30. CODE OF STUDENT BEHAVIOR
30.1 INTRODUCTION AND DEFINITIONS
The University is defined by tradition as a community of people dedicated to the pursuit of truth and advancement of knowledge, and as a place where there is freedom to teach, freedom to sengage in research, freedom to create, freedom to learn, freedom to study, freedom to speak, freedom to associate, freedom to write and to publish, and a concomitant obligation to respect these freedoms when they are exercised by others.

The offences lightly below the sides.

The offences listed below describe, in general terms, behaviors which if left unchecked would, to an unacceptable degree, infringe upon these freedoms and thus threaten the proper functioning of the

Nothing in this Code shall prevent the University for referring an individual matter to the appropriate lenforcement agency should such action be condered necessary.

In these procedures, the following words have the

In these procedures, the following words have the following meanings:

(a) Student - A person who is registered as a student at the University whether or not for credit.

(b) Complaint - A written and signed statement as a result of which proceedings under these procedures may be instituted.

(c) Appellant - Any person who appeals under these procedures.

(d) Discripting Officer - The Administrative Officer for

(d) Discipline Officer - The Administrative Officer for Student Disciplinary Procedures, who is the person charged by the President with the implementation of

these procedures.
(e) Dean of Student Services - Dean of Student

(e) Dean of student services - Dean of student Services or designate.

(f) Member of the University Community - Any student, academic staff or non-academic staff member.

(g) Dean - Unless indicated otherwise, "Dean" shall be interpreted as the Dean (or designate) of the Faculty which offers the course in which there is an allegation of academic wrongdoing on the part of a student.

(h) Director of Campus Security - Director of Campus

(ii) Director of Campus Security - Director of Campus Security or designate.

(i) Fine - A fine shall mean an order for payment of a sum certain by the student to the University of Alberta. Subject to agreement between the student and the University, however, and subject to availability of appropriate work, the fine may be paid in whole or in part through the provision of services. Calculation of the value of the work shall be in accordance with rates normally paid for the position to be occupied.

(j) Suspension - Suspension requires a student to withdraw completely from the University for a specified period of time, to a maximum of three years. Upon expiry of the period of suspension the student will be permitted to re-enrol in the program from which he or she was suspended. Any course work completed at any institution during the period of suspension will not be accepted as credit towards an individual's degree, or for admission to a degree program, or other certification at the University of Alberta.

Alberta.

(k) Expulsion - Expulsion requires a student to withdraw completely from the University for an indefinite period of time. The student shall not be permitted to return without the approval in writing of the Vice-President (Academic) in consultation with the Faculty from which the student was expelled. Such approval shall not be given before the expiry of three years. Any course work completed at any institution during the period of expulsion will not be accepted as credit towards an individual's degree, or for admission to a degree program, or other certification.

accepted as credit towards an individual's degree, or for admission to a degree program, or other certifi-cation at the University of Alberta.

(I) Instructor - The person charged with the responsi-bility of assigning the grade in a course, or the person formally charged by the Department or the Faculty of Graduate Studies and Research with the responsibility for advising the graduate student or with the respon-sibility for supervising the thesis or project.

30.2 AMENDMENT OF THE CODE

The Code may be amended by General Faculties Council in exercise of the authority vested in it by Section 42 of The Universities Act.

 The Code must be published in each issue of the University Calendar and on at least one occasion annually in the Gateway. in the Gateway.

Idments to the Code shall come into force

thirty (30) days after receiving the approval of General Faculties Council. All amendments must be published in the *Gateway*, at least seven (7) days *prior* to the GFC

meeting.

4. The Administrative Officer for Student Discipline Procedures shall maintain the Official Copy of the Code and all amendments thereto.

30 3 NON-ACADEMIC OFFENCES

Any of the following activities or conduct or attempts therat or participation therein insofar as they relate to student affairs shall constitute an offence and be

Disruptions - (a) No student shall, by action, words, written material, or by any means whatsoever, knowingly obstruct University activities. University activities include but are not limited to, teaching, research. ying, administration, meetings, and public service to thing in this Code shall be construed to prohibit ceful assemblies and demonstrations, lawfueting, or to inhibit free speech.

nauthorized Entry and/or Presence trudest each lawfueting or to the speech and the contract of the speech.

