

GENERAL FACULTIES COUNCIL
AGENDA

Meeting #604, February 11, 2021, 1:30-4:30 p.m.

By Zoom platform

Item	Description	Presenter	Materials	Estimated Time
1.	Conflict of Interest Declaration	McCauley	Verbal	1:30
2.	Remarks of the Chair	McCauley	Verbal	
3.	Remarks of the Vice-Chair	Marshall	Verbal	
4.	Question Period	McCauley	Verbal	
5.	Safety Moment	Dalgetty ¹	Document	
	Action Items			
6.	Approval of the January 14, 2021 Meeting Minutes	McCauley	Document	
7.	Approval of the New 'Indigenous Ways of Knowing' University of Calgary Teaching Award	Kenny ² /Hart ³ /Reid ⁴	Document	2:00
8.	Approval of the Name Change from the 'Department of Art' to the 'Department of Art and Art History'	Sigurdson ⁵	Document	2:10
9.	Establishment of the 2021-2022 GFC Elected Membership Distribution	McCauley/Belcher	Document	2:20
10.	Recommendation of the Revisions to the Sexual Violence Policy	Book ⁶	Document	2:25
	Discussion Items			
11.	Revisions to the Student Non-Academic Misconduct Policy and Procedure	Book/Barker ⁷	Document	2:40
	Information Items			
12.	Growth Through Focus Update	McCauley	Verbal	2:55

Item	Description	Presenter	Materials	Estimated Time
13.	Student Appeals Office 2020 Report	Morrison ⁸	Document + PowerPoint	3:10
14.	Dimensions Equity, Diversity and Inclusion (EDI) Pilot Update	Smith ⁹ /Strzelczyk ¹⁰ /Thompson ¹¹	PowerPoint	3:20
15.	Virtual Recruiting Fair	Saweczko ¹² /de Roaldes ¹³	Demo	3:40
16.	Standing Reports: a) Report on the January 27, 2021 GFC Executive Committee Meeting b) Report on the December 14, 2020, January 11, 2021 and February 1, 2021 Academic Planning and Priorities Committee Meetings c) Report on the January 19, 2021 Teaching and Learning Committee Meeting d) Policy Development Update	In Package Only	Documents	
17.	Other Business	McCauley		
18.	Adjournment Next meeting: March 11, 2021	McCauley	Verbal	3:55

Regrets and Questions: Elizabeth Sjogren, Governance Coordinator

Email: esjogren@ucalgary.ca

Susan Belcher, University Secretary

Email: sbelcher@ucalgary.ca

GFC Information: <https://www.ucalgary.ca/secretariat/general-faculties-council>

Presenters

1. Linda Dalgetty, Vice-President (Finance and Services)
2. Natasha Kenny, Senior Director, Taylor Institute for Teaching and Learning
3. Michael Hart, Vice-Provost (Indigenous Engagement)
4. Leslie Reid, Vice-Provost (Teaching and Learning)
5. Richard Sigurdson, Dean, Faculty of Arts
6. Deborah Book, Legal Counsel
7. Susan Barker, Vice-Provost (Student Experience)
8. Melissa Morrison, Student Appeals Officer
9. Malinda Smith, Vice-Provost (Equity, Diversity and Inclusion)
10. Florentine Strzelczyk, Deputy Provost
11. Robert Thompson, Associate Vice-President (Research)
12. Angelique Saweczko, Registrar
13. Jennifer de Roaldes, Associate Registrar - Admissions and Recruitment



SAFETY MOMENT

Workplace Mental Health Minute

Take a minute to check-in with yourself.

Ask “*how am I doing?*” Your mental health is important every day.

When you need help

WellBeing and WorkLife Staff Wellness 403.220.2918, ucalgary.ca/staffwellness	Employee & Family Assistance Program Homewood Health 1.800.663.1142 homeweb.ca
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STRESS, JOB PERFORMANCE & WELLBEING

You are not alone.

Did you know that 51% of Canadians experience high job stress? (Source: Homewood Health)

Learn how to create a supportive work environment and to maintain your own mental health and wellbeing!

Staff Wellness offers these workshops:

- The Working Mind
- Building Personal Resilience
- Building Resilience through Connection

REMAIN PHYSICALLY ACTIVE

Physical activity can improve cardiovascular health, mobility, longevity, sleep, mental health and more.

- Access Active Living for virtual classes and registered programs.
- Take micro-breaks from your computer — stretch, walk, grab a glass of water. Contact Staff Wellness to learn more about ergonomic workshops.
- If working from home, integrate walks into your day to simulate the daily movement we get on campus.

Stay Connected

Social connections can ease stress and contribute to your overall wellbeing.

Make connections at UCalgary

- Join the UCalgaryTogether event series — a platform for you to connect with others, find community and support and socialize.
- Community Engagement offers regular webinars and COVIDcast series to keep you connected to our community.
- Create unit and faculty-based opportunities to connect (e.g. virtual coffees, recipe sharing).

MONITOR MEDIA INTAKE

Staying up-to-date and informed is important to our physical health but too much information can have unintended impacts to our mental health.

Things to consider:

- Be selective and look for credible, fact-based news sources.
- Set limits around the amount of time you check-in with your sources during the day and limit how long you spend in these spaces.
- Look for positive, inspiring and hopeful news.

IMPLEMENT STRUCTURE AND ROUTINE

Creating structure and routine in our day can help reduce stress by :

- freeing up cognitive resources
- overriding rumination and worry
- focusing on positive, productive pursuits
- adding to feelings of control

Strategies to consider:

- Schedule mental and physical breaks throughout the day
- Create realistic and achievable daily task list(s)
- Designate, plan and prepare specific self-care activities

PLAN SELF CARE

When busy and settled into routines, don't lose sight of self-care.

Proactively seek-out and schedule self-care strategies to move us through the semester.

- Take time for mindfulness. Breathing, meditation and yoga are all important activities that promote being present.
- Eat well. choosing healthy and nourishing foods
- Focus on restorative sleep routines.

PRACTICE COMPASSION

- We're in the same storm on different boats.
- Try to recognize everyone is going through this moment under varying circumstances.
- Your own reactions and emotions are okay, as are others.
- Communicate your comfort level to those you interact with and encourage others to do the same.

ONE DAY AT A TIME

The uncertainty that we are coping with is a significant challenge. Instead of ruminating on the past or worrying about the future, be mindful of the present moment. This can help us focus on our own emotions and what we can control.

Although heightened stress during the COVID-19 response is normal, support is available for you to discuss your feelings.

If fear or stress is impacting your ability to participate or complete daily tasks, or activities, reach out to your community—friends, family, faith, or through counselling or crisis lines.

The draft Minutes are intentionally removed from this package.

Please see the approved Minutes [uploaded separately on this website](#).



**GENERAL FACULTIES COUNCIL
ACTION BRIEFING NOTE**

☒ For Approval ☐ For Recommendation ☐ For Discussion

SUBJECT: **New 'Indigenous Ways of Knowing' University of Calgary Teaching Award**

MOTION:

That the General Faculties Council (GFC) approve the addition of a new award entitled 'Indigenous Ways of Knowing' to the University of Calgary Teaching Awards program, as set out in the document provided to the GFC and as recommended by the Teaching and Learning Committee.

PROPONENT(S)

Dr. Michael Hart (Vice-Provost, Indigenous Engagement)
Dr. Leslie Reid (Vice-Provost, Teaching and Learning)
Dr. Natasha Kenny (Senior Director, Taylor Institute for Teaching and Learning)

REQUESTED ACTION

The General Faculties Council (GFC) is being asked to approve the addition of a new 'Indigenous Ways of Knowing' award to the University of Calgary Teaching Awards program.

KEY CONSIDERATIONS/POINTS

Since 2014, the University of Calgary Teaching Awards have recognized and celebrated outstanding contributions to teaching and learning. The University of Calgary Teaching Awards are currently comprised of 13 categories that recognize outstanding contributions to student learning in diverse contexts by individuals and teams.

The University of Calgary's Indigenous Strategy *ii'taa'poh't'op* guides us on its path of transformation and communicates its commitment and responsibility for truth and reconciliation. The principle statement guiding the strategy is "Together in a Good Way: A Journey of Transformation and Renewal." One of the foundational commitments made in the strategy is to transform and advance Indigenous Ways of Knowing in our teaching and learning communities.

We recognize that our journey towards transformation and renewal is just beginning and will be an ongoing process. This proposed new University of Calgary Teaching Award is an important step in recognizing the contributions of individuals and groups who has/have advanced Indigenous Ways of Knowing. Specifically, the University of Calgary Teaching Award for Indigenous Ways of Knowing will recognize the outstanding contributions of an individual or group who has advanced Indigenous Ways of Knowing and supported reconciliation, decolonization, Indigenous engagement and transformation in academic courses and programs. Building on the foundations of the University of Calgary's Indigenous Strategy *ii'taa'poh't'op*, this award recognizes that transformation is a progressive, evolutionary, and lifelong journey, for all educators and learners.

The eligibility, criteria, nomination, adjudication and recognition processes proposed in this award align with the current requirements for the University of Calgary Teaching Awards program and build upon the foundations of *ii'taa'poh't'op*. This foundation includes the University's commitments to moving forward in a good way through reciprocal and respectful relationships, to providing ethical space, and to ensuring parallel processes.

We ask GFC to approve the new 'Indigenous Ways of Knowing' University of Calgary Teaching Award as set forth in the document included.

RESOURCE REQUIREMENTS

Resource requirements will include annual costs associated with Honoria and Gifts for Indigenous Elders and Knowledge Keepers involved in the adjudication process, and in recognizing recipients at the Celebration of Teaching, Wall of Honour, and through Honouring recipients, through a process that will be developed under the guidance of Elders.

Administrative processes surrounding communication, nomination and selection processes will be coordinated through existing processes at the Taylor Institute for Teaching and Learning (TI). Additional guidance, resources, support materials and processes will need to be developed through the TI to support the creation and submission of audio/video recordings related to this award.

BACKGROUND

This proposal was developed through the ongoing work and consultation with the TI Indigenous Strategy Working Group, over a duration of 9 months, with feedback also provided by GFC (TLC). The purpose of the TI Indigenous Strategy *ii'taa'poh't'op* working group is to help advance the recommendations of the University of Calgary's Indigenous *ii'taa'poh't'op* Strategy through the TI's work and community. Working in close consultation with UCalgary's Indigenous Strategy Implementation Committee, this group is guided by Elders Dr. Reg Crowshoe and Evelyn Goodstriker, as well as Dr. Michael Hart. Membership includes Indigenous Scholars, students and alumni from across the university, as well as representatives from Writing Symbols Lodge and each team in the TI.

Few institutions across Canada have similar institutional level awards. For example, this academic year, Queen's University introduced the Principal's Teaching and Learning Award for Indigenous Education (<https://www.queensu.ca/ctl/sites/webpublish.queensu.ca.ctlwww/files/files/Awards/Principal's%20Awards/Indigenous%20Education%20Award/HANDOUT%20Oct%205%202020%20Indigenous%20Education%20Award.pdf>)

ROUTING AND PERSONS CONSULTED

<u>Progress</u>	<u>Body</u>	<u>Date</u>	<u>Approval</u>	<u>Recommendation</u>	<u>Discussion</u>	<u>Information</u>
	TI Indigenous Strategy Working Group	2020-07-11			X	
	TI Indigenous Strategy Working Group	2020-10-30			X	
	Teaching and Learning Committee	2020-11-17			X	
	TI Indigenous Strategy Working Group	2020-11-25			X	
	Teaching and Learning Committee	2021-01-19		X		
X	General Faculties Council	2021-02-11	X			

NEXT STEPS

- Develop communications and support resources for new award to be launched during the fall 2021/22 academic year
- Launch new award in the fall of 2021

SUPPORTING MATERIALS

Proposed Call for Nominations 'Indigenous Ways of Knowing' University of Calgary Teaching Award

Award for Indigenous Ways of Knowing

The University of Calgary's *Eyes High* strategy inspires our university community to "enrich the quality and breadth of learning." Acknowledging that outstanding contributions to this vision can take many different forms, the University of Calgary Teaching Awards recognize excellence in diverse learning contexts, by individuals and teams, and through curriculum design and educational leadership. A University of Calgary Teaching Award is a distinguished honor for members of our university community who, through their commitment and expertise, create deep and lasting learning experiences.

1.0 Eligibility

The University of Calgary Teaching Award for Indigenous Ways of Knowing recognizes the outstanding contributions of any individual or group who has advanced Indigenous Ways of Knowing and supported reconciliation, decolonization, Indigenous engagement and transformation in academic courses and programs. Building on the foundations of the University of Calgary's Indigenous Strategy, *ii' taa'poh'to'p*, this award recognizes that transformation is a progressive, evolutionary, and lifelong journey, for all educators and learners. Our journey towards transformation and renewal is just beginning and will be an ongoing process. It requires us to move forward *in a good way* through reciprocal and respectful relationships, with a clear purpose, and high levels of integrity, moral strength and communal spirit.

Each year, this award recognizes any individual or group who has advanced Indigenous Ways of Knowing and supported reconciliation, decolonization, Indigenous engagement and transformation in an academic course or program. Individuals and groups recognized may include full or part-time academic staff, adjunct/clinical appointees, professional practitioners, students, Indigenous Elders, Knowledge Keepers, and/or community partners who have had a sustained impact on student learning.

No individual may receive the University of Calgary Teaching Award for Indigenous Ways of Knowing more than once. Not all awards will be conferred each year, depending on whether qualifying nominations are received.

There will be two awards available annually, one for individuals and one for groups. The adjudication committee may recommend more recipients if multiple outstanding nominations are received.

2.0 Award Criteria

The University of Calgary Teaching Award recognizes an individual or group who has advanced Indigenous Ways of Knowing, and supported reconciliation, decolonization, Indigenous engagement and transformation in an academic course or program. Nominations will be assessed based on evidence of the nominee's (or nominees') demonstrated ability related to one or more of the following criteria:

- Motivate and inspire students' interest and learning related to reconciliation, Indigenous peoples, perspectives, knowledge systems, cultures, communities, histories, affairs and current realities
- Foster and model ongoing dialogue and active listening, acknowledging one's own positionality and striving to create a shared, ethical space for teaching and learning.
- Thoughtfully include Indigenous knowledges, stories, songs, creative expression, languages, methodologies, pedagogies, cultural protocols and/or traditions as a foundation for student learning and engagement
- Support and model authentic, respectful, culturally safe, inclusive and reciprocal relationship-building and collaboration with Indigenous peoples, Elders, Knowledge Keepers and communities
- Build capacity for intercultural understanding, empathy, and mutual respect
- Create a safe, brave, and trusting space for unsettling, addressing and transforming negative and/or racist attitudes, assumptions and conceptualizations about Indigenous peoples
- Facilitate and support learners to develop their critical engagement, decision-making and independent learning abilities to engage in decolonization, transformation, truths, reconciliation, healing and action
- Explore, reflect upon, gather feedback, and engage in ongoing learning to further advance Indigenous Ways of Knowing in postsecondary education, including the impact on learners, and model development over time.
- Help to establish parallel processes through relative making and supporting oral cultures, protocols and engaging and using Indigenous Ways.

3.0 Nomination Package

Nominations may be submitted by up to three nominators, who may include any combination of former students, faculty, Indigenous Elders, Knowledge Keepers or community members, and/or academic colleagues or administrators. At least one member should be an Indigenous Elder, knowledge keeper or community member acknowledged by their Indigenous community, who has provided meaningful consultation to validate and protect the nominee and their supporters in the ways that support the practices of the Indigenous communities involved.

Video and/or audio recorded submissions that recognize oral traditions and speak to the award criteria will be accepted. The first 5-minutes of nomination statement recordings and recorded statement of support will be heard. The first 20-minutes of recordings for a nomination dossier will be heard.

Recordings should present a first-person narrative to support the nomination (i.e., professionally-produced videos will not be accepted). Video and audio recordings must be submitted in a format that is easily accessible to all members of the adjudication committee. Support and recommendations for creating and submitting recordings is available through the Taylor Institute for Teaching and Learning.

Nomination packages are stored and treated with care and confidentially, with access limited to adjudication committee members. All written and recorded materials submitted must adhere to appropriate University [copyright policies and procedures](#) and will remain the property of the creator.

The nomination package should include:

- A brief nomination letter (2-page maximum) or video-recorded nomination (5-minute maximum) outlining how the nominee meets the award criteria. Contributed by an individual nominator or co-created by nominators;
- A nomination dossier (10-page maximum, excluding letters of support) (20-minute maximum recording) created by the nominee; and
- A cover page/opening statement verifying that the nominee meets all eligibility requirements and that all recommended nomination components have been included in the submission.

3.1 Nomination Letter or Video-recorded Nomination

A nomination letter outlining how the nominee meets (or exceeds) the award criteria may be contributed by an individual nominator or be co-written by 2-3 nominators. Nomination letters are not included in the dossier page count; the letter should be a maximum of two pages. A video/audio-recorded submission that recognizes oral traditions and speaks to the award criteria will also be accepted as a form of nomination (5-minute maximum).

Strong nomination letters and recordings address the award criteria and provide examples to support the claims made. Guidance on preparing effective nominations is available through the Taylor Institute for Teaching and Learning.

3.2 Nomination Dossier

Teaching and learning are multidimensional and complex tasks that require multiple sources of information that come together to communicate impact. Support for creating a nomination package is available through the Taylor Institute for Teaching and Learning. Nomination dossiers may include video/audio-recorded sections and other forms of creative expression and input.

Your nomination dossier should be a **maximum of 10 pages** or 20 minutes of recorded material (excluding letters of support):

- **Teaching and learning statement**
The teaching and learning statement explains the rationale that guides your practice, and provides information about your context, approaches and contributions. It provides a narrative or story of why you do what you do to support student learning, growth and transformation. This statement should speak to Indigenous Ways of Knowing and the importance of supporting decolonization, Indigenous engagement and transformation in an academic course or program.

- **Descriptions of specific strategies**

A description of specific strategies used to advance Indigenous Ways of Knowing, and to support decolonization and transformation in an academic course or program. This section should include some indication of the impact and influence of these strategies on student learning, growth and transformation.

- **Summary of data, narratives, creative outputs and/or stories from students**

A summary of data, narratives, stories, testimonials, and/or creative outputs from students that demonstrates their learning, growth and transformation.

- **Reflective summary statement**

A brief critical reflection and summary of the information included in the nomination dossier to put it into context and to demonstrate impact and learner transformation. This section should reflect a commitment to ongoing learning to further advance Indigenous Ways of Knowing in postsecondary education and model development over time.

- **Letters or video/audio-recorded statements of support**

Two signed letters of support (2 page-maximum each) that complement and align with claims made in the nomination dossier, and provide further evidence of impact. Video-recorded submissions (maximum of 5 minutes each) that recognize oral traditions and speak to the award criteria will also be accepted as a form of support.

4.0 Adjudication Process

The selection process for each of the university-level teaching awards will be similar. Administrative processes surrounding communication, nomination and selection processes will be coordinated through the Taylor Institute for Teaching and Learning.

A committee, chaired by the Vice-Provost Teaching and Learning (or delegate) and consisting of an Indigenous Elder or Knowledge Keeper, two academic staff members, an undergraduate student, a graduate student, and a support (AUPE) staff, management or professional staff (MaPS) or postdoctoral scholar representative, will adjudicate the nomination files. The committee will ensure representation of Indigenous peoples (beyond the Elder or Knowledge Keeper) and include members that are well-versed in Indigenous perspectives. The committee will be guided in its adjudication through consensus-based discussion with reference to the criteria for the award.

5.0 Recognition

Recipients will be presented with their awards at a high-profile Celebration of Teaching event. Their successes will be celebrated in a lasting institutional record of teaching excellence on the Wall of Honour in the Taylor Institute for Teaching and Learning, and when applicable shared with the person's identified community through a letter written by the Vice-Provost, Teaching and Learning. Recipients for this award will also be Honoured through a parallel process that has been developed under the

guidance of Elders. Each year, all nominees will be recognized for their contributions to the University of Calgary's Indigenous Strategy *ii'taa'poh't'op* through advancing Indigenous Ways of Knowing and supporting reconciliation, decolonization, Indigenous engagement and transformation in courses and programs.

