><i>Underlined text indicates information is either being added or changed.</i></p>	<p><i>Reason for Change</i></p>
<p>1.2 Report to General Faculties Council</p> <p>The Academic Appeals Committee (AAC) reports annually to GFC, providing a statistical summary of cases and their disposition. The statistical information will be presented in such a way that the confidentiality of individual cases will not be breached. The Committee may also raise with the Executive Committee any policy or procedural issues, and may ask to do so in camera. (GFC 09 FEB 1981) (EXEC 18 NOV 1996) (EXEC 08 APR 2002)</p> <p>For reporting requirements see GFC CLRC Terms of Reference at: http://www.uofaweb.ualberta.ca/governance/clrc.cfm (EXEC 02 MAR 2009)</p>	<p><i>Delete</i></p>	<p><i>Report to General Faculties Council – moved to Section 1.6</i></p>
	<p><u>1.2 Procedures for Appeal of Decisions to the GFC Academic Appeals Committee (GFC AAC)</u></p> <ol style="list-style-type: none"> 1. <u>Students have a right of appeal to the GFC AAC from an adverse Faculty decision affecting their Academic Standing.</u> 2. <u>The deadline for lodging such a formal appeal is fifteen (15) Working Days from the Student’s deemed receipt of the Faculty decision (see Service and Notice). This deadline must be met notwithstanding any pursuit by the Student of any available informal appeal and/or petition process to the Dean as referred to in Section 1 of the Academic Appeals Policy, <i>Informal Faculty Level of Appeal/Petition</i>.</u> 3. <u>An appeal may be made only on the basis that there has been a Miscarriage of Justice in the case of the Student’s appeal at the Faculty level.</u> 4. <u>All known grounds must be listed and explained in the appeal. The grounds to establish a Miscarriage of Justice for an appeal shall include, but not be restricted to, the following:</u> <ol style="list-style-type: none"> a. <u>procedural errors on the part of a Faculty (provided that a defect in procedures shall not warrant the quashing of the decision being appealed, unless the defect complained of can reasonably be said to have deprived the Student of a fair hearing);</u> 	<p>Consistency</p> <p>Reworded and moved from Section 1.3.4.6</p> <p>Moved from Section 1.1.3</p> <p>Moved from Section 1.3.4.7</p>

<p><i>Strikethrough text indicates that either information is being deleted or changed.</i></p>	<p><i>Underlined text indicates information is either being added or changed.</i></p>	<p><i>Reason for Change</i></p>
	<ul style="list-style-type: none"> b. <u>failure of a Faculty to consider all factors relevant to the decision being appealed;</u> c. <u>bias or discrimination against the Student on the part of a Faculty.</u> 	
	<p><u>1.2.1 Initiation of an Appeal</u></p> <p><u>1. Appeals to the GFC AAC must:</u></p> <ul style="list-style-type: none"> a. <u>be in writing;</u> b. <u>be signed by the Student;</u> c. <u>be received by the Appeals Coordinator within fifteen (15) Working Days of the deemed receipt of the written Faculty decision;</u> d. <u>set forth the decision being appealed;</u> e. <u>provide the name of the person or body who made the decision;</u> a. <u>state the full grounds of appeal (all known grounds must be listed and explained in the appeal);</u> f. <u>state the nature of the Miscarriage of Justice (e.g. "The Miscarriage of Justice in my case is ...")</u> g. <u>state the relief requested.</u> 	<p>Moved from Section 1.3.6.1. More clearly sets out the required elements of the appeal.</p> <p>Timeline of 15 working days mirrors timeline in all University appeal regulations.</p> <p>Clarity.</p>
<p><u>1.1.2 GFC Resolution Delegating Authority to the GFC Academic Appeals Committee</u></p> <p>That an Academic Appeals Committee be established in the form and with the functions and powers as set forth in the document entitled "General Faculties Council Academic Appeal Regulations."</p> <p>That General Faculties Council hereby delegates to the General Faculties Council Academic Appeals Committee heretofore established, the power and authority to perform those functions and exercise those powers given the General Faculties Council</p>	<p><u>1.3 General Faculties Council (GFC) Resolution Delegating Authority to the GFC Academic Appeals Committee</u></p> <p><i>Delete</i></p> <p><u>General Faculties Council has delegated to the General Faculties Council Academic Appeals Committee (GFC AAC) the power and authority to perform those functions and exercise those powers as provided for in these regulations.</u></p>	<p>With the approval of Section 1 in 1973 GFC has given its authority to GFC AAC. Simplifies</p>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<p>Academic Appeals Committee in the document entitled "General Faculties Council Academic Appeal Regulations." That the delegation of function and power hereby made, shall continue until revoked by a resolution of General Faculties Council. (GFC 29 JAN 1973) (EXEC 02 APR 1973) (GFC 24 APR 1978)</p> <p>1.1.3 Board of Governors Resolution Delegating Authority to the GFC Academic Appeals Committee</p> <p>WHEREAS a question has arisen as to the duty of the Board on receipt of a petition from a Student asking the Board to intervene in or to sit in appeal on or to review an academic decision made by General Faculties Council (which for the purposes hereof includes any person or body over whom General Faculties Council has jurisdiction in academic matters):</p> <p>RESOLVED that so long as General Faculties Council continues to exercise jurisdiction to hear and determine Student appeals from Faculty decisions affecting their academic standing at the University, the Board shall refuse to interfere in or to sit in appeal on or to review the decision of General Faculties Council thereon PROVIDED that nothing herein shall preclude the Board from interfering in or sitting in appeal on or reviewing any decision of General Faculties Council where the reason for such interference, appeal or review is in substance something other than an academic judgment or an academic discretion. (BG 04 MAY 1973) (GFC 24 JUN 1973) (BG 07 NOV 1980)</p>	<p>1.3.1 Board of Governors Resolution Delegating Authority to the GFC Academic Appeals Committee</p> <p>No change to text.</p> <p><u>As long as the General Faculties Council Academic Appeals Committee continues to exercise jurisdiction to hear and determine Student appeals from Faculty decisions affecting academic standing at the University, the Board shall refuse to interfere in or to sit in appeal on or to review the decision of General Faculties Council Academic Appeals Committee thereon PROVIDED that nothing herein shall preclude the Board from interfering in or sitting in appeal on or reviewing any decision of General Faculties Council where the reason for such interference, appeal or review is in substance something other than an academic judgment or an academic discretion.</u></p>	<p>language with respect to the power of the GFC AAC.</p> <p>Provided for context only.</p>
<p>1.3 GFC Academic Appeal Regulations (Academic Appeals Committee GFC (AAC))</p>	<p><i>Delete</i></p>	
<p>1.3.1 General</p>	<p><i>Delete section in its entirety.</i></p>	<p>Moved to <i>Definitions</i> at the end of this policy.</p>
<p>In these regulations, unless the contrary intention appears, "academic standing" means any matter covered in a Faculty's academic standing regulations as approved by GFC, its Executive or the GFC Academic Standards Committee (ASC) and as published in the Calendar, including such matters as continuation in a program, graduation and the requirement for a student to withdraw.</p>	<p><i>Delete</i></p>	<p>Moved to <i>Definitions</i></p>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
"Appellant" means a student appealing from a decision of a Faculty affecting academic standing at the University;	<i>Delete</i>	Moved to <i>Definitions</i>
"Calendar Days" is defined as follows: From May 1 to August 31, each day begins at 8:00 AM and ends at 4:00 PM. From September 1 to April 30, each day begins at 8:30 AM and ends at 4:30 PM. Calendar days are counted as follows: Day one is counted as the first calendar day after deemed receipt. If the final calendar day falls on a Saturday, Sunday, statutory holiday or university holiday the following calendar day that is not a Saturday, Sunday, statutory holiday or university holiday is counted as the deadline. (EXEC 07 MAR 2005)	<i>Delete</i>	Days will be counted in "Working days," only; as a result, "calendar days" do not need to be defined and will not appear in the definitions section of this policy.
"Chair" means the Chair of the General Faculties Council Academic Appeals Committee selected from the Panel of Chairs described below;	<i>Delete</i>	Moved to <i>Definitions</i>
"Committee" or "GFC AAC" means the General Faculties Council Academic Appeals Committee;	<i>Delete</i>	Moved to <i>Definitions</i>
"Dean" means the Dean of the Faculty whose decision is being appealed;	<i>Delete</i>	Moved to <i>Definitions</i>
"Executive Committee" means the Executive Committee of General Faculties Council;	<i>Delete</i>	Moved to <i>Definitions</i>
"Faculty" means the Faculty whose decision is being appealed and includes the Dean or an administrative officer of the Faculty and the Academic Appeals Committee of such Faculty when that person or body has exercised or is exercising any power of the Faculty with respect to academic standing;	<i>Delete</i>	Moved to <i>Definitions</i>
"Miscarriage of justice" means failure on the part of a Faculty to make a decision with respect to academic standing in a fair and equitable manner in the light of the procedures, standards and circumstances applicable in the case of an appellant;	<i>Delete</i>	Moved to <i>Definitions</i>
"Respondent" means a Faculty or person designated by the Dean to represent the Faculty.	<i>Delete</i>	Moved to <i>Definitions</i>
"Working Day" is defined as a day on which University administrative offices are open. From May 1 to August 31, a working day begins at 8:00 AM and ends at 4:00 PM. From	<i>Delete</i>	Moved to <i>Definitions</i>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
September 1 to April 30, a working day begins at 8:30 AM and ends at 4:30 PM. (EXEC 07 MAR 2005)		
The Committee is a standing committee of General Faculties Council established by General Faculties Council on January 29, 1973 pursuant to Section 26(1), and Section 26(1)(h) of the <i>Post-Secondary Learning Act</i>.	<i>Delete</i>	This sentence will become a note and will accompany the definition of Committee.
1.3.2 Composition of the GFC AAC The Committee shall consist of three members elected by GFC: 1. two faculty members on post-retirement contract or from Categories A1.1*, A1.5*, or their counterparts in A1.6*; with one faculty member to serve as Chair of a particular hearing, selected from the Panel of Chairs described below, and one faculty member selected from the Panel of Faculty members described below; (EXEC 07 MAR 2005) *See Section 5 of the GFC Policy Manual for definitions of these categories of academic staff.	<i>Delete</i>	Moved to Section 1.4.3 <i>Composition of the Committee</i>
2. one full-time undergraduate student or one full-time graduate student selected from the Panel of Students described below. If the appellant is an undergraduate student, an undergraduate student would serve on the Committee. If the appellant is a graduate student, a graduate student would serve on the Committee. (EXEC 07 MAR 2005)	<i>Delete</i>	Moved to Section 1.4.3 <i>Composition of the Committee</i>
All panel members (Panel of Chairs, Panel of Faculty Members and Panel of Students) described below shall be elected by GFC. In selecting members of the Panel, GFC will attempt to keep the membership of the GFC AAC as broadly representative as possible of all Faculties given the available pool of candidates. (EXEC 07 MAR 2005)	<i>Delete</i>	Moved to Section 1.4.3 <i>Composition of the Committee</i>
When constituting the Committee to hear an appeal, no more than two members may come from the same Faculty. (EXEC 07 MAR 2005)	<i>Delete</i>	Moved to Section 1.4.5.1 <i>Constituting the Committee.</i>
Panel of Chairs: GFC shall elect a Panel of up to six faculty members on post-	<i>Delete</i>	Moved to Section 1.4.3 <i>Composition of</i>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
retirement contracts or from Categories A1.1, A1.5 or their counterparts in A1.6. These faculty members will serve for staggered terms of office and will normally be drawn from among present or past members of the AAC. To the extent it is possible, each faculty member shall come from a different Faculty. (EXEC 22 FEB 2002) (EXEC 01 MAR 2004) (EXEC 07 MAR 2005)		<i>the Committee</i>
The Secretary to GFC (or delegate) may select, in rotation, for each appeal hearing, a member from the Panel of Chairs to chair a particular hearing. Should the list be exhausted, a faculty member from the University Appeal Board (UAB) Panel of Chairs may be selected. (EXEC 07 MAR 2005)	<i>Delete</i>	Moved to Section 1.4.5.7 <i>Constituting the Committee</i>
Panel of Faculty Members: GFC shall also elect four faculty members on post-retirement contracts or from Categories A1.1, A1.5, or their counterparts in A1.6. To the extent it is possible, faculty members shall come from different Faculties. (EXEC 09 SEPT 2002) (EXEC 07 MAR 2005)	<i>Delete</i>	Moved to Section 1.4.3 <i>Composition of the Committee</i>
Panel of Students GFC shall elect a panel of 4 full-time undergraduate students and 4 full-time graduate students. To the extent it is possible, the four undergraduate students shall come from different Faculties. To the extent it is possible, the four graduate students shall come from different Faculties. (EXEC 09 SEPT 2002) (EXEC 07 MAR 2005)	<i>Delete</i>	Moved to Section 1.4.3 <i>Composition of the Committee</i>
For each appeal, every attempt will be made to have a member in reserve from each membership category, including the category of Chair, prepared in advance to attend the hearing.	<i>Delete</i>	Moved to Section 1.4.5.6 <i>Constituting the Committee</i>
The Secretary to GFC (or delegate) may select, in rotation, for each appeal hearing, a member from the Panel of Chairs to chair a particular hearing. Should the list be exhausted, a faculty member from the University Appeal Board (UAB) Panel of Chairs may be selected. (EXEC 07 MAR 2005)	<i>Delete</i>	Duplicate deleted
If all faculty members from the Panel of Faculty Members are unable to serve, the Secretary to GFC (or delegate) may complete a particular panel by selecting, in rotation, first from the AAC Panel of Chairs, and then from the UAB Panel of Chairs. (EXEC 07 MAR 2005)	<i>Delete</i>	Moved to Section 1.4.5.3 <i>Constituting the Committee</i>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
If all student members from the Panel of Students are unable to serve, the Secretary to GFC (or delegate) may complete a particular panel by selecting, in rotation, either one full-time undergraduate student or one full-time graduate student, from the UAB Panel of Students. (EXEC 09 SEPT 2002) (EXEC 07 MAR 2005)	<i>Delete</i>	Moved to Section 1.4.5.4 <i>Constituting the Committee</i>
For the purpose of selection and service on the AAC, graduate students are considered to be from the Faculty where they receive supervision. Students who are in any joint graduate/undergraduate degree program (eg, the joint MBA/LLB program) are considered to be graduate students for the purpose of service and selection on the AAC. Students in any joint degree program will not be called upon to hear appeals which arise from any of the Faculties involved in the joint program. (EXEC 07 MAR 2005)	<i>Delete</i>	Moved to Section 1.4.5.5 <i>Constituting the Committee</i>
The Executive Committee will have the discretion to appoint a Chair for a particular hearing from outside the Panel members.	<i>Delete</i>	Moved to Section 1.4.3 <i>Composition of the Committee</i>
<p>1.3.3 Term of Office</p> <p>The Panel of Chairs and the Panel of Faculty members, both regular and alternate, shall be appointed for such terms as General Faculties Council shall determine. (EXEC 22 FEB 2002) (EXEC 07 MAR 2005)</p>	<i>Delete</i>	Reference to “regular and alternate” deleted, no longer applicable. Moved to Section 1.4.4 <i>Term of Office</i>
The student members shall be appointed for up to two-year terms and are eligible for re-election. (EXEC 22 FEB 2002)	<i>Delete</i>	Moved to Section 1.4.4. <i>Term of Office</i>
Any panel member who has been called to serve on the GFC AAC for a particular case may complete their service on that case even if his or her term on a panel expires or, in the case of students, a student graduates or changes status from undergraduate to graduate. (EXEC 06 NOV 2006)	<i>Delete</i>	Moved to Section 1.4.4. <i>Term of Office</i>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<p>1.3.4 The Jurisdiction of the Committee</p> <p>1. The Committee shall hear and determine appeals from appellants against decisions of Faculties affecting academic standing at the University.</p> <p>2. The Committee shall have no jurisdiction to hear an appeal until the appellant has exhausted all procedures and appeals available within the Faculty.</p> <p>3. The Committee shall have no jurisdiction to hear an appeal where:</p> <p style="padding-left: 40px;">a. the student was granted relief by the Faculty with written conditions and specified consequences should the conditions not be met and;</p> <p style="padding-left: 40px;">b. the student was both informed of the right of appeal at the time the conditions were set and that, by not appealing the conditions and specified consequences, any further appeal rights were waived. (EXEC 04 MAR 2002)</p>	<p><u>1.4 GFC Academic Appeals Committee GFC (AAC)</u></p> <p><u>1.4.1</u> The Jurisdiction of the Committee</p> <p>1. The Committee shall hear and determine appeals from <u>Appellants</u> against decisions of Faculties affecting Academic Standing at the University.</p> <p>2. The Committee shall have no jurisdiction to hear an appeal until the <u>Appellant</u> has exhausted all <u>formal</u> appeal <u>processes</u> available within the Faculty.</p> <p>3. The Committee shall have no jurisdiction to hear an appeal where:</p> <p style="padding-left: 40px;">a. the <u>Appellant</u> was granted relief by the Faculty with written conditions and specified consequences should the conditions not be met and;</p> <p style="padding-left: 40px;">b. the <u>Appellant</u> was both informed of the right of appeal at the time the conditions were set and that, by not appealing the conditions and specified consequences, any further appeal rights were waived.</p>	<p>Section renumbered.</p> <p>Revised to use consistent language throughout this section.</p> <p>Revised to make it clear that it is the formal appeal process that needs to be exhausted</p>
<p>4. The Committee shall have no jurisdiction to hear an appeal with respect to:</p>	<p><i>No change to text.</i></p>	<p>Provided for context only.</p>
<p>a. marks or grades awarded;</p>	<p><i>No change to text.</i></p>	<p>Provided for context only.</p>
<p>b. an examination decision of the Faculty of Graduate Studies and Research;</p>	<p><i>No change to text.</i></p>	<p>Provided for context only.</p>
<p>c. a decision to refuse admission or readmission to a Faculty;</p>	<p><i>No change to text.</i></p>	<p>Provided for context only.</p>
<p>d. a decision relating to the granting of credit for courses taken or to be taken outside the University of Alberta;</p>	<p><i>No change to text.</i></p>	<p>Provided for context only.</p>
<p>e. any decisions related to the University's writing competence</p>	<p><i>Delete</i></p>	<p>This is no longer a</p>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
requirements;		requirement.
f. a decision on academic standing arising from a discipline matter;	<u>e.</u> a decision on <u>Academic Standing</u> arising from a discipline matter;	Section renumbered.
g. other matters deemed by the Committee to be outside its jurisdiction.	<i>g. Renumbered</i>	Moved to follow point f.
5. The Committee shall also have no jurisdiction to hear an appeal with respect to a decision on academic standing arising from a Practicum Intervention, as defined and set out in the Practicum Intervention Policy. (EXEC 02 MAR 2009)	<u>f.</u> a decision on <u>Academic Standing</u> arising from a Practicum Intervention, as defined and set out in the Practicum Intervention Policy.	Revised to become part of existing list where GFC AAC does not have jurisdiction.
g. other matters deemed by the Committee to be outside its jurisdiction.	<i>g. No change to text.</i>	
6. An appeal may be made only on the basis that there has been a miscarriage of justice in the case of the appellant.	<i>Delete</i>	Moved to Section 1.2. <i>Procedures for Appeal of Decisions to the GFC Academic Appeals Committee</i>
7. The grounds for an appeal shall include but not be restricted to the following:	<i>Delete</i>	Moved to Section 1.2.
a. i. procedural errors on the part of a Faculty;	<i>Delete</i>	Moved to Section 1.2.
ii. failure of a Faculty to consider all factors relevant to the decision being appealed;	<i>Delete</i>	Moved to Section 1.2.
iii. bias or discrimination against the appellant on the part of a Faculty.	<i>Delete</i>	Moved to Section 1.2.
b. All known grounds must be listed and explained in the appeal.	<i>Delete</i>	Moved to Section 1.2.1 <i>Initiation of an Appeal</i>
e. i. In the case that the appellant produces new information prior to the GFC Academic Appeals Committee hearing that was not available to the Faculty Appeals Committee, the Faculty can request that this information be heard first by the Faculty Appeals Committee. The request by the Faculty must be made prior to the start of the GFC Academic Appeals Committee hearing.	<u>5.</u> In the case that the <u>Appellant</u> produces new information prior to the GFC <u>AAC</u> hearing that was not available to the Faculty Appeals Committee, the Faculty can request that this information be heard first by the Faculty Appeals Committee. The request by the Faculty must be made prior to the start of the GFC <u>AAC</u> hearing.	Consistent us of Appellant and acronym.