No student shall, contrary to express instructions or

with intent to damage, destroy, convert or misap-propriate University property or without proper authority, enter or remain in any University building, facility, room, or office. Facilities include but are not limited to the following: parking lots, athletic fields, campus buildings, and campus areas. 3. Misappropriation, Damage and Destruction of Property.

(a) No student shall knowingly misappropriate. convert, destroy or otherwise damage University property, nor shall any student knowingly misappropriate or convert, destroy or otherwise damage any property not his/her own on University property.
 (b) No student, in any manner whatsoever, shall knowingly deface the inside or outside of any building or property of the University.
 4. Physical Abuses, Harassment and Dangerous Activity

(a) physically abuse another person, threaten any (a) physically abuse another person, threaten any other person with physical abuse or damage to such person's property or knowingly, and without just cause, cause any other person to fear physical abuse or fear damage to his or her property, or (b) knowingly create a condition which unnecessarily endangers or threatens the health, safety or wellbeing of other persons or threatens the damage or destruc-tion of presents.

tion of properly.

5. Sexual Harassment
No student shall sexually harass another person.
Sexual harassment shall be defined as unsolicited,
unwanted sexual advances, or requests for sexual
favors, unsolicited, unwanted verbal or physical conduct of a sexual nature, and unsolicited, unv

or visual material of a sexual nature.

6. Possession of Misappropriated Property
No student shall possess University property or property of any member of the University community without the consent or authority of the University or member of the University community as the case may

7. Unauthorized Use of University Facilities, Equip-

ment or Services

No student shall knowingly use any University facility equipment or service contrary to express instruction

or without proper authority.

8. Misuse of University Supplies or Documents
No student shall, without authority, knowingly make,
alter, use, receive, or possess University supplies or
documents. University supplies and documents include but are not limited to equipment, keys, records,

9. Misuse of Library or Computer Resources
(a) No student shall knowingly remove books or other library material from a University library without proper authorization, mutilate or deface library books or material, purposely misplace them or in any other way purposely deprive other members of the University of the opportunity to have access to library resources.
(b) No student shall knowingly use any University computer or computer related facility without proper authorization.

computer or computer related facility without proper authorization.

10. Picketing and Demonstration

No student shall, on University property, individually or with a group and in connection with a demonstration including a rally or picketing:

(a) knowingly use words which threaten violence or physical abuse to any group or individual whether or not the group or individual thus threatened knows of such threatening words; or (b) knowingly use words in a situation of clear and imminent danger which incite others to behavious which violates any article of this Section.

11. Identification

No student shall refuse to provide identification upon request by a University Official or employee acting in the course of his or her duties, where the University Official or employee has reason to believe an individual is committing, has committed or is about to commit an offence.

Smoking is prohibited during classes, laboratories and examinations, or at any time in any area where

smoking is banned.

13. No student shall knowingly aid or assist another student in the commission of any non-academic offence listed above (GFC 26 SEP 1988)

30.4 ACADEMIC OFFENCES

The integrity of University life and of the degrees the University confers are dependent upon the honesty and soundness of the teacher-student learning relationship and, as well, that of the evaluation process. Conduct by any member of the University community that adversely affects this relationship or process must, therefore, be considered a serious offence.

 Plagiarism
No student shall submit the words, ideas, images or data of another person as his or her own in any academic writing, essay, thesis, research project or a submit of the state of the st assignment in a course or program of study 2. Cheating

assignment in a course or program of study.

2. Cheating
No student shall:

(a) in the course of an examination obtain or attempt to obtain information from another student or other unauthorized source or give or attempt to give information to another student, or knowingly possess, use or attempt to use any unauthorized material:

(b) represent or attempt to represent oneself as another or have or attempt to have oneself represented by another in the taking of an examination, preparation of a paper or other similar activity:

(c) submit in any course or program of study, without both the knowledge and approval of the person to whom it is submitted, all or a substantial portion of any academic writing, essay, thesis, research report, project or assignment for which credit has previously been obtained or which has been or is being submitted in another course or program of study in the University or elsewhere.

or eisewhere. (d) submit in any course or program of study any academic writing, essay, thesis, research report, pro-ject or assignment containing a statement of fact known by the student to be false or a reference to a source which reference or source has been fabricated. 3.Confidential Materials

It shall be an offence to knowingly procure, distribute, or receive any confidential academic material such as pending examinations or laboratory results from any source without prior and express consent of the

 Misrepresentation of Facts
 It shall be an offence to knowingly misrepresent material facts to another for the purpose of obtaining academic advantage or credit.

