



The UNIVERSITY of WESTERN ONTARIO

THE UNIVERSITY OF WESTERN ONTARIO CODE OF STUDENT CONDUCT *November 25, 2010*

I. Introduction and Purpose

1. The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at The University of Western Ontario, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow.
2. The University of Western Ontario is a community of students, faculty and staff involved in learning, teaching, research, and other activities. The University seeks to provide an environment of free and creative inquiry within which critical thinking, humane values, and practical skills are cultivated and sustained. It is committed to a mission and to principles that will foster excellence and create an environment where its students, faculty, and staff can grow and flourish.
3. Upon registration, students assume the rights and responsibilities associated with membership in the University's academic and social community. Students are responsible for observing a standard of conduct that will contribute to the University's mission and that will support an environment conducive to the intellectual and personal growth of all who study, work and live here. This responsibility includes respecting the rights, property, and well-being of other members of the University community and visitors to the campus, and refraining from conduct that would jeopardize the University's mission or the proper functioning of the academic and non-academic programs and activities of the University, its faculties, schools or departments, or that would endanger or adversely affect the health, safety, rights, security or property of the University, its members and visitors. The academic and social privileges granted to each student are conditional upon the fulfillment of this responsibility and students must familiarize themselves with the University regulations and the conduct expected of them while studying at the University.
4. The University encourages students to set for themselves the highest standards of behaviour off-campus, including behaviour conducive to the peaceful and safe enjoyment of housing by both students and neighbours. The University does not condone behaviour that infringes upon the rights of the University's neighbours or that brings the University's good name into disrepute.
5. Students are reminded that they are equally responsible for observing the standard of conduct set out in this Code when using any electronic communication devices to send or post messages or material.
6. Whenever appropriate, the University encourages informal resolution of minor incidents.
7. Nothing in this Code shall be construed to prohibit peaceful assemblies and demonstrations, lawful picketing, or to inhibit free speech as guaranteed by law.
8. Any student found responsible for misconduct is subject to the disciplinary sanctions of this Code, regardless of the action or inaction of civil authorities. Nothing in this Code precludes the University from referring an individual matter to the appropriate law enforcement agency either before, during, or after disciplinary action is taken by the University under this Code. A student may be subject to criminal prosecution and/or civil proceedings notwithstanding, and in addition to, disciplinary action taken by the University against the student under this Code.

II. Definitions

In this Code:

1. "Student" is an individual registered at the constituent University in a credit course or program of studies.
2. "Vice-Provost" is the Vice-Provost (Academic Programs and Students) [Registrar] or designate.
3. "Dean" and "Vice-Provost (Graduate and Postdoctoral Studies)" shall be interpreted as "Dean or designate" and "Vice-Provost (Graduate and Postdoctoral Studies) or designate".
4. "Premises of the University or its Affiliated University Colleges" includes lands, buildings and grounds of the University and its Affiliated University Colleges and other places or facilities used for the provision of the University's courses, programs or services.
5. "University sponsored program, event or activity" is a program, event or activity that is hosted, sponsored, or organized by the University and includes, but is not limited to, coursework and other academic activities, student exchange programs, study abroad, internships, co-ops, field trips, social events, and volunteer and community service activities.

III. Relationship to Other University Policies and Codes

1. If a student's conduct could be considered a breach of this Code and also a breach of either the Policy on Scholastic Discipline or the Policy and Procedures for the Conduct of Research, the University, in its discretion, may proceed under the Code or under the aforesaid Policies. A student may not be penalized under both the Code and these Policies for the same conduct.
2. With the exception of the Policies set out in 1. above, no disciplinary action taken pursuant to any policies, rules, codes, or regulations of the University (e.g., regulations relating to use of computing resources, regulations established by various units of the University including Intercollegiate Athletics, the University of Western Ontario Libraries, the Division of Housing and Ancillary Services [Residents' Understandings], and Western Campus Recreation) shall bar or prevent the University from also instituting disciplinary proceedings and imposing sanctions under this Code. However, where the University proposes to take additional disciplinary action, discussions must be held between the University and the unit head before other such disciplinary proceedings are initiated.

