

The following Motions and Documents were considered by the GFC Executive Committee at its October 07, 2013 meeting:

Agenda Title: **Amendment to Composition of Dean Selection/Review Committee for the Faculty of Agricultural, Life and Environmental Sciences**

MOTION: THAT the GFC Executive Committee, acting under delegated authority from the Board of Governors and the General Faculties Council, recommend to the Board of Governors Human Resources and Compensation Committee (BHRCC) the proposed changes to the composition of the Dean Selection/Review Committee for the Faculty of Agricultural, Life and Environmental Sciences (ALES), as submitted jointly by the Acting Provost and Vice-President (Academic) and the Faculty of ALES, to take effect upon final approval.

Final Recommended Item: 4

Agenda Title: **Residence Community Standards Policy Proposed Changes**

MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to the existing Residence Community Standards Policy, as submitted by the Offices of Residence Services and Student Judicial Affairs (OSJA) and as set forth in Attachment 1, as amended, to take effect upon final approval.

Final Amended Item: 5

Agenda Title: **2014 – 2015 Academic Schedule**

MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2014 – 2015 (as submitted by the Vice-Provost and University Registrar and as set forth in Attachment 4), and, in doing so, empower the Registrar to make any editorial changes as needed as long as the changes do not have the force of policy, to be effective upon final approval.

Final Item: 6

Agenda Title: **Draft Agenda for the October 28, 2013 Meeting of General Faculties Council**

MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the October 28, 2013 meeting of General Faculties Council (GFC).

FINAL Item No. 4
OUTLINE OF ISSUE

Agenda Title: **Amendment to the Composition of the Dean Selection/Review Committee for the Faculty of Agricultural, Life and Environmental Sciences**

Motion: THAT the GFC Executive Committee, acting under delegated authority from the Board of Governors and the General Faculties Council, recommend to the Board of Governors Human Resources and Compensation Committee (BHRCC) the proposed changes to the composition of the Dean Selection/Review Committee for the Faculty of Agricultural, Life and Environmental Sciences (ALES), as submitted jointly by the Acting Provost and Vice-President (Academic) and the Faculty of ALES, to take effect upon final approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic); Faculty of Agricultural, Life and Environmental Sciences
Presenters	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic); Judy Carss, Assistant Dean, Faculty of Agricultural, Life and Environmental Sciences
Subject	Composition of Dean Selection and Review Committees for Individual Faculties - Faculty of Agricultural, Life and Environmental Sciences

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is	To amend UAPPOL Composition of Dean Selection and Review Committees for Individual Faculties (Appendix A), Faculty of Agricultural, Life and Environmental Sciences, of the Review of Faculty Deans Procedure as follows: Update category (f) to reduce the number of professional or community associations' representatives on a Committee from four to two. In future, two of the four associations (the College of Alberta Professional Foresters, Alberta Institute of Agrologists, Alberta Human Ecology and Home Economics Association, and Registered Dietitians Association) would have representation on a Dean's Selection or Review Committee.
The Impact of the Proposal is	None.
Replaces/Revises	UAPPOL Composition of Dean Selection and Review Committees for Individual Faculties (Appendix A), Faculty of Agricultural, Life and Environmental Sciences.
Timeline/Implementation Date	On final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	UAPPOL Selection of Faculty Deans Procedure directs that, in matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature. <u>Note:</u> Acting Provost and Vice-President (Academic) Martin Ferguson-

FINAL Item No. 4

	Pell determined this amendment to be of a substantive nature.
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Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> and <i>Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal	<p>1. Post-Secondary Learning Act (PSLA): The <i>PSLA</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, “over academic affairs” (Section 26(1)).</p> <p>The <i>Act</i> provides that “[a] person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council (section 22(2)). In addition, GFC may recommend to the Board of Governors on procedures in respect of appointments, promotions, salaries, tenure and dismissals of academic staff” (Section 26(1)(o)).</p> <p>2. Post-Secondary Learning Act (PSLA): The Board of Governors has authority to employ “officers, employees or other persons and academic staff members” (Sections 83 and 84 of the <i>Act</i>) and to appoint the President, Vice-Presidents, Deans and Registrar (Sections 81, 82, 21(1) and 20(1) of the <i>Act</i>). The Board has delegated certain of these powers.</p> <p>3. UAPPOL Policy: The Selection [and Review] of Faculty Deans Procedure states “With respect to the procedures for the selection [review] of Faculty Deans, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.”</p>

Routing

Consultative Route	Faculty of Agricultural, Life and Environmental Sciences, September 13, 2013; Acting Provost and Vice-President (Academic) Martin Ferguson-Pell, September 13, 2013
Approval Route	Council of the Faculty of Agricultural, Life and Environmental Sciences (September, 2013) – for recommendation; GFC Executive Committee (October 7, 2013) – for recommendation; Board Human Resources and Compensation Committee (November 26, 2013) – for final approval
Final Approver	Board Human Resources and Compensation Committee

Attachments:

- Attachment 1 (pages 1 – 2) - Comparative Table of Proposed Changes to the Composition of the Selection/Review Committee for the Dean of the Faculty of Agricultural, Life and Environmental Sciences

Prepared by: Irene Hacke, Selection and Review Initiatives Manager, Office of the Provost and Vice-President (Academic), irene.hacke@ualberta.ca

Comparative Table of Proposed Changes to the Composition of the Dean Selection/Review Committee of the Faculty of Agricultural, Life and Environmental Sciences	
CURRENT	PROPOSED
The selection committee shall consist of the following voting members:	The selection committee shall consist of the following voting members:
a) Provost and Vice-President (Academic), or designee, Chair.	a) No change.
b) Vice-President (Research), or designee, Vice-Chair.	b) No change.
c) Dean of Graduate Studies and Research, or designee.	c) No change.
d) Faculty representation: Four (4) full-time continuing faculty members (Categories A1.1 or A1.5) from the Agricultural, Life and Environmental Sciences Faculty Council elected by the Agricultural, Life and Environmental Sciences Faculty Council. (In departmentalized Faculties at least one of the four will be a Department Chair from within the Faculty and unless there are three or fewer Departments, all four shall come from different Departments.)	d) No change.
<p>e) Student representation: Two (2) full-time students from the Faculty concerned. When either graduate students or undergraduate students outnumber their counterparts by more than 20:1, both representatives shall be from the larger group. [Note: As of 1996 this ratio means that there will be one undergraduate student and one graduate student on all committees except Law and Faculté Saint-Jean (where each will have two undergraduates).]</p> <p>Where a Faculty is departmentalized, the students shall come from different Departments.</p> <p>The undergraduate student representative(s) will be selected by the Undergraduate Student Association of Agricultural, Life and Environmental Sciences using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Association to the Faculty Office, and the Students' Union. If the Association is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate</p>	e) No change.

<p>representatives.</p> <p>The graduate student representative(s) shall be selected through the following mechanism. Each Departmental Graduate Student Association shall forward a name to the Graduate Students' Association and the representative will be elected by the Graduate Students' Association Council. If no Departmental Graduate Student Association exists or if no names are forwarded by the existing associations, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association.</p>	
<p>f) Professional or community association representation: <u>Four (4) representatives of the appropriate professional or community association. These representatives are from the College of Alberta Professional Foresters (1), Alberta Institute of Agrologists (1), Alberta Human Ecology and Home Economics Association (1), and Registered Dietitians Association (1).</u></p>	<p>f) Professional or community association representation: <u>Two (2) persons who are the representatives of the appropriate professional or community associations. The representatives are from two of the following: the College of Alberta Professional Foresters, the Alberta Institute of Agrologists, the Alberta Human Ecology and Home Economics Association, or the Registered Dietitians Association.</u></p>
<p>g) One (1) person who is the representative of a group of affiliated faculty members, the group to consist of adjunct professors with University appointments in other faculties and faculty members with joint appointments and whose primary appointments are in other Faculties. The Provost and Vice-President (Academic) shall be responsible for directing the election of this representative.</p>	<p>g) No change.</p>
<p>h) One (1) full-time member of the support staff (Category B1.0) from the Faculty concerned, elected by the full-time support staff (Category B1.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.</p>	<p>h) No change.</p>
<p>i) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.</p>	<p>i) No change</p>
<p>(Total members: <u>15</u>)</p>	<p>(Total members: <u>13</u>)</p>

OUTLINE OF ISSUE

Agenda Title: **Residence Community Standards Policy Proposed Changes**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to the existing Residence Community Standards Policy, as submitted by the Offices of Residence Services and Student Judicial Affairs (OSJA) and as set forth in Attachment 1, as amended, to take effect upon 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	Sarah Wolgemuth, Assistant Dean of Students – Residence Life, Offices of the Dean of Students and Residence Services; Deborah Eerkes, Director, Office of Student Judicial Affairs (OSJA)
Presenters	Sarah Wolgemuth, Assistant Dean of Students – Residence Life, Offices of the Dean of Students and Residence Services; Chris Hackett, Discipline Officer, OSJA
Subject	Residence Community Standards Policy Proposed Changes

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To update the Residence Community Standards Policy to enact the recommendations of the Residence Community Standards Review Committee (RCSRC).
The Impact of the Proposal is	To make the RCSRC-recommended improvements to the current Residence Community Standards Policy.
Replaces/Revises (eg, policies, resolutions)	Residence Community Standards Policy.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	None.
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover, Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The PSLA give GFC responsibility, subject to the authority of the Board of Governors, over academic affairs and over student affairs, including authority concerning student discipline. (Sections 26(1) and 31) In addition, Section 26(1)(o) states GFC “has the authority to make recommendations to the board with respect to [...] the regulation of residences and dining halls[.][...]”</p> <p>Further, PSLA Section 31(1) – Student Affairs states “The general faculties council has general supervision of student affairs at a university and in particular, but without restricting the generality, the general faculties council may [...] (b) delegate its power to discipline students in any particular case or generally to any person or body of persons, subject to any conditions with respect to the exercise of any delegated power that it considers proper[.] [...]”</p>

	<p>2. GFC Campus Law Review Committee Terms of Reference: Section 3 – Mandate of the Committee/D. Residence Codes and Community Standards:</p> <p>[...]</p> <p>3. Any changes to existing student residence codes shall be submitted to the GFC Campus Law Review Committee. The CLRC has the delegated authority from General Faculties Council to approve changes which in its view are editorial or minor; all such approvals will be filed with the GFC Executive Committee. Any major changes to existing student residence codes shall be forwarded with the recommendation of the CLRC to the GFC Executive for final approval.”</p> <p>3. GFC Executive Committee’s Terms of Reference: Section 3 – Mandate of the Committee/11. Student Residence Codes: “[...] Any changes to existing student residence codes shall be submitted to the GFC Campus Law Review Committee. Any major changes to existing student residence codes shall be forwarded with the recommendation of the CLRC to the GFC Executive for final approval. [...]”</p> <p>4. University of Alberta Residence Community Standards Policy:</p> <p>“I. Preamble [...] C. Process [...]</p> <p>4. Residence Services will report annually with respect to this policy to the GFC Campus Law Review Committee (CLRC) in accordance with the CLRC Terms of Reference. A formal review of the policy and procedure will occur after the first and second years of operation and periodically thereafter as required by CLRC. The review will be conducted by a group of key stakeholders, including students and staff.”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Community Standards Review Committee: Representatives of Residence Services, Students’ Union (SU), Graduate Students’ Association (GSA), Residence Halls’ Association (RHA) (weekly meetings throughout the Summer, 2013)
Approval Route (Governance) (including meeting dates)	GFC Campus Law Review Committee (September 26, 2013) – for recommendation; GFC Executive Committee (October 7, 2013) – for final approval
Final Approver	GFC Executive Committee

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

- Attachment 1 (page 1 – 33): Proposed Changes to the Residence Community Standards Policy

Prepared by: Deborah Eerkes, Director, Office of Student Judicial Affairs, deerkes@ualberta.ca

UNIVERSITY OF ALBERTA RESIDENCE COMMUNITY STANDARDS POLICY

As a result of the 2013 Community Standards Review Committee's recommendations, the following changes to the Community Standards are being proposed. Highlights include the following:

- Elimination of Restorative Team structure and Restorative Team Coordinator position.
- Introduction of a mid-level Restorative Meeting to bridge the gaps between Community Resolutions and Restorative Conferences (formerly called Restorative Meetings). The three levels of Restorative response are differentiated by who the participants are.
- Added procedures for all three levels of Restorative response (Community Resolution, Restorative Meeting and Restorative Conference)
- Various changes to ensure that students are well-informed and understand the processes in which they find themselves.
- New generic definition "Facilitator" to accommodate the fact that different staff members facilitate different levels of RJ.
- Expanded definition for "Minor Incident" to clarify
- "Residence Contract" has been changed to "Residence Agreement" throughout the policy to reflect the name of the document signed by Residents when they move in.
- Updated titles and corrections to typos.

