

**SENATE MEETING
PUBLIC SESSION
MINUTES**

January 15, 2019
3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

Present: B. Annear (Secretary of Senate), R. Budde, D. Casperson, A. Constantin, B. Deo, D. Desai, Z. Fleck, E. Fredeen, P. Harding (non-voting), I. Hartley, L. Haslett, K. Hirsh-Pearson (*Vice-Chair*), S. Hoff (Recording Secretary), C. Hofsink, H. Holler-Busch, S. Horianopoulos, C. Ho Younghusband, P. Jackson, E. Jensen, G. Keeler, T. Klassen-Ross, E. Korkmaz, A. Kranz, M. Mandy, C. Meroniuk, A. Muñoz Gómez, D. Nyce, A. Palmer, L. Parent, G. Payne, M. Peterson, D. Ryan, H. Sanford (University Secretary), A. Sommerfeld (non-voting), T. Tribe (non-voting), N. Turner, S. Wagner, D. Weeks (*Chair*), C. Whalen, R. Wheate, J. Wimmers-Klick

Regrets: S. Barton, B. Daigle (non-voting), H. McVea (non-voting), B. McGill, M. Murphy, S. Rader (non-voting), L. Roldan-Flores (non-voting), L. Roodenburg, S. Sakshi, T. Tannert, P. Winwood (non-voting)

The meeting commenced at 3:30 p.m.

The Chair expressed his condolences at the passing of John MacDonald, UNBC's fifth Chancellor.

The Chair acknowledged and thanked everyone who took a moment to reflect on the lives lost on Ukraine flight 752.

The Chair recognized the service of Student Senator, Courtney Lawrence and Lay Senator, Cori Ramsay who have recently resigned from Senate.

1.0 Acknowledgement of Territory

The Chair acknowledged that the meeting was taking place on the traditional territory of the Lheidli T'enneh Nation and recognized all Nations within the North.

2.0 Presentation - none

3.0 S-202001.01

Approval of the Agenda

Mandy

That the agenda for the January 15, 2020 Public Session of Senate be approved as presented.

CARRIED

4.0 S-202001.02

Approval of Senate Minutes

Mandy

That the minutes of the October 23, 2019 Public Session of Senate be approved as presented.

CARRIED

S-202001.03

Approval of Senate Minutes – Special Meeting

Hartley

That the minutes of the December 2, 2019 Public Session of Senate be approved as presented.

CARRIED

5.0 Business Arising

It was noted that motion S-201910.03 that called for the University of Northern British Columbia to recognize that the Earth is in a climate emergency, presented by Senator Jackson at the October meeting of Senate was postponed. A revised motion was submitted and reviewed by the Steering Committee and will be presented at the January 22, 2020 meeting of Senate.

6.0 President's Report

Weeks

The President reported that Interim Vice-President, Finance, People and Business Operations, Barb Daigle will be retiring from the University in the next few weeks.

Budget meetings are ongoing with a Town Hall expected in mid-February. The Chair encouraged all Senators to engage in these discussions, if they have not already.

The joint session of Senate and the Board will be occurring on January 30th. Discussion topics will be designed to allow engagement between Board Members and Senators on topics such as election rules for board elections, the budget and institutional options for reductions and revenue generation and institutional-wide initiatives for recruitment and enrolment.

The Chair indicated that Senior administration has begun planning for moving forward and improving the climate on campus post labor actions, however a collective agreement is still not in place.

7.0 Report of the Provost

Ryan

The Provost reported that he would be giving an enrolment update at the January 22nd meeting of Senate following the add/drop date on Monday.

The searches for the Deans and Vice-Provost continue. The search companies have indicated that there are no indications that the strike has had an impact on the pool of candidates. The lists of candidates have been provided and the committees will meet in the near future to discuss if they have the depth and diversity they are looking for. Once a long list is established, confidential skype interviews will begin. The time-frames for each search may vary depending on the pools of candidates. We may still meet the July 1st deadlines for some committees but may be looking at September 1st for others.

A working group to support the transition of Graduate Programs under the new Five Faculties structure has been created to help with the transition. The membership of the working group is now been finalized and the first meeting will be scheduled in the near future.

The Provost provided brief updates on various initiatives, including the Indigenous Advisory Committee, the Engineering program, Physiotherapy and ongoing initiatives to support recruitment.

8.0 Report of the Registrar

Annear

The Registrar reported that although staff in the Office of the Registrar have worked a significant amount of overtime, they remain behind with a significant number of course enrolments that were not graded, as of December 31. The Office of the Registrar is working hard to mitigate impacts for the students.

The timelines for some ongoing initiatives have shifted to prioritize work on the academic schedule for September, the exam schedule and the switching of graduate applications to Educator Planner BC.

The government is now requiring the university to have sin numbers for all students. An email has gone out asking them for this information. There were 187 students that took the opportunity to drop courses from the fall 2019 semester (295 courses).

9.0 Question Period

9.1 Written questions submitted in advance

9.1.1 Who is eligible to be a supervisor for graduate programs?

Any faculty member is eligible to be a supervisor for graduate programs. There are some nuances such as an adjunct or emeritus faculty member or a faculty member who has left UNBC cannot be the sole supervisor.

Senator Casperson asked who is then eligible to remove a supervisor. The Provost indicated that he would report back on that matter.

Action Item: Provost will bring back information on who is eligible to remove a supervisor for graduate programs.

9.1.2 What did the University communicate to NSERC about the cessation of faculty picketing? Was there any communication to NSERC explaining the change in labour actions, and if so, what did it say?

The VPR indicated that to his knowledge there was no communication with NSERC at the cessation of faculty picketing. UNBC did contact NSERC during the job action and asked for UNBC applicants to be granted extensions for the submission of reference letters. Senator Casperson indicated that as he understood it an undergraduate student was informed that faculty were back to work as usual as soon as the strike was over.

The VPR indicated that these applications are student driven. He thanked NSERC for allowing the extension for UNBC applicants and indicated that he would follow up to ensure that his understanding that no communication went out to NSERC is correct.

Action Item: The VPR indicated that he would follow up on whether any communication went out to NSERC at the cessation of picketing.

9.1.3 What were the activities and meeting dates of the Provost's Advisory Committee on the Academic Action Plan during calendar year 2019?

There were no meeting dates of the Provost's Advisory Committee during the 2019 calendar year. Most meetings were done in 2018.

9.2 Questions from the floor

Senator Holler-Busch asked about an email that was sent out to some students on financial aid. Two students 'replied all' to the original email list and compromised some personal information. An email was sent to the UNBC Privacy Officer but no reply had been received.

The Registrar and Provost will provide an update at the next meeting of Senate.

Action Item: The Registrar and Provost will provide an update at the next meeting of Senate on student privacy concerns, specifically related to an email sent out from the Office of Financial Aid.

The University Secretary reminded senators that questions should be provided in advance, to allow Senior Administration to have all the information and be able to respond with fulsome answers.

10.0 S-202001.04

Approval of Motions on the Consent Agenda

That the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.

Weeks

No consent agenda items.

11.0 Committee Reports

11.1 Senate Committee on Academic Appeals

Hartley

For Approval:

S-202001.05

New Academic and Non-Academic Conduct Student Policy

Holler-Busch

That the Academic and Non-Academic Conduct Student Policy be approved as proposed.

Effective Date: February 1, 2020

CARRIED

Senator Jackson congratulated all who contributed to putting the New Academic and Non-Academic Conduct Student Policy together and asked for the definition of a student and whether or not these policies apply to Continuing Studies students. The Provost replied that this policy only applies to students in for-credit courses. The Director of Continuing Studies indicated that upon approval of this policy, her office is developing their own policy to align with it for continuing studies students.

Senator Jackson asked about some inconsistencies with language in the lines of authority, which refers to a program chair and/or dean. He also indicated that flow chart to show the lines of authority could be very useful for students and faculty. The Provost indicated that the Senate Committee on Student Appeals will continue to review the policy it for any inconsistencies as they work with the policy. There will also be an Education piece for students outlining the policy and new web content.

The University Secretary indicated that this policy will also be going to the Board for approval and suggested that a flowchart could be considered as part of the web content.

Action Item: The Senate Committee on Student Appeals will review the policy on an ongoing basis as it is applied. They will review any inconsistencies in language regarding the lines of authority.

Action Item: An education piece for faculty and students will be on a public-facing webpage that is being created and a flow chart will be considered when adding content.

S-202001.06

New Student Appeals Procedures

Hirsh-Pearson

That the Student Appeals Procedures be approved as proposed.

Effective Date: February 1, 2020

Senator Hirsh-Pearson asked about the strict timeframes in section 5.1, 5.2 and 5.3. For students finding themselves in unfortunate situations they are sometimes unable to follow the timelines. It was suggested that some language be added to ensure that given extenuating circumstances, the timelines can be adjusted at the discretion of the Registrar.

The University Secretary indicated that this was stated in section 4.1 and certainly could be highlighted in the education piece for the web content. The purpose of the web content is to help make the policies clear and easy to find and follow for students.

Action Item: The Provost will ensure that the web content for the Student Appeals Procedures will highlight section 4.1 to ensure that students are aware that given extenuating circumstances, times-lines can be adjusted.

Senator Casperson indicated that 4.1 could be more directive to the committee and the Chair of the Senate Committee on Student Appeals.

No amendments were made. Senator Hartley indicated that the Senate Committee on Student Appeals will continue to monitor these concerns and issues as they move forward.

Action Item: The Chair of the Senate Committee on Student Appeals will report back in January 2021 on how the new policies and procedures for student conduct and appeals is working.

For Information Only:

SCAA/SCSDA10909.03

New Academic and Non-Academic Conduct Student Procedures

That the Academic and Non-Academic Misconduct Procedures be approved as proposed.

Effective Date: February 1, 2020

Given that faculty do not have access to student files, how would they know if a misconduct is a first offense? The Registrar indicated that he would be able to review students' files but there is the additional challenge that we currently do not have a proper recording process and the Office of the Registrar is not always provided with offenses that may have been dealt with informally.

Action Item: The Chair asked that the Senate Committee on Student Appeals and the Office of the Registrar consider how we could improve the recording of misconduct to ensure that informal infractions are monitored.

11.2 Senate Committee on Academic Affairs

Ryan

For Approval:

S-202001.07

Graduate Academic Calendar Regulations and Policies

Fleck

That the change(s) to the Graduate Academic Calendar Regulations and Policies on pages 31 and 36 - 46 of the 2019/2020 Graduate Academic Calendar, be approved as proposed.