IV. Jurisdiction

1. This Code applies to:
 - (a) conduct that occurs on the premises of the University or its Affiliated University Colleges;
 - (b) conduct that occurs at a University sponsored program, event, or activity, whether the program, event, or activity is on campus or off-campus; and
 - (c) other off-campus conduct,
 - (i) when the individual is acting as a designated representative of the University or a student organization or when the individual holds out that he or she is a representative of the University or a representative or member of a student group or organization at the University; or
 - (ii) that has, or might reasonably be seen to have an adverse effect on, interfere with, or threaten the proper functioning of the University, its mission, the rights of a member of the University community to use and enjoy the University's learning and working environments, or that raises concerns for the safety or security of an

individual or individuals while on campus or while participating in University programs, events or activities.

2. Graduate students are subject to the provisions of this Code except when acting in their capacity as Graduate Teaching Assistants.
3. Subject to the provisions of the Affiliation Agreement between the University and its Affiliated University Colleges, students registered at the Affiliated University Colleges are expected to conform to the standards of this Code while on University property. Only the Affiliated University Colleges may discipline their students for conduct that would constitute a violation of this Code; however, where extraordinary circumstances warrant, the University may also take measures to restrict such a student's entry onto University property or use of University facilities.

V. Prohibited Student Conduct

The following list sets out specific examples of prohibited conduct. *This list is illustrative only and is not intended to define misconduct in exhaustive or exclusive terms.*

Examples

1. **Disruption**
By action, threat, written material, or by any means whatsoever, disrupting or obstructing any University or Affiliated University College activities, including a University sponsored program, event or activity, or other authorized activities on premises of the University or its Affiliated University Colleges, or the right of another person to carry on his/her legitimate activities, or to speak or to associate with others. University or Affiliated University College activities include, but are not limited to, teaching, research, studying, sports and recreation, administration and meetings.
2. **Misconduct Against Persons and Dangerous Activity**
 - (a) Any assault, harassment, intimidation, threats or coercion.
 - (b) Conduct that threatens or endangers the health or safety of any person.
 - (c) Contravention of *The University of Western Ontario Non-Discrimination/Harassment Policy*.
 - (d) Knowingly (which includes when one should reasonably have known) creating a condition that endangers the health, safety, or well-being of any person.
 - (e) Engaging in conduct that is, or is reasonably seen to be, humiliating or demeaning to another person or coercing, enticing or inciting a person to commit an act that is, or is reasonably seen to be, humiliating or demeaning to that person or to others.
3. **Misconduct Involving Property**
 - (a) Unauthorized entry and/or presence on any premises of the University or its Affiliated University Colleges, or any premises used for University sponsored programs, events or activities.
 - (b) Misappropriation, damage, unauthorized possession, defacement and/or destruction of premises or property of the University or its Affiliated University Colleges, or the property of others.
 - (c) Use of University or Affiliated University College facilities, equipment or services contrary to express instruction or without proper authority.

- (d) Misuse of University or Affiliated University College supplies and documents, including equipment, library and computer resources, keys, records, transcripts and permits.
 - (e) Tampering with emergency telephones, fire protection equipment or emergency facilities (e.g., fire bells, fire extinguishers, fire hoses); disconnecting or blocking fire alarms; setting unauthorized fires; raising a false fire alarm; blocking or wedging open fire and smoke doors on corridors or stairways.
4. **False Information, I.D. Cards, Access Cards, Key Cards, Meal Cards, Identification**
- (a) Furnishing false information.
 - (b) Forging, altering or misusing any document, record, card or instrument of identification.
5. **Alcohol and Drug Use**
- (a) Illegal use, possession or distribution of a controlled or restricted substance.
 - (b) Contravention of provincial liquor laws or the policies of the University or Affiliated University Colleges governing the possession, distribution and/or consumption of alcoholic beverages on the premises of the University or its Affiliated University Colleges.
6. **Improper Use of Dangerous Objects and Substances**
- Storage, possession or use of firearms, explosives, or other weapons, flammable solvents, biohazardous, volatile or poisonous materials, except in areas formally designated for that purpose by authorized University personnel.
7. **Contravention of University Regulations**
- Violation of written University policies, rules or regulations.
8. **Contravention of Other Laws**
- Contravention of any provision of the Criminal Code or any other federal or provincial statute or municipal by-law.
9. **Other**
- (a) Aiding or encouraging others in the commission of an act prohibited under this Code or attempting to commit an act prohibited under this Code.
 - (b) Failure to comply with any sanction imposed by the University for misconduct under this Code.