Current	Proposed	Rationale
<p>I. PREAMBLE</p> <p>The primary objective of all University of Alberta Residences is to support the successful pursuit of academic studies. Living in residence provides many personal and social benefits; correspondingly, all Residents are jointly responsible for a comfortable, safe, and secure living environment conducive to academic study and learning.</p> <p>The tenancy relationship between the University of Alberta ("the University") and Residents is contractual, governed by the Residence Contract, which is administered by Residence Services and signed by the Resident. This policy forms one aspect of that tenancy relationship. It in no</p>	<p>I. PREAMBLE</p> <p>The primary objective of all University of Alberta Residences is to support the successful pursuit of academic studies. Living in residence provides many personal and social benefits; correspondingly, all Residents are jointly responsible for a comfortable, safe, and secure living environment conducive to academic study and learning.</p> <p>The tenancy relationship between the University of Alberta ("the University") and Residents is contractual, governed by the Residence <u>Agreement</u>, which is administered by Residence Services and signed by the Resident. This policy forms one aspect of that tenancy</p>	<p>Making language consistent.</p>

<p>way restricts the University from enforcing the Residence Contract, which may include eviction or other consequences.</p>	<p>relationship. It in no way restricts the University from enforcing the Residence <u>Agreement</u>, which may include eviction or other consequences.</p>	
<p>A. PRINCIPLES ...</p>	<p>A. PRINCIPLES ...</p>	<p>No change</p>
<p>B. PURPOSE ...</p>	<p>B. PURPOSE ...</p>	<p>No change</p>
<p>C. PROCESS</p> <p>1. This policy establishes a fair and transparent process based in part on the principles of Restorative Justice. The Restorative Justice process is available for use in cases of negative, disruptive, or inappropriate behaviour where the conditions laid out in this policy are met.</p> <p>This policy provides a framework to:</p> <p>a. Recognize and prevent unacceptable behaviour in the Residence Community, and</p> <p>b. Resolve issues and provide remedies in a positive and constructive way for behaviour that harms the Residence Community or individual(s) within the Community.</p> <p>1. This policy fits within a network of interconnected documents, policies and procedures related to Residences, including:</p> <p>a. The Residence Contract (see “Information for Students on the Residence Contract”, located on the Residence Services website);</p>	<p>C. PROCESS</p> <p>1. This policy establishes a fair and transparent process based in part on the principles of Restorative Justice. The Restorative Justice process is available for use in cases of negative, disruptive, or inappropriate behaviour where the conditions laid out in this policy are met.</p> <p>This policy provides a framework to:</p> <p>a. Recognize and prevent unacceptable behaviour in the Residence Community, and</p> <p>b. Resolve issues and provide remedies in a positive and constructive way for behaviour that harms the Residence Community or individual(s) within the Community.</p> <p>1. This policy fits within a network of interconnected documents, policies and procedures related to Residences, including:</p> <p>a. The Residence <u>Agreement</u> (see “Information for Students on the Residence <u>Agreement</u>”, located on the Residence Services website);</p>	<p>Making language consistent.</p>

<p>b. Residence-specific rules on the Residence Services website, jointly approved by the University and the Residence Students' Association;</p> <p>c. The Code of Student Behaviour, available online;</p> <p>d. The Application for Residence;</p> <p>e. The Residence Services acceptance letter and package;</p> <p>f. The Housing Telephone Service Agreement, where applicable;</p> <p>g. The Residence Internet Service Agreement, where applicable; and</p> <p>h. Various other policies, rules and regulations adopted by the University, including as Landlord, from time to time.</p> <p>2. Residents are also members of the University Community and are therefore also subject to the Code of Student Behaviour at all times.</p> <p>3. Residence Services will report annually with respect to this policy to the GFC Campus Law Review Committee (CLRC) in accordance with the CLRC Terms of Reference. A formal review of the policy and procedure will occur after the first and second years of operation and periodically thereafter as required by CLRC. The review will be conducted by a group of key stakeholders, including students and staff.</p>	<p>b. Residence-specific rules on the Residence Services website, jointly approved by the University and the Residence Students' Associations;</p> <p>c. The Code of Student Behaviour, available online;</p> <p>d. The Application for Residence;</p> <p>e. The Residence Services acceptance letter and package;</p> <p>f. The Housing Telephone Service Agreement, where applicable;</p> <p>g. The Residence Internet Service Agreement, where applicable; and</p> <p>h. Various other policies, rules and regulations adopted by the University, including as Landlord, from time to time.</p> <p>2. Residents are also members of the University Community and are therefore also subject to the Code of Student Behaviour at all times.</p> <p>3. Residence Services will report annually with respect to this policy to the GFC Campus Law Review Committee (CLRC) in accordance with the CLRC Terms of Reference. A formal review of the policy and procedure will occur after the first and second years of operation and periodically thereafter as required by CLRC. The review will be conducted by a group of key stakeholders, including students and staff.</p>	<p>Grammatical correction</p>
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<p>II. RIGHTS AND RESPONSIBILITIES</p> <p>A. RESIDENT RIGHTS</p> <p>Students living in residence at the University have the right to:</p> <ul style="list-style-type: none"> a. Be treated with dignity and respect; b. A safe, secure environment, whether in private, shared, common or public space; c. A living environment free from threats, fear, intimidation, harassment or abuse; d. Learn, study, and express beliefs, opinions and values, while respecting the safety, security, and dignity of other community members; e. Communicate concerns to their peers, neighbours, roommates, Residence Life staff, or other University officials; f. Enjoy the social benefits of living in a residence community and equal access to common areas and their contents; g. Privacy and control of their private living space, within the limits of the Residence Contract; h. Have their personal property respected; i. An environment with noise levels conducive to academic pursuits, according to the guidelines established for each University Residence community; and j. Be free from pressure to do anything unsafe, or anything that compromises their dignity 	<p>II. RIGHTS AND RESPONSIBILITIES</p> <p>A. RESIDENT RIGHTS</p> <p>Students living in residence at the University have the right to:</p> <ul style="list-style-type: none"> a. Be treated with dignity and respect; b. A safe, secure environment, whether in private, shared, common or public space; c. A living environment free from threats, fear, intimidation, harassment or abuse; d. Learn, study, and express beliefs, opinions and values, while respecting the safety, security, and dignity of other community members; e. Communicate concerns to their peers, neighbours, roommates, Residence Life staff, or other University officials; f. Enjoy the social benefits of living in a residence community and equal access to common areas and their contents; g. Privacy and control of their private living space, within the limits of the Residence <u>Agreement</u>; h. Have their personal property respected; i. An environment with noise levels conducive to academic pursuits, according to the guidelines established for each University Residence community; and j. Be free from pressure to do anything unsafe, or anything that compromises their dignity 	<p>Making language consistent.</p>
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<p>or that of another.</p> <p>B. RESIDENT RESPONSIBILITIES</p> <p>...</p> <p>C. RESIDENCE SERVICES RESPONSIBILITIES</p> <p>Residence Services has responsibility to:</p> <p>a) Foster a safe, secure and healthy environment conducive to academic success;</p> <p>b) Initiate the Restorative Justice process under this policy;</p> <p>c) Enforce the Residence Contract—signed by the Resident;</p> <p>d) Investigate allegations of negative, inappropriate, or disruptive behaviour in conjunction with University of Alberta Protective Services, where appropriate; and</p> <p>e) Initiate charges under the Code of Student Behaviour where appropriate.</p>	<p>or that of another.</p> <p>B. RESIDENT RESPONSIBILITIES</p> <p>...</p> <p>C. RESIDENCE SERVICES RESPONSIBILITIES</p> <p>Residence Services has responsibility to:</p> <p>a) Foster a safe, secure and healthy environment conducive to academic success;</p> <p><u>b) Provide students with information and resources on Restorative Justice and the processes employed, and University resources;</u></p> <p>c) Initiate the Restorative Justice process under this policy;</p> <p><u>d) Enforce the Residence Agreement</u> signed by the Resident;</p> <p>e) Investigate allegations of negative, inappropriate, or disruptive behaviour in conjunction with University of Alberta Protective Services, where appropriate; and</p> <p>f) Initiate charges under the Code of Student Behaviour where appropriate.</p>	<p>No change</p> <p>New: To ensure that students are well-informed.</p> <p>Re-letter</p> <p>Making language consistent</p>
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<p>III. PROCEDURES FOR INSTANCES IN WHICH COMMUNITY STANDARDS HAVE NOT BEEN MET</p> <p>A. PROCEDURE FOR REPORTING AND ROUTING AN INCIDENT TO THE APPROPRIATE PROCESS</p> <p>1) These procedures do not apply in circumstances where the University acting as Landlord addresses a breach of the Residence Contract relating to non-payment of funds, or to issues of safety and security, including but not limited to disruptive, threatening or violent conduct.</p> <p>2) Upon becoming aware of an incident, a Residence Life or Student Staff member will initiate the Residence Life reporting process.</p> <p>3) Minor Incidents: If an incident is assessed by either a Student Staff Member or a Residence Life Staff member to be of a Minor nature, that staff member may simply resolve the situation through a discussion with the Resident; that is, develop a Community Resolution. The staff member must summarize the Community Resolution in writing, which will serve as confirmation of the communication (see Appendix A for an example).</p> <p>4) In the case where a community (floor, unit, stairwell, etc) is engaging in behaviour contrary to the Community Standards, a Residence Life staff member may hold a restorative discussion with the group in order to develop a Community Resolution.</p>	<p>III. PROCEDURES FOR INSTANCES IN WHICH COMMUNITY STANDARDS HAVE NOT BEEN MET</p> <p>A. PROCEDURE FOR REPORTING AND ROUTING AN INCIDENT TO THE APPROPRIATE PROCESS</p> <p>1) These procedures do not apply in circumstances where the University acting as Landlord addresses a breach of the Residence <u>Agreement</u> relating to non-payment of funds, or to issues of safety and security, including but not limited to disruptive, threatening or violent conduct.</p> <p>2) Upon becoming aware of an incident, a Residence Life or Student Staff member will initiate the Residence Life reporting process.</p> <p>3) Minor Incidents: If an incident is assessed by either a Student Staff Member or a Residence Life Staff member to be of a Minor nature, that staff member may simply resolve the situation through a discussion with the Resident; that is, develop a Community Resolution.</p> <p>4) In the case where a community (floor, unit, stairwell, etc) is engaging in behaviour contrary to the Community Standards, a Residence Life staff member may hold a restorative discussion with the group in order to develop a Community Resolution.</p>	<p>Making language consistent.</p> <p>Moved to Procedures for Community Resolution section.</p>
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<p>5) Incidents that are not considered Minor must be documented in an Incident Report. An Incident Report may describe a single incident or refer to multiple Community Resolutions with a Resident which have not solved the issue.</p> <p>6) Upon receiving an Incident Report, the Residence Area Coordinator will make an assessment as follows:</p> <p>i) If the Incident Report details an incident that could be addressed either through the Restorative Justice process or as a breach of the Residence Contract, an internal investigation will be initiated.</p> <p>ii) If the Incident Report describes a violation of the Code of Student Behaviour, and the criteria for the Restorative process as identified in this policy are not met, the matter will be handled in accordance with the procedures established in the Code.</p>	<p>5) Incidents that are not considered Minor, <u>or that have not already been resolved in a Restorative Meeting</u>, must be documented in an Incident Report. An Incident Report may describe a single incident or refer to multiple Community Resolutions with a Resident which have not solved the issue.</p> <p>6) Upon receiving an Incident Report, the Residence Area Coordinator will make an assessment as follows:</p> <p>i) If the Incident Report details an incident that could be addressed either through the Restorative Justice process or as a breach of the Residence <u>Agreement</u>, an internal investigation will be initiated <u>as needed</u>.</p> <p>ii) If the Incident Report describes a violation of the Code of Student Behaviour, and the criteria for the Restorative process as identified in this policy are not met, the matter will be handled in accordance with the procedures established in the Code.</p>	<p>There is no need for an IR if an issue has already be resolved with a Restorative Agreement.</p> <p>Investigation is unnecessary when the pertinent information is already known.</p>
<p>B. PROCEDURES FOR INTERNAL INVESTIGATIONS</p> <p>1) Each University Residence is required to establish and communicate a means of appointing internal investigators. They may be Residence Life Staff, Student Staff or University of Alberta Protective Services. The original author of the Incident Report must not be the individual conducting the investigation.</p>	<p>B. PROCEDURES FOR INTERNAL INVESTIGATIONS</p> <p>1) Each University Residence is required to establish and communicate a means of appointing internal investigators. They may be Residence Life Staff, Student Staff or University of Alberta Protective Services. The original author of the Incident Report must not be the individual conducting the investigation.</p>	

<p>2) The investigator will gather available relevant information about the incident, including collecting witness statements and documenting physical evidence. The investigator will provide a written summary of discussions with the Resident who is the subject of the Incident Report, the author of the Incident Report, and other individuals involved. If the identity of the Resident is unknown, the investigation will begin by attempting to establish the identity of the person(s) who caused the Harm.</p>	<p>2) <u>The investigator will provide the Resident who is the subject of the Incident Report with information and resources on Restorative Justice and other relevant University processes.</u> The investigator will gather available relevant information about the incident, including collecting witness statements and documenting physical evidence. The investigator will provide <u>to the Residence Area Coordinator</u> a written summary of discussions with the Resident who is the subject of the Incident Report, the author of the Incident Report, and other individuals involved. If the identity of the Resident is unknown, the investigation will begin by attempting to establish the identity of the person(s) who caused the Harm.</p>	<p>To ensure that accused students are provided with the opportunity to respond to allegations and evidence against them, and given access to information, advisors and resources related to the process.</p> <p>Clarification</p>
<p>3) ...</p> <p>6) The Restorative Justice process will be the preferred process for incidents within University Residences. An incident qualifies for the Restorative Justice process if it meets all of the following criteria:</p> <ul style="list-style-type: none"> a) The identity of the Resident who committed the infraction is known; b) That Resident is willing to participate in a Restorative Justice process; c) The Harmed Party(ies) 	<p>3) ...</p> <p>6) The Restorative Justice process will be the preferred process for incidents within University Residences. An incident qualifies for a Restorative <u>Meeting or Restorative Conference</u> if it meets all of the following criteria:</p> <ul style="list-style-type: none"> a) The identity of the Resident who committed the infraction is known (<u>hereafter referred to as the Respondent</u>); b) That Resident is willing to participate in a Restorative Justice 	<p>Community Resolutions are restorative processes, but are possible when the Resident(s) who committed the infraction is/are not known, and when a Harmed Party does not participate.</p> <p>Providing clarity on the language used throughout the policy. "Respondent" is further explained in the definitions section.</p>

