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Agenda: Health Sciences Graduate Policy and Curriculum Council, September 22, 2010

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September 13, 2010

To : Members of the Faculty of Health Sciences Graduate Policy and Curriculum Council

From : Medy Espiritu
Assistant Secretary and SynApps System Administrator

The next meeting of the Faculty of Health Sciences Graduate Policy and Curriculum Council will be held on **Wednesday, September 22, 2010** at **2:00 p.m.** in **MDCL-2218**.

Listed below are the agenda items for discussion.

If you are unable to attend this meeting, please call extension 24204 or email *espiritu@mcmaster.ca*.

A G E N D A

I. Occupational Therapy and Physiotherapy programs

- Police Records Check
- Policy for Leaves of Absence for M.Sc. (OT) and M.Sc. (PT) students
- Policy for Student Parental Leave of Absence for M.Sc. (OT) and M.Sc. (PT) programs

II. For Council information:
- Graduate Faculty Participation (*to be circulated separately*)
- 2010-2011 Faculty of Health Sciences Graduate Policy and Curriculum Council Membership list

Summary of Police Records Check Policy

- The Occupational Therapy (OT) and Physiotherapy (PT) Programs (School of Rehabilitation Science, Faculty of Health Sciences, McMaster University) requires incoming students to provide a Police Check, including vulnerable-sector screening and a police record check of RCMP and National Canadian Police Information Centre (CPIC) databases. While in the OT and PT Programs, students must renew this Police Check annually.

- "Not clear" checks include convictions under the *Criminal Code, Controlled Drugs and Substances Act, Food and Drugs Act* as well as pardoned sexual offences, outstanding warrants etc. It also includes restraining orders under *Criminal Code* or *Family Law Act*.

- Vulnerable Sector Screening provides additional information - e.g. findings of guilt where a pardon has not been granted, probation orders etc.

- "Not clear" checks result in:

  - Student notification
  - Consideration by Advisory Panel
  - Panel findings provided to Assistant Dean

- Potential Outcomes:

  - Offer of admission is revoked
  - Offer deferred for one year to allow further investigation
  - Student admitted but any clinical facility is informed in writing of the "Not Clear" check
  - If student already enrolled, student may be required to withdraw, be suspended, or expelled
  - An applicant who believes that a decision was based on incorrect or incomplete information may request a review by the University Registrar

- Review process - request for review goes to the Advisory Panel

- Advisory Panel:

  - Chair of Admissions Committee
  - Registrar or Delegate
  - Student Representative (2nd year)
  - Supported by the Administrative Assistant and External Advisor

McMaster Policies, Procedures and Guidelines

Complete Policy Title: Police Records Check – Occupational Therapy and Physiotherapy Programs, School of Rehabilitation Science

Approval by McMaster Senate on _____

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A. PREAMBLE

1. The purpose of a university is to encourage and facilitate the pursuit of knowledge and scholarship. In the Faculty of Health Sciences Occupational Therapy and Physiotherapy Programs (i.e., "OT and PT Programs"), the attainment of this purpose require students to interact with children and other vulnerable populations whom the university must take reasonable measures to protect.

2. Students in the OT and PT Programs work at various clinical sites run by external clinical agencies. In order to protect the public, the OT and PT Programs needs to confirm with these agencies the absence of a criminal conviction or outstanding criminal charges prior to the students participating in a clinical rotation.

3. Students demonstrate the ability to work with vulnerable populations in many ways, including:

   - Acquiring clinical knowledge and competence;
   - Showing respect for others; and
   - Development and demonstration of ethical frameworks.

4. This Policy applies to candidates to whom an offer of admission has been made ("candidates"), as well as to all registered students, and students who have withdrawn from the OT and PT Programs, but who re-apply for the purpose of gaining readmission ("students")

5. This policy represents the OT and PT Programs' recognition of the importance of confidentiality, safety and well-being in a work environment to ensure that candidates and students, by virtue of their past behaviour, do not pose a threat to their patients/clients.

B. RELATED POLICIES

6. This policy governs both candidates and students. In some instances, a student's behaviour may involve both academic and non-academic issues, in which case the student may be subject to the procedures of several policies, including the Student Code of Conduct. The Student Appeal Procedures applies to any appeals of decisions related to suspension or expulsion of students. The admission review procedures of the University[1] apply to any request for review of decisions related to revocation or deferral of the offer of admission.

C. POLICE CHECKS: AUTHORITY AND RESPONSIBILITY[2]

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[1] Currently defined under section 39(a) of the Student Appeal Procedures.

[2] Taken from the Council of Ontario Faculties of Medicine (COFM), *Police Records Check Policy Document*, June 8, 2006 and from the Ontario Council of University Programs in Rehabilitation Sciences (OCUPRS), *Principles Guiding the Vulnerable Sector Screen Process for Students within the Rehabilitation Science*, May 5, 2009

7. It is not a violation of the Ontario *Human Rights Code* to deny admission to the OT and PT Programs or to suspend or expel a student from the OT and PT Programs as a result of a record of offence.

8. As programs within a public institution, the OT and PT Programs are required to act fairly and reasonably when making decisions that affect the rights and opportunities of others. As a result, decisions regarding denying admission, withdrawal of an offer of admission, or removal from an academic program must be made thoughtfully, respecting the need for procedural fairness.

9. The OT and PT Programs shall make reasonable efforts to inform potential candidates of the requirement to have a Police Check and that a "Not Clear" Police Check may result in withdrawal of an offer of admission, suspension or expulsion from the program.

10. A candidate who submits false, misleading or incomplete information as part of an application shall be subject to denial of admission or withdrawal of an offer of admission. Enrolled students who submit false, misleading or incomplete information shall be subject to suspension or expulsion with a transcript notation to that effect.

D. POLICE RECORDS CHECK AND VULNERABLE-SECTOR SCREENING

11. The Police Check includes:

    a) a Vulnerable Sector Screening; and

    b) a Police Records Check of the databases from both the Royal Canadian Mounted Police (RCMP) and the National Canadian Police Information Centre (CPIC).

12. A Vulnerable Sector Screening shall provide the following information:

    a) Criminal Records (Young Person) (Pursuant to Section 119(1)(a) of the *Youth* Criminal *Justice Act*);

    b) Records of "Not Guilty: Not criminally responsible on account of Mental Disorder";

    c) Apprehension under the *Mental Health Act;*

    d) Convictions, pending charges, and ongoing investigations under federal and provincial statutes, where available (information maintained under the *Highway Traffic Act*, and the *Compulsory Automobile Insurance Act*, are not included);

e) Relevant Occurrence Reports;

f) Findings of guilt where a pardon has not been granted;

g) Absolute and conditional discharges where not prohibited by legislation; and/or

h) Probation, Prohibition and other Judicial Orders.

13. A Police Records Check of the RCMP and CPIC databases shall provide the following information:

a) Convictions under any of the following:

i) the *Criminal Code of Canada*;

ii) the *Controlled Drugs and Substances Act*;

iii) the *Food and Drugs Act*; and/or

iv) the *Youth Criminal Justice Act*.

b) The existence of any of the following:

v) Pardoned sexual offences;

vi) Undertakings to enter into a Surety to Keep the Peace;

vii) Outstanding warrants and charges; and/or

viii) Restraining orders under the *Criminal Code of Canada* or the *Family Law Act*.

but may not include:

a) Expired judicial orders;

b) Convictions under provincial statutes;

c) Pardoned records other than pardoned sexual offences;

d) Local records of other police services in Canada; and/or

e) Cases where the applicant has been found not guilty by reason of mental disorder.

14. A Police Check that discloses the existence of any of the occurrences listed in paragraphs 11, 12, and 13 shall be deemed a “Not Clear” Police Check.

E. IMPLICATIONS OF A "NOT CLEAR" POLICE RECORD CHECK

15. Convictions prosecuted by way of indictment under the *Criminal Code of Canada* for which a pardon has not been granted shall result in withdrawal of an offer of admission, or expulsion:

16. Convictions under the following legislation may result in withdrawal of an offer of admission, suspension or expulsion:

    a) The *Controlled Drugs and Substances Act*;

    b) The *Food and Drugs Act*; and/or

    c) Criminal Records (Young Person) (Pursuant to Section 119(1)(a) of the *Youth Criminal Justice Act*).

    d) Summary convictions under The *Criminal Code of Canada* for which a pardon has not been granted

17. The following information may result in withdrawal of an offer of admission, suspension or expulsion

    a) pardoned sexual offences;

    b) undertakings to enter into a Surety to Keep the Peace;

    c) restraining orders under the *Criminal Code of Canada* or the *Family Law Act*;

    d) Records of "Not Guilty: Not criminally responsible on account of Mental Disorder";

    e) Convictions under other Federal and Provincial statutes;

    f) Absolute and conditional discharges where not prohibited by legislation; and/or

    g) Probation, Prohibition and other Judicial Orders.

18. Information pertaining to the following matters may result in deferral of admission or registration or suspension for up to one year on the condition that the issue raised in the Police Check is resolved.

    a) outstanding warrants and charges; and/or

    b) pending charges, and ongoing investigations under federal and provincial statutes.

F. OBTAINING A POLICE RECORDS CHECK

19. Students should contact their local police agency to obtain a Police Check.

20. The procedure involves a request to the local police to do searches for criminal record information and the existence of a record in the Canadian Police Information Centre (CPIC) databases.

21. It is recommended that students request two original copies - one for submission to the OT and PT Programs and one to keep for their own records.

22. The cost of the Police Records Check shall be at the expense of the student and currently varies between $10 to $60.

23. The process may take up to six weeks depending on the local police agency. Additional information about a Canadian Police Information Centre can be found at www.rcmp-grc.gc.ca.

