

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
SENATE

The regular meeting of Senate was held on January 8, 2013 at 4:00 p.m. in the Lecture Theatre in the Physical Education Building, Room 2001.

44. PRESENT

The President, Dr. D. Wardlaw, Dr. C. Loomis, Mr. G. Blackwood, Dr. M. Bluehardt, Dr. M. Abrahams, Mr. B. Belbin, Ms. L. Busby, Ms. S. Cleyle, Dr. N. Golfman, Dr. S. LeFort, Dr. S. MacKinnon, Dr. J. McFetridge-Durdle, Dr. L. Phillips, Dr. S. Peters (for Dr. J. Rourke), Ms. S. Singleton, Dr. E. Waterman, Dr. F. Basset, Dr. P. Bendzsa, Dr. J. Connor, Dr. S. Corbin-Dwyer, Dr. J. Doré, Dr. A. Fisher, Dr. D. Ford, Dr. K. Gallagher, Dr. G. George, Dr. S. Ghazala, Dr. R. Helleur, Dr. D. Kimberley, Dr. S. Kocabiyik, Dr. J. Lokash, Dr. P. Marino, Dr. D. McKay, Dr. S. Mulay, Dr. M. Mulligan, Dr. W. Okshevsky, Dr. J. Parsons, Mr. B. Riggs, Professor G. Riser, Mr. R. Roche, Dr. A. Rose, Dr. C. Sharpe, Professor D. Walsh, Dr. M. Wernerheim, Dr. P. Wilson, Mr. J. Donnelly, Ms. M. Fitzsimmons, Mr. H. Sleem, Mr. W. Brownlee, Mr. D. Campbell, Ms. K. Carroll, Mr. R. Leamon, Ms. L. Murphy, Ms. B. Peddle, Ms. C. Simms, Ms. J. Snow, Mr. J. Van Wijk.

Dr. Kachanoski welcomed Senators to the first meeting of Senate in the new year which is being held in a new room and looks forward to receiving feedback from Senators. Dr. Kachanoski noted that it would be appreciated if Senators could stand and identify themselves and their constituency when speaking.

He gave a special welcome to the following Senators:

MUNSU Student Representatives:

William Brownlee
Lisa Murphy
Beth Peddle
Jacques van Wijk

The Director of DELTS, Ms. Sue Cleyle, is now an ex-officio member of Senate.

Dr. Sandra LeFort has been appointed as Acting Deputy Provost (Students) and Associate Vice-President (Academic) Undergraduate Studies for a three-month period effective January 1, 2013.

45. APOLOGIES FOR ABSENCE

Apologies were received from Dr. S. Knight, Dr. D. Hardy Cox, Dr. L. Hensman, Dr. S. Abhyankar, Dr. S. Carr, Dr. D. Haynes, Dr. D. Kelly.

46. MINUTES

It was moved by Dr. Ford, seconded by Dr. George, and carried that the Minutes of the regular meeting held on November 13, 2012 be taken as read and confirmed.

CONSENT AGENDA

It was moved by Mr. Riggs, seconded by Dr. Golfman, and carried that the consent agenda, comprising the items listed in 47 to 48 below, be approved as follows:

47. REPORT OF THE SENATE COMMITTEE ON UNDERGRADUATE STUDIES

47.1 Department of English

Page 145, 2012-2013 Calendar, under the heading 10.8 English, delete the following courses:

100C Survey of the English Language I
101C Survey of the English Language II
102C Survey of the English Language III
103C Survey of the English Language IV
2030 Comprehension, Writing and Prose Style
2031 Modern Canadian Fiction
2110 Survey of English Literature I
2111 Survey of English Literature II
2120 Introduction to Tragedy
2121 Introduction to Comedy
2250 Drama: Structure, Form and Practice
3003 English Studies
3651 Structure of Modern English: Syntax
4800 Spenser and Milton

47.2 Department of History

Page 161, 2012-2013 Calendar, under the heading 10.17 Courses, amend course description for “HIST 3030 Environmental History” to read as follows:

“3030 Environmental History examines the history of human relationships to the natural environment. The focus of the course is the history of environmental changes caused by humans, and the influence of the natural environment on human cultures and societies. Case studies will focus on issues with broad relevance to contemporary environmental issues such as energy use, the environmental impact of military conflict, species introductions, natural disasters, urban sustainability, ecological restoration, and the origins of environmentalism.”

Page 161, 2012-2013 Calendar, under the heading 10.17 Courses, amend course description for “HIST 3665 History of Western Medicine” to read as follows:

“3665 Death, Disease, and Medical Care in Early Modern and Modern Europe traces the various forms of medical care provided to the sick from approximately the 16th century to the end of the 19th century. Among the topics explored are the roles played by folk healers, quacks, midwives, trained physicians, hospitals, and other institutions, and how patients experienced disease and their treatment.”

Department of History (cont'd)

Page 161, 2012-2013 Calendar, under the heading 10.17 Courses, insert new course "HIST 1016 Themes in Aboriginal History" with calendar description to read as follows:

"1016 Themes in Aboriginal History will examine selected themes and issues in North American Aboriginal history. This course qualifies as a research/writing course."

47.3 School of Pharmacy

Page 418, 2012-2013 Calendar, under the heading 10 Course Descriptions, delete the following courses:

4105 Immunology
4150 Pharmacy Skills
4151 Pharmacy Skills
4301 Patient Care II
4501 Pharmacy Research and Evaluation II
4502 Pharmacy Research and Evaluation III

Page 418, 2012-2013 Calendar, under the heading 10 Course Descriptions, amend the following course descriptions to read as follows:

"3006 Immunology is an introduction to the molecular and cellular basis of immunity and hypersensitivity. Manipulation of the immune system in the management and treatment of disease is discussed.

CR: BIOC 4105 and the former PHAR 4105

PR: PHAR 2003

UL: not applicable to the Bachelor of Science (Pharmacy) program for students admitted prior to Fall 2011

3111 General Biochemistry covers the catabolism of carbohydrates, lipids and amino acids. Mitochondria, chloroplasts and ATP synthesis. Biosynthesis of carbohydrates and lipids. Metabolic specialization of differentiated cells and tissues. Integration of metabolism.

CR: Biochemistry 3106

OR: tutorials as required

PR: PHAR 2004 or Biochemistry 2101

4008 Chemotherapy presents the principles of infectious diseases and cancer chemotherapy. Topics to be explored include molecular structure profiles in relation to mechanism of action, drug resistance, and toxicity of antimicrobial, antiviral, and antineoplastic agents. Antimicrobial activity/spectrum of activity of antibacterials, antifungals, antimalarial, antituberculosis, and antiviral/antiretroviral agents will be discussed. The classification and mechanism of action of cancer chemotherapeutic agents will be presented. Pharmacokinetic considerations, adverse effects/toxicity, and drug interactions will be explored for these agents.

CH: 2

CO: PHAR 4401

LC: 2

OR: tutorials 1 hour per week

PR: Medicine 4300, PHAR 3006, 3009, 3103, 3203 and 3204

School of Pharmacy (cont'd)

4302 Patient Care II discusses the principal roles of health systems and health policy with a special emphasis on pharmaceutical policy and its impact on the profession, the public and on the delivery of pharmaceutical care. The principles of health promotion and the role of the pharmacist will be discussed. Students will gain knowledge about health challenges facing society, how education affects health, the roles of the pharmacist in educating and promoting health to patients.

CH: 1

CR: the former PHAR 4301 and the former 3501

PR: PHAR 2101, 2102, and 3301

UL: not applicable to the Bachelor of Science (Pharmacy) program for students admitted prior to Fall 2011

4401 Therapeutics I is a part of a series that looks at the therapeutic management of common diseases. Topics may include but are not restricted to infectious diseases, hematology/oncology, and dermatology. For each disease state discussion will centre around several key issues including: the establishment of desired therapeutic outcomes; development of appropriate pharmacological and non-pharmacological therapeutic alternatives; factors to be considered to aid in the selection of an individualized therapeutic regimen; and the development of a monitoring plan to evaluate efficacy and safety.

CH: 6

CO: PHAR 4008 and 4201

LC: 6

OR: tutorials 2 hours per week; attendance is required

PR: Medicine 4300, PHAR 3006 and 3009

4504 Pharmacy Research and Evaluation I introduces the biostatistical, pharmacoepidemiologic and pharmaco-economic concepts and develops the skills necessary to the practice of research and evaluation methods in applied pharmacy. The understanding of such methods is an important prerequisite in the critical appraisal of the health literature and the undertaking of evidence-based clinical practice.

CR: the former PHAR 4501

UL: not applicable to the Bachelor of Science (Pharmacy) program for students admitted prior to Fall 2011

4505 Pharmacy Research and Evaluation II introduces students to principles of critical appraisal and provides opportunities to apply these principles to critique and evaluate current medical literature. Students will be assigned to a tutorial group, which will meet twice during the semester to critically appraise at least two recently published studies (journal club). Emphasis will be placed on appropriate application of critical appraisal skills and group discussion of impact of study findings on clinical practice. In addition, this course will also discuss drug utilization reviews and evaluations and the role of the pharmacist, as well as adverse drug event reporting and the role of the pharmacist.

CH: 1

CR: the former PHAR 4502

LC: 1

OR: tutorials 1 hour per week; attendance is required

PR: PHAR 4504 or equivalent

UL: not applicable to the Bachelor of Science (Pharmacy) program for students admitted prior to Fall 2011

School of Pharmacy (cont'd)

4650 Pharmacy Skills continues the development of the skills necessary for pharmacy practice in order to meet the educational outcomes for the third year of the pharmacy program. Students will continue to develop abilities in communication, professionalism, critical thinking, problem-solving, teamwork and self-directed learning. Students will participate in practice sessions necessary to develop an understanding of and skills required in patient assessment. Students will build on their pharmacist care skills to meet patients' drug-related needs in more complex patient scenarios, drug information skills to assess information needs, and medication preparation and dispensing skills to optimize safe and accurate medication delivery. Scenarios will relate to the courses of study in the third year and draw on material studied in earlier years of the program. Students will participate in interprofessional education (IPE) modules with students from other health related programs when such modules are available.