<p>is/are willing to participate either in person, by providing an Impact Statement or by designating a representative;</p> <p>d) Harm to an individual, the community or property can be identified; and</p> <p>e) The nature of the incident is appropriate to the Restorative Justice process.</p> <p>7) In cases where the criteria for the Restorative Justice Process, as outlined above, are not met, the Residence Area Coordinator will consult with the Restorative Team Coordinator, where one exists, before making a final determination as to process. Incidents not addressed under the Restorative Justice process will be:</p> <p>a) Forwarded to the Landlord for consideration, if the incident is a breach of the Residence Contract, or</p> <p>b) Handled in accordance with the procedures established in the Code of Student Behaviour, if the incident details a violation of the Code.</p> <p>c) The Resident-Area Coordinator's decision as to which process will be followed is not subject to appeal.</p>	<p>c) The Harmed Party(ies) is/are willing to participate either in person, by providing an Impact Statement or by designating a representative;</p> <p>d) Harm to an individual, the community or property can be identified; and</p> <p>e) The nature of the incident is appropriate to the Restorative Justice process.</p> <p>7) In cases where the criteria for the Restorative Justice Process, as outlined above, are not met, the Residence Area Coordinator make a final determination as to process. Incidents not addressed under the Restorative Justice process will be:</p> <p>a) Forwarded to the Landlord for consideration, if the incident is a breach of the Residence <u>Agreement</u>, or</p> <p>b) Handled in accordance with the procedures established in the Code of Student Behaviour, if the incident details a violation of the Code.</p> <p>c) The <u>Residence</u> Area Coordinator's decision as to which process will be followed is not subject to appeal.</p>	<p>No longer using the Team structure. Have eliminated the RTC position.</p> <p>Making language consistent.</p> <p>Typo correction</p>
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<p>C. PROCEDURES FOR THE RESTORATIVE JUSTICE PROCESS</p> <p>1) In University Residences where a Residence Restorative Team exists and is operational, it will be utilized. Where no Residence Restorative Team exists, or at times when it is not available (e.g. exam periods, Restorative Teams not available over Spring/Summer term, etc.), Residence Life Staff will fulfill the functions of the Residence Restorative Team Coordinator (the “Coordinator”) and Residence Restorative Team. During shorter breaks, the participants may agree to postpone the meeting until the Residence Restorative Team is available. This option is not available during Spring/Summer terms in Residences where the Residence Restorative Team is inactive. In all cases where a restorative process is appropriate, whether or not the Residence Restorative Team is available and operational, it shall be preferred over other processes.</p>	<p>C. PROCEDURES FOR RESTORATIVE JUSTICE PROCESSES</p> <p>1) In all cases where <u>the criteria for Restorative Justice are met</u>, it shall be preferred over other processes.</p> <p><u>Restorative Justice processes include:</u></p> <p>a) <u>Community Resolution, which involves a Facilitator and a Respondent.</u></p> <p>b) <u>Restorative Meeting, which involves a Facilitator, a Harmed Party and a Respondent; or</u></p> <p>c) <u>Restorative Conference, which involves co-Facilitators and may include multiple Harmed Parties and/or Respondents, and support persons.</u></p>	<p>Clarifies the three levels of RJ.</p> <p>No longer using Team structure.</p> <p>New: itemizing available levels of RJ.</p> <p>Using generic “Facilitator” term.</p>
	<p><u>2)COMMUNITY RESOLUTION PROCEDURES</u></p> <p>a) <u>When a Facilitator becomes aware of a Minor Incident in</u></p>	<p>New: Community Resolution Procedures</p>

	<p><u>which the responsible person has been identified and there is no identifiable Harmed Party other than the University Community in general, the Facilitator will contact the Respondent and hold a discussion in which the Respondent is encouraged to identify Harm(s) and identify steps to repair those Harm(s) and/or rebuild trust in the community. The Community Resolution is recorded in the Housing Management System (HMS) database and notification of the Community Resolution will be communicated to the Respondent in writing (see Appendix A for examples).</u></p> <p><u>b) In the case of a community that is showing a pattern of negative behaviour, a Facilitator may meet with the members of the community and hold a discussion in which the community is encouraged to identify Harm(s) and identify steps to repair those Harms and/or rebuild trust in the community. The Community Resolution is summarized to the community in writing.</u></p>	
	<p><u>3)RESTORATIVE MEETING PROCEDURES</u></p> <p><u>a)A Facilitator will ensure that both parties understand the process and are willing to participate in a Restorative Meeting. The Restorative Meeting is normally held within three days of the incident.</u></p> <p><u>b)The Facilitator will invite the participants to discuss the incident from each perspective.</u></p> <p><u>c)After each party is satisfied that his or her perspective has</u></p>	<p>New: mid-complexity meeting (now called Restorative Meeting) Procedures</p>

been heard, the Facilitator will lead a discussion in which the participants will collectively seek to identify the Harms in need of remedy.

d)When the list of Harms is complete to the satisfaction of the participants, the group will work together to generate options for restorative remedies (see Appendix D for examples of possible restorative remedies). A remedy must function to repair an identified Harm and/or rebuild trust, and be:

i.Appropriate, relevant, and commensurate to the harm caused;

ii.Fair and agreeable to all parties;

iii.Realistic and achievable; and

iv.Specific and objective enough to be measurable.

e)When all parties agree to remedy(ies) that will satisfactorily address the Harms and/or rebuild trust, the Facilitator will summarize the agreed upon remedy(ies) into a Restorative Agreement (see Appendix E for an example Restorative Agreement). The Restorative Agreement from a Restorative Meeting will include, at a minimum, what remedies are agreed, who will carry those remedies out and a date by which the remedies must be completed.

f)The Restorative Agreement will become the official document of this process; all other notes generated during the meeting will be destroyed. Copies of the Restorative Agreement will be provided in

	<p><u>writing to the Respondent, the Harmed Party, and Residence Services.</u></p> <p><u>g)In cases where the Restorative Agreement is not feasible, or where it is in conflict with University policies or municipal, provincial or federal law, the Residence Area Coordinator will contact the Facilitator to reconvene the group and change the remedies.</u></p> <p><u>h)Residence Life Staff or Student Staff will follow up with the Respondent to ensure the terms of the Restorative Agreement are fulfilled. If a Respondent fails to complete the agreed remedies listed on the Restorative Agreement by the date specified, the matter will be considered a breach of the Residence Agreement and the Residence Area Coordinator will forward it to the Landlord.</u></p> <p><u>i)If at any point during the meeting, it becomes apparent that the criteria as listed in Item III B. 6) are no longer being met, a Facilitator will adjourn the meeting and the matter will be returned to the Residence Area Coordinator, who will make a decision regarding process according to Item III B.7) of this policy.</u></p> <p><u>j)If no agreement can be reached, the Facilitator will turn the matter over to the Residence Area Coordinator, who will make a decision regarding process according to Item III B.7) of this policy.</u></p>	
	<p><u>4) RESTORATIVE CONFERENCE PROCEDURES</u></p>	<p>High-complexity meetings, name changed from Restorative Meeting to Restorative</p>

<p>2) The Coordinator will contact the Respondent(s) and the identifiable Harmed Party(ies) to organize pre-conference meetings with each of them. The Coordinator will provide each party with information about the restorative process, their right to a support person and the manner in which the Harmed Party(ies) might participate. Where the parties agree to participate, the Coordinator will have them sign a Confidentiality Agreement (See Appendix C). When all parties agree to the restorative process and have signed the Confidentiality Agreement, the Coordinator will schedule a Restorative Meeting at a time suitable to all participants, ideally within the following 7 days.</p>	<p>a) A <u>Facilitator</u> will contact the Respondent(s) and the identifiable Harmed Party(ies) to organize pre-conference meetings with each of them. The <u>Facilitator</u> will provide each party with information about the restorative process, their right to a support person and the manner in which the Harmed Party(ies) might participate. Where the parties agree to participate, the <u>Facilitator</u> will have them sign a Confidentiality Agreement (See Appendix C). When all parties agree to the restorative process and have signed the Confidentiality Agreement, the <u>Facilitator</u> will schedule a Restorative <u>Conference</u> at a time suitable to all participants, ideally within the following 7 days.</p>	<p>Conference.</p> <p>Numbering</p> <p>Use new Facilitator term throughout.</p> <p>Change name to “Conference” throughout.</p>
<p>3) The following procedures will be followed at the Residence Restorative Team meeting (see Appendix B for further guidelines on facilitating the restorative meeting.)</p> <p>a) The meeting will be co-facilitated by the Coordinator and the Residence Coordinator. Participants in the process will include the Residence Restorative Team, the Harmed Party(ies), either in person or by Impact Statement, and the Respondent(s).</p> <p>b) The Respondent(s) and the Harmed Party(ies), where applicable, may each bring one support person. The support person will be allowed to participate in the discussions but is not a signatory to the Restorative Agreement.</p> <p>e) If at any point during the</p>	<p>b) The following procedures will be followed at the <u>Restorative Conference</u> (see Appendix B for further guidelines on facilitating the <u>Restorative Conference</u>.)</p> <p>i) The <u>Conference</u> will be co-facilitated. Participants in the process will include <u>two Facilitators</u>, the Harmed Party(ies), either in person or by Impact Statement, and the Respondent(s).</p> <p>ii) The Respondent(s) and the Harmed Party(ies), where applicable, may each bring one support person. The support person will be allowed to participate in the discussions but is not a signatory to the Restorative Agreement.</p> <p>iii) If at any point during the</p>	<p>Change numbering</p>

<p>meeting, it becomes apparent that the criteria as listed in Item III B. 6) are no longer being met, the Coordinator will adjourn the meeting and the matter will be returned to the Residence Area Coordinator, who will make a decision regarding process according to Item III B.7) of this policy.</p> <p>d) After each party is satisfied that his or her perspective has been heard, the Coordinator and/or the Residence Coordinator will facilitate a discussion in which the participants will collectively seek to identify the Harms in need of remedy, both to individuals and to the community.</p> <p>e) When the list of Harms is complete to the satisfaction of the participants, the group will work together to generate options for restorative remedies (see Appendix D for examples of possible restorative remedies). A remedy must function to either repair an identified Harm and/or rebuild trust, and be:</p> <ul style="list-style-type: none"> a. Appropriate, relevant, and commensurate to the harm caused; b. Fair and agreeable to all parties; c. Realistic and achievable; and d. Specific and objective enough to be measurable. 	<p><u>Conference</u>, it becomes apparent that the criteria as listed in Item III B. 6) are no longer being met, the <u>Facilitators</u> will adjourn the <u>Conference</u> and the matter will be returned to the Residence Area Coordinator, who will make a decision regarding process according to Item III B.7) of this policy.</p> <p>iv) After each party is satisfied that his or her perspective has been heard, the <u>Facilitators</u> will facilitate a discussion in which the participants will collectively seek to identify the Harms in need of remedy, both to individuals and to the community.</p> <p>v) When the list of Harms is complete to the satisfaction of the participants, the group will work together to generate options for restorative remedies (see Appendix D for examples of possible restorative remedies). A remedy must function to repair an identified Harm and/or rebuild trust, and be:</p> <ul style="list-style-type: none"> a. Appropriate, relevant, and commensurate to the harm caused; b. Fair and agreeable to all parties; c. Realistic and achievable; and d. Specific and objective enough to be measurable. 	
<p>f) When all parties agree to remedy(ies) that will satisfactorily address the Harms</p>	<p>vi) When all parties agree to remedy(ies) that will satisfactorily address the Harms</p>	

<p>and/or rebuild trust, the Coordinator will write the agreed upon remedy(ies) into a Restorative Agreement (see Appendix E for an example Restorative Agreement). The Restorative Agreement will include, at a minimum:</p> <p>a. A list of the participants and their roles in the Restorative meeting;</p> <p>b. A list of agreed remedies to repair the Harm done; and</p> <p>c. A required completion date.</p> <p>g) The Coordinator, the Respondent(s) and the Harmed Party(ies) will sign the Restorative Agreement. Where a Harmed Party has participated by Impact Statement, the Coordinator will sign on behalf of the Harmed Party. The Restorative Agreement will become the official document of this process; all other notes generated during the meeting will be destroyed. Copies of the Restorative Agreement will be provided to:</p> <p>a. The Respondent(s);</p> <p>b. The Harmed Party(ies); and</p> <p>c. Residence Services.</p> <p>h) In cases where the Restorative Agreement is not feasible, or where it is in conflict with University policies or municipal, provincial or federal law, the Associate Director—Residence Life will contact the Coordinator to reconvene the group and change the remedies.</p>	<p>and/or rebuild trust, <u>a Facilitator</u> will write the agreed upon remedy(ies) into a Restorative Agreement (see Appendix E for an example Restorative Agreement). The Restorative Agreement will include, at a minimum:</p> <p>a. A list of the participants and their roles in the Restorative <u>Conference</u>;</p> <p>b. A list of agreed remedies to repair the Harm done; and</p> <p>c. A required completion date.</p> <p>vii) The <u>Facilitators</u>, the Respondent(s) and the Harmed Party(ies) will sign the Restorative Agreement. Where a Harmed Party has participated by Impact Statement, <u>a Facilitator</u> will sign on behalf of the Harmed Party. The Restorative Agreement will become the official document of this process; all other notes generated during the meeting will be destroyed. Copies of the Restorative Agreement will be provided to:</p> <p>a. The Respondent(s);</p> <p>b. The Harmed Party(ies); and</p> <p>c. Residence Services.</p> <p>viii) In cases where the Restorative Agreement is not feasible, or where it is in conflict with University policies or municipal, provincial or federal law, the <u>Residence Area Coordinator</u> will contact the Coordinator to reconvene the group and change the remedies.</p>	<p>Correction</p>
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<p>i) The Coordinator, Residence Coordinator, or Residence Life Staff will follow up with the Respondent(s) to ensure the terms of the Restorative Agreement are fulfilled. If a Respondent fails to complete the agreed remedies listed on the Restorative Agreement by the date specified, the matter will be considered a breach of the Residence Contract and forwarded to the Landlord.</p> <p>i) If no agreement can be reached, the Coordinator will return the matter to the Residence Area Coordinator, who will make a decision regarding process according to Item III B.7) of this policy.</p>	<p><u>ix) Residence Life Staff or Student Staff</u> will follow up with the Respondent(s) to ensure the terms of the Restorative Agreement are fulfilled. If a Respondent fails to complete the agreed remedies listed on the Restorative Agreement by the date specified, the matter will be considered a breach of the Residence <u>Agreement</u> and the Residence Area <u>Coordinator</u> will forward <u>it</u> to the Landlord.</p> <p>i) If no agreement can be reached, the <u>Facilitators</u> will return the matter to the Residence Area Coordinator, who will make a decision regarding process according to Item III B.7) of this policy.</p>	<p>Clarification</p> <p>Clarification</p>
<p>LINKS</p> <p>Residence Services Web for Current Residents</p> <p>http://www.residence.ualberta.ca/CurrentResidents.aspx</p> <p>Residence Specific Information:</p> <p>Lister</p> <p>http://www.residence.ualberta.ca/CurrentResidents/YourResidence/ListerCentre.aspx</p> <p>Residence Saint-Jean (RSJ)</p> <p>http://www.residence.ualberta.ca/CurrentResidents/YourResidence/ResidenceSaintJean.aspx</p> <p>HUB</p> <p>http://www.residence.ualberta.ca/CurrentResidents/YourResidence/HUB.aspx</p> <p>East Campus Village</p>	<p>LINKS</p> <p>Residence Services Web for Current Residents</p> <p>http://www.residence.ualberta.ca/CurrentResidents.aspx</p> <p>Residence Specific Information:</p> <p>http://www.residence.ualberta.ca/CurrentResidents/YourResidence.aspx</p> <p>http://www.residence.ualberta.ca/CurrentResidents/CommunityStandards/HouseRules.aspx</p>	<p>Replaces all of the specific links, some of which are not available yet (the new residences) with the Residence Page that directs students to their Residence-Specific Rules.</p>