5. Specific Faculty Offences

5. Specific racting Offences
Faculties and administrative units will be required to
define and publicize any academic offences which
may be unique to their Faculty or area, together with
attendant penalties, both of which must be filed with
and approved by the Campus Law Review Committee.

Such offences and penalties will be considered by the Campus Law Review Committee and if approved by the Campus Law Review Committee and General Faculties Council, will be added to the list of offences and penalties. This list will be incorporated in an official appendix to the Code of Student Behavior and will have the same force and effect as if part of the

(ii) Misrepresenting patient treatment to third party

treatment procedures, (iii) misrepresenting patient treatment to third party insurance carriers. (iv) careless or negligent behavior resulting in unnecessary physical and/or mental harm to patients. The penalties for gross professional misconduct and the procedures followed will be those defined for cacdemic offences in the Code of Student Behavior. (See 30.5 and 30.8 for penalties and procedures for academic offences.)

(b) Offehces Specific to the Faculty of Rehabilitation Medicine (GFC 26 SEP 1988) (i) All students enrolled in the Faculty of Rehabilitation

Medicine are bound by and shall comply with the Professional Code of Ethics governing the profession and practice of their discipline. (iii) "Professional Code of Ethics" means all provincial and federal Codes of Ethics governing the profession or practice of occupational therapy, physical therapy or speech pathology and audicious as the case may.

or speech pathology and audiology, as the case may

be.

(iii) A student enroled in the Faculty of Rehabilitation Medicine who contravenes the Professional Code of Ethics governing the profession or practice of their discipline commits an offence under the Code of Student Behavior when, at the time of the alleged offence, the student was involved in field work apprenticeship, clinical training, or other similar work related to a course of study in the Faculty of Rehabilitation Medicine.

(iv) Where proceedings have been instituted against a student under the Corte and separate proceedings have been appropriately according to the corte and separate proceedings.

are commenced against the same student relating to the same cause or matter under the Professional the same cause or matter under the Professional Code of Ethics, the Dean may stay proceedings under the Code pending the outcome of the proceedings brought pursuant to the Professional Code of Ethics. (v) It shall be the responsibility of each Rehabilitation Medicine student to obtain, and be familiar with, the Professional Code of Ethics relevant to their discipline. and all amendments thereto as may be made from

6. No student shall knowingly aid or assist another student in the commission of any academic offence listed above.

30.5 PENALTIES

in the case of a breach of the Code of Student Behavior the following penalties may be imposed at the discretion of the Dean of Student Services or the University Appeal Board.

(a) For non-academic offences

(i) Expulsion,
(ii) Suspension.
(iii) A fine of not more than \$500.00.

(v) Exclusion from specified areas of the University.
(b) For academic offences

(ii) For academic offences (i) Expulsion, (ii) Suspension, (iii) An academic penalty consistent with Univer-sity, Faculty or Departmental rules, (iv) Academic probation.

(v) Reprimand

30.6 STUDENT DISCIPLINARY PROCEDURES

The following are the procedures to be followed in the cases of allegations of academic and non-academic offences. Formal procedures described below are to be utilized when less formal conciliatory measures prove ineffective.

30 7 PROCEDURES FOR NON-ACADEMIC OFFENCES

PROCEDURES FOR NON-ACADEMIC OFFENCES
ilitiation of Proceedings:
(a) Any person who has reason to believe that a
student is guilty of a non-academic offense may
initiate proceedings against the student.
(b) Where a person has reason to believe that a
student has committed a non-academic offence
that person may, by a signed statement (the
complaint) delivered to the Director of Campus
Security (or designate), request an investigation
of the complaint. In the course of this investigation, the Director may consult the Discipline
Officer.
(c) The complaint shall be a detailed written

Officer.

(c) The complaint shall be a detailed written description of the incident. This shall include the time and place, person or persons involved, and all relevant information concerning the incident.