Award recipients will be invited (but not required) to join the University of Calgary Teaching Academy, from which honorees can volunteer to share their expertise through mentoring, facilitating educational development activities, or implementing initiatives of their own design.



GENERAL FACULTIES COUNCIL ACTION BRIEFING NOTE

☒ For Approval

☐ For Recommendation

☐ For Discussion

SUBJECT: Name Change from the Department of Art to the Department of Art and Art History

MOTION:

That the General Faculties Council (GFC) approve the change of name of the Department of Art to the Department of Art and Art History, effective March 1, 2021, as presented to the GFC and as recommended by the Academic Planning and Priorities Committee.

PROPONENT

Richard Sigurdson, Dean, Faculty of Arts

REQUESTED ACTION

The General Faculties Council is being asked to approve the name change of the *Department of Art* to the *Department of Art and Art History*.

KEY CONSIDERATIONS/POINTS

The name change reflects and will help to support Art History as an important growth area in the Department. The new name more accurately represents the character and strengths of the Department, after the relaunch and strengthening of the Bachelor of Arts degree in Art History in September 2017, following a period of suspension. The Department has three full-time professors of Art History and has recently hired an Assistant Professor in Indigenous Heritage and Museum Studies who will teach courses in Indigenous Art History and curatorial studies.

Art History and Studio Art have distinct methods, outcomes, and disciplinary norms in both pedagogy and research. These approaches are complementary in student and faculty work. The new name change makes evident the distinction between the two, as well as the relationship between them.

RESOURCE REQUIREMENTS

There will be minimal resources needed to implement this name change. A new sign will be needed for the Department lobby and new letterhead/business cards. These costs can be accommodated within the current Art Department budget.

BACKGROUND

The name change reflects the Department's expertise in both art and art history and thereby differentiates it from other Art departments in *Campus Alberta*, such as the Alberta University of the Arts, MacEwan University, the University of Lethbridge, and the University of Alberta.

This change of department name is consistent with the names of several major departments across Canada that offer Art and Art History degrees (e.g., University of British Columbia’s “Department of Art History, Visual Art, and Theory,” York University’s “Visual Art and Art History,” University of Saskatchewan’s “Department of Art and Art History,” and University of Victoria’s “Art History and Visual Studies”).

The addition of Art History to the Department’s name will attract more students to the growing Art History program and courses, as majors, minors, and students taking electives. Many potential and prospective students in Art History do not have a pre-existing interest in studio practice, but are drawn to scholarly research and writing. The inclusion of Art History in the department name signals to students that Art History courses are not only a complement to a studio degree but constitute a field of study in their own right. Art History majors are required to take studio courses in their degrees, so increasing the number of Art History majors will positively impact enrolment in those courses as well.

A degree in Art History prepares students for careers in curatorial work, museums, arts administration, academia, and journalism, as well as further study in graduate and professional schools. It will be beneficial to highlight this expanded field of career options by including “Art History” in the Department name.

ROUTING AND PERSONS CONSULTED

<u>Progress</u>	<u>Body</u>	<u>Date</u>	<u>Approval</u>	<u>Recommendation</u>	<u>Discussion</u>	<u>Information</u>
	Department of Art Council	2019-12-13		X		
	Faculty of Arts Executive Committee	2020-11-19		X		
	Faculty of Arts Council	2020-12-03		X		
	Academic Planning and Priorities Committee	2021-01-11		X		
X	General Faculties Council	2021-02-11	X			

The Department of History was consulted; the Department Head, Dr. Mark Konnert, provided a letter of support, which is attached.

NEXT STEPS

After approval at all levels of governance, the name change will be publicly announced and celebrated on March 1, and the name will be changed on the University of Calgary webpages and in the University and Graduate Calendars.

In order that the new name can be implemented as quickly as possible, the new name will over-write the current name (there will be no history of the former name in the system).

SUPPORTING MATERIALS

1. Letter from Dr. Mark Konnert, Department Head, Department of History

March 10, 2020

To Whom It May Concern:

The Department of History is fully supportive of the proposal to change the name of the Department of Art to the Department of Art and Art History. History and art history are different disciplines with different sources, methods, and literatures. We further anticipate that the changes that have given rise to this name change will facilitate greater collaboration between our respective departments.

Sincerely,



Mark Konnert, Ph.D.

Professor and Head

Department of History

(403) 220-6412

**GENERAL FACULTIES COUNCIL
ACTION BRIEFING NOTE**

☒ For Approval

☐ For Recommendation

☐ For Discussion

SUBJECT: Establishment of the 2021-2022 GFC Elected Membership Distribution

MOTION:

That the General Faculties Council (GFC) establish the total number of elected members to be on the GFC and determine and assign to each Faculty the number of members that may be elected by that Faculty, as set out on the document provided to the GFC and as recommended by the GFC Executive Committee.

PROPOSERS

Ed McCauley, Chair of the General Faculties Council (GFC), and Susan Belcher, University Secretary.

REQUESTED ACTION

As required by the Post-Secondary Learning Act (PSLA), the GFC is asked to establish and assign the distribution of the elected GFC membership. This distribution is calculated by the Office of Institutional Analysis in accordance with Section 24(2) of the PSLA.

KEY CONSIDERATIONS/POINTS

The membership of the GFC consists of four categories: 1) members by virtue of office, 2) elected academic staff members, 3) student members stipulated by the PSLA, and 4) appointed members.

The elected academic staff membership of GFC is derived from Section 24 (2) of the PSLA, which states that:

The general faculties council from time to time

(a) shall establish the total number of elected members to be on the general faculties council, which shall be twice the number of persons who are members of the general faculties council by virtue of their offices, and

(b) shall determine and assign to each faculty and school the number of members that may be elected by that faculty or school, which so far as is reasonably possible shall be in the same proportion to the total number of elected members as the number of full-time members of the academic staff of the faculty or school is to the total number of full-time members of the academic staff of all the faculties and schools.

Traditionally, this calculation is done annually. For 2021-2022, it is expected that there will be 22 members by virtue of office. There should therefore be 44 elected member seats. The Office of Institutional Analysis prepares the analysis of the data and produces a distribution of elected member seats that meets the requirements of the PSLA. Each Faculty receives a minimum of one elected member seat.

The calculations indicate that the distribution of seats will change for 2021-2022: the Faculty of Arts and the Cumming School of Medicine will each lose one seat.

Related Information (separate from and not impacted by the annual calculation)

In addition to the elected academic staff member seats established and assigned as above, on March 15, 2012 GFC approved a recommendation of the Task Force to Review GFC and the GFC Standing Committees to expand the appointed membership category of GFC in order to preserve the ideal that the academic staff members of GFC be in the majority, and it was decided that, in addition to the PSLA-stipulated elected academic staff member seats that are traditionally annually calculated, Faculties are assigned additional seats as follows:

- 1 academic staff member selected by the School of Architecture, Planning and Landscape
- 2 academic staff members selected by the Faculty of Arts
- 1 academic staff member selected by the Haskayne School of Business
- 1 academic staff member selected by the Werklund School of Education
- 1 academic staff member selected by the Schulich School of Engineering
- 1 academic staff member selected by the Faculty of Kinesiology
- 2 academic staff members selected by the Faculty of Medicine
- 1 academic staff member selected by the Faculty of Nursing
- 2 academic staff members selected by the Faculty of Science
- 1 academic staff member selected by the Faculty of Social Work
- 1 academic staff member selected by the Faculty of Veterinary Medicine

The complete GFC membership list is available here: <https://ucalgary.ca/secretariat/general-faculties-council>

ROUTING AND PERSONS CONSULTED

<u>Progress</u>	<u>Body</u>	<u>Date</u>	<u>Approval</u>	<u>Recommendation</u>	<u>Discussion</u>	<u>Information</u>
	GFC Executive Committee	2021-01-27		X		
X	General Faculties Council	2021-02-11	X			

NEXT STEPS

Provided the GFC approves the distribution, the University Secretariat will contact the Deans to communicate the number of academic staff member seats assigned to their Faculty.

SUPPORTING MATERIALS

1. Distribution of Elected GFC Membership, 2021-2022

DISTRIBUTION OF ELECTED GFC MEMBERSHIP, 2021-2022

Faculty	Full-time Academic Staff		Distribution of 44 Seats (2) Decimalized	Distribution of 43 Seats (3)		2021-2022 Distribution of 44 Seats	Present 2020-2021 Distribution
	2019 (1)	2020 (1)		Decimalized	Rounded		
Arts	363	355	8.7901	8.5903	8	8	9
Cumming School of Medicine	523	522	12.9252	12.6314	12	12	13
Graduate Studies	-	-	-	-	-	1	1
Haskayne School of Business	90	95	2.3523	2.2988	2	2	2
Kinesiology	29	26	0.6438	0.6292	1	1	1
Law	31	29	0.7181	0.7017	1	1	1
Nursing	69	71	1.7580	1.7181	2	2	2
Qatar	50	37	.9162	0.8953	1	1	1
School of Architecture, Planning and Landscape	23	24	.5943	0.5808	1	1	1
Schulich School of Engineering	167	174	4.3084	4.2105	4	4	4
Science	232	237	5.8683	5.7349	6	6	6
Social Work	47	44	1.0895	1.0647	1	1	1
Veterinary Medicine	68	73	1.8075	1.7665	2	2	2
Werklund School of Education	94	90	2.2285	2.1778	2	2	2
TOTAL	1,786	1,777	44.0000	43.0000	43	44	46

(1) Source: Human Resources, as of January 18, 2021. Number of academic staff holding Continuing, Limited Term or Contingent Term full-time appointments. Does not include anyone holding a less than full-time appointment (less than 1.00 FTE). Academic staff whose appointment with the university is full-time but is split between two faculties have not been included.

(2) Based on distribution of full-time academic staff - rounded to equal 44 seats.

(3) By granting the Faculty of Graduate Studies one seat, 43 are left to distribute. Based on distribution of full-time academic staff - rounded to equal 43 seats.

Note: The *Post-Secondary Learning Act* stipulates that the number of elected members of GFC shall be twice the number of persons who are GFC members by virtue of their offices, and that these seats shall be assigned proportionately. The number of members by virtue of their offices for 2021-2022 is 22, therefore there are 44 elected seats to be divided amongst the fourteen Faculties.



GENERAL FACULTIES COUNCIL ACTION BRIEFING NOTE

☐ For Approval

☒ For Recommendation

☐ For Discussion

SUBJECT: Revisions to the Sexual Violence Policy

MOTION:

That the General Faculties Council (GFC) recommend that the Board of Governors approve the revisions to the Sexual Violence Policy, as set out in the documents provided to the GFC and as recommended by the GFC Executive Committee.

PROPONENT(S)

Deborah Book, Legal Counsel

REQUESTED ACTION

The drafting team is asking that the General Faculties Council recommend that the Board of Governors approve the proposed revisions to the Sexual Violence Policy.

KEY CONSIDERATIONS/POINTS

Following conversations with undergraduate student leaders and the new Vice-Provost, Equity, Diversity and Inclusion to address concerns raised at the Board of Governors meeting in June 2020, we are proposing revisions to improve and clarify the policy. The proposed revisions explicitly recognise gender-based violence and clearly reference the differential impacts and role of intersectionality in sexual and gender-based violence.

The proposed revisions will help ensure the University continues to improve the way in which the University supports the health and well-being of University community members affected by sexual and gender-based violence. Explicitly recognising gender-based violence and the role of intersectionality in sexual and gender-based violence will help UCalgary become more inclusive.

Following discussion at General Faculties Council the drafting team has revised the Sexual and Gender-Based Violence policy to better define the philosophy and purpose, clarify available resources, and amend language to improve legibility. With the support of the University's creative design team, we have also developed a visual reference for those seeking support and include the current draft with the supporting materials.

RISKS

The revisions to the policy should have a positive impact on student experience and improve UCalgary's efforts to become more inclusive. The proposed revisions present an improvement on the way in which the University supports the health and well-being of University community members affected by sexual and gender-based violence.

BACKGROUND

Revisions to the Sexual Violence Policy were approved at the June 2020 Board of Governors meeting. Student leaders who were members of the Board raised several concerns at the meeting and the drafting team was encouraged to consider the policy a living document and return with revisions promptly. After further discussions, reflection, and consultation, the drafting team is now proposing revisions to address the specific concerns raised.

ROUTING AND PERSONS CONSULTED

<u>Progress</u>	<u>Body</u>	<u>Date</u>	<u>Approval</u>	<u>Recommendation</u>	<u>Discussion</u>	<u>Information</u>
	General Faculties Council	10/8/2020			X	
	Academic Planning and Priorities Committee	10/19/2020			X	
	General Faculties Council Executive Committee	1/27/2021		X		
X	General Faculties Council	2/11/2021		X		
	Human Resources and Governance Committee	3/8/2021		X		
	Board of Governors	3/26/2021	X			

Other groups that have been or will be consulted include:

- Provost's Team Meeting
- Student Enrolment Services Council
- Extended Deans' Council
- Academic Staff Harassment Advisory Committee
- Management and Professional Staff Executive Committee
- Sexual Violence Policy Implementation Committee
- Students' Union
- Graduate Students' Association
- Postdoctoral Fellows Association
- Mental Health Lens
- Indigenous Lens
- Executive Leadership Team Ops

NEXT STEPS

The drafting team will consider feedback from this discussion and revise the policy as appropriate. The Policy will be presented at the Human Resources and Governance Committee on March 8, 2021 for their recommendation.

SUPPORTING MATERIALS

1. Revised Sexual and Gender-Based Violence Policy
2. Blackline to draft presented at GFC on October 8th, 2020
3. Sexual and Gender-Based Policy Visual Reference Guide

Sexual and Gender-Based Violence Policy

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Purpose

- 1** The University is striving to create an equitable, inclusive environment shaped by a culture of respect. This includes efforts to provide an appropriate response to Sexual and Gender-Based Violence.

In a diverse university community like the University of Calgary, any response will need to reflect an intersectional lens, and assess if Sexual and Gender-Based Violence are compounded by other potential vulnerabilities, including sexual orientation, gender identity, gender expression, indigeneity, race/ethnicity, religion, disability, or age.

Sexual and Gender-Based Violence will not be experienced by everyone in the same way, and each case will need to be assessed for differential impacts. Sexual and Gender-Based Violence is rooted in systemic oppression, including colonialism, racism, sexism, homophobia, transphobia, or ableism.

The University recognizes that some relationships within the University Community are characterized by power imbalances which may have a significant impact on an individual's experience of Sexual and Gender-Based Violence.

The purpose of this policy is to:

- a) affirm the University's commitment to addressing Sexual and Gender-Based Violence;
- b) commit to providing supports to individuals affected by Sexual and Gender-Based Violence, fostering and promoting a culture of consent, and

- appropriate handling of Disclosures and Formal Reports related to Sexual and Gender-Based Violence; and
- c) outline the processes by which the University will respond to Disclosures and Formal Reports.

Scope

- 2** This policy applies to all members of the University Community.

This policy operates alongside other applicable University policies and procedures. Where there is a conflict or inconsistency between the provisions of this policy and another University policy or procedure, this policy governs to the extent necessary to resolve the conflict or inconsistency. However, this policy does not replace or supersede the provisions of any Collective Agreement. Consequently, if there is a conflict between the provisions of this policy and a Collective Agreement, the Collective Agreement governs to the extent necessary to resolve the conflict.

This policy should be read and interpreted in concert with the University's related policies on harassment, workplace violence, and occupational health and safety.

This policy applies to actions, interactions and behaviours of members of the University Community that take place:

- a) in or on University Facilities; or
- b) off University Facilities where a member of the University Community is involved in the business of the University or activities related to the University, or is representing the University; or
- c) off University Facilities, including through social media, online communication platforms, remote work applications, or other online means, where such actions, interactions or behaviour have a negative impact on a member of the University Community such that it materially interferes with their University learning, working or living environment.

Definitions

- 3** In this policy

- a) "Academic Staff Member" means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the applicable Collective Agreement.
- b) "Appointee" means an individual who is engaged to work for the University, or whose work is affiliated with the University, through a letter of appointment, including adjunct faculty, clinical appointments, and visiting researchers and scholars.
- c) "Appropriate Office" means the office, identified in the table below that is responsible for the procedure that would be followed if a Formal Report were investigated.

Member of the University Community (Respondent)	Office	Procedure
Student	Student Conduct	Student Non-Academic Misconduct Procedure
Employee	AVP Human Resources	Workplace Investigation Procedure
Academic Staff Member, Appointee, Contractor, Postdoctoral Scholar, Senior Leadership Team Member excepting Executive Leadership Team Members	Protected Disclosure and Research Integrity	Procedure for Protected Disclosures
Executive Leadership Team Member (excepting the President and Vice-Chancellor)	President and Vice-Chancellor	Procedure for Protected Disclosures
President and Vice-Chancellor	Chair of the Board of Governors	Procedure for Protected Disclosures

- d) “Collective Agreement” means any collective agreement between the Governors of the University of Calgary and (i) the Faculty Association of the University of Calgary, (ii) the Alberta Union of Public Employees, (iii) the Graduate Students’ Association, (iv) the Postdoctoral Association of the University of Calgary, or (v) any other association or union representing Employees, in each case, in effect at the relevant time.
- e) “Complainant” means the individual who has made a Formal Report under this policy.
- f) “Consent” means the ongoing voluntary agreement of an individual to engage in the sexual activity in question, as more fully described in 4.5-4.8.
- g) “Contractor” means an individual or a sole proprietorship, or an individual acting on behalf of any other legal entity, who agrees to furnish materials to, or perform services for, the University for consideration.
- h) “Disclosure” means when an individual shares information about a personal experience of Sexual and Gender-Based Violence with an Academic Staff Member, Appointee, Employee, Postdoctoral Scholar or Student.
- i) “Employee” means an individual, other than an Academic Staff Member, Appointee or Postdoctoral Scholar, who is engaged to work for the University under an employment contract.

- j) “Executive Leadership Team” means the executive leadership team at the University, which is comprised of the President, Vice-Presidents, and General Counsel.
- k) “Field Stations” means any of the following University Facilities:
 - i. Rothney Astrophysical Observatory;
 - ii. Barrier Lake Research Station;
 - iii. R.B. Miller Research Station; and
 - iv. Kluane Lake Research Station.
- l) “Formal Report” means a complaint to the University by an individual who is seeking recourse for a violation of this policy.
- m) “Gender-Based Violence” means any violence, physical or psychological, that is committed, threatened or attempted against an individual without the individual’s consent by targeting gender, gender identity, or gender expression.
- n) “Interim Measures” means temporary restrictions or adjustments implemented in an effort to maintain a positive, productive, and respectful learning, working, and living environment on University Facilities, pending the resolution of a Formal Report, police investigation, or other process. Interim Measures may also be implemented to support a Victim-Survivor who is considering whether to proceed with a formal process or who has decided not to proceed with a formal process.
- o) “Intersectional Lens” means an approach that seeks to understand and recognize the specific barriers individuals may face or have faced and considers ways multiple barriers may overlap to create a unique experience for that individual.
- p) “Postdoctoral Scholar” means an individual who has completed a doctoral degree and is carrying out research at the University under the direction or mentorship of a supervising Academic Staff Member.
- q) “Reprisal” means a Retaliatory Measure taken against an individual because they have sought advice about making a Disclosure or Formal Report; made a Disclosure or Formal Report in good faith; appointed an investigator for, investigated, or co-operated in an investigation of, a Formal Report; or declined to participate in behavior that would breach this policy.
- r) “Respondent” means the member of the University Community identified in a Formal Report to have violated this policy.
- s) “Retaliatory Measure” means any act intending to adversely affect an individual.
- t) “Senior Leadership Team” refers to the individuals who, at the relevant time, are designated as members of the University’s Senior Leadership Team.