CO: all Academic Term 5 Pharmacy courses

CR: the former PHAR 4150

LC: 0

OR: practical sessions 3 hours per week; tutorials 1 hour per week; attendance is required

UL: not applicable to the Bachelor of Science (Pharmacy) program for students admitted prior to Fall 2011

4651 Pharmacy Skills continues the development of the skills necessary for pharmacy practice in order to meet the educational outcomes for the third year of the pharmacy program. Students will continue to develop abilities in communication, professionalism, critical thinking, problem-solving, teamwork and self-directed learning. Students will participate in sessions that focus on ethical issues in pharmacy practice and communication with health care providers. Students will build on their patient assessment and pharmacist care skills to meet patients' drug-related needs in more complex patient scenarios and will use critical appraisal skills to respond to clinical questions. Scenarios will relate to the courses of study in the third year and draw on material studied in earlier years of the program. Students will participate in interprofessional education (IPE) modules with students from other health related programs when such modules are available.

CO: all Academic Term 6 Pharmacy courses

CR: the former PHAR 4151

LC: 0

OR: practical sessions 3 hours per week; tutorials 1 hour per week; attendance is required

PR: PHAR 4650

UL: not applicable to the Bachelor of Science (Pharmacy) program for students admitted prior to Fall 2011”

47.4 Grenfell Campus

Page 285, 2012-2013 Calendar, under the heading 7.7 Minor Programs - Division of Social Science, sub-heading 6. Geography Minor, amend the section to read as follows:

“6. **Geography Minor**

- a. Geography 1050, 2001, 2102, 2195, 2302, 2425
- b. Six additional credit hours in Geography which must be at the 3000 or 4000 level”

Grenfell Campus (cont'd)

Page 308, 2012-2013 Calendar, under the heading 10.16 Geography, delete the courses “1000 Introduction to Geography I” and “1001 Introduction to Geography II” and add the course “1050 Geographies of Global Change” with the following course description:

“1050 Geographies of Global Change provides perspectives on the major geographical challenges and changes facing the contemporary globe, including: climate and environmental change, sustainability, human development, economic globalization, cultural change, and population and migration. Using the integrative skills of geographical analysis, the course prepares students for advanced study in geography and citizenship in the modern world.

CR: credit may not be obtained for Geography 1050 and any one of the former GEOG 1000, the former GEOG 1001, the former GEOG 1010, the former GEOG 1011”

Page 308, 2012-2013 Calendar, under the heading 10.16 Geography, amend the course “2001 Cultural Geography” to read as follows:

“2001 Cultural Geography is an introduction to the study of culture in geography, emphasizing both the history of the field from classic studies of landscapes to contemporary scholarship and themes of recent importance. These include the relationship between nature and culture: imperialism and colonialism; place, identity, and power; and global cultures of commodities, media, and tourism.

PR: GEOG 1050, or the former GEOG 1011, or the former GEOG 1001”

Page 308, 2012-2013 Calendar, under the heading 10.16 Geography, add the phrase “the former” before “GEOG 1000” in the PR section of the course “2102 Physical Geography: The Global Perspective”.

Page 308, 2012-2013 Calendar, under the heading 10.16 Geography, insert new course “2195 Introduction to Geographical Information Sciences” with course description to read as follows:

“2195 Introduction to Geographical Information Sciences is an introduction to the fields of cartography, remote sensing, and geographic information systems (GIS). Geographic information collection, representation and analysis methods are the topics for the course. An emphasis is given to the applications of maps and satellite images.

CR: EVST 2000”

Page 308, 2012-2013 Calendar, under the heading 10.16 Geography, add the phrase “the former” before “GEOG 1001” in the PR section of the course “2302 Issues in Economic Geography”.

Page 308, 2012-2013 Calendar, under the heading 10.16 Geography, add the phrase “the former” before “GEOG 1001” in the PR section of the course “2425 Natural Resources”.

Page 308, 2012-2013 Calendar, under the heading 10.16 Geography, add the phrase “the former” before “GEOG 1001” in the PR section of the course “3222 Research Design and Quantitative Methods in Geography”.

Grenfell Campus (cont'd)

Page 308, 2012-2013 Calendar, under the heading 10.16 Geography, insert new course “3350 Community and Regional Planning and Development” with course description to read as follows:

“3350 Community and Regional Planning and Development introduces students to regional planning and development theories, techniques and approaches. Understanding of networks of development actors at community and regional scales, methods of delineating regions, links between theory and practice in planning and development. Focus on Canadian experiences and a sustainable development perspective.

PR: GEOG 2302 or permission of the instructor”

Page 308, 2012-2013 Calendar, under the heading 10.16 Geography, delete the phrase “of the Department” at the end of the PR section in the course description of “3900-3909 Special Topics in Geography”.

Page 308, 2012-2013 Calendar, under the heading 10.16 Geography, insert new course “4405 Outdoor Recreational Resources and Planning” with course description to read as follows:

“4405 Outdoor Recreational Resources and Planning is an introduction to the major themes and techniques in the study of outdoor recreation. A theoretical framework will provide a base for the evaluation of the complex issues involved in managing a physical resource for recreational purposes. North American examples will be emphasized.

CR: GEOG 4909

LH: 3

PR: GEOG 2425 or the former GEOG 3325. It is strongly recommended that Geography 3222 and 3226 be completed before registration in 4000-level courses”

Page 306, 2012-2013 Calendar, under the heading 10.12 Environmental Studies, amend the course “2000 Introduction to Mapping, Remote Sensing, and Geographical Information Systems” to read as follows:

“2000 Introduction to Mapping, Remote Sensing, and Geographical Information Systems is an introduction to maps, global positioning systems, remote sensing, and geographic information systems. Applications to a broad range of environmental issues will be discussed.

LC: 3

LH: 3

PR: Geography 1050 or Earth Sciences 1002

CR: GEOG 2195”

Page 308, 2012-2013 Calendar, under the heading 10.17 History, amend course description for “HIST 3030 Environmental History” to read as follows:

“3030 Environmental History examines the history of human relationships to the natural environment. The focus of the course is the history of environmental changes caused by humans, and the influence of the natural environment on human cultures and societies. Case studies will focus on issues with broad relevance to contemporary environmental issues such as energy use, the environmental impact of military conflict, species

Grenfell Campus (cont'd)

introductions, natural disasters, urban sustainability, ecological restoration, and the origins of environmentalism.”

Page 285, 2012-2013 Calendar, under the heading 7.6.1 Regulations for the General Degree of Bachelor of Resource Management, in the first sentence of section 1., delete the phrase “84 credit hours” and replace with “81 credit hours”. Amend section 1 (e.) to read, “Geography 1050, 2425.” Add the phrase “4002 or” before “4003” in section 1 (f.). And in section 3., replace the phrase “30 credit hours” with “33 credit hours”.

Page 288, 2012-2013 Calendar, under the heading 7.8.4 Bachelor of Resource Management for Graduates of the Two-Year Fish and Wildlife Technician Diploma Program, in section 5., delete “Geography 1001” and replace with “Geography 1050”.

Page 288, 2012-2013 Calendar, under the heading 7.8.5 Bachelor of Resource Management for Graduates of the Two-Year Forest Resources Technician Diploma Program, in section 6., delete “Geography 1001” and replace with “Geography 1050”.

Page 317, 2012-2013 Calendar, under the heading 10.29 Sustainable Resource Management, delete “and SRMG 2000” from the PR of the course “4003 Environmental Law”.

48. REPORT OF THE ACADEMIC COUNCIL OF THE SCHOOL OF GRADUATE STUDIES

48.1 Faculty of Medicine

Page 618, 2012-2013 Calendar, under the heading 25.2.3 Graduate Courses, insert the following course:

“MED 6297 - Theories of Social Justice in Health”

49. REPORTS OF SENATE COMMITTEES

Written reports were received for the information of Senators from the following Senate Committees:

- Senate Advisory Committee on the University Timetable
- Senate Committee on the University Calendar
- Grenfell Campus Committee on Special Admissions
- Committee on Honorary Degrees and Ceremonial
- Executive Committee of Senate
- University Committee on Admissions
- Senate Committee on Scholarships, Bursaries and Awards
- Senate Advisory Committee on the Bookstore
- Senate Committee on Course Evaluation
- Senate Committee on Educational Technology
- Senate Committee on Elections and Committees
- Senate Committee on Copyright
- Senate Committee on Undergraduate Studies

REGULAR AGENDA

50. **REPORT OF THE ACADEMIC COUNCIL OF THE SCHOOL OF GRADUATE STUDIES**

50.1 **Faculty of Medicine**

It was moved by Dr. Golfman, seconded by Dr. Mulay, and carried that on page 581, 2012-2013 Calendar, after the heading 15.7 Courses, add a new degree regulations section to read as follows:

“16 Regulations Governing the Degree of Master of Health Ethics

Professor and Dean

J. Rourke

Professor and Associate Dean

XX

Professor and Assistant Dean

XX

The degree of Master of Health Ethics is offered by the Faculty of Medicine, delivering an advanced program of study for students from various academic fields who are interested in a flexible graduate degree designed to prepare them for a career in ethics within health care organizations or, for those students completing the research option, further study in health ethics at the Ph.D. level.

The General Regulations of the School of Graduate Studies and the Degree Regulations outlined below will apply.

16.1 Qualifications for Admission

Admission to the Master of Health Ethics is limited and competitive. The regulations and procedures for admission are as given under the **General Regulations** of the School of Graduate Studies governing Master’s degrees. In addition, to be considered for admission applicants must have successfully completed a minimum of one senior level undergraduate course in Philosophy with substantial ethics content.

16.2 Program of Study

1. The Master of Health Ethics degree is offered by full or part-time study. Candidates may choose one of three program options: (i) Thesis option, (ii) Non-thesis, Capstone Project option, (iii) Non-thesis, Research Papers option. It is anticipated that full-time students will complete the program in 4 semesters in accordance with **Table I - Master of Health Ethics Recommended Course Sequence for Full-Time Students**.
2. The program of study is the responsibility of the Supervisory Committee composed of a Supervisor and at least two other faculty members. It is the responsibility of the Supervisory Committee to meet regularly (at least annually) with the student and to provide guidance at all stages of the candidate’s program. An annual report prepared by the Supervisor and signed by the student and all members

Faculty of Medicine (cont'd)

of the committee is required to be submitted to the Assistant Dean of Research and Graduate Studies (Medicine).