(d) The Director of Campus Security may decline to proceed with a complaint under the following circumstances:

roceed with a complaint under the following umstances:

(i) Where the complaint is primarily concerned with regulations of another official University organization, and the Director of Campus Security believes that the complaint should be dealt with in accordance with procedures established by that organization.

(ii) Where the Director of Campus Security believes that no University rule has been broken.

broken.

(iii) Where the Director of Campus Security believes the complaint to be scandalous, frivolous or vexatious.

(iv) Where an unreasonable time has elapsed since the incident.

(v) Where the offence should be referred to the police or appropriate public authorities.

(v) Where the offence should be referred to the police or appropriate public authorities. Where the Director of Campus Security has declined to lodge a complaint. the Complainant must be so notified and the reasons given. The person complaining may then appeal the Director of Campus Security's decision to the Discipline Officer.

(e) Having decided to proceed with the complaint, the Director of Campus Security shall conduct an investigation and, if disciplinary measures are believed to be warranted, shall forward to the Dean of Student Services the results of the investigation along with a recommendation as to an appropriate penalty.

The Dean of Student Services shall meet with the

mendation as to an appropriate penalty.

(f) The Dean of Student Services shall meet with the alleged offender, review the matter and determine if the facts as disclosed by the complaint are in dispute.

(i) Where the facts are determined not to be in dispute, the Dean of Student Services may impose one or more of the penalties listed in Section 30.5 f(a).

(ii) Where the facts are in dispute, the Dean of Student Services will review the matter further, if necessary by talking with all parties involved, and may either dismiss the charges or impose one or more of the penalties listed in section 30.5 f(a).

(iii) When considering what would be an appropriate penalty, the Dean of Student Services may take into account the disciplinary record, if any, of the student against whom the complaint is made.

(g) Having reached a decision, the Dean of Student Services shall give a written report to the Discipline Officer. The report shall state what penalty, if any, is to be imposed upon the student, and the major circumstances taken into account in arriving at the decision.

and the major circumstances taken into account in arriving at the decision.
(h) Upon receipt of the above report, the Discipline Officer shall send a copy to the student, the Complainant, and the Director of Campus Security. If a penalty has been imposed, the Officer shall advise the student of the right to appeal and shall forward a copy of the University Appeal Board Procedures.

forward a copy of the University Appeal Board Procedures. nitiation and Conduct of Appeals (a) A student may appeal the decision of the Dean of Student Services by submitting a notice of appeal in writing to the Discipline Officer. Such notice must be received by the Officer no later than fifteen (15) calendar days after notification of the written decision of the Dean of Student Services. The Discipline Officer may, at his or her discretion, accept an appeal after the expiry of the fifteen days.

The appeal shall be based upon denial of the offence, and/or shall relate to the severity of the penalty.

(b) The notice of appeal must be in writing, signed by the appellant, and must state the grounds of appeal. The appeallant must immediately notify the Discipline Officer upon retaining legal counsel an advisor.

the Discipline Officer upon retaining legal counsel or an advisor.

(c) The Discipline Officer shall notify both parties of the date, time and place of the appeal hearing, which shall be at least fourteen (14) calendar days but no more than forty-five (45) calendar days following the receipt of notice of appeal. Each party shall receive a copy of the submission made to the Appeal Board by the other party. Each party will receive the names of the Board Members and notification that either party may challenge membership to the Discipline Officer shall also provide the student with a list of on-campus sources of assistance.

(d) The Discipline Officer shall appoint the Appeal Board and provide its members with:

(i) the date, time and place of the Appeal Hearing

(ii) the police of appeal and any submission

Hearing (ii) the notice of appeal and any submission

from the respondent.
(iii) the written report of the Dean of Student

(iii) the written report of the Dean of Student Services.

(e) Notices may be hand-delivered or sent by mail. When sent by outside mail, they shall be sent by double-registered mail to the address which has been provided to the University or to the Discipline Officer. Notice may be deemed to have been effected one week following mailing to the last kriown address.

(f) Upon receiving notice of appeal, the Discipline Officer, in cases of expulsion or suspension, shall direct the Registrar to withhold degrees, certification of marks and/or transcripts of records pending the outcome of the appeal. Any other penalties imposed by the Dean of Students Services shall be suspended upon receipt by the Officer of notice of appeal.