Effective Date: February 1, 2020

CARRIED

Graduate Programs Admissions and Regulations

1.11 Misrepresentation of Application Information *pages 24-25*

Misrepresentation of application information constitutes ~~fraud or misconduct as per the Academic and Non-Academic Conduct Student Policy.~~ and an applicant's may result in admission, acceptance and or registration to the University, a program or a course of study may be revoked. There may be impacts on future considerations. being cancelled. For more information on student conduct at UNBC, visit <https://www.unbc.ca/policy>. The applicant may also be disqualified from consideration, not only in the year of application, but in all subsequent years. If discovered in a subsequent semester such representation may result in expulsion from the University.

Application fraud or misconduct includes the following:

- ~~a. Failure to declare attendance at another post-secondary institution;~~
- ~~b. Presenting falsified academic documentation or causing or encouraging another person to falsify records through translation or data changes;~~
- ~~c. Presenting falsified personal documentation (e.g., using a false name, date of birth, country of origin, etc.);~~
- ~~d. Presenting falsified or fictitious reference documentation;~~

- e. ~~Cheating on or having another person write a standardized entry exam such as TOEFL or GRE;~~
- f. ~~Presenting another person's standardized test score as one's own to falsify a test result; and~~
- g. ~~Failure to report suspensions from another post-secondary institution.~~

...

5.0 Appeals page 31

Appeals are heard by the Senate Committee on Academic Student Appeals and are not subject to further appeal. Further information may be obtained from the Office of the Registrar. Please refer to the *Academic and Non-Academic Conduct Student Policy* and the *Student Appeals Procedures* for further information. See also the *Academic Appeals Policy and Procedures* section under the *General Regulations and Policies* section of the *Graduate Calendar*.

Graduate General Regulations and Policies page 36-46

I. Formal Relationship Between the University and Students

Upon registering and while registered in a for-credit course, program of study or audited course offered by or through the University of Northern British Columbia (UNBC), a Student enters a formal relationship with the University by which they

- acknowledge the right of the University to set acceptable standards of Academic Integrity and of Academic and Non-Academic Conduct;
- accept and agree to be subject to the University's Policies, Rules and Procedures; and
- accept the right of the University to investigate, impose discipline and determine consequences for Academic or Non-Academic Conduct found to have violated the University's standards, Policies, Rules or Procedures.

By registering to become a student at UNBC, a Student agrees to enter the formal relationship outlined above.

Students are required to inform themselves of UNBC's policies, procedures, rules and regulations, and any subsequent amendments in place at the University. Please refer to the following website to access UNBC's Policies and Procedures: <https://www.unbc.ca/policy>.

II. UNBC's Core Values and Statement of Principles

1. UNBC is a place of research, teaching, and learning, where members of the University Community value inclusiveness and diversity, community, integrity, and academic excellence. These values are supported through an unwavering commitment to free expression and debate in an atmosphere of respectful interactions, safety and good conduct.
2. The University is committed to reconciliation and recognizing Aboriginal Ways of Knowing within the Academy. UNBC's Motto, *En Cha Huna*, meaning "they also live," sets a foundation of respect, and reflects a shared commitment to Responsibility, Reciprocity and Relationship in the interactions between students and the University Community as a whole.
3. All members of the University Community share the responsibility for the academic standards and reputation of the University. Academic Integrity is founded on values of respect for knowledge, truth, scholarship and acting with honesty. Upholding Academic Integrity is a condition of continued membership in the University Community.

4. The University strives, whenever possible, to take an educational and developmental approach to Academic and Non-Academic Misconduct, informed by knowledge and respect for mental health, well-being, cultural differences, and principles of reconciliation.
5. The University adheres to the principles of Procedural Fairness and Natural Justice in working to ensure that Students, Faculty and Staff are aware of their applicable rights and responsibilities with respect to Academic and Non-Academic Conduct, in investigating alleged misconduct, and when taking steps to establish or impose consequences.

III. Academic Conduct and Non-Academic Conduct

UNBC is committed to creating a scholarly community characterized by free expression, open debate, critical and free inquiry, and diversity of thought and perspective; the orderly and safe enjoyment of University facilities by all members of the University Community; and the proper functioning of the University and protection of University property.

The Academic and Non-Academic Conduct Student Policy defines students' responsibilities as academic community members, defines inappropriate student conduct, and provides procedures and outcomes to be invoked if students engage in such behaviour. Each student is responsible for their conduct that affects the University community.

A Student may appeal a decision made or disciplinary measure imposed in response to a finding of Academic Misconduct. A student may appeal a suspension imposed in response to a finding of Non-Academic Misconduct. In accordance with the *University Act*, the appeal is to the Senate Committee on Student Appeals.

For more information on academic conduct and non-academic conduct and the appeals processes at UNBC visit <https://www.unbc.ca/policy>.

IV. Harassment, Discrimination and Diversity Initiatives

UNBC is committed to providing a working and learning environment in which all students, staff and faculty are treated with respect and dignity. UNBC acknowledges the right of all individuals in the University community to work or learn without discrimination or harassment. An approved policy, available at www.unbc.ca/policy, applies to all members of the UNBC community.

I. V. Notification of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social

Insurance Number), student contact information (address and telephone number), student demographic characteristics, and enrolment information.

The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students may contact Statistics Canada via e-mail if they have any questions: statcan.PSIS-SIEP.statcan@canada.ca.

II. VI. BC Freedom of Information and Protection of Privacy Act

The University of Northern British Columbia UNBC gathers and maintains information used for the purposes of admission, registration and other fundamental activities related to ~~being a member of~~ membership in the UNBC community and attendance at a public postsecondary institution in the Province of British Columbia. Information provided to the University by students, and any other information placed into the student record, ~~will be~~ is protected and used in compliance with the BC Freedom of Information and Protection of Privacy Act (1996).

III. ~~Student Conduct Statement of Principles~~

1. Introduction

~~The University of Northern British Columbia ("University") is an academic community whose purpose is to search for knowledge through teaching, research, and the free exchange of ideas. As such, the University is committed to developing among its members an enduring sense of community rooted in a working and learning environment which emphasizes mutual respect and tolerance and which is free from discrimination, harassment, disruptive behaviour, and violence. The members of the University community include students, faculty, staff, administrators, governors, senators, and, in certain contexts, visitors. In order for the members of the University community to participate fully and effectively in the University's purpose, certain standards of conduct must be recognized and respected.~~

2. Purpose

~~The purpose of this policy is:~~

- ~~a. to set out the standards of conduct which apply to student members of the University community in connection with their participation in University related activities and behaviour while on any of UNBC's campuses;~~
- ~~b. to establish procedures for investigating a complaint that a student has breached this policy;~~
- ~~c. to provide penalties for those students who have breached this policy; and,~~
- ~~d. to identify the procedure which will govern an appeal by a student who has been found to have breached this policy.~~

~~This policy is intended to address major concerns about student misconduct and is not intended to interfere with faculty and administration's ability to deal with minor acts of misconduct in an informal and consensual manner, where appropriate.~~

3. Definitions

- ~~a. "Campus life" is any activity that occurs as part of life on campus. This includes but is not limited to:
 - ~~i. being present on campus, whether as a student or the guest of a UNBC student,~~
 - ~~ii. living in Residence,~~
 - ~~iii. working on campus,~~
 - ~~iv. attending classes, university sponsored events, student society sponsored events,~~
 - ~~v. conducting university sponsored research or lab activity, and~~
 - ~~vi. operating a vehicle on campus~~~~
- ~~b. "Director" is the Director, Student Success~~
- ~~c. "University employee" is a faculty or staff member.~~

4. Statement of Principles

- a. Every student has the right to participate freely as a member of the University community subject only to reasonable conditions governing eligibility and the payment, when required, of appropriate fees or charges.
- b. Free participation in campus life requires the existence of an environment free from discrimination, violence and threats of violence, direct or indirect physical interference with one person by another person, intimidation, and verbal abuse, whether oral or written.
- c. Members of the University community must recognize and accept that the free exchange of ideas will involve exposure to the formulation and expression of ideas with which an individual is in fundamental disagreement or which an individual finds offensive. The University's purpose requires that the formulation and expression of such ideas must be tolerated, provided that neither the formulation nor the expression of such ideas violates any generally applicable laws of Canada or British Columbia or any policies of the University. Toleration does not require acceptance of such ideas, nor does it preclude the formulation and expression of a critical response to such ideas, provided that neither the formulation nor the expression of such a response violates any generally applicable laws of Canada or British Columbia or any policies of the University.
- d. Student members of the University are expected to:
 - i. comply with the generally applicable laws of Canada and British Columbia;
 - ii. honour contractual obligations arising in connection with a student's membership in the University community;
 - iii. comply with the applicable academic regulations of the University, and;
 - iv. comply with the University's policies.
- e. This policy must be interpreted and applied in conformity with both the University's purpose as an academic community and the above Statement of Principles.

5. Student Standards of Conduct

Within the framework set out in the Statement of Principles, acts of student misconduct subject to penalty under this policy include but are not limited to:

- a. threatening or engaging in behaviour that a reasonable person would perceive to be intimidating or offensive, or that may endanger the health or safety of students, faculty, staff or administration of the University;
- b. participating in disruptive action including but not limited to:
 - i. disrupting instructional activities including lectures, seminars, labs, examinations and tests;
 - ii. physically or verbally abusing another person;
 - iii. repetitive or intrusive use of indecent, profane or vulgar language in a public place that disturbs others;
 - iv. obstructing the rights and privileges of other members of the University community;
 - v. disrupting campus life by electronic means, whether directly or indirectly;
 - vi. obscenity
- c. harming another person at or in connection with that person's participation in campus life;
- d. misappropriating, converting, destroying, permanently defacing, or otherwise damaging University property, resources, or the property and resources of other members of the University community;
- e. possessing the property of other members of the University Community without proper authorization;
- f. forging, falsifying, misusing, or altering any University data or record whether in physical or electronic form;
- g. obtaining or using, whether directly or indirectly, University equipment, material, or services by fraudulent or other unlawful means;
- h. possession or use of intoxicants on campus, except within approved areas under the University's Liquor Policy;
- i. possession for use or sale of illegal drugs;
- j. possession or use of firearms, fireworks, or other inherently dangerous objects on campus;
- k. failing to comply with the reasonable directions of a University employee or a University Security Officer, or a Police Officer when they are acting in performance of their duties at or in connection with campus life;
- l. breaching any law of general application of Canada or British Columbia in connection with campus life;
- m. aiding, abetting, or acting as an accomplice at or in connection with any prohibited conduct; and;
- n. any other misconduct which significantly interferes with the University's operations.