G. SPECIFIC RESPONSIBILITIES

G.1 All Members of the University

24. All members of the OT and PT Programs (students, faculty, instructors, staff and invigilators) are responsible for the maintenance of a safe atmosphere in all phases of academic life, including research, teaching, learning and administration.

25. All members of the OT and PT Programs have a responsibility to:

    a) provide assistance and co-operation in the protection of others; and

    b) report known incidents of criminal behaviour.

G.2 OT and PT Programs Admissions Office

26. The OT and PT Programs Admissions Office is responsible for assisting the OT and PT Programs with issues related to the Police Records Checks. Responsibilities include:

    a) assisting with the development and implementation of this policy;

    b) providing advice regarding the Advisory Panel's procedures;

    c) acting as a resource for the Advisory Panel;

    d) storing all documentation regarding Police Records Check decisions; and

    e) tracking complaints and inquiries with respect to this policy.

G.3 Administration

27. The Administration of the OT and PT Programs academic programs include: Deans, Associate Deans, Assistant Deans, the Associate Vice-President (Academic), the Provost, and the Senate.

28. The Administration is responsible for:

    a) dissemination of information about the expectations for Police Checks;

    b) assisting all members of the OT and PT Programs with understanding the requirements of the Police Check; and

    c) an anonymous review of the facts of each situation

G.4 Advisory Panel

29. The Advisory Panel (also referred to as the "Panel" in this policy) is responsible for the consideration of all "Not Clear" Police Checks.

30. The Panel shall have both student and faculty representation as described in Appendix 1.

31. The recommendations of the Panel are to be communicated in writing to the Assistant Dean of the appropriate program.

32. The Panel is prohibited from communicating with the relevant students.

33. The Panel is prohibited from knowing the identification of the parties to whom the record relates, except where an individual agrees to waive his/her anonymity.

G.5 Prospective Candidates

34. Offers of admission to the OT and PT Programs are conditional upon the receipt by the OT and PT Programs Admissions Office of a "Clear" Police Records Check.

35. Candidates who have accepted an offer of admission to the OT and PT Programs are required to complete an RCMP "Consent for Disclosure of Criminal Record Information Form" (at Appendix 2).

36. The candidate is required to forward an original copy of their Police Check to the OT and PT Programs Admissions Office by the first business day following the August Civic Holiday in Ontario of the academic year for which the candidate has received an offer of admission.

37. The Police Check must be performed in the six months preceding the date in which admission is being sought.

38. A "Clear" Police Records Check, conducted at the candidate's expense, is required in order for a student to register at the beginning of the academic year.

G.6 Enrolled Students

39 Students already enrolled at the OT and PT Programs shall be required renew their Police Check including a vulnerable sector screen and a police record check of RCMP and National Canadian Police Information Centre (CPIC) databases annually (i.e. twice while enrolled within the program) to be submitted by posted program deadline.

40. The Police Check must be performed within the preceeding forty-five (45) business days on which it is due to be submitted to the OT and PT Programs Admission Office.

41. A "Clear" Police Records check is required in order for the student to continue in the program.

42. A conviction prosecuted by way of indictment under the *Criminal Code of Canada*, as evidenced in a “Not Clear” Police Check, shall result in expulsion.

G.7 International, Visa and Non-Status Candidates and Students

43. This policy, in its entirety, applies to International, Visa and Non-Status candidates and students with regard to offers of admission or continuing status in the program.

44. International, Visa and Non-Status candidates and students shall be required to provide a sworn affidavit indicating that he or she has no knowledge of any criminal records in any jurisdiction either in or outside of Canada related in any way to the candidate or student. If an International, Visa or Non-Status candidate or student does have knowledge of any such criminal record, he or she shall specify the nature of the offence and provide details in the sworn affidavit regarding the offence.

45. The sworn affidavit must address all aspects of the Police Check as articulated in this Policy.

46. The OT and PT Programs Admissions Office shall verify the sworn affidavit and its contents.

47. Falsely executed affidavits and/or false statements shall result in immediate revocation of an offer of admission to prospective candidates.

48. Falsely executed affidavits and/or false statements discovered to be made by enrolled students shall result in suspension or expulsion with transcript notation to that effect.

H. "NOT CLEAR" POLICE RECORDS CHECK

H.1 Candidates for Admission

49. The offer of admission to a candidate is contingent upon a “Clear” Police Check or approval by the Assistant Dean of the appropriate program on the advice of the Advisory Panel in the event of a “Not Clear” Police Check.

50. The information provided by an original copy of the Police Check shall be deemed to be complete and accurate.

51. The Assistant Dean of the appropriate program shall notify a candidate who has a "Not Clear" Police Check that the matter shall be forwarded to the Panel for consideration.

52. The Assistant Dean of the appropriate program shall forward to the Panel the de-personalized file of each candidate with a "Not Clear" Police Check (referred to as the "File" throughout this policy).

53. The Panel shall consider the File of each candidate with a "Not Clear" Police Check on a case by case basis as expeditiously as possible to facilitate registration by September 1st.