VI. Sanctions

The University may impose one or more sanctions for misconduct, of which those listed below are examples. The sanctions imposed should be proportional to the type of misconduct. The most serious types of misconduct will merit the most serious sanctions: deregistration, suspension and expulsion.

In considering an appropriate sanction, the University's primary focus must be to ensure the safety and security of the University, its members, and visitors. However, where possible and appropriate, the University will consider educational sanctions in addition to or instead of other sanctions. Such sanctions are designed to help a student understand why his or her behaviour was inappropriate and to appreciate the impact of that behaviour on others.

1. **Verbal Warning** from the instructor or other person in authority.
2. **Exclusion from a class, examination room, or other area.** (Note: In this context, “class” refers to a period of instruction such as a lecture, seminar, tutorial, laboratory session, recital, concert or exhibition of visual arts or sports event.)
3. **Formal Reprimand.**
4. **Educational Sanctions.** Such sanctions include apologies, work assignments, service to the University or wider community, restriction of privileges, written assignments, completion of a class or workshop or project, completion of counseling.
5. **Removal**, either temporarily or permanently, from a course in which the student is registered.
6. **Prohibition** or limitation of access to any academic facility.
7. **Prohibition** or limitation of employment at the University.
8. **Prohibition** or limitation on entering University premises or specific parts thereof and/or restriction on contact with specified person(s).
9. **Restitution.** Compensation for loss, damage, or injury to the appropriate party(ies) in the form of service, money, or material replacement.
10. **Forfeiture** of University awards or financial assistance.
11. **Disciplinary Probation.** A designated period of time during which the student is not in good standing with the University. The terms of probation may involve restrictions of student privileges and/or set behavioural expectations, violation of which will result in the imposition of further sanctions.
12. **Deregistration.** Removal from some or all courses for one or two terms.
13. **Suspension** from the University for a specified time period.
14. **Expulsion** from the University.

VII. Interim Measures

1. Disruption of Instructional Activities

Disruption of instructional activities, including examinations, initially may be dealt with by the appropriate instructor or proctor as a matter of classroom discipline. The instructor or proctor may require the student to leave the area for the remainder of the particular class or examination. Any disruption that results in the removal of a student shall be reported to the Chair of the Department or Director of the School and, where appropriate, to the Dean of the Faculty in which the course is held. If the disruption persists and/or if it is deemed to be serious in nature, the incident will ordinarily be reported immediately to the Campus Community Police Service, the Chair (Director), the Dean of the Faculty, and the Vice-Provost.

2. Temporary Exclusions from Other Areas

Academic or administrative unit heads (or designates) may ban a student from their area of jurisdiction if the unit head (or designate) believes on reasonable grounds that the student's continued presence in that area will be detrimental to good order or will constitute a threat to the safety of others. Such initial exclusion shall be for up to 48 hours and shall be reported

immediately to Campus Community Police Service, the Vice-Provost, and the relevant Dean (if applicable).

3. **Notice of Trespass**

Campus Community Police Service, in circumstances in which they reasonably believe that there are grounds to make an interim prohibition order as set out in section 4 below, may temporarily exclude a student from campus for up to 7 days by delivering a Notice of Trespass under the *Trespass to Property Act*.

4. **Interim Prohibition**

The President, or such other officials as he/she may designate from time to time, may impose an interim prohibition pending an investigation and disposition of a complaint of misconduct. Interim prohibition may be imposed only: (a) if needed to ensure the safety and well-being of members of the University community or preservation of University property; (b) if needed to ensure the student's own physical or emotional safety and well-being; or (c) if there is a reasonable apprehension that the student poses a threat of disruption or of interference with the normal operations of the University.

During a period of interim prohibition, a student may be denied access to specified campus facilities (including classes) and/or any other University activities or privileges for which the student might otherwise be eligible, as the President (or designate) may determine to be appropriate. Within two working days following the imposition of interim prohibition, the student shall be informed in writing of the reasons for the prohibition. The student shall be afforded the opportunity to respond to the allegations being made against him or her. If the student responds, the President (or designate) will reassess the prohibition and either revoke or continue it pending formal disposition of the matter.