3. All candidates must complete the following course requirements:
 - MED 6800
 - MED 6801
 - MED 6808
 - 3 elective courses (9 credit hours) chosen in consultation with the Supervisor. Elective courses may be selected from the elective courses listing below (excluding MED 6820, 6821, 6822 and 6825) or from other courses approved by the Supervisor.
4. In addition, all candidates must complete a Health Ethics Practicum (MED 6815). The practicum will include three placements during the semester in which it is taken, one in each of the following areas of health ethics: clinical ethics, research ethics and health ethics policy. Each placement will be approximately four weeks in length and students will be required to devote a minimum of 40 hours in overall placement activities. All course work identified in clause 3 above must be completed prior to initiation of the practicum.
5. Students must also complete one of the following in accordance with the program option to which they have been admitted:
 - a. A thesis, submitted in accordance with the General Regulations **Thesis and Reports** of the School of Graduate Studies.
 - b. Three Health Ethics Research Papers (represented as MED 6820)
Research topics will be chosen in consultation with, and approved by, the Supervisor. Students must register for the course MED 6820 in every semester during which they are completing one or more of the Research Papers necessary to satisfy this requirement. A grade of NC (No Credit) will be awarded in all semesters prior to the final semester. A grade of 'B' or better is required in each of the three required Research Papers in order to successfully complete this requirement and receive a grade of 'Pass' in the final semester. Each paper will be evaluated by the supervising faculty member and another faculty member qualified to evaluate the work.
 - c. A Health Ethics Capstone Project (MED 6825).
The Capstone Project will be chosen in consultation with, and approved by, the Supervisor. Students must register for the course MED 6825 in every semester during which they are completing the Capstone Project. A grade of NC (No Credit) will be awarded in all semesters prior to the final semester. The completed Capstone Project will be evaluated by the supervising faculty member along with a

Faculty of Medicine (cont'd)

representative of the external organization for which the project was undertaken.

Table I - Master of Medical Ethics Recommended Course Sequence for Full-Time Students

Semester	Courses
Semester 1 Fall	MED 6808 Introduction to the Canadian Health System MED 6801 Important Cases in Health Ethics Elective Course
Semester 2 Winter	MED 6800 Health Ethics Theory Elective Course Elective Course
Semester 3 & 4 Spring and Fall	MED 6815 Health Ethics Practicum, and completion of one of the following: <ul style="list-style-type: none"> • MED 6820 Health Ethics Research Papers • MED 6825 Health Ethics Capstone Project • Thesis

16.3 Courses

A selection of the following graduate courses shall be offered to meet the requirements of candidates, as far as the resources of the Faculty allow:

MED 6800 Health Ethics Theory
MED 6801 Important Cases in Health Ethics
MED 6803 Research Ethics
MED 6804 Public Health Ethics
MED 6808 Introduction to the Canadian Health System
MED 6807-6814 Special Topics in Health Ethics
MED 6815 Health Ethics Practicum
MED 6820 Health Ethics Research Paper
MED 6825 Health Ethics Capstone Project”

Page 614, 2012-2013 Calendar, under the heading 25 Regulations Governing the Degree of Master of Science in Medicine, after the personnel listing, amend the last sentence of the first paragraph to read as follows:

“The Faculty of Medicine also offers the degrees of Master of Public Health and Master of Health Ethics.”

51. REVIEW ACADEMIC APPEALS REGULATIONS51.1 Undergraduate

These regulations were first considered at the June 22, 2012 meeting of Senate. Mr. Riggs noted that after more than a year of review and consultations by both the Senate Committee on Undergraduate Studies and the School of Graduate Studies, the documentation is now ready for Senate’s consideration. Mr. Riggs thanked the Joint Committee of the Senate Committee on Undergraduate Studies and the School of Graduate Studies for all its work. It was the intention of the Joint Committee to rewrite these regulations in a clear concise language. A draft was sent to all academic units

Undergraduate (cont'd)

in June and they appreciated the feedback and have incorporated many of those suggestions. Mr. Riggs reviewed the document, noting the changes made after consultation.

Mr. Riggs noted that changes will also be made to the Handbook of Senate By-Laws and Procedures to the Executive Committee of Senate and the Senate Committee on Academic Appeals will be incorporated in the By-Laws.

Mr. Riggs noted that the Senate Committee on Undergraduate Studies has undergone training and that training will be provided annually.

It was moved by Mr. Riggs, seconded by Ms. Simms, that these changes be approved with an effective date of January 14, 2013. Discussion incurred regarding these changes. In particular language was noted in the Procedures to be followed by the Senate Committee on Academic Appeals, that the Appeals Panel must reach a majority decision or the original decision stands. Any abstentions would become a negative vote.

Mr. Riggs and Ms. Simms agreed to a friendly amendment, deleting the last two sentences of Clause 7 under "Procedure for Hearing Appeals" which reads:

"The Appeals Panel should make every effort to reach a majority decision. However, if after all reasonable efforts have been made a majority decision cannot be reached, the appeal must be dismissed and the original decision shall prevail."

The motion along with the friendly amendment was then put to a vote and passed. The President thanked all those involved in the long and tremendous piece of work.

Page 28 of the Handbook of Senate By-Laws and Procedures amend the Terms of Reference for M. Executive Committee of Senate to read as follows:

- “(a) To receive reports from standing and ad hoc committees of Senate.
- (b) To act on matters delegated to it by Senate, in particular the following:
 - (i) To grant approval for the awarding of degrees, diplomas or certificates as recommended by various faculty and academic councils.
 - (ii) On the recommendation of the Committee on Committees, to appoint members to Senate Committees when Senate normally does not meet.
- (c) To submit to Senate at each meeting a report consisting of an agenda, together with relevant documentation.
- (d) To refer to various University Academic bodies any matters as deemed necessary to expedite the business of Senate.”

Page 20 of the Handbook of Senate By-Laws and Procedures replace the current entry for D. Committee on Academic Appeals with the following:

Undergraduate (cont'd)

“D. Senate Committee on Academic Appeals

1. Membership:
 - a. an appropriate number of academic staff members including at least three Senators. Insofar as possible, the Committee shall have balanced representation from the faculties/schools/campuses of the University;
 - b. three undergraduate students, one appointed by the Memorial University Students' Union, one by the Marine Institute Students' Union, and one by the Grenfell Campus Student Union;
 - c. one graduate student, appointed by the Graduate Students' Union; and
 - d. the Secretary of Senate, who shall serve as secretary to the committee.
2. The Chair of the Committee shall be a Senator.
3. Terms of Reference:
 - a. to consider appeals and make decisions on behalf of the Senate;
 - b. an appeal shall be considered by an Appeals Panel that shall consist of four members of the Committee on Academic Appeals, who shall be invited to be members of the panel by the Chair of the Committee on Academic Appeals, following consultation with the Secretary of Senate;
 - c. none of the members of a panel shall be members of the academic unit from which the appeal originates;
 - d. none of the members of a panel shall have been involved in any prior decision-making with respect to the matter under appeal or have any conflict of interest, bias or reasonable apprehension of bias;
 - e. one of the four members appointed to an Appeals Panel shall be a student member of the Committee on Academic Appeals;
 - f. two of the four members appointed to an Appeals Panel shall be Senators;
 - g. in addition to the four members referenced in (b) above, the Secretary of the Committee on Academic Appeals, or delegate, shall be a voting member of all appeals panels;
 - h. an Appeals Panel shall choose its own chair, who shall be responsible for arranging and chairing all sessions of the panel;
 - i. as requested by the party making an appeal, an Appeals Panel shall consider an appeal either through written submission only or through an oral presentation; no inference will be drawn from the choice;
 - k. an Appeals Panel shall deliver written reasons for its decision.

**Procedure to be followed by the Senate Committee on Academic Appeals
Procedure for Hearing Appeals**

1. The party appealing a decision at a lower level is responsible for presenting all relevant information and submissions for

Undergraduate (cont'd)

- consideration in the determination of the appeal. All such material shall be provided to the Secretary of the Committee who shall distribute it to all members of the Appeals Panel.
2. All submissions must be in writing and shall contain the following:
 - a. Copies of all documents relevant to the appeal including the decision under appeal;
 - b. The grounds of appeal and the arguments supporting it;
 - c. The resolution being sought.A copy of the appeal must be delivered to the Secretary of Senate who shall advise the other party.
 3. Oral hearings shall be the usual procedure for hearings. Any party to the appeal may waive the right to an oral hearing, in which case the Appeals Panel shall consider the written submission of that party but may hear oral presentations from other parties.
 4. Once all material has been provided to members of the Appeals Panel, the Chair of the Appeals Panel, in consultation with the Secretary of the Committee, will set the date and time for the hearing of the appeal. The Secretary shall provide notice of the hearing to the party bringing the appeal and other interested parties. The hearing of the Appeal shall proceed as scheduled unless a postponement is granted by the Chair in advance of that date. A request to postpone the hearing shall be made as far in advance of the hearing date as possible. Requests for postponements made on the hearing date shall be granted only where it would be unfair to proceed.
 5. If, without reasonable cause, the party bringing the appeal fails to respond to the notice of hearing within one week of notification by email, of the date on which the appeal shall be considered, the appeal shall be heard in absentia.
 6. The Appeals Panel shall conduct the hearing in the following manner:
 - a. It shall examine all documents submitted with the appeal and all documents submitted by the committee(s) which have previously investigated the case or heard the case under appeal;
 - b. It may examine any other written evidence and interview other individuals as it deems necessary;
 - c. it shall hear from the other party to the appeal;
 - d. It shall provide all information considered by the Appeals Panel to the party bringing the appeal before hearing from that party;
 - e. It shall hear from the party bringing the appeal, either orally or by a written submission.
 7. The decision of a majority of the members of the Appeals Panel present throughout the entire process shall constitute the decision of the Appeals Panel.
 8. Written reasons for the decision of the Appeals Panel shall be prepared by its Chair and provided to the Secretary of Senate for delivery to both parties to the appeal.
 9. There are no firm timelines for the hearing of appeals. However, in the interest of fairness, appeals should be heard and decisions provided as soon as is reasonably practical.

Undergraduate (cont'd)

10. If either party fails to provide information requested by the Panel for the determination of the appeal by the date requested, the Appeals Panel shall proceed with the appeal.
11. If either party fails, without cause, to appear for the oral hearing the Appeals Panel shall proceed with the appeal on the basis of the material that has been filed.”