(a) General Meetings of the University Appeal Board shall be scheduled as required to hear and determine appeals against disciplinary decisions of the Dean of Student Services. The University Appeal Board, as designate of General Faculties Council and the Board of Governors, shall have authority to confirm, vary or quash penalties imposed under section 30.7.1.

(b) Composition, Terms of Reference and Chairmanshin

nship
(i) The University Appeal Board shall consist of the following regular members elected by General Faculties Council: one faculty member (who shall hold the Chair upon election by the regular members of the Board), one other faculty member, two undergraduate students and one graduate student

(ii) All regular members shall come from different Faculties

different Faculties
(iii) Where the appeal involves a graduate student, the Discipline Officer shall, by rotation, replace one undergraduate student with one alternate graduate student.
(iv) General Faculties Council shall also elect the following alternate members: three faculty members, four undergraduate students and four graduate students and four graduate students and four graduate students and four Faculties and from graduate students.

(v) For the purposes of selection and service on the University Appeal Board, graduate

students are considered to be free from the Faculty where they receive supervision. (GFC 26 SEP 1988) (vi) Terms of office for all faculty members shall be up to three years as General Faculties Council shall determine Faculty members are eligible for re-election. (vii) All student members shall be elected for up to two-year terms and are eligible for re-election.

(vii) All student members shall be elected for up to two-year terms and are eligible for re-election.

(viii) In order to ensure that no Board member will be from a Faculty, if any, which is party to the dispute, the Discipline Officer may replace, by rotation, any regular member with an alternate member from the same constituent group (i.e., staff, undergraduate or graduate). For this purpose, graduate students are considered to be from the Faculty where they receive supervision.

(ix) All Board members shall declare to the Discipline Officer their interests, if any, in a particular case in order to ensure objectivity and a fair hearing.

(x) Appellant and respondent will be provided with the names of all Board members and will have five calendar days after receipt of the names to lodge a written challenge with the Discipline Officer requesting that a Board member not serve on an appeal. Challenges may be made only on the grounds that a Board member may have a bias which would prevent a fair hearing.

Challenges must include written reasons to support the request if the Discipline Officer concurs with the challenge he or she will then replace the Board member with an alternate member who will be selected by rotation from the same constituent group (i.e. staff, undergraduate student). The decision of the Discipline Officer is final and binding.

(xi) Normally, the Chairman of the Appeal Board will be appointed to chair each hearing. In instances where the Chairman cannot serve, the Discipline Officer shall appoint another faculty member or alternate faculty member of the Board to chair the Appeal Board hearing.

(xi) The quorum of the Appeal Board shall consist of one faculty member and two student members.

(c) Appeal Board Procedures for Non-Academic Offences

(ii) The appeal shall consist of a de novo hearing of the case.

(iii) The Appeal Board may accept any evidence

ences
(i) The appeal shall consist of a de novo hearing of the case. of the case.

(ii) (1) The Appeal Board may accept any evidence that it, in its sole discretion, considers proper, whether admissible in a court of law or not and (2) Is not bound by the Alberta Evidence Act or the law of evidence applicable to judicial pro-

ceedings.

(iii) The Appeal Board shall conduct hearings in a manner which, in its sole discretion, it considers proper.

(iv) A defect in procedures shall not warrant the quashing of the decision unless the defect complained of can reasonably be said to have deprived either party of a fair hearing.

(v) The Board shall hear the argument of both sides to the appeal and then, by majority vote, shall uphold or quash the decision appealed from. Where a decision against a student is upheld, the Board may confirm, vary or suspend the penalty imposed

appeal and then, by majority vote, shall uphoid or quash the decision appealed from. Where a decision against a student is upheld, the Board may confirm, vary or suspend the penalty imposed.

The Appeal Board is authorized to receive procedural advice from the Discipline Officer.

(vi) The Chairman of the Board through the Discipline Officer shall, where practical, immediately communicate the decision of the Board to the Discipline Officer within seven calendar days of the Board's decision being reached.

The Discipline Office shall then send to both parties and to the Dean of Student Services a copy of the Board's decision. The procedure for service of this report shall be that given in section 30 -7.2(e).

(viii) Any penalty imposed or confirmed shall take effect immediately upon oral notification (30 -7.3(c)(vii)) or, failing that, upon written notification (30 -7.3(c)(vii)) or, failing that, upon written notification (30 -7.3(c)(viii)) or, failing that, upon written for some shall have ended to the fail of the order of the order o

student and with the Dean
(d) Where the instructor has reason to believe that an offence
has been committed, he or she may impose one or more of
the following penalties:
(i) Reprimand,
(ii) Additional work,
(iii) Grade refuction on the assignment
(iv) Recommendation to the Dean that the student no
longer be permitted to attend the course and that the
student be given a mandatory grade of 1F which will
appear on the transcript. The Dean may impose such a
penalty
In accordance with the provisions of Section 30.8.2(q). In accordance with the provisions of Section 30.8.2(g), the student shall not be barred from attending and

participating in the course pending the outcome of a possible appeal of the penalty. (GFC 26 SEP 1988) (v) Recommendation to the Dean that the student be suspended or expelled from the University (e) Where a penalty other than reprimand is imposed, the instructor shall file with the Dean and the Dean of the Faculty in which the student is registered a statement in writing

(i) a brief summary of the conduct alleged to constitute the offense, and

the offerese, and

(ii) a statement in writing that the instructor has reviewed the alleged offence with the student, and

(iii) a brief statement giving details of the penalty imposed or recommended and reasons therefore

(1) The Dean shall notify the student of any penalty except for reprimand imposed under section 30 at 1(d). Such notification shall be in writing and may be hand-delivered or shall be sent by double-registered mail to the address which has been provided to the University or to the Discipline Officer. Notice may be deemed to have been effected one week following mailting to the last known address.

(g) The notice of penalty shall also include notification of the right to appeal amust be delivered to the Discipline Officer no later than filteen. (15) calentear days after receipt of the Dean's notification.

notice of appeal must be delivered to the Discipline Officer no later than filteen (15) calendar days after receipt of the Dean's notification. (h) Where an instructor has recommended expulsion or suspension, the Dean shall alert and consult with the Dean of the Faculty in which the student is registered in regard to the situation concerning the student. After making such enquiries as the Dean considers necessary, the Dean shall either reject the recommendation or contirm and forward it to the Dean of Student Services (1) Where the Dean of Student Services receives a recommendation for expulsion or uspension, he or she shall review the matter by talking with all parties involved, and may either dismiss the charges or impose one or more of the penalties listed in section 30.5.2. In reviewing the matter, the Dean of Student Services may take into account the disciplinary record, if any, of the student against whom the complant is made

(1) Having reached a recision, the Dean of Student Services shall give a written report to the Discipline Officer. The report shall steep what penalty, if any, is to be imposed upon the student, and the major circumstances taken into account in arriving at the decision.

(k) Upon receipt of the above report, the Discipline Officer shall sates what penalty, if any, is to be imposed upon the student and to the Dean of Student Services shall send a copy to the student and to the Dean if a penalty has been imposed. The Officer shall advise the student of the right to appeal and shall forward a copy of the University Appeal Board Procerkires.

Initiation and Conduct of Appeals
 (a) A student may appeal the imposition of any penalty imposed under Section 30 8 1 by submitting a notice of appeal in writing to the Discipline Officer. Such notice must be received by the Officer no later than fifteen (15) calendar days after notification of the written decision of the Dean of Student Services. The Discipline Officer may, at his or discretion, accept an appeal after the expiry of the lifteen days.

discretion, accept an appear of the offence, and/or shall relate to the severity of the penalty.

(b) If the Dean has reason to be aggrieved by the decision of the Dean of Student Services (30.8.1(i)), he or she may appeal the decision by submitting a notice of appeal in writing to the Discipline Officer. Such notice must be received by the Officer no later than lifteen (15) calendar days after notification of the written decision of the Dean of Student Services. The Discipline Officer may at their of Student Services the Discipline Officer may at their of the discretion accept an appeal after the expirty of the fifteen days.

oiscretion accept an appeal arter the expirty of the lifteen days.

(c) The notice of appeal must be in writing, signed by the appellant, and must state the grounds of appeal. The appellant must immediately notify the Discipline Officer upon retaiging legal coursel or an advisor.