6. Responding to Apparent Breaches of This Policy

Emergencies

If a student's conduct appears to pose a threat to the student's own safety or to the safety of another person, any person witnessing the conduct should contact campus security immediately. Where there is a risk of injury or harm to any person or property, the student whose conduct is in question may be required to leave the University's property immediately pending and during an investigation into the alleged misconduct. Campus security must promptly prepare a Report to be given to the Director.

Reports of Allegations of Student Misconduct

University employees, including faculty, administration and staff may report allegations of student misconduct to the Director on the prescribed form.

Complaints of Allegations of Student Misconduct

Members of the University community who are not University employees (students, vendors, external stakeholders) may file a Complaint alleging that a student has engaged in misconduct, in breach of this policy. The person filing the Complaint will be known as the "Complainant." The person about whom the Complaint is made will be known as the "Respondent." Such a Complaint must be made to the Director on the prescribed form and must set out in detail the facts on which the Complaint is based. A Complaint must be made within 45 days of the last event which is the subject of the Complaint, unless the Director allows a longer period of time. In allowing a longer period of time the Director must consider the following factors:

- a. the reasons for the Complainant's delay in filing the complaint;
- b. whether there will be prejudice to the Respondent or another person as a result of the delay, and;
- c. the seriousness of the misconduct alleged against the Respondent.

The Director will, upon receipt of the Report or the Complaint, consider the alleged acts of misconduct and decide:

- a. that the allegations, if true, do not constitute misconduct under this policy and decline to act on the Report or the Complaint;
- b. not to investigate the Report or the Complaint because the allegations are trivial or frivolous;
- c. that the allegations fall under another University policy or fall under both this policy and another University policy, in which case the Director must refer the Report or the Complaint to the University official responsible for the administration of the other University policy and consult with the other University official and determine an orderly method of proceeding that will ensure that all elements of the Report or Complaint will be investigated;
- d. that the allegations in the Complaint or the Report should be investigated or otherwise addressed in accordance with this policy.

The Director will notify the person who made the Report or the Complaint of the decision.

Prior to investigating a Complaint and with the consent of the Complainant and the Respondent, the Director may refer a Complaint to mediation by a mediator appointed by the Director. If the Complaint is resolved, the resolution will be put in writing, signed by the parties and filed with the Director. If the Complaint is not resolved through mediation, the Director will investigate the Complaint.

Reports or Complaints of Criminal Misconduct

If the Director determines on reviewing a Report or a Complaint that the allegations may constitute one or more criminal offences, the Director must inquire as to whether the Complainant has reported or intends to report the allegations to the police. If the Complainant has reported or intends to report the allegations to the police, the Director will coordinate the University's investigation with the police investigation.

Investigation of Allegations in a Report or Complaint

In conducting an investigation, the Director will engage in detailed interviews of the person who filed the Report or the Complainant; and with the student about whom the Report is made or the Respondent; and with any other witness who the Director believes has information relevant to the investigation; and will review all documents which the Director identifies during the investigation as relevant to the investigation.

After concluding the investigation, the Director must prepare an Investigation Report for the Provost setting out findings of fact and a conclusion about whether those findings constitute a breach of this policy.

Duties of the Provost in Disciplinary Cases

On receipt of the Investigation Report, the Provost must deliver a copy to the Complainant and to the Respondent. Both the Complainant and the Respondent will be entitled to make a written submission about any matter contained in the Investigation Report. Any such submission must be delivered to the Provost within a time limit established by the Provost, always provided that the time limit must not be less than 5 working days and must be the same for both the Complainant and the Respondent. The Provost has the discretion to extend any time limit previously set.

After the deadline for any submissions has passed, the Provost must review the Investigation Report and all of the submissions received in the case of a Complaint and must make a decision. The Provost has the discretion to accept or vary the Director's conclusion.

If the Provost decides that a breach has not occurred or that the Complaint is trivial, the Provost will dismiss the Report or the Complaint. If the Provost decides that a breach of this policy has occurred, the Provost will decide on the appropriate penalty. The available options include, but are not limited to, the following:

- a. a written reprimand, which will form part of the student's permanent record;
- b. a performance contract;
- c. suspension for a specified period;

- d. suspension for an indefinite period, with or without the ability to apply for readmission to the University after a fixed period;
- e. eviction from UNBC Residences
- f. prohibition from entering UNBC Residences
- g. payment in part or for all of the costs for replacing or repairing damage to the University's property;
- h. any other action deemed appropriate in the circumstances, including the provision of remedial measures to the Complainant (where applicable).

If the disciplinary response involves any form of suspension, the President must review the Director's Investigation Report and any submissions made by a Complainant and a Respondent and make the decision.

7. General Matters

Nothing in this policy affects the President's authority under the University Act to suspend a student or to deal summarily with a matter of student discipline.

It is a serious act of misconduct to file a false and malicious Complaint under this policy or to file a Complaint solely for the purpose of retaliating against another person. Similarly, it is a serious act of misconduct to retaliate in any manner against a person for filing a Complaint or a Report or responding to a Complaint or a Report or for participating in a proceeding under this policy. The University will respond to all such acts of misconduct under the terms of the policies and contracts governing the University's relationship with the person who has engaged in the misconduct.

8. Appeal of a decision imposing discipline under the Student Conduct Statement of Principles

A student who is subject to a penalty imposed by the President or Provost (or delegate) (the Decision Maker") under Regulation and Policy III, Student Conduct Statement of Principles ("Student Conduct Policy"), may appeal to the Senate Committee on Student Discipline Appeals ("SCSDA"). The SCSDA is the final adjudicator of appeals under the Student Conduct Policy.

A copy of the procedures for appeals under the Student Conduct Policy is available from the Office of the Registrar. Please note that the procedures include a 15-day time limitation for filing a notice of appeal.

Appeals of academic decisions under Regulation and Policy V: General Academic Regulations and appeals of decisions under Regulation IV: Harassment, Discrimination and Diversity Initiatives are addressed under those regulations and policies.

9. Grounds for an Appeal under the Student Conduct Policy

An appeal to the SCSDA is not a full re-hearing of the decision to impose discipline. A student's appeal of the imposition of discipline under the Student Conduct Policy to the SCSDA must be made on one of more of the following bases:

- a. The Decision Maker incorrectly applied a University policy and, as a result, the decision was unfair;
- b. The student has material evidence that was not reasonably available prior to the time of the decision under appeal, and knowledge of that evidence would probably have led to a different decision;
- c. During the process leading up to the imposition of discipline the student did not know the substance of the complaint and was not given, at some point in the process, a reasonable opportunity to respond, or the process was otherwise procedurally unfair.

10. Standards of Review

The SCSDA will review the Decision Maker's decision on one or more of the three grounds of appeal listed above, with regard to the standards of review listed below.

- a. Where the appeal is under 9 (a), the appropriate standard as to whether the Decision Maker misapplied a University Policy is correctness. The standard of review as to whether the decision was, as a result, unfair, is reasonableness; that is whether a reasonable person, knowledgeable about the facts, would perceive it to be unfair to let a decision based on the incorrect application of the policy stand.
- b. Where an appeal is under paragraph 9 (b), the appropriate standard of review is reasonableness; that is whether a reasonable person, knowledgeable about the facts, would perceive it to be unfair to let a decision made without consideration of the new evidence stand.
- c. Where an appeal is under paragraph 9 (c), the appropriate standard of review is reasonableness; that is whether a reasonable person, knowledgeable about the facts, would perceive the process to be unfair.

11. Outcomes

An appeal under the Student Conduct Policy will result in one of the following three outcomes:

- a. The Chair of the SCSDA, in consultation with the Registrar, may dismiss the appeal on a preliminary basis, on the basis that the appeal is frivolous, vexatious or an abuse of process;
- b. The SCSDA may uphold the disciplinary decision;
- c. The SCSDA may refer the matter back to the Decision Maker for further decision, or for further investigation and then further decision, as the Decision Maker may determine.

In all cases, where an appeal is allowed, the original penalty will remain in effect until the matter is reconsidered and a further decision is made by the Decision Maker.

IV. Harassment, Discrimination and Diversity Initiatives page 44

The University of Northern British Columbia is committed to providing a working and learning environment in which all students, staff and faculty are treated with respect and dignity. The University of Northern British Columbia acknowledges the right of all individuals in the University community to work or learn without discrimination or harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political beliefs or criminal or summary conviction offense unrelated to their employment. An approved policy, available at www.unbc.ca/policy, applies to all members of the UNBC community and is administered by the Harassment and Discrimination Advisor. For further information or assistance please contact the Harassment and Discrimination Advisor 250.960.6618.

V. General Academic Regulations page 41-47

[There are no changes to General Academic Regulations 1-24, so they have been omitted.]

