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OFFICE OF THE VICE-PROVOST, STUDENTS

TO: Committee On Academic Policies and Programs

SPONSOR: Professor David Farrar, Deputy Provost and
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DATE: February 14 for March 1, 2006

AGENDA ITEM: 7

ITEM IDENTIFICATION:

Policy on Official Correspondence with Students

JURISDICTIONAL INFORMATION:

The Committee has authority for recommending to the Academic Board policy matters on academic regulations.

HIGHLIGHTS:

The University wishes to bring through governance a policy which would specify students' responsibilities with respect to both postal mail and electronic communications. As we move toward implementing student portals, this policy has gained new urgency. It is essential that the University and its divisions have reliable means of communicating with students. The Policy would not impact on or change any of the methods of communication already covered by other existing University policies, for example, the Grading Practices Policy and the Code of Behaviour on Academic Matters.

RECOMMENDATION:

THAT the Committee on Academic Policies and Programs recommend to the Academic Board for approval:

That the Policy on Official Correspondence with Students be adopted effective September 1, 2006.