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**Parent Policy:** [Student Conduct Policy](#)

## Student Misconduct Ticket Procedure

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Dean of Students
<b>Approver:</b>	General Faculties Council Board of Governors
<b>Scope:</b>	This procedure applies to all University of Alberta <b>students</b> as defined in the <i>Student Conduct Policy</i> .

### Overview

The University is committed to appropriate and proportionate responses to misconduct and where possible, immediate responses to minor misconduct. In instances where misconduct in or related to the **learning environment** is of a minor nature, or where its impact to the learning environment is minimal, a member of UAPS may issue a **misconduct ticket** with an associated **fine** in lieu of initiating a complaint under the *Student Conduct Policy*.

Section 31 of the *Post-Secondary Learning Act* (PSLA) gives General Faculties Council (GFC) authority to discipline students, “subject to a right of appeal to the board”.

To fulfill this appeal function, the Board has adopted and approved this *Student Misconduct Ticket Procedure* and has delegated the powers and functions in the appeal process to the persons identified in this procedure.

## Purpose

The purpose of this procedure is to:

- authorize the use of small fines in lieu of initiating a complaint under the *Student Conduct Policy*;
- specify the violations in respect of which a misconduct ticket may be given and the associated fine amounts;
- describe service and notice; and
- set out procedures to appeal a misconduct ticket.

## Procedure

1. On becoming aware of minor misconduct or misconduct with minimal impact on the learning environment that nevertheless contravenes the *Student Conduct Policy*, UAPS members have the authority to issue a misconduct ticket with limited fines to students.
2. Neither the payment of a misconduct ticket nor the failure to appeal a misconduct ticket will be taken as evidence that a student has committed a violation in any other proceedings under the *Student Conduct Policy*.
3. Where a student has not paid the fine related to a misconduct ticket, or otherwise made arrangements for a payment schedule with UAPS, within 15 working days, the University may put an **encumbrance** on that student's **central academic record** until payment is received.
4. Where a student has paid the fine specified under a misconduct ticket issued under this procedure, individuals other than UAPS members may nevertheless initiate a complaint under the *Student Conduct Policy*. In such cases, the amount of the fine that the student has paid under the misconduct ticket will, where relevant, be taken into consideration by the **Student Conduct Officer** and/or the **Student Misconduct Appeal Panel** when considering the appropriate sanction for the student.
5. Misconduct Tickets are subject to the following limits:
  - a. Misconduct tickets may only be issued following minor breaches of Schedule B violations of the *Student Conduct Policy*; and
  - b. Fines for violations of Schedule B misconduct should be proportionate to the misconduct, but may not exceed \$200.00.
6. A misconduct ticket will be delivered to the student electronically using their University account and the amount of the fine will appear in the student's Bear Tracks account. See the *Electronic Communication Policy for Students and Applicants* in the *University Calendar*.

7. The misconduct ticket will include the following information:
  - a. the name of the student and OneCard number;
  - b. the applicable violation;
  - c. the name of the member of UAPS who issued the misconduct ticket;
  - d. the misconduct ticket number;
  - e. the UAPS file number;
  - f. the date on which the misconduct ticket was issued;
  - g. the amount of the fine; and
  - h. the procedure to appeal the misconduct ticket.
8. Payment must be made to Financial Services within 15 working days of the date of the misconduct ticket.

## 9. **Appealing a Misconduct Ticket**

- a. A student may appeal the misconduct ticket within 15 working days of the date of delivery of the misconduct ticket by submitting a written appeal to the Student Conduct Officer. The appeal must include:
  - i. the student's name and OneCard number;
  - ii. the misconduct ticket number;
  - iii. the UAPS file number;
  - iv. the reasons for contesting the misconduct ticket; and
  - v. available supporting evidence, if any.
- b. Where a student appeals the amount of the fine or is unable to pay the fine, the student may seek alternatives from the Student Conduct Officer.
- c. If the student contests the misconduct ticket on the basis that they did not commit the violation, the student must submit any supporting information or evidence with their written appeal to the Student Conduct Officer.
- d. Where warranted, the Student Conduct Officer will request specified investigation as needed before conducting the **hearing**.