Page 26 of the Handbook of Senate By-Laws and Procedures under the heading K. Committee on Undergraduate Studies add the following new section:

“4. Procedures for the Senate Committee on Undergraduate Studies for Considering an Appeal or Considering a Case of Academic Misconduct

Appeals can come before the Senate Committee on Undergraduate Studies when denied at the academic unit level. Academic misconduct matters can come before the Senate Committee on Undergraduate Studies or, in the case of students attending Grenfell Campus to the Corner Brook sub-committee of the Senate Committee on Undergraduate Studies, either directly (at first instance) or because the allegation cannot be resolved at the unit level. The procedure for each type of consideration by this committee is set out below.

The Committee

1. None of the members of the Committee considering an appeal or a case of academic misconduct shall be from the academic unit from which the allegation/appeal originates.
2. None of the members of the Committee considering an appeal or a case of academic misconduct shall have been involved in any prior decision-making with respect to the matter under appeal or have any conflict of interest, bias or reasonable apprehension of bias.
3. If the Chair of the Committee is not participating in the meeting, the Chair shall designate another Committee member to Chair the meeting.

Procedure on Appeals

4. All appeals shall be heard and considered anonymously unless the student bringing the appeal requests otherwise.
5. In the first instance, the Secretary shall provide the student's appeal for reconsideration to the committee whose decision is being appealed. Should the original committee uphold its original decision, the appeal shall be heard by the Senate Committee on Undergraduate Studies. Should that committee offer additional reasons for its decision, the student shall be given an opportunity to review the additional information and comment before the Senate Committee on Undergraduate Studies hears the appeal.
6. The faculty/school/campus submission to the Senate Committee on Undergraduate Studies shall consist of the letter to the student from the previous committee, together with additional reasons for its decisions, if any are offered.

Undergraduate (cont'd)

7. The student's appeal, which includes all required supporting documents, shall be provided to the Committee by the Secretary. Should the Committee require additional information, it shall be sought from the student or, if obtained from another party, the student shall be given an opportunity to review and comment before the Committee considers such information.
8. A copy of the student's transcript shall be provided to the Committee.
9. Once the Committee has all required information it shall consider the appeal.
10. The decision of a majority of the members present throughout the entire process shall constitute the decision of the Committee.
11. The Secretary shall prepare written reasons for the Committee's decision and communicate the reasons to the student, the academic unit and the Registrar's Office.
12. Where the student's appeal has been unsuccessful the Secretary, when providing the student with the decision, shall advise the student of the right to appeal.
13. Any failure by the academic unit to provide, within the time period stated in the request, additional information requested by the Committee for the determination of the appeal may result in the appeal being successful.
14. Any failure by the student to provide, within the time period stated in the request, any additional information requested by the Committee, may result in the appeal being determined without the information or input from the student.

Procedure on Hearings of Academic Misconduct

15. The Secretary of the Committee shall provide to the Committee with the meeting agenda all information received from the investigator as well as comments from the accuser, the accused student and other individuals interviewed by the investigator.
16. The investigator shall attend the meeting held to consider the case, to present the report, to answer questions of fact raised by the Committee, and to clarify information contained in the Report. Should the investigator provide additional information not contained in the report, the student shall be given an opportunity to review and comment before the Committee considers such information.
17. The Investigator shall be absent during discussion of the case and the voting process. Findings of guilt or innocence shall be made using the standard of balance of probabilities.
18. Should the Committee require additional information, it shall be sought from the student or, if obtained from another party, the student shall be given an opportunity to review and comment before the Committee considers such information.

Undergraduate (cont'd)

19. If the student declines or fails either to provide further information or to comment on additional information obtained by the Committee within the time period stated in the request, the Committee may proceed to consider the matter without the information or comment.
20. If the Accuser fails to provide information required for the determination of a matter, or fails to provide additional information requested by the Committee within the time period stated in the request, the Committee may dismiss the matter or, if it would not be unfair to the student to do so, determine the matter without the information.
21. The Committee shall first determine by a majority vote of members who have been present throughout the consideration of the allegation, whether the accused student is guilty of the offence (or each offence, if more than one).
22. If the accused student is found guilty of the offence (or more than one if there are multiple offences) the Committee shall then determine by a majority vote of members who have been present throughout the consideration of the allegation, the appropriate penalty in accordance with Penalties in the Case of Resolution by the Senate Committee on Undergraduate Studies.
23. Where the accused student is found guilty of more than one offence, the Committee should consider an appropriate penalty for each offence or, if appropriate, a penalty for the set of offences.
24. The Secretary shall prepare written reasons for the Committee's decision on the allegations and for its decision on the penalty where there has been a finding of guilt and deliver the reasons to the student, the academic unit and the Registrar's Office.
25. Where a finding of guilt has been made against a student the Secretary, when providing the student with the decision, shall advise the student of the right to appeal.

Documents

26. All documents received by Committee members for either hearings or appeals shall be delivered to the Secretary following the delivery of the Committee's decision."

Page 81, 2012-2013 Calendar, delete section 5.14 Appeal of Regulations and replace with the following:

"5.14 Appeal of Decisions

5.14.1 General Information

1. Every student has the right to appeal decisions resulting from the application of University regulations.
2. Appeals shall be considered in the case of health issues, bereavement and/or other acceptable cause, duly authenticated.

Undergraduate (cont'd)

3. For assistance in the appeals process, students are advised to consult with The Office of the Registrar.
4. In preparing an appeal a student may consult advisors. Such advisors may include a representative from a Memorial University of Newfoundland student union, an international student advisor, a faculty advisor, a counsellor or a faculty member who is familiar with the appeals process and who is willing to undertake the role of student advisor or facilitator.
5. Appeals are made before specific committees that exist at the University to provide an objective review of cases. The appeals process is designed to assist students at critical points in their university career, and to provide an accessible and transparent process for students. Students should refer also to the Routes of Appeal of Academic Regulations below for information concerning where appeals should be directed.
6. The principles of natural justice shall be applied to the appeals processes and decisions. These principles include, but are not limited to, such practices as all parties to the appeal receiving timely and adequate notice, all parties to the appeal having the opportunity to submit arguments and supporting documentation and all parties to the appeal being made aware of the evidence considered by the committee. No person shall sit in judgment on an appeal if that person has been previously involved in a decision-making process related to the matter under appeal or if that person has any conflict of interest, bias or reasonable apprehension of bias.
7. While the University makes provision for students to appeal decisions made under University regulations, the academic, financial or other consequences of the appeals process rests with the student.
8. When an appeal is denied, the student shall be advised in writing of the reasons for the decision and if there are further steps that can be taken in the appeals process.
9. A student whose appeal is denied by the Senate Committee on Undergraduate Studies may appeal to the Senate Committee on Academic Appeals. Academic units whose decisions are overturned by the Senate Committee on Undergraduate Studies may appeal to the Senate Committee on Academic Appeals. Decisions of the Senate Committee on Academic Appeals are final and within the University there is no further appeal.
10. Unless the student bringing the appeal requests otherwise, student appeals are heard anonymously by all committees except the Senate Committee on Academic Appeals.

5.14.2 Routes of Appeal of Academic Regulations

1. Normally, the responsibility for making an appeal before the appropriate committee of the University rests with the student.
2. A student who is ineligible to register for courses officially but who wishes to attend classes, laboratories or other educational activities while an appeal is in progress can do so only with the written permission of the academic units offering the courses. Such permission shall not be unreasonably withheld.
3. Students whose request for waiver of regulations has been denied may direct their appeal as described below.

Undergraduate (cont'd)

- Course prerequisites or co-requisites: to the appropriate faculty/school committee on undergraduate studies. No further appeal is possible;
- Applications to write Deferred Final Examinations: to the appropriate faculty/school committee on undergraduate studies;
- Program Regulations: to the Senate Committee on Undergraduate Studies, c/o The Office of the Registrar, where the appropriate committee on undergraduate studies denies the request for waiver;
- General Academic Regulations (Undergraduate): to the Senate Committee on Academic Appeals, c/o The Office of the Registrar;
- Decisions of the Senate Committee on Undergraduate Studies: to the Senate Committee on Academic Appeals, c/o The Office of the Registrar;
- Scholarships, Bursaries, Awards, Medals and Prizes Regulations: to the Senate Committee on Academic Appeals, c/o The Office of the Registrar; and
- Decisions of a Faculty/School under Regulations 2.7.7 of the Faculty of Education, 6.3 (fourth bullet) of the School of Human Kinetics and Recreation, 9.4.6 of the Faculty of Medicine, 6.6 of the School of Nursing, 6.3 of the School of Pharmacy or 6.2.4.1 (third bullet) of the School of Social Work: to the Senate Committee on Academic Appeals, c/o The Office of the Registrar.

5.14.3 Route for Questioning Grades

1. Grades awarded in individual courses cannot be appealed, as the student shall normally have had the opportunity to contest grades immediately after the release of examination results (see Access to Final Examination Scripts and Rereading of Final Examination Scripts). Dissatisfaction with grades is not sufficient grounds for an appeal.
2. Notwithstanding the above, and recognizing that the awarding of grades is an academic matter within the purview of experts in a discipline or subject area, students who wish to question the grades awarded in individual courses may consult with the following in the order given:
 - the course instructor
 - the head of the appropriate academic unit
 - the Dean of the appropriate Faculty/School, Associate Vice-President (Academic) of the Grenfell Campus or Vice-President of the Marine Institute.

5.14.4 Information Required in Letters of Appeal

1. Except in the case of appeals to the Senate Committee on Academic Appeals, appeals must be made in writing, clearly stating the basis for the appeal, and must be directed to the secretary of the appropriate University committee.
2. In the letter of appeal, the student must clearly and fully provide:
 - name;
 - current address and telephone number;

Undergraduate (cont'd)

- Memorial University of Newfoundland e-mail address;
 - student ID number;
 - the decision being appealed;
 - the grounds of appeal; and
 - the resolution being sought.
3. When providing grounds for the appeal, including health issues, bereavement and/or other acceptable cause, students must present independent evidence to corroborate statements made in the letter of appeal. Preferably, this evidence will come from a professional, such as a health professional, a counsellor, or a professor. However, certificates from other knowledgeable parties may be acceptable.
 4. Students shall include with their letter of appeal any submissions they wish to make in support of their appeal.
 5. In cases where an appeal is based on health issues, the student must produce an original certificate from a health professional in the form of a note or letter. Such a certificate must be sufficiently specific to allow appropriate consideration of the student's case. The certificate must also clearly state that, in the opinion of the health professional, the problem was serious enough to have interfered with the student's work. Students should refer to the section below, Information Required in Certificates from Health Professionals, for more complete information.
 6. Students claiming bereavement as grounds must provide an obituary notice or death certificate, together with evidence of a close personal relationship between themselves and the deceased.
 7. Privacy and Confidentiality: The committees to which appeals are made do require substantial information about the reasons for the appeals in order to make their decisions. However, the committees also recognize each student's right to privacy and its obligations, under the Access to Information and Protection of Privacy Act, to safeguard students' personal information.