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<p>ii. In the case that new information is introduced during a hearing, it will be at the discretion of the GFC Academic Appeals Committee to decide, after consultation with the respondent, whether a new Faculty hearing should be held or whether the hearing should proceed.</p>	<p><u>6. In the case that new information is introduced during a hearing, it will be at the discretion of the GFC AAC to decide, after hearing submissions from both parties, whether a new Faculty hearing should be held or whether the GFC AAC hearing should proceed.</u></p>	<p>Section renumbered. Consistency. Both parties given opportunity to make submissions rather than just Respondent.</p>
<p>d. Notwithstanding that an appellant may satisfy the Committee that the appellant's case falls within the grounds of appeal, the Committee shall uphold the appeal only if it is convinced that a miscarriage of justice has occurred.</p>	<p><u>7. Notwithstanding that an Appellant may satisfy the Committee that the Appellant's case falls within the grounds of appeal, the Committee shall uphold the appeal only if it is convinced that a Miscarriage of Justice has occurred.</u></p>	<p>Section renumbered.</p>
<p>8. The Committee shall hear an appeal from the same appellant against the same decision only once.</p>	<p><u>8. The Committee shall hear an appeal from the Appellant against the same decision only once.</u></p>	<p>Renumbered. Consistent use of Appellant.</p>
<p>9. a. When a student appeals twice on what is deemed by the Secretary to GFC (or delegate) to be the same decision, the question of jurisdiction shall be decided by a panel consisting of as many members of the original committee who are still members of the AAC or who are still student or faculty members at the University of Alberta. Such persons shall be considered by GFC as AAC members for this purpose, and for any subsequent hearing. Other members of the AAC may be added to this panel in order to constitute a full committee (see Section 1.3.2 – composition). The normal quorum regulation shall apply.</p>	<p><u>9. a. When an Appellant appeals twice on what is considered by the Appeals Coordinator to be the same decision, the question of jurisdiction shall be decided by as many members of the original Panel who are still Panel Members or who are still Student or Faculty members at the University of Alberta. Such persons shall be considered by GFC as members for this purpose, and for any subsequent hearing. Other Panel Members may be added to this Panel in order to constitute a full Panel (see Section 1.4.3 – Composition of the Committee). The normal quorum regulation shall apply.</u></p>	<p>Consistent Use of Panel or Panel Members to clarify who decides jurisdiction.</p>
<p>b. If this panel finds that the student is appealing the same decision twice, there shall be no re-hearing. The decision of the original committee shall stand and shall be final and binding.</p>	<p><u>b. If this Panel finds that the Appellant is appealing the same decision twice, there shall be no re-hearing. The decision of the original committee shall stand and shall be final and binding.</u></p>	<p>Consistent use of Appellant.</p>
<p>c. If this panel finds that the student is appealing a new decision, the appellant may choose to have the case heard either by this panel or by a new panel.</p>	<p><u>c. If this Panel finds that the Appellant is appealing a new decision, the Appellant may choose to have the case heard either by this Panel or by a new Panel.</u></p>	<p>Consistent use of Appellant.</p>
<p>10. When a student questions whether a Faculty has carried out the relief granted, questions which cannot be resolved by the Dean, the AAC Chair and the Appellant will be dealt with as follows:</p>	<p><u>10. In some instances, the Appellant may question whether or not the Faculty has carried out the relief granted. These concerns will be addressed collectively by the Dean, the GFC AAC Chair and the Appellant. If the Appellant's question is not addressed to the satisfaction of the Appellant, the following procedure will be adopted:</u></p>	<p>Consistent use of Appellant. Section renumbered.</p>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<p>a. The question shall be decided by a panel consisting of as many members of the original committee who are still members of the GFC AAC or who are still Student or Faculty members at the University of Alberta. Such persons shall be considered by GFC as AAC-members for this purpose. Other members of the AAC may be added to this panel in order to constitute a full committee (see Section 1.3.2 – Composition). The normal quorum regulation shall apply. (EXEC 09 DEC 2002) (EXEC 07 MAR 2005)</p>	<p>a. The question shall be decided by as many members of the original <u>Panel</u> who are still <u>Panel Members</u> or who are still Student or Faculty members at the University of Alberta. Such persons shall be considered by GFC as members for this purpose. Other <u>Panel Members</u> may be added to this <u>Panel</u> in order to constitute a full <u>Panel</u> (see Section <u>1.4.3 – Composition of the Committee</u>). The normal quorum regulation shall apply.</p>	<p>Consistent use of Panel.</p> <p>Reference the correct section number.</p>
<p>b. This panel's decision on the matter shall be final and binding.</p>	<p>b. This <u>Panel's</u> decision on the matter shall be final and binding.</p>	<p>Consistent use of Panel.</p>
<p>4.3.5 Powers of the Committee</p> <p>The decision of the Committee shall be either</p> <p>a. to uphold the appeal and make such order as is required provided that no order shall be made which is contrary to published Faculty regulations;</p> <p>b. to deny the appeal.</p> <p>The decision of the Committee shall be final and binding.</p>	<p><u>1.4.2 Powers of the Committee</u></p> <p><u>1.</u> The decision of the Committee shall be either:</p> <p>a. to uphold (<u>grant</u>) the <u>Appellant's</u> appeal and award <u>any remedy that is not contrary to published Faculty's regulations</u>;</p> <p>b. to deny the appeal.</p> <p><u>2.</u> The decision of the Committee shall be final and binding.</p>	<p>Section renumbering</p> <p>Language simplified to make it more understandable.</p> <p><i>No Change</i></p>
	<p><u>1.4.3 Composition of the Committee</u></p> <p>The Committee shall consist of three members elected by GFC:</p> <p><u>1. two Faculty members on post-retirement contract or from Categories A1.1*, A1.5*, or their counterparts in A1.6*; with one Faculty member to serve as Chair of a particular hearing, selected from the Panel of Chairs described below, and one Faculty member selected from the Panel of Faculty members described below;</u></p> <p><u>*See Section 5 of the GFC Policy Manual for definitions of these categories of academic staff.</u></p>	<p>No change to text. Moved from Section 1.3.2.1</p> <p>Please note that this reference will need to change when the new categories of staff are confirmed in UAPPOL.</p>
	<p><u>2. one full-time undergraduate Student or one full-time graduate Student selected from the Panel of Students described below. If the</u></p>	<p>Moved from Section 1.3.2.2.</p>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
	<u>Appellant is an undergraduate Student, an undergraduate Student shall serve on the Committee. If the Appellant is a graduate Student, a graduate Student shall serve on the Committee.</u>	Clarity.
	<u>All Panel Members described below shall be elected by GFC. In selecting Panel Members, GFC will attempt to keep the membership of the GFC AAC as broadly representative as possible of all Faculties given the available pool of candidates.</u>	Minor change to text. Moved from Section 1.3.2.2
	<u>Panel of Chairs:</u> <u>GFC shall elect up to six Faculty members on post-retirement contracts or from Categories A1.1, A1.5 or their counterparts in A1.6. These Faculty members will serve for staggered terms of office and will normally be drawn from among present or past members of the GFC AAC. To the extent possible, each Faculty member shall come from a different Faculty.</u>	Minor change to text. Moved from Section 1.3.2.2
	<u>Panel of Faculty Members:</u> <u>GFC shall elect up to four Faculty members on post-retirement contracts or from Categories A1.1, A1.5, or their counterparts in A1.6. To the extent possible, Faculty members shall come from different Faculties.</u>	Minor change to text. Moved from Section 1.3.2.2
	<u>Panel of Students:</u> <u>GFC shall elect up to 4 full-time undergraduate Students and up to 4 full-time graduate Students. To the extent possible, the four undergraduate Students shall come from different Faculties. To the extent possible, the four graduate Students shall come from different Faculties.</u>	Minor change to text. Moved from Section 1.3.2.2
	The Executive Committee will have the discretion to appoint a Chair for a particular hearing from outside the Panel <u>M</u> embers.	Moved from Section 1.3.2
	<u>1.4.4 Term of Office</u> <u>The Panel of Chairs and the Panel of Faculty members shall be appointed for such terms as General Faculties Council shall determine.</u>	Reworded and moved from Section 1.3.3.