54. The File to which the Panel shall have access shall only contain de-personalized information as it relates to each "Not Clear" Police Check, or equivalent information as it relates to International, Visa and Non-Status candidates.

55. The File to which the Panel shall have access shall have the following personal identifiers removed by the OT and PT Programs Admissions Office: name, student number, address, telephone number, cellular telephone number, facsimile number, gender, city of residence, race, nationality, ethnicity, and any other information that may reasonably be deemed to be identifiable.

56. The Panel shall not have any contact with the candidate.

57. In considering the File, the Panel will take the following factors into consideration:

    a) The relevancy of the conviction or charge to the candidate's program, with a specific view as to whether the offence involved:

        i) children or other vulnerable populations;

        ii) sexual activity;

        iii) violence;

        iv) acts of dishonesty; and/or

        v) the use of alcohol or illegal drugs.

    b) The date of any conviction;

    c) The seriousness of any conviction;

d) Efforts at rehabilitation undertaken by the candidate;

e) The likelihood that offence(s) will be repeated;

f) The policies of clinical facilities;

g) The nature of the offence or incident and its relevance to the standards using the relevant college (College of Occupational Therapists of Ontario, College of Physiotherapist of Ontario);

h) The candidate's full and open disclosure of all relevant information; and

i) Such other factors as deemed reasonable by the Panel.

58. Upon consideration of the File, the Panel can make any of the following recommendations to the Assistant Dean of the appropriate program:

a) Revoke the offer of admission;

b) Defer admission of the candidate on the condition that the issue(s) raised by the Police Check are resolved within one (1) year from the date of the offer of admission. In this event, the Panel shall re-evaluate the matter upon receipt of evidence from the candidate attesting to the resolution of issue(s); or

c) Accept the candidate into the program despite a "Not Clear" Police Check, provided that,

i) The clinical facilities at which the candidate is placed is informed, in writing, of the student's "Not Clear" Police Records Check,

ii) The clinical facilities maintain the right not to accept the candidate for clinical placement(s), and

iii) The candidate is apprised of the consequences of a denied placement, including but not limited to the inability to complete the requirements of the program, potentially jeopardizing their progress in the program and completion of degree requirements.

d) Accept the candidate into the program subject to the imposition of other conditions or restrictions deemed appropriate in the circumstances.

59. The Panel shall communicate its recommendations in writing to the Assistant Dean of the appropriate program.

60. Upon receiving the Panel's recommendations, the Assistant Dean of the appropriate program shall make a decision regarding status of the candidate. If the decision of the Assistant Dean of the appropriate program differs from the recommendation of the Panel,

then the Assistant Dean of the appropriate program will provide a written rationale for the decision.

61. The Assistant Dean of the appropriate program shall communicate his or her decision to the candidate in writing prior to September 1st.

62. The decision of the Assistant Dean of the appropriate program is final. However, the candidate may challenge the decision under the established university process for review of admissions[3] if the candidate believes that the decision was founded on incorrect or incomplete information.

I. REQUEST FOR REVIEW OF ADMISSION DECISIONS

63. To request a review of the decision of the Assistant Dean of the appropriate program regarding the application of this policy, candidates for admission shall file a Request for Review and any relevant documentation supporting the request with the Registrar within fifteen (15) business days of receipt of the decision.

64. The Registrar shall determine whether the information upon which the decision was based was incomplete or incorrect, and, if so, shall refer the Request for Review to the Panel for reconsideration.

65. The Panel will review its previous recommendation in light of the additional relevant information.

66. Upon consideration of additional relevant information, the Panel may make the following recommendations, if applicable, in writing to the Associate Dean, Graduate Studies (Health Sciences):

    a) uphold the decision to withdraw the offer of admission;

    b) defer the offer of admission, for a period of no more than one (1) academic year;

    c) impose specific conditions on the admission and/or continued enrolment of the student;

    e) implement specific restrictions or sanctions suitable to specific circumstances and/or placements;

    f) admit the candidate without special restrictions or conditions;

    g) such other conditions or restrictions deemed appropriate in the circumstances by the Panel.

[3] Currently defined by Section 39(a) of the Student Appeal Procedures

67. The Panel shall communicate its recommendations to the Associate Dean, Graduate Studies (Health Sciences) within twenty (20) business days of receipt by the Panel of the Request for Review.

68. The Associate Dean, Graduate Studies (Health Sciences) shall make a decision regarding the Panel's recommendations. If the decision of the Associate Dean, Graduate Studies (Health Sciences) differs from the recommendation of the Panel, then the Associate Dean, Graduate Studies (Health Sciences) will provide a written rationale for the decision. The decision of the Associate Dean, Graduate Studies (Health Sciences) shall be final and not subject to appeal. The Associate Dean, Graduate Studies (Health Sciences) shall communicate that decision in writing within ten (10) business days to the candidate.

8.2 Students in the Program

69. The Assistant Dean of the appropriate program shall notify a student who has a "Not Clear" Police Check that the matter shall be forwarded to the Panel for consideration.