25. Academic Offenses Misconduct

Any academic conduct that violates *The Academic and Non-Academic Conduct – Student Policy* the standards of the University as set out in the Undergraduate University Calendar, particularly those related to academic honesty, is a serious offense. The formal processes set out in the following three documents: *Academic and Non-Academic Conduct – Student Policy*, *Academic and Non-Academic Misconduct Procedures*, and *Appeals Procedures* these Regulations are to be followed. For more information on student academic conduct at UNBC, visit <https://www.unbc.ca/policy>. The Senate Committee on Academic Appeals provides for impartial review of decisions made at lower levels as defined in these Regulations. Minimum sanctions for an academic offense include reprimands and reduction of grades; the maximum sanction is dismissal from the student's academic program or suspension from the University (see Academic Regulation 46 (Academic Sanctions)). Such offenses include, but are not limited to the following:

- a. Plagiarism: Plagiarism occurs when a student submits or presents work of another person in such a manner as to lead the reader to believe that it is the student's original work; self-plagiarism is the submission of work previously submitted for academic credit without prior written and signed approval of the current course instructor.
- b. Cheating: Cheating takes numerous forms and includes, but is not limited to, the following: copying from another student's work or allowing another student to copy from one's own work; obtaining a copy of an examination before it is officially available; misrepresenting or falsifying references, citations, or sources of information; knowingly recording or reporting false or invented empirical or statistical data; and possession of notes, books, diagrams or

~~other aids during examinations that are not authorized by the examiner (See Regulation 39(a)).~~

- ~~c. Submitting False Records: Knowingly submitting false medical or criminal records, transcripts, or other such certificates or information.~~
- ~~d. Withholding Records: Non-disclosure of previous attendance at a post-secondary institution, and of the transcript of record pertaining thereto, or of other documentation required by the University.~~
- ~~e. Misrepresenting One's Own Identity: Impersonation or the imitation of a student in class, in a test or examination or class assignment. Both the impersonator and the individual impersonated may be charged.~~
- ~~f. Falsification of Results: The falsification of laboratory and research results.~~
- ~~g. Submission of False Information: The submission of false or misrepresented information on any form used by the University or an agent thereof.~~
- ~~h. Aiding or Abetting any of the above academic offences.~~

26. Procedure on Suspicion of an Academic Offence

- ~~a. An instructor, invigilator or administrator who suspects plagiarism, cheating, or any other academic offence, and has evidence to support the accusation, will review the contents of the student's file in the Office of the Registrar to determine whether the record indicates a prior academic offense, and will obtain a copy of the UNBC Report Form for Academic Misconduct. The instructor or administrator then will contact the student to inform the student fully of the offence and to present the evidence for it. The student may request that a third party (for example another faculty member, a teaching assistant, a staff member, or the ombudsperson) be present at this or any subsequent meetings.~~
- ~~b. If the issue is resolved at this level, the faculty member or administrator will fill in Part A of the UNBC Report Form for Academic Misconduct and forward it to the Office of the Registrar to be placed in the student's file. Discussions with the Chair or Dean may be held at the request of either the faculty member or the student, and the Dean may also be brought in at any stage if requested by either party.~~
- ~~c. If the matter is not resolved between the student and faculty member or administrator, it will be discussed by the student, faculty member, and the Chair of the program involved or, in the case of professional programs that have their own internal appeals committees, reviewed by those committees. After these discussions or reviews, the Chair and Dean will complete Parts B and C respectively of the Report Form for Academic Misconduct. Whether or not a penalty is imposed, a copy of the Report Form will be placed in the student's file in the Office of the Registrar, and copied to the student.~~
- ~~d. The student may appeal any lower level decision to the Senate Committee on Academic Appeals (see Academic Regulations 50, 51).~~

27. Academic Sanctions

~~"Every student accepted for registration at the University of Northern British Columbia shall be deemed to have agreed to be bound by the regulations and policies of the University and of the Program in which that student is enrolled" (Academic Calendar notices, p.1). A student not adhering to the University's Regulations and Policies shall be subject to academic sanctions.~~

~~A range of penalties is described below:~~

- ~~a. Reprimand: This is a written warning to a student from the Instructor, Program Chair or the Dean of the College that the student's behaviour is considered unacceptable to the University and that a record of the unacceptable behaviour has been placed in the student's file in the Office of the Registrar.~~
- ~~b. Reduction of Grade: A reduction of grade, including assigning a failing grade, may be applied to an examination, test, or assignment or course to which an offense is relevant and will be decided upon by the instructor, in consultation as may be appropriate with the Chair or Dean.~~
- ~~c. Suspension: A student's Dean may recommend suspension, either for a specified period or indefinitely, to the President. On the recommendation of the Dean, the President may suspend a student from the University, either for a~~

specified period or indefinitely. Prior to the President's decision becoming final, the student will be informed in writing of the recommendation. The student will be given 15 working days following such notification to lodge an appeal before the President's final decision becomes effective. Any such appeal must be made in writing to the Registrar and will be reviewed by the Senate Committee on Academic Appeals. Once the matter of suspension is final and upheld, a permanent notation will be placed on the student's transcript.

28. Academic Appeals – Definition

Academic appeals deal with the evaluation of a student's academic work: course grades, grades assigned on research papers and other course work, the outcome of written and oral thesis examinations, the results of an assessment to determine if a student's academic performance warrants continued enrolment in his/her Graduate Program, the outcome of a language examination, and any other academic assessment or evaluation that may be carried out within a Graduate Program.

29. General Procedure on Academic Appeals

a. It is expected that, where appropriate and possible, a student will attempt to resolve a problem informally with the instructor or the appropriate person before initiating a formal appeal process.

b. Appeals must be submitted in writing, within 15 working days of the action or decision being appealed.

c. The person to whom the appeal is addressed will normally be a course instructor (for appeals of grades) or a supervisor (in the case of other appeals as listed in Academic Regulation 23 above). This person must acknowledge receipt of the appeal in writing within 10 days.

30. 26. Appeals Process

All students have the natural and reasonable right to appeal grades given during the term, the final grade of a course, requirement to withdraw and decisions the University makes regarding academic and non-academic misconduct. ~~other academic policies and decisions of the University.~~ The Senate Committee on Academic Student Appeals is the final adjudicator in such matters. For more information on student appeals, please visit <https://www.unbc.ca/policy>. All formal appeals must be made through the Registrar, in writing and with necessary documentation, within 15 working days of the receipt of the decision in question. The student's written appeal must state clearly the decision being appealed, the reason(s) why the decision is considered to be unfair, what decision would be considered fair, and why it would be fair. It is incumbent upon the student to advise the University, via the Office of the Registrar, of their current contact information. All written appeals to the Senate Committee on Academic Appeals should indicate whether an in-person hearing is being requested. Otherwise, cases are adjudicated on the basis of the written submissions.

31. Senate Committee on Academic Appeals: Procedures

The Senate Committee on Academic Appeals follows the principles of natural justice. That is, its procedures are fair and open, appropriate to the matter under consideration, and provide the opportunity for those affected to put forward their views fully for consideration by the Committee. Following these principles, the Committee develops its own procedures and practices to conduct appeals and is not constrained by strict rules of procedure and evidence.

A quorum consists of a majority of voting members, including at least one student member and two faculty members. No faculty or student committee member with previous direct involvement in the case may hear the appeal. The appellant has the right to challenge the neutrality of any member of the Committee scheduled to hear his/her appeal. The Chair, with the advice of the Committee, will rule on the validity of the challenge.

If the appellant requests an in-person hearing, the interested parties (e.g., the course instructor(s), Chair and/or Dean) will be notified and may also appear at the appeal, when available. Appeals shall be based on the appellant's written submission (all relevant evidence and documentation related to the matter which is under appeal, and all relevant information contained in the student record). New evidence cannot be presented at the hearing.

If the appellant asks to be present at the hearing yet fails to appear before the Committee on the appointed day and time, the Committee may, without further notice, proceed to hear the appeal based on the written submission. If there are compassionate or medical grounds for nonappearance, the Chair or the Secretary to the Committee must be notified immediately. The Chair will determine the acceptability of these grounds and whether the appeal hearing should be postponed.

All forms of adjudication are held in the strictest confidence and normally are attended only by members of the Committee and the parties to the particular appeal. Upon written notification to the Senate Committee on Academic Appeals, appellants may be accompanied by an additional party for the purpose of personal support.

Neither the appellant nor the University shall have the right to representation by legal counsel during appeal hearings except by permission of the committee Chair. The Chair, at the Chair's sole discretion, may allow legal representation where he or she judges the circumstances of the case to be exceptional.

The Secretary to Senate, in consultation with the Committee Chair as appropriate, reviews each request to hear an appeal before any hearing or adjudication. This review is intended to ensure that the nature of the appeal is consistent with the mandate of the Committee and to ensure that the appeal is both valid and could not be resolved by other means. In some instances the review may lead to a reversal of the decision before review, while in other instances it may indicate there are insufficient grounds for an appeal or that further documentation is required. In all cases, however, any decision to hear or not to hear an appeal rests with the Committee.

The Senate Committee on Academic Appeals reviews decisions made at lower levels when requested to do so by the appellant. Normally it rules in two areas. It considers whether appropriate and fair adjudication was exercised in respect of a case and, where it concludes that there was unfairness, it may direct a readjudication using a procedure that it prescribes as being appropriate and fair. It considers whether the penalty assessed was consistent with University Regulations and practice and was not pernicious and, where it concludes that there was a lack of consistency or an unreasonable response, it may state its concerns clearly and direct a reconsideration. The Committee may act, whether a reconsideration has been directed or not, to overturn or to support a decision. Whatever the matter under consideration, the Committee and all parties to the appeal are provided by the Registrar with the same information, sufficient to permit a meaningful hearing. The Committee maintains a record of its deliberations and provides the reason(s) for its decisions.

32. Appeal of Term Grades While Course is in Progress

Students who have reason to believe their term grade, while a course is in progress, is inaccurate should meet with their course instructor immediately. If both the instructor and the student agree, on the basis of an informal review, the matter is thereby concluded and a change of grade is submitted if necessary.

Students who wish to appeal grades other than final grades, formally, should initiate the following process:

- a. The student obtains an Academic Appeals Form from the Office of the Registrar and submits it to the Program Chair.
- b. The Chair meets the instructor(s) on the matter, obtains the instructor's(s') comments and adds the Chair's comments.
- c. If no resolution favourable to the student is reached within seven working days, the Chair, without delay, submits the form to the Dean.
- d. If no resolution acceptable to the student is reached within seven working days, the Dean, without delay, submits the form to the Registrar for advancement to the Senate Committee on Academic Appeals.
- e. At any stage in the process, the student may choose to withdraw the appeal by notifying the Registrar.

An appeal may result in a higher, equal or lower grade. The final recourse for all appeals is the Senate Committee on Academic Appeals.

33. Appeal of Final Grade

Students who have reason to believe their final grade in a course, once released by the Office of the Registrar, is inaccurate should meet with their course instructor immediately, if possible (see Academic Regulation 40). If instructor and student agree, on the basis of an informal review, the Office of the Registrar is advised of a grade change and the matter is thereby concluded.