(d) The Discipline Officer shall notify both parties to the original case before the Deanot Student Services of the date, time and place of the appeal hearing, which shall be at least fourteen (14) calendar days but no more than forty-five (45) calendar days following the receipt of notice of appeal Each party shall receive a copy of the submission made to the Appeal Board by the other party. Each party will receive the names of Board Members and notification that either party may challenge membership to the Discipline Officer (section 30 8.3(b)(ks)). The Discipline Officer shall also provide the student with a list of on-campus sources of assistance.

(e) The Discipline Officer shall appoint the Appeal Board and provide its members with: (i) the date, time and place of the Appeal Hearing

Hearing

(ii) the letter of appeal and any submission from the respondent.

(iii) the written report of the Dean of Student

(iii) the written report of the Dean of Student Services (or designate) if appropriate. (f) Notices may be hand-delivered or sent by mail. When sent by outside mail, they shall be sent by double-registered mail to the address which has been provided to the University or to the Discipline Officer. Notice may be deemed to have been effected one week following mailing to the last known address.

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(g) Upon receiving notice of appeal, the Discipline Officer, in case of expulsion or suspension, shall direct the Registrar to withhold degrees, certification of marks and/or transcripts of records pending the outcome of the appeal. Any other penalties imposed under 30.8.1 shall be suspended upon receipt by the Officer of notice of appeal.

ishment of the University Appeal Board

stablishment of the University Appeal Board (a) General
Meetings of the University Appeal Board shall be scheduled as required to hear and determine appeals against disciplinary decisions of the Dean of Student Services, Instructors and Deans. The University Appeal Board as designate of General Faculties Council and the Board of Governors, shall have authority to confirm, vary or quash penalties imposed under section 30.8 1 by any one of the above-mentioned three bodies. (b) Composition, Terms of Reference and Chairmanship manship
(i) The University Appeal Board shall consist

of the following regular members elected by General Faculties Council: one faculty member who shall hold the Chair upon member who shall hold the Chair upon election by the regular members of the Board, one other faculty member, two under-graduate students and one graduate student. (ii) All regular members shall come from different faculties.

(ii) All regular members shall come from different faculties.

(iii) Where the appeal involves a graduate student, the Discipline Officer shall, by rotation, replace one undergraduate student with one alternate graduate student.

(iv) General faculties Council shall also elect the following alternate members: three faculty members, four undergraduate students and four graduate students. To the extent it is possible, all alternate members should come from different Faculties not already represented by the regular members.

(y) For the purposes of selection and service on the University Appeal Board, graduate students are considered to be free from the Faculty where they receive supervision.

(GFC 26 SEP 1988)

(vi) Terms of office for all faculty members shall be up to three years as General Faculties Council shall determine. Faculty members are eligible for re-election.

(vii) All student members shall be elected for up to two-year terms and are eligible for re-election.

(viii) In order to ensure that no Board member will be from a Faculty, if any, which is party to the dispute, the Discipline Officer may replace, by rotation, any regular member with an alternate member from the same constituent group (i.e., staff, undergraduate or graduate). For this purpose, graduate students are considered to be from the

students are considered to be from the Faculty where they receive supervisions. (ix) All Board members should declare to the Discipline Officer their interests, if any, in a particular case in order to ensure objectivity and a fair hearing.

(x) Appellant and respondent will be provided with the names of all Board members, regular and alternate, and will have five calendar days after receipt of the names to lodge a written challenge with the Discipline Officer requesting that a Board member not serve on an appeal. Challenges may be made only on the grounds that a Board member may have a bias which would prevent a fair hearing.

prevent a fair hearing.
Challenges must include written reasons to support the request. If the Discipline Officer concurs with the challenge he or she will then replace the Board member with an atternate member who will be selected by rotation from the same constituent group (i.e. staff, undergraduate student or graduate student). The decision of the Discipline Officer is final and binding.

(xi) Normally, the Chairman of the Appeal Board will be appointed to chair each hearing. Instances where the Chairman cannot serve, the Discipline Officer shall

appoint another faculty member or alternate faculty member of the Board to chair the Appeal Board hearing. Appeal Board hearing.

(xii) The quorum of the Appeal Board shall consist of one faculty member and two

cannot serve, the Discipline Officer shall

## Part one (part two to be published Thursday)

The Code of Student Behaviour is published annually as a public service. Courtesy of the Students' Union.