- u) “Sexual and Gender-Based Violence” means any violence, physical or psychological, that is committed, threatened or attempted against another individual without the individual’s consent by targeting an individual because of their sex, gender identity, gender expression, or sexual orientation. This includes Gender-Based Violence, Sexual Assault, Sexual Harassment, stealing, indecent exposure, voyeurism, creating, acquiring, or distributing degrading sexual imagery, the acquisition or distribution of a sexual image or video of a University Community member without their consent, and stalking that targets an individual based on their sex, gender identity, gender expression or sexual orientation. It can include a single incident or a pattern of behaviour whether in person, online, or via other means.
- v) “Sexual Assault” means any type of unwanted sexual act done by one individual to another that violates the sexual integrity of the individual as more fully described in 4.10.
- w) “Sexual Harassment” means one or more unwanted or demeaning remarks, behaviours or communications of a sexual nature and/or unwanted or demeaning remarks, behaviours or communications based on sex, gender identity, gender expression, or sexual orientation, where the individual responsible for the remarks, behaviours or communications knows or ought reasonably to know that these are unwanted or demeaning.
- x) “Sexual Violence Response Office (SVRO)” means the University office which provides support to any University Community member who may have been impacted by Sexual and Gender-Based Violence and provides expert advice to members of the University Community who receive Disclosures and Formal Reports.
- y) “Student” means an individual registered in a University course or program of study at the time the incident of Sexual and Gender-Based Violence is said to have occurred.
- z) “Student at Risk Team” means a multi-disciplinary resource team comprised of University staff members representing Student Wellness, Campus Security (as required), Student Services, Residence Services and ad hoc committee members that coordinates intervention and support in response to At-Risk Behaviour (as defined in the Student-at-Risk Policy).
- aa) “Student Legal Assistance (SLA)” means the on-campus law clinic staffed by Students.
- bb) “Student Ombuds” means the Employee who has the title Student Ombuds and provides a safe place for Students to confidentially discuss Student related issues, academic and non-academic concerns, and other matters.
- cc) “Threat Assessment Committee” means a multi-disciplinary resource team comprised of University staff members representing Campus Security,

Human Resources, Student Services, Student Wellness and Staff Wellness, and ad hoc committee members, that responds to reports of actual or potential workplace violence as provided for in the Workplace Violence Policy

- dd) “University” means University of Calgary.
- ee) “University Community” means all Academic Staff Members, Appointees, Employees, Postdoctoral Scholars, Students, Contractors and Volunteers.
- ff) “University Facilities” means all buildings and grounds, including athletic and recreational fields, and Field Stations, owned, leased or operated by the University, except for property managed by University District Trust or University Innovation Quarter Trust.
- gg) “Victim - Survivor” means, an individual who has experienced Sexual and Gender-Based Violence. Not all people who have experienced Sexual and Gender-Based Violence identify with either term. Individuals can choose whether to be referred to as the victim, the survivor, the Victim-Survivor, or by name in any Disclosure. Individuals who have made a Formal Report will be referred to as Complainants.
- hh) “Volunteer” means an individual who, on a voluntary basis, provides a service or materials to the University.

**Policy
Statement**

4 General

- 4.1** All members of the University Community have the right to learn, work, and live in an environment where they are free from harassment, discrimination and violence. The University:
 - a) will promote a culture of respect so that those who make a Disclosure or Formal Report are treated respectfully;
 - b) has investigation processes that protect the rights of all individuals;
 - c) will provide training to Academic Staff Members, Appointees, Employees, Postdoctoral Scholars and Students on how to respond to a Disclosure; and
 - d) will implement awareness, education and risk management programs to address the prevention of Sexual and Gender-Based Violence.
- 4.2** The University respects the rights of Victim-Survivors to choose the services and supports they feel are most appropriate, and to decide whether to report to the police or to file a Formal Report with the University. This includes respecting Victim-Survivors’ rights not to report.
- 4.3** The University’s policies, administrative processes and discipline systems are independent of the civil and criminal justice legal systems. University Community members who are reported to have perpetrated Sexual and Gender-Based Violence may be subject to the University’s administrative processes and discipline systems in addition to the civil or criminal legal system.

4.4 This policy will be reviewed at least every three (3) years.

Consent

4.5 The University is committed to providing education on Consent and its relationship to Sexual and Gender-Based Violence.

4.6 Consent is the ongoing voluntary agreement of an individual(s) to engage in the sexual activity in question. More specifically, Consent:

- a) is not silence or the absence of “no”;
- b) cannot be assumed or implied;
- c) cannot be given by an individual incapacitated by alcohol, drugs or some other reason, or who is unconscious, under the age of consent or otherwise incapable of providing consent;
- d) can be revoked at any time, whatever other sexual activities have taken place;
- e) cannot be obtained through an abuse of power, threats, intimidations, coercion or other pressure tactics;
- f) cannot be obtained through manipulation or misrepresentation; and
- g) cannot be obtained if an individual abuses a position of trust or authority.

4.7 In Canada, the Criminal Code sets the age of consent to sexual activity at 16 years, with some exceptions. By law, an individual under the age of 18 cannot consent where there is a relationship of trust, authority, or dependency such as an instructor, coach, tutor, or mentor.

4.8 All sexual acts without Consent constitute Sexual Assault and are a violation of this Policy.

Sexual Assault

4.9 Sexual Assault:

- a) is a criminal offence under the Criminal Code of Canada;
- b) includes a range of non-consensual sexual activities including oral contact (mouth to mouth, mouth to body part), groping, touching, oral sex, vaginal or anal penetration, and/or penetration with any object or body part;
- c) can be committed by a spouse, intimate or dating partner, a friend or acquaintance, a known individual in a position of trust or authority, including a spiritual or faith leader, a coach or a mentor, or a complete stranger;
- d) can occur regardless of sex, sexual orientation, gender, gender identity, gender expression, or relationship status;
- e) occurs when an individual(s) engages in sexual activity with another individual(s) they know, or reasonably ought to have known, is incapacitated (e.g. by drugs or alcohol, unconsciousness, blackout, or as a result of a disability).

Confidentiality

4.10 Appropriate procedures for responding to a Formal Report will be followed to minimise the risk of re-traumatizing individuals and ensure due process. All reasonable efforts will be made to avoid breaching the privacy of anyone who reports or is involved in a Disclosure or Formal Report. Confidentiality cannot be assured if:

- a) an individual is judged to be at imminent risk of self-harm;
- b) an individual is judged to be at imminent risk of harming another;
- c) there is reason to believe that other University Community members or the broader community may be at risk of harm;
- d) reporting or action is required by law; or
- e) evidence of the reported Sexual and Gender-Based Violence is available in the public realm.

4.11 Where the University becomes aware of allegations of Sexual and Gender-Based Violence by a University Community member or against a University Community member, the University will take all reasonable steps to mitigate risks to the health and safety of the University Community and to meet any applicable legal obligations. This may involve the Threat Assessment Committee or Student at Risk Team, where appropriate. As part of this effort, the University may impose Interim Measures, including:

- a) separation of the academic, living or workplace situations of any individuals involved in the Formal Report or Disclosure;
- b) academic accommodations; or
- c) no-contact orders issued by the University.

4.12 The University will inform Victim-Survivors, Complainants, and Respondents, and everyone interviewed as part of an investigation into a Formal Report, about the processes in place to safeguard confidentiality and the limits of confidentiality.

4.13 Subject to 4.11, the names of any individuals involved in a Disclosure or Formal Report will not be disclosed by the University to any person except where disclosure is necessary for the purposes of determining Interim Measures or of resolving the Formal Report and taking any related disciplinary measures.

4.14 A Complainant will ordinarily be informed of the following steps in resolving a Formal Report:

- a) whether any Interim Measures have been, or will be implemented;
- b) whether the Formal Report will be investigated, or otherwise addressed by the University;
- c) a summary of allegations to be investigated;
- d) the availability of a supported conversation (as described at 4.32 - 4.37), and proposed terms for that conversation;
- e) the name of the individual assigned to facilitate a supported conversation
- f) the name of any investigator assigned;
- g) when any investigation begins;
- h) updates on the progress of an investigation as appropriate;

- i) whether the investigator found that the allegations were substantiated or unsubstantiated; and
- j) any corrective actions taken. This does not include disciplinary actions or sanctions.

4.15 If a Formal Report will be investigated by the Appropriate Office, a Respondent will ordinarily be informed of the information in 4.14 (other than the information about a supported conversation) as well as any disciplinary action or sanctions imposed following any investigation. The Respondent will be informed about a supported conversation if the Complainant is interested in pursuing that option to resolve a Formal Report.

4.16 The University will report to the Board of Governors on the number of Formal Reports. This data will not include any personal information that may identify a University Community member.

4.17 Records pertaining to the administration of this policy are the property of the University and will be retained in accordance with University document retention rules.

Disclosing and Responding to Sexual and Gender-Based Violence

4.18 Members of the University Community with concerns about an incident of Sexual and Gender-Based Violence are encouraged to contact the SVRO. The SVRO provides confidential support and care for any University Community member impacted by Sexual and Gender-Based Violence. The SVRO can assist individuals in accessing supports and in understanding available reporting options. The SVRO will not support both a Complainant and Respondent who are involved in the same Formal Report and will refer University Community members to alternate supports if they are not able to provide support.

4.19 Sexual and Gender-Based Violence response supports are available to any University Community member. Supports are available no matter when or where the individual experienced or witnessed Sexual and Gender-Based Violence, or who may be responsible for the harm.

Supports available through the University include:

- a) trauma – informed Sexual and Gender-Based Violence response through the SVRO;
- b) physical health services including sexually transmitted infection and pregnancy testing at Student Wellness Services are available to all members of the University Community on a walk-in basis;
- c) mental health and wellness supports. Students may access supports through Student Wellness Services. Employees, Postdoctoral Scholars, and Academic Staff Members can access supports including mental health consultations, counselling, assistance in locating emergency child/elder care, and legal consultations through Staff Wellness and the University's Employee and Family Assistance Program;
- d) safety planning through the SVRO and Campus Security;

- e) facilitation of safe living arrangements for Students living in residence; and
- f) workplace and academic accommodations or adjustments.

4.20 Any individual impacted by Sexual and Gender-Based Violence who is represented by a union or an association, has the right to seek the assistance of that union or association.

4.21 Members of the University Community who receive a Disclosure should provide information on resources available to the individual including information about the (SVRO).

4.22 The SVRO is available for any member of the University Community with concerns about Sexual and Gender-Based Violence, and for anyone who is seeking information about options for making a Disclosure or Formal Report.

4.23 The priority in responding to a Disclosure or Formal Report will be providing support and ensuring an appropriate process for those affected. Concerns about potential violations of the University's alcohol, cannabis, smoking, or student non-academic misconduct policies, or residence services community standards, should not prevent reporting or disclosure of an incident of Sexual and Gender-Based Violence.

4.24 The following supports at the University are available to a Student, Academic Staff Member, Postdoctoral Scholar, or Employee, who is a Respondent in a Formal Report:

- a) Student Wellness Services or the Student Ombuds if they are a Student;
- b) Staff Wellness and the Employee Family Assistance Program if they are an Employee, Postdoctoral Scholar, or Academic Staff Member;
- c) Student Legal Assistance (SLA) for those who qualify, if it has capacity. If SLA is not able to assist they may suggest alternate options; and
- d) any applicable union or association.

Formal Reports

4.25 A Disclosure is not a Formal Report and will not trigger an investigation unless the University becomes aware of a risk to other members of the University Community or the conduct otherwise requires an investigation under applicable law.

4.26 Victim-Survivors have options for filing a Formal Report or criminal complaint. Victim-Survivors are not required to file a Formal Report or a criminal complaint. Reporting options include:

- a) Criminal Reporting Option: individuals may report independently through the criminal justice system by contacting the Calgary Police Service or, if known, the law enforcement agency in the jurisdiction where the incident occurred. If an individual would like the support of the University in making a report with the appropriate law enforcement

- agency, the SVRO and Campus Security can facilitate making the report.
- b) Non-Criminal, On-Campus Formal Reports should be made to the Appropriate Office. If warranted, the Appropriate Office, Threat Assessment Committee, or Student at Risk Team may impose Interim Measures that infringe on the Respondent's access to the University.

- 4.27** There is no time limit for making a Formal Report; however, the University encourages individuals to make a Formal Report as soon as they are able to do so, recognizing that resolution may be more challenging the longer the period of time between an incident and a Formal Report.
- 4.28** This policy does not preclude individuals from filing a complaint in other venues such as under the grievance process of an applicable Collective Agreement or filing a complaint of harassment or discrimination with an appropriate tribunal, or in a court of law. Such other venues or processes may impose time limits for filing a complaint.
- 4.29** Formal Reports may be made anonymously but the Complainant should be aware that this may limit the ability of the University to respond and investigate.
- 4.30** If a Respondent is subject to both a criminal complaint and a Formal Report, the University may consult with the relevant law enforcement agency before determining whether or when to proceed with the Formal Report.
- 4.31** A Complainant has the right to withdraw a Formal Report at any stage of the process. However, the University may have a duty to act on the issue identified in the Formal Report in order to comply with its obligations under this policy or its legal obligations. Interim Measures that do not materially interfere with the Respondent's access to the University may be maintained after a Formal Report is withdrawn.
- 4.32** The Appropriate Office will determine whether the University has jurisdiction to investigate a Formal Report, whether there is enough information to proceed with an investigation, and whether there is a legal obligation to investigate and report corrective actions. The Appropriate Office will also consider whether any other University Policy or available alternate procedure should be considered.

Resolution Through Supported Conversations

- 4.33** If the Appropriate Office, the Complainant and the Respondent agree, a Formal Report may be addressed through a supported conversation rather than an investigation or disciplinary process. Supported conversations are mediated discussions with the goal of developing mutual understanding of the incident(s) and mutually agreeable resolution of the Formal Report.
- 4.34** In all cases, supported conversations will be managed to create a safe environment for sensitive discussions.

- 4.35** If the University has jurisdiction, enough information, and is not obligated to investigate and report, the Complainant may discuss the option of a supported conversation with the Appropriate Office, or the SVRO.
- 4.36** If the Complainant chooses to proceed with a supported conversation the Appropriate Office or the SVRO will contact the Respondent. If the Respondent agrees to proceed with a supported conversation, the Appropriate Office will arrange for a trained, trauma-informed facilitator to support conversations between the Complainant and Respondent to facilitate healing and resolution.
- 4.37** A supported conversation is an alternate pathway; the University will not investigate Formal Reports that have formed the basis of a supported conversation.
- 4.38** If there is no agreement on proceeding with a supported conversation, the Complainant will indicate whether they wish for investigation of the Formal Report to proceed.

Investigation of Formal Reports

- 4.39** If the Complainant wishes to proceed, the Appropriate Office will appoint a trained, trauma-informed investigator, in accordance with the relevant University Procedure.
- 4.40** The investigation of Formal Reports must appropriately protect the rights of both the Complainant and the Respondent. An investigation of a Formal Report will usually include:
- a) interview(s) with the Complainant;
 - b) interview(s) with the Respondent;
 - c) interview(s) with witnesses and potential witnesses;
 - d) collection and review of evidence; and
 - e) findings of fact made on the balance of probabilities.
- 4.41** Upon completion of the investigation, the investigator will prepare a report based on the interviews, statements, and other evidence collected. If an allegation is substantiated, the report will document the impact of the Sexual and Gender-Based Violence or Reprisal on the Victim-Survivor. The Appropriate Office will receive the investigator's report and send it to the individual(s) responsible for disciplinary processes under the relevant University policies and Collective Agreements. The table below identifies who will receive the investigative report and determine appropriate disciplinary measures if an allegation is substantiated:

Member of the University Community (Respondent)	Recipient of Investigative Report
Student	Student Conduct Office
Academic Staff Member, Employee, Postdoctoral Scholar, Appointee	Senior Leadership Team Member for the faculty or department

Senior Leadership Team Member	Executive Leadership Team Member to whom they report.
Executive Leadership Team Member	The President and Vice-Chancellor
President and Vice-Chancellor	Chair of the University's Board of Governors
Contractors, Volunteers	Senior Leadership Team Member for the unit, faculty, or department who engaged the Respondent

Unsubstantiated Formal Reports

4.42 If a Complainant, in good faith, makes a Formal Report and the investigator determines that the allegations in the Formal Report are not substantiated, no record of the Formal Report or the investigator's report will be placed in the Complainant's or Respondent's student or human resource file; however the University will retain a record in compliance with the University's legal obligations.

Sanctions and Reprisals

4.43 An individual who is found to have breached this policy may be subject to disciplinary action up to and including termination of employment, expulsion from the University or termination of any other relationship they have with the University. Disciplinary action will be taken in accordance with the provisions of any applicable Collective Agreement. If the Respondent is a Student, the Student Conduct Office will receive the investigator's report and decide whether to invite the Respondent to a hearing to address the appropriate sanction. The Hearing Board will not include a Student, and will consist of individuals trained in trauma-informed adjudication who have not previously been involved in the incident in question

4.44 An individual who is found to have acted in Reprisal may be subject to disciplinary action up to and including termination of employment, expulsion from the University or termination of any other relationship they have with the University. Disciplinary action will be taken in accordance with the provisions of any applicable Collective Agreement.

4.45 An individual who believes they may be the subject of Reprisal may notify the SVRO or the Appropriate Office. If the individual wishes to proceed with a Formal Report relating to the Reprisal the Appropriate Office will investigate in accordance with the relevant University Procedure.

- Responsibilities 5**
- 5.1** All members of the University Community will:
- a) make themselves aware of this policy and their responsibilities under the policy;

- b) if an individual approaches them with concerns about Sexual and Gender-Based Violence, encourage the individual to consult the SVRO and other supports or resources that may be available to them.

5.2 The SVRO will:

- a) provide support including confidential consultation and assistance in accessing resources both on and off campus for any member of the University Community who is seeking support in relation to Sexual and Gender-Based Violence;
- b) discuss options for resolution with Complainants; and
- c) assist in the creation of educational resources and training initiatives.

5.3 Campus Security will:

- a) respond to any calls they receive related to Sexual and Gender-Based Violence and refer individuals to the SVRO or to other resources both on or off campus available to them; and
- b) provide supports such as safety planning, and, if requested, assistance in connecting with the appropriate police personnel for those individuals who choose to report to police.

Procedures	6	Student Non-Academic Misconduct Procedure Workplace Investigation Procedures Procedure for Protected Disclosures
Related Policies	7	Harassment Policy Student Non-Academic Misconduct Policy Student at Risk Policy Code of Conduct Workplace Violence Policy Graduate Student Supervision Policy
Related Information	8	ucalgary.ca/sexualviolencesupport/ Second link to page with external resources (forthcoming)
History	9	<i>Approved:</i> May 26, 2017 <i>Effective:</i> June 1, 2017 <i>Editorial Change:</i> March 8, 2018 <i>Revised:</i> June 20, 2020 <i>Revised:</i> DATE



University Policy

University Procedure
Instructions/Forms

Formatted: English (United States)

Sexual and Gender-Based Violence Policy

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Purpose

- 1 ~~The purpose of this policy is to:~~
 - a) ~~affirm the University's commitment to addressing Sexual and Gender-Based Violence.~~ The University is striving to create an equitable, inclusive environment shaped by a culture of respect; This includes efforts to provide an appropriate response to Sexual and Gender-Based Violence.
 - b) ~~commit to providing supports to individuals affected by Sexual and Gender-Based Violence, fostering and promoting a culture of consent, and appropriate handling of Disclosures and Formal Reports related to Sexual and Gender-Based Violence;~~
 - c) ~~outline the processes by which the University will respond to Disclosures and Formal Reports;~~
 - d) ~~In Sexual and Gender-Based Violence will not be experienced by everyone in the same way, and each case will need to be assessed for differential impacts. Acts of Sexual and Gender-Based violence are rooted in systematic oppression, including colonialism, racism, sexism, homophobia, transphobia, or ableism;~~
 - e) ~~acknowledge that in~~ a diverse university community like the University of Calgary, any response will need to reflect an intersectional lens, and assess if Sexual and Gender-Based Violence are compounded by other potential vulnerabilities, including sexual orientation, gender identity, gender expression, indigeneity, race/ethnicity, ~~or~~ religion, disability, or age.

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Sexual and Gender-Based Violence will not be experienced by everyone in the same way, and each case will need to be assessed for differential impacts. Sexual and

Gender-Based Violence is rooted in systemic oppression, including colonialism, racism, sexism, homophobia, transphobia, or ableism.

The University recognizes that some relationships within the University Community are characterized by power imbalances which may have a significant impact on an individual's experience of Sexual and Gender-Based Violence.

The purpose of this policy is to:

- a) affirm the University's commitment to addressing Sexual and Gender-Based Violence;
- b) commit to providing supports to individuals affected by Sexual and Gender-Based Violence, fostering and promoting a culture of consent, and appropriate handling of Disclosures and Formal Reports related to Sexual and Gender-Based Violence; and
- c) outline the processes by which the University will respond to Disclosures and Formal Reports.

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Scope

- 2 This policy applies to all members of the University Community.

This policy operates alongside other applicable University policies and procedures. Where there is a conflict or inconsistency between the provisions of this policy and another University policy or procedure, this policy governs to the extent necessary to resolve the conflict or inconsistency. However, this policy does not replace or supersede the provisions of any Collective Agreement. Consequently, if there is a conflict between the provisions of this policy and a Collective Agreement, the Collective Agreement governs to the extent necessary to resolve the conflict.

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This policy should be read and interpreted in concert with the University's related policies on harassment, workplace violence, and occupational health and safety.

This policy applies to actions, interactions and behaviours of members of the University Community that take place:

- a) in or on University Facilities; or
- b) off University Facilities where a member of the University Community is involved in the business of the University or activities related to the University, or is representing the University; or
- c) off University Facilities, including through social media, online communication platforms, remote work applications, or other online means, where such actions, interactions or behaviour have a negative impact on a member of the University Community such that it materially interferes with their University learning, working or living environment.

Definitions

- 3 In this policy
- a) "Academic Staff Member" means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the applicable Collective Agreement.

- b) “Appointee” means an individual who is engaged to work for the University, or whose work is affiliated with the University, through a letter of appointment, including adjunct faculty, clinical appointments, and visiting researchers and scholars.
- c) “Appropriate Office” means the office, identified in the table below that is ~~the~~ responsible for the procedure that would be followed if a Formal Report were investigated.

Member of the University Community (Respondent)	Office	Procedure
Student	Student Conduct	Student Non-Academic Misconduct Procedure
Employee	AVP Human Resources	Workplace Investigation Procedure
Academic Staff Member, Appointee, Contractor, Postdoctoral Scholar, Senior Leadership Team Member excepting Executive Leadership Team Members	Protected Disclosure and Research Integrity	Procedure for Protected Disclosures
Executive Leadership Team Member (excepting the President and Vice-Chancellor)	President and Vice-Chancellor	Procedure for Protected Disclosures
President and Vice-Chancellor	Chair of the Board of Governors	Procedure for Protected Disclosures

- d) “Collective Agreement” means any collective agreement between the Governors of the University of Calgary and (i) the Faculty Association of the University of Calgary, (ii) the Alberta Union of Public Employees, (iii) the Graduate Students’ Association, (iv) the Postdoctoral Association of the University of Calgary, or (v) any other association or union representing Employees, in each case, in effect at the relevant time.
- e) “Complainant” means the individual who has made a Formal Report under this policy.
- f) “Consent” means the ongoing voluntary agreement of an individual to engage in the sexual activity in question, [as more fully described in 4.5-4.8.](#)
- g) “Contractor” means an individual or a sole proprietorship, or an individual acting on behalf of any other legal entity, who agrees to furnish materials to, or perform services for, the University for consideration.

- h) "Disclosure" means when an individual shares information about a personal experience of Sexual and Gender-Based Violence with an Academic Staff Member, Appointee, Employee, Postdoctoral Scholar or Student.
- i) "Employee" means an individual, other than an Academic Staff Member, Appointee or Postdoctoral Scholar, who is engaged to work for the University under an employment contract.
- j) "Executive Leadership Team" means the executive leadership team at the University, which is comprised of the President, Vice-Presidents, and General Counsel.
- k) "Field Stations" means any of the following University Facilities:
 - i. Rothney Astrophysical Observatory;
 - ii. Barrier Lake Research Station;
 - iii. R.B. Miller Research Station; and
 - iv. Kluane Lake Research Station.
- l) "Formal Report" means a complaint to the University by an individual who is seeking recourse for a violation of this policy.
- m) "Gender-Based Violence" means any violence, physical or psychological, targeting an individual because of their that is committed, threatened or attempted against an individual without the individual's consent by targeting gender, gender identity, or gender expression.
- n) "Interim Measures" means temporary restrictions or adjustments implemented in an effort to maintain a positive, productive, and respectful learning, working, and living environment on University Facilities, pending the resolution of a Formal Report, police investigation, or other process. Interim Measures may also be implemented to support a Victim-Survivor who is considering whether ~~or not~~ to proceed with a formal process or who has decided not to proceed with a formal process.
- o) "Intersectional Lens" means an approach that seeks to understand and recognize the specific barriers individuals may face or have faced and considers ways multiple barriers may overlap to create a unique experience for that individual.
- ~~p)~~ q) "Postdoctoral Scholar" means an individual who has completed a doctoral degree and is carrying out research at the University under the direction or mentorship of a supervising Academic Staff Member.
- ~~p)~~ q) "Reprisal" means a Retaliatory Measure taken against an individual because they have sought advice about making a Disclosure or Formal Report; ~~made a Disclosure or Formal Report in good faith;~~ appointed an

~~investigator for, investigated, or~~ co-operated in an investigation of, a Formal Report; ~~or~~ declined to participate in behavior that would breach this policy.

~~q)l~~ “Respondent” means the member of the University Community identified in a Formal Report to have violated this policy.

~~r)j~~ “Retaliatory Measure” means any act intending to adversely affect an individual.

~~s)l~~ “Senior Leadership Team” refers to the individuals who, at the relevant time, are designated as members of the University’s Senior Leadership Team.

~~t)a~~ ~~“Sexual Assault” means any type of unwanted sexual act done by one individual to another that violates the sexual integrity of the individual as more fully described in 4.10.~~

~~u)~~ ~~“Sexual Harassment” means unwanted remarks, behaviours or communications of a sexual nature and/or unwanted remarks, behaviours or communications based on sex, gender identity, gender expression, or sexual orientation, where the individual responsible for the remarks, behaviours or communications knows or ought reasonably to know that these are unwanted.~~

~~w)u~~ “Sexual and Gender-Based Violence” means any violence, physical or psychological, that is committed, threatened or attempted against ~~an~~ another individual without the individual’s consent ~~and~~ by targeting an individual because of their sex, gender identity, gender expression, or sexual orientation. This includes, ~~but is not limited to,~~ Gender-Based Violence, Sexual Assault, Sexual Harassment, stealthing, indecent exposure, voyeurism, creating, acquiring, or distributing degrading sexual imagery, the acquisition or distribution of a sexual image or video of a University Community member without their consent, and stalking ~~when it~~ that targets an individual based on their sex, gender identity, gender expression or sexual orientation. It can include a single incident or a pattern of behaviour whether in person, online, or via other means.

~~v)~~ ~~“Sexual Assault” means any type of unwanted sexual act done by one individual to another that violates the sexual integrity of the individual as more fully described in 4.10.~~

~~w)~~ ~~“Sexual Harassment” means one or more unwanted or demeaning remarks, behaviours or communications of a sexual nature and/or unwanted or demeaning remarks, behaviours or communications based on sex, gender identity, gender expression, or sexual orientation, where the individual responsible for the remarks, behaviours or communications knows or ought reasonably to know that these are unwanted or demeaning.~~

~~w)x)~~ _____ “Sexual Violence Response Office (SVRO)” means the University office which provides support to any University Community member who

may have ~~experienced~~[been impacted by](#) Sexual and Gender-Based Violence and provides expert advice to members of the University Community who receive Disclosures and Formal Reports.

~~y)y~~ “Student” means an individual registered in a University course or program of study at the time the incident of Sexual and Gender-Based Violence is said to have occurred.

~~y)z~~ “Student at Risk Team” means a multi-disciplinary resource team comprised of University staff members representing Student Wellness, Campus Security (as required), Student Services, Residence Services and ad hoc committee members that coordinates intervention and support in response to At-Risk Behaviour (as defined in the Student-at-Risk Policy).

~~z)aa~~ “Student Legal Assistance (SLA)” means the on-campus law clinic staffed by Students.

~~aa)bb~~ “Student Ombuds” means the Employee who has the title Student Ombuds and provides a safe place for Students to confidentially discuss Student related issues, academic and non-academic concerns, and other matters.

~~bb)cc~~ “Threat Assessment Committee” means a multi-disciplinary resource team comprised of University staff members representing Campus Security, Human Resources, Student Services, Student Wellness and Staff Wellness, and ad hoc committee members, that responds to reports of actual or potential workplace violence as provided for in the Workplace Violence Policy

~~cc)dd~~ “University” means University of Calgary.

~~dd)ee~~ “University Community” means all Academic Staff Members, Appointees, Employees, Postdoctoral Scholars, Students, Contractors and Volunteers.

~~ee)ff~~ “University Facilities” means all buildings and grounds, including athletic and recreational fields, and Field Stations, owned, leased or operated by the University, except for property managed by University ~~of Calgary Properties Group Ltd~~[District Trust or University Innovation Quarter Trust](#).

~~ff)gg~~ “Victim - Survivor” means, an individual who has experienced Sexual and Gender-Based Violence. Not all people who have experienced Sexual and Gender-Based Violence identify with either term. Individuals can choose whether to be referred to as the victim, the survivor, the Victim-Survivor, or by name in any Disclosure. Individuals ~~asking the University to investigate~~[who have made](#) a Formal Report will be referred to as Complainants.

gg\hh) “Volunteer” means an individual who, on a voluntary basis, provides a service or materials to the University.

Policy
Statement

4 General

- 4.1** All members of the University Community have the right to learn, work, and live in an environment where they are free from harassment, discrimination and violence. The University:
- a) will promote a culture of respect so that those who make a Disclosure or Formal Report are treated respectfully;
 - b) has investigation processes that protect the rights of all individuals;
 - c) will provide training to Academic Staff Members, Appointees, Employees, Postdoctoral Scholars and Students on how to respond to a Disclosure of Sexual and Gender-Based Violence; and
 - d) will implement awareness, education and risk management programs to address the prevention of Sexual and Gender-Based Violence.

- 4.2** The University respects the rights of Victim-Survivors to choose the services and supports they feel are most appropriate, and to decide whether to report to the police or to file a Formal Report with the University. This includes respecting Victim-Survivors’ rights not to report.

- 4.3** The University’s policies, administrative processes and discipline systems are independent of the civil and criminal justice legal systems. University Community members who are reported to have perpetrated Sexual and Gender-Based Violence may be subject to the University’s administrative processes and discipline systems in addition to the civil or criminal legal system.

- 4.4** This policy will be reviewed at least every three (3) years.

Consent

- 4.5** The University is committed to providing education on Consent and its relationship to Sexual and Gender-Based Violence.

- 4.6** Consent is the ongoing voluntary agreement of an individual(s) to engage in the sexual activity in question. More specifically, Consent:
- a) is not silence or the absence of “no”;
 - b) cannot be assumed or implied;
 - c) cannot be given by an individual incapacitated by alcohol, drugs or some other reason, or who is unconscious, under the age of consent or otherwise incapable of providing consent;
 - d) can be revoked at any time, whatever other sexual activities have taken place;
 - e) cannot be obtained through an abuse of power, threats, intimidations, coercion or other pressure tactics;
 - f) cannot be obtained through manipulation or misrepresentation; and
 - g) cannot be obtained if an individual abuses a position of trust or authority.

- 4.7** In Canada, the Criminal Code sets the age of consent to sexual activity at 16 years, with some exceptions. By law, an individual under the age of 18 cannot

consent where there is a relationship of trust, authority, or dependency such as an instructor, coach, tutor, or mentor.

- 4.8** All sexual acts without Consent constitute Sexual Assault and are a violation of this Policy.

Sexual Assault

4.9 Sexual Assault:

- a) is a criminal offence under the Criminal Code of Canada;
- b) includes a range of non-consensual sexual activities including oral contact (mouth to mouth, mouth to body part), groping, touching, oral sex, vaginal or anal penetration, and/or penetration with any object or body part;
- c) can be committed by a spouse, intimate or dating partner, a friend or acquaintance, a known individual in a position of trust or authority, including a spiritual or faith leader, a coach or a mentor, or a complete stranger;
- d) can occur regardless of sex, sexual orientation, gender, gender identity, gender expression, or relationship status;
- e) occurs when an individual(s) engages in sexual activity with another individual(s) they know, or reasonably ought to have known, is incapacitated (e.g. by drugdrugs or alcohol use, unconsciousness, blackout, or as a result of a disability).

Confidentiality

- 4.10** Appropriate procedures for responding to a Formal Report will be followed to minimise the risk of re-traumatising/traumatizing individuals, and ensure due process, and, except as set out in 4.11–4.14 and applicable legislation, All reasonable efforts will be made to avoid breaching the privacy of anyone who reports or is involved in a report of Sexual and Gender-Based Violence.

- 4.11.10** The University will inform Victim-Survivors, Complainants, and Respondents, and everyone interviewed as part of an investigation into a Disclosure or Formal Report about the processes in place to safeguard confidentiality and the limits of confidentiality. Confidentiality cannot be assured if:

- a) an individual is judged to be at imminent risk of self-harm;
- b) an individual is judged to be at imminent risk of harming another;
- c) there is reason to believe that other University Community members or the broader community may be at risk of harm;
- d) reporting or action is required by law; or
- e) evidence of the reported Sexual and Gender-Based Violence is available in the public realm.

- 4.11** Where the University becomes aware of allegations of Sexual and Gender-Based Violence by a University Community member or against a University Community

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member, the University will take all reasonable steps to mitigate risks to the health and safety of the University Community and to meet any applicable legal obligations. This may involve the Threat Assessment Committee or Student at Risk Team, where appropriate. As part of this effort, the University may impose Interim Measures, including:

- a) separation of the academic, living or workplace situations of any individuals involved in the Formal Report or Disclosure;
- b) academic accommodations; or
- c) no-contact orders issued by the University.

4.12 The University will inform Victim-Survivors, Complainants, and Respondents, and everyone interviewed as part of an investigation into a Formal Report, about the processes in place to safeguard confidentiality and the limits of confidentiality.

4.124.13 Subject to 4.11, the names of any individuals involved in reported Sexual and Gender-Based Violence Disclosure or Formal Report will not be disclosed by the University to any person except where disclosure is necessary for the purposes of determining Interim Measures or of resolving the Formal Report and taking any related disciplinary measures.

4.134.14 A Complainant will ordinarily be informed of the following steps in resolving a Formal Report if the Formal Report concerns allegations of Sexual and Gender-Based Violence committed against that Complainant:

- a) whether any Interim Measures have been, or will be implemented;
- b) whether the Formal Report will be investigated, or otherwise addressed by the University;
- c) a summary of allegations to be investigated;
- d) the availability of a supported conversation (as described at 4.32 - 4.37), and proposed terms for that conversation;
- e) the name of the individual assigned to facilitate a supported conversation
- f) the name of any investigator assigned;
- g) when any investigation begins;
- h) updates on the progress of an investigation as appropriate; and
- i) whether the investigator found that the allegations were substantiated or unsubstantiated; and
- ii) any corrective actions taken. This does not include disciplinary actions or sanctions.

4.144.15 If a Formal Report will be investigated by the Appropriate Office, a Respondent will ordinarily be informed of the information in 4.1314 (other than the information about a supported conversation) as well as any disciplinary action or sanctions imposed following any investigation. The Respondent will be informed about a supported conversation if the Complainant is interested in pursuing that option to resolve a Formal Report.

4.154.16 The University will report to the Board of Governors on the number of Formal Reports. This data will not include any personal information that may identify a University Community member.

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~~4.164.17~~ Records pertaining to the administration of this policy are the property of the University and will be retained in accordance with University document retention rules.

Disclosing and Responding to Sexual and Gender-Based Violence

~~4.174.18~~ Members of the University Community with concerns about an incident of Sexual and Gender-Based Violence are encouraged to contact the SVRO. The SVRO provides confidential support and care for any University Community member impacted by Sexual and Gender-Based Violence. The SVRO can assist individuals in accessing supports and in understanding available reporting options. The SVRO will not support both a Complainant and Respondent who are involved in the same Formal Report and will refer University Community members to alternate supports if they are not able to provide support.

~~4.184.19~~ Sexual and Gender-Based Violence response supports are available to any University Community member. Supports are available no matter when or where the individual experienced or witnessed Sexual and Gender-Based Violence, or who may be responsible for the harm. ~~Supports available through the University include:~~

- ~~a) Supports available through the University include: the SVRO;~~
- a) trauma – informed Sexual and Gender-Based Violence response through the SVRO;
- b) physical health services including sexually transmitted infection and pregnancy testing at Student Wellness Services are available to all members of the University Community on a walk-in basis;
- c) mental health and wellness supports. Students may access supports through Student Wellness Services. Employees, Postdoctoral Scholars, and Academic Staff Members can access supports including mental health consultations, counselling, assistance in locating emergency child/elder care, and legal consultations through Staff Wellness and the University's Employee and Family Assistance Program;
- ~~d) support for Indigenous Students through Writing Symbols Lodge;~~
- ~~e)d) safety planning through the SVRO and Campus Security;~~
- ~~f) peer supports for Students;~~
- ~~g)e) facilitation of safe living arrangements for Students living in residence;~~
and
- ~~h)f) workplace and academic accommodations~~ or adjustments.

~~4.194.20~~ Any individual impacted by Sexual and Gender-Based Violence who is represented by a union or an association, has the right to seek the assistance of that union or association.

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4.204.21 Members of the University Community who receive a Disclosure should provide information on resources available to the individual including information about the [Sexual Violence Response Office](#) (SVRO).

4.214.22 The SVRO is available for any member of the University Community with concerns about Sexual and Gender-Based Violence, and for anyone who is seeking information about options for making a Disclosure or Formal Report.

4.224.23 The priority in responding to a Disclosure or Formal Report will be providing support and ensuring an appropriate process for those affected. Concerns about potential violations of the University's alcohol, cannabis, smoking, or student non-academic misconduct policies, or residence services community standards, should not prevent reporting or disclosure of an incident of Sexual and Gender-Based Violence.

~~Where the University becomes aware of allegations of Sexual and Gender-Based Violence by a University Community member or against a University Community member, the University will take all reasonable steps to mitigate risks to the health and safety of the University Community.~~

~~**4.234.1** This may involve the Threat Assessment Committee or Student at Risk Team, where appropriate. As part of this effort, the University may impose Interim Measures, including:~~

- ~~a) separation of the academic, living or workplace situations of any individuals involved in the Formal Report or Disclosure of Sexual and Gender-Based Violence;~~
- ~~b) academic accommodations; or~~
- ~~c) no-contact orders issued by the University.~~

4.24 The following supports at the University are available to a Student, Academic Staff Member, Postdoctoral Scholar, or Employee, who is a Respondent in a Formal Report:

- a) Student Wellness Services or the Student Ombuds if they are a Student;
- b) Staff Wellness and the Employee Family Assistance Program if they are an Employee, Postdoctoral Scholar, or Academic Staff Member;
- c) Student Legal Assistance (SLA) for those who qualify, if it has capacity. If SLA is not able to assist they may suggest alternate options; and
- d) any applicable [bargaining agent union or association](#).

Formal Reports

4.25 A Disclosure is not a Formal Report and will not trigger an investigation unless the University becomes aware of a risk to other members of the University Community [or the conduct otherwise requires an investigation under applicable law](#).

4.26 Victim-Survivors have options for filing a Formal Report or criminal complaint. Victim-Survivors are not required to file a Formal Report or a criminal complaint. Reporting options include:

- a) Criminal Reporting Option: individuals may report independently through

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the criminal justice system by contacting the Calgary Police Service or, if known, the law enforcement agency in the jurisdiction where the incident occurred. If an individual would like the support of the University in making a report with the appropriate law enforcement agency, the SVRO and Campus Security can facilitate making the report.

- b) Non-Criminal, On-Campus Formal Reports should be made to the Appropriate Office. If warranted, the Appropriate Office, Threat Assessment Committee, or Student at Risk Team may impose Interim Measures that infringe on the Respondent's access to the University.

4.27 There is no time limit for making a Formal Report; however, the University encourages individuals to make a Formal Report as soon as they are able to do so, recognizing that resolution may be more challenging the longer the period of time between an incident and a Formal Report.

4.28 This policy does not preclude individuals from filing a complaint in other venues such as under the grievance process of an applicable Collective Agreement, or filing a complaint of harassment or discrimination with an appropriate tribunal, or in a court of law. Such other venues or processes may impose time limits for filing a complaint.

4.29 Formal Reports may be made anonymously but the Complainant should be aware that this may limit the ability of the University to respond and investigate.

4.30 If a Respondent is subject to both a criminal complaint and a Formal Report, the University may consult with the relevant law enforcement agency before determining whether or when to proceed with the Formal Report.

4.31 A Complainant has the right to withdraw a Formal Report at any stage of the process. However, the University may have a duty to act on the issue identified in the Formal Report in order to comply with its obligations under this policy or its legal obligations. Interim Measures that do not ~~infringe on~~ materially interfere with the Respondent's access to the University may be maintained after a Formal Report is withdrawn.

4.32 The Appropriate Office will determine whether the University has jurisdiction to investigate a Formal Report, whether there is enough information to proceed with an investigation, and whether there is a legal obligation to investigate and report corrective actions. The Appropriate Office will also consider whether any other University Policy or available alternate procedure should be considered.

4.31 _____

Resolution Through Supported Conversations

4.324.33 _____ If the Appropriate Office, the Complainant and the Respondent agree, a Formal Report may be addressed through a supported conversation rather than an investigation or disciplinary process. Supported conversations are mediated discussions with the goal of developing mutual understanding of the incident(s) and mutually agreeable resolution of the Formal Report.

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~~4.334.34~~ In all cases, supported conversations will be managed to create a safe environment for sensitive discussions.

~~4.34~~ The Appropriate Office will determine whether the University has jurisdiction to investigate a Formal Report and whether there is sufficient information to proceed with an investigation.

~~4.35~~ If the University has jurisdiction, enough information, and is not obligated to investigate and sufficient information report, the Complainant may discuss the option of a supported conversation with the Appropriate Office, or the SVRO.

~~4.36~~ If the Complainant chooses to proceed with a supported conversation the Appropriate Office or the SVRO will contact the Respondent. If the Respondent agrees to proceed with a supported conversation, the Appropriate Office will arrange for a trained, trauma-informed facilitator to support conversations between the Complainant and Respondent to facilitate healing and resolution.

~~4.37~~ A supported conversation is an alternate pathway; the University will not investigate Formal Reports that have formed the basis of a supported conversation.

~~4.38~~ If there is no agreement on proceeding with a supported conversation, the Complainant will indicate whether they wish for investigation of the Formal Report to proceed.

Investigation of Formal Reports

~~4.374.39~~ If the Complainant wishes to proceed, the Appropriate Office will appoint a trained, trauma-informed investigator, in accordance with the relevant University Procedure.

Investigation of Formal Reports

~~4.384.40~~ The investigation of Formal Reports must appropriately protect the rights of both the Complainant and the Respondent. An investigation of a Formal Report will usually include:

- a) interview(s) with the Complainant;
- b) interview(s) with the Respondent;
- c) interview(s) with witnesses and potential witnesses;
- d) collection and review of evidence; and
- e) findings of fact made on the balance of probabilities.

~~4.394.41~~ Upon completion of the investigation, the investigator will prepare a report based on the interviews, statements, and other evidence collected. If an allegation is substantiated, the report will document the impact of the Sexual and Gender-Based Violence or Reprisal on the Victim-Survivor. The Appropriate Office will receive the investigator's report and send it to the individual(s) responsible for disciplinary processes under the relevant University policies and Collective Agreements. The table below identifies who will receive the

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investigative report and determine appropriate disciplinary measures if an allegation is substantiated:

Member of the University Community (Respondent)	Recipient of Investigative Report
Student	Student Conduct Office
Academic Staff Member, Employee, Postdoctoral Scholar, Appointee	Senior Leadership Team Member for the faculty or department
Senior Leadership Team Member	Executive Leadership Team Member to whom they report.
Executive Leadership Team Member	The President and Vice-Chancellor
President and Vice-Chancellor	Chair of the University's Board of Governors
Contractors, Volunteers	Senior Leadership Team Member for the unit, faculty, or department who engaged the Respondent

Unsubstantiated Formal Reports

4.404.42 If a Complainant, in good faith, makes a Formal Report and the investigator determines that the allegations in the Formal Report are not substantiated, no record of the Formal Report or the investigator's report will be placed in the Complainant's or Respondent's student or human resource file; however the University will retain a record in compliance with the University's legal obligations.

Sanctions and Reprisals

4.414.43 An individual who is found to have breached this policy may be subject to disciplinary action up to and including termination of employment, expulsion from the University or termination of any other relationship they have with the University. Disciplinary action will be taken in accordance with the provisions of any applicable Collective Agreement. If the Respondent is a Student, the Student Conduct Office will receive the investigator's report and decide whether to invite the Respondent to a hearing to address the appropriate sanction. The Hearing Board will not include a Student, and will consist of individuals trained in trauma-informed adjudication who have not previously been involved in the incident in question

4.424.44 An individual who is found to have ~~taken action~~^{acted} in Reprisal may be subject to disciplinary action up to and including termination of employment, expulsion from the University or termination of any other relationship they have with the University. Disciplinary action will be taken in accordance with the provisions of any applicable Collective Agreement.

4.434.45 An individual who believes they may be the subject of Reprisal may notify the SVRO or the Appropriate Office. If the individual wishes to proceed

with a Formal Report relating to the Reprisal the Appropriate Office will investigate in accordance with the relevant University Procedure.

Responsibilities	<p>5 5.1 All members of the University Community will:</p> <ul style="list-style-type: none"> a) make themselves aware of this policy and their responsibilities under the policy; b) if an individual approaches them with concerns about Sexual and Gender-Based Violence, try to make<u>encourage</u> the individual aware of<u>to consult</u> the <u>SVRO and other</u> supports <u>or resources that may be</u> available to them. <p>5.2 The SVRO will:</p> <ul style="list-style-type: none"> a) provide support including confidential consultation and assistance in accessing resources both on and off campus for any member of the University Community who is seeking support in relation to Sexual and Gender-Based Violence; b) discuss options for resolution with Complainants; and c) assist in the creation of educational resources and training initiatives. <p>5.3 Campus Security will:</p> <ul style="list-style-type: none"> a) respond to any calls they receive related to Sexual and Gender-Based Violence and may refer individuals to the SVRO or to other resources both on or off campus available to them; and b) provide supports such as safety planning, and, if requested, assistance in connecting with the appropriate police personnel for those individuals who choose to report to police.
Procedures	<p>6 Student Non-Academic Misconduct Procedure Workplace Investigation Procedures Procedure for Protected Disclosures</p>
Related Policies	<p>7 Harassment Policy Student Non-Academic Misconduct Policy Student at Risk Policy Code of Conduct Workplace Violence Policy Graduate Student Supervision Policy</p>
Related Information	<p>8 ucalgary.ca/sexualviolencesupport/ (This website includes information on <u>Second link to page with external resources that are available</u>). (forthcoming) Other supports include: http://www.calgarycasa.com/ccasaservices/crisis-intervention-and-counselling-programs/sexual-assault-response-team/ https://www.centreforsexuality.ca/ https://aasas.ca/ (Association of Alberta Sexual Assault Services) http://www.connectnetwork.ca/ (Connect Family & Sexual Abuse Network) *** Indigenous supports to be added? (awaiting comment from Indigenous Lens Review Team)</p>

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History

- 9** *Approved:* May 26, 2017
 Effective: June 1, 2017
 Editorial Change: March 8, 2018
 Revised: June 20, 2020
 Revised: DATE

Sexual Violence and Gender Based Violence Process Map



I am a University Community Member who has received a Disclosure — where can I get support to ensure an appropriate response?

What if I have concerns about multiple disclosures relating to the same student?



Please contact the Sexual Violence Response Office for confidential support and advice.

See: [Give Support](#), or call or Email 403.220.2208 or svsa@ucalgary.ca

What if it's after hours and an immediate response is required? Or I am witnessing a violent act?



Please call 911 and call Campus Security at 403-220-5333 – Campus Security will help first responders reach the location promptly.

[Campus Security](#) will offer connection to the Sexual Violence Response Office for follow up support, you may also contact the Sexual Violence Response Office directly at 403.220.2208 or svsa@ucalgary.ca

What if I'm worried about harm to self/others?



For Students in distress you may report to [Student-at-Risk](#) by email to SAR@ucalgary.ca, or phone 403.220.4923

For Faculty and Staff please contact the [mental health consultant](#) at 403.220.7174, or amy.barnett@ucalgary.ca

Outside of University business hours please contact Campus Security at 403.220.5333 or call 911. Additional resources list [here](#).



Formal Report

Office (see chart) appoints a trained trauma-informed investigator.*



Report substantiates breach of policy, includes documentation of impact on Victim-Survivor.



Discipline/sanction in accordance with relevant procedure (Conduct Office for Students, Collective Agreement engaged if applicable).



Unsubstantiated good faith report: Matter ENDS.
No notes on individuals' files.

**A supported conversation may be available as an alternate pathway to resolution.*

Member of the University Community (Respondent)	Office	Procedure
Student	Student Conduct	Student Non-Academic Misconduct Procedure
Employee	AVP Human Resources	Workplace Investigation Procedure
Academic Staff Member, Appointee, Contractor, Postdoctoral Scholar, Senior Leadership Team Member excepting Executive Leadership Team Members	Protected Disclosure and Research Integrity	Procedure for Protected Disclosures
Executive Leadership Team Member (excepting the President and Vice-Chancellor)	President and Vice-Chancellor	Procedure for Protected Disclosures
President and Vice-Chancellor	Chair of the Board of Governors	Procedure for Protected Disclosures

I am a University Community Member who has experienced Sexual and/or Gender-Based Violence – what are my options for support?
If you wish you may access:



[Supports external to the University.](#)

Confidential, trauma-informed support from the Sexual Violence Response Office

[Get Support](#), call 403.220.2208 or Email svsa@ucalgary.ca

Physical health services at Student Wellness Services; mental health and wellness supports; Safety planning with the Sexual Violence Response Office and Campus Security; workplace and academic accommodations.

What if I decide I want to report?

You have options – and can continue to be supported by the Sexual Violence Response Office as you:



Report to the Police

File a Formal Report to ask the University to investigate and discipline the person who caused harm

Seek resolution through a supported conversation to meet with the person who caused harm in the effort to reach an understanding and mutually agreeable resolution. The office that would investigate a Formal Report, or the Sexual Violence Response Office will assist with arrangements if the University has jurisdiction.





GENERAL FACULTIES COUNCIL ACTION BRIEFING NOTE

☐ For Approval

☐ For Recommendation

☒ For Discussion

SUBJECT: Revisions to the Student Non-Academic Misconduct Policy and Procedure

PROPONENT(S)

Susan Barker, Vice Provost (Student Experience)
Deborah Book, Legal Counsel

REQUESTED ACTION

The drafting team is requesting feedback from the General Faculties Council on the proposed revisions to the Student Non-Academic Misconduct Policy and Procedure.

KEY CONSIDERATIONS/POINTS

The proposed revisions update the Student Non-Academic Misconduct Policy and Procedure to ensure alignment with the proposed revised Sexual and Gender-Based Violence Policy, the Student Academic Misconduct Policy and the Student Misconduct and Academic Appeals Policy, and related procedures. In addition, the proposed revisions add additional options for alternative processes appropriate to the alleged misconduct, clarify procedures, and amend all documents to incorporate learnings from the past 7 years of operation under the existing Student Non-Academic Misconduct Policy and Procedure.

Some stakeholders have requested express references to address racism at the University. The Drafting Team is supportive of anti-racism efforts. We also believe that this should be a conversation engaging all members of the University Community. The Student Non-Academic Misconduct Policy, Procedure, and Appendices very specifically address how allegations involving students will be considered. If the University develops an institutional approach to anti-racism that could lead to coaching or discipline, that might include a referral to the Student Conduct Office for consideration in line with these processes.

RISKS

The proposed revisions ensure a coherent policy framework for addressing student conduct. They also support innovation towards a more inclusive student conduct office, with a more well-defined process. All changes will be managed with existing resources and infrastructure.

ROUTING AND PERSONS CONSULTED

<u>Progress</u>	<u>Body</u>	<u>Date</u>	<u>Approval</u>	<u>Recommendation</u>	<u>Discussion</u>	<u>Information</u>
	Academic Planning and Priorities Committee	1/11/2021			X	
	GFC Executive Committee	1/27/2021			X	

X	General Faculties Council	2/11/2021			X
	BoG Executive Committee	3/8/2021			X
	GFC Executive Committee	3/24/2021		X	
	General Faculties Council	4/8/2021	X		

Other groups that have been, or will be consulted include:

- Equity, Diversity and Inclusion
- Student Appeals Office
- Student Ombuds
- Student Enrolment Services Council
- Graduate Students' Association
- Faculty of Graduate Studies
- Students' Union
- Mental Health Lens
- Indigenous Lens
- Extended Deans' Council

NEXT STEPS

The drafting team will consider feedback from this discussion and revise the policy as appropriate.

SUPPORTING MATERIALS

Revised Student Non-Academic Misconduct Policy and Procedure, Appendices 1-3, and blacklines to versions currently in force.

Student Non-Academic Misconduct Policy

Classification Governance	Table of Contents
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1 Purpose

The purpose of this policy is to:

- communicate the University's expectations with respect to Student behaviour; and
- describe the process for responding to allegations of Student Non-Academic Misconduct.

2 Scope

2.1 This policy applies to Students' actions, interactions and behaviors that take place:

- in or on University Facilities;
- off University Facilities, including online, including through social media, , online communication platforms, remote work applications, or other online means, where such actions, interactions or behaviour have a negative impact on a member of the University Community such that it materially interferes with their University learning, working or living environment;
- when participating in a University club or organization, or a student club or organization, including student clubs or organizations sanctioned by the Students' Union or Graduate Students' Association; or
- at a University Event.

2.2 This policy applies to Students of the University, except for Students at the University of Calgary in Qatar. Student Non-Academic Misconduct at the University of Calgary in Qatar is addressed through processes appropriate to the local context approved by the University of Calgary in Qatar.

2.2 Students studying in a program operated in collaboration with another post-secondary institution who commit Student Non-Academic Misconduct may be responsible to the other post-secondary institution to repair any damage to its learning, working, and living environment. The University will work with the other post-secondary institution to ensure a fair process consistent with this policy.

2.3 If alleged Student misconduct is investigated as a potential violation of another University policy in accordance with an associated procedure and the Student is found responsible for conduct that constitutes Student Non-Academic Misconduct, the investigation will be deemed to be an investigation under this policy and the Student Non-Academic Misconduct Procedure. The implementation authority for that other policy will refer the matter to the Student Conduct Office to determine the sanction for the Student Non-Academic Misconduct.

3 Definitions

In this policy:

- a) “Academic Activities” means critical inquiry, research and learning in the pursuit of official recognition at the University. Examples of Academic Activities include:
 - i. course or program requirements;
 - ii. examinations, tests, or quizzes;
 - iii. interactive online tutorials, or other computer-assisted instruction; and
 - iv. presentations at scholarly conferences, publications, and other research dissemination activities related to a Student’s course or program of study.
- b) “Complaint” means a report alleging a breach of this policy.
- c) “Conduct Probation” means a period of time during which the Student Conduct Office flags a Student’s file as a result of a finding of responsibility for Student Non-Academic Misconduct. Conduct Probation does not appear on a Student’s transcript. A Student on Conduct Probation is not eligible for opportunities that require Students to be in good conduct standing.
- d) “Expulsion” means permanent dismissal from study in a particular faculty, or at the University.
- e) “Field Stations” means any of the following University Facilities:
 - i. Rothney Astrophysical Observatory;
 - ii. Barrier Lake Research Station;
 - iii. R.B. Miller Research Station; and
 - iv. Kluane Lake Research Station.
- f) “Graduate Students’ Association” means the University of Calgary Graduate Students’ Association.

- g) “Interim Measures” means restrictions imposed on a Respondent or a Complainant in an effort to maintain a positive, productive, and respectful learning, working, and living environment, pending the resolution of a Complaint, police investigation, or other processes.
- h) “Intersectional Lens” means an approach that seeks to understand and recognize the specific barriers individuals may face or have faced and considers ways multiple barriers may overlap to create a unique experience for that individual.
- i) “Student” means an individual registered in a University course or program of study at the time the alleged Student Non-Academic Misconduct occurred.
- j) “Student at Risk Team” means a multi-disciplinary resource team comprised of University staff members that coordinates intervention and support in response to At-Risk Behaviour (defined in the Student at Risk Policy).
- k) “Student Conduct Office” means the University office within Student and Enrolment Services that processes Complaints.
- l) “Student Non-Academic Misconduct” means Student conduct that is disruptive to University efforts to maintain a positive, productive and respectful learning, working, and living environment, as described in 4.2 of the Student Non-Academic Misconduct Policy, including the examples described in Appendix 1: Prohibited Conduct.
- m) “Student Record” means information about a Student’s University activities maintained by the Registrar.
- n) “Students’ Union” means the University of Calgary Students’ Union.
- o) “Suspension” means a period of time during which a Student is prohibited from conducting Academic Activities at the University.
- p) “Threat Assessment Committee” means a multi-disciplinary resource team comprised of University staff members with appropriate expertise that responds to reports of actual, attempted, or threatened physical harm or grave psychological harm.
- q) “Transcript” means the official summary of a Student’s permanent academic record at the University.
- r) “University” means the University of Calgary.

- s) “University Community” means individuals who are directly connected to any University activities or initiatives and includes all academic staff members, appointees, employees, postdoctoral scholars, Students, contractors and volunteers.
- t) “University Event” means an event or program, on or off University Facilities, organized on behalf of the University, or an event or program which a reasonable person would identify as being affiliated with the University.
- u) “University Facilities” means all buildings and grounds, including athletic and recreational fields and Field Stations, owned, leased or operated by the University, except for property managed by University District Trust or University Innovation Quarter Trust.

4 Policy Statement

General

- 4.2** The University endeavors to create and maintain a positive, productive, and respectful learning, working, and living environment in which there is:
 - a) respect for the dignity of all;
 - b) fair treatment of individuals;
 - c) respect for academic freedom; and
 - d) respect for University resources and the property of individuals.
- 4.3** It is a violation of this policy for a Student to commit Student Non-Academic Misconduct.
- 4.4** The University will respond to Complaints of Student Non-Academic Misconduct in accordance with the Student Non-Academic Misconduct Procedure, informed by an Intersectional Lens, with careful consideration of appropriate safety and support for Students. Where appropriate, a Complaint may be:
 - a) referred to the Student at Risk Team or the Threat Assessment Committee; or
 - b) referred to an alternate process or resource at the University.
- 4.5** In the event of criminal or civil proceedings relating to, or arising from, the same incident as the alleged Student Non-Academic Misconduct, the Student Conduct Office will determine whether to proceed with an investigation pursuant to this policy or invoke Interim Measures.
- 4.6** Sanctions for violations of this policy are outlined in Appendix 2: Sanctions.
- 4.7** The Student Conduct Office will track all instances of Student Non-Academic Misconduct for administrative purposes.
- 4.8** If the Student Conduct Office sanctions a Student with Suspension, it may include conditions to be fulfilled before the Student returns to Academic Activities. The Suspension will appear on a Student’s Transcript for the duration of the sanction

- 4.9** During the term of a Suspension, the Student continues to be enrolled in a program, and may register for courses scheduled to begin after the period of Suspension ends. The Student will only be allowed to attend such courses once all conditions of the Suspension have been fulfilled.
- 4.10** Expulsion appears permanently on the Student's Transcript.
- 4.11** Nothing in this policy prevents external organizations, including professional licensing bodies, from proceeding with criminal, administrative or civil actions independent of any University action.
- 4.12** Where required by relevant professional codes or principles of conduct, a faculty may ask the Student Conduct Office to restrict Students' participation in specific activities in light of alleged Student Non-Academic Misconduct.

5 Responsibilities

- 5.1** Students will be familiar with their rights and responsibilities under this policy and the Student Non-Academic Misconduct Procedure.
- 5.2** The Student Conduct Office will:
 - a) respond to inquiries and/or questions about making a Complaint of Student Non-Academic Misconduct; and
 - b) receive Complaints of Student Non-Academic Misconduct and coordinate the University's response in accordance with the Student Non-Academic Misconduct Procedure.
- 5.3** The Vice-Provost (Student Experience) will provide an annual update to GFC on the nature and number of Complaints, decisions and sanctions administered under this policy.
- 5.4** The Provost and Vice-President (Academic) will determine whether Expulsion is an appropriate sanction for Student Non-Academic Misconduct in a particular case.

6 Appendices

[Policy Appendix 1: Prohibited Conduct](#)
[Policy Appendix 2: Sanctions](#)
[Procedure Appendix 3: Hearing Board Composition](#)

7 Related Policies

[Acceptable Use of Electronic Resources Policy](#)
[Alcohol Policy](#)
[Cannabis Policy](#)
[Code of Conduct](#)
[Harassment Policy](#)
[Privacy Policy](#)
[Sexual Violence Policy](#)
[Smoking Policy](#)
[Student Misconduct and Academic Appeals Policy](#)
[Use of University Facilities for Non-Academic Purposes Policy](#)

8 Related Procedures [Student Non-Academic Misconduct Procedure](#)

9 History

Approved: February 4, 2010

Effective: February 4, 2010
Editorial Revisions October 20, 2011

Revised: December 11, 2014

Editorial Revision: March 8, 2018

Revised:

Student Non-Academic Misconduct Procedure

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- 1 Purpose**

The purpose of this procedure is to outline the process by which a Complaint of Student Non-Academic Misconduct will be addressed.
- 2 Scope**

This procedure applies to allegations of Student Non-Academic Misconduct. This procedure does not address academic misconduct.
- 3 Definitions**

In this procedure:

 - a) “Academic Activities” means critical inquiry, research and learning in the pursuit of official recognition at the University. Examples of Academic Activities include:
 - i. course or program requirements;
 - ii. examinations, tests, or quizzes;
 - iii. Interactive online tutorials, or other computer-assisted instruction; and
 - iv. presentations at scholarly conferences, publications, and other research dissemination activities related to a Student’s course or program of study.
 - b) “Advisor” means an individual who, at the Student’s request, accompanies a Student to a Hearing.
 - c) “Business Days” means days that the University is open for business, excluding weekends and holidays.

- d) “Complainant” means the person alleging Student Non-Academic Misconduct.
- e) “Complaint” means a report alleging Student Non-Academic Misconduct.
- f) “Conduct Probation” means a period of time during which the Student Conduct Office flags a Student’s file as a result of a finding of responsibility for Student Non-Academic Misconduct. Conduct Probation does not appear on a Student’s transcript. A Student on Conduct Probation is not eligible for opportunities that require Students to be in good conduct standing.
- g) “Expulsion” means permanent dismissal from study in a particular faculty, or at the University.
- h) “Field Stations” means any of the following University Facilities:
 - v. Rothney Astrophysical Observatory;
 - vi. Barrier Lake Research Station;
 - vii. R.B. Miller Research Station; and
 - viii. Kluane Lake Research Station.
- i) “Graduate Students’ Association” means the University of Calgary Graduate Students’ Association
- j) “Hearing” means a Student’s meeting with a Hearing Officer or Hearing Board where the Student is invited to respond to Complaints of Student Non-Academic Misconduct.
- k) “Hearing Board” means a committee established in accordance with Appendix 3: Hearing Board Composition which is authorized to address an allegation of Student Non-Academic Misconduct.
- l) “Hearing Officer” means an individual appointed to address an allegation of Student Non-Academic Misconduct.
- m) “Interim Measures” means restrictions imposed on a Respondent or a Complainant in an effort to maintain a positive, productive, and respectful learning, working, and living environment, pending the resolution of a Complaint, police investigation, or other process.
- n) “Investigator” means an individual appointed by the Student Conduct Office to investigate a Complaint.
- o) “Notice of Hearing” means a formal written communication to a Respondent to advise them of a Hearing.
- p) “Respondent” means a Student who is alleged to have committed the Student Non-Academic Misconduct described in a Complaint.

- q) “Responsible Allegation” means an allegation that:
 - ix. appears to be made in good faith, or with a sound basis in fact;
 - x. is based on alleged facts which have not been the subject of a current or previous allegation; and
 - xi. relates to conduct which meets the definition of Student Non-Academic Misconduct, and to which the Student Non-Academic Misconduct Policy applies.
- r) “Suspension” means a period of time during which a Student is prohibited from conducting Academic Activities at the University.
- s) “Student” means an individual registered in a University course or program of study at the time the alleged Student Non-Academic Misconduct occurred.
- t) “Student at Risk Team” or “SAR” means a multi-disciplinary resource team composed of University staff members that coordinates intervention and support in response to At-Risk Behaviour (defined in the Student at Risk Policy).
- u) “Student Conduct Office” means the University office within Student and Enrolment Services that processes Complaints.
- v) “Student Non-Academic Misconduct” means Student conduct that is disruptive to University efforts to maintain a positive, productive and respectful learning, working, and living environment, as described in 4.2 of the Student Non-Academic Misconduct Policy, including the examples described in Appendix 1: Prohibited Conduct.
- w) “Student Ombuds” means the on-campus resource offering a safe and neutral place for Students to confidentially discuss Student related issues, interpersonal conflict, academic and non-academic concerns, and other matters.
- x) “Student Record” means information about a Student’s University activities maintained by the Registrar.
- y) “Students’ Union” means the University of Calgary Students’ Union.
- z) “Threat Assessment Committee” or “TAC” means a multi-disciplinary resource team comprised of University staff members with appropriate expertise that responds to reports of actual, attempted, or threatened physical harm or grave psychological harm.
- aa) “Transcript” means the official summary of a Student’s permanent academic record at the University.

- bb) “University” means the University of Calgary.
- cc) “University Community” means individuals who are directly connected to any University activities and initiatives and includes all academic staff members, appointees, employees, postdoctoral scholars, Students, contractors and volunteers.
- dd) “University Facilities” means all buildings and grounds, including athletic and recreational fields and Field Stations, owned, leased or operated by the University, except for lands managed by University District Trust or University Innovation Quarter Trust.

4 Procedure

Complaints

- 4.1** All Complaints will be managed by the Student Conduct Office at the University. Individuals may submit a Complaint:
 - a) directly to the Student Conduct Office in person, via phone or email, or through the online form on the website of the office in Student and Enrolment Services which processes complaints;
 - b) as part of reporting an incident to Campus Security; or
 - c) using the Confidence Line at 1-800-661-9675.
- 4.2** Complaints should include a detailed description of the incident, including (if known):
 - a) names of the Students who are the subject of the Complaints;
 - b) times, dates, and locations of the incident;
 - c) description of the alleged misconduct;
 - d) names of any potential witnesses; and
 - e) names and contact information of the Complainants.
- 4.3** A Complaint may be submitted anonymously but the Complainant should be aware that this may limit the University’s ability to address the Complaint.
- 4.4** Individuals should submit Complaints as soon as possible after the alleged Student Non-Academic Misconduct occurred. Delays in submitting a Complaint may make it difficult to appropriately address the Complaint.
- 4.5** The Student Conduct Office will evaluate a Complaint to determine whether:
 - a) to impose any Interim Measures;
 - b) the Complaint is a Responsible Allegation;
 - c) the Complaint should be referred to the Student at Risk Team or TAC team;
 - d) the Complaint should be addressed in accordance with this procedure;
 - e) they should suggest any avenues for resolution of the Complaint without an Investigation and Hearing; or

- f) the Complaint is not a Responsible Allegation and should not proceed to an investigation or attempt at resolution.

4.6 If requested by the Complainant, the Student Conduct Office will notify the Complainant in writing within ten (10) Business Days of receipt of a Complaint whether:

- a) the Complaint will be investigated;
- b) the Complaint could be resolved without an investigation or hearing if both the Complainant and Respondent agree; or
- c) the Student Conduct Office will not investigate the Complaint, nor will it suggest avenues for resolution without an Investigation or Hearing.

This timeline may be extended by the Student Conduct Office, with notice to the Complainant.

4.7 A faculty may ask that the Student Conduct Office limit a Student's participation in specific activities to ensure compliance with relevant professional codes or standards.

Where applicable, a faculty will provide the Student Conduct Office with the types of Student Non-Academic Misconduct they require notice of to ensure Students' participating in specific activities related to the faculty comply with relevant professional codes or standards.

The Student Conduct Office will notify the faculty if a Responsible Allegation is received alleging Student Non-Academic Misconduct by a Student in the faculty that matches the type of conduct identified. If the faculty determines that Interim Measures are required, the faculty may advise the Student Conduct Office of any Interim Measures they would recommend.

Interim Measures

4.8 The Student Conduct Office may impose Interim Measures related to a Complaint. These may include:

- a) orders not to contact the Complainant, Respondent, or other relevant individuals;
- b) orders limiting discussion of the matter;
- c) restriction on access to specific University resources or University Facilities;
- d) separation from the academic, living, or workplace situations of any individuals allegedly involved in the incident; and
- e) recommending trespass orders preventing access to University Facilities until the matter is resolved.

The Student Conduct Office may adjust Interim Measures, impose new Interim Measures, or lift existing Interim Measures as a Complaint proceeds. Any changes to Interim Measures will be communicated to affected individuals.

Resolution without Investigation or Hearing

- 4.9** If the Student Conduct Office, the Complainant and the Respondent agree, the parties may attempt to resolve a Complaint without proceeding to an Investigation or Hearing. These attempts will be guided by individuals with appropriate expertise and may include:
- a) facilitated dialogue;
 - b) mediation;
 - c) conflict coaching;
 - d) practices aligned with the world view of one or more Indigenous (First Nations, Metis, and Inuit) Communities;
 - e) restorative justice practices; or
 - f) no-contact arrangements.

Investigation and Hearing

- 4.10** Complaints are confidential. Information from the Complaint will be shared with the Respondent in order to give the Respondent a fair opportunity to respond to the allegation of Student Non-Academic Misconduct. Where appropriate, information from Complaints may be shared with SAR, TAC, or others at the University.
- 4.11** The Student Conduct Office will determine whether an investigation is required before proceeding to a Hearing. If the matter will proceed to a Hearing without an investigation, the Student Conduct Office will advise the Respondent and provide them with a Notice of Hearing.
- 4.12** If the Student Conduct Office determines that an investigation is required, it will appoint an Investigator, under appropriate terms of reference, who will gather and review relevant information. The Investigator may conduct any interviews they deem appropriate with the Complainant, Respondent, members of the University Community, and witnesses to the alleged incident.
- 4.13** Following an investigation, the Student Conduct Office will decide whether the matter should proceed to a Hearing, the form of the Hearing. If the matter does not proceed to a Hearing, the Student Conduct Office will inform the Complainant and the Respondent.
- 4.14** If the matter will proceed to a Hearing, the Student Conduct Office will determine whether the allegation, if substantiated could warrant a serious sanction, such as Suspension or Expulsion. In such cases, the Student Conduct Office will notify the Respondent and provide the Respondent with an opportunity to indicate their preference for a Hearing Board or Hearing Officer. The Student Conduct Office will consider the Respondent's preference, and any explanation the Respondent provides before determining whether the matter will be heard before a Hearing Board or Hearing Officer.
- 4.15** If a matter is proceeding before a Hearing Board, the Student Conduct Office will appoint Hearing Board Members in accordance with Appendix 3: Hearing Board Composition.

- 4.16** The Respondent will be provided with a written Notice of Hearing that contains:
- a) notice of the alleged Student Non-Academic Misconduct;
 - b) a proposed date for the Hearing and notice of the right to reschedule within reasonable time frames;
 - c) whether the Hearing will be before a Hearing Officer or a Hearing Board;
 - d) names of the Hearing Officer or Hearing Board members;
 - e) a report or summary of the pertinent alleged facts and evidence gathered via the Complaint and any subsequent investigation;
 - f) whether existing criminal proceedings related to the same incident giving rise to the Responsible Allegation will be considered at the Hearing, and if so, the information the Student Conduct Office is aware of in relation to the criminal proceedings;
 - g) notice of the right to be accompanied by an Advisor;
 - h) contact information for the Student Ombuds;
 - i) information about wellness supports available to the Respondent;
 - j) a link to the Student Non-Academic Misconduct Policy, appendices, and any other applicable University policies;
 - k) notification of Interim Measures or confirmation of any Interim Measures that will continue pending a decision following the Hearing; and
 - l) notice that a decision will be made in the Respondent's absence if the Respondent fails to appear for the Hearing.
- 4.17** The Respondent may request, in writing, that the Hearing be set before a different Hearing Officer, or Hearing Board member(s). The Respondent will make the request as soon as possible and provide reasons for the request. The Student Conduct Office will decide whether to grant the request.
- 4.18** If the Respondent will be accompanied by an Advisor, the Respondent will provide written notice of the Advisor's attendance at least two (2) Business Days in advance of the Hearing date. If the Respondent is not able to provide two (2) Business Days' notice they may ask the Student Conduct Office to allow their Advisor to attend on short notice. The Student Conduct Office may allow the request, choose to reschedule the Hearing, or determine that the Hearing should proceed as scheduled without an Advisor present. The Student Conduct Office may require the Respondent to choose a different Advisor if the Student Conduct Office determines the Respondent's first choice would not be appropriate. The Student Conduct Office will clearly articulate the basis for any concern about the chosen Advisor, or timing of a request for an Advisor to attend.
- 4.19** Hearings are intended primarily as an educational opportunity for the Respondent to engage with the information presented and provide their understanding of the matter. During the Hearing the Respondent:
- a) will have the opportunity to respond to the Complaint;
 - b) may present any relevant evidence; and
 - c) may be accompanied by an Advisor, if they provide notice in accordance with 4.18. The Advisor will not normally be allowed to speak during the Hearing.

- 4.20** The Hearing Officer, or Hearing Board, will apply a balance of probabilities standard to assessing whether the Respondent has committed Student Non-Academic Misconduct.
- 4.21** Generally, only the Respondent, their Advisor (if any), and the Hearing Officer, or Hearing Board, may attend an entire Hearing. Witnesses may attend to provide their evidence. The Student Conduct Office may grant permission, upon written request, for other individuals to attend the Hearing, if it is convinced that those individuals' attendance is appropriate, and doing so would not adversely affect the Hearing, or any of the parties' rights to privacy.
- 4.22** The Respondent will be provided with a written decision letter, including any sanction(s) applied and the rationale for the decision within ten (10) Business Days of the Hearing. The decision letter will include any Interim Measures to be applied if the Student appeals the decision and will identify who will be notified of sanctions and/or Interim Measures, and the reason for the notification.
- 4.23** If requested, the Complainant will be provided with written notice as to whether the Complaint was substantiated, or not substantiated.
- 4.24** The Hearing Officer, or Hearing Board, may extend timelines related to Hearing dates and decision letters with written notice to the Respondent.

Sanctions

- 4.25** Sanctions for violation of the Student Non-Academic Misconduct Policy are described in Appendix 2: Sanctions.
- 4.26** If the Sanction includes Suspension, the Respondent will be notified of the terms and conditions associated with their return, if any, to the University in the decision letter they receive from the Hearing Officer or Hearing Board. At the end of the specified period of Suspension, the Respondent will be eligible to return to the University provided that all terms and conditions identified in the decision letter have been met.
- 4.27** If the Hearing Officer or Hearing Board considers Expulsion an appropriate remedy, the Student Conduct Office will consult with the Vice-Provost (Student Experience), and University Legal Services, before making a recommendation to the Provost. The Provost will consider the recommendation and decide whether the Student should be expelled as a result of Student Non-Academic Misconduct.
- 4.28** Should the Student Conduct Office receive evidence that the Respondent has violated the terms and conditions associated with a decision, that violation will be treated as a Responsible Allegation and addressed in accordance with this procedure.

Appeal

- 4.29** A Student who has been found to have committed Student Non-Academic Misconduct may appeal the decision in accordance with the Student Misconduct and Academic Appeals Policy.
- 4.30** A Student appealing a Suspension or Expulsion may continue to participate in Academic Activities pending appeal subject to any Interim Measures imposed in accordance with 4.21. Any Interim Measures imposed in order to meet professional code requirements will continue pending appeal unless the faculty that recommended those measures determines that it would be appropriate to lift them. This decision is in the sole discretion of that faculty and may not be appealed.
- 4.31** If an appeal is unsuccessful and the appeal panel decides that it is appropriate for the original date of Suspension or Expulsion to take effect, the Student will not receive credit for Academic Activities completed pending the appeal.
- 4.32** If a Student has been trespassed from University Facilities any appeal will follow standard procedures for appealing trespass orders at the University.

Records

- 4.33** The Student Conduct Office maintains confidential records of all Complaints, decisions, sanctions, and Interim Measures. Records will be shared only in accordance with this procedure.
- 4.34** If a Student has a documented history of any allegation of Student Non-Academic Misconduct which has not been addressed under this procedure, an indicator may be placed on their Student Record that will notify viewers to request further information from the Student Conduct Office if the Student attempts to register for a course or program of study at the University or applies for re-admission to the University. Students will be notified whenever such an indicator is placed on their file.

5	Parent Policy	Student Non-Academic Misconduct Policy
6	Appendices	Appendix 1: Prohibited Conduct Appendix 2: Sanctions Appendix 3: Hearing Board Composition
7	Related Instructions/Forms	Student Non-Academic Misconduct Online Complaint Form
8	Related Information	https://www.ucalgary.ca/student-services/student-conduct https://www.ucalgary.ca/current-students/student-services https://www.ucalgary.ca/wellness-services/helping-others Trespass to Premises Act

9 References

[Post-Secondary Learning Act](#)

10 History

Approved: February 4, 2010 (GFC 515.11)

Effective: February 4, 2010

Editorial Revision: October 20, 2011

Revised: December 11, 2014

Editorial Revision: March 8, 2018

Editorial Revision: January 2, 2019

Revised:

Student Non-Academic Misconduct Policy

Appendix 1: Prohibited Conduct

Capitalized terms in this Appendix are defined in the Student Non-Academic Misconduct Policy or Student Non-Academic Misconduct Procedure.

The general categories of prohibited conduct as set out in this appendix include similar conduct occurring in new or novel situations.

1. Protection of Individuals

A Student shall not cause or threaten to cause harm to another individual or endanger the safety of another individual. This includes:

- a) actual, attempted, or threatened physical harm;
- b) stalking, bullying, verbal or non-verbal aggression, intimidation or coercion, or any other pattern of behaviour directed at a specific person or group of persons that would cause a reasonable person to fear for their physical or psychological safety or suffer emotional distress;
- c) recording another individual in a private place, including a lab, classroom, bathroom, shared residence room, or other private place to which access is generally restricted in some fashion, without appropriate consent;
- d) conduct that is, or a reasonable individual would conclude is, intended to humiliate or demean another individual, or inciting others to commit an act that a reasonable individual would conclude is intended to humiliate or demean another individual;
- e) practical jokes that may cause physical or psychological harm to members of the University Community; and
- f) hazing or any act that harms, or could reasonably be expected to harm, the physical or psychological health or safety of another individual, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

2. Protection of Property

A Student shall not:

- a) damage, deface, destroy or steal the property of another individual, corporation or other entity, including the University;
- b) create a condition that unnecessarily endangers or threatens destruction of the property of another individual, corporation or other entity, including the University;
- c) use University Facilities, or other property, equipment or materials owned, leased, controlled or used by the University for an unauthorized purpose;
- d) enter or remain in any University Facility without authorization when the University Facility is officially closed or restricted for designated purposes or to designated individuals;
- e) record lectures without appropriate authorisation;
- f) use recordings of lectures, presentations, or other intellectual property for anything other than their own learning without the express permission of the owner of the intellectual property.

3. Protection of University Functions, Activities and Services

A Student shall not:

- a) Unreasonably obstruct another individual or group of individuals from carrying on their legitimate activities, including from speaking or associating with others; or
- b) Unreasonably interfere with the business, activities or services of the University or a student group or groups such that the business, activity or service is obstructed or disrupted. Examples of University business, activities and services include:
 - i. active living services;
 - ii. campus security;
 - iii. classes, lectures, seminars, tutorials and labs;
 - iv. computing services;
 - v. field trips;
 - vi. governance meetings and administrative hearings;
 - vii. library services;
 - viii. parking services;
 - ix. registration services;
 - x. residence and food services; and
 - xi. social, cultural, athletic events, ceremonial, or spiritual events.

4. False Information and Identification

A Student shall not:

- a) knowingly provide false information to any office or individual acting on behalf of the University or a University student group;
- b) possess, distribute or use false or altered University identification or credentials;
- c) alter or forge any University document or record, including identification materials, issued by the University;
- d) allow any University document or record, including identification materials, issued for the Student's own use to be used by another individual;
- e) use any University document or record other than for its authorized purpose; or
- f) act for or on behalf of the University unless expressly authorized to do so.

5. Possession or Use of Dangerous Objects, Drugs or Alcohol

A Student shall not:

- a) possess, use, manufacture, sell, exchange or otherwise distribute firearms, explosives, or other weapons in violation of any applicable law;
- b) possess, use, manufacture, produce, sell, exchange or otherwise distribute any drug in violation of any applicable law, or University policy; or
- c) possess, consume, furnish, manufacture, produce, sell, exchange or otherwise distribute any alcoholic beverages except as permitted by applicable law and University policy, including the Alcohol Policy.

6. Aiding in the Commission of an Offence

A Student shall not:

- a) encourage or aid another Student in the commission of Student Non-Academic Misconduct;

7. Contravention of Other Laws and University Policies

A Student shall not:

- a) contravene any provision of the Criminal Code of Canada or any other federal, provincial, or municipal law, regulation, or ministerial order;
- b) contravene any University Policy. Alleged violations of University policy not investigated in accordance with a procedure as set out in the policy will be addressed as Student Non-Academic Misconduct. Relevant policies include the:
 - i. Acceptable Use of Electronic Resources & Information Policy;
 - ii. Alcohol Policy;
 - iii. Cannabis Policy;
 - iv. Code of Conduct;
 - v. Copyright Policy;
 - vi. Harassment Policy;
 - vii. Sexual and Gender-Based Violence Policy; and
 - viii. Smoking Policy.

8. Failure to Comply with a Sanction

A Student shall not:

- a) violate or disregard a sanction imposed in accordance with the Student Non-Academic Misconduct Policy or Student Non-Academic Misconduct Procedure, or any other University policy or procedure.

Student Non-Academic Misconduct Policy

Appendix 2: Sanctions

Capitalized terms in this Appendix are defined in the Student Non-Academic Misconduct Policy or Student Non-Academic Misconduct Procedure.

1. Sanctions may be applied independently or in combination for any violation of the Student Non-Academic Misconduct Policy.
2. Repeated or multiple breaches of the Student Non-Academic Misconduct Policy may result in sanctions that are more severe than would be imposed for a single breach.
3. A Hearing Officer or Hearing Board will determine the appropriate sanction(s). Whenever possible, sanctions are intended to be corrective and educational in nature with learning outcomes connected to the Student Non-Academic Misconduct. Sanctions may include:
 - a) a written warning;
 - b) an invitation to participate in an ethical space for dialogue;
 - c) restrictions on contacting specific individuals (“no-contact order”);
 - d) required learning – work assignments, educational assignments, service to the University;
 - e) behavioural contract – a requirement not to engage in certain behaviour, consequences for breach will be included in the decision letter;
 - f) restitution for loss, damage, or injury, or replacement of damaged or destroyed property;
 - g) monetary fine;
 - h) access restriction preventing access to defined areas of University Facilities;
 - i) loss of privileges – denial of specified privileges for a designated period;
 - j) Conduct Probation;
 - k) Suspension;
 - l) Expulsion; and
 - m) any other sanction the Hearing Officer or Hearing Board deems appropriate to the case.

Student Non-Academic Misconduct Procedure

Appendix 3: Hearing Board Composition

Capitalized terms in this Appendix are defined as set out in Student Non-Academic Misconduct Policy and Procedure.

1. Selection for the Hearing Board

- a) The Student Conduct Office will recruit potential Hearing Board members each year through a broad open call for applicants. Additional Hearing Board members may be recruited for a specific Hearing Board where there is a need for expertise that is not present in the pool of individuals recruited from the open call.
- b) The Student Conduct Office will normally provide annual training to Hearing Officers and potential Hearing Board members. The Student Conduct Office's training materials will be developed with an Intersectional Lens. Where appropriate to the case, Hearing Board Members may be required to undertake additional training specific to understanding the allegations, or cultural context, before serving on a specific Hearing Board. Potential Hearing Board members may serve in this role indefinitely, provided they participate in annual training and continue to meet the criteria for selection of candidates to serve as Hearing Board members.
- c) The Student Conduct Office will select Hearing Board members based on applications.

2. Composition and Membership

- a) The Vice Provost (Student Experience) will identify appropriate faculty or staff who may serve as a chairperson of a Hearing Board.
- b) a Hearing Board will generally be composed of the following three members:
 - i. one academic staff member or employee;
 - ii. one Student;
 - iii. one chairperson.An additional academic staff member, employee, student, or member of an Indigenous community affiliated with the University may be substituted for (i) or (ii) to bring specific expertise or understanding to the Hearing Board, provided they complete the training. Members of the Hearing Board must not have any record of prior violations of University policies.
- c) Wherever possible, if the Respondent is an undergraduate Student, the Student chosen for the Hearing Board will also be an undergraduate Student and if the Respondent is a graduate Student, the Student chosen for the Hearing Board will also be a graduate Student. Hearing Board members selected to hear a specific Complaint shall not have previously been involved in the incident in question and will declare any relationship with the Respondent or the Complainant that may constitute a conflict of interest. The chairperson of the Hearing Board will determine if a conflict of interest exists and, if so, will select an alternate Hearing Board member.
- d) Complainants and Respondents may request that there not be a Student on a Hearing Board. The Student Conduct Office will consider the request and determine whether it is appropriate in the circumstances. If the Student Conduct Office determines that it is appropriate, an additional academic staff member or employee will serve in place of the Student.
- e) Hearing Board members adjudicating a Complaint involving Sexual Assault will be required to have undertaken trauma-informed adjudication training.
- f) The Hearing Board will sit with three members.

Student Non-Academic Misconduct Policy

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Implementation Authority Vice-Provost (Student Experience)	2 Scope 1
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1 Purpose

The purpose of this policy is to:

- a) communicate the University's expectations with respect to Student behaviour;
and
- ~~a) protect the safety and security of the University community; and~~
- ~~b) preserve the orderly operations of the University.~~
- b) describe the process for responding to allegations of Student Non-Academic Misconduct.

2 Scope

2.1 This policy applies to Students' actions, interactions and behaviors that take place:

- a) in or on University Facilities;
- b) off University Facilities, including online, including through social media, , online communication platforms, remote work applications, or other online means, where such actions, interactions or behaviour have a negative impact on a member of the University Community such that it materially interferes with their University learning, working or living environment;
- c) when participating in a University club or organization, or a student club or organization, including student clubs or organizations sanctioned by the Students' Union or Graduate Students' Association; or
- d) at a University Event.

2.12.2 This policy applies to Students of the University, except for Students at the University of Calgary in Qatar. Student Non-Academic Misconduct at the University of Calgary in Qatar is addressed through processes appropriate to the local context approved by the University of Calgary in Qatar.

2.2 Students studying in a program operated in collaboration with another post-secondary institution who commit Student Non-Academic Misconduct may be responsible to the other post-secondary institution to repair any damage to its learning, working, and living environment. The University will work with the other post-secondary institution to ensure a fair process consistent with this policy.

2.3 If alleged Student misconduct is investigated as a potential violation of another University policy in accordance with an associated procedure and the Student is found responsible for conduct that constitutes Student Non-Academic Misconduct, the investigation will be deemed to be an investigation under this policy and the Student Non-Academic Misconduct Procedure. The implementation authority for that other policy will refer the matter to the Student Conduct Office to determine the sanction for the Student Non-Academic Misconduct.

3 Definitions

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In this policy:

- a) “Academic Activities” means critical inquiry, research and learning in the pursuit of official recognition at the University. Examples of Academic Activities include:
 - i. course or program requirements;
 - ii. examinations, tests, or quizzes;
 - iii. interactive online tutorials, or other computer-assisted instruction; and
 - iv. presentations at scholarly conferences, publications, and other research dissemination activities related to a Student’s course or program of study.

a)b) “Complaint” means a report alleging a breach of this policy.

c) “Conduct Probation” means a period of time during which the Student Conduct Office flags a Student’s file as a result of a finding of responsibility for Student Non-Academic Misconduct. Conduct Probation does not appear on a Student’s transcript. A Student on Conduct Probation is not eligible for opportunities that require Students to be in good conduct standing.

d) “Expulsion” means permanent dismissal from study in a particular faculty, or at the University.

e) “Field Stations” means any of the following University Facilities:

- i. Rothney Astrophysical Observatory;
- ii. Barrier Lake Research Station;

- iii. [R.B. Miller Research Station; and](#)
- iv. [Kluane Lake Research Station.](#)

~~b)f)~~ “Graduate Students’ Association” means the [University of Calgary](#) Graduate Students’ Association ~~of the University of Calgary.~~

~~a)~~ “~~Student Non-Academic Misconduct~~” means ~~conduct that is prohibited as outlined in Appendix 1: Prohibited Conduct of this policy.~~

g) “Interim Measures” means restrictions imposed on a Respondent or a Complainant in an effort to maintain a positive, productive, and respectful learning, working, and living environment, pending the resolution of a Complaint, police investigation, or other processes.

h) “Intersectional Lens” means an approach that seeks to understand and recognize the specific barriers individuals may face or have faced and considers ways multiple barriers may overlap to create a unique experience for that individual.

i) “Student” means an individual registered in a University course or program of study ~~or registered in a University course or program of study~~ at the time the ~~alleged~~ Student Non-Academic Misconduct ~~was alleged to have~~ occurred.

j) “Student at Risk Team” means a multi-disciplinary resource team comprised of University staff members that coordinates intervention and support in response to At-Risk Behaviour (defined in the Student at Risk Policy).

k) “Student Conduct Office” means the University office within Student and Enrolment Services that processes Complaints.

l) “Student Non-Academic Misconduct” means Student conduct that is disruptive to University efforts to maintain a positive, productive and respectful learning, working, and living environment, as described in 4.2 of the Student Non-Academic Misconduct Policy, including the examples described in Appendix 1: Prohibited Conduct.

~~e)m)~~ “Student Record” means information about a Student’s University activities maintained by the Registrar.

~~d)n)~~ “Students’ Union” means the University of Calgary Students’ Union.

o) “Suspension” means a period of time during which a Student is prohibited from conducting Academic Activities at the University.

- p) “Threat Assessment Committee” means a multi-disciplinary resource team comprised of University staff members with appropriate expertise that responds to reports of actual, attempted, or threatened physical harm or grave psychological harm.
- g) “Transcript” means the official summary of a Student’s permanent academic record at the University.
- e)r) “University” means the University of Calgary.
- s) “University Community” means individuals who are directly connected to any University activities or initiatives and includes all academic staff members, appointees, employees, postdoctoral scholars, Students, contractors and volunteers.
- t) “University Event” means an event or program, on or off University Facilities, organized on behalf of the University, or an event or program which a reasonable person would identify as being affiliated with the University.
- u) “University Facilities” means all buildings and grounds, including athletic and recreational fields and Field Stations, owned, leased or operated by the University, except for property managed by University District Trust or University Innovation Quarter Trust.

4 Policy Statement

General

4.2 The University endeavours to create and maintain a positive ~~and~~, productive, and respectful learning ~~environment; an, working, and living~~ environment in which there is:

- a) respect for the dignity of all;
- b) fair treatment of individuals;
- c) respect for academic freedom; and
- d) respect for University resources and the property of individuals.

~~4.2 Subject to 4.3, this policy applies to Student Non-Academic Misconduct that occurs on University premises, in a course or course of study, or other activity offered by the University or when a Student is representing the University. It also applies to Student Non-Academic Misconduct that occurs when a Student is:~~

- ~~a) participating in, or travelling as a part of, a University program;~~
- ~~b) studying abroad;~~
- ~~c) participating in an internship, co-op placement or practicum;~~
- ~~d) participating in a University club or organization, or a student club or organization, including student clubs or organizations sanctioned by the Students’ Union or Graduate Students’ Association; or~~

~~e) at a University club or organization event, or a student club or organization event, including those sanctioned by the Students' Union or Graduate Students' Association.~~

~~4.3 Complaints of Student Non-Academic Misconduct that occurs in University residences or that is otherwise subject to the Residence Community Standards will be dealt with under the Residence Community Standards process except where the Complaint alleges misconduct that is sufficiently serious that it is referred by the Associate Director of Residence Services to the Student Conduct Office to be dealt with under this policy.~~

~~4.3~~ Subject to 4.3, the it is a violation of this policy for a Student to commit Student Non-Academic Misconduct.

~~4.34.4~~ The University will respond to Complaints of Student Non-Academic Misconduct in accordance with the Student Non-Academic Misconduct Procedure—, informed by an Intersectional Lens, with careful consideration of appropriate safety and support for Students. Where appropriate, a Complaint may be:

- a) referred to the Student at Risk Team or the Threat Assessment Committee; or
- b) referred to an alternate process or resource at the University.

~~4.5~~ In the event of criminal or civil proceedings relating to, or arising from, the same incident as the alleged Student Non-Academic Misconduct, the Student Conduct Office will determine whether to proceed with an investigation pursuant to this policy or invoke Interim Measures.

~~4.44.6~~ Sanctions for violations of this policy are outlined in Appendix 2: Sanctions.

~~4.7~~ The Student may be subject to an investigation pursuant to this policy and the Conduct Office will track all instances of Student Non-Academic Misconduct Procedure regardless of any action by civil, for administrative or criminal authorities against purposes.

~~4.54.8~~ If the Student relating to the same or similar conduct. Conduct Office sanctions a Student with Suspension, it may include conditions to be fulfilled before the Student returns to Academic Activities. The Suspension will appear on a Student's Transcript for the duration of the sanction

~~4.9~~ During the term of a Suspension, the Student continues to be enrolled in a program, and may register for courses scheduled to begin after the period of Suspension ends. The Student will only be allowed to attend such courses once all conditions of the Suspension have been fulfilled.

~~4.10~~ Expulsion appears permanently on the Student's Transcript.

~~4.64.11~~ Nothing in this policy prevents anyone external organizations, including professional licensing bodies, from proceeding with criminal, administrative or criminal actions independent of any University action.

~~4.4~~ Nothing in this policy prevents professional faculties at the University from investigating, reviewing and resolving conduct that is a violation of their Where required by relevant professional codes provided such conduct has not been, or is not being, investigated pursuant to this policy and the or principles of conduct, a faculty may ask the Student Conduct Office to restrict Students' participation in specific activities in light of alleged Student Non-Academic Misconduct ~~Procedure~~.

~~4.5~~ Reports and statistics compiled by the Senior Director (Student Services) on the nature and number of Complaints, decisions and sanctions will not include information that identifies a Student.

~~4.6~~ The Office of the Vice-Provost (Student Experience) will submit an annual report on the nature and number of Complaints, decisions and sanctions under this policy to the General Faculties Council.

~~4.74.12~~ .

5 Responsibilities

~~5.1~~ The Senior Director (Student Services) or delegate will:

~~5.1~~ Students will be familiar with their rights and responsibilities under this policy and the Student Non-Academic Misconduct Procedure.

~~5.2~~ The Student Conduct Office will:

- a) respond to inquiries and/or questions about making a Complaint of Student Non-Academic Misconduct; and
- b) receive Complaints of Student Non-Academic Misconduct and coordinate the University's response in accordance with the Student Non-Academic Misconduct Procedure.

~~5.2~~ Students will:

~~5.3~~ be familiar with their responsibilities under this policy and the The Vice-Provost (Student Experience) will provide an annual update to GFC on the nature and number of Complaints, decisions and sanctions administered under this policy.

~~5.15.4~~ The Provost and Vice-President (Academic) will determine whether Expulsion is an appropriate sanction for Student Non-Academic Misconduct ~~Procedure~~ in a particular case.

~~5.25.5~~ .

6 Appendices

Policy Appendix 1: Prohibited Conduct

Policy Appendix 2: Sanctions

Procedure Appendix 3: Hearing Board Composition

7 ~~Procedure~~Related Policies

Acceptable Use of Electronic Resources Policy

Alcohol Policy

Cannabis Policy

Code of Conduct

Harassment Policy

[Privacy Policy](#)
[Sexual Violence Policy](#)
[Smoking Policy](#)
[Student Misconduct and Academic Appeals Policy](#)
[Use of University Facilities for Non-Academic Purposes Policy](#)

8 Related
~~Policies~~Procedures

[Student Non-Academic Misconduct Procedure](#)

9 History

Approved: February 4, 2010 (~~GFC 515.11~~)

Effective: February 4, 2010

~~Revised:~~[Editorial Revisions](#) October 20, 2011 (~~editorial revisions approved GFC 525.11~~)

Revised: December 11, 2014 (~~GFC 552.6~~)

Editorial ~~Change~~[Revision](#): March 8, 2018

~~Editorial Change: November 22, 2019 (updated hyperlinks)~~

[Revised:](#)

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Implementation Authority Vice-Provost (Student Experience)	
Effective Date February 4, 2010	
Last Revision _____ <u>December 11, 2014</u> <u>Insert Last Revision Date</u>	

- 1 Purpose**

The purpose of this procedure is to outline the process by which ~~an allegation~~ a Complaint of Student Non-Academic Misconduct will be ~~investigated, evaluated and resolved.~~ addressed.
- 2 Scope**

This procedure applies to allegations of Student Non-Academic Misconduct ~~by a Student.~~ This procedure does not address academic misconduct.
- 3 Definitions**

In this procedure:

 - a) “Academic Activities” means critical inquiry, research and learning in the pursuit of official recognition at the University. Examples of Academic Activities include:
 - i. course or program requirements;
 - ii. examinations, tests, or quizzes;
 - iii. Interactive online tutorials, or other computer-assisted instruction; and
 - iv. presentations at scholarly conferences, publications, and other research dissemination activities related to a Student’s course or program of study.
 - ~~a) b)~~ “Advisor” means the ~~an~~ individual who ~~attends a Hearing with, at the Student’s request, accompanies~~ a Student to ~~act in an advisory and support role. An Advisor may be legal counsel, the Student Ombudsperson, a peer or Students’ Union or Graduate Students Association representative.~~ a Hearing.

- ~~a)~~ “Appeal Board” means the committee established in accordance with Appendix 2: Appeal Board Composition that is authorized to consider an appeal of a decision of a Hearing Officer or Hearing Board relating to Student Non-Academic Misconduct.
- ~~b)c)~~ “Business Days” means days that the University is open for business, excluding weekends and ~~holiday closures~~ holidays.
- ~~e)d)~~ “Complainant” means the person alleging Student Non-Academic Misconduct.
- ~~d)e)~~ “Complaint” means a report alleging Student Non-Academic Misconduct.
- ~~f)~~ “Conduct Probation” means a period of time during which the Student Conduct Office flags a Student’s file as a result of a finding of responsibility for Student Non-Academic Misconduct. Conduct Probation does not appear on a Student’s transcript. A Student on Conduct Probation is not eligible for opportunities that require Students to be in good conduct standing.
- ~~g)~~ “Expulsion” means permanent dismissal from study in a particular faculty, or at the University.
- ~~h)~~ “Field Stations” means any of the following University Facilities:
- ~~v.~~ Rothney Astrophysical Observatory;
 - ~~vi.~~ Barrier Lake Research Station;
 - ~~vii.~~ R.B. Miller Research Station; and
 - ~~viii.~~ Kluane Lake Research Station.
- ~~e)i)~~ “Graduate Students’ Association” means the University of Calgary Graduate Students’ Association ~~of the University of Calgary~~.
- ~~f)j)~~ “Hearing” means a Student’s meeting with a Hearing Officer or Hearing Board where the ~~process~~ Student is invited to ~~evaluate and resolve an allegation~~ respond to Complaints of Student Non-Academic Misconduct.
- ~~k)~~ “Hearing Board” means a committee established in accordance with Appendix ~~13~~: Hearing Board Composition which is authorized to ~~investigate, review and resolve~~ address an allegation of Student Non-Academic Misconduct.
- ~~g)l)~~ “Hearing Officer” means an individual appointed to address an allegation of Student Non-Academic Misconduct.
- ~~b)~~ “Hearing Officer” means an individual employed in the Student Conduct Office who is authorized to investigate, review, and resolve an allegation of Student Non-Academic Misconduct.