~~Students who wish to appeal their final grade, formally, should initiate the following process:~~

- ~~a. The student obtains an Academic Appeals Form from the Office of the Registrar and forward submits it to the Program Chair.~~
- ~~b. The Chair meets the instructor(s) on the matter, obtains the instructor's(s') comments and adds the Chair's comments.~~
- ~~c. If no resolution favourable to the student is reached within seven working days, the Chair, without delay, submits the form to the Dean.~~
- ~~d. If no resolution acceptable to the student is reached within seven working days, the Dean, without delay, submits the form to the Registrar for advancement to the Senate Committee on Academic Appeals.~~
- ~~e. At any stage in the process, the student may choose to withdraw the appeal by notifying the Registrar.~~

~~An appeal may result in a higher, equal or lower grade. The final recourse for all appeals is the Senate Committee on Academic Appeals. Evaluation of a student's academic performance for continued enrolment will not be done prior to the completion of a grade appeal process, if the grade in question is pertinent to the said evaluation.~~

~~34. Appeals Concerning Academic Program Matters~~

~~In the case of appeals concerning matters other than those listed above, the following procedures shall be followed:~~

- ~~a. The student must meet with the supervisor, or the supervisory committee, or the Chair of the Program as appropriate (or, if the instructor is also the supervisor, the Chair, or, if the Chair is the supervisor, the College Dean, or, if the College Dean is the supervisor, the Provost) in an attempt to resolve the matter. Within 5 days of the meeting, the Chair of the Program (or College Dean) must send a written report of the meeting to the Office of Graduate Programs, with a copy to the student. The report shall notify the Office of Graduate Programs of the particulars of the case, and of the result of the meeting.~~
- ~~b. If, after the process set out in 33.a) is completed, the student is unsatisfied with the result and wishes to continue the appeal, a written notice of the student's intention must be sent to the Vice President Research and Graduate Programs or designate within 15 days of receiving the letter from the Chair or other appropriate official. The Vice President or designate will acknowledge receipt of the notice within 5 days of receiving it.~~
- ~~c. The Vice President Research and Graduate Programs or designate will conduct an investigation of the matter. In the course of this investigation, written reports from each member of the Committee may be requested. Committee members may submit reports even if not asked to do so. Copies of all reports will be made available to the student. After reviewing these reports, the Vice President Research and Graduate Programs or designate will come to one of the following decisions:
 - ~~i. If the Vice President is convinced that the process was appropriate, and that the reports clearly indicate academic deficiencies on the part of the student for which the~~~~

~~original decision which led to the appeal was appropriate and reasonable, the Vice President may decide to uphold the decision.~~

~~ii. If the Vice President is convinced that the examination or other assessment process was flawed or improper, the Vice President may order a re-examination or other re-evaluation as appropriate. The new examination or evaluation will be conducted either by the same examining committee as the original one, or by a new one, as deemed appropriate by the Vice President.~~

~~iii. If the Vice President is convinced that the examination or other process was correct, but that factors other than academic merit may have influenced the decision, the Vice President may order a re-examination or a re-evaluation, as he/she deems appropriate. The new examination or evaluation will be conducted either by the same examining committee as the original one, or by a new one, as deemed appropriate by the Vice President.~~

~~iv. If the Vice President is convinced that a new examination or evaluation is unlikely to resolve the issue, or if the result of the new examination or evaluation is appealed, he/she may, with the consent of the Program, appoint external assessors to evaluate the student's performance.~~

~~v. In all cases concerning appeals, a further appeal may be made to the Senate Committee on Academic Appeals which shall deal with it according to its rules of procedure (see Academic Regulation 28).~~

35. 27. Appeals Concerning Academic Relationships

Appeals may arise out of other difficulties involving the academic relationship between students and faculty members. It is sometimes necessary, for instance, for a student to change supervisors, or a student may have other difficulties with a supervisor, or a student may have difficulties of a personal nature with a faculty member. Because the personal and professional relationship between student and faculty member can become entangled, and because problems of this sort can be perceived as potentially career-threatening by a student, there is a need for a process by which a student can seek mediation and resolution in such cases. Because each case is different unique, ~~and because a formal committee procedure as outlined under Academic Regulation 24 may not be appropriate in such cases,~~ the following procedure shall be followed:

- a. A ~~s~~Student experiencing such difficulties should attempt to resolve them informally at the level of the individual ~~I~~Instructor or the Program Chair.
- b. If this cannot be done, or if the nature of the problem is such that the student does not wish to attempt it, the student should seek the advice of the Vice President Research and ~~Graduate Programs~~ or designate, who shall follow one of the following procedures:
 - i. If the Vice President Research and ~~Graduate Programs~~ thinks it advisable, the Vice President shall seek to bring about a solution through informal means;
 - ii. After assessing the evidence that is presented, ~~if~~ in the opinion of the Vice President Research and ~~Graduate Programs~~ the complaint is invalid, the Vice President Research and ~~Graduate Programs~~ shall advise the student of this opinion, and take no further action;

iii. After assessing the evidence that is presented, if in the opinion of the Vice President the complaint is valid but an informal solution is unlikely, or if the Vice President has attempted an informal solution and has failed, he/she shall advise the student of this fact;

- c. In the case of ~~33~~ an appeal of a final grade, the student may choose not to proceed further, or the student may choose to proceed with the matter. In the latter case, the student shall make a written complaint, through the Registrar, to the Senate Committee on Academic Student Appeals which shall consider it according to its rules of procedure.

36-28. University Closure/Weather

On rare occasions, the President (or designate) may elect to close the University due to inclement weather or other human or natural circumstance. In such circumstances, classes and examinations ~~will be~~ are formally cancelled and ~~will be~~ rescheduled. Assignments due on the date of the closure must be submitted on the next day that the University is open.

S-202001.08

Undergraduate Academic Calendar Regulations and Policies

Fleck

That the change(s) to the Undergraduate Regulations and Policies on pages 34 - 47 of the 2019/2020 Undergraduate Academic Calendar, be approved as proposed.

Effective Date: February 1, 2020

CARRIED

Undergraduate Regulations and Policies

II. Formal Relationship Between the University and Students

Upon registering and while registered in a for-credit course, program of study or audited course offered by or through the University of Northern British Columbia (UNBC), a Student enters a formal relationship with the University by which they

- acknowledge the right of the University to set acceptable standards of Academic Integrity and of Academic and Non-Academic Conduct;
- accept and agree to be subject to the University's Policies, Rules and Procedures; and
- accept the right of the University to investigate, impose discipline and determine consequences for Academic or Non-Academic Conduct found to have violated the University's standards, Policies, Rules or Procedures.

By registering to become a student at UNBC, a Student agrees to enter the formal relationship outlined above.

Students are required to inform themselves of UNBC's policies, procedures, rules and regulations, and any subsequent amendments in place at the University. Please refer to the following website to access UNBC's Policies and Procedures: <https://www.unbc.ca/policy>.

II. UNBC's Core Values and Statement of Principles

1. UNBC is a place of research, teaching, and learning, where members of the University Community value inclusiveness and diversity, community, integrity, and academic excellence. These values are supported through an unwavering commitment to free expression and debate in an atmosphere of respectful interactions, safety and good conduct.
2. The University is committed to reconciliation and recognizing Aboriginal Ways of Knowing within the Academy. UNBC's Motto, *En Cha Huna*, meaning "they also live," sets a foundation of respect, and reflects a shared commitment to Responsibility, Reciprocity and Relationship in the interactions between students and the University Community as a whole.
3. All members of the University Community share the responsibility for the academic standards and reputation of the University. Academic Integrity is founded on values of respect for knowledge, truth, scholarship and acting with honesty. Upholding Academic Integrity is a condition of continued membership in the University Community.
4. The University strives, whenever possible, to take an educational and developmental approach to Academic and Non-Academic Misconduct, informed by knowledge and respect for mental health, well-being, cultural differences, and principles of reconciliation.
5. The University adheres to the principles of Procedural Fairness and Natural Justice in working to ensure that Students, Faculty and Staff are aware of their applicable rights and responsibilities with respect to Academic and Non-Academic Conduct, in investigating alleged misconduct, and when taking steps to establish or impose consequences.

III. Academic Conduct and Non-Academic Conduct

UNBC is committed to creating a scholarly community characterized by free expression, open debate, critical and free inquiry, and diversity of thought and perspective; the orderly and safe enjoyment of University facilities by all members of the University Community; and the proper functioning of the University and protection of University property.

The *Academic and Non-Academic Conduct Student Policy* defines students' responsibilities as academic community members, defines inappropriate student conduct, and provides procedures and outcomes to be invoked if students engage in such behaviour. Each student is responsible for their conduct that affects the University community.

A Student may appeal a decision made or disciplinary measure imposed in response to a finding of Academic Misconduct. A student may appeal a suspension imposed in response to a finding of Non-Academic Misconduct. In accordance with the *University Act*, the appeal is to the Senate Committee on Student Appeals.

For more information on academic conduct and non-academic conduct and the appeals processes at UNBC, visit <https://www.unbc.ca/policy>.

IV. Harassment, Discrimination and Diversity Initiatives

UNBC is committed to providing a working and learning environment in which all students, staff and faculty are treated with respect and dignity. UNBC acknowledges the right of all individuals in the University community to work or learn without discrimination or harassment. An approved policy, available at www.unbc.ca/policy, applies to all members of the UNBC community.

I. V. Notification of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes.' In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students may contact Statistics Canada via e-mail if they have any questions: statcan.PSIS-SIEP.statcan@canada.ca.

II. VI. BC Freedom of Information and Protection of Privacy Act

The University of Northern British Columbia UNBC gathers and maintains information used for the purposes of admission, registration and other fundamental activities related to ~~being a member of~~ membership in the UNBC community and attendance at a public postsecondary institution in the Province of British Columbia. Information provided to the University by students, and any other information placed into the student record, ~~will be~~ is protected and used in compliance with the BC Freedom of Information and Protection of Privacy Act (1996).

III. Student Conduct Statement of Principles

1. Introduction

~~The University of Northern British Columbia ("University") is an academic community whose purpose is to search for knowledge through teaching, research, and the free exchange of ideas. As such, the University is committed to developing among its members an enduring sense of community rooted in a working and learning environment which emphasizes mutual respect and tolerance and which is free from discrimination, harassment, disruptive behaviour, and violence. The members of the University community include students, faculty, staff, administrators, governors, senators, and, in certain contexts, visitors. In order for the members of the University community to participate fully and effectively in the University's purpose, certain standards of conduct must be recognized and respected.~~

2. Purpose

~~The purpose of this policy is:~~

- ~~a. to set out the standards of conduct which apply to student members of the University community in connection with their participation in University-related activities and behaviour while on any of UNBC's campuses;~~
- ~~b. to establish procedures for investigating a complaint that a student has breached this policy;~~
- ~~c. to provide penalties for those students who have breached this policy; and,~~

- d. ~~to identify the procedure which will govern an appeal by a student who has been found to have breached this policy.~~

This policy is intended to address major concerns about student misconduct and is not intended to interfere with faculty and administration's ability to deal with minor acts of misconduct in an informal and consensual manner, where appropriate.