- e. The Student Conduct Officer will advise the appellant of the date and time of the hearing.
- f. The Student Conduct Officer may cancel the misconduct ticket, uphold the original misconduct ticket or vary the fine amount up to a maximum of \$200.00. The Student Conduct Officer's decision is final and binding.

## Definitions

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
<b>Student</b>	A person who is or has been registered as a student at the University whether or not for credit and includes current Undergraduate and Graduate Students, postgraduate learners, former Students, and graduates who have received a Degree, diploma or certificate from the University.
<b>Learning environment</b>	The learning environment is to be understood broadly to encompass all aspects of University life. It includes: <ul style="list-style-type: none"> <li>• physical and virtual spaces where University teaching, learning, work, research, residence, recreational and social activities take place;</li> <li>• University activities, events and functions, including, but not limited to, teaching, research, studying, work, administration, meetings, public service, travel, conferences, and training; public lectures, performances, student group events, and social or sports activities.</li> </ul>
<b>Misconduct ticket</b>	In instances where the conduct in question or its effects are of a minor nature, a misconduct ticket and an associated fine may be issued by a member of UAPS in lieu of initiating a complaint under the <i>Student Conduct Policy</i> . Misconduct tickets may only be used for Schedule B violations under the <i>Student Conduct Policy</i> .
<b>Fine</b>	An order that a student pay a specified sum to the University. All funds from fines are directed toward student bursaries.

<b>Encumbrance</b>	<p>A notation by the Registrar in the form of a negative service indicator on a student's central academic record that results in the withholding of the respondent's grades or other indicators of academic attainment, withholding of transcripts, denial or termination of registration until the Student Conduct Officer confirms to the Registrar that:</p> <ol style="list-style-type: none"> <li>1. a specified fine has been paid as directed by the Student Conduct Officer or that arrangements satisfactory to the Student Conduct Officer have been made to do so;</li> <li>2. restitution has been made to the satisfaction of the University of Alberta; or</li> <li>3. the student has fulfilled specified conduct conditions.</li> </ol>
<b>Central academic record</b>	<p>A continuing record maintained by the Office of the Registrar, where all matters relating to courses, grades, and academic standing and probation are permanently recorded. Transitory notations, such as service indicators are also noted in the central academic record while they are in effect.</p>
<b>Student Conduct Officer</b>	<p>An impartial decision maker under the <i>Student Conduct Policy</i>.</p>
<b>Student Misconduct Appeal Panel</b>	<p>The decision-making body authorized to hear appeals of the decision of the Student Conduct Officer.</p>
<b>Hearing</b>	<p>The opportunity for complainants and respondents to provide or respond to information, arguments, and evidence in a complaint process. A hearing can take the form of written document exchange and/or one or more oral meetings, either virtual or in-person, between the decision maker and each of the parties and witnesses, but will not involve face-to-face encounters between the parties, each other's advisors and/or witnesses.</p>

## Related Links

### Sources of on-campus assistance

- [Office of the Dean of Students](#)
- [Office of the Student Ombuds](#)
- [Student Legal Services](#)
- [Students' Union \(SU\)](#)
- [Graduate Students' Association \(GSA\)](#)
- [l'Association des Universitaires de la Faculté Saint-Jean \(AUFSJ\)](#)
- [Augustana Students' Association](#)

### Other conduct-related policies

- [Discrimination, Harassment and Duty to Accommodate Policy](#)
- [Information Technology Use and Management Policy](#)
- [Practicum Intervention Policy](#)
- [Protocol for Urgent Cases of Violent, Threatening or Disruptive Behaviour](#)
- [Residence Community Standards](#)
- [Sexual and Gender-Based Violence Policy](#)
- [Student Groups Procedure](#)

### Information

- [Electronic Communication Policy for Students and Applicants](#)
- [University Calendar](#)

If any of the links are broken, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca)