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Parent Policy: [Student Conduct Policy](#)

Student Misconduct Ticket Procedure

Office of Administrative Responsibility:	Student Success and Experience (SSE)
Approving Authority:	The Governors of the University of Alberta and General Faculties Council

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 Working and Learning Environment is of a minor nature, or where its impact to the Working and Learning Environment is minimal, a member of University of Alberta Protective Services (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* of Alberta (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 Governors of the University of Alberta (“the Board”) has adopted and approved the *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 policy document 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.

Definitions

The attached definitions table outlines the terms used in this policy document and any specific rules of interpretation that apply.

Scope

This policy document applies to all University of Alberta Students as defined in the *Student Conduct Policy*.

Procedure

1. On becoming aware of minor misconduct or misconduct with minimal impact on the Working and 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 Finance 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 here apply to this policy document only with no implied or intended institution-wide use.
For clarity, defined terms listed here include grammatical variations thereof.*

Central Academic Record	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.
Encumbrance / Encumber	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: a. 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; b. restitution has been made to the satisfaction of the University of Alberta; or c. the Student has fulfilled specified conduct conditions.
Fine	An order that a Student pay a specified sum to the university. All funds from Fines are directed toward Student bursaries.
Hearing	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.
Misconduct Ticket	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> .
Student	A person who is or has been registered as a Student at the university whether or not for credit and includes current Undergraduate / Graduate Students, postgraduate learners, former Students, and graduates who have received a Degree, diploma or certificate from the university.
Student Conduct Officer	An impartial decision maker under the <i>Student Conduct Policy</i> .

Student Misconduct Appeal Panel	The decision-making body authorized to hear appeals of the decision of the Student Conduct Officer.
Working and Learning Environment	The Working and Learning Environment is to be understood broadly to encompass all aspects of university life. It includes: - physical and virtual spaces where university teaching, learning, work, research, residence, recreational and social activities take place; - 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.

Parent Policy Suite

- [Student Conduct Policy](#)
- [Student Groups Procedure](#)
- [Student Misconduct Appeal Procedure](#)
- [Student Misconduct Complaint Procedure](#)
- [Student Misconduct Ticket Procedure](#)

Related Policy Documents

- [Accommodation Policy](#)
- [Discrimination and Harassment Policy](#)
- [Information Technology Use and Management Policy](#)
- [Practicum Intervention Policy \(University Governance\)](#)
- [Protocol for Urgent Cases of Violent, Threatening or Disruptive Behaviour \(GFC Policy Manual\)](#)
- [Residence Community Standards Policy](#)
- [Sexual and Gender-Based Violence Policy](#)
- [Sexual and Gender-Based Violence Policy \(French\)](#)
- [Student Conduct Policy \(French\)](#)
- [Student Groups Procedure](#)

Related Links

Information

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

Sources of on-campus assistance

- [Association des Universitaires de la Faculté Saint-Jean \(AUFSJ\)](#)
- [Augustana Students' Association](#)

- [Graduate Students' Association \(GSA\)](#)
- [Office of the Student Ombuds](#)
- [Student Legal Services](#)
- [Student Success and Experience \(SSE\) \(email\)](#)
- [Students' Union \(SU\)](#)
- [University of Alberta Protective Services \(UAPS\)](#)

History

- November 22, 2022 Approved.
- February 21, 2025 Editorial amendment. Formatting, office name and links.
- August 1, 2025 Editorial amendment. Office name.
- March 9, 2026 Editorial amendment. Formatting, definition alignment.

*For questions surrounding policy document interpretation or implementation,
please contact the Office of Administrative Responsibility.*

The official version of this document may be obtained from <https://www.ualberta.ca/policies-procedures/index.html>