VIII. **Complaint Procedures**

1. Any person may submit a complaint of misconduct against a student. A complaint should be submitted or forwarded to a Dean's Office, Campus Community Police Service, the Office of the Vice-Provost (Academic Programs and Students) [Registrar], or the Office of the Vice-Provost (Graduate and Postdoctoral Studies).

2. ***Undergraduate Students***

A complaint shall be referred or dealt with as follows:

- (a) Incidents that occur within the home Faculty of the student against whom a complaint is made, with the exception of incidents falling within (b) below, shall be referred to the Dean of the home Faculty for disposition.
- (b) Incidents occurring within the home Faculty that:
 - (i) may reasonably be seen to involve or affect an academic or administrative unit outside the home Faculty, outside institutions, or persons external to the University, or
 - (ii) are being or have been investigated by Campus Community Police Service or an external police force,

shall be referred to the Vice-Provost for disposition. The Vice-Provost may dispose of the complaint him/herself or refer it to the Dean of the home Faculty for disposition.

- (c) Incidents occurring outside the home Faculty shall be referred to the Vice-Provost who may dispose of the complaint him/herself or refer the complaint to the Dean of the home Faculty for disposition.

3. **Graduate Students**

All complaints shall be referred to the Vice-Provost. Normally the Vice-Provost will notify the Vice-Provost (Graduate and Postdoctoral Studies) and the Dean of the Faculty hosting the student's graduate program (or in the case of a student in an interdisciplinary program, the Dean of the Faculty of the student's supervisor) of the complaint. The Vice-Provost may dispose of the complaint him/herself or refer the complaint to either of these individuals for disposition.

4. **All Students**

- (a) The Dean (Vice-Provost) shall not make a finding of misconduct nor impose a sanction or sanctions against a student unless the student has been informed, in writing, of the nature of the complaint, the facts alleged against him/her, and has been given a reasonable opportunity to respond to them and to submit relevant information. The student shall also be given a reasonable opportunity to meet personally with the Dean (Vice-Provost) to discuss the matter. It is the responsibility of the student to provide all materials and information that will support his/her position.
- (b) If the Dean (Vice-Provost) concludes that there has been misconduct, he/she may impose an appropriate sanction or sanctions.
- (c) If the student does not respond to the allegation or does not meet with the Dean (Vice-Provost) after having been given a reasonable opportunity to do so, the Dean (Vice-Provost) may proceed to dispose of the complaint without such a response or meeting.
- (d) At all meetings with the Dean (Vice-Provost), the student may be accompanied by a colleague of his or her choosing. Legal representation is not permitted at this stage; it is permitted at the appeal stage.
- (e) In determining an appropriate sanction or sanctions, the Dean (Vice-Provost) may take into account any previous findings of misconduct. The Dean (Vice-Provost) may direct that a sanction be held in abeyance if a student's registration at the University is interrupted for any reason.
- (f) The decision of the Dean (Vice-Provost), with reasons, shall be communicated in writing to the student. If there is a finding of misconduct, a copy of the decision will be retained in the student's home Faculty (in the School of Graduate and Postdoctoral Studies in the case of a graduate student) and in the Office of the Vice-Provost. A copy of the decision shall be provided on a need-to-know basis to administrative units (e.g., Office of the Registrar, Campus Community Police Service). The relevant Dean and/or the Vice-Provost is responsible for the implementation of any decision made under the Code.
- (g) All notices and other communications from the Dean, Vice-Provost, or the University Discipline Appeals Committee (see below) to the student or any other member of the University community, shall be by personal delivery, regular mail, campus mail, e-mail, priority post, courier, or registered mail. If sent by regular mail, service will be deemed effective on the fifth day after the documents are mailed. In the case of students, all documents will be sent to the primary address recorded in the student's electronic record at the University, unless the student requests in writing that they be sent to another address.
- (h) Complaints of misconduct shall be reported, investigated, and decided in a timely manner.
- (i) The Vice-Provost shall report annually to the Board of Governors summarizing the categories of misconduct, the range of sanctions imposed by the University, the number of appeals to the University Discipline Appeal Committee, and the outcome of such

appeals. The report will be posted publicly by the University Secretariat.

- (j) The University may continue its investigation and disposition of a complaint notwithstanding that a student withdraws from the University in the course of any proceedings under this Code. Where a student's conduct comes to light after a student has left the University, the University may decide to proceed with the review and disposition of a complaint, if the seriousness of the allegation warrants such action.