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
	<u>The Panel of Students shall be appointed for terms of up to two years and are eligible for re-election.</u>	Minor change to text. Moved from Section 1.3.3.
	<u>Any Panel Member who has been called to serve on the GFC AAC for a particular case may complete their service on that case even if his or her term expires or, in the case of Students, a Student graduates or changes status from undergraduate to graduate or graduate to undergraduate status.</u>	Minor change to text. Moved from Section 1.3.3.
	<u>1.4.5 Constituting the Committee</u>	New heading.
	1. <u>When constituting the Panel to hear an appeal, no more than two members may come from the same Faculty.</u>	No change to text. Moved from Section 1.3.2.2
	2. <u>No GFC AAC member will be called upon to hear an appeal if the member is from the same Faculty as the Appellant or Respondent.</u>	Minor change to text. Moved from Section 1.3.6.3 (3 rd paragraph).
	3. <u>If all Faculty members from the Panel of Faculty Members are unable to serve, the Appeals Coordinator may complete a Panel by selecting, in rotation, first from the GFC AAC Panel of Chairs, and then from the UAB Panel of Chairs.</u>	Minor change to text. Moved from Section 1.3.2.2
	4. <u>If all Student members from the Panel of Students are unable to serve, the Appeals Coordinator may complete a particular Panel by selecting, in rotation, either one full-time undergraduate Student or one full-time graduate Student, from the UAB Panel of Students. (See Section 1.4.2.2)</u>	Minor changes to text. Moved from Section 1.3.2.2. Addition of a reference to Section 1.4.2.2.
	5. <u>For the purpose of selection and service on the GFC AAC, graduate Students are considered to be from the Faculty where they receive supervision. Students who are in any joint graduate/undergraduate degree program (eg. the joint MBA/LLB program) are considered to be graduate Students for the purpose of service and selection on the GFC AAC. Students in any joint degree program will not be called upon to hear appeals which arise from any of the Faculties involved in the joint program.</u>	Minor changes to text. Moved from Section 1.3.2.2
	6. <u>For each appeal, every attempt will be made to have a reserve</u>	Slight change to text.

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
	<p><u>member from each membership category, including the category of Chair, prepared in advance to attend the hearing.</u></p> <p><u>(This shall be interpreted to mean that a member who is unable to attend may be replaced by a member from the same category as the absent member.)</u></p>	<p>Moved from Section 1.3.2.2</p> <p>Moved from Section 1.3.6.5.a</p>
	<p>7. <u>The Appeals Coordinator may select, in rotation, for each appeal hearing, a reserve member from the GFC AAC Panel of Chairs who may be used to replace either the Chair or the Faculty member. Should the list be exhausted, a Faculty member from the UAB Panel of Chairs may be selected.</u></p>	<p>Reworded and moved from Section 1.3.2.</p>
	<p>8. <u>GFC AAC members will be asked in advance of a hearing to declare any possible bias. If a GFC AAC member declares such a bias, a member from the same category will be selected in rotation from the membership list, which both parties were given an opportunity to challenge.</u></p>	<p>Reworded and moved from Section 1.3.6.3.</p> <p>Consistency.</p> <p>Clarity.</p>
	<p>9. <u>No GFC AAC member will be called upon to hear an appeal if the Provost and Vice-President (Academic) (or delegate) is aware of any reason why a particular member is unable to effectively serve on a hearing panel.</u></p>	<p>Moved from Section 1.3.6.3.</p> <p>Consistency.</p>
<p>1.3.6 Procedures</p> <p>1. An appeal shall be instituted by the delivery to the Secretary to General Faculties Council (or delegate) of a statement in writing signed by the appellant setting forth the decision being appealed, the name of the person or body making the decision, the grounds for the appeal, the nature of the injustice, and the relief requested.</p> <p>The appellant, within 21 calendar days of deemed receipt of the written adverse Faculty decision, may initiate an appeal by delivery of the above statement. (EXEC 06 OCT 2008)</p>	<p><u>1.5. Appeal Procedures</u></p>	<p>Section renumbered and new heading.</p> <p>Reworded and moved to Section 1.2.1.</p>
	<p><u>1.5.1 Procedures Prior to a Hearing</u></p> <p>1. Upon receipt of an appeal the Appeals Coordinator shall:</p> <p>a. <u>select a Chair for the GFC AAC hearing, provide the name of the proposed Chair to the Appellant and Respondent, and, to the extent possible, provide the date being considered by the</u></p>	<p>New - points a to d closely mirror language in COSB, Section 30.6.4(1).</p>