<http://www.residence.ualberta.ca/CurrentResidents/YourResidence/EastCampusVillage.aspx>

International House

<http://www.residence.ualberta.ca/CurrentResidents/YourResidence/InternationalHouse.aspx>

Newton Place

<http://www.residence.ualberta.ca/CurrentResidents/YourResidence/NewtonPlace.aspx>

Michener Park

<http://www.residence.ualberta.ca/CurrentResidents/YourResidence/MichenerPark.aspx>

Graduate Residence

<http://www.residence.ualberta.ca/CurrentResidents/YourResidence/GraduateResidence.aspx>

Augustana

<http://www.augustana.ualberta.ca/services/residence/>

Information for Students on the Residence Contract

<http://www.residence.ualberta.ca/CurrentResidents/CommunityStandards/YourLease.aspx>

Code of Student Behaviour

<http://www.governance.ualberta.ca/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx>

Student OmbudService

<http://www.ombudservice.ualberta.ca/>

Information for Students on the Residence Agreement

<http://www.residence.ualberta.ca/CurrentResidents/CommunityStandards/YourLease.aspx>

Code of Student Behaviour

<http://www.governance.ualberta.ca/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx>

Student OmbudService

<http://www.ombudservice.ualberta.ca/>

<p>IV. DEFINITIONS</p> <p>1) Community Resolution</p> <p>a. The outcome of a discussion between Residence Life Staff or Student Staff and a Resident concerning a very minor incident. A written summary serves as confirmation of the discussion; or</p> <p>b. The outcome of a discussion between Residence Life Staff or Student Staff and a residence community (e.g. floor, unit, stairwell) concerning a pattern of behaviour. A written summary serves as confirmation of the discussion.</p>	<p>IV. DEFINITIONS</p> <p>1) Community Resolution – <u>A Restorative Justice process for Minor Incidents or community issues. It may be:</u></p> <p>a. The outcome of a discussion between Residence Life Staff or Student Staff and an <u>individual</u> Resident concerning a Minor Incident. A written <u>notification</u> serves as confirmation of the discussion; or</p> <p>b. The outcome of a discussion between Residence Life Staff or Student Staff and a residence community (e.g. floor, unit, stairwell) concerning a pattern of behaviour. A written summary serves as confirmation of the discussion.</p>	<p>Providing a better explanation</p> <p>Clarification</p>
	<p>2) <u>Facilitator - A member of Residence Life staff or Student Staff that facilitates a Restorative Justice process within Residence. Normally, Community Resolutions are facilitated by Resident Assistants (RAs), Restorative Meetings are facilitated by Senior Resident Assistants (SRAs) or Residence Coordinators (RCs), and Restorative Conferences are co-facilitated by two Residence Coordinators (RCs) or a Residence Coordinator (RC) and a Senior Resident Assistant (SRA).</u></p>	<p>New definition – generic term to be used for all three levels of RJ.</p>
<p>2) Harm – Any action which negatively affects a person, their property and/or reputation, or the Residence community for which concrete or symbolic reparation can be made.</p>	<p>3) Harm – Any action which negatively affects a person, their property and/or reputation, or the Residence community for which concrete or symbolic reparation can be made.</p>	

3) Harmed Party – A person who was either harmed directly or is representative of a community to which harm was done.	4) Harmed Party – A person who was either harmed directly or is representative of a community to which harm was done.	
4) Incident Report – A formal written record of an incident. Not all Incident Reports need to refer to contraventions of the Community Standards. An Incident Report can also document a series of lower level interventions which have not changed a behaviour, or document the need for a repair, for example.	5) Incident Report – A written record of an incident. Not all Incident Reports need to refer to contraventions of the Community Standards. An Incident Report can also document a series of lower level interventions which have not changed a behaviour, or document the need for a repair, for example.	
5) Impact Statement – A written description of the effect or harm caused by a particular behaviour or pattern of behaviours, submitted by a Harmed Party in lieu of participating in a restorative meeting in person.	6) Impact Statement – A written description of the effect or harm caused by a particular behaviour or pattern of behaviours, submitted by a Harmed Party in lieu of participating in a <u>Restorative Conference</u> in person.	
6) Landlord – An official who acts on behalf of the University of Alberta in enforcing the terms of the Residence Contract .	7) Landlord – An official who acts on behalf of the University of Alberta in enforcing the terms of the Residence <u>Agreement</u> .	
7) Minor Incidents – Incidents which can be resolved with a conversation (Community Resolution) and do not require a Restorative Meeting . Examples include, but are not limited to, occasional noise complaints, cleaning issues, garbage disposal, etc.	8) Minor Incidents – Incidents <u>in which the Harm is to the community in general, and which can be resolved with a Community Resolution, or incidents in which an individual Harmed Party agrees that a Community Resolution is appropriate and he or she does not need to be involved in the</u>	Further clarifies when a Community Resolution can be used.

	<p><u>outcome</u>. Examples <u>may</u> include, but are not limited to, occasional noise complaints, cleaning issues, garbage disposal, etc.</p>	
	<p><u>9) Residence Agreement</u> – The <u>document</u> signed by the Resident and the University which defines the tenancy relationship.</p>	<p>Update language and move for alphabetical order.</p>
<p>8) Residence Area Coordinator – The individual who oversees the implementation of the restorative process and makes the decision as to which policy will be applied when an incident occurs.</p>	<p>10) Residence Area Coordinator – The individual who oversees the implementation of the restorative process and makes the decision as to which policy will be applied when an incident occurs.</p>	
<p>9) Residence Contract– The Residence Agreement or Lease signed by the Resident and the University which defines the tenancy relationship.</p>		<p>Update language and move for alphabetical order.</p>
<p>40) Residence Life Staff - Professional student affairs staff employed by Residence Services, including but not limited to: Residence Coordinators (RCs), Residence Administrators, Residence Area Coordinators (RACs), and the Associate Director-Residence Life.</p>	<p><u>11) Residence Life Staff</u> - Professional student affairs staff employed by Residence Services, including but not limited to: Residence Coordinators (RCs), Residence Administrators, Residence Area Coordinators (RACs), and the <u>Assistant Dean of Students</u> - Residence Life.</p>	<p>Renumber</p> <p>Update title</p>
<p>11) Residence Restorative Team—A team that facilitates restorative meetings and participates in creating Restorative Agreements. Each University Residence will determine whether or not a Residence Restorative Team will be formed. The Residence</p>		<p>Remove – no longer using Team structure</p>

<p>Restorative Team will consist of:</p> <p>a) The Restorative Team Coordinator, where one exists, as coordinator and co-facilitator;</p> <p>b) A Residence Coordinator; and</p> <p>c) Where available, a student representative, drawn from a pool of trained volunteers.</p> <p>In University Residences where no Residence Restorative Team exists, or at times when it is not available (e.g. exam periods, Spring/Summer term, etc.) the function of the Residence Restorative Team will be fulfilled by Residence Life Staff members.</p>		
<p>12) Residence Students' Association – ...</p>	<p>12) Residence Students' Association – ...</p>	<p>No change</p>
<p>13) Resident – A student who has signed a Residence Contract with the University and who lives in Residence.</p> <p>14) Respondent – ...</p>	<p>13) Resident – A student who has signed a Residence <u>Agreement</u> with the University and who lives in Residence.</p> <p>14) Respondent – ...</p>	<p>No change</p>
<p>15) Restorative Agreement – An agreement between the Residence Restorative Team, the Respondent(s) and the Harmed Party(ies), which outlines the actions the Respondent will take to restore the community and/or rebuild trust, either by concrete remedies or symbolic action. The agreement must be agreed upon and signed by the Restorative Team Coordinator (on behalf of the Team), the Respondent(s) and the Harmed Party(ies).</p>	<p>15) Restorative Agreement – An agreement between <u>Facilitator(s), Respondent(s) and Harmed Party(ies),</u> which outlines the actions the Respondent(s) will take to restore the community and/or rebuild trust, either by concrete remedies or symbolic action. The <u>Agreement</u> must be agreed upon by the <u>Facilitator(s),</u> the Respondent(s) and the Harmed Party(ies).</p>	

	<u>16) Restorative Conference – A Restorative Justice process which involves two Facilitators, and may involve multiple Respondent(s) and/or Harmed Party(ies), and support person(s). A successful Restorative Conference results in a Restorative Agreement created and signed by the parties.</u>	New: definition for high-complexity Restorative process
16) Restorative Justice – ...	17) Restorative Justice – ...	Renumber only
17) Restorative Team Coordinator—The person who organizes restorative meetings, co-facilitates the meetings and signs the Restorative Agreement on behalf of the Restorative Team. Alternatively, this function may be fulfilled by Residence Life Staff in situations where no Residence Restorative Team exists, or at times when it is not available (e.g. exam periods, Spring/Summer term, etc.).		Remove: No longer using team structure
	<u>18) Restorative Meeting – a Restorative Justice process which involves a Facilitator, a Harmed Party and a Respondent. A Restorative Meeting may be spontaneous or planned, and may occur before or after an Incident Report is filed. A successful Restorative Meeting results in a Restorative Agreement created by the parties.</u>	New: definition for mid-level Restorative process
48) Student staff –Staff employed by Residence Services who are also students and Residents, including but not limited to: Residence Assistants	<u>19) Student staff –Staff employed by Residence Services who are also students and Residents, including but not limited to: Resident Assistants</u>	Correcting typo

<p>(RAs) and Senior Resident Assistants (SRAs) and interns. See the Residence Services website for residence-specific information about student staff.</p>	<p>(RAs) and Senior Resident Assistants (SRAs) and <u>Residence Interns</u>. See the Residence Services website for residence-specific information about student staff.</p>	
<p>19) University Community - Includes those who are employed by the University, who are officially associated with the University, and those who are Students, former Students, or alumni of the University.</p>	<p><u>20</u>) University Community - Includes those who are employed by the University, who are officially associated with the University, and those who are Students, former Students, or alumni of the University.</p>	
<p>20) University Residence – Any student housing facility owned and operated by the University of Alberta. A comprehensive list of University Residences is found on the Residence Services website.</p>	<p><u>21</u>) University Residence – Any student housing facility owned and operated by the University of Alberta. A comprehensive list of University Residences is found on the Residence Services website.</p>	

<p>APPENDIX A – Example Documentation for Community Resolutions</p> <p>A Community Resolution can take many forms, but the outcome must be documented using an approved Residence Services system. The student must also be informed of the Community Resolution. Below are several suggestions on how documentation can be composed.</p> <p>Subject: Following up w/Name, Unit#</p> <p>*****</p> <p>Notation in internal Residence Services system:</p> <p>[Date] [Staff name] Had a conversation with [student] in [unit #] in which he agreed to turn his speakers down to “4” or use headphones after 11pm.</p> <p>*****</p> <p>Hi [student], (copied to RC)</p> <p>Just following up on the conversation we had yesterday: I wanted to thank you for agreeing to wash your dishes, and also for your willingness to consider the rest of unit, and your effect on them.</p> <p>Please do not hesitate to contact me for any reason.</p> <p>Sincerely, [name]</p>	<p>APPENDIX A – Example Documentation for Community Resolutions</p> <p>A Community Resolution can take many forms, but the outcome must be documented using an approved Residence Services system. The student must also be informed of the Community Resolution <u>in writing</u>. Below are several suggestions on how documentation can be composed.</p> <p><u>Subject: Community Resolution (CR)</u></p> <p>Hi [student], (copied to RC)</p> <p>Just following up on the conversation we had yesterday: I wanted to thank you for agreeing to wash your dishes, and also for your willingness to consider the rest of unit, and your effect on them.</p> <p>Please do not hesitate to contact me for any reason.</p> <p><u>For more information on Restorative Justice please visit the Residence Services website.</u></p> <p><u>Here are some additional resources:</u></p> <p><u>Student OmbudService</u> <u>Office of Safe Disclosure and</u></p>	<p>Student must be notified</p> <p>Clarify that it is a CR and not just a friendly email</p> <p>Provide further information on the policy. Include a hyperlink to the Residence Services website.</p> <p>Include hyperlinks to other University resources.</p>
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<p>*****</p> <p>Hi RC], (copied to student)</p> <p>I had a very productive chat with [student, unit #] last night in which she agreed to wash her dishes within two hours of cooking from now on.</p> <p>*****</p> <p>Hi [student], (copied to RC)</p> <p>Just following up on our conversation from this morning – I understand you did not intend to disturb your neighbour by playing your stereo last night and that you feel that the complaint was unreasonable. I remind you that quiet hours are from 11pm to 7am, but it is clear that people don't always agree on the level of noise acceptability. If you'd like, I could sit down with the two of you and try to help you come to a compromise that works for both of you.</p> <p>Let me know what I can do to help!</p> <p>*****</p> <p>Floor or Unit Resolution</p> <p>Thanks, everyone, for meeting with me last night. As a recap of our discussion, we all agreed that Sundays will be our cleaning day, and we will divide up the duties as follows: ...</p>	<p><u>Human Rights</u></p> <p>Sincerely,</p> <p>[name]</p> <p>*****</p> <p><u>Subject: Community Resolution (CR)</u></p> <p>Hi RC, (copied to student)</p> <p>I had a very productive chat with [student, unit #] last night in which she agreed to wash her dishes within two hours of cooking from now on.</p> <p>*****</p> <p>Floor or Unit <u>Community Resolution (CR)</u></p> <p>Thanks, everyone, for meeting with me last night. As a recap of our discussion, we all agreed that Sundays will be our cleaning day, and we will divide up the duties as follows: ...</p> <p><u>For more information on Restorative Justice please visit the Residence Services website.</u></p> <p><u>Here are some additional resources:</u></p> <p><u>Student OmbudService</u></p> <p><u>Office of Safe Disclosure and Human Rights</u></p> <p>*****</p> <p><u>Subject: Offer to help work out agreement</u></p> <p>Hi [student], (copied to RC)</p> <p>Just following up on our conversation from this morning – I understand you did not intend to disturb your neighbour by playing your stereo last night and that you feel that the complaint was unreasonable. I</p>	<p>Reorder</p>
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	<p>remind you that quiet hours are from 11pm to 7am, but it is clear that people don't always agree on the level of noise acceptability. If you'd like, I could sit down with the two of you and try to help you come to a compromise that works for both of you.</p> <p>Let me know what I can do to help!</p> <p><u>For more information on Restorative Justice please visit the Residence Services website.</u></p> <p><u>Here are some additional resources:</u></p> <p><u>Student OmbudService</u></p> <p><u>Office of Safe Disclosure and Human Rights</u></p> <p><u>[Note: this is not a CR, but an offer to facilitate an agreement between two students.]</u></p>	Clarification
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APPENDIX B – Suggested Guidelines for Chairing Restorative Meetings

In addition to the procedures outlined in the Community Standards Policy, this document provides guidelines for ensuring that a Restorative Meeting is effective and productive for participants.