5.14.5 The Senate Committee on Academic Appeals

1. Appeals shall be initiated by submitting a written Notice of Appeal, c/o The Office of the Registrar, containing the following:

When the Notice of Appeal is from a student:

- name;
- current address and telephone number;
- Memorial University of Newfoundland e-mail address;
- student ID number;
- a copy of the decision giving rise to the appeal;
- supporting documentation;
- a description of the matter under appeal;
- the grounds of appeal; and
- the resolution being sought.

When the Notice of Appeal is from an academic unit:

- name of the Head of the academic unit;
- Memorial University of Newfoundland e-mail address;
- a copy of the decision giving rise to the appeal;
- supporting documentation;
- a description of the matter under appeal;

Undergraduate (cont'd)

- the grounds of appeal; and
 - the resolution being sought.
2. The Notice of Appeal should include, in writing, relevant information in support of the appeal.
 3. Except with the approval of the Executive Committee of Senate, notices of appeal shall be submitted no later than the last day of classes in the semester following the semester in which the decision under appeal was sent to the student.
 4. In accordance with the principles of natural justice, students and academic units are entitled to make an oral presentation.
 5. Appeals shall be heard either through written submission only or through an oral presentation, as requested. No inferences shall be drawn from the choice.
 6. When an appeal is heard by an oral presentation, students may be accompanied by an advisor (see Section 5.14.1 (4)). Students may participate in person, or at the expense of the University, by way of teleconference, or by such other means approved in advance by the Committee; however, any expenses incurred by the student are the responsibility of the student.
 7. Decisions of the Senate Committee on Academic Appeals are final and within the University there is no further appeal.

5.14.6 Information Required in Certificates from Health Professionals

1. Students who request permission to drop courses; to withdraw from University studies; to have examinations deferred or to obtain other waivers of University, departmental or course regulations based on health issues are required by the University to provide, in support of the request, a certificate from a health professional in the form of a note or letter. Such certificates must be sufficiently specific to allow a proper consideration of students' cases. The University requires that all such certificates must be on letterhead, must be signed by the health professional, must confirm the specific dates on which the student visited the health professional and should include details on the following:
 - the degree to which the health issue (or treatment, in the case of medication, for example) is likely to have affected the student's ability to study, attend classes, or sit examinations;
 - the length of time over which the student's abilities were likely hampered by the condition (e.g., recurring and severe back pain over a two-month period would likely have a more adverse effect on studies than a single episode of back pain requiring bed rest for a week);
 - the fitness of the student to resume studies (it is in the student's best interest not to return to studies prematurely).
2. The University respects the privacy of students and will keep confidential all such certificates. Students should request that their health professional retain a copy of such a certificate in case the certificate needs to be verified or reissued at a later date.”

Page 77, 2012-2013 Calendar, delete section 5.11.4 Academic Offences and replace with the following:

Undergraduate (cont'd)

“5.11.4 Academic Offences

1. In the following section the plural shall be deemed to include the singular.
2. Academic offences shall be deemed to include, but shall not be limited to, the following:
 - Cheating on examinations or any other tests, theses, assignments, work term reports, projects, laboratory assignments, laboratory reports or internship reports: includes copying from another student's work or allowing another student to copy from one's own work; consulting with any unauthorized person during an examination or test; possessing unauthorized aids; using unauthorized aids; or knowingly recording or reporting false empirical or statistical data. The work referred to includes examinations, theses, assignments, work term reports, projects, internship reports, or any other tests which are to be used in judging the student's performance in a course or program of study, or on any special tests which the University may offer.
 - Impersonating another student or allowing oneself to be impersonated: includes the imitation of a student or the entrance into an arrangement with another person to be impersonated for the purposes of taking examinations or tests or carrying out laboratory or other assignments.
 - Plagiarism: is the act of presenting the ideas or works of another as one's own. This applies to all material such as essays, laboratory reports, work term reports, design projects, seminar presentations, statistical data, computer programs, research results and theses. The properly acknowledged use of sources is an accepted and important part of scholarship. Use of such material without acknowledgment is contrary to accepted norms of academic behaviour. Information regarding acceptable writing or by email practices is available through the Writing Centre at www.mun.ca/writingcentre/about/.
 - Theft of examination papers or other material: includes obtaining by any improper means examination papers, tests, or any other such material.
 - Use and/or distribution of stolen material: includes the use of material which the student knows to have been improperly obtained and/or the distribution of such material.
 - Submitting false information: includes falsifying academic forms or records, submitting false credentials, medical or other certificates, or making a false, misleading or incomplete declaration to the University.
 - Submitting work for one course or work term which has been or is being submitted for another course or work term at this or any other institution without express permission to do so: includes the presentation of an essay, report or assignment to satisfy some or all of the requirements of a course when that essay, report, or assignment has been previously submitted or is concurrently being submitted for another course without the express permission of the professor(s) involved.
 - Failure to follow relevant University/Faculty/School guidelines on ethics.

Undergraduate (cont'd)

- Failure to follow the Memorial University of Newfoundland Code.”

Page 79, 2012-2013 Calendar, under the heading 5.11.6.4 Penalties in the Case of Resolution by the Senate Committee on Undergraduate Studies, delete entire section and replace with the following:

“A student who has been found guilty of an academic offence will be subject to a penalty or penalties commensurate with the offence. Some cases may warrant more than one penalty for the same offence, and previous academic misconduct will be taken into account in determining severity of penalties. Enforcement of penalties resulting from **Procedures for Resolution of Alleged Academic Offences by the Senate Committee on Undergraduate Studies** will be overseen by the Registrar. In addition to a Reprimand, which shall be in the nature of a warning by the Senate Committee on Undergraduate Studies to the student that the student's behavior has been unacceptable to the University, the range of penalties and their determination is:

- Reduction of grade: will apply to an examination, test, or assignment to which an offence is relevant, or to the entire course, and will be decided by the Senate Committee on Undergraduate Studies.
- Rescinding of scholarships, bursaries or other awards: the recommendation for rescinding of scholarships, bursaries or other awards will be made by the Senate Committee on Undergraduate Studies to the Senate Committee on Scholarships and Awards for a final decision. The Senate Committee on Undergraduate Studies will notify the accused, in writing or by email, of the recommendation.
- Probation: the period of probation will be determined by the Senate Committee on Undergraduate Studies and shall not exceed six consecutive semesters. The impact of being placed on probation is that the commission of any further academic offence during the period of probation may lead to suspension or expulsion.
- Suspension: will apply to a course, department, faculty, school, or the University. The period of suspension will be determined by the Senate Committee on Undergraduate Studies and shall not exceed six consecutive semesters
- Expulsion: the recommendation for expulsion from the University will be made by the Senate Committee on Undergraduate Studies to the President of the University for a final decision. Prior to the President's decision, the Senate Committee on Undergraduate Studies will notify the accused, in writing or by email, of the recommendation for expulsion from the University. The accused will be allowed a period of two weeks following the date of release of such notification to lodge an appeal before the President's final decision concerning expulsion from the University. Any such appeal should be made in writing or by email to the Senate Committee on Academic Appeals, c/o the Office of the Registrar.
- Rescinding of degree: the recommendation for the rescinding of a degree previously awarded by the University will be made by the Senate Committee on Undergraduate Studies to Senate for a final decision. Prior to Senate's decision, the Senate Committee on Undergraduate Studies will notify the accused, in writing, of the recommendation for rescinding of the degree. The accused will be allowed a period of two weeks following the date of release of such

Undergraduate (cont'd)

notification to lodge an appeal before the Senate's final decision concerning the rescinding of the degree. Any such appeal should be made in writing to the Senate Committee on Academic Appeals, c/o the Office of the Registrar.”

Page 79, 2012-2013 Calendar, add new heading 5.11.7 Appeals Against Decisions of the Senate Committee on Undergraduate Studies to read as follows, and renumber current sections accordingly:

“5.11.7 Appeals Against Decisions of the Senate Committee on Undergraduate Studies

1. Appeals against findings of guilt and/or penalties assigned by the Senate Committee on Undergraduate Studies or the Grenfell Campus sub-Committee can be directed to the Senate Committee on Academic Appeals, c/o The Office of the Registrar in accordance with **5.14.4 The Senate Committee on Academic Appeals.**”

51.2 Graduate

Dr. Golfman extended congratulations to the committee who worked on these documents. In keeping in spirit with all of the undergraduate appeals procedures just approved, changes were also made to the graduate appeals procedures. Dr. Golfman noted that in February, there may be further changes submitted.

It was moved by Dr. Golfman, seconded by Dr. Ford, and carried that these calendar changes be approved.

Dr. Sharon Peters noted that the Faculty of Medicine has an appeals process. Postgraduate students are neither graduate nor undergraduate students; she asked where these students would appeal. The President noted that the program was approved by Senate so they would be included in the appeals process. Mr. Riggs agreed that the Joint Committee will work with the Faculty of Medicine to define regulations to include this group of medical students.

Page 524, 2012-2013 Calendar, delete section 3.6 Appeal of Regulations and replace with the following:

“3.6 Appeal of Decisions

3.6.1 General Information

1. Every graduate student has the right to appeal decisions resulting from the application of University regulations.
2. Appeals will be considered in the case of health issues, bereavement and/or other acceptable cause, duly authenticated.
3. For assistance in the appeals process, students are advised to consult with the School of Graduate Studies.
4. In preparing an appeal a student may consult advisors or facilitators. Such advisors or facilitators may include an international advisor, a faculty advisor, a counsellor, a representative from the Memorial University of Newfoundland Graduate Students' Union (GSU) or a faculty member who is familiar with the appeals process and who is willing to undertake the role of student advisor or facilitator.