<p><i>Strikethrough text indicates that either information is being deleted or changed.</i></p>	<p><i>Underlined text indicates information is either being added or changed.</i></p>	<p><i>Reason for Change</i></p>
	<p><u>Chair for the hearing;</u></p> <p>b. <u>provide the Appellant and Respondent with a written acknowledgement of the appeal;</u></p> <p>c. <u>provide the Appellant and Respondent with a list of On-Campus Sources of Assistance;</u></p> <p>d. <u>provide the Appellant and the Respondent with the GFC AAC/UAB membership lists;</u></p> <p>e. <u>advise the Respondent that a response is required within ten (10) Working Days;</u></p> <p>f. <u>advise the Respondent that the response must include the following minimum information:</u></p> <ul style="list-style-type: none"> i. <u>all documents available at any Faculty level hearings related to the appeal (normally the hearing by the Faculty Academic Appeals Committee);</u> ii. <u>response to the Appellant's grounds for appeal;</u> iii. <u>comments on the alleged Miscarriage of Justice and on the relief requested;</u> iv. <u>the academic standing regulations from the Calendar governing the Appellant's program (normally the current Calendar regulations);</u> v. <u>the regulations that governed the Appellant's Faculty appeal hearing, including any hearing procedures;</u> vi. <u>in cases where written reasons were provided by the Faculty appeals committee, a copy of the reasons shall be provided; (EXEC 07 MAY 2007)</u> vii. <u>a copy of the Appellant's transcript.</u> 	<p>Timeline is new and mirrors timeline in COSB and PIP</p> <p>Moved from <i>Internal Committee Procedures</i> for more appropriate positioning in the appeal regulations.</p> <p>Currently the transcript is requested but was not regulatory.</p>
	<p>2. <u>The Appellant and Respondent will have five (5) Working Days after receipt of the GFC AAC and UAB membership lists to lodge any challenge requesting that a Chair or a panel member not serve on the appeal. Challenges may only be made on the grounds that the Chair or panel member may have a bias that would prevent a fair hearing. The challenge must include written reasons to</u></p>	<p>Moved from Section 1.3.6.3.</p>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
	<u>support the challenge. The Chair shall consider and rule upon the challenge. The decision of the Chair will be made without receiving further submissions and shall be final and binding.</u>	Clarity
	<u>3. In the event that a procedural issue is raised before the hearing, the Appeals Coordinator will refer the matter to the Chair of the GFC AAC. The Chair will make a decision and before doing so may consult with the Appeals Coordinator and may consult with members of the Committee. The decision of the Chair shall be final and binding.</u>	Moved from Appendix A: GFC Academic Appeals Committee Internal Committee Procedures, pt. 4. Last sentence is new.
	<u>4. Either the Appellant or the Respondent may request in writing an extension of any time limits. The GFC AAC Chair may extend any of the time limits where he or she is of the opinion that the Appellant or Respondent has reasonable grounds for requesting such extension. The decision of the GFC AAC Chair may be made without a hearing and shall be final and binding.</u>	New - mirrors language from COSB, Section 30.6.4(11). Simplified language - used Appellant or Respondent rather than applicant.
	<u>5. The Appellant and Respondent must notify the Appeals Coordinator immediately upon selecting an Advisor for purposes of representation at the GFC AAC hearing.</u>	New – closely mirrors language from COSB, Section 30.6.4(6)
	<u>6. If either the Appellant or Respondent plan to call witnesses, then that party must provide a witness list to the Appeals Coordinator at least five (5) Working Days prior to the hearing date. The Appeals Coordinator shall ensure that as witnesses become known, the other party and the GFC AAC are informed as to the identity of the witnesses. Each party is responsible for securing the attendance of their witnesses at the hearing.</u>	New – similar to language from COSB, Section 30.6.4(9)
	<u>1.5.2 The Hearing Date</u>	New Heading
<p>2. The Secretary to General Faculties Council (or delegate), shall provide a copy of the appeal to and consult with the Chair, who shall set a time and a place for the hearing of the appeal, giving 14 calendar days' notice to the appellant and respondent. (EXEC 07 MAR 2005)</p> <p>The requirement of 14 calendar days' notice may be waived if there is unanimous agreement of the Chair, the appellant and the respondent.</p>	<p>1. <u>Appeals are intended to proceed in a timely manner and the hearing date will normally be set to occur within thirty (30) Working Days of the receipt of the appeal. Both parties shall be provided with reasonable notice of the hearing date.</u></p>	<p>All other appeal regulations have reasonable notice of hearing and specify a timeframe for hearing the appeal of 30 working days.</p>
<p>If the time of the hearing is after the start of classes in the fall,</p>	<p>2. If the time of the hearing is after the start of the fall, winter,</p>	<p>Graduate students</p>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<p>winter, spring, or summer term, the appellant will be permitted a temporary registration subject to cancellation if the appeal is denied. However, no temporary registration will be permitted if, in the opinion of the Dean, a case of safety is involved. (EXEC 07 MAR 2005)</p>	<p>spring, or summer term, the <u>Appellant may</u> be permitted a temporary registration, <u>which is</u> subject to cancellation if the appeal is denied. However, no temporary registration will be permitted if, in the opinion of the Dean, a case of <u>Public Safety</u> is involved. <u>In accordance with Section 23.9.10 of the University of Alberta Calendar students who owe money to the University will not have access to registration.</u> (EXEC 07 MAR 2005)</p>	<p>with thesis only are not taking classes. Qualify what type of safety is being contemplated and provide a definition.</p> <p>The last sentence provides clarity letting students appealing know that they do not have additional rights and access to registration when they have overdue accounts.</p>
	<p>3. <u>Appeal cases which involve temporary registration, may be given priority by the GFC AAC.</u></p>	<p>Reworded and moved from Section 1.3.6.2 last sentence.</p>
	<p>4. <u>The Appeals Coordinator shall consult with the Chair, who shall set a time and place for the hearing of the appeal.</u></p>	<p>Mirrors language in COSB, Section 30.6.4(12) a.</p>
	<p>5. <u>Reasonable delays are allowed, but should either party feel that an unreasonable time has passed without the date of the hearing being set, either party may appeal to the GFC AAC Chair, through the Appeals Coordinator, for a ruling as to whether the delay is reasonable. If the GFC AAC Chair decides the delay is unreasonably long, then the GFC AAC Chair shall, within ten (10) Working Days of such a decision, set the appeal hearing date. The appeal hearing must occur within twenty (20) Working Days of the Chair's decision. The decision of the GFC AAC Chair will be made without a hearing and is final and binding.</u></p>	<p>New - mirrors language from COSB, Section 30.6.4(12) b.</p> <p>Clarity</p>
	<p>6. <u>The Appeals Coordinator shall constitute the GFC AAC and provide its members, the parties and their respective Advisors with:</u></p> <p>a. <u>the date, time and place of the Appeal Hearing.</u></p>	<p>New – closely mirrors language from COSB, Section 30.6.4(12) c.</p>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
	b. <u>the appeal and any documentation from the Respondent;</u>	
<p>The Provost or delegate shall:</p> <p>1. Have access to student records held by a Faculty, Department or unit, the Office of Student Judicial Affairs, the Office of the Registrar and Student Awards or the University Secretariat in an instance where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91); (EXEC 03 MAY 2004)</p> <p>2. Intervene in a case concerning academic standing in a case being heard, or about to be heard by the GFC AAC in an instance where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91). (EXEC 03 MAY 2004) (BHRCC 05 MAY 2004)</p>	<i>Delete section in its entirety.</i>	Reworded and moved to Section 1.5.8 <i>Access to Appellant Records by the Provost</i>
<p>Appeal cases which may involve temporary registration shall be given priority by the Academic Appeals Committee.</p>	<i>Delete</i>	No change to text. Moved to Section 1.5.2.3
<p>3. Challenges</p> <p>The appellant and respondent will have five (5) Working Days after receipt of the GFC AAC and UAB membership lists to lodge any challenge requesting that a Chair or a panel member not serve on the appeal. Challenges may only be made on the grounds that the Chair or panel member may have a bias that would prevent a fair hearing. The challenge must include written reasons to support the challenge. The Chair shall consider and rule upon the challenge. The decision of the Chair may be made without receiving further submissions and shall be final and binding. (EXEC 02 MAR 2009)</p>	<i>Delete</i>	Moved to Section 1.5.1 <i>Procedures Prior to a Hearing.</i>
<p>AAC members will be asked in advance of a hearing to declare any possible bias and if so will not be called upon to hear an appeal.</p>	<i>Delete</i>	No change to text. Moved to Section 1.4.5.8.
<p>No AAC member will be called upon to hear an appeal if the member is from the same Faculty as the appellant or respondent.</p>	<i>Delete</i>	No change to text. Moved to Section 1.4.5.2.
<p>No AAC member will be called upon to hear an appeal if the</p>	<i>Delete</i>	No change to text.

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
Provost and Vice-President (Academic) (or delegate) is aware of any reason why a particular member is unable to effectively serve on a hearing panel.		Moved to Section 1.4.5.9.
<p>4- Service and Notice</p> <p>{a} Notices, decisions and other appeal materials sent by the Secretary to GFC (or delegate) may be hand-delivered, sent by courier, or sent by any method of delivery offered by Canada Post. In cases where students have an official campus address, material may be sent to that address by campus mail. Alternatively, at the student's request, the student may pick up the material, decision or notice at an arranged place. In all cases, the Secretary to GFC (or delegate) will decide which method of delivery will be used. (EXEC 21 OCT 2002) (EXEC 07 MAR 2005) (EXEC 02 MAR 2009)</p>	<p><u>1.5.3 Service and Notice</u></p> <p><u>1. Notices, decisions and other appeal materials sent by the Appeals Coordinator may be hand-delivered, sent by courier, by e-mail or sent by any method of delivery offered by Canada Post. In cases where Appellants have an official campus address, material may be sent to that address by campus mail. Alternatively, at the Appellant's request, the Appellant may pick up the material, decision or notice at an arranged place. In all cases, the Appeals Coordinator will decide which method of delivery will be used.</u></p>	Section renumbered. Verb tense.
{b} When sent by Canada Post, campus mail or courier, notices, decisions and appeal materials shall be sent to the last address provided by the student to the University. (EXEC 21 OCT 2002) (EXEC 07 MAR 2005) (EXEC 06 OCT 2008) (EXEC 02 MAR 2009)	<u>2. When sent by Canada Post, campus mail or courier, notices, decisions and appeal materials shall be sent to the last address provided by the Appellant to the University.</u>	Section renumbered.
{c} Delivery is deemed to have been effected on the date of pick-up, receipt of hand or courier delivery or five (5) Working Days after being sent by Canada Post to Canadian addresses, and seven (7) Working Days after being sent by Canada Post to International addresses, or two (2) Working Days after being sent by campus mail. (EXEC 21 OCT 2002) (EXEC 07 MAR 2005) (EXEC 06 OCT 2008) (EXEC 02 MAR 2009)	<u>3. Delivery is deemed to have been effected on the date of pick-up, receipt of hand or courier delivery, or five (5) Working Days after being sent by Canada Post to Canadian addresses, and seven (7) Working Days after being sent by Canada Post to International addresses, or two (2) Working Days after being sent by campus mail. <u>In accordance with the University's <i>Electronic Communication Policy for Students and Applicants</i>, (University Calendar, Section 20.3), electronic communications sent by the University will be deemed received the next University business day after the day the e-mail was sent.</u></u>	Section renumbered. Specific reference to use of email as an official method of delivery.
{e} Notices, decisions and other appeal materials sent by the Secretary to GFC (or delegate) to a Faculty shall normally be sent by campus mail. Any of the other methods of deliveries noted in this part may also be used. (EXEC 06 OCT 2008)	<u>4. Notices, decisions and other appeal materials sent by the Appeals Coordinator to a Faculty shall normally be sent by campus mail. Any of the other methods of deliveries noted in this part may also be used.</u>	Section renumbered.
{f} Deemed receipt by a Student of a Faculty decision, if not already covered by a Faculty's academic appeal regulations, is governed by this section. (EXEC 06 OCT 2008)	<u>5. Deemed receipt or deemed delivery by a Student of a Faculty decision, if not already covered by a Faculty's academic appeals regulations, is governed by this section.</u>	Slight rewording.