1. ~~The Restorative Team Coordinator (“Coordinator”) and the RC will co-facilitate the meeting. They will divide up the duties below as they see fit.~~
2. ~~The co-facilitators will review the process to ensure everyone understands how it will work, and will confirm with all parties that the Coordinator and/or Team are acceptable as the facilitators of the discussions and Restorative Agreement.~~
3. ~~The co-facilitators will lead the participants in establishing ground rules for the meeting. Ground rules the participants agree on might include, but are not limited to:~~
 - Participants will refrain from interrupting when a participant is speaking;
 - Participants will not to discuss the matter during breaks in the meeting;
 - Participants will agree to seek clarification from ~~the Coordinator~~ when they do not understand a statement or procedure.
4. ~~The co-facilitators will confirm with all parties that~~

APPENDIX B – Suggested Guidelines for Chairing Restorative Conferences

In addition to the procedures outlined in the Community Standards Policy, this document provides guidelines for ensuring that a Restorative Conference is effective and productive for participants.

- 1) The co-Facilitators will divide up the duties below as they see fit.
- 2) A Facilitator will review the process to ensure everyone understands how it will work, and will confirm with all parties that they are acceptable as facilitators of the discussions and Restorative Agreement.
- 3) A Facilitator will lead the participants in establishing ground rules for the meeting. Ground rules the participants agree on might include, but are not limited to:
 - Participants will refrain from interrupting when a participant is speaking;
 - Participants will not to discuss the matter during breaks in the meeting;
 - Participants will agree to seek clarification from a Facilitator when they do not understand a statement or procedure.
- 4) A Facilitator will confirm with all parties that their attendance is voluntary, that they have

Updating and cleaning up language.

<p>their attendance is voluntary, that they have signed the Confidentiality Agreement, and that they understand and are willing to participate in the restorative process in good faith and under the guidelines agreed upon. If at any point a participant no longer wishes to participate in the process for any reason, he or she must inform the Coordinator. The Coordinator will adjourn the meeting and return the matter to the Residence Area Coordinator, who will make a decision regarding process according to Item III B.7) of this policy.</p> <p>5. A co-facilitator will either read aloud or summarize the Investigation Report for participants.</p> <p>6. Once the incident is understood, the Harmed Party(ies) will be invited, one at a time, to describe the impact of the incident on them, their community, their property, or any other Harm. If a Harmed Party opts to participate by submitting an Impact Statement, a co-facilitator will read that statement aloud to the other participants.</p> <p>7. Participants can pose questions and ask for clarifications. No questions in relation to an Impact Statement should be entertained, since the author is not present.</p> <p>8. The Respondent(s) are invited, one at a time, to provide an oral statement in which they acknowledge the</p>	<p>signed the Confidentiality Agreement, and that they understand and are willing to participate in the restorative process in good faith and under the guidelines agreed upon. If at any point a participant no longer wishes to participate in the process for any reason, he or she must inform a <u>Facilitator</u>. The <u>Facilitator</u> will adjourn the meeting and return the matter to the Residence Area Coordinator, who will make a decision regarding process according to Item III B.7) of this policy.</p> <p>5) A <u>Facilitator</u> will either read aloud or summarize the Investigation Report <u>or Incident Report</u> for participants.</p> <p>6) Once the incident is understood, the Harmed Party(ies) will be invited, one at a time, to describe the impact of the incident on them, their community, their property, or any other Harm. If a Harmed Party opts to participate by submitting an Impact Statement, a <u>Facilitator</u> will read that statement aloud to the other participants.</p> <p>7) Participants can pose questions and ask for clarifications. No questions in relation to an Impact Statement should be entertained, since the author is not present.</p> <p>8) The Respondent(s) are invited, one at a time, to provide an oral statement in which they acknowledge the impact of the Harm they caused.</p>	<p>Whichever document describes the event.</p>
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<p>impact of the Harm they caused.</p> <p>9. Participants can pose questions and ask for clarifications.</p> <p>The co-facilitators will lead a discussion in which all participants suggest possible remedies to address the Harms identified. This list is negotiated among the participants until the signatories to the Agreement agree that it is complete and conforms to the criteria set out in this policy.</p>	<p>9) Participants can pose questions and ask for clarifications.</p> <p>The Facilitators will lead a discussion in which all participants suggest possible remedies to address the Harms identified. This list is negotiated among the participants until the signatories to the Agreement agree that it is complete and conforms to the criteria set out in this policy.</p>	
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APPENDIX C – Example Confidentiality Agreement [Changed “Meeting” to “Conference” throughout]

Restorative Conference Confidentiality

For the Restorative Justice process to be effective, it is necessary and fundamental that confidentiality be protected and preserved, including as provided for under Alberta's Freedom of Information and Protection of Privacy (FOIPP) legislation.

Participants may not disclose to anyone confidential information¹ gained during the course of Restorative Conference except in accordance with the accompanying Procedures or to the extent required or permitted by law or University policy.

Records and reports of Restorative Conferences are the property of the University and shall be retained and disposed of in accordance with the retention and disposition schedule held by Residence Services.

By signing below, you agree that your participation in the Restorative Conference process will be governed by this Agreement and that you have the responsibility to maintain confidentiality.

DATED THIS ____ DAY OF _____ 20__

Printed	Name _____	Signature _____
Printed Name _____		Signature _____
Printed Name _____		Signature _____
Printed Name _____		Signature _____
Printed Name _____		Signature _____
Printed Name _____		Signature _____
Printed Name _____		Signature _____

¹ Confidential information does not include information that is in the public domain; information that is already, or is subsequently, disclosed or obtained without obligation of confidentiality; or information, the non-disclosure of which would present a risk to the public or the University community.

APPENDIX D – Examples of Restorative Remedies [No changes]

Harm can be physical, emotional, reputational or other.

The type of harm done should guide the type of remedy used to make remedies for that harm. Sometimes harm can be repaired through concrete remedies when harm is measurable and repairable. Other harms may be more difficult to measure and may not be immediately obvious. In these cases, symbolic remedies can be used to show good faith and begin to rebuild trust in the community.

Concrete Remedies:

When harm is measurable and repairable, remedies should be designed to restore the community, as far as possible, to its state before the harm was caused. Examples include, but are not limited to:

- Replace an item that has been lost or broken.
- Arrange and pay for repair of a damaged item that belongs to another resident.
- Pay for repairs of any damage caused to the University.
- Remove offensive postings, posters, websites, etc. or post corrections and/or apologies.

Symbolic Remedies:

When the harm is to a person's emotions or reputation and is less quantifiable, remedies should be designed to enable the Harmed party(ies) to feel better about the situation and move forward and should enable the Respondent to rebuild trust and reintegrate into the community. Examples include, but are not limited to:

- Write an apology to the Harmed Party(ies) in an attempt to rebuild trust.
- Post a correction to websites, social networking pages, etc, to set the record straight.
- Write an essay on the impact of a certain behaviour on a community.²
- Create a poster, video, presentation, or other media project on the impact of behaviour on a community.²
- Refrain from drinking alcohol/pledge to drink only in moderation as an act of good faith.
- Become an active volunteer of some kind in the Residence and/or University community.
- Perform some action "in kind" to attempt to make up for the harms caused.

Restorative remedies are context-specific; the remedies will reflect the identified Harms and the attempt to repair those Harms rather than focussing on the incident itself. In other words, similar incidents may result in different remedies, depending on the Harms identified.

² May be collected into a resource library (names and personal identifiers removed).

Residence Restorative Agreement [Changed titles to “Facilitator” throughout]

Date:

Participants:	Name
<u>Facilitator</u>	
<u>Facilitator</u>	
Respondent	
Respondent	
Harmed Party	
Harmed Party	
Harmed Party	
Support Person	
Support Person	
Support Person	

As a result of having participated in a Restorative Process, we agree that the following actions will be taken no later than [DATE]:

NAME will [write an apology to...]

NAME will [pay for damages]

NAME will [etc.]

Failure to fulfil the conditions listed here will constitute a breach of the Residence Agreement.

Signatures:

Facilitator:

Signature

Respondent:

Signature

Harmed party:

Signature

(add more spaces as needed)

OUTLINE OF ISSUE

Agenda Title: **2014 – 2015 Academic Schedule**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2014 – 2015 (as submitted by the Vice-Provost and University Registrar and as set forth in Attachment 4) and, in doing so, empower the Registrar to make any editorial changes as needed as long as the changes do not have the force of policy, to be effective upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Lisa Collins, Vice-Provost and University Registrar
Presenters	Ada Ness, Associate Registrar (Enrolment Services), Office of the Registrar; and Anna Vocioni, Assistant Registrar (Examinations and Timetabling), Office of the Registrar
Subject	2014 – 2015 Academic Schedule

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To provide deadline dates for the 2014 – 2015 Academic Year.
The Impact of the Proposal is	Establishment of deadline dates for the 2014 – 2015 Academic Year.
Replaces/Revises (e.g., policies, resolutions)	Section 11 of the <i>University Calendar</i> .
Timeline/Implementation Date	For publication in the 2014-2015 <i>University Calendar</i> (the dates of the Academic Schedule run from July 1, 2014 – June 30, 2015).
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>University Calendar</i> ; University Policies and Procedure Online (UAPPOL); <i>Dare to Discover Values</i> : to provide an intellectually superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth.
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): GFC is responsible, generally, for the academic affairs of the University and specifically, for the Academic Schedule of the University (Sections 26(1), 26(1)(d)(e)(g) and (j) (<i>Powers of General Faculties Council</i>)).</p> <p>2. GFC Executive Committee Terms of Reference (Section 3. (Mandate of the Committee)) states:</p> <p>“4. Academic Schedule</p> <p>a. Delegation</p> <p><i>Post-Secondary Learning Act (PSLA)</i> Section 26(l)(j) follows: 26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to... (2) (j) determine the date for the beginning and end of lectures</p>

	<p>in the university and also the beginning and end of each university term....</p> <p>b. Academic Schedule Changes The GFC Executive Committee has delegated authority from General Faculties Council to approve the Academic Schedule. Any changes to the Academic Schedule proposed after the Schedule has been approved must be submitted to the Executive Committee. That committee will determine which changes are sufficiently substantial and require, therefore, GFC approval and which ones are routine in nature and could be dealt with by the Executive Committee.”</p> <p>3. GFC Policy: Section 25 (<i>Calendar Changes</i>) of the GFC Policy Manual states “[f]inal editorial authority for minor procedural directions was delegated to the Registrar, who will be responsible for the conformance of these directions to the general University policy. (GFC 29 JUN 1981)”</p> <p>4. UAPPOL Academic Schedule Policy states: “[...]”</p> <p>2. ACADEMIC SCHEDULE DELEGATION OF AUTHORITY</p> <p>The authority to determine the Academic Schedule is the responsibility of the GFC Executive Committee, as delegated to that body by General Faculties Council.</p> <p>The Registrar recommends on the Academic Schedule to the GFC Executive Committee.”</p> <p>5. UAPPOL Academic Schedule Procedure states: “Each spring, the Exams and Timetabling Division in the Office of the Registrar will begin drafting the Academic Schedule for the following year[...].</p> <p>Two drafts will be sent out to a distribution list that includes the President, Vice-Presidents and senior administrators, Deans, Assistant and Associate Deans, Directors and other stakeholders for feedback and suggested changes.</p> <p>The final draft of the Academic Schedule will be sent to the GFC Executive Committee no later than mid-October for approval. After the Academic Schedule has been approved, it will be published in the <i>University Calendar</i>.”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	<u>Distribution List:</u> Academic Schedule – First draft sent to the wider University community for review on July 11, 2013; Final draft sent for review on August 28, 2013
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (October 7, 2013) – for final approval



Final Approver	GFC Executive Committee
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Attachments (each to be numbered 1 - <>):

1. Attachment 1 (pages 1 – 2): Major Deadlines from the 2014 – 2015 Academic Schedule
2. Attachment 2 (page 1): 2014 – 2015 Academic Schedule Hours of Instruction Summary (Amended)
3. Attachment 3 (page 1): 2014 – 2015 Monthly Calendar Outlining Important Dates
3. Attachment 4 (pages 1 – 13): Proposed Academic Schedule for 2014 – 2015

Prepared by: Anna Vocioni, Assistant Registrar (Examinations and Timetabling), Office of the Registrar, anna.vocioni@ualberta.ca, and Claire Burke, Calendar Production Specialist, Office of the Registrar, claire.burke@ualberta.ca

11 Major Deadlines from the 2014-2015 Academic Schedule

Spring/Summer Term							
IMPORTANT							
(1) Not all courses follow the dates listed below; check www.registrarsoffice.ualberta.ca for Spring/Summer nonstandard deadline dates.							
(2) Spring/Summer students should also refer to the Spring/Summer Guide available online at www.registrarsoffice.ualberta.ca .							
Deadlines	Spring Term	First Half	Second Half	Summer Term	First Half	Second Half	Spring/Summer (both terms)
Classes Begin	May 5, 2014	May 5, 2014	May 26, 2014	July 7, 2014	July 7, 2014	July 28, 2014	May 5, 2014
Registration: Add/Delete (No academic record)	May 8, 2014	May 8, 2014	May 29, 2014 (delete only)	July 10, 2014	July 10, 2014	July 31, 2014 (delete only)	May 8, 2014
Credit to Audit	May 5-8, 2014			July 7-10, 2014			May 5-8, 2014
Audit Registration	May 5-8, 2014			July 7-10, 2014			May 5-8, 2014
Fee Payment (see Note 1)	May 8, 2014			July 10, 2014			May 8, 2014
Fee Refund (50%) (see Note 2)	May 20, 2014	May 12, 2014	June 2, 2014	July 21, 2014	July 14, 2014	Aug 5, 2014	See Note 3
Withdrawal (Grade of W)	June 4, 2014	May 20, 2014	June 6, 2014	Aug 6, 2014	July 22, 2014	Aug 8, 2014	July 10, 2014
Classes End	June 11, 2014	May 23, 2014	June 11, 2014	Aug 13, 2014	July 25, 2014	Aug 13, 2014	Aug 13, 2014
Examinations							
Reappraisal Requests	Within 30 days of posting of results			Within 30 days of posting of results			Within 30 days of posting of results
Reexamination Applications	Within 10 days of posting of results			Within 10 days of posting of results			Within 10 days of posting of results
Fall/Winter Term							
Deadlines	Fall Term	First Half	Second Half	Winter Term	First Half	Second Half	Fall/Winter (both terms)
Convocate: Application to							
Undergraduate	Sept 1, 2014			Feb 1, 2015			
Graduate Studies	Sept 30, 2014			April 2, 2015			
Classes Begin							
Undergraduate and Graduate	Sept 3, 2014	Sept 3, 2014	Oct 27, 2014	Jan 5, 2015	Jan 5, 2015	Mar 3, 2015	Sept 3, 2014
Medicine	Aug 25, 2014			Jan 2, 2015 (Yrs 1 & 2)			Aug 25, 2014
Dentistry and Dental Hygiene	Aug 25, 2014			Jan 2, 2015			Aug 25, 2014
Registration: Add/Delete (No academic record)	Sept 16, 2014	Sept 16, 2014	Nov 7, 2014 (delete only)	Jan 16, 2015	Jan 16, 2015	Mar 13, 2015 (delete only)	Sept 16, 2014
Credit to Audit							
Undergraduate	Sept 17-23, 2014			Jan 19-23, 2015			Sept 19-23, 2014
Graduate Studies	Oct 1, 2014			Feb 3, 2015			Jan 16, 2015
Audit Registration	Sept 17-23, 2014			Jan 19-23, 2015			Sept 19-23, 2014
Fee Payment (see Note 1)	Sept 30, 2014			Jan 30, 2015			Sept 30, 2014
Fee Refund (50%) (see Note 2)	Oct 3, 2014	Sept 26, 2014	Nov 14, 2014	Feb 4, 2015	Jan 23, 2015	Mar 18, 2015	See Note 4
Withdrawal (Grade of W)	Nov 26, 2014	Oct 10, 2014	Nov 26, 2014	April 1, 2015	Feb 6, 2015	April 1, 2015	Jan 16, 2015
Classes End							
Undergraduate and Graduate	Dec 3, 2014	Oct 17, 2014	Dec 3, 2014	Apr 10, 2015	Feb 13, 2015	Apr 10, 2015	Apr 10, 2015
Dentistry and Dental Hygiene	Dec 12, 2014			Apr 10, 2015 (DH Yr 3)			Apr 10, 2015 (DH Yr 3)
				Apr 24, 2015 (DDS Yrs 3 & 4)			Apr 24, 2015 (DDS Yrs 3 & 4)
				May 1, 2015 (DDS Yrs 1 & 2)			May 1, 2015 (DDS Yrs 1 & 2)
Law	Dec 3, 2014	Oct 17, 2014	Dec 3, 2014	Apr 10, 2015	Feb 13, 2015	Apr 10, 2015	Apr 10, 2015
Medicine	Dec 13, 2014			May 1, 2015 (Yr 1)			
				May 22, 2015 (Yr 2)			
				May 25, 2015 (Yr 4)			
Nursing Theory	Dec 5, 2014	Oct 17, 2014	Dec 5, 2014	Apr 10, 2015	Feb 13, 2015	Apr 10, 2015	Apr 10, 2015
Nursing Clinical	Dec 5, 2014	Oct 24, 2014	Dec 12, 2014	Apr 10, 2015	Feb 27, 2015	Apr 17, 2015	

Major Deadlines from the 2014-2015 Academic Schedule (cont'd)

Fall/Winter Term (cont'd)							
Deadlines	Fall Term	First Half	Second Half	Winter Term	First Half	Second Half	Fall/Winter (both terms)
Undergraduate							
Reappraisal Requests	Feb 1, 2015			June 25, 2015			June 25, 2015
Reexamination Applications	Within 10 days of posting of results			Within 10 days of posting of results			Within 10 days of posting of results
Law							
Reappraisal Requests	Feb 1, 2015			May 30, 2015			May 30, 2015
Reexamination Applications	May 30, 2015			May 30, 2015			May 30, 2015
	Feb 1, 2015 (Yr 3)						

Notes

- (1) Students who have not paid their fees in full by this date, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid instalment charges, all Fall/Winter fees must be paid by the Fall Term Fee Payment Deadline and Spring/Summer fees must be paid by the Spring Term Fee Payment Deadline. See §22.2.6.
- (2) Students withdrawing after this date will be assessed full fees.
- (3) If you withdraw from a two-term course from May 20 to July 10, 2014, you will be assessed full fees for the Spring Term. If your Faculty determines that you may have special permission to withdraw from July 11 to 14, 2014, you will be assessed Spring Term fees and 50% of Summer Term fees. After July 14, 2014, you will be assessed full fees for both terms.
- (4) If you withdraw from a two-term course from October 4, 2014 to January 16, 2015, you will be assessed full fees for Fall Term. If your Faculty determines that you may have special permission to withdraw from January 17 to February 4, 2015, you will be assessed Fall Term fees and 50% of Winter Term fees. After February 4, 2015, you will be assessed full fees for both terms.

OFFICE OF THE REGISTRAR
2014-2015 ACADEMIC SCHEDULE

Hours of Instruction

<u>Fall Term</u>	<u>Days</u>		<u>Minutes</u>	
M W F	38	x	50	= 1900
T R	25	x	80	= 2000
Term Total	63			3900

<u>Winter Term</u>	<u>Days</u>		<u>Minutes</u>	
M W F	37	x	50	= 1850
T R	26	x	80	= 2080
Term Total	63			3930
Fall/Winter Total	126 days			7830 minutes = 130.5 hours

Number of Evening Classes in Fall Term

Monday	11
Tuesday	12
Wednesday	14
Thursday	13
Friday	13

Number of Evening Classes in Winter Term

Monday	12
Tuesday	13
Wednesday	13
Thursday	13
Friday	12

July 2014 – June 2015

July - 2014

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

Statutory Holiday University Buildings Closed
First/Last Day of Classes

August - 2014

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

Statutory Holiday University Buildings Closed
First/Last Day of Classes
Exams

September - 2014

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

Statutory Holiday University Buildings Closed
First/Last Day of Classes

October - 2014

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

Statutory Holiday University Buildings Closed

November - 2014

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

Statutory Holiday University Buildings Closed
Convocation

December - 2014

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

Statutory Holiday University Buildings Closed
First/Last Day of Classes
Exams

January - 2015

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

Statutory Holiday University Buildings Closed
First/Last Day of Classes

February - 2015

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

Statutory Holiday University Buildings Closed

March - 2015

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

April - 2015

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

Statutory Holiday University Buildings Closed
First/Last Day of Classes
Exams

May - 2015

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

Statutory Holiday University Buildings Closed
First/Last Day of Classes

June 2015

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

Convocation
First/Last Day of Classes
Exams

2013		2014	
July		July	
1	One Hundred and Seventh University year begins.	1	One Hundred and Eighth University year begins.
1	Canada Day; University Buildings closed.	1	Canada Day; University Buildings closed.
2	Students in Phase II of the BSc in Medical Laboratory Science program begin year of practical training.	2	Students in Phase II of the BSc in Medical Laboratory Science program begin year of practical training.
8	Summer Term courses begin.	7	Summer Term courses begin.
8	Students attending Faculty of Nursing courses should consult with their faculty regarding start/end, add/drop and withdrawal deadline dates.	7	Students attending Faculty of Nursing courses should consult with their faculty regarding start/end, add/drop and withdrawal deadline dates.
8-11	Auditor registrations for Summer Term courses will be accepted only on these days.	7 - 10	Auditor registrations for Summer Term courses will be accepted only on these days.
44	* Summer Term Registration Deadline (for six-week and first half three-week courses): Last day to add or drop these courses. (Bear Tracks web registration available to midnight.) Students wishing to add or drop three-week courses offered during the second half of the term should seek assistance at department offices.	10	* Summer Term Registration Deadline (for six-week and first half three-week courses): Last day to add or drop these courses. (Bear Tracks web registration available to midnight.) Students wishing to add or drop three-week courses offered during the second half of the Term should seek assistance at department offices.
44	* Payment Deadline: Last day for payment of Summer Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.	10	* Payment Deadline: Last day for payment of Summer Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.
44	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.	10	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.
44	* Last day for graduate students admitted to Fall 2011 and thereafter in thesis-based programs to submit theses to the Faculty of Graduate Studies and Research to ensure graduation at Fall convocation and to avoid further registration fees.	10	* Last day for graduate students admitted to Fall 2011 and thereafter in thesis-based programs to submit theses to the Faculty of Graduate Studies and Research to ensure graduation at Fall convocation and to avoid further registration fees.
42	Summer program for first, second, and third year DDS students ends.	11	Summer program for first, second, and third year DDS students ends.
45	* Summer Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the first three-weeks of Summer Term after this date will be assessed full fees.	14	* Summer Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the first three-weeks of Summer Term after this date will be assessed full fees.
22	* Summer Term Refund Deadline (for six-week courses): Students withdrawing after this date will be assessed full fees.	21	* Summer Term Refund Deadline (for six-week courses): Students withdrawing after this date will be assessed full fees.
49	* Last day for withdrawal from courses taught in the first three-weeks of Summer Term.	22	* Last day for withdrawal from courses taught in the first three-weeks of Summer Term.
26	Last day of classes for courses taught in the first three-weeks of Summer Term.	25	Last day of classes for courses taught in the first three-weeks of Summer Term.
29	Classes begin for courses taught in the	28	Classes begin for courses taught in the

	last three-weeks of Summer Term.		last three-weeks of Summer Term.
31	* Deadline to write a special deferred examination for students who have missed a deferred examination for cause please see the Absence from Exams section of the University Regulations and Information for Students section of the Calendar	31	* Deadline to write a special deferred examination for students who have missed a deferred examination for cause please see the Absence from Exams section of the University Regulations and Information for Students section of the Calendar
		<u>31</u>	* Second half Summer Term Registration Deadline (for three week courses): Last day to add or drop courses taught in the last three weeks of Summer Term. Students should seek assistance at department offices.
August		August	
4	* Second half Summer Term Registration Deadline (for three week courses): Last day to add or drop courses taught in the last three weeks of Summer Term. Students should seek assistance at department offices.		
1	Summer term classes begin for student in year one of the course based MScPT program.	1	Summer Term classes begin for students in year one of the course based MScPT program.
5	Heritage Day; University Buildings closed.	4	Heritage Day; University Buildings closed.
6	* Summer term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the last three weeks of Summer Term after this date will be assessed full fees.	<u>5</u>	* Summer Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the last three weeks of Summer Term after this date will be assessed full fees.
4	* Last day for withdrawal from six-week courses in Summer Term.	<u>6</u>	* Last day for withdrawal from six-week courses in Summer Term.
9	* Last day for withdrawal from courses taught in the last three weeks of Summer Term.	<u>8</u>	* Last day for withdrawal from courses taught in the last three weeks of Summer Term.
12	Classes begin for students in fourth year of the MD program.	<u>11</u>	Classes begin for students in fourth year of the MD program.
12	Orientation and classes begin for students in third year of the MD Program.	<u>11</u>	Orientation and classes begin for students in third year of the MD Program.
12-23	FastTrack MBA two week intensive.	11-22	FastTrack MBA two week intensive.
14-16	Final examinations for Summer term courses. No classes held.	14-15	Final examinations for Summer Term courses. No classes held.
		<u>14-26</u>	U of A Plus International Undergraduate Academic Success program.
15	* Last day for payment of nonrefundable confirmation deposit for Fall Term by undergraduate students who have commenced class registration prior to August 1. Registrants who have not paid their confirmation deposit will have their registrations cancelled. Students who have paid their confirmation deposit and decide not to attend must delete their class registration.		
19	Registration opens for Open Studies students in courses designated for delayed registration.	<u>18</u>	Registration opens for Open Studies students in courses designated for delayed registration.

19-23	Executive MBA one week intensive.	18-22	Executive MBA one week intensive.
26	Orientation and classes begin for all Dentistry programs; year two and three of the Dental Hygiene program; year one and two of the MD program and phase I Medical Laboratory Science students.	25	Orientation and classes begin for all Dentistry programs; year two and three of the Dental Hygiene program; year one and two of the MD program and phase I Medical Laboratory Science students.
		25	Classes begin for fourth year Pharmacy students registered in PHARM 425 (Fall Term only).
26-Sep 3	Orientation for MBA students.	25-29	Orientation for MBA students.
28-31	Orientation for International Students.	27-30	Orientation for new International Students.
29	Orientation for new graduate students held by the Graduate Student Association.	28	Orientation for new graduate students held by the Graduate Student Association.
31	Summer term classes end for students in year one of the course based MScPT program.	29	Summer Term classes end for students in year one of the course based MScPT program.
September		September	
1	* Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Fall Convocation.	1	* Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Fall Convocation.
2	Labor Day; University Buildings closed.	1	Labor Day; University Buildings closed.
2-3	Universal Orientation for new undergraduate students.	1-2	Orientation for new undergraduate students.
3	Fall term classes begin for students in year three of the course based MScPT program.	2	Fall Term classes begin for students in year three of the course based MScPT program.
3	Orientation for students in the course based MScOT program and first year Law students.	2	Orientation for students in the course based MScOT program and first year Law students.
3-4	Orientation for first year Pharmacy students.	2-3	Orientation for first year Pharmacy students.
3-4	Orientation for all undergraduate students new to the Faculty of Nursing and year two students in the Bilingual Nursing program.	2-3	Orientation for undergraduate students new to the Faculty of Nursing and students in year two of the Bilingual Nursing program.
3-4	Orientation for new students in the School of Public Health.	2-3	Orientation for new students in the School of Public Health.
4	Fall Term and Fall/Winter Term classes begin, except Dentistry; year two and three Dental Hygiene; Pharmacy and MD program and students in year three of the course based MScPT program.	3	Fall Term and Fall/Winter Term classes begin, except Dentistry; year two and three Dental Hygiene; Pharmacy and MD program and students in year three of the course based MScPT program.
17	* Fall Registration Deadline (Bear Tracks web registration system available to midnight): Last day to add or drop Fall Term and Fall/Winter Term courses. Students withdrawing after this date through October 3 will be assessed 50% fees for withdrawn courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.	16	* Fall Registration Deadline (Bear Tracks web registration system available to midnight): Last day to add or drop Fall Term and Fall/Winter Term courses. Students withdrawing after this date through October 3 will be assessed 50% fees for withdrawn courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.
17	SU Health and Dental Plan Change of Coverage Deadline. Students wishing to opt-out of this service or change their coverage must do so through	16	SU Health and Dental Plan Change of Coverage Deadline. Students wishing to opt-out of this service or change their coverage must do so through