3. Definitions

- a. ~~“Campus life” is any activity that occurs as part of life on campus. This includes but is not limited to:~~
- ~~i. being present on campus, whether as a student or the guest of a UNBC student,~~
 - ~~ii. living in Residence,~~
 - ~~iii. working on campus,~~
 - ~~iv. attending classes, university sponsored events, student society sponsored events,~~
 - ~~v. conducting university sponsored research or lab activity, and~~
 - ~~vi. operating a vehicle on campus~~
- b. ~~“Director” is the Director, Student Success~~
- c. ~~“University employee” is a faculty or staff member.~~

4. Statement of Principles

- a. ~~Every student has the right to participate freely as a member of the University community subject only to reasonable conditions governing eligibility and the payment, when required, of appropriate fees or charges.~~
- b. ~~Free participation in campus life requires the existence of an environment free from discrimination, violence and threats of violence, direct or indirect physical interference with one person by another person, intimidation, and verbal abuse, whether oral or written.~~
- c. ~~Members of the University community must recognize and accept that the free exchange of ideas will involve exposure to the formulation and expression of ideas with which an individual is in fundamental disagreement or which an individual finds offensive. The University's purpose requires that the formulation and expression of such ideas must be tolerated, provided that neither the formulation nor the expression of such ideas violates any generally applicable laws of Canada or British Columbia or any policies of the University. Toleration does not require acceptance of such ideas, nor does it preclude the formulation and expression of a critical response to such ideas, provided that neither the formulation nor the expression of such a response violates any generally applicable laws of Canada or British Columbia or any policies of the University.~~
- d. ~~Student members of the University are expected to:~~
- ~~i. comply with the generally applicable laws of Canada and British Columbia;~~
 - ~~ii. honour contractual obligations arising in connection with a student's membership in the University community;~~
 - ~~iii. comply with the applicable academic regulations of the University, and;~~
 - ~~iv. comply with the University's policies.~~
- e. ~~This policy must be interpreted and applied in conformity with both the University's purpose as an academic community and the above Statement of Principles.~~

5. Student Standards of Conduct

~~Within the framework set out in the Statement of Principles, acts of student misconduct subject to penalty under this policy include but are not limited to:~~

- a. ~~threatening or engaging in behaviour that a reasonable person would perceive to be intimidating or offensive, or that may endanger the health or safety of students, faculty, staff or administration of the University;~~
- b. ~~participating in disruptive action including but not limited to:~~
- ~~i. disrupting instructional activities including lectures, seminars, labs, examinations and tests;~~
 - ~~ii. physically or verbally abusing another person;~~
 - ~~iii. repetitive or intrusive use of indecent, profane or vulgar language in a public place that disturbs others;~~
 - ~~iv. obstructing the rights and privileges of other members of the University community;~~
 - ~~v. disrupting campus life by electronic means, whether directly or indirectly;~~
 - ~~vi. obscenity~~
- c. ~~harming another person at or in connection with that person's participation in campus life;~~
- d. ~~misappropriating, converting, destroying, permanently defacing, or otherwise damaging University property, resources, or the property and resources of other members of the University community;~~
- e. ~~possessing the property of other members of the University Community without proper authorization;~~

- f. ~~forging, falsifying, misusing, or altering any University data or record whether in physical or electronic form;~~
- g. ~~obtaining or using, whether directly or indirectly, University equipment, material, or services by fraudulent or other unlawful means;~~
- h. ~~possession or use of intoxicants on campus, except within approved areas under the University's Liquor Policy;~~
- i. ~~possession for use or sale of illegal drugs;~~
- j. ~~possession or use of firearms, fireworks, or other inherently dangerous objects on campus;~~
- k. ~~failing to comply with the reasonable directions of a University employee or a University Security Officer, or a Police Officer when they are acting in performance of their duties at or in connection with campus life;~~
- l. ~~breaching any law of general application of Canada or British Columbia in connection with campus life;~~
- m. ~~aiding, abetting, or acting as an accomplice at or in connection with any prohibited conduct; and;~~
- n. ~~any other misconduct which significantly interferes with the University's operations.~~

6. Responding to Apparent Breaches of This Policy

Emergencies

~~If a student's conduct appears to pose a threat to the student's own safety or to the safety of another person, any person witnessing the conduct should contact campus security immediately. Where there is a risk of injury or harm to any person or property, the student whose conduct is in question may be required to leave the University's property immediately pending and during an investigation into the alleged misconduct. Campus security must promptly prepare a Report to be given to the Director.~~

Reports of Allegations of Student Misconduct

~~University employees, including faculty, administration and staff may report allegations of student misconduct to the Director on the prescribed form.~~

Complaints of Allegations of Student Misconduct

~~Members of the University community who are not University employees (students, vendors, external stakeholders) may file a Complaint alleging that a student has engaged in misconduct, in breach of this policy. The person filing the Complaint will be known as the "Complainant." The person about whom the Complaint is made will be known as the "Respondent." Such a Complaint must be made to the Director on the prescribed form and must set out in detail the facts on which the Complaint is based. A Complaint must be made within 45 days of the last event which is the subject of the Complaint, unless the Director allows a longer period of time. In allowing a longer period of time the Director must consider the following factors:~~

- a. ~~the reasons for the Complainant's delay in filing the complaint;~~
- b. ~~whether there will be prejudice to the Respondent or another person as a result of the delay, and;~~
- c. ~~the seriousness of the misconduct alleged against the Respondent.~~

~~The Director will, upon receipt of the Report or the Complaint, consider the alleged acts of misconduct and decide:~~

- a. ~~that the allegations, if true, do not constitute misconduct under this policy and decline to act on the Report or the Complaint;~~
- b. ~~not to investigate the Report or the Complaint because the allegations are trivial or frivolous;~~
- c. ~~that the allegations fall under another University policy or fall under both this policy and another University policy, in which case the Director must refer the Report or the Complaint to the University official responsible for the administration of the other University policy and consult with the other University official and determine an orderly method of proceeding that will ensure that all elements of the Report or Complaint will be investigated;~~
- d. ~~that the allegations in the Complaint or the Report should be investigated or otherwise addressed in accordance with this policy.~~

~~The Director will notify the person who made the Report or the Complaint of the decision.~~

~~Prior to investigating a Complaint and with the consent of the Complainant and the Respondent, the Director may refer a Complaint to mediation by a mediator appointed by the Director. If the Complaint is resolved, the~~

resolution will be put in writing, signed by the parties and filed with the Director. If the Complaint is not resolved through mediation, the Director will investigate the Complaint.

Reports or Complaints of Criminal Misconduct

If the Director determines on reviewing a Report or a Complaint that the allegations may constitute one or more criminal offences, the Director must inquire as to whether the Complainant has reported or intends to report the allegations to the police. If the Complainant has reported or intends to report the allegations to the police, the Director will coordinate the University's investigation with the police investigation.

Investigation of Allegations in a Report or Complaint

In conducting an investigation, the Director will engage in detailed interviews of the person who filed the Report or the Complainant; and with the student about whom the Report is made or the Respondent; and with any other witness who the Director believes has information relevant to the investigation; and will review all documents which the Director identifies during the investigation as relevant to the investigation.

After concluding the investigation, the Director must prepare an Investigation Report for the Provost setting out findings of fact and a conclusion about whether these findings constitute a breach of this policy.

Duties of the Provost in Disciplinary Cases

On receipt of the Investigation Report, the Provost must deliver a copy to the Complainant and to the Respondent. Both the Complainant and the Respondent will be entitled to make a written submission about any matter contained in the Investigation Report. Any such submission must be delivered to the Provost within a time limit established by the Provost, always provided that the time limit must not be less than 5 working days and must be the same for both the Complainant and the Respondent. The Provost has the discretion to extend any time limit previously set.

After the deadline for any submissions has passed, the Provost must review the Investigation Report and all of the submissions received in the case of a Complaint and must make a decision. The Provost has the discretion to accept or vary the Director's conclusion.

If the Provost decides that a breach has not occurred or that the Complaint is trivial, the Provost will dismiss the Report or the Complaint. If the Provost decides that a breach of this policy has occurred, the Provost will decide on the appropriate penalty. The available options include, but are not limited to, the following:

- a. a written reprimand, which will form part of the student's permanent record;
- b. a performance contract;
- c. suspension for a specified period;
- d. suspension for an indefinite period, with or without the ability to apply for readmission to the University after a fixed period;
- e. eviction from UNBC Residences
- f. prohibition from entering UNBC Residences
- g. payment in part or for all of the costs for replacing or repairing damage to the University's property;
- h. any other action deemed appropriate in the circumstances, including the provision of remedial measures to the Complainant (where applicable).

If the disciplinary response involves any form of suspension, the President must review the Director's Investigation Report and any submissions made by a Complainant and a Respondent and make the decision.

7. General Matters

Nothing in this policy affects the President's authority under the University Act to suspend a student or to deal summarily with a matter of student discipline.

It is a serious act of misconduct to file a false and malicious Complaint under this policy or to file a Complaint solely for the purpose of retaliating against another person. Similarly, it is a serious act of misconduct to retaliate in any manner against a person for filing a Complaint or a Report or responding to a Complaint or a Report or for participating in a proceeding under this policy. The University will respond to all such acts of misconduct under

the terms of the policies and contracts governing the University's relationship with the person who has engaged in the misconduct.

8. Appeal of a decision imposing discipline under the Student Conduct Statement of Principles

A student who is subject to a penalty imposed by the President or Provost (or delegate) (the Decision Maker") under Regulation and Policy III, Student Conduct Statement of Principles ("Student Conduct Policy"), may appeal to the Senate Committee on Student Discipline Appeals ("SCSDA"). The SCSDA is the final adjudicator of appeals under the Student Conduct Policy.

A copy of the procedures for appeals under the Student Conduct Policy is available from the Office of the Registrar. Please note that the procedures include a 15-day time limitation for filing a notice of appeal.

Appeals of academic decisions under Regulation and Policy V: General Academic Regulations and appeals of decisions under Regulation IV: Harassment, Discrimination and Diversity Initiatives are addressed under these regulations and policies.

9. Grounds for an Appeal under the Student Conduct Policy

An appeal to the SCSDA is not a full re-hearing of the decision to impose discipline. A student's appeal of the imposition of discipline under the Student Conduct Policy to the SCSDA must be made on one of more of the following bases:

- a. The Decision Maker incorrectly applied a University policy and, as a result, the decision was unfair;
- b. The student has material evidence that was not reasonably available prior to the time of the decision under appeal, and knowledge of that evidence would probably have led to a different decision;
- c. During the process leading up to the imposition of discipline the student did not know the substance of the complaint and was not given, at some point in the process, a reasonable opportunity to respond, or the process was otherwise procedurally unfair.

10. Standards of Review

The SCSDA will review the Decision Maker's decision on one or more of the three grounds of appeal listed above, with regard to the standards of review listed below.

- a. Where the appeal is under 9 (a), the appropriate standard as to whether the Decision Maker misapplied a University Policy is correctness. The standard of review as to whether the decision was, as a result, unfair, is reasonableness; that is whether a reasonable person, knowledgeable about the facts, would perceive it to be unfair to let a decision based on the incorrect application of the policy stand.
- b. Where an appeal is under paragraph 9 (b), the appropriate standard of review is reasonableness; that is whether a reasonable person, knowledgeable about the facts, would perceive it to be unfair to let a decision made without consideration of the new evidence stand.
- c. Where an appeal is under paragraph 9 (c), the appropriate standard of review is reasonableness; that is whether a reasonable person, knowledgeable about the facts, would perceive the process to be unfair.

11. Outcomes

An appeal under the Student Conduct Policy will result in one of the following three outcomes:

- a. The Chair of the SCSDA, in consultation with the Registrar, may dismiss the appeal on a preliminary basis, on the basis that the appeal is frivolous, vexatious or an abuse of process;
- b. The SCSDA may uphold the disciplinary decision;
- c. The SCSDA may refer the matter back to the Decision Maker for further decision, or for further investigation and then further decision, as the Decision Maker may determine.

In all cases, where an appeal is allowed, the original penalty will remain in effect until the matter is reconsidered and a further decision is made by the Decision Maker.

~~IV. Harassment, Discrimination and Diversity Initiatives~~

~~The University of Northern British Columbia is committed to providing a working and learning environment in which all students, staff and faculty are treated with respect and dignity. The University of Northern British Columbia acknowledges the right of all individuals in the University community to work or learn without discrimination or harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political beliefs or criminal or summary conviction offense unrelated to their employment. An approved policy, available at www.unbc.ca/policy, applies to all members of the UNBC community and is administered by the Harassment and Discrimination Advisor. For further information or assistance please contact the Harassment and Discrimination Advisor 250.960.6618.~~

VII. General Academic Regulations

[There are no changes to General Academic Regulations 1-45, so they have been omitted.]

46. Academic Offenses Misconduct

~~Any academic conduct that violates the Academic and Non-Academic Conduct – Student Policy the standards of the University as set out in the Undergraduate University Calendar, particularly those related to academic honesty, is a serious offense. The formal processes set out in the following three documents: Academic and Non-Academic Conduct – Student Policy, Academic and Non-Academic Misconduct Procedures, and Appeals Procedures these Regulations are to be followed. For more information on student academic conduct at UNBC, visit <https://www.unbc.ca/policy>. The Senate Committee on Academic Appeals provides for impartial review of decisions made at lower levels as defined in these Regulations. Minimum sanctions for an academic offense include reprimands and reduction of grades; the maximum sanction is dismissal from the student's academic program or suspension from the University (see Academic Regulation 46 (Academic Sanctions)). Such offenses include, but are not limited to the following:~~

- ~~i. Plagiarism: Plagiarism occurs when a student submits or presents work of another person in such a manner as to lead the reader to believe that it is the student's original work; self-plagiarism is the submission of work previously submitted for academic credit without prior written and signed approval of the current course instructor.~~
- ~~j. Cheating: Cheating takes numerous forms and includes, but is not limited to, the following: copying from another student's work or allowing another student to copy from one's own work; obtaining a copy of an examination before it is officially available; misrepresenting or falsifying references, citations, or sources of information; knowingly recording or reporting false or invented empirical or statistical data; and possession of notes, books, diagrams or other aids during examinations that are not authorized by the examiner (See Regulation 39(a)).~~
- ~~k. Submitting False Records: Knowingly submitting false medical or criminal records, transcripts, or other such certificates or information.~~

- ~~l. Withholding Records: Non-disclosure of previous attendance at a post-secondary institution, and of the transcript of record pertaining thereto, or of other documentation required by the University.~~
- ~~m. Misrepresenting One's Own Identity: Impersonation or the imitation of a student in class, in a test or examination or class assignment. Both the impersonator and the individual impersonated may be charged.~~
- ~~n. Falsification of Results: The falsification of laboratory and research results.~~
- ~~o. Submission of False Information: The submission of false or misrepresented information on any form used by the University or an agent thereof.~~
- ~~p. Aiding or Abetting any of the above academic offences.~~

47. Procedure on Suspicion of an Academic Offence

- ~~a. An instructor, invigilator or administrator who suspects plagiarism, cheating, or any other academic offence, and has evidence to support the accusation, will review the contents of the student's file in the Office of the Registrar to determine whether the record indicates a prior academic offense, and will obtain a copy of the UNBC Report Form for Academic Misconduct. The instructor or administrator then will contact the student to inform the student fully of the offence and to present the evidence for it. The student may request that a third party (for example another faculty member, a teaching assistant, a staff member, or the ombudsperson) be present at this or any subsequent meetings.~~
- ~~b. If the issue is resolved at this level, the faculty member or administrator will fill in Part A of the UNBC Report Form for Academic Misconduct and forward it to the Office of the Registrar to be placed in the student's file. Discussions with the Chair or Dean may be held at the request of either the faculty member or the student, and the Dean may also be brought in at any stage if requested by either party.~~
- ~~c. If the matter is not resolved between the student and faculty member or administrator, it will be discussed by the student, faculty member, and the Chair of the program involved or, in the case of professional programs that have their own internal appeals committees, reviewed by those committees. After these discussions or reviews, the Chair and Dean will complete Parts B and C respectively of the Report Form for Academic Misconduct. Whether or not a penalty is imposed, a copy of the Report Form will be placed in the student's file in the Office of the Registrar, and copied to the student.~~
- ~~d. The student may appeal any lower level decision to the Senate Committee on Academic Appeals (see Academic Regulations 49, 50).~~

48. Academic Sanctions

~~"Every student accepted for registration at the University of Northern British Columbia shall be deemed to have agreed to be bound by the regulations and policies of the University and of the Program in which that student is enrolled" (Academic Calendar notices, p.1). A student not~~

~~adhering to the University's Regulations and Policies shall be subject to academic sanctions.~~

~~A range of penalties is described below:~~

- ~~a. Reprimand: This is a written warning to a student from the Instructor, Program Chair or the Dean of the College that the student's behaviour is considered unacceptable to the University and that a record of the unacceptable behaviour has been placed in the student's file in the Office of the Registrar.~~
- ~~b. Reduction of Grade: A reduction of grade, including assigning a failing grade, may be applied to an examination, test, assignment or course to which an offense is relevant and will be decided upon by the instructor, in consultation as may be appropriate with the Chair or Dean.~~
- ~~c. Suspension: A student's Dean may recommend suspension, either for a specified period or indefinitely, to the President. On the recommendation of the Dean, the President may suspend a student from the University, either for a specified period or indefinitely. Prior to the President's decision becoming final, the student will be informed in writing of the recommendation. The student will be given 15 working days following such notification to lodge an appeal before the President's final decision becomes effective. Any such appeal must be made in writing to the Registrar and will be reviewed by the Senate Committee on Academic Appeals. Once the matter of suspension is final and upheld, a permanent notation will be placed on the student's transcript.~~

4947. Academic Standing - Definition

Students are expected to meet the necessary minimum standards for performance while attending UNBC. Those who fail to meet the minimum standard ~~will be~~ are placed on academic probation. The minimum standard is defined as an academic average on nine or more credit hours of UNBC course work that produces a cumulative grade point average (CGPA) of at least 2.00.

5048. Conditions of Academic Standing

- a. Academic Probation: "Academic Probation" constitutes a warning to a student that the student's academic performance has been at a level which, if continued, could disqualify the student from graduation; and further, that continued performance below the required standard could lead to a requirement to withdraw from the University on academic grounds.

Students may be placed on Academic Probation under the following conditions:

- e. Admission to the University on the basis of an unproven, falsified or unsuccessful previous university record;
- ii. A UNBC ~~cumulative~~ CGPA of less than 2.00 after attempting nine (9) credits of course work.

Letters of permission ~~will~~ are not ~~be~~ given to students on academic probation.

Students who have been placed on Academic Probation who achieve a Semester GPA (SGPA) of 2.00 or greater in subsequent semesters ~~will be~~ are allowed to continue their studies at UNBC while on Academic Probation. Students are considered to have returned to good academic standing once their ~~Cumulative CGPA (CGPA)~~ is 2.00 or greater. Students are not permitted to graduate while on Academic Probation (see Academic Regulation 32 ([Graduation Constraints])).

- b. Requirement to Withdraw: The following circumstances may result in a requirement to withdraw from UNBC. ~~These are:~~
- i. Discovery that required documentation for admission was withheld, ~~by the student,~~ from the University or falsified;
 - ii. Failure to pay for tuition or ~~u~~University services;
 - iii. Failure to achieve an SGPA of 2.00 or higher after the completion of 30 credits while on Academic Probation. Normally, in this case, a requirement to withdraw from the University is for three semesters (one full calendar year);
 - iv. A decision by the President of the University that the suspension of a student, for reasons of unsatisfactory conduct, unsatisfactory academic performance, or otherwise, clearly indicates that withdrawal from UNBC is in the best interest of the University.

Academic credit earned at another post-secondary institution during the requirement to withdraw period ~~will be~~ is considered for transfer to UNBC, provided that ing:

- i. Courses meet the University's policy on transfer credit;
- ii. Courses do not duplicate successful or unsuccessful coursework previously completed at UNBC.

It is recommended that students who are required to withdraw, and who plan to return to UNBC at a later date, meet with a Student Advisor to discuss their academic standing and course plan prior to enrolling in courses at another post-secondary institution.

In order to apply for re-admission to the University, students must submit an Application for Admission/Re-admission to the Office of the Registrar. Students must provide, with the application, a letter to the Registrar stating their rationale for wishing to return to studies at UNBC and documenting any work completed or experience gained which would better qualify them to complete studies at UNBC successfully. Students who are permitted to return to studies at UNBC return on a Academic p~~Probation~~, and are subject to the University's ~~policy~~ regulations on academic standing and continuance found in the current calendar.