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<p>5.The hearings of the Committee shall be governed by such procedures as the regular members of the Committee shall from time to time decide, subject to the following:</p>	<p><u>1.5.4 Procedures at the Hearing</u> <i>Delete text.</i></p>	<p>New heading for easy reference. Reworded - information contained in Section 1.5.5 <i>Suggested Hearing Procedures.</i></p>
<p>a.The quorum of the Committee shall be three members: the Chair, one Faculty member and one Student member. (EXEC 18 NOV 2002)</p> <p>(This shall be interpreted to mean that a member who is unable to attend may be replaced by a member from the same category as the absent member.) (EXEC 07 MAR 2005)</p>	<p><u>1.</u> <i>No change to text</i></p> <p><i>Delete text.</i></p>	<p>Section renumbered.</p> <p>Covered under 1.4.5.6 <i>Constituting the Committee.</i></p>
<p>b. Decisions of the Committee shall be by majority vote. (EXEC 05 MAY 2003)</p>	<p><u>2.</u> <i>No change to text.</i></p>	<p>Provided for context only.</p>
<p>c. Hearings of the Committee, and all material related to those hearings, are confidential and closed unless the appellant requests otherwise in the written appeal. If the written appeal includes such a request, it will be conveyed to the Chair, whose decision on this matter is final. In making this decision, the Chair will consult both parties through the Secretary. The confidential and closed nature of this hearing means that only those persons who have a need to know about the matter may have knowledge about the appeal or access to the material. At the discretion of the Chair, new and incoming members may attend the hearing as observers. (EXEC 20 MAY 1998) (EXEC 05 JUNE 1998)</p>	<p><i>Delete text.</i></p>	<p>Reworded and moved to Section 1.5.7 <i>Confidentiality of Hearing and Material</i></p>
<p>d. Prior to hearing evidence the Committee shall</p> <p>i. determine that the appeal falls within its jurisdiction;</p> <p>ii. take such steps as are necessary to familiarize itself thoroughly with the relevant Faculty regulations which shall be provided by the</p>	<p><u>3.</u> Prior to hearing evidence the Committee shall:</p> <p><u>a.</u> determine that the appeal falls within its jurisdiction (<u>See Appendix - Procedural Guidelines For GFC AAC Chairs</u>) ;</p> <p><u>b.</u> <i>No change to text.</i></p>	<p>Section renumbered.</p>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
Faculty.		
e. If the Appellant or Respondent does not appear on the date set for the hearing of the appeal, the GFC AAC may, in its discretion, reschedule the hearing or proceed with the hearing in the absence of the Appellant or the Respondent. (EXEC 01 MAY 2006)	<u>4.</u> <i>No change to text.</i>	Section renumbered.
f. Both parties and the Committee may call and question witnesses and may call evidence. Each party is responsible for promptly informing the Secretary to GFC as to their intended witnesses, and is responsible for securing the attendance of their witnesses at the hearing. The Secretary to GFC shall ensure that as witnesses become known, the other party and the Committee are informed as to the identity of the witnesses.	<u>5.</u> Both parties and the Committee may call and question witnesses and may call evidence.	Last two sentences reworded and moved to <i>Procedures Prior to a Hearing</i> , Section 1.5.1.6.
g. The appellant and respondent may be accompanied by a representative or advisor.	<u>6</u> The <u>A</u> ppellant and <u>R</u> espondent may each be accompanied by <u>one</u> <u>A</u> dvisor.	Advisor is defined - no need to include "a representative" in this section. To make clear only one Advisor is allowed.
h. Any faculty member against whom allegations are made in connection with any appeal shall be given notice by the Secretary to General Faculties Council (or delegate) and shall be entitled to be present (and to give evidence) at any hearing.	<i>Delete.</i>	The appeal process is not an appropriate forum to make allegations against a Faculty member. This should be done in accordance with the appropriate Article under the appropriate collective agreement.
i. Subject to existing University rules or regulations governing the confidentiality of information, all documents relative to the appeal shall, on the request of the Committee, be made available to the Committee and to both parties.	<i>Delete.</i>	Moved from Section 1.5.6.1.
	<u>1.5.5 Suggested Hearing Procedures</u> <u>1.</u> The GFC AAC shall conduct hearings in a manner which, in its sole discretion, it considers proper. All determinants of process shall be made by the Chair. The hearing will normally follow these	Section moved from Appendix A Changed to standardize process

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
	<u>procedures, which it may vary:</u>	and language across appeal regulations
	a. The Appeals <u>Coordinator</u> shall present the appeal to the GFC AAC <u>and introduce the parties.</u>	Change to streamline process.
	b. <u>The Chair shall explain the rules of decorum, review the procedures to be followed, and confirm the jurisdiction of the GFC AAC. The Appellant and Respondent may make statements, present evidence and ask questions as noted in this section. All questions should be directed through the Chair unless the Chair decides otherwise. The Chair shall ensure that everyone has sufficient opportunity to ask questions.</u>	Clarity in procedures for Appellant and Respondent. Chair outlines rules of decorum.
	c. The Chair shall invite the <u>Appellant (and/or Advisor) to make an opening statement and present the case.</u>	Standardize language and clarify process.
	d. <u>The Chair shall invite the Respondent (and/or Advisor) to question the Appellant.</u>	Standardize language.
	e. <u>The Panel may question the Appellant.</u>	Standardize language.
	f. <u>The Appellant's witnesses shall be called by the Chair one at a time and shall be present only when they are providing evidence. The witnesses shall be questioned first by the Appellant (and/or Advisor), then by the Respondent (and/or Advisor), and finally by the Panel. The Appellant (and/or Advisor) may then re-question the witness, only on matters that have arisen in the course of the previous questioning by the aforementioned parties.</u>	Standardize language and clarify process.
	g. <u>When questioning is concluded, the witness shall be dismissed by the Chair. The questioning procedures shall be repeated for each witness.</u>	Standardize and clarify language with other appeal

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
		regulations.
	h. The Chair shall invite the <u>Respondent (and/or Advisor) to make an opening statement and present the case.</u>	Standardize language and clarify process.
	i. <u>The Panel may question the Respondent.</u>	Standardize language.
	j. <u>The Respondent's witnesses shall be called by the Chair one at a time and shall be present only when they are providing evidence. The witnesses shall be questioned first by the Respondent (and/or Advisor); next by the Appellant (and/or Advisor); and finally by the Panel. The Respondent (and/or Advisor) may re-question the witness, only on matters that have arisen in the course of the previous questioning by the aforementioned parties.</u>	Standardize language and clarify process.
	k. <u>When questioning is concluded, the witness shall be dismissed by the Chair. The questioning procedures shall be repeated for each witness.</u>	Standardize language and clarify process.
	l. <u>The Chair shall invite the Appellant (and/or Advisor) to present any evidence he/she may have by way of rebuttal. Such evidence shall be subject to questioning by the Respondent (and/or Advisor); followed by the Panel.</u>	Standardize language.
	m. <u>The Chair shall invite the Appellant (and/or Advisor) to make a brief closing statement which is not subject to questioning.</u>	Standardize and clarify language.
	n. <u>The Chair shall invite the Respondent (and/or Advisor) to make a brief closing statement which is not subject to questioning.</u>	Standardize language and clarify process.
	o. The Chair <u>shall adjourn</u> the hearing for the GFC AAC's deliberation; <u>the Appellant and Respondent (and Advisors) shall leave the hearing.</u>	Standardize language and clarify process.
	p. The GFC AAC shall <u>reach a</u> decision by majority vote.	

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<p>6. Upon the conclusion of the hearing, the Committee shall prepare a brief summary of the evidence and argument presented to it, which shall be added to the decision of the Committee and the reasons for the decision. The summary and decision shall be signed by the Chair and normally delivered within seven calendar days of the conclusion of the hearing to the Secretary to General Faculties Council (or delegate) who shall communicate the same to the appellant/respondent, and his/her respective advisor, the Panel of Chairs and to the AAC delegate who serves on the Academic Standards Committee (ASC). (EXEC 07 MAY 2007)</p>	<p><u>1.5.6 Communicating the Decision of the GFC AAC</u></p> <p><u>1. The Chair of the GFC AAC, where practical, will communicate the decision to the Appeals Coordinator. The Appeals Coordinator, as soon as possible, will relay the decision to the Appellant (and Advisor) and the Respondent (and Advisor).</u></p> <p><u>2. The Chair shall normally submit the written decision of the GFC AAC within ten (10) Working Days of the decision being reached. The written decision shall be signed by the Chair. The Appeals Coordinator shall then send a copy of the decision to the Appellant and the Respondent, their respective Advisors, the GFC AAC panel members, the Panel of Chairs and the GFC AAC delegate who serves on the Academic Standards Committee (ASC).</u></p>	<p>Language closely mirrors language in other appeal regulations.</p> <p>Timeframe changed to 10 working days.</p> <p>Clarity and consistency</p>
	<p><u>1.5.7 Confidentiality of Hearing and Material</u></p> <p><u>1. Subject to existing University rules or regulations governing the confidentiality of information, all documents related to the appeal shall be made available to the Committee, both parties, and their respective Advisors.</u></p> <p><u>2. Hearings of the Committee are closed and all materials related to the hearings are confidential.</u></p> <p><u>3. At the discretion of the Chair, incoming members of the GFC AAC may attend the hearing as Observers. Observers play no active role in the hearing. GFC allows for their attendance as part of the training process for Chairs and members. Observers will receive a copy of appeal material.</u></p>	<p>Reworded and moved from Section 1.3.6.5.c.</p> <p>Consistency</p>
	<p><u>1.5.8 Access to Appellant Records by the Provost</u></p> <p><u>1. The Provost or delegate shall</u></p> <p>a. <u>Have access to the Appellant’s record</u> held by a Faculty, Department or Unit, the Office of the Registrar or University Governance in an instance where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91)</p> <p>b. <u>Intervene in a case</u> concerning Academic Standing in a case being heard, or about to be heard by the GFC AAC in an instance where the Provost has invoked, or is</p>	<p>Reworded and moved from Section 1.3.6.</p> <p>Consistency</p> <p>Consistency</p>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
	<u>considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (Section 91).</u>	
Note from the University Secretariat: Changes to the GFC AAC regulations proceed directly to the GFC Executive Committee which normally has the Secretary strike a small <i>ad hoc</i> committee to review changes first.	<u>1.5.9 Amendment to the Academic Appeals Policy</u> Changes to <u>this policy</u> proceed directly to the GFC Executive Committee for approval. Normally, the <u>Appeals Coordinator</u> strikes a small <i>ad hoc</i> committee to review changes first.	This does not alter current practice or approval process. It simply makes it absolutely clear.
Appendix A GFC ACADEMIC APPEALS COMMITTEE Internal Committee Procedures	<i>Delete section in its entirety.</i>	
1. Faculties shall be asked to submit a written response to a student's appeal, the written response to include the following minimum information: a) all documents available at any Faculty level hearings related to the appeal (normally the hearing by the Faculty Academic Appeals Committee); b) response to the appellant's grounds for appeal; c) comments on the alleged miscarriage of justice and on the relief requested; d) the academic standing regulations from the Calendar governing the appellant's program (normally the current Calendar regulations) together with the regulations that governed the appellant's Faculty appeal hearing, including any hearing procedures. (Reference: Section 47.2 of the GFC Policy Manual) e) in cases where written reasons were provided by the Faculty appeals committee, a copy of the reasons shall be provided. (EXEC 07 MAY 2007)	<i>Delete</i>	Reworded and moved to Section 1.5.1.e. to <i>Procedures Prior to a Hearing.</i>
2. The Academic Appeals Committee has adopted procedural guidelines for AAC panel chairs (See Procedural Guidelines for AAC Chairs).	<i>Delete</i>	The section below outlines the Procedural Guidelines for GFC AAC Chairs and it is not necessary to restate it

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
		here.
3. The Secretary has been instructed to make sure that a student specifies in his/her appeal the miscarriage of justice that has occurred.	<i>Delete</i>	The Appellant must specify this in the appeal since it is one of the elements. It does not need to be restated here.
4. In the event that a procedural issue is raised before the hearing, the Secretary will refer the matter to the Chair of the GFC Academic Appeals Committee. The Chair will make a decision and before doing so may consult with the Secretary and may consult with members of the Committee. (EXEC 02 MAR 2009)	<i>Delete</i>	Moved to Section 1.5.1 <i>Procedures Prior to a Hearing</i> .
5. The Committee shall select one member to assist the Chair in the preparation of its written reasons. The final version will be signed by the Chair, on behalf of, and with the full authority of, the Committee. (EXEC 07 MAY 2007)	<i>Delete</i>	Moved to <i>Procedural Guidelines for GFC AAC Chairs, 4. iv.</i>
	<p><u>1.6 Report to General Faculties Council</u></p> <p><u>The GFC Academic Appeals Committee (GFC AAC) reports annually to GFC, providing a statistical summary of cases and their disposition. The statistical information will be presented in such a way that the confidentiality of individual cases will not be breached. The Appeals Coordinator may also raise with the Executive Committee any policy or procedural issues, and may ask to do so <i>in camera</i>.</u></p> <p><u>For reporting requirements see GFC CLRC Terms of Reference at: http://www.uofaweb.ualberta.ca/governance/clrc.cfm</u></p>	<p>Slight change to text. Moved from Section 1.2 <i>Report to General Faculties Council</i></p> <p>Clarity</p>
	DEFINITIONS	Moved from Section 1.3.1 <i>General</i>
	<u>Definitions listed below apply to this document only with no implied or intended institution-wide use.</u>	Similar language to UAPPOL definitions.
	1. <u>"Academic Standing" means any matter covered in a Faculty's academic standing regulations as approved by GFC, its Executive or the GFC Academic Standards Committee (ASC) and as published in the Calendar.</u>	The proposed language blends current language in