	www.ihaveaplan.ca.		www.ihaveaplan.ca.
18-24	Registrations by undergraduate students to audit or to change from 'credit' to 'audit' in Fall Term and Fall/Winter Term courses will be accepted only during this period.	17-23	Registrations by undergraduate students to audit or to change from 'credit' to 'audit' in Fall Term and Fall/Winter Term courses will be accepted only during this period.
26-29	Alumni weekend.	18-21	Alumni weekend.
18-24	* Registrations by students in the Faculty of Graduate Studies and Research to audit Fall Term and Fall/Winter Term courses will be accepted only during this period.	17-23	* Registrations by students in the Faculty of Graduate Studies and Research to audit Fall Term and Fall/Winter Term courses will be accepted only during this period.
27	* Fall Term Refund Deadline (for six-week courses): Students withdrawing from courses offered in the first six weeks of Fall Term after this date will be assessed full fees.	23	* Fall Term Refund Deadline (for six-week courses): Students withdrawing from courses offered in the first six weeks of Fall Term after this date will be assessed full fees.
27	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.	26	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.
		29	Last day for graduate students to submit thesis to be eligible for Fall Convocation and to receive reduced fees under Thesis 910 for September 1-29, 2014.
30	* Payment Deadline: Last day for payment of Fall Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid instalment charges, all Fall/Winter fees must be paid by the Fall Term Fee Deadline, see §22.2.6.	30	* Payment Deadline: Last day for payment of Fall Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid instalment charges, all Fall/Winter fees must be paid by the Fall Term Fee Deadline, see §22.2.6.
		30	Last day for graduate students to apply through Bear Tracks to ensure graduation at Fall Convocation.
30	* Last day for graduate students in thesis-based programs to submit theses to the Faculty of Graduate Studies and Research to ensure graduation at Fall Convocation. Last day for Departments to submit Report of Completion of course-based master's, postgraduate diploma, or postgraduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Fall Convocation. Last day for graduate students to apply through Bear Tracks to ensure graduation at Fall Convocation.	30	*Last day for Departments to submit Report of Completion of course-based master's, postgraduate diploma, or postgraduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Fall Convocation.
October		October	
1	* Last day for changing from 'credit' to 'audit' in Fall Term Courses by students in the Faculty of Graduate Studies and Research.	1	* Last day for changing from 'credit' to 'audit' in Fall Term Courses by students in the Faculty of Graduate Studies and Research.
3	* Fall Term Refund Deadline: Students withdrawing after this date will be assessed full fees. Students in Education	3	* Fall Term Refund Deadline: Students withdrawing after this date will be assessed full fees. Students in Education

	should consult their Faculty section of the Calendar for information on professional Term refund deadlines.		should consult their Faculty section of the Calendar for information on professional Term refund deadlines.
44	* Last day for withdrawal from six-week courses offered in the first half of the Fall Term.	10	* Last day for withdrawal from six-week courses offered in the first half of the Fall Term.
44	Thanksgiving Day; University Buildings closed.	13	Thanksgiving Day; University Buildings closed.
48	Last day of classes for six-week courses offered in the first half of Fall Term.	17	Last day of classes for six-week courses offered in the first half of Fall Term.
49	University of Alberta Open House.	18	University of Alberta Open House.
24	First day of second half-term AUPAC classes in Augustana Faculty.	20	First day of second half of Fall Term AUPAC classes in Augustana Faculty.
24-25	Final exam week for courses offered in first half of Fall Term for Undergraduate Nursing theory courses.	20-24	Final exam week for undergraduate Nursing theory courses offered in the first half of Fall Term.
24-25	Augustana Faculty Fall Term break.	23-24	Augustana Faculty Fall Term break.
25	Last day of classes in first half of Fall Term for Undergraduate Nursing clinical courses.	24	Last day of classes for undergraduate Nursing clinical courses offered in the first half of Fall Term.
25	Fall Term classes end for students in year three students in the course based MScPT program.	25	Fall Term classes end for students in year three the course based MScPT program.
28	* Classes begin for six-week courses offered in the second half of the Fall Term.	27	* Classes begin for six-week courses offered in the second half of the Fall Term.
November		November	
8	* Last day to drop six-week courses offered in the second half of the Fall Term.	7	* Last day to drop six-week courses offered in the second half of the Fall Term.
42	Fall Term class break; classes withdrawn except for students in Augustana Faculty.	10	Fall Term class break; classes withdrawn except for students in Augustana Faculty.
11	Remembrance Day; University Buildings closed.	11	Remembrance Day; University Buildings closed.
45	* Fall Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the last six weeks of Fall Term will be assessed full fees.	14	* Fall Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the last six weeks of Fall Term will be assessed full fees.
49	Fall Convocation, Part I.	18	Fall Convocation, Part I.
20	Fall Convocation, Parts II and III.	19	Fall Convocation, Parts II and III.
27	* Last day for withdrawal from six-week courses offered in the second half of Fall Term.	26	* Last day for withdrawal from six-week courses offered in the second half of Fall Term.
27	* Last day for withdrawal from Fall Term courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.	26	* Last day for withdrawal from Fall Term courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.
December		December	
4	Last day of Fall Term classes except for students in Augustana Faculty, Dentistry, MD program, Pharmacy, the course based MScPT program, the course based MScOT program and Nursing.	3	Last day of Fall Term classes except for students in Augustana Faculty, Dentistry, years two and three Dental Hygiene , MD program, Pharmacy, the course based MScPT program, the course based MScOT program and Nursing.
5	Last day of classes in Augustana Faculty.	4	Last day of classes in Augustana Faculty.

6	Last day of Fall Term classes for students in year one for the course based MScOT program.	5	Last day of Fall Term classes for students in year one for the course based MScOT program.
6	Last day of classes offered in the last half of the Fall Term for Nursing theory courses and for all 13 week undergraduate Nursing courses.	5	Last day of classes for Nursing theory courses offered in the second half of Fall Term and for all 13 week undergraduate Nursing courses offered in the Fall Term .
7-20	Fall Term examinations (including Consolidated Examinations) for all students except those in Dentistry, year three Dental Hygiene, Law, Pharmacy, the MD program, Course Based MScPT and MScOT programs and Augustana Faculty. Examinations other than consolidated examinations are held within the period December 9-18 (inclusive). University-organized extracurricular activities will normally not be allowed during this period. Mid-session or final Fall Term examinations (if any) for all on-campus courses offered at 1700 hours or later are held during the last regular class period before examination week (except for courses in Augustana Faculty, Law and the MBA program).	6 - 19	Fall Term examinations (including Consolidated Examinations) for all students except those in Dentistry, year two and three Dental Hygiene, Law, Pharmacy, the MD program, Course Based MScPT and MScOT programs and Augustana Faculty. Examinations other than consolidated examinations are held within the period December 8-17 (inclusive). University-organized extracurricular activities will normally not be allowed during this period. Mid-session or final Fall Term examinations (if any) for all on-campus courses offered at 1700 hours or later are held during the last regular class period before examination week (except for courses in Augustana Faculty, Law and the MBA program).
		8	Last day of classes for year two and three Dental Hygiene students.
9-18	Clinical Evaluations and required clinical replacement shifts for 13 week Undergraduate Nursing clinical courses offered in Fall Term.	8-17	Clinical Evaluations and required clinical replacement shifts for 13 week Undergraduate Nursing clinical courses offered in Fall Term.
9-18	Augustana Faculty final examinations in Fall Term courses and mid-year examinations in two-term courses. Extracurricular activities sponsored by Augustana Faculty are not normally allowed during this period.	8-17	Augustana Faculty final examinations in Fall Term courses and mid-year examinations in two-term courses. Extracurricular activities sponsored by Augustana Faculty are not normally allowed during this period.
10-20	Final Exam period for students in the Faculty of Law.	8-17	Final Exam period for students in the Faculty of Law.
		9-19	Final exam period for year two and three Dental Hygiene students
		12	Last day of PHARM 425 for fourth year Pharmacy students.
43	Last day of Fall term classes for students in year one of the course based MScPT program.	12	Last day of Fall Term classes for students in year one and two of the course based MScPT program.
43	Last day of Fall Term classes and for students in the DDS program; year three Dental Hygiene students , and students in year one and two of the MD program.	12	Last day of Fall Term classes for students in the DDS program and students in year one and two of the MD program.
43	Last day of classes offered in last half of Fall Term for Undergraduate Nursing clinical courses.	12	Last day of classes offered in second half of Fall Term for undergraduate Nursing clinical courses.
15	* Last day for payment of nonrefundable confirmation deposit for Fall Term by undergraduate students who have commenced class registration prior to December 1. Registrants who have not		

	paid their confirmation deposit will have their registrations cancelled. Students who have paid their confirmation deposit and decide not to attend must delete their class registration.		
16-18	Clinical Evaluations and required clinical replacement shifts for Undergraduate Nursing clinical courses offered in the last half Fall Term.	<u>15-17</u>	Clinical Evaluations and required clinical replacement shifts for undergraduate Nursing clinical courses offered in the last half Fall Term.
16-20	Final exam period for year three and four Dentistry students.	<u>15-19</u>	Final exam period for year three and four Dentistry students.
21	Last day of Fall Term classes for students in year two of the course based MScPT.		
25-31	Christmas holiday period; University Buildings closed.	25-31	Christmas holiday period; University Buildings closed.
2014		2015	
January		January	
1	*New Year's Day; University Buildings closed.	1	*New Year's Day; University Buildings closed.
2	Winter Term classes begin for students in year three and four of the MD program and students in the course based MScPT program.	2	Winter Term classes begin for students in year three and four of the MD program.
2	Winter Term classes begin for all Dentistry programs; year two and three of the Dental Hygiene program; and year one and two of the MD program.	2	Winter Term classes begin for years one and two of the Dentistry programs; year two and three of the Dental Hygiene program; and year one and two of the MD program.
3	Orientation for new After Degree Nursing students.		
3	Orientation for new international students.	<u>5</u>	Orientation for new international students.
6	Winter Term classes begin.	<u>5</u>	Winter Term classes begin. Including year three and four of the Dentistry program and year one and two of the course based MScPT program
9	Orientation for new graduate students held by the Graduate Students' Association.	<u>8</u>	Orientation for new graduate students held by the Graduate Students' Association.
17	Study abroad deadline to meet with an advisor for certain University of Alberta International administered Exchange and Summer programs. You must meet an advisor to apply (subject to change; see Education Abroad Program for information).	<u>16</u>	Study abroad deadline to meet with an advisor for certain University of Alberta International administered Exchange and Summer programs. You must meet an advisor to apply (subject to change; see Education Abroad Program for information).
17	* Last day for changing from 'credit' to 'audit' in the Fall/Winter, two-term courses by students in the Faculty of Graduate Studies and Research.	<u>16</u>	* Last day for changing from 'credit' to 'audit' in the Fall/Winter, two-term courses by students in the Faculty of Graduate Studies and Research.
17	* Last day to withdraw from Fall/Winter two-term courses.	<u>16</u>	* Last day to withdraw from Fall/Winter two-term courses.
17	* Winter Term Registration Deadline (Bear Tracks web registration system available to midnight). Last day to add or drop Winter Term courses. Students withdrawing after this date through February 5 will be assessed 50% fees for	<u>16</u>	* Winter Term Registration Deadline (Bear Tracks web registration system available to midnight). Last day to add or drop Winter Term courses. Students withdrawing after this date through February 5 will be assessed 50% fees for

	withdrawn courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.		withdrawn courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.
20-24	Registrations by undergraduate students to audit or to change from 'credit' to 'audit' in Winter Term courses will be accepted only during this period.	19-23	Registrations by undergraduate students to audit or to change from 'credit' to 'audit' in Winter Term courses will be accepted only during this period.
20-24	Registrations by students in the Faculty of Graduate Studies and Research to audit Winter Term courses will be accepted only during this period.	19-23	Registrations by students in the Faculty of Graduate Studies and Research to audit Winter Term courses will be accepted only during this period.
24	* Winter Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the first six weeks of Winter Term will be assessed full fees.	23	* Winter Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the first six weeks of Winter Term will be assessed full fees.
31	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.	30	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.
31	Study abroad application deadline for certain University of Alberta International administered Exchange and Summer programs. You must meet with an advisor to apply (subject to change; see Education Abroad Program for information).	30	Study abroad application deadline for certain University of Alberta International administered Exchange and Summer programs. You must meet with an advisor to apply (subject to change; see Education Abroad Program for information).
31	* Payment Deadline: Last day for payment of Winter Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.	30	* Payment Deadline: Last day for payment of Winter Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.
February		February	
1	* Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Spring Convocation.	1	* Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Spring Convocation.
1	* Last day for application for reappraisal of final examinations for Fall Term courses.	1	* Last day for application for reappraisal of final examinations for Fall Term courses.
3	* Last day for changing from 'credit' to 'audit' in Winter Term courses by students in the Faculty of Graduate Studies and Research.	2	* Last day for changing from 'credit' to 'audit' in Winter Term courses by students in the Faculty of Graduate Studies and Research.
5	* Winter Term Refund Deadline: Students withdrawing from courses after this date will be assessed full fees. Students in Education should consult their Faculty section of the Calendar for information on professional term refund deadlines.	4	* Winter Term Refund Deadline: Students withdrawing from courses after this date will be assessed full fees. Students in Education should consult their Faculty section of the Calendar for information on professional term refund deadlines.
7	* Last day for withdrawal from six-week courses offered in the first half of Winter Term.	6	* Last day for withdrawal from six-week courses offered in the first half of Winter Term.
14	Registration system opens for Spring/Summer 2014.	13	Registration system opens for Spring/Summer 2015.
14	Last day of classes for six-week courses	13	Last day of classes for six-week courses