Graduate (cont'd)

5. Appeals are made before specific committees that exist at the University to provide an objective review of cases. The appeals process is designed to assist students at critical points in their graduate program and to provide an accessible and transparent process for students. Refer also to Appeal Procedures for information concerning where appeals should be directed.
6. The principles of natural justice shall be applied to the appeals processes and decisions. These principles include, but are not limited to, such practices as all parties to the appeal receiving timely and adequate notice, all parties to the appeal having the opportunity to submit arguments and supporting documentation and all parties to the appeal being made aware of the evidence considered by the committee. No person will sit in judgment on an appeal if that person has been previously involved in a decision-making process related to the matter under appeal or if that person has any conflict of interest, bias or reasonable apprehension of bias.
7. While the University makes provision for students to appeal decisions made under University regulations, the academic, financial or other consequences of the appeal process rests with the student.
8. When an appeal is denied, the student will be advised in writing of the reasons for the decision and if there are further steps that can be taken in the appeals process.
9. A student whose appeal is denied by the Appeals Committee of the School of Graduate Studies may appeal to the Senate Committee on Academic Appeals. Academic units whose decisions are overturned by the Appeals Committee of the School of Graduate Studies may appeal to the Senate Committee on Academic Appeals. Decisions of the Senate Committee on Academic Appeals are final and within the University there is no further appeal.
10. Unless the student bringing the appeal requests otherwise, student appeals are heard anonymously by all committees except the Senate Committee on Academic Appeals.

3.6.2 Routes of Appeal of Academic Regulations

1. Normally, the responsibility for making an appeal before the appropriate committee of the University rests with the student.
2. A student who is ineligible to officially register for courses but who wishes to attend classes, laboratories or other educational activities while an appeal is in progress can do so only with the written permission of the head of the academic unit concerned. Such permission will not unnecessarily be withheld.
3. A student whose request for waiver of regulations has been denied may direct the appeal as described below.
 - Appeals against decisions of the Head of an Academic Unit will be made directly to the Dean of Graduate Studies.
 - Appeals against decisions of the Dean may be made to the Appeals Committee, School of Graduate Studies. Letters of appeal should be directed to the Chair of the Appeals Committee, c/o School of Graduate Studies.
 - Appeals against decisions of the Executive Committee of the Academic Council may be made to the Appeals Committee, School of Graduate Studies. Letters of appeal should be directed to the Chair of the Appeals Committee, c/o School of Graduate Studies.

Graduate (cont'd)

- Appeals against decisions of the Appeals Committee, School of Graduate Studies, may be made to the Senate Committee on Academic Appeals, c/o Office of the Registrar.

3.6.3 Route for questioning grades

1. Appeals cannot be made on the basis of the grades awarded in individual courses. Dissatisfaction with grades is not sufficient grounds for an appeal.
2. Notwithstanding the above, and recognizing that the awarding of grades is an academic matter within the purview of experts in a discipline or subject area, students who wish to question the award of grades in individual courses are encouraged to consult with the following in the order given:
 - The course instructor
 - The Head of the appropriate academic unit
 - the Dean of the appropriate Faculty/School, Associate Vice-President (Academic) of the Grenfell Campus or Vice-President of the Marine Institute.

3.6.4 Appeals to the School of Graduate Studies

1. All appeals must be made in writing, clearly stating the basis for the appeal, and must be directed to the Dean or the Chair of the Appeals Committee of the School of Graduate Studies in accordance with Routes of Appeal of Academic Regulations.
2. In the Letter of Appeal, the student must clearly and fully provide:
 - Name,
 - current address and telephone number,
 - Memorial University of Newfoundland e-mail address,
 - student ID number,
 - the decision being appealed
 - the grounds for the appeal and
 - the resolution being sought.
3. When providing grounds for the appeal, including health issues, bereavement and/or other acceptable cause, students must present independent evidence to corroborate statements made in the Letter of Appeal. Preferably, this evidence will come from a professional, such as a health professional, a counsellor, or a professor. However letters from other knowledgeable parties may be acceptable.
4. Students shall include with their letter of appeal any submissions they wish to make in support of their appeal.
5. In cases where an appeal is made on health issues, the student must provide an original certificate from a health professional in the form of a note or a letter. Such a certificate must be sufficiently specific to allow appropriate consideration of the student's case. The certificate must also clearly state that, in the opinion of the health professional, the problem was serious enough to have interfered with the student's work. Students should refer to the policy respecting Information Required for Certificates from Health Professionals for more complete information.
6. Students claiming bereavement as grounds must provide an obituary notice or death certificate, together with evidence of a close personal relationship between themselves and the deceased.

Graduate (cont'd)

7. Privacy and Confidentiality: The committees to which appeals are made do require substantial information about the reasons for the appeal in order to make their decisions. However, the committees also recognize each student's right to privacy and their obligations, under the Access to Information and Protection of Privacy Act, to safeguard students' personal information.

3.6.5 Appeals to the Senate Committee on Academic Appeals

1. Appeals shall be initiated by submitting a written Notice of Appeal, c/o The Office of the Registrar, containing the following:

When the Notice of Appeal is from a student:

- name;
- current address and telephone number;
- Memorial University of Newfoundland e-mail address;
- student ID number;
- a copy of the decision giving rise to the appeal;
- supporting documentation;
- a description of the matter under appeal;
- the grounds of appeal; and
- the resolution being sought.

When the Notice of Appeal is from an academic unit:

- name of representative of the academic unit;
- Memorial University of Newfoundland e-mail address;
- a copy of the decision giving rise to the appeal;
- supporting documentation;
- a description of the matter under appeal;
- the grounds of appeal; and
- the resolution being sought.

2. The Notice of Appeal should include, in writing, relevant information in support of their appeal.
3. Except with the approval of the Executive Committee of Senate, notices of appeal shall be submitted no later than the last day of classes in the semester following the semester in which the decision under appeal was sent to the student.
4. In accordance with the principles of natural justice, students and academic units are entitled to make an oral presentation.
5. Appeals shall be heard either through written submissions only or through an oral hearing, as requested. No inferences will be drawn from the choice.
6. When appeal is heard by an oral presentation, students may be accompanied by an advisor (see Section 3.6.1(4)). Students may participate in person, by way of teleconference, or by such other means approved in advance by the Committee; however, expenses incurred by the student are the responsibility of the student.
7. When providing the grounds for the appeal, including health issues, bereavement and/or other acceptable cause, students must present independent evidence to corroborate statements made in the Notice of Appeal. Preferably, this evidence will come from a professional, such as a health professional, a counsellor, or a professor. However letters from other knowledgeable parties may be acceptable.
8. Students may include with their Notice of Appeal any submissions they wish to make in support of their appeal.

Graduate (cont'd)

9. In cases where an appeal is made on health issues, the student must provide an original certificate from a health professional in the form of a note or a letter. Such a certificate must be sufficiently specific to allow appropriate consideration of the student's case. The certificate must also clearly state that, in the opinion of the health professional, the problem was serious enough to have interfered with the student's work. Students should refer to the policy respecting Information Required for Certificates from Health Professionals for more complete information.
10. Students claiming bereavement as grounds must provide an obituary notice or death certificate, together with evidence of a close personal relationship between themselves and the deceased.
11. Privacy and Confidentiality: The committees to which appeals are made do require substantial information about the reasons for the appeal in order to make their decisions. However, the committees also recognize each student's right to privacy and their obligations, under the Access to Information and Protection of Privacy Act, to safeguard students' personal information.
12. Decisions of the Senate Committee on Academic Appeals are final and within the University there is no further appeal.

3.6.6 Information Required for Certificates from Health Professionals

1. Students who request permission to drop courses, to withdraw from University studies, to have examinations deferred or to obtain other waivers of University, departmental or course regulations based on health issues are required by the University to provide, in support of the request, a certificate from a health professional in the form of a note or letter. Such certificates must be sufficiently specific to allow a proper consideration of students' cases. The University requires that all such certificates must be on letterhead, must be signed by the health professional, must confirm the specific dates on which the student visited the health professional and should include details on the following:
 - the degree to which the health issue (or treatment, in the case of medication, for example) is likely to have affected the student's ability to study, attend classes, sit examinations, or continue with research;
 - the length of time over which the student's abilities were likely hampered by the condition (e.g., recurring and severe back pain over a two-month period would likely have a more adverse effect on studies than a single episode of back pain requiring bed rest for a week; and
 - the fitness of the student to resume studies (it is in the student's best interest not to return to studies prematurely).
2. The University respects the privacy of students and will keep confidential all such certificates. Students should request that their health professional retain a copy of such a certificate in case the certificate needs to be verified or reissued at a later date.”

Page 529, 2012-2013 Calendar, delete section 3.12 Academic Misconduct and replace with the following:

“3.12 Academic Misconduct

Graduate (cont'd)

3.12.1 Principles

In the course of a graduate degree program students are expected to adhere to those principles which constitute proper academic conduct. Within the University Community there is a collective responsibility to maintain a high level of scholarly integrity. Dishonesty has no place in the academic community. Academic misconduct cannot be condoned or even appear to be condoned. Students have the responsibility to ascertain those actions which could be construed as dishonest or improper. Certain flagrant violations are listed below under **Academic Offences**. Students are reminded that for guidance on proper scholarly behaviour they should seek assistance from their instructors and supervisors. The Graduate Students' Union will provide students with information on their legal rights and the information that advice about acceptable writing standards is available through the Writing Centre.

3.12.2 General Information

1. These procedures shall apply to all academic offences relating to graduate studies involving, but not limited to, those students who either have been or who are enrolled at Memorial University of Newfoundland. Notification of an allegation of academic misconduct will be forwarded to the last known mailing address of the student as noted on the files at the Office of the Registrar, and to the official University email address of the student. The University reserves the right to implement action under these procedures where an allegation has been made against a student but where reasonable efforts to contact the student are unsuccessful.
2. Meetings and interviews stipulated in this regulation will be held in person, or at a distance using telephone or other interactive technologies.
3. A student who wishes to pursue research, or to attend classes, laboratories or other educational activities while an investigation under these procedures is being carried out, can normally do so with the understanding that if the allegation of academic misconduct is proven and the penalty involves either suspension or expulsion, credit will not be granted for work completed prior to a finding of guilt. This provision excludes students charged with an offence under the Code of Student Conduct. For information regarding the Code of Student Conduct contact the Office of **Student Affairs and Services**.
4. Although a student can continue in a program of studies, if eligible, while an investigation under these procedures is being carried out, the University does not accept liability for any consequences to the student's progress. However, the University may take these consequences into account, as appropriate and to the extent feasible, in cases where charges are dropped or the student is not found guilty. The consequences arising from an investigation and any negative decision rendered may include retroactive effects on grades, examination results or promotion within a program.
5. A student accused of academic misconduct may consult advisors or facilitators. Such advisors may include a representative from the Graduate Students' Union, an international student advisor, a faculty advisor, a University counselor or a faculty member who is familiar with these Regulations and who is willing to undertake the role of advisor whether resolution is sought through **Procedures for Resolution of Alleged Academic Offences at the Unit Level** or **Procedures for Resolution of Alleged Academic Offences through the School of Graduate Studies**.