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
	<u>Academic standing comprises such matters as continuation in a program, promotion, graduation, and the requirement for a student to withdraw. Unless stated otherwise, changes to academic standing regulations affect new students, continuing students, and students readmitted to a program or Faculty. Students should refer annually to the Calendar for the academic standing regulations governing their degree programs.” (University Calendar, Section 23.6)</u>	the Academic Appeals Policy with the exact language from the 2012 – 2013 calendar.
	2. <u>"Appellant" means a Student appealing a decision of a Faculty affecting Academic Standing at the University.</u>	Slight change to text.
	3. <u>"Advisor" means a person who will assist the Appellant or the Respondent during the appeal process. Assistance may be provided by the Student OmbudService, Student Legal Services, legal counsel or another Advisor of the Appellant's or Respondent's choice.</u>	New – language closely mirrors 30.2.3 of the COSB.
	4. <u>"Chair" means the Chair of the General Faculties Council Academic Appeals Committee selected from the Panel of Chairs.</u>	No change to text.
	5. <u>"Committee" or "GFC AAC" means the General Faculties Council Academic Appeals Committee.</u>	No change to text.
	6. <u>"Dean" means the Dean of the Faculty whose decision is being appealed.</u>	No change to text.
	7. <u>"Executive Committee" means the Executive Committee of General Faculties Council.</u>	No change to text.
	8. <u>"Faculty" means the Faculty whose decision is being appealed and includes the Dean or an administrative officer of the Faculty and the Academic Appeals Committee of such Faculty when that person or body has exercised or is exercising any power of the Faculty with respect to academic standing.</u>	No change to text.
	9. <u>"Miscarriage of Justice" means failure on the part of a Faculty to make a decision with respect to academic standing in a fair and equitable manner in the light of the procedures, standards and circumstances applicable in the case of an Appellant.</u>	

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
	10. <u>“Panel” means the members constituted from the Panel of Chairs, Panel of Faculty Members and Panel of Students to hear an appeal as set out in these regulations.</u>	
	11. <u>“Panel Members” means the Panel of Chairs, Panel of Faculty Members and the Panel of Students.</u>	Panel members are noted throughout the document and require a definition.
	12. <u>“Public Safety” may include, but is not limited to, protection from behaviours of the Student as a result of mental illness, harassment by the Student or other perceived violent or disturbing behaviour by the Student.</u>	Same definition as section 87.1.c.i PIP.
	13. <u>“Student” means an undergraduate Student, as defined in Section 21 of the University of Alberta Calendar, or a graduate Student, as defined in Section 203.4 of the University of Alberta Calendar.</u>	New definition to make it clear what a Student is when referred to in this policy.
	14. <u>“Respondent” means a person designated by the Dean to represent the Faculty.</u>	No change to text.
	15. <u>“UAB” means University Appeal Board.</u>	New definition since UAB is referenced in this document.
	16. <u>“Working Day” or “Business Day” for the purposes of these regulations is defined as a day on which University administrative offices are open. For the purposes of these regulations, the day preceding the Christmas holiday period shall not be considered a Working Day for appeal deadlines.</u>	Change to text. It may be difficult for students to submit appeals on the last day before the Christmas holiday period. “Christmas holiday period” is the language used in the calendar to describe when University buildings are closed.
PROCEDURAL GUIDELINES FOR AAC CHAIRS	<u>Appendix - Procedural Guidelines For GFC AAC Chairs</u>	

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
<p>Stages to a hearing – The following are guidelines:</p> <p>1. Discussion by AAC members of procedures only (NOT the merits/substance of the case). This discussion shall include, but not be limited to:</p> <p>a) A review of GFC procedures, including 1.3.6 (5) (f) which states "both parties and the Committee may call witnesses and evidence, and may question witnesses;"</p> <p>b) A check to see if there are questions about jurisdiction (see also #2 #3 and #4 below);</p> <p>c) A discussion of any procedural issues, if necessary; and</p> <p>d) The selection by the committee of a member to assist the Chair in the preparation of the written reasons; and</p> <p>e) A discussion of the timing for that evening, including the scheduling of any possible second, or subsequent, session.</p>	<p>1. Discussion by GFC AAC members of procedures only (NOT the merits <u>and</u> substance of the case). This discussion shall include, but not be limited to:</p> <p>a_ A review of GFC procedures, including <u>1.5.4.1.e</u></p> <p>b_ A check to see if there are questions about jurisdiction (see also #2 #3 and #4 below);</p> <p>c_ A discussion of any procedural issues, if necessary; <u>and</u></p> <p>Delete</p> <p>d_ A discussion of the timing for the <u>hearing</u>, including the scheduling of any possible second, or subsequent, session.</p>	<p>Insert correct cross reference and direct the reader to the appropriate section rather than restating the policy here.</p> <p>Reworded and moved to point 4. iv. Below.</p>
<p>2. In the event there is a substantive question as to the jurisdiction of the AAC, or either party challenges the jurisdiction of the AAC, then the Committee will hear substantive arguments concerning jurisdictional issues from the appellant and respondent. The appellant and respondent will withdraw once they have completed their presentations concerning jurisdictional issues. The Committee will deliberate and reach a decision. (EXEC 07 MAY 2007)</p>	<p>2. In the event there is a substantive question as to the jurisdiction of the <u>GFC AAC</u>, or if either party challenges the jurisdiction of the <u>GFC AAC</u>, then the Committee will hear substantive arguments concerning jurisdictional issues from the <u>Appellant</u> and <u>Respondent</u>. The <u>Appellant</u> and <u>Respondent</u> will withdraw once they have completed their presentations concerning jurisdictional issues. The Committee will deliberate and reach a decision.</p>	<p>Provided for context only.</p> <p>Clarity and consistency</p>
<p>3. If the Committee determines that the case falls outside its jurisdiction the decision shall be communicated to the Secretary and the parties.</p> <p>i. The Chair shall provide a brief written summary of the decision regarding the issue of jurisdiction (EXEC 07 MAY 2007)</p> <p>ii. The written decision will normally be delivered to the Secretary, by the Chair, within seven calendar days of the hearing. (EXEC 07 MAY 2007)</p> <p>iii. The Secretary will forward copies of the decision in accordance</p>	<p>3. If the Committee determines that the case falls outside its jurisdiction, the decision shall be communicated to the <u>Appeals Coordinator</u> and the parties.</p> <p>a. The Chair shall provide a brief written summary of the decision regarding the issue of jurisdiction (EXEC 07 MAY 2007)</p> <p>b. The written decision will normally be <u>provided</u> by the Chair to the <u>Appeals Coordinator</u> within <u>ten (10) Working Days</u> of the hearing. (EXEC 07 MAY 2007)</p> <p>c. The <u>Appeals Coordinator</u> will forward copies of the decision in</p>	<p>Change Secretary to Appeals Coordinator.</p> <p>Clarity</p> <p>Clarity and consistency</p>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
with Section 4.3.6.6. (EXEC 07 MAY 2007)	accordance with Section <u>1.5.6.2.</u>	
4. If the Committee determines it has jurisdiction or reserves its decision on the question of jurisdiction pending hearing the merits/substance of the case, the Chair shall communicate the Committee's decision. (EXEC 07 MAY 2007)	4. If the Committee determines it has jurisdiction or reserves its decision on the question of jurisdiction pending hearing the merits <u>and</u> substance of the case, the Chair shall communicate the Committee's decision.	Editorial change.
i. The Committee shall hear the merits/substance of the case with appellant and respondent present (see Suggested Hearing Procedures). (EXEC 07 MAY 2007)	<u>a.</u> The Committee shall hear the merits <u>and</u> substance of the case with <u>Appellant</u> and <u>Respondent</u> present (see <i>Suggested Hearing Procedures</i>).	Editorial change.
ii. The appellant and respondent will withdraw once they have completed their presentations concerning the merits/substance of the case. (EXEC 07 MAY 2007)	<i>Delete Section.</i>	Reworded and moved to Section 1.5.5.o. <i>Suggested Hearing Procedures.</i>
iii. The Committee will deliberate and reach a decision. (EXEC 07 MAY 2007)	<i>Delete Section.</i>	Reworded and moved to Section 1.5.5.p. <i>Suggested Hearing Procedures</i>
	<u>5.</u> <u>The Chair may seek the assistance of any member of the Committee in the preparation of the written reasons. The final decision will be signed by the Chair, on behalf of, and with the full authority of, the Committee.</u>	Reworded and moved from Appendix A, GFC Academic Appeals Committee Internal Committee Procedures, point 5
iv. The Chair will communicate the Committee's decision to the Secretary, who will relay the decision to the appellant and respondent, and if applicable, their respective advisors. (EXEC 07 MAY 2007) —	<i>Delete Section.</i>	Reworded and moved to Section 1.5.6 <i>Communicating the Decision of the GFC AAC.</i>
v. The written decision will normally be delivered to the Secretary, by the Chair, within seven calendar days of the hearing. (EXEC 07 MAY 2007)	<i>Delete Section</i>	Reworded and moved to Section 1.5.6 <i>Communicating the Decision of the GFC</i>

<i>Strikethrough text indicates that either information is being deleted or changed.</i>	<i>Underlined text indicates information is either being added or changed.</i>	<i>Reason for Change</i>
		AAC.
vi. The Secretary will forward copies of the decision in accordance with Section 1.3.6.6. (EXEC 07 MAY 2007)	<i>Delete Section</i>	Information contained in Section 1.5.6.
SUGGESTED HEARING PROCEDURES	<i>Delete section in its entirety</i>	Rewritten for clarity and moved section in its entirety to Section 1.5.5 <i>Suggested Hearing Procedures</i> .