IX. Transcripts and Registration

1. Suspension and expulsion are recorded on the official transcript. The suspension notation will be removed when the student graduates or five years after the last registration. The expulsion notation is permanent unless the President grants a petition for its removal. Any such petition may be made no sooner than five years after the offence. Removal of the expulsion notation from the transcript does not overturn the expulsion decision; the expulsion remains in effect.
2. While under investigation for serious misconduct that may result in suspension or expulsion, the student will not be issued transcripts directly, but, at the student's request, transcripts will be sent to institutions or potential employers. If the student is subsequently suspended or expelled, the recipients of the transcript will be issued a revised transcript. This restriction also applies in situations where the student is no longer enrolled at the University during the investigation.

X. Appeals

1. A student may appeal a Dean's (Vice-Provost's) finding of misconduct to the University Discipline Appeal Committee (UDAC) on one or more of the following grounds:
 - (a) that there was a serious procedural error in the hearing of the complaint by the Dean (Vice-Provost) which was prejudicial to the appellant;
 - (b) that new evidence, not available at the time of the earlier decision, has been discovered, which casts doubt on the correctness of the decision;
 - (c) that the Dean (Vice-Provost) did not have the authority under this Code to reach the decision or impose the sanctions he/she did.
2. In addition to the grounds set out in section 1, if the sanction(s) imposed by the Dean (Vice-Provost) is forfeiture of University awards or financial assistance, deregistration, suspension, or expulsion, a student may appeal the finding of misconduct and/or the sanction(s) to UDAC on the ground that the decision and/or sanction was unreasonable or unsupportable on the evidence before the Dean (Vice-Provost).
3. Filing an Appeal Application will not stay the implementation of any sanctions imposed except where the Chair of UDAC otherwise orders upon application of the appellant.
4. UDAC may:
 - (a) Deny the appeal.
 - (b) In the case of an appeal under section 1(a) or (b), grant the appeal and direct the previous decision maker to re-hear the matter or reconsider some pertinent aspect of its decision, and may include recommendations relating to the conduct of any re-hearing.
 - (c) In the case of an appeal under section 1(c), grant the appeal and quash the original decision.
 - (d) In the case of an appeal under section 2, grant the appeal and quash or vary the original decision or grant the appeal and vary the sanction.

5. The right to be represented by counsel will be accorded to the principal parties to the appeal at this level. UDAC also reserves the right to retain counsel.
6. The parties must bear all their own legal expenses, if any. UDAC will not order the University to pay all or part of the appellant's costs nor will it order the appellant to pay all or part of the University's costs.

Composition

7. The Board of Governors shall appoint a Chair and 15 members: 7 members of faculty and 8 students (5 undergraduates and 3 graduate students).
 - (a) No more than two of the faculty members shall be from the same Faculty. Undergraduate students shall be appointed from a broad range of Faculties and no more than two of the graduate students shall be from the same division.
 - (b) The Chair shall be appointed annually by the Board of Governors.
 - (c) The terms of appointment shall be: faculty, three years; students, one year. Members are eligible for reappointment to a maximum of six continuous years (excluding therefrom a partial term served under (d) below), but shall be eligible for reappointment after a lapse of two years.
 - (d) Members may be appointed for shorter terms in order to fill vacated positions.
 - (e) An appeal will be heard by a panel of UDAC. The size and composition of the panel shall be determined by the Chair provided that a panel always includes at least one student, at least one faculty member, and the Chair.
 - (f) In instances where the Chair is unable to act, he or she may designate a member to act as Chair. In the event that the Chair is unable to appoint a designate, the Senior Operations Committee of the Board of Governors shall appoint a Chair *pro tem*.
 - (g) When a duly constituted panel of UDAC commences to hear a matter, the membership terms of those members present at the commencement of the hearing are automatically extended until UDAC renders its final decision in the case in question.