70. The Assistant Dean of the appropriate program shall forward to the Panel the File of each student with a "Not Clear" Police Check.

71. The Panel shall consider the File of each student with a "Not Clear" Police Check on a case by case basis, within a reasonable time.

72. The File to which the Panel shall have access shall only contain de-personalized information as it relates to each "Not Clear" Police Check, or equivalent information as it relates to International, Visa and Non-Status students.

73. The File to which the Panel shall have access shall have the following personal identifiers removed by the OT and PT Programs Admissions Office: name, student number, address, telephone number, cellular telephone number, facsimile number, gender, city of residence, race, nationality, ethnicity, and any other information that may reasonably be deemed to be identifiable.

74. The Panel shall not have any contact with the student whose File is being considered.

75. In considering the File, the Panel will take the following factors into consideration:

    a) The relevancy of the conviction or charge to the student's appropriate program with a specific view as to whether the offence involved:

        i) children or other vulnerable populations;

        ii) sexual activity;

        iii) violence;

        iv) acts of dishonesty; and/or

v) the use of alcohol or illegal drugs.

b) The date of any conviction;

c) The seriousness of any conviction;

d) Efforts at rehabilitation undertaken by the student;

e) The likelihood offences will be repeated;

f) The policies of clinical facilities in the local jurisdiction;

g) The nature of the offence or incident and its relevance to the standards using the relevant college (College of Occupational Therapists of Ontario, College of Physiotherapist of Ontario);

h) The student's full and open disclosure of all relevant information; and

i) Such other factors as deemed reasonable by the Panel.

76. Upon consideration of the File, the Panel can make any of the following recommendations to the Assistant Dean of the appropriate program:

a) Permit the student to continue in the program despite a "Not Clear" Police Check provided that:

i) the clinical facilities to which the student is placed be informed, in writing, of the student's "Not Clear" Police Check;

ii) the clinical facilities maintain the right not to accept the student for clinical placement(s); and

iii) the student is apprised of the consequences of a denied placement, including but not limited to the inability to complete the requirements of the program, potentially jeopardizing his/her progress in the program and completion of degree requirements.

b) Allow the student to register subject to the imposition of conditions or restrictions deemed appropriate in the circumstances.

c) Require the student to withdraw from the program for a period of up to one year until such time as the outstanding issue is resolved

d) Suspend or expel the student from the program;

77. The Panel shall communicate its recommendations in writing to the Assistant Dean of the appropriate program within a reasonable time.

78. Upon receiving the Panel's recommendations, the Assistant Dean of the appropriate program shall make a decision regarding recommendations 76 a) to d). In the case of a recommendation to suspend or expel the student, the Assistant Dean of the appropriate program shall make a recommendation to the Associate Dean, Graduate Studies (Health Sciences) regarding the status of the student within a reasonable time. If the decision or recommendation of the Assistant Dean of the appropriate program differs from the recommendation of the Panel, then the Assistant Dean of the appropriate program will provide a written rationale for the decision or recommendation.

79. The Associate Dean Graduate Studies (Health Sciences) shall communicate his or her decision with the reason(s) to the student in writing within a reasonable time.

J. RECORDS

80. The OT and PT Programs shall maintain a record of each candidate or student with a "Not Clear" Police Check.

81. All Panel recommendations shall be kept separate from a student's academic record.

82. Decisions of the Assistant Dean of the appropriate program that are communicated to the candidate or student as required by this policy shall be kept in the student's academic record.

K. APPEAL

83. Students may appeal the decision of the Associate Dean, Graduate Studies (Health Sciences) with respect to suspension or expulsion under the appeal provisions found in the Student Appeal Procedures. No appeal procedure shall be available for decisions on admission or re-admission to the OT and PT Programs.

L. REVIEW AND APPROVAL

84. This policy was approved by the Senate of McMaster University in [month] of 2009.

APPENDIX 1: ADVISORY PANEL

Requirements for Selection and Operation

1. The Panel shall consist of the following three members:

    a) Chair of the Occupational Therapy and Physiotherapy Admissions Committee;

    b) Registrar (or delegate);

    c) A student Representative in his or her 2nd year of studies in the OT or PT Program selected by the Assistant Dean of the appropriate program.

2. The Chair of the Occupational Therapy and Physiotherapy Admissions Committee shall chair meetings of the Advisory Panel. Decisions of the Advisory Panel shall be made by majority vote.

3. The Panel shall be supported by an Administrative Assistant who shall record all Panel proceedings. This Administrative Assistant shall have no decision making capacity on the Panel.

4. The Advisory Panel may, from time to time, enlist the services of independent experts including lawyers, police, risk management consultants, screening consultants or other individuals with relevant training for the purpose of providing advice to the Panel. This "external advisor" shall have no decision making capacity on the Panel.

5. In the event that the Chair of the Occupational Therapy and Physiotherapy Admissions Committee is unavailable or unable to participate, a member of the Admissions Committee delegated by the Chair shall serve in this capacity.

6. The OT and PT Programs Admissions Office shall ensure that members of the Panel receive necessary training to discharge their responsibilities.