- c. Second Requirement to Withdraw: Students Required to Withdraw from the University a second time normally ~~will~~ are not ~~be~~ considered for re-admission for at least two (2) full calendar years following the Requirement to Withdraw. Re-admission ~~will~~ is only ~~be~~ on presentation of compelling evidence that the student is both able and prepared to succeed in University studies.

5149. Appeals Process

All students have the natural and reasonable right to appeal grades given during the term, the final grade of a course, requirement to withdraw, decisions the University makes regarding academic misconduct and suspension resulting from non-academic misconduct. ~~other academic policies and decisions of the University.~~ The Senate Committee on Academic Student Appeals is the final adjudicator in such matters. For more information on student appeals, please visit <https://www.unbc.ca/policy>. All formal appeals must be made through the Registrar, in writing and with necessary documentation, within 15 working days of the receipt of the decision in question. The student's written appeal must state clearly the decision being appealed, the reason(s) why the decision is considered to be unfair, what decision would be considered fair, and why it would be fair. It is incumbent upon the student to advise the University, via the Office of the Registrar, of their current contact information. All written appeals to the Senate Committee on Academic Appeals should indicate whether an in-person hearing is being requested. Otherwise, cases are adjudicated on the basis of the written submissions.

52. Senate Committee on Academic Appeals: Procedures

~~The Senate Committee on Academic Appeals follows the principles of natural justice. That is, its procedures are fair and open, appropriate to the matter under consideration, and provide the opportunity for those affected to put forward their views fully for consideration by the Committee. Following these principles, the Committee develops its own procedures and practices to conduct appeals and is not constrained by strict rules of procedure and evidence.~~

~~A quorum consists of a majority of voting members, including at least one student member and two faculty members. No faculty or student committee member with previous direct involvement in the case may hear the appeal. The appellant has the right to challenge the neutrality of any member of the Committee scheduled to hear his/her appeal. The Chair, with the advice of the Committee, will rule on the validity of the challenge.~~

~~If the appellant requests an in-person hearing, the interested parties (e.g., the course Instructor(s), Chair and/or Dean) will be notified and may also appear at the appeal, when available. Appeals shall be based on the appellant's written submission (all relevant evidence and documentation related to the matter which is under appeal, and all relevant information contained in the student record). New evidence cannot be presented at the hearing.~~

~~If the appellant asks to be present at the hearing yet fails to appear before the Committee on the appointed day and time, the Committee may, without further notice, proceed to hear the appeal based on the written submission. If there are compassionate or medical grounds for nonappearance, the Chair or the Secretary to the Committee must be notified immediately. The Chair will determine the acceptability of these grounds and whether the appeal hearing should be postponed.~~

~~All forms of adjudication are held in the strictest confidence and normally are attended only by members of the Committee and the parties to the particular appeal. Upon written notification to the Senate Committee on Academic Appeals, appellants may be accompanied by an additional party for the purpose of personal support.~~

~~Neither the appellant nor the University shall have the right to representation by legal counsel during appeal hearings except by permission of the Committee Chair. The Chair, at the Chair's~~

sole discretion, may allow legal representation where he or she judges the circumstances of the case to be exceptional.

The Secretary of Senate, in consultation with the Committee Chair as appropriate, reviews each request to hear an appeal before any hearing or adjudication. This review is intended to ensure that the nature of the appeal is consistent with the mandate of the Committee and to ensure that the appeal is both valid and could not be resolved by other means. In some instances the review may lead to a reversal of the decision before review, while in other instances it may indicate there are insufficient grounds for an appeal or that further documentation is required. In all cases, however, any decision to hear or not to hear an appeal rests with the Committee.

The Senate Committee on Academic Appeals reviews decisions made at lower levels when requested to do so by the appellant. Normally it rules in two areas. It considers whether appropriate and fair adjudication was exercised in respect of a case and, where it concludes that there was unfairness, it may direct a readjudication using a procedure that it prescribes as being appropriate and fair. It considers whether the penalty assessed was consistent with University Regulations and practice and was not pernicious and, where it concludes that there was a lack of consistency or an unreasonable response, it may state its concerns clearly and direct a reconsideration. The Committee may act, whether a reconsideration has been directed or not, to overturn or to support a decision. Whatever the matter under consideration, the Committee and all parties to the appeal are provided by the Registrar with the same information, sufficient to permit a meaningful hearing. The Committee maintains a record of its deliberations and provides the reason(s) for its decisions.

53. Appeal of Term Grades While Course is in Progress

Students who have reason to believe their term grade, while a course is in progress, is inaccurate should meet with their course instructor immediately. If both the instructor and the student agree, on the basis of an informal review, the matter is thereby concluded and a change of grade is submitted if necessary.

Students who wish to appeal grades other than final grades, formally, should initiate the following process:

- b. The student obtains an Academic Appeals Form from the Office of the Registrar and submits it to the Program Chair.
- c. The Chair meets the instructor(s) on the matter, obtains the instructor's(s') comments and adds the Chair's comments.
- d. If no resolution favourable to the student is reached within seven working days, the Chair, without delay, submits the form to the Dean.
- e. If no resolution favourable to the student is reached within seven working days, the Dean, without delay, submits the form to the Registrar for advancement to the Senate Committee on Academic Appeals.

- f. ~~At any stage in the process, the student may choose to withdraw the appeal by notifying the Registrar.~~

~~An appeal may result in a higher, equal or lower grade. The final recourse for all appeals is the Senate Committee on Academic Appeals.~~

54. Appeal of Final Grade

~~Students who have reason to believe their final grade in a course, once released by the Office of the Registrar, is inaccurate should meet with their course instructor immediately, if possible (see Academic Regulation 41). If instructor and student agree, on the basis of an informal review, the Office of the Registrar is advised of a grade change and the matter is thereby concluded.~~

~~Students who wish to appeal their final grade, formally, should initiate the following process:~~

- a. ~~The student obtains an Academic Appeals Form from the Office of the Registrar and submits it to the Program Chair.~~
- b. ~~The Chair meets the instructor(s) on the matter, obtains the instructor's(s') comments and adds the Chair's comments.~~
- c. ~~If no resolution favourable to the student is reached within seven working days, the Chair, without delay, submits the form to the Dean.~~
- d. ~~If no resolution favourable to the student is reached within seven working days, the Dean, without delay, submits the form to the Registrar for advancement to the Senate Committee on Academic Appeals.~~
- e. ~~At any stage in the process, the student may choose to withdraw the appeal by notifying the Registrar.~~

~~An appeal may result in a higher, equal or lower grade. The final recourse for all appeals is the Senate Committee on Academic Appeals. Evaluation of a student's academic performance for continued enrolment will not be done prior to the completion of a grade appeal process, if the grade in question is pertinent to the said evaluation.~~

55. Appeal Procedure on Requirement to Withdraw

~~"Requirement to Withdraw" on academic grounds is a decision under the purview of the student's College Dean. Therefore, a student's first recourse by way of appeal is the Dean. If the Dean agrees to rescind the requirement, the Dean informs the Office of the Registrar and no further action by the student is necessary.~~

~~Otherwise, any academic appeal on a requirement to withdraw must be made in writing to the Registrar and will be reviewed by the Senate Committee on Academic Appeals.~~

5650. University Closure/Weather

On rare occasions, the President (or designate) may elect to close the University due to inclement weather or other human or natural circumstance. In such circumstances, classes and examinations will be are formally cancelled and ~~will be~~ rescheduled. Assignments due on the date of the closure must be submitted on the next day that the University is open.

S-202001.09

Approval of the UNBC Academic Dates 2024-2025

Hartley

That the UNBC Academic Dates for 2024-2025 be approved as proposed.

Effective Date: September 2024

CARRIED

S-202001.10

Memorandum of Agreement – UBC/UNBC

Meroniuk

That the Memorandum of Agreement (MOA) between UBC and UNBC regarding the distributed Master of Physical Therapy program be approved as proposed.

Effective Date: January 15, 2020

CARRIED

Senator Jackson indicated that the MOU indicates that UBC gets a provincial grant for the Physical Therapy Program but it is not clear who pays the UNBC employees.

The Chair and the Provost both indicated that the intention of this program is to ultimately be a UNBC program, with a funding envelope that provide funding for this program not from the current UNBC budget.

The Provost indicated that there will be an update on space allocation once the details have been fully assessed.

S-202001.11

Letter of Understanding – UBC/UNBC

Haslett

That the Letter of Understanding between (LOU) UBC and UNBC to guide the operations of the Master of Occupational Therapy Northern and Rural Cohort be approved as proposed.

Effective Date: January 15, 2020

CARRIED

S-202001.12

Memorandum of Agreement – UNBC/Grande Prairie Regional College

Hartley

That the new Memorandum of Agreement between the University of Northern British Columbia and Grande Prairie Regional College be approved as proposed.

Effective Date: February 1, 2020

CARRIED

11.3 Steering Committee of Senate

Weeks

For Approval:

S-202001.13

Change(s) to the Senate Handbook – Senate Committee on Student Appeals

Mandy

That the changes to the Senate Handbook be approved as proposed.

Effective Date: Upon Approval of Senate

CARRIED

11.4 Senate Committee on Nominations

Casperson

A list of vacancies was provided for information.

- | | |
|--|---------------|
| 11.5 Senate Committee on Curriculum and Calendar | Annear |
| 11.6 Senate Committee on Admissions and Degrees | Annear |
| 11.7 Senate Committee on First Nations and Aboriginal Peoples | Ryan |
| 11.8 Senate Committee on Honourary Degrees and Special Forms of Recognition | Weeks |

The Senate Committee on Honourary Degrees and Special Forms of Recognition will be meeting in mid-February to review any nominations for Professor Emeritus.

- | | |
|--|---------------|
| 11.9 Senate Committee on Scholarships and Bursaries | Annear |
| 11.10 Senate Committee on University Budget | |

12.0 Information

None.

13.0 Other Business

- 14.0 S-202001.14 (10 minutes)**
Move to In Camera Session
Horianopoulos
That the meeting move In Camera
CARRIED

- 15.0 S-202001.18**
Adjournment
General Consent
That the Senate meeting be adjourned.
CARRIED

The meeting adjourned at 5:06 p.m.