Graduate (cont'd)**3.12.3 General Procedure**

1. When a member of the University community (faculty, staff, student) has grounds for belief that an academic offence has been committed there should be an attempt between the parties concerned to resolve allegations of minor offences. If the alleged offence is not deemed to be minor by the accuser, or resolution proves impossible, or one party is dissatisfied with the resolution, the matter shall be reported, without delay, to the head (or other appropriate officer) of the academic or administrative unit. If resolution is achieved and it is agreed that an academic offence has been committed, then the offence, together with the penalty applied, shall be reported to the head of the academic or administrative unit.
2. Where resolution is not achieved, and if in the judgment of the head of the academic or administrative unit, the alleged offence warrants resolution at the unit level, the individuals involved will be advised to attempt to resolve the matter through **Procedures for Resolution of Alleged Academic Offences at the Unit Level**. In the event that no resolution is possible through these procedures between the individual parties, the head of the academic or administrative unit will institute proceedings through the School of Graduate Studies.
3. If, in the judgment of the head of the academic or administrative unit, the alleged offence against University regulations is such as to warrant resolution through the School of Graduate Studies, the head of the academic or administrative unit will refer the matter to the Dean, and **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies** will be implemented.
4. Cases involving alleged offences on comprehensive examinations, examination of theses, allegations of impersonation or allegations of submission of forged documents will be governed by the **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies**. Such cases may be initiated by the head of the academic or administrative unit, or by the School of Graduate Studies.
5. In all cases, it is the responsibility of the academic or administrative unit to ensure that fairness and impartiality are achieved in the treatment of students.

3.12.4 Academic Offences

In the following section the plural shall be deemed to include the singular. Academic offences shall be deemed to include, but shall not be limited to, the following:

- **Cheating:** This includes copying from another student's work or allowing another student to copy from one's own work; consulting with any unauthorized person during an examination or test, or using unauthorized aids; or knowingly recording or reporting false empirical or statistical data. The work referred to includes presentations, examinations, theses, assignments, work term reports, projects, internship reports, or any other tests or evaluations which are to be used in judging the student's performance in a course or program of study, or any special tests which the University may offer; or in any presentations or publications related to academic work.
- **Impersonation:** Impersonating another student or allowing oneself to be impersonated. By impersonation is meant the imitation of a student or entrance into an arrangement with another person to be

Graduate (cont'd)

- impersonated for purposes of taking examinations or tests or carrying out laboratory or other assignments.
- **Plagiarism:** Plagiarism is the act of presenting the ideas or works of another as one's own. This applies to all material such as theses, essays, laboratory reports, work term reports, design projects, seminar presentations, statistical data, computer programs, and research results. The properly acknowledged use of sources is an accepted and important part of scholarship. Use of such material without acknowledgment, however, is contrary to accepted norms of academic behaviour. Information regarding acceptable writing practices is available through the Writing Centre at www.mun.ca/writingcentre/about/.
 - **Theft of examination papers or other material:** By theft is meant obtaining by improper means examination papers, tests, or any other such material.
 - **Use and/or distribution of stolen material:** The use of material which the student knows to have been improperly obtained and/or the distribution of such material is considered to be an academic offence.
 - **Submitting false information:** This offence includes falsifying, submitting or causing to submit false academic transcripts, forms or records, credentials, medical or other certificates, or making a false or incomplete declaration to the University.
 - **Submitting work for one course, project or publication which has been or is being submitted to another course, project or publication without express permission to do so:** This includes the presentation of an essay, report or assignment to satisfy some or all of the requirements of a course when that essay, report, or assignment has been previously submitted or is concurrently being submitted for another course without the express permission of the professor(s) involved.
 - **Ethical Practice:** Failure to follow relevant University/Faculty/School guidelines on ethics, including but not limited to, ethical practice in research.
 - Failure to follow the Memorial University of Newfoundland Code.

3.12.5 Procedures for Resolution of Alleged Academic Offences at the Unit Level**3.12.5.1 General Information**

These procedures will not be applied to cases involving alleged offences on comprehensive examinations, examination of theses, allegations of impersonation or allegations of submission of forged documents. Such alleged offences are governed by the **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies**.

The principle that a resolution should be mutually satisfactory to both the accuser and the accused should be upheld throughout the attempt for resolution at the unit level.

3.12.5.2 Explanation of Procedures

If, upon receiving a report of an alleged academic offence, the head of the academic or administrative unit decides that an attempt should be made to resolve that matter at the unit level the following procedures shall apply:

- Normally within one week of notification, the head of the academic or administrative unit shall request a meeting with the accuser and the

Graduate (cont'd)

accused and at the meeting the head of the academic or administrative unit shall state the allegation, review the **Procedures for Resolution of Alleged Academic Offences at the Unit Level** including the range of applicable penalties, and arrange a second meeting between the accuser and the accused only.

- At the second meeting the accuser and accused shall endeavour to obtain a mutually satisfactory resolution of the matter.
- The accuser and accused shall report jointly to the head of the academic or administrative unit on the result of their second meeting.
- If the report is of a resolution which the head of the academic or administrative unit considers to be fair and equitable the matter shall be considered closed. If the head of the academic or administrative unit considers the reported resolution to be unfair and/or inequitable he or she will endeavour to obtain an alternative satisfactory resolution directly with the parties.
- Should all reasonable efforts to obtain a mutually satisfactory resolution at the unit level fail, the head of the academic or administrative unit will refer the case to the Dean of the School of Graduate Studies and shall inform the accuser and the accused accordingly. From this stage onward **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies** will apply.
- At any stage of the **Procedures for Resolution of Alleged Academic Offences at the Unit Level**, the student or the accuser may ask that the case be referred to the Dean, and thereafter the **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies** will apply.
- Should the accused be found guilty, a brief description of the offence and the penalty(ies) applied shall be forwarded by the head of the academic or administrative unit to the School of Graduate Studies.

3.12.5.3 Failure to Appear or Respond

- If at any stage of the **Procedures for Resolution of Alleged Academic Offences at the Unit Level**, the accused fails to respond to a charge, without reasonable cause, within two weeks of notification of an allegation, action may be taken on the charge in the absence of the accused.
- If at any stage of the **Procedures for Resolution of Alleged Academic Offences at the Unit Level**, the accuser fails to appear at a scheduled meeting to defend an allegation, without reasonable cause, the action will be dismissed.

3.12.5.4 Penalties in the Case of Resolution at the Unit level

A student who has been found guilty of an academic offence will be subject to a penalty or penalties commensurate with the offence. Some cases may warrant more than one penalty for the same offence, and previous academic misconduct will be taken into account in determining the severity of penalties. The range of penalties and their determination is:

- **Resubmission** of work with appropriate reduction in grade: will allow a student to complete and submit the work a second time.
- **Reprimand:** This shall be in the nature of a warning in writing by the head of the academic or administrative unit to the student that his/her conduct has been unacceptable to the University.

Graduate (cont'd)

- **Reduction of grade:** A reduction of grade will apply to an examination, test, or assignment to which an offence is relevant, or to the entire course, and will be decided by the head of the academic or administrative unit. Since graduate students must obtain a grade of B or PASS in required courses a reduction of grade could lead to termination of program.

3.12.6 Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies

3.12.6.1 General Procedure

If the matter cannot be resolved following the **Procedures for Resolution of Alleged Academic Offences at the Unit Level**; or if, in the opinion of the head of the academic or administrative unit, the allegation involves a major breach of University regulations; or in cases involving alleged offences on comprehensive examinations, thesis examinations, allegations of impersonation or allegations of submission of forged or falsified documents, the following **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies** shall apply.

3.12.6.2 Explanation of Procedures

- If the head of the academic or administrative unit (in consultation with the Dean of his or her faculty or school) is satisfied that the student has a serious case to answer, that person shall inform the student in writing of the nature of the case against him or her. In addition, the head of the academic or administrative unit shall report to the Dean of Graduate Studies who will, normally within one week, appoint as an investigator a member of the Academic Misconduct Investigations Board of the School of Graduate Studies (Investigations Board). The investigator will interview separately the accuser and accused and relevant witnesses. At these interviews, the investigator, the accuser, the accused and relevant witnesses all have the right to be accompanied by a registered student or a member of the Faculty or Staff of the University.
- Upon completion of these interviews, the investigator shall submit a written report of all findings to the Dean of Graduate Studies. The Dean of Graduate Studies shall present this report to both the accuser and accused for perusal and comment. Once in receipt of this report, the accuser and accused shall have two weeks in which to submit to the Dean of Graduate Studies any additional comments on the report that the person wishes to be considered. The investigator will be given the opportunity to correct any errors of fact should they arise from the comments of the accused and accuser prior to consideration of the allegation by the Investigations Board.
- Upon receipt of all information from the investigator as well as comments from the accuser and accused, the Dean of Graduate Studies shall present the documents to the Chair of the Investigations Board.
- The report shall be reviewed by a panel of five members of the Investigations Board for a decision.
- The investigator for the case shall attend the meetings of the panel to answer questions and provide information pertinent to the case, but shall be absent from the formal discussion and voting.

Graduate (cont'd)

- Once a vote is taken, should the accused be found guilty, the panel of the Investigations Board shall take appropriate action in accordance with **Penalties in the Case of Resolution by the School of Graduate Studies**.

3.12.6.3 Failure to Appear or Respond

- If at any stage of the **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies**, the accused fails to respond to a charge, without reasonable cause, within two weeks of notification of an allegation, action may be taken on the charge in the absence of the accused.
- If at any stage of the **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies**, the accuser fails to appear at a scheduled interview to defend an allegation, without reasonable cause, the action will normally be dismissed; however, the investigation may proceed at the discretion of the Dean in consultation with the Investigations Board if the allegation or evidence warrants such action.