7. The Panel shall report the following information to the appropriate Assistant Dean:

    a) By August 15th of each year, the list of cases to be considered by the Panel; and

    b) By March 1st of each year, a summary of the Panel's work in the previous academic year, recommendations for change and any other information the Panel deems necessary or the Assistant Dean of the appropriate program requires of the Panel.

8. Decisions of the Panel shall be recorded by the Administrative Assistant, and dated and signed by the Panel Chair.

APPENDIX 2 – CONSENT FORM

Royal Canadian Mounted Police / Gendarmerie royale du Canada

CONSENT FOR DISCLOSURE OF CRIMINAL RECORD INFORMATION

IF COMPLETED MANUALLY, PLEASE PRINT

PART 1

Surname	Given name (1)	Given name (2)	Sex ☐ M ☐ F	Tel. no. (incl. area code)
Address (no., street, apt.)	City	Province	Postal code	
Date of birth (yyyy-mm-d)	Place of birth	Driver's licence no.	Usual first name or alias	Maiden name
Previous address if less than 5 years at current address Address (no., street, apt.)	City	Province	Postal code	

PART 2

Pursuant to Section 8(1) of the Privacy Act of Canada, I hereby authorize the Royal Canadian Mounted Police to disclose my personal information to:

Full name	Title	Name of organization	
Address (no., street, apt.)	City	Province	Postal code

PART 3

WAIVER AND RELEASE:
I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever arising out of the above authorized disclosure of information and waive all rights thereto.

PART 4

This consent is valid for a period of three months from the date of signature.

Signed this _____ day of _____ _____ Signature of applicant _____

PART 5

Following is information contained in the records of the RCMP or records from other police forces accessible through computer queries and is based on a name and date of birth check only. ****A record may or may not exist** for the subject of this inquiry, positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

INFORMATION AND IDENTIFICATION SERVICES
CANADIAN CRIMINAL RECORD INFORMATION SERVICES
BOX 8885
OTTAWA, ONTARIO K1G 3M8

YOUNG OFFENDER INFORMATION - The Young Offenders Act makes it an offence to disclose young offender information. In cases where an adult's record contains young offender information or a young offender requests a copy of his/her criminal record, the criminal record information MUST be given to the requester. Individuals can disclose their own information, but even with consent the RCMP are not legally permitted to disclose young offender information.

INSTRUCTION TO REQUESTERS: The following section contains varying degrees of police information.

- Confirm with the party identified in PART 2, the exact information they require.
- Choose the category which best symbolizes the information you are providing consent for the RCMP to disclose and place your initials in the appropriate INITIALS box.
- The party identified in PART 2 will be advised accordingly of negative checks.
- Checks resulting in possible "hits" for information identified in categories 1, 2 or 3 will require confirmation by the submission of fingerprints.
- You will be required to confirm that information located through the checks stipulated in category 4, is your personal information.
- You may withdraw this consent prior to disclosure.

No.	Initials	Category of Information for Disclosure	FOR POLICE USE ONLY
1.		Records of criminal convictions found in the Identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted. RCMP: Make CPIC Criminal Record "LEVEL 1" Query ONLY.	☐ None located ☐ ** May or may not exist
2.		Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC. RCMP: Make CPIC Criminal Record "LEVEL 1" Query AND a Persons CPIC Query.	☐ None located ☐ ** May or may not exist
3.		Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition. RCMP: Make CPIC Criminal Record "LEVEL 2" Query AND a Persons CPIC Query.	☐ None located ☐ ** May or may not exist
4.		Police information located on computer systems (e.g. Police Information Retrieval System (PIRS), CPIC) and information located through local police indices checks. This will include all information related to non convictions and all charges regardless of disposition. RCMP: Make Persons Queries on PIRS and CPIC. In view of the general nature of this information confirm with requester this is in fact information pertaining to him/her. Requesters MUST confirm information which pertains to them prior to disclosure. If a discrepancy exits, do not disclose this information.	☐ None located ☐ ** May or may not exist

COMPLETED BY

Member (signature)	Reg. no.	Unit	Date

RCMP GRC 3584 eng. (1999-12) (WEB-pdf)

MASTER OF SCIENCE PROGRAMS IN
OCCUPATIONAL THERAPY AND PHYSIOTHERAPY
McMaster University

Complete Title:	Policy for Leaves of Absence for students in the MSc(OT) and MSc(PT) Programs
Date Developed:	May 26, 2004
Latest Revised:	March 22, 2010
Approved by:	OT Education Committee PT Governing Committee
Date of Most Recent Approval:	June 16, 2010 - PT Governing Committee June 21, 2010 - OT Education Committee
Policy Owner:	Program Administrator

POLICY

Policy Statement:

A leave of absence may be granted to students within the MSc(OT) and MSc(PT) programs, by the School of Graduate Studies, on the recommendation of the Program, for health reasons or other extenuating circumstances, **excluding financial reasons.** If a leave of absence is granted, it is only for a maximum of one year.