GFC ACADEMIC APPEALS COMMITTEE HEARING SUMMARY		
1. Committee Members in Attendance Chair _____ _____ _____		
2. Hearing Date _____ Start Time _____ Adjournment _____		
3. Appellant _____ Advisor _____		
4. Respondent _____ Advisor _____		
5. Witnesses _____		
6. Decision Being Appealed		
7. Nature of the Alleged Miscarriage of Justice		
8. Facts Agreed Upon by Both Parties Facts in Dispute		
9. Summary of All Issues Raised by Both Parties and as Identified by the GFC AAC		
10. Committee Decision		
11. Remedy (If Applicable)		
12. Summary of Reasons for the Committee's Decision		
Date _____ Chair _____		

FINAL Item No. 7

OUTLINE OF ISSUE

Agenda Title: **Amendments to the Composition and Membership of the Council of Faculté Saint-Jean**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed amendments to the composition and membership of the Council of Faculté Saint-Jean (GFC Policy Section 55.5.15), as submitted by Faculté Saint-Jean and as set forth in Attachment 1, effective on final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Marc Arnal, Dean, Faculté Saint-Jean
Presenter	Ed Blackburn, Associate-Dean (Academic), Faculté Saint-Jean
Subject	Proposed Changes to the Council of Faculté Saint-Jean's Composition and Membership

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To achieve a better distribution of <i>ex officio</i> members and additional members of the Council of Faculté Saint-Jean.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	Compositions of the Faculty Council (as set out on the University Governance website).
Timeline/Implementation Date	On final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover, Dare to Deliver, Comprehensive Institutional Plan</i>
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): "(1) Each faculty of a university must have a faculty council.</p> <p>(2) A faculty council [...] shall consist of</p> <ul style="list-style-type: none"> (a) the dean of the faculty, who is the chair, (b) the president, (c) all full-time members of the academic staff of the faculty, (d) any representative of a professional association [...], and (e) any other persons who are appointed to the faculty council by the general faculties council on the recommendation of the faculty council" <p>(PSLA Sections 28(1) and 28(2) (<i>Faculty and School Councils/Faculty Councils</i>))</p> <p>2. GFC Executive Committee Terms of Reference (Mandate 8.a): "a. Appointments to Faculty Councils: The Executive Committee of General Faculties Council shall be authorized to make appointments to Faculty Councils on their recommendations."</p>

Routing (Include meeting dates)

Consultative Route (parties who have seen the	Faculté Saint-Jean Academic Planning Committee, March 13, 2012
---	--

FINAL Item No. 7

proposal and in what capacity)	
Approval Route (Governance) (including meeting dates)	Faculté Saint-Jean Executive Committee, March 29, 2012 (for recommendation); Council of Faculté Saint-Jean, April 13, 2012 (for recommendation); GFC Executive Committee, June 4, 2012 (for final approval)
Final Approver	GFC Executive Committee

Attachments (each to be numbered 1 - <>)

1. Attachment 1 (pages 1 – 4) : Comparative Table Changes to the Membership/Composition of the Council of Faculté Saint-Jean

Prepared by: Marie Simuong, Governance Coordinator, Faculté Saint-Jean, msimuong@ualberta.ca

CURRENT	PROPOSED
<p style="text-align: center;">CONSEIL DE LA FACULTÉ SAINT-JEAN</p> <p>COMPOSITION</p> <p>Ex officio</p> <ul style="list-style-type: none"> ▪ Le doyen ou la doyenne (prés.) ▪ Le président ou la présidente de l'Université ▪ Le vice-doyen ou la vice-doyenne aux affaires académiques ▪ Le vice-doyen ou la vice-doyenne à la recherche ▪ Tous les membres permanents du personnel académique de la Faculté (catégorie A1.0) <p>Membres additionnels</p> <ul style="list-style-type: none"> ▪ Le directeur ou la directrice de l'Institut d'études canadiennes ▪ Le directeur ou la directrice de l'Institut pour le patrimoine de la francophonie de l'Ouest canadien ▪ Le coordonnateur ou la coordonnatrice des études supérieures ▪ Le doyen adjoint ou doyenne adjointe aux affaires étudiants, relations publiques ▪ Le ou la registraire de l'Université ou son représentant ▪ Un-e représentant-e étudiant-e de chacune des sections, nommé-e par l'Association universitaire de la Faculté Saint-Jean ▪ Un-e étudiant-e nommé-e par l'Association des étudiants à la maîtrise de la Faculté Saint-Jean ▪ Le doyen ou la doyenne de la Faculty of Science ou son/sa délégué-e ▪ Le doyen ou la doyenne de la Faculty of Arts ou son/sa délégué-e ▪ Le doyen ou la doyenne de la Faculty of Education ou son/sa délégué-e ▪ Le doyen ou la doyenne de la Faculty of Nursing ou son/sa délégué-e ▪ Le doyen ou la doyenne de la Faculty of Agricultural, Life and Environmental Sciences ou son/sa délégué-e ▪ Le doyen ou la doyenne de la Faculty of Business ou son/sa délégué-e ▪ Le doyen ou la doyenne de la Faculty of Augustana ou son/sa délégué-e ▪ Un-e représentant-e de l'Association canadienne-française de l'Alberta ▪ Un-e représentant-e de la Alberta Teachers' Association ▪ Un-e représentant-e (en éducation) des écoles d'immersion nommé-e par Canadian Parents for French ▪ Un-e représentant-e de la Fédération des conseils scolaires francophones de l'Alberta ▪ Un-e représentant-e de la Société Radio-Canada ▪ Deux représentants-es des chargés-es de cours : un-e temps plein et un-e temps partiel (catégorie A2.1 §55 <i>GFC Policy Manual</i>) ▪ La directrice ou le directeur de la Bibliothèque Saint-Jean ▪ Un-e représentant-e de l'Association multiculturelle francophone de l'Alberta ▪ Un-e étudiant-e de deuxième cycle nommé-e par l'Association des étudiants à la maîtrise de la Faculté Saint-Jean ▪ Un-e représentant-e du personnel académique temporaire à temps plein (Catégorie A2.1) <p>Observateurs (sans droit de vote)</p> <ul style="list-style-type: none"> ▪ Le ou la secrétaire du conseil, désigné-e par le doyen ou la doyenne ▪ Toute autre personne qui assiste à une réunion du conseil <p style="text-align: right;">(GFC EXEC du 9 janvier 1978) (GFC EXEC du 22 mars 1982) (GFC EXEC du 1er décembre 1986) (GFC EXEC du 5 mars 1990) (GFC EXEC du 15 mai 1995) (GFC EXEC du 11 janvier 1999) (GFC EXEC du 28 mai 2001) (GFC EXEC du 29 juin 2001) (GFC EXEC du 10 septembre 2007) (GFC EXEC du 5 mai 2008)</p>	<p style="text-align: center;">CONSEIL DE LA FACULTÉ SAINT-JEAN</p> <p>COMPOSITION</p> <p>Ex officio</p> <ul style="list-style-type: none"> ▪ Le doyen ou la doyenne (prés.) ▪ Le président ou la présidente de l'Université ▪ Tous les membres permanents du personnel académique de la Faculté (catégorie A1.0) <p>Membres additionnels</p> <ul style="list-style-type: none"> ▪ Le directeur ou la directrice de l'Institut d'études canadiennes ▪ Le directeur ou la directrice de l'Institut pour le patrimoine de la francophonie de l'Ouest canadien ▪ Le doyen adjoint ou doyenne adjointe aux affaires étudiantes ▪ Le doyen ou la doyenne adjoint-e des affaires académiques et de la gouvernance ▪ Le doyen ou la doyenne adjoint-e aux affaires externes ▪ Le doyen ou la doyenne adjoint-e et directeur ou directrice du Centre Collégial de l'Alberta ▪ Le ou la registraire de l'Université ou son /sa représentant-e ▪ Un-e représentant-e étudiant-e de chacune des sections, nommé-e par l'Association universitaire de la Faculté Saint-Jean ▪ Un-e étudiant-e nommé-e par les étudiants du 2^e cycle de la Faculté Saint-Jean ▪ Le doyen ou la doyenne de la Faculty of Science ou son/sa délégué-e ▪ Le doyen ou la doyenne de la Faculty of Arts ou son/sa délégué-e ▪ Le doyen ou la doyenne de la Faculty of Education ou son/sa délégué-e ▪ Le doyen ou la doyenne de la Faculty of Nursing ou son/sa délégué-e ▪ Le doyen ou la doyenne de la Faculty of Agricultural, Life and Environmental Sciences ou son/sa délégué-e ▪ Le doyen ou la doyenne de la Faculty of Business ou son/sa délégué-e ▪ Le doyen ou la doyenne de la Faculty of Augustana ou son/sa délégué-e ▪ Un-e représentant-e de l'Association canadienne-française de l'Alberta ▪ Un-e représentant-e de la Alberta Teachers' Association ▪ Un-e représentant-e (en éducation) des écoles d'immersion nommé-e par Canadian Parents for French ▪ Un-e représentant-e de la Fédération des conseils scolaires francophones de l'Alberta ▪ Un-e représentant-e de la Société Radio-Canada ▪ Deux représentants-es des chargés-es de cours : un-e temps plein et un-e temps partiel (catégorie A2.1 §55 <i>GFC Policy Manual</i>) ▪ La directrice ou le directeur de la Bibliothèque Saint-Jean ▪ Un-e représentant-e du Centre d'accueil et d'établissement d'Edmonton <p>Observateurs (sans droit de vote)</p> <ul style="list-style-type: none"> ▪ Le ou la secrétaire du conseil, désigné-e par le doyen ou la doyenne ▪ Toute autre personne qui assiste à une réunion du conseil <p style="text-align: right;">(GFC EXEC du 9 janvier 1978) (GFC EXEC du 22 mars 1982) (GFC EXEC du 1er décembre 1986) (GFC EXEC du 5 mars 1990) (GFC EXEC du 15 mai 1995) (GFC EXEC du 11 janvier 1999) (GFC EXEC du 28 mai 2001) (GFC EXEC du 29 juin 2001) (GFC EXEC du 10 septembre 2007) (GFC EXEC du 5 mai 2008)</p>

POUVOIRS DES CONSEILS DE FACULTÉ

Sous réserve du contrôle du *General Faculties Council*, un conseil de faculté a le pouvoir de :

- (a) déterminer les programmes d'étude dans toute branche d'enseignement pour laquelle la faculté a été établie;
- (b) nommer les examinateurs pour les examens dans la faculté, gérer les examens et déterminer les résultats de ces examens;
- (c) pourvoir à l'admission des étudiants-es à la faculté, sous réserve des critères d'admission et des politiques établies par le *General Faculties Council*;
- (d) déterminer les conditions dans lesquelles un-e étudiant-e doit se retirer de son programme d'étude à la faculté ou peut continuer; et
- (e) donner l'autorisation de décerner les diplômes « en cours » aux personnes dans toute branche d'enseignement pour laquelle la faculté a été établie.

(*The Universities Act*, Sec. 40)

Sous réserve d'objection de la part du *General Faculties Council*, l'exécutif du GFC a accordé aux conseils de faculté l'autorisation de s'occuper des arrangements spéciaux par rapport aux examens finals.

(GFC EXEC le 15 février 1967)

QUORUM

Sous réserve de l'approbation de l'exécutif du GFC, chaque faculté établira les clauses de quorum de son conseil, à condition que le contenu de ces clauses n'enlève aucunement aux membres admissibles leur droit d'assister aux réunions.

Le quorum du conseil de la Faculté Saint-Jean sera de 30 % de ses membres. En été, soit du début de mai à la fin d'août, les membres du conseil qui sont disponibles à siéger auront le pouvoir de s'occuper des affaires qui surviennent.

(GFC le 9 mai 1922)
(GFC EXEC le 9 septembre 2002)
(GFC EXEC du 10 janvier 2005)
(GFC EXEC du 7 avril 2008)

RÉUNIONS

Une réunion du conseil de la faculté aura lieu n'importe quand sur convocation du doyen ou de la doyenne de la faculté.

(*The Universities Act*, Sec. 40)

Normalement, il y aura au moins deux réunions par année.

Conseil de la Faculté
27 novembre 1981
19 mai 2004

POUVOIRS DES CONSEILS DE FACULTÉ

Sous réserve du contrôle du *General Faculties Council*, un conseil de faculté a le pouvoir de :

- (a) déterminer les programmes d'étude dans toute branche d'enseignement pour laquelle la faculté a été établie;
- (b) nommer les examinateurs pour les examens dans la faculté, gérer les examens et déterminer les résultats de ces examens;
- (c) pourvoir à l'admission des étudiants-es à la faculté, sous réserve des critères d'admission et des politiques établies par le *General Faculties Council*;
- (d) déterminer les conditions dans lesquelles un-e étudiant-e doit se retirer de son programme d'étude à la faculté ou peut continuer; et
- (e) donner l'autorisation de décerner les diplômes « en cours » aux personnes dans toute branche d'enseignement pour laquelle la faculté a été établie.