	offered in the first half of Winter Term.		offered in the first half of Winter Term.
17	Statutory Provincial holiday; University Buildings closed.	16	Statutory Provincial holiday; University Buildings closed.
18-21	Winter Term Reading Week: classes withdrawn for a full week, except for students in NURS 495, PHARM 425 and SC INF 495, third and fourth years of the MD program and students in year two of the course based MScPT Program. Education students registered in practicum courses should consult their Faculty section of the Calendar for information on alternate Reading Week dates.	17-20	Winter Term Reading Week: classes withdrawn for a full week, except for students in NURS 495, PHARM 425 and SC INF 495, third and fourth years of the MD program. Education students registered in practicum courses should consult their Faculty section of the Calendar for information on alternate Reading Week dates.
24-28	Final examinations for undergraduate Nursing theory courses offered in the first half of Winter Term.	23-27	Final examinations for undergraduate Nursing theory courses offered in the first half of Winter Term.
25	Last day for first half-term AUPAC courses in Augustana Faculty.	24	Last day for first half of Winter Term AUPAC courses in Augustana Faculty.
26	First day of second half-term AUPAC classes in Augustana Faculty.	25	First day of second half of Winter Term AUPAC classes in Augustana Faculty.
28	Last day of classes offered in the first half of Winter Term for Undergraduate Nursing clinical courses	27	Last day of classes for undergraduate Nursing clinical courses offered in the first half of Winter Term.
March		March	
1	* Last day to apply for admission or readmission to Spring/Summer 2014 (except for Open Studies and Faculty of Graduate Studies and Research students).	1	* Last day to apply for admission or readmission to Spring/Summer 2015 (except for Open Studies and Faculty of Graduate Studies and Research students).
3	1200 noon to 1300 hours. Students' Union Election Forum in the Myer Horowitz Theatre (SUB). Classes withdrawn for this time period.	2	1200 noon to 1300 hours. Students' Union Election Forum in the Myer Horowitz Theatre (SUB). Classes withdrawn for this time period.
3	Classes begin for six-week courses offered in the second half of the Winter Term.	2	Classes begin for six-week courses offered in the second half of the Winter Term.
3	Study abroad-deadline to meet with an advisor for certain University of Alberta International administered Summer programs. You must meet an advisor to apply (subject to change, see Education Abroad Program for information).	3	Study abroad-deadline to meet with an advisor for certain University of Alberta International administered Summer programs. You must meet an advisor to apply (subject to change, see Education Abroad Program for information).
14	* Last day to drop from six-week courses offered in the second half of Winter Term.	13	* Last day to drop from six-week courses offered in the second half of Winter Term.
19	* Winter Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the last six weeks of Winter Term will be assessed full fees.	18	* Winter Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the last six weeks of Winter Term will be assessed full fees.
24	Study abroad application deadline for certain University of Alberta International administered Summer-programs. You must meet an advisor to apply (subject to change, see Education Abroad Program for information).	23	Study abroad application deadline for certain University of Alberta International administered Summer-programs. You must meet an advisor to apply (subject to change, see Education Abroad Program for information).
28	* Deadline for receipt of documents from	27	* Deadline for receipt of documents from

	students seeking admission or readmission to Spring/Summer 2014 (except for Open Studies and Faculty of Graduate Studies and Research students).		students seeking admission or readmission to Spring/Summer 2015 (except for Open Studies and Faculty of Graduate Studies and Research students).
April		April	
<u>2</u>	* Last day for withdrawal from Winter Term courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.	<u>1</u>	* Last day for withdrawal from Winter Term courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.
<u>2</u>	* Last day for withdrawal from six-week courses offered in the second half of Winter Term.	<u>1</u>	* Last day for withdrawal from six-week courses offered in the second half of Winter Term.
<u>2</u>	* Last day for students in thesis-based programs to submit theses to the Faculty of Graduate Studies and Research to ensure graduation at Spring Convocation. Last day for Departments to submit Report of Completion of course-based master's, postgraduate diploma, or postgraduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Spring Convocation. Last day for Graduate students to apply through Bear Tracks to ensure to graduation for Spring Convocation. (Note: For students in course based master's programs who plan to graduate but have examinations after this deadline, Departments must ensure that all grades are submitted by April 30).	<u>1</u>	* Last day for students in thesis-based programs to submit theses to the Faculty of Graduate Studies and Research to ensure graduation at Spring Convocation. Last day for Departments to submit Report of Completion of course-based master's, postgraduate diploma, or postgraduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Spring Convocation.
		<u>1</u>	<u>Last day for Graduate students to apply through Bear Tracks to ensure to graduation for Spring Convocation.</u>
<u>18</u>	Good Friday; University Buildings Closed.	<u>3</u>	Good Friday; University Buildings Closed.
<u>21</u>	Easter Monday; University Buildings Closed.	<u>6</u>	Easter Monday; University Buildings Closed.
<u>7</u>	Comprehensive examination period begins for students in the fourth year of the MD program.	<u>7</u>	Comprehensive examination period begins for students in the fourth year of the MD program.
<u>9</u>	* Last day of Winter Term classes except for students in, Dentistry, Pharmacy, the MD program, the course based MScPT program and Nursing.	<u>10</u>	* Last day of Winter Term classes except for students in, Dentistry, Pharmacy, the MD program, the course based MScPT program and Nursing.
<u>14</u>	Last day of classes offered in the last second half of the Winter Term for Nursing theory courses and for all 13 week Undergraduate Nursing courses.	<u>10</u>	Last day of classes for Nursing theory courses offered in the second half of the Winter Term and for all 13 week undergraduate Nursing courses offered in the Winter Term.
<u>14-25</u>	Clinical Evaluations and required clinical replacement shifts for 13 week Undergraduate Nursing clinical courses offered in Winter Term.	<u>13-24</u>	Clinical Evaluations and required clinical replacement shifts for 13 week undergraduate Nursing clinical courses offered in Winter Term.
<u>14-28</u>	Winter Term and Fall/Winter final examinations (including Consolidated Examinations) except for students in Dentistry, Pharmacy, the MD program,	<u>13-25</u>	Winter Term and Fall/Winter final examinations (including Consolidated Examinations) except for students in Dentistry, Pharmacy, the MD program,

	and the course-based MScPT program. Examinations other than Consolidated Examinations are held within the period April 14-25 (inclusive). University-organized extracurricular activities will normally not be allowed during this period. Final examinations (if any) for all on-campus courses offered at 1700 hours or later are held during the last regular class period before examination week (except for courses in Augustana Faculty, and the MBA programs).		and the course-based MScPT program and Augustana Faculty. Examinations other than Consolidated Examinations are held within the period April 15-24 (inclusive). University-organized extracurricular activities will normally not be allowed during this period. Final examinations (if any) for all on-campus courses offered at 1700 hours or later are held during the last regular class period before examination week (except for courses in Augustana Faculty, and the MBA programs).
42-25	Augustana Faculty Final examinations period. Extracurricular activities sponsored by the Augustana Faculty are not normally allowed during this period.	15-24	Augustana Faculty Final examinations period. Extracurricular activities sponsored by the Augustana Faculty are not normally allowed during this period.
44	Last day of Winter Term classes for students in year one of the course based MScPT program.	17	Last day of Winter Term classes for students in year one of the course based MScPT program.
17	Last day of classes offered in last half of Winter Term for Undergraduate Nursing clinical courses .	17	Last day of classes for undergraduate Nursing clinical courses offered in second half of Winter Term.
47-29	Final exam period for students in the Faculty of Law.	15-24	Final exam period for students in the Faculty of Law.
22-25	Clinical Evaluations and required clinical replacement shifts for Undergraduate Nursing clinical courses offered in last half of Winter Term.	20-24	Clinical evaluations and required clinical replacement shifts for undergraduate Nursing clinical courses offered in second half of Winter Term.
47	Last day of classes and clinics for students in the third and fourth years of the DDS program.	24	Last day of classes and clinics for students in the third and fourth years of the DDS program.
25	Last day of classes in Winter Term for year two students in the course based MScPT program.	24	Last day of classes in Winter Term for year two students in the course based MScPT program.
28	Spring Term classes begin for students in year one and two of the course based MScPT program.	27	Spring Term classes begin for students in year one and two of the course based MScPT program.
22-25	Fall/Winter final exam period for year three and four Dentistry students.	27- May 1	Fall/Winter final exam period for year three and four Dentistry students.
30	Last day to apply for admission or readmission to Spring Term 2014 for Open Studies.	30	Last day to apply for admission or readmission to Spring Term 201 5 for Open Studies.
May		May	
2	Last day of classes and examinations for students in the first and second year of the DDS program.	1	Last day of classes and examinations for students in the first and second year of the DDS program.
4	Master of Arts in Communications and Technology (MACT) Orientation.	3	Orientation for Master of Arts in Communications and Technology (MACT).
5	Spring Term classes begin.	4	Spring Term classes begin.
5	Students attending Faculty of Nursing courses should consult with their faculty regarding start/end, add/drop and withdrawal deadline dates.	4	Students attending Faculty of Nursing courses should consult with their faculty regarding start/end, add/drop and withdrawal deadline dates.
5	MACT Spring Institute begins (three weeks)	4	MACT Spring Institute begins (three weeks)

5-8	Auditor registrations for Spring Term courses will be accepted only on these days.	4 - 7	Auditor registrations for Spring Term courses will be accepted only on these days.
5	Last day of classes and examinations for students in first year of the MD program.	5	Last day of classes and examinations for students in first year of the MD program.
8	* Payment Deadline: Last day for payment of Spring Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid instalment charges, all Spring/Summer fees must be paid by the Spring Term Fee Deadline, see §22.2.6.	7	* Payment Deadline: Last day for payment of Spring Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid instalment charges, all Spring/Summer fees must be paid by the Spring Term Fee Deadline, see §22.2.6.
8	* Spring Term Registration Deadline (for six-week and first half three-week courses): Last day to add or drop these courses. (Bear Tracks web registration will be available until midnight) Students wishing to add or drop three-week courses offered during the second half of the Spring Term should seek assistance at department offices.	7	* Spring Term Registration Deadline (for six-week and first half three-week courses): Last day to add or drop these courses. (Bear Tracks web registration will be available until midnight) Students wishing to add or drop three-week courses offered during the second half of the Spring Term should seek assistance at department offices.
8	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.	7	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.
8	* Last day for graduate students admitted to Fall 2011 and thereafter in thesis-based programs to submit theses to the Faculty of Graduate Studies and Research to ensure graduation at Fall convocation and to avoid further registration fees.	7	* Last day for graduate students admitted to Fall 2011 and thereafter in thesis-based programs to submit theses to the Faculty of Graduate Studies and Research to ensure graduation at Fall convocation and to avoid further registration fees.
9	Charter Day.	9	Charter Day.
12	* Spring Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the first three weeks of Spring Term after this date will be assessed full fees.	11	* Spring Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the first three weeks of Spring Term after this date will be assessed full fees.
12	Summer program for first, second and third year DDS students begins.	11	Summer program for first, second and third year DDS students begins.
16	* Spring Term Registration Deadline (for 13 week courses): Students should seek assistance at department offices.	15	* Spring Term Registration Deadline (for 13 week courses): Students should seek assistance at department offices.
19	Victoria Day; University Buildings closed.	18	Victoria Day; University Buildings closed.
20	* Spring Term Refund Deadline (for six-week courses): Students withdrawing after this date will be assessed full fees.	19	* Spring Term Refund Deadline (for six-week courses): Students withdrawing after this date will be assessed full fees.
20	* Last day for withdrawal from courses taught in the first three weeks of Spring Term.	22	* Last day for withdrawal from courses taught in the first three weeks of Spring Term.
23	Last day of classes for courses taught in the first three weeks of Spring Term.	22	Last day of classes for courses taught in the first three weeks of Spring Term.
23	Last day of classes and examinations for students in the second year of the MD program.	22	Last day of classes and examinations for students in the second year of the MD program.
23	Last day of classes in the MACT Spring	22	Last day of classes in the MACT Spring

	Institute.		Institute.
25	Last day of program in fourth year of the MD program.	24	Last day of program in fourth year of the MD program.
26	Classes begin for courses taught in the last three weeks of Spring Term.	25	Classes begin for courses taught in the last three weeks of Spring Term.
29	* Second half Spring Term Registration Deadline (for three-week courses): Last day to add or drop courses taught in the last three weeks of Spring Term. Students should seek assistance at department offices.	28	* Second half Spring Term Registration Deadline (for three-week courses): Last day to add or drop courses taught in the last three weeks of Spring Term. Students should seek assistance at department offices.
23	* Last day for students in Law to apply for reappraisal and reexaminations of final examinations for Fall/Winter and Winter Term courses.	30	* Last day for students in Law to apply for reappraisal and reexaminations of final examinations for Fall/Winter and Winter Term courses.
		31	Augustana Faculty convocation.
June		June	
1	Augustana Faculty convocation.		
2	* Spring Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the last three weeks of Spring Term after this date will be assessed full fees.	1	* Spring Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the last three weeks of Spring Term after this date will be assessed full fees.
3-6	Spring Convocation, Parts I to VI.	2-5	Spring Convocation, Parts I to VI.
4	* Last day for withdrawal from six-week courses in Spring Term	3	* Last day for withdrawal from six-week courses in Spring Term
6	* Last day for withdrawal from courses taught in the last three weeks of Spring Term.	5	* Last day for withdrawal from courses taught in the last three weeks of Spring Term.
9	Block 3 and 6 classes begin for students in year one and two of the course based MScPT program.	8	Block 3 and 6 classes begin for students in year one and two of the course based MScPT program.
9-12	Spring Convocation, Parts VII to XI	8-11	Spring Convocation, Parts VII to XI
12-13	Final examinations for Spring Term courses. No classes held except for students in the course based MScPT program.	11-12	Final examinations for Spring Term courses. No classes held except for students in the course based MScPT program.
14	* Last day for Law students to file Notice of Appeal with the Vice- Dean of Law.	13	* Last day for Law students to file Notice of Appeal with the Vice- Dean of Law.
2-6	Deferred examinations and reexaminations for Law courses.	15-19	Deferred examinations and reexaminations for Law courses.
19-20	Faculty of Law Appeal Hearings.	18-19	Faculty of Law Appeal Hearings.
23	* Last day for application for reappraisal of final examinations for Winter Term and Fall/Winter courses except for students in the Faculty of Law.	22	* Last day for application for reappraisal of final examinations for Winter Term and Fall/Winter courses except for students in the Faculty of Law.
30	Last day to apply for admission or readmission to Summer Term 2014 for Open Studies.	30	Last day to apply for admission or readmission to Summer Term 2015 for Open Studies.
30	One Hundred and Seventh University year ends.	30	One Hundred and Eighth University year ends.