During the leave of absence, no tuition will be charged, nor will the student be eligible for any scholarship support. The length of time for completion of the degree and for eligibility for such scholarship support will be extended by the duration of the leave upon resumption of studies. Graduate students on a leave of absence have neither full-time nor part-time status.

The understanding is that for the period of the time of the leave, there are no obligations from either party.

A student may request only one leave of absence due to extenuating circumstances.

Procedures for Requesting a Leave of Absence:

Please note that students are encouraged to contact the Assistant Dean prior to submitting written documentation or the Petition for Special Consideration, to discuss options and procedures.

1. The student will submit a written request for a leave of absence, using the Petition for Special Consideration Form (available on the School of Graduate Studies website), and other supporting documentation they wish to submit. For the request of a medical leave of absence, a physician's note is also required.

2. The student will meet with the Assistant Dean and Program Administrator to complete the formal process to request a leave of absence. The student will be required to also bring their hospital identification badge/anatomy card.

3. The Assistant Dean will review the request for the leave of absence in consultation with the Program Academic Study Committee if appropriate.

4. The Assistant Dean will complete the Petition for Special Consideration form, which will include his/her recommendation to the Associate Dean, Faculty of Health Sciences (Graduate Studies) regarding the request for the leave of absence. If the recommendation supports the leave of absence, the Assistant Dean will also include within the Petition a recommendation for which Term/Unit of study to which the student is eligible to return.

5. The Assistant Dean will send the student a letter, notifying the student of his/her recommendation to the Associate Dean, Faculty of Health Sciences (Graduate Studies).

6. The Assistant Dean will submit to the Associate Dean, Faculty of Health Sciences (Graduate Studies):
   - The original copy of the Petition of Special Consideration
   - Original copies of other documentation provided by the student as applicable
   - A copy of the letter sent to the student

7. On behalf of the School of Graduate Studies, the Associate Dean will review the submission and the recommendation of the Assistant Dean, and make a decision. His/her office will notify the Assistant Dean, Program Administrator and student of his/her decision.

Procedures for Returning from a Leave of Absence:

1. The request for re-entry must be made at least three months prior to the beginning of the appropriate term or unit, to which the student would be returning.

2. The student is required to write to the Assistant Dean to apply for re-entry into the program, and include evidence of readiness to return to both the academic and clinical components of the program.

   a. If the leave of absence was granted for medical reasons, a note or letter from the physician most responsible for providing care for the health matter that led to the medical leave of absence is required. This note or letter must be dated within at least two months of the student's written request to return to the program. The student is responsible for informing the physician of the expectations of the clinical and academic components of the program, which the physician will use to inform his/her decision.

   b. If the leave of absence was granted for extenuating circumstances the letter from the student must demonstrate that the circumstances for which the leave was granted will no longer impact on studies, and/or the student has supports in place to successfully resume studies.

3. Reentry will depend on evidence of readiness to return, as assessed by the Assistant Dean, in consultation with the Program Academic Study Committee if appropriate. The Assistant Dean will make a recommendation to the Associate Dean, Faculty of Health Science (Graduate Studies) in regards to the submission.

4. The Assistant Dean will send the student a letter, notifying the student of his/her recommendation.

5. The Assistant Dean will submit to the Associate Dean, Faculty of Health Sciences (Graduate Studies):
   - A copy of the letter for request for re-entry into the program
   - Copies of other documentation provided by the student as applicable
   - A copy of the letter sent to the student

6. On behalf of the School of Graduate Studies, the Associate Dean, Faculty of Health Sciences (Graduate Studies) will review the recommendation of the Assistant Dean, and the submission of the student, and make a decision. His/her office will notify the Assistant Dean, Program Administrator and student whether the request for re-entry has/has not been granted.

7. If the request for re-entry is granted:
   a. The student will resume studies in the Term/Unit of study as stated in the letter sent to the student at the time of the request for the leave of absence.
   b. The student is required to contact the Program Administrator to begin the process for completing the clinical placement/practicum requirements (e.g. Vulnerable Sector Screening, Health Screening etc) and to confirm registration processes.

Related Policies and Procedures:

1. School of Graduate Studies Leaves of Absence Regulations (McMaster University)

Disclaimer: If there is a discrepancy between the electronic copy and the written copy held by the Guideline owner, the written copy prevails.

MASTER OF SCIENCE PROGRAMS IN
OCCUPATIONAL THERAPY AND PHYSIOTHERAPY
McMaster University

Complete Title:	Policy for Leave of Absence for a Graduate Student who is a new parent in the MSc(OT) and MSc(PT) Programs
Date Developed:	May 26, 2004
Latest Revised:	June 3, 2010
Approved by:	OT Education Committee PT Governing Committee
Date of Most Recent Approval:	June 16, 2010 - PT Governing Committee June 21, 2010 - OT Education Committee
Policy Owner:	Program Administrator

POLICY

Policy Statement:

A leave of absence will be granted to students within the MSc OT and PT programs, by the School of Graduate Studies, on the recommendation of the Program, for a graduate student who is expecting a child, whether by adoption, or birth or guardianship. The student may request a leave of absence of not more than one year to begin as soon as necessary but not later than fifty two weeks after the arrival of the child.