3.12.6.4 Penalties in the Case of Resolution by the School of Graduate Studies

A student who has been found guilty of an academic offence will be subject to a penalty or penalties commensurate with the offence. Enforcement of penalties resulting from **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies** will be overseen by the Registrar. Some cases may warrant more than one penalty for the same offence, and previous academic misconduct will be taken into account in determining penalties. Penalties shall be imposed on the basis of the student's status at the time of the offence. The range of penalties and their determination is:

- **Reprimand:** This shall be in the nature of a warning in writing by the Investigations Board to the student that his/her conduct has been unacceptable to the University.
- **Reduction of grade:** A reduction of grade will apply to an examination, test, or assignment to which an offence is relevant, or to the entire course, and will be decided by the Investigations Board. Since a passing grade for graduate students is at least a grade of B or Pass, a reduction of grade could lead to termination of program.
- **Change in outcome of an examination:** This will apply to Comprehensive Examinations and the examination of **Theses and Reports** and could lead to termination of program.
- **Probation:** This is a trial period the length of which will be determined by the Investigations Board. The Investigations Board will inform the student that the finding of any further academic offence during the period of probation may lead to suspension or expulsion.
- **Suspension:** Suspension will apply to a course, department, faculty, school, or the University. The period of suspension will be determined by the Investigations Board and shall not exceed three consecutive semesters, and shall be part of the allowable time for a graduate program.
- **Expulsion:** The recommendation for expulsion from the University will be made by the Investigations Board to the President for his/her final decision. Prior to the President's decision, the Investigations

Graduate (cont'd)

Board will notify the accused, in writing, of the recommendation for expulsion from the University. The accused will be allowed a period of two weeks following the date of release of such notification to lodge an appeal before the President's final decision concerning expulsion from the University. Any such appeal should be made in writing or email to the Senate Committee on Academic Appeals, c/o the Office of the Registrar.

- **Rescinding of Degree:** The recommendation for rescinding of a degree previously awarded by the University will be made by the Investigations Board of the School of Graduate Studies to Senate for a final decision. Prior to Senate's decision, the Investigations Board of the School of Graduate Studies will notify the accused, in writing, of the recommendation for revocation of the degree. The accused will be allowed a period of two weeks following the date of release of such notification to lodge an appeal before the Senate's final decision concerning the revocation of the degree. Any such appeal should be made in writing to the Senate Committee on Academic Appeals, c/o the Office of the Registrar.

3.12.7 Transcript Entries

Transcript entries shall relate to the penalty(ies) imposed as follows:

Penalty	Transcript Entry
Reprimand	No transcript entry
Reduction of Grade	Entry of final grade for course
Change in outcome of examination	Entry of final outcome for the examination
Probation	"On probation at the University for Academic Misconduct until Day, Month, Year"*
Suspension	"Suspended from the School of Graduate Studies for Academic Misconduct until Day, Month, Year"*
Expulsion	"Expelled from the University for Academic Misconduct"
Revocation of Degree	"Degree revoked for Academic Misconduct"
<i>* The transcript entries for 'probation' or 'suspension' will be removed entirely upon the expiration of the penalty.</i>	

3.12.8 Disposition of Documentation

The disposition of documents relating to allegations under these procedures shall be as follows:

1. The cases where the allegation was either found "not proven" or "unfounded" no documentation shall be retained in the student files.
2. In the case of a resolution effected through **Academic Misconduct - General Procedure or Procedures for Resolution of Alleged Academic Offences at the Unit Level**, a brief description of the offence and the penalty(ies) applied shall be forwarded by the head of the academic or administrative unit to and retained by the School of Graduate Studies, separate from the student files.
3. In the case of a resolution effected through the **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies**, all documentation shall be retained in the School of Graduate Studies, separate from the student files.

Graduate (cont'd)

3.12.9 Right of Appeal

Appeals against decisions of the Investigations Board of the School of Graduate Studies made under **Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies** shall be directed to the Senate Committee on Academic Appeals, c/o Office of the Registrar.”

52. REPORT OF THE SENATE COMMITTEE ON ACADEMIC APPEALS

The President reminded Senators that several members of Senate have had previous involvement in student appeals by virtue of membership on the Executive Committee of Senate, on the Senate Committee on Undergraduate Studies, or as members of academic units. In this regard, he noted that one of the principles of natural justice and fairness is that there should be no individual sitting in judgement on an appeal at a higher level who has already been a party to the decision at a lower level. In the interest of fairness and natural justice the President asked those who have had previous dealings with cases to be available to provide information pertinent to the case and to answer questions raised by Senators but not to make motions or vote on motions regarding these appeals.

- 52.1 ECS 2011-2012: #11 - Appeal against the decision of the Executive Committee of Senate to uphold the Senate Committee on Undergraduate Studies decision to deny an appeal for permission to drop, without academic prejudice, Social Work 2320, a course for which the student was registered during the Fall Semester 2011.

At the invitation of the Chair, Dr. Christopher Sharpe, on behalf of the Senate Committee on Academic Appeals, presented the report of the Committee to Senate regarding this student's appeal and advised that the Committee's recommendation is as follows:

Recommendation

Having carefully considered all the material provided in the file and the appellant's oral statement, the Panel unanimously recommends that the appeal be denied, and the decision of the Senate Committee on Undergraduate Studies and the Executive Committee of Senate be upheld.

Following discussion, it was moved by Dr. Kimberley, seconded by Dr. Okshevsky, and carried to accept the recommendation of the Senate Committee on Academic Appeals that the appeal be denied. Senators who had previous involvement in this appeal abstained from voting.

- 52.2 ECS 2011-2012: #17 - Appeal against the decision of the Executive Committee of Senate to uphold the decision of the Senate Committee on Undergraduate Studies to deny the student permission to write deferred final examinations for Business 3310, a course for which the student was registered in the Fall Semester 2011, and Business 2101 and 2710, two courses for which the student was registered in the Winter Semester 2012.

Report of the Senate Committee on Academic Appeals (cont'd)

At the invitation of the Chair, Dr. Christopher Sharpe, on behalf of the Senate Committee on Academic Appeals, presented the report of the Committee to Senate regarding this student's appeal and advised that the Committee's recommendation is as follows:

Recommendation

The Panel unanimously recommends that the appeal be denied, and the decision of the Senate Committee on Undergraduate Studies to deny deferral of the exams in question be upheld.

Following discussion, it was moved by Dr. Ford, seconded by Dr. Fisher, and carried to accept the recommendation of the Senate Committee on Academic Appeals that the appeal be denied. Senators who had previous involvement in this appeal abstained from voting.

- 52.3 ECS 2011-2012: #21 - Appeal against the decision of the Executive Committee of Senate to uphold the decision of the Senate Committee on Undergraduate Studies that the student is guilty of the offence of plagiarism on the work term report submitted for Engineering 001W, resulting in a grade of "FAIL" in Engineering 001W, a two-semester suspension from the University, as well as the issuing of a reprimand.

At the invitation of the Chair, Dr. Christopher Sharpe, on behalf of the Senate Committee on Academic Appeals, presented the report of the Committee to Senate regarding this student's appeal and advised that the Committee's recommendation is as follows:

Recommendation

Having carefully considered all the material provided in the file and the appellant's oral statement, the Panel unanimously recommends that the appeal be denied, and the decision of the Senate Committee on Undergraduate Studies to suspend the appellant for two semesters be upheld.

Following discussion, it was moved by Dr. Basset, seconded by Dr. McFetridge-Durdle, and carried to accept the recommendation of the Senate Committee on Academic Appeals that the appeal be denied and the decision of the Senate Committee on Undergraduate Studies to suspend the appellant for two semesters be upheld. Senators who had previous involvement in this appeal abstained from voting.

- 52.4 ECS 2012-2013 #2 - Recommendation from the Senate Committee on Undergraduate Studies that the student's appeal be heard by the Senate Committee on Academic Appeals. The student's appeal is against the decision of the Committee on Undergraduate Studies, Western Regional School of Nursing, requiring the student to withdraw from the Bachelor of Nursing (Collaborative) degree program based on his/her being deemed unsafe in a clinical setting for Nursing 4516 (Spring Semester 2012).

Report of the Senate Committee on Academic Appeals (cont'd)

At the invitation of the Chair, Dr. Christopher Sharpe, on behalf of the Senate Committee on Academic Appeals, presented the report of the Committee to Senate regarding this student's appeal and advised that the Committee's recommendation is as follows:

Recommendation

Having considered all the relevant documentation, interviewed all those whose input to the appeal was considered essential, and discussed at length all the issues involved, the panel unanimously recommends to the Senate that the appeal be denied.

A lengthy discussion then ensued. It was asked whether or not the grounds for appeal were legitimate and if there should be further determination. The University does not have an internal process to evaluate the validity of an assessment that a student is unsafe in a clinical setting. It was noted that it is appropriate that licenced practitioners are making these decisions. This is a very important course which brings together knowledge gained by the student over the past four years.

Following discussion, it was moved by Dr. Fisher, seconded by Dr. Ford, and carried to accept the recommendation of the Senate Committee on Academic Appeals that the appeal be denied. Senators who had previous involvement in this appeal abstained from voting.

53. Items for Information

53.1 The Executive Committee of Senate denied the following appeals:

ECS 2012-2013: #4 - Appeal against the decision of the Appeals Committee of the School of Graduate Studies to terminate the student's Master of Applied Science - Oil and Gas Engineering program as a result of failing three courses.

ECS 2012-2013: #5 - Appeal against the decision of the Appeals Committee of the School of Graduate Studies to terminate the student's Master of Applied Science -Computer Engineering program as a result of failing two courses.

54. REMARKS FROM THE CHAIR - QUESTIONS/COMMENTS FROM SENATORS

Dr. Kachanoski first noted a 1.7% increase in undergraduate enrollment and 6% gain in graduate enrollment. He then reported on his activities following the last meeting of Senate noting in particular activities relating to Battery property purchase; work on Capstone document for three frameworks (Engagement, Teaching and Learning, and Research); request received from external legal community (Canadian Bar Association and Newfoundland Law Society) that a feasibility study for a law school at the University be undertaken; autonomy vs accountability; Board discussion about interaction between Senate and the Board of Regents; Agriculture Symposium at Grenfell;

Remarks from the Chair - Questions/comments from Senators (cont'd)

President's Awards; Alumni Tribute Awards; and congratulations to Dr. Beverley Diamond on being named a member of the Order of Canada.

55. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

CHAIRMAN

SECRETARY