(*The Universities Act*, Sec. 40)

Sous réserve d'objection de la part du *General Faculties Council*, l'exécutif du GFC a accordé aux conseils de faculté l'autorisation de s'occuper des arrangements spéciaux par rapport aux examens finals.

(GFC EXEC le 15 février 1967)

QUORUM

Sous réserve de l'approbation de l'exécutif du GFC, chaque faculté établira les clauses de quorum de son conseil, à condition que le contenu de ces clauses n'enlève aucunement aux membres admissibles leur droit d'assister aux réunions.

Le quorum du conseil de la Faculté Saint-Jean sera de 30 % de ses membres. En été, soit du début de mai à la fin d'août, les membres du conseil qui sont disponibles à siéger auront le pouvoir de s'occuper des affaires qui surviennent.

(GFC le 9 mai 1922)
(GFC EXEC le 9 septembre 2002)
(GFC EXEC du 10 janvier 2005)
(GFC EXEC du 7 avril 2008)

RÉUNIONS

Une réunion du conseil de la faculté aura lieu n'importe quand sur convocation du doyen ou de la doyenne de la faculté.

(*The Universities Act*, Sec. 40)

Normalement, il y aura au moins deux réunions par année.

Conseil de la Faculté
27 novembre 1981
19 mai 2004
13 avril 2012

CURRENT	PROPOSED
<p>COUNCIL OF FACULTÉ SAINT-JEAN</p> <p>Ex officio</p> <ul style="list-style-type: none"> ▪ Dean (Chair) ▪ President ▪ Associate Dean (Academic) ▪ Associate Dean (Research) ▪ All full-time members of the academic staff of the Faculty (category A1.0) <p>Additional members</p> <ul style="list-style-type: none"> ▪ Director of the Canadian Studies Institute ▪ Director of the <i>Institut pour le patrimoine de la francophonie de l'Ouest canadien</i> ▪ Graduate Program Coordinator ▪ Assistant Dean, Student Services and Public Relations ▪ Registrar or representative ▪ One student per section appointed by the <i>Association universitaire de la Faculté Saint-Jean</i> ▪ One student appointed by the <i>Association des étudiants à la maîtrise de la Faculté Saint-Jean</i> ▪ Dean of the Faculty of Science or designee ▪ Dean of the Faculty of Arts or designee ▪ Dean of the Faculty of Education or designee ▪ Dean of the Faculty of Nursing or designee ▪ Dean of the Faculty of Agricultural, Life and Environment Sciences or designee ▪ Dean of the Faculty of Business or designee ▪ Dean of the Faculty of Augustana or designee ▪ One representative of the <i>Association canadienne-française de l'Alberta</i> ▪ One representative of the <i>Alberta Teachers' Association</i> ▪ One representative (Educator) of Immersion Schools selected by Canadian Parents for French ▪ One representative of the <i>Fédération des conseils scolaires francophones de l'Alberta</i> ▪ One representative from <i>La Société Radio-Canada</i> ▪ Two Sessional Lecturers : one full-time and one part-time (category A2.1 §55 GFC Policy Manual) ▪ Director of the <i>Bibliothèque Saint-Jean</i> ▪ One representative of the <i>Association multiculturelle francophone de l'Alberta</i> ▪ One graduate student appointed by the <i>Association des étudiant(e)s de maîtrise de la Faculté Saint-Jean</i> ▪ One full-time temporary academic staff (Category A2.1) <p>Observers (non-voting)</p> <ul style="list-style-type: none"> ▪ Secretary to the Council, designated by the Dean ▪ All other persons attending a Council meeting <p style="text-align: right;">(GFC EXEC January 9, 1978) (GFC EXEC March 22, 1982) (GFC EXEC December 1, 1986) (GFC EXEC March 5, 1990) (GFC EXEC May 15, 1995) (GFC EXEC January 11, 1999) (GFC EXEC May 28, 2001) (GFC EXEC June 29, 2001) (GFC EXEC Sep 10, 2007) (GFC EXEC May 05, 2008)</p>	<p>COUNCIL OF FACULTÉ SAINT-JEAN</p> <p>Ex officio</p> <ul style="list-style-type: none"> ▪ Dean (Chair) ▪ President ▪ All full-time members of the academic staff of the Faculty (category A1.0) <p>Additional members</p> <ul style="list-style-type: none"> ▪ Director of the Canadian Studies Institute ▪ Director of the <i>Institut pour le patrimoine de la francophonie de l'Ouest canadien</i> ▪ Assistant Dean, Student Affairs ▪ Assistant Dean, Academic Affairs and Governance ▪ Assistant Dean, External Affairs ▪ Assistant Dean and Director, <i>Centre Collégial de l'Alberta</i> ▪ Registrar or representative ▪ One student per section appointed by the <i>Association universitaire de la Faculté Saint-Jean</i> ▪ One student appointed by the graduate students of the <i>Faculté Saint-Jean</i> ▪ Dean of the Faculty of Science or designee ▪ Dean of the Faculty of Arts or designee ▪ Dean of the Faculty of Education or designee ▪ Dean of the Faculty of Nursing or designee ▪ Dean of the Faculty of Agricultural, Life and Environment Sciences or designee ▪ Dean of the Faculty of Business or designee ▪ Dean of the Faculty of Augustana or designee ▪ One representative of the <i>Association canadienne-française de l'Alberta</i> ▪ One representative of the <i>Alberta Teachers' Association</i> ▪ One representative (Educator) of Immersion Schools elected by Canadian Parents for French ▪ One representative of the <i>Fédération des conseils scolaires francophones de l'Alberta</i> ▪ One representative from <i>La Société Radio-Canada</i> ▪ Two Sessional Lecturers : one full-time and one part-time (category A2.1 §55 GFC Policy Manual) ▪ Director of the <i>Bibliothèque Saint-Jean</i> ▪ One representative of the <i>Centre d'accueil et d'établissement d'Edmonton</i> <p>Observers (non-voting)</p> <ul style="list-style-type: none"> ▪ Secretary to the Council, designated by the Dean ▪ All other persons attending a Council meeting <p style="text-align: right;">(GFC EXEC January 9, 1978) (GFC EXEC March 22, 1982) (GFC EXEC December 1, 1986) (GFC EXEC March 5, 1990) (GFC EXEC May 15, 1995) (GFC EXEC January 11, 1999) (GFC EXEC May 28, 2001) (GFC EXEC June 29, 2001) (GFC EXEC Sep 10, 2007) (GFC EXEC May 05, 2008)</p>

POWERS OF FACULTY COUNCILS	POWERS OF FACULTY COUNCILS
<p>Subject to the control of the General Faculties Council, a faculty council is empowered to:</p> <ul style="list-style-type: none"> (a) determine the programs of study in any branch of learning for instruction in which the faculty is established; (b) appoint the examiners for examinations in the faculty, conduct the examinations and determine the results thereof; (c) provide for the admission of students to the faculty, subject to the admission standards and policies determined by the General Faculties Council; (d) determine the conditions under which a student must withdraw from or may continue his or her program of studies in the faculty; and (e) authorize the granting of degrees "in course" to persons in any branch of learning for instruction in which the faculty is established. 	<p>Subject to the control of the General Faculties Council, a faculty council is empowered to:</p> <ul style="list-style-type: none"> (a) determine the programs of study in any branch of learning for instruction in which the faculty is established; (b) appoint the examiners for examinations in the faculty, conduct the examinations and determine the results thereof; (c) provide for the admission of students to the faculty, subject to the admission standards and policies determined by the General Faculties Council; (d) determine the conditions under which a student must withdraw from or may continue his or her program of studies in the faculty; and (e) authorize the granting of degrees "in course" to persons in any branch of learning for instruction in which the faculty is established.
(The Universities Act, Sec. 40)	(The Universities Act, Sec. 40)
<p>Subject to challenge by General Faculties Council, the Executive Committee has accorded to Faculty Councils the authority to deal with special arrangements regarding final examinations.</p>	<p>Subject to challenge by General Faculties Council, the Executive Committee has accorded to Faculty Councils the authority to deal with special arrangements regarding final examinations.</p>
(GFC EXEC February 15, 1967)	(GFC EXEC February 15, 1967)
QUORUM	QUORUM
<p>Subject to the approval of the GFC Executive Committee, each Faculty shall establish its own Faculty Council quorum provision(s), on the understanding that nothing in those provisions shall take away from those persons eligible to attend their right to do so.</p>	<p>Subject to the approval of the GFC Executive Committee, each Faculty shall establish its own Faculty Council quorum provision(s), on the understanding that nothing in those provisions shall take away from those persons eligible to attend their right to do so.</p>
<p>The quorum for Faculté Saint-Jean Council shall be 30 % of its members. In the summer (ie, the months of May through August), the members of the Faculty Council who are available shall have power to deal with matters that arise.</p>	<p>The quorum for Faculté Saint-Jean Council shall be 30 % of its members. In the summer (ie, the months of May through August), the members of the Faculty Council who are available shall have power to deal with matters that arise.</p>
(GFC May 9, 1922) (GFC EXEC September 9, 2002) (GFC EXEC January 10, 2005) (GFC EXEC APR 7, 2008)	(GFC May 9, 1922) (GFC EXEC September 9, 2002) (GFC EXEC January 10, 2005) (GFC EXEC APR 7, 2008)
MEETINGS	MEETINGS
<p>A meeting of a faculty council shall be held at any time upon the summons of the dean of the faculty.</p>	<p>A meeting of a faculty council shall be held at any time upon the summons of the dean of the faculty.</p>
(The Universities Act, Sec. 40)	(The Universities Act, Sec. 40)
<p>Normally, there will be at least two meetings per year.</p>	<p>Normally, there will be at least two meetings per year.</p>
FSJ Council November 27, 1981 May 19, 2004	FSJ Council November 27, 1981 May 19, 2004 April 13, 2012

OUTLINE OF ISSUE

Agenda Title: **Re-appointment of Professor Steven Penney as Chair of the GFC Campus Law Review Committee (CLRC)**

Motion: THAT the GFC Executive Committee re-appoint, under delegated authority from General Faculties Council, Professor Steven Penney to the position of Chair of the GFC Campus Law Review Committee (CLRC) for a term beginning July 1, 2012 and ending June 30, 2014.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Garry Bodnar, Secretary to General Faculties Council (GFC)
Presenter	Garry Bodnar, Secretary to General Faculties Council (GFC)
Subject	Re-appointment of the Chair of the GFC Campus Law Review Committee (CLRC)

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To re-appoint the Chair of GFC CLRC.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	July 1, 2012.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	Professor Steven Penney (Faculty of Law) has served as a GFC-elected faculty member on this committee for two academic years (ie, 2009-2011) and as Chair of GFC CLRC for the academic year 2011-2012. Professor Penney has agreed to continue to serve as Chair (if re-appointed) for the period July 1, 2012 to June 30, 2014; his re-appointment would provide strong continuity for the Committee given his past service on this legislative body.

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> – Transformative Organization and Support: “7. Promote administrative effectiveness and good governance by improving communication among units, enhancing collaboration, implementing transformative ideas, and revising organizational structures.”
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	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)). 2. GFC Campus Law Review Committee Terms of Reference: “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, A1.5 or their counterparts in A1.6*.” (2. <i>Composition of the Committee</i>)



Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	University Governance; Provost and Vice-President (Academic)
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (June 4, 2012) – for final approval
Final Approver	GFC Executive Committee

Attachments (none)

Prepared by: Garry Bodnar, Secretary to General Faculties Council, garry.bodnar@ualberta.ca