During the leave of absence, no tuition will be charged, nor will the student be eligible for any scholarship support. The length of time for completion of the degree and for eligibility for such scholarship support will be extended by the duration of the leave upon resumption of studies. Graduate students on a leave of absence have neither full-time nor part-time status.

The understanding is that for the period of the time of the leave, there are no obligations from either party.

Procedures for Requesting a Leave of Absence (Pregnancy or Parental):

Please note that students are encouraged to contact the Assistant Dean prior to submitting written documentation or the *Leave of Absence Information Form where Leave of Absence Includes Pregnancy or Parental Leave form,* to discuss options and procedures.

1. The student will submit a written request for a leave of absence, using the *Leave of Absence Information Form where Leave of Absence Includes Pregnancy or Parental Leave form,* (available on the School of Graduate Studies website), and relevant supporting documentation.

2. The student will meet with the Assistant Dean and Program Administrator to complete the formal process to request a leave of absence, and discuss/agree upon the dates of the leave. The student will be required to also bring their hospital identification badge/anatomy card.

3. The Assistant Dean will send the student a letter, confirming the agreed upon dates, and scheduled date of return to studies.

4. The Assistant Dean will submit to the Associate Dean, Faculty of Health Sciences (Graduate Studies):
    - The original copy of the *Leave of Absence Information Form where Leave of Absence Includes Pregnancy or Parental Leave form*
    - Original copies of other documentation provided by the student as applicable
    - A copy of the letter sent to the student

5. On behalf of the School of Graduate Studies, the Associate Dean will review the submission. His/her office will notify the Assistant Dean, Program Administrator and student when the leave has been approved.

Procedures for Returning from a Leave of Absence:

1. The request for re-entry must be made at least three months prior to the beginning of the appropriate term or unit, to which the student would be returning.

2. The student is required to write to the Assistant Dean to request re-entry into the program,

3. The Assistant Dean will acknowledge the request by sending the student a letter.

4. The Assistant Dean will submit to the Associate Dean, Faculty of Health Sciences (Graduate Studies):
    - A copy of the letter for request for re-entry into the program
    - Copies of other documentation provided by the student as applicable
    - A copy of the letter sent to the student

5. On behalf of the School of Graduate Studies, the Associate Dean, Faculty of Health Sciences (Graduate Studies) will review the recommendation of the Assistant Dean, and the submission of the student, and make a decision. His/her office will notify the Assistant Dean, Program Administrator and student whether the request for re-entry has/has not been granted.

6. If the request for re-entry is granted:
    a. The student will resume studies in the Term/Unit of study as stated in the letter sent to the student at the time of the request for the leave of absence.
    b. The student is required to contact the Program Administrator to begin the process for completing the clinical placement/practicum requirements (e.g. Vulnerable Sector Screening, Health Screening etc) and to confirm registration processes.

Related Policies and Procedures:

1. School of Graduate Studies Leaves of Absence Regulations (McMaster University)

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FACULTY OF HEALTH SCIENCES
GRADUATE POLICY AND CURRICULUM COUNCIL
2010-2011

Chair: Dr. Catherine Hayward, Associate Dean of Graduate Studies, Health Sciences

Ex-Officio: Dr. Allison Sekuler, AVP and Dean of Graduate Studies
Dr. James Mahony *(mahonyj*), Assistant Dean, Medical Sciences
Dr. Brian Coombes *(coombes),* Assistant Dean, Biochemistry & Biomedical Sciences
Dr. Margaret Black *(blackm),* Assistant Dean, Nursing
Dr. Steve Hanna *(hannas),* Assistant Dean, Health Research Methodology
Dr. Joy MacDermid *(macderj),* Assistant Dean, Rehabilitation Science
Ms. Lori Letts *(lettsl),* Assistant Dean, Occupational Therapy
Ms. Lynne Geddes *(geddesl),* Assistant Dean, Physiotherapy
Lindsay DoHarris *(doharrle),* Co-President, Health Sciences Graduate Student Federation

Elected Members of Graduate Council: Dr. Pam Baxter *(baxterp),* Nursing
Dr. Alison Holloway *(hollow),* Obstetrics & Gynecology

Members at Large:
- Dr. Brian Lichty *(lichtyb)* (2010), Medical Sciences Program Graduate Faculty Member
- Dr. Lisa Schwartz *(schwar)* (2010), Clinical Health Sciences Program Graduate Faculty Member
- Graduate student representative (TBA)

Consultant *(non-voting)*: Administrator of Health Sciences Graduate Programs

Secretary *(non-voting)*: Secretary of Graduate Studies

Assistant Secretary *(non-voting):* Medy Espiritu, Assistant Secretary of Graduate Studies

Quorum: One third of the committee members.

August 2010