Procedures

8. An Appeal Application must be filed with the Secretary of the Board of Governors within two weeks after a decision has been issued by the Dean (Vice-Provost). The Application must contain a copy of the decision, the grounds for the appeal, the outcome sought, a full statement supporting the grounds for the appeal, the name of legal counsel or agent, if any, and any relevant documentation in support of the appeal. Where the basis of the appeal is new evidence, such new evidence shall be described clearly and the names of any witnesses shall be provided.
9. An Appeal Application will not be accepted by the Secretary of the Board of Governors if incomplete or not filed within the time period specified in section 8 above. Exceptions to the time limit for filing an appeal are at the discretion of the Chair of UDAC upon written application of the student. Appeal Application forms and further details on hearing procedures may be obtained from the University Secretariat.
10. Parties to an appeal are the student against whom the decision has been made (Appellant) and the Dean (Vice-Provost) (Respondent).
11. The Secretary of the Board of Governors shall provide the Respondent with a copy of the Appeal Application and attachments. The Respondent shall file a concise written reply to the Appeal

Application with the University Secretariat within ten days of receiving the documents. A copy of the reply shall be provided to the Appellant.

12. Upon receipt of an Appeal Application, the Secretary of the Board of Governors shall:
 - (a) notify the Chair of UDAC;
 - (b) constitute a Panel of at least 2 members and the Chair; and
 - (c) schedule the initial meeting of the Panel.
13. Subject to the requirements set out herein, the Panel shall determine its own procedures and practices in any appeal and the Chair may make such rules and orders as he or she deems necessary and proper to ensure a fair and expeditious proceeding. The Panel is bound by neither strict legal procedures nor strict rules of evidence. It shall proceed fairly in its disposition of the appeal, ensuring that both parties are aware of the evidence to be considered, are given copies of all documents considered by the Panel, and are given an opportunity to be heard during the process.
14. The Panel may summarily dismiss an appeal if the Appeal Application does not, in the judgment of the Panel, raise a valid ground of appeal or does not assert evidence capable of supporting a valid ground.
15. The Panel may, in its discretion, hold an oral hearing or make its decision solely on the basis of written submissions, provided that it shall hold an oral hearing if a party satisfies it that there is good reason for doing so.
16. The Panel shall determine whether an oral hearing shall be open to the public or held *in camera*. At the discretion of the Chair, other members of UDAC may attend the *in camera* meetings as observers.
17. While an attempt shall be made to schedule an oral hearing at a time convenient to the Panel and the parties, a request by a party for a lengthy delay in the scheduling of the hearing, or a postponement of a scheduled hearing, will be granted by the Chair only in exceptional circumstances. Oral hearings will ordinarily be held within six weeks of filing of the Appeal Application.

In the case of an oral hearing, if the Secretary of the Board of Governors is unable to contact the Appellant within a reasonable time to schedule a hearing, the Appellant will be notified by registered mail at the address on the Appeal Application of the deadline by which he/she must contact the Secretary of the Board of Governors to arrange a hearing. If the Appellant has not contacted the Secretary of the Board of Governors by the specified deadline, the appeal will be deemed to be abandoned and may not be resubmitted.
18. Each party to an oral hearing shall be sent a Notice of Hearing setting out the time, place and purpose of the hearing. If a party does not attend, the Panel may proceed in the party's absence.
19. Each member of a Panel, including the Chair, shall vote. There shall be no abstentions. A majority of positive votes is required to grant an appeal.
20. The Chair of a Panel may waive any time limits specified herein or in any procedures adopted by a Panel in a given proceeding.
21. The Secretary of the Board of Governors, or the Secretary's designate, shall provide administrative support and procedural advice to Panels.
22. The decision, with reasons, shall be filed with the Secretary of the Board of Governors and copies shall be sent to the parties to the proceedings as well as to others with a legitimate need to know

(e.g., Office of the Registrar, Campus Community Police Service).

Further Appeal

23. Within two weeks of receipt of the reasons for decision, either party may appeal to the President on the grounds that there was a serious procedural error by UDAC that was prejudicial to the party. The President may appoint a delegate to hear the appeal.
24. The appeal must state the full grounds upon which the party relies and all arguments in support thereof. After inviting written submissions from the other party, the decision maker may dismiss the appeal, grant the appeal and order that the matter be re-heard, or make such other disposition of the matter as he/she deems appropriate, and will provide reasons for his or her decision. The decision maker's decision is final.

XI. Review of Code

The Board of Governors shall review the Code within three years of initial implementation and thereafter every five years.

Enacted by the Board of Governors May 3, 2001.

Amended May 6, 2004.

Amended November 26, 2009

Amended November 25, 2010