- m) “Interim Measures” means restrictions imposed on a Respondent or a Complainant in an effort to maintain a positive, productive, and respectful learning, working, and living environment, pending the resolution of a Complaint, police investigation, or other process.
- n) “Investigator” means an individual appointed by the Student Conduct Office to investigate a Complaint.
- o) “Notice of Hearing” means a formal written communication to a Respondent to advise them of a Hearing.
- ~~h)p)~~ “Respondent” means a Student who is alleged to have committed the Student Non-Academic Misconduct described in a Complaint.
- ~~i)g)~~ “Responsible Allegation” means an allegation that:
 - ~~i-ix.~~ appears to be made in good faith, or with a sound basis in fact;
 - ~~ii-x.~~ is based on alleged facts which have not been the subject of a current or previous allegation; and
 - ~~iii-xi.~~ falls within relates to conduct which meets the definition of Student Non-Academic Misconduct, and to which the Student Non-Academic Misconduct Policy applies.
- r) “Suspension” means a period of time during which a Student is prohibited from conducting Academic Activities at the University.
- ~~j)s)~~ “Student” means an individual registered in a University course or program of study or registered in a University course or program of study at the at the time the Student Non-Academic Misconduct was alleged to have Student Non-Academic Misconduct occurred.
- t) “Student Non-Academic Misconduct at Risk Team” or “SAR” means conduct a multi-disciplinary resource team composed of University staff members that is prohibited coordinates intervention and support in response to At-Risk Behaviour (defined in the Student at Risk Policy).
- u) “Student Conduct Office” means the University office within Student and Enrolment Services that processes Complaints.
- ~~k)v)~~ “Student Non-Academic Misconduct” means Student conduct that is disruptive to University efforts to maintain a positive, productive and respectful learning, working, and living environment, as outlined described in 4.2 of the Student Non-Academic Misconduct Policy, including the examples described in Appendix 1: Prohibited Conduct of the Student Non-Academic Misconduct Policy.

- w) “Student Ombuds” means the on-campus resource offering a safe and neutral place for Students to confidentially discuss Student related issues, interpersonal conflict, academic and non-academic concerns, and other matters.
- x) “Student Record” means information about a Student’s University activities maintained by the Registrar.
- y) “Students’ Union” means the University of Calgary Students’ Union.
- z) “Threat Assessment Committee” or “TAC” means a multi-disciplinary resource team comprised of University staff members with appropriate expertise that responds to reports of actual, attempted, or threatened physical harm or grave psychological harm.
- aa) “Transcript” means the official summary of a Student’s permanent academic record at the University.
- bb) “University” means the University of Calgary.
- cc) “University Community” means individuals who are directly connected to any University activities and initiatives and includes all academic staff members, appointees, employees, postdoctoral scholars, Students, contractors and volunteers.
- dd) “University Facilities” means all buildings and grounds, including athletic and recreational fields and Field Stations, owned, leased or operated by the University, except for lands managed by University District Trust or University Innovation Quarter Trust.

4 Procedure

Complaints

4.1 All Complaints will be managed by the Student Conduct Office at the University.

Individuals may submit a Complaint:

- a) directly to the Student Conduct Office;
 - a) in person, via phone or email, or through the online form on the Student Conduct Office website; or of the office in Student and Enrolment Services which processes complaints;
 - b) via as part of reporting an incident to Campus Security; or
 - c) using the Confidence Line at 1-800-661-9675.

Complaints submitted to the Confidence Line will be forwarded to the Student Conduct Office.

~~Campus Security may forward an incident report to the Student Conduct Office as a Complaint.~~

- 4.2** ~~A Complaint~~Complaints should include a detailed description of the incident, including (if known):
- ~~name(s)~~names of the ~~student(s)~~Students who ~~is/~~are the subject of ~~Complaint~~the Complaints;
 - ~~time(s), date(s)~~times, dates, and ~~location(s)~~locations of the incident~~(s)~~;
 - description of the alleged misconduct;
 - names of any potential witnesses; and
 - ~~name(s)~~names and contact information of ~~Complainant(s)~~the Complainants.
- 4.3** ~~The~~A Complaint may be submitted anonymously but the Complainant should be aware that this may limit the University's ability ~~of the Hearing Officer or Hearing Board to investigate, review and resolve~~address the Complaint.
- ~~4.2~~ ~~An allegation of Student Non-Academic Misconduct must be submitted as set out in 4.1 within ten (10) Business Days of the alleged act or occurrence of misconduct or of when the act or occurrence of misconduct was, or reasonably should have been, discovered. Timelines may be extended in extenuating circumstances by the Senior Director (Student Services).~~
- 4.4** Individuals should submit Complaints as soon as possible after the alleged Student Non-Academic Misconduct occurred. Delays in submitting a Complaint may make it difficult to appropriately address the Complaint.
- ~~4.4.5~~ The Student Conduct Office will evaluate an allegation of Student Non-Academic Misconduct a Complaint to determine if whether:
- to impose any Interim Measures;
 - ~~a)~~b) the allegationComplaint is a Responsible Allegation;
 - ~~a) the allegation should be addressed in an informal manner or other manner;~~
 - c) the allegationthe Complaint should be referred to the Student-~~At-~~ at Risk Team; ~~or TAC team;~~
 - d) the Complaint should be addressed in accordance with this procedure;
 - e) they should suggest any avenues for resolution of the Complaint without an Investigation and Hearing; or
 - ~~b)f) the Complaint is not a Responsible Allegation and/or should not proceed to an investigation or attempt at resolution.~~
 - ~~b) immediate action is warranted to protect the health or safety of the University community.~~
- ~~The~~
- ~~4.5~~ 4.4.6 If requested by the Complainant, the Student Conduct Office will notify the Complainant in writing within ten (10) Business Days of receipt of an allegation of

~~Student Non-Academic Misconduct whether the Student Conduct Office has determined that the Complaint~~ Complaint whether:

- a) ~~contains a Responsible Allegation and the Complaint~~ will be investigated;
- ~~a) should be addressed in another manner; or~~
- ~~b) should not be investigated.~~
- b) Timelinethe Complaint could be resolved without an investigation or hearing if both the Complainant and Respondent agree; or
- c) the Student Conduct Office will not investigate the Complaint, nor will it suggest avenues for resolution without an Investigation or Hearing.

This timeline may be extended ~~in extenuating circumstances~~ by the Student Conduct Office, with notice to the Complainant.

Investigation and Hearing

- ~~4.3~~ The Student Conduct Office will determine whether the Hearing will be before a Hearing Officer or before a Hearing Board giving consideration to:
- ~~a) the seriousness of the allegation;~~
 - ~~b) whether the alleged incident was isolated or one of several alleged incidents;~~
 - ~~and~~
 - ~~c) whether the Respondent has been found responsible for Student Non-Academic Misconduct in the past.~~

- 4.7 As part A faculty may ask that the Student Conduct Office limit a Student's participation in specific activities to ensure compliance with relevant professional codes or standards.

Where applicable, a faculty will provide the Student Conduct Office with the types of Student Non-Academic Misconduct they require notice of to ensure Students' participating in specific activities related to the faculty comply with relevant professional codes or standards.

The Student Conduct Office will notify the faculty if a Responsible Allegation is received alleging Student Non-Academic Misconduct by a Student in the faculty that matches the type of an investigation, the Hearing Officer or Hearing Board will gather and review relevant information and may conduct interviews as appropriate with identified. If the faculty determines that Interim Measures are required, the faculty may advise the Student Conduct Office of any Interim Measures they would recommend.

Interim Measures

- 4.8 The Student Conduct Office may impose Interim Measures related to a Complaint. These may include:
- a) orders not to contact the Complainant, Respondent, employees, Students or other relevant individuals;
 - b) orders limiting discussion of the matter;
 - c) restriction on access to specific University resources or University Facilities;

- d) separation from the academic, living, or workplace situations of any individuals allegedly involved in the incident; and
- e) recommending trespass orders preventing access to University Facilities until the matter is resolved.

The Student Conduct Office may adjust Interim Measures, impose new Interim Measures, or lift existing Interim Measures as a Complaint proceeds. Any changes to Interim Measures will be communicated to affected individuals.

Resolution without Investigation or Hearing

4.9 If the Student Conduct Office, the Complainant and the Respondent agree, the parties may attempt to resolve a Complaint without proceeding to an Investigation or Hearing. These attempts will be guided by individuals with appropriate expertise and may include:

- a) facilitated dialogue;
- b) mediation;
- c) conflict coaching;
- d) practices aligned with the world view of one or more Indigenous (First Nations, Metis, and Inuit) Communities;
- e) restorative justice practices; or
- f) no-contact arrangements.

Investigation and Hearing

4.10 Complaints are confidential. Information from the Complaint will be shared with the Respondent in order to give the Respondent a fair opportunity to respond to the allegation of Student Non-Academic Misconduct. Where appropriate, information from Complaints may be shared with SAR, TAC, or others at the University.

4.11 The Student Conduct Office will determine whether an investigation is required before proceeding to a Hearing. If the matter will proceed to a Hearing without an investigation, the Student Conduct Office will advise the Respondent and provide them with a Notice of Hearing.

4.64.12 If the Student Conduct Office determines that an investigation is required, it will appoint an Investigator, under appropriate terms of reference, who will gather and review relevant information. The Investigator may conduct any interviews they deem appropriate with the Complainant, Respondent, members of the University Community, and witnesses to the alleged misconduct incident.

4.13 The Respondent will be invited to a Hearing and Following an investigation, the Student Conduct Office will decide whether the matter should proceed to a Hearing, the form of the Hearing. If the matter does not proceed to a Hearing, the Student Conduct Office will inform the Complainant and the Respondent.

4.14 If the matter will proceed to a Hearing, the Student Conduct Office will determine whether the allegation, if substantiated could warrant a serious sanction, such as Suspension or Expulsion. In such cases, the Student Conduct Office will notify the

Respondent and provide the Respondent with an opportunity to indicate their preference for a Hearing Board or Hearing Officer. The Student Conduct Office will consider the Respondent's preference, and any explanation the Respondent provides before determining whether the matter will be heard before a Hearing Board or Hearing Officer.

4.15 If a matter is proceeding before a Hearing Board, the Student Conduct Office will appoint Hearing Board Members in accordance with Appendix 3: Hearing Board Composition.

~~4.74.16~~ The Respondent will be provided in writing with a written Notice of Hearing that contains:

- a) notice of the alleged Student Non-Academic Misconduct;
- ~~a)b)~~ a proposed date for the Hearing and notice of the right to reschedule within reasonable time frames;
- ~~b)c)~~ whether the Hearing will be before a Hearing Officer or a Hearing Board;
- ~~c)d)~~ notice names of the alleged misconduct Hearing Officer or Hearing Board members;
- ~~d)e)~~ a report or summary of the pertinent alleged facts, and evidence and particulars gathered during via the Complaint and any subsequent investigation;
- f) whether existing criminal proceedings related to the same incident giving rise to the Responsible Allegation will be considered at the Hearing, and if so, the information the Student Conduct Office is aware of in relation to the criminal proceedings;
- ~~e)g)~~ notice of the right to be accompanied by an Advisor;
- h) contact information for the Student Ombuds;
- i) information about wellness supports available to the Respondent;
- j) a link to a copy of the Student Non-Academic Misconduct Policy, appendices, and any other applicable University policies;
- ~~f)k)~~ notification of Interim Measures or confirmation of any Interim Measures that will continue pending a decision following the Hearing; and
- ~~g)l)~~ notice that a decision may will be made in the Respondent's absence if the Respondent fails to appear for the Hearing.

~~4.4 If the Advisor is a lawyer, the Student or lawyer shall provide written notice of the lawyer's attendance at the Hearing to the Student Conduct Office at least two (2) Business Days in advance of the Hearing date.~~

4.17 The Respondent may request, in writing, that the Hearing be set before a different Hearing Officer, or Hearing Board member(s). The Respondent will make the request as soon as possible and provide reasons for the request. The Student Conduct Office will decide whether to grant the request.

4.18 If the Respondent will be accompanied by an Advisor, the Respondent will provide written notice of the Advisor's attendance at least two (2) Business Days in advance of the Hearing date. If the Respondent is not able to provide two (2)

Business Days' notice they may ask the Student Conduct Office to allow their Advisor to attend on short notice. The Student Conduct Office may allow the request, choose to reschedule the Hearing, or determine that the Hearing should proceed as scheduled without an Advisor present. The Student Conduct Office may require the Respondent to choose a different Advisor if the Student Conduct Office determines the Respondent's first choice would not be appropriate. The Student Conduct Office will clearly articulate the basis for any concern about the chosen Advisor, or timing of a request for an Advisor to attend.

4.84.19 Hearings are intended primarily as an educational opportunity for the Respondent to engage with the information presented and provide their understanding of the matter. During the Hearing the Respondent:

- a) will have the opportunity to respond to ~~any evidence contained in the report referred to at 4.9 d); the Complaint;~~
- b) may present any relevant evidence; and
- c) may be accompanied by an Advisor ~~of their choice, if they provide notice in accordance with 4.18.~~ The Advisor will not normally be ~~permitted~~allowed to speak during the Hearing ~~on the Student's behalf.~~

4.20 ~~The~~ The Hearing Officer, or Hearing Board, will apply a balance of probabilities standard of review for determining to assessing whether a Student the Respondent has violated the committed Student Non-Academic Misconduct Policy.

4.94.21 Generally, only the Respondent, their Advisor (if any), and the Hearing Officer, or Hearing Board, may attend an entire Hearing. Witnesses may attend to provide their evidence. The Student Conduct Office may grant permission, upon written request, for other individuals to attend the Hearing, if it is a balance of probabilities convinced that those individuals' attendance is appropriate, and doing so would not adversely affect the Hearing, or any of the parties' rights to privacy.

4.5 ~~Hearings will not be open to the public and will be kept confidential by the Hearing Officer or Hearing Board.~~

4.104.22 The Respondent will be provided with a written notice of the decision of the Hearing Officer or Hearing Board letter, including any sanction(s) applied and the rationale for the decision within ten (10) Business Days of the Hearing. Timelines may be extended in extenuating circumstances by the Hearing Officer or Hearing Board with notice to the Respondent. The decision letter will include any Interim Measures to be applied if the Student appeals the decision and will identify who will be notified of sanctions and/or Interim Measures, and the reason for the notification.

4.23 ConsistentIf requested, the Complainant will be provided with the University's Privacy Policy, information about written notice as to whether the decision of a Complaint was substantiated, or not substantiated.

4.114.24 ~~The~~ Hearing Officer, or Hearing Board ~~will be shared only, may extend timelines related to Hearing dates and decision letters with those who have a legitimate need for written notice to the information Respondent.~~

Sanctions

4.124.25 Sanctions for violation of the Student Non-Academic Misconduct Policy are ~~provided~~ described in Appendix 2: Sanctions ~~of the policy.~~

4.6 ~~If the s~~Sanction includes ~~suspension or trespass from the University~~ Suspension, the Respondent will be notified of the terms and conditions associated with their return, if any, to campus at the time they are notified of the University in the decision of letter they receive from the Hearing Officer or Hearing Board. At the end of the specified period of ~~suspension or trespass from the University~~ Suspension, the Respondent will be eligible to return to the University provided that :

4.134.26 ~~all terms and conditions of identified in the suspension or trespass~~ decision letter have been met; ~~and,~~

a) ~~all outstanding disciplinary sanctions required to be completed before the end of the suspension or trespass period have been completed.~~

4.27 If the Hearing Officer or Hearing Board considers Expulsion an appropriate remedy, the Student Conduct Office will consult with the Vice-Provost (Student Experience), and University Legal Services, before making a recommendation to the Provost. The Provost will consider the recommendation and decide whether the Student should be expelled as a result of Student Non-Academic Misconduct.

4.28 Should the Student Conduct Office receive evidence that the Respondent has violated the terms and conditions associated with a decision, that violation will be treated as a Responsible Allegation and addressed in accordance with this procedure.

Appeal

4.144.29 A ~~Respondent~~ Student who has been found ~~responsible for to have committed~~ Student Non-Academic Misconduct may appeal the decision in accordance with the Student Misconduct and Academic Appeals Policy.

4.30 A Student appealing a Suspension or Expulsion may continue to participate in Academic Activities pending appeal subject to any Interim Measures imposed in accordance with 4.21. Any Interim Measures imposed in order to meet professional code requirements will continue pending appeal unless the faculty that recommended those measures determines that it would be appropriate to lift them. This decision is in the sole discretion of that faculty and may not be appealed.

4.31 If an appeal is unsuccessful and the appeal panel decides that it is appropriate for the original date of Suspension or Expulsion to take effect, the Student will not receive credit for Academic Activities completed pending the appeal.

4.32 If a Student has been trespassed from University Facilities any appeal will follow standard procedures for appealing trespass orders at the University.

Records

~~**4.7** Records of Complaints, decisions, sanctions, other than in the case of suspension or expulsion, will not be placed on the Student's academic transcript.~~

~~**4.154.33**~~ Records of The Student Conduct Office maintains confidential records of all Complaints, decisions, sanctions, and appeals will be maintained as confidential records of the Offices of the Senior Director, Student Services/Interim Measures. Records will be shared only in accordance with the University's record retention schedule this procedure.

~~**4.164.34**~~ If a Student has a significant, documented history of violations any allegation of the Student Non-Academic Misconduct Policy which has not been addressed under this procedure, an alert will indicator may be placed on the Student's file in the University's records management system their Student Record that will notify viewers to request further information from the Senior Director, Student Services/Conduct Office if the Student attempts to register for a course or course program of study at the University or applies for re-admission to the University. Students will be notified whenever such an indicator is placed on their file.

5	Parent Policy	Student Non-Academic Misconduct Policy
6	Appendices	Appendix 1: Prohibited Conduct Appendix 2: Sanctions Appendix 3: Hearing Board Composition
7	Related Instructions/Forms	Student Non-Academic Misconduct Online Complaint Form
8	Related Information	https://www.ucalgary.ca/student-services/student-conduct https://www.ucalgary.ca/current-students/student-services https://www.ucalgary.ca/wellness-services/helping-others Trespass to Premises Act
9	References	Post-Secondary Learning Act
10	History	<p>Approved: February 4, 2010 (GFC 515.11)</p> <p>Effective: February 4, 2010</p> <p>Revised:</p>

Editorial Revision: October 20, 2011 (~~editorial revisions approved GFC 525.11~~)

Revised: December 11, 2014 (~~GFC 552.6~~)

Editorial Revision: March 8, 2018

Editorial Revision: January 2, 2019

~~Editorial Revision: November 22, 2019 (updated hyperlinks)~~

Revised:



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[Appendix 1](#)

[Student Non-Academic Misconduct Policy](#)

[Appendix 1: Prohibited Conduct](#)

Capitalized terms in this Appendix are defined in the Student Non-Academic Misconduct Policy [or Student Non-Academic Misconduct Procedure](#).

The general categories of prohibited conduct as set out in this [Appendix](#) are deemed to [include similar conduct using new technology and similar conduct](#) occurring in new or novel situations.

1. Protection of Individuals

A Student shall not cause or threaten to cause harm to another individual, or endanger the safety of another individual. ~~Prohibited conduct~~ This includes, ~~but is not limited to:~~

a) ~~actual, attempted, or threatened physical harm;~~

~~a) b) stalking, bullying, or otherwise engaging in a verbal or non-verbal aggression, intimidation or coercion, or any other pattern of behaviour directed at a specific person or group of persons that would cause a reasonable individual person to fear for their physical or psychological safety or suffer emotional distress;~~

c) ~~assaulting recording another individual sexually in a private place, including a lab, classroom, bathroom, shared residence room, or threatening another other private place to which access is generally restricted in some fashion, without appropriate consent;~~

~~b) d) conduct that is, or a reasonable individual with sexual assault or committing would conclude is, intended to humiliate or demean another individual, or inciting others to commit an act of sexual harassment toward that a reasonable individual would conclude is intended to humiliate or demean another individual;~~

e) ~~engaging in practical jokes that may cause physical or psychological harm to members of the University Community; and~~

~~e) f) hazing or any act that harms, or could reasonably be expected to harm, the mental or physical or psychological health or safety of another person individual, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; and~~

d) ~~engaging in a course of vexatious conduct, bullying or other harassment that is directed at one or more persons and that is based on grounds protected by the Alberta Human Rights Act.~~

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A Student shall not:

A Student shall not:

- a) ~~damage, deface, destroy or destroy steal~~ the property of another individual, corporation or other entity, including the University;
- b) ~~create a condition that unnecessarily endangers or threatens destruction of the property of another individual, corporation or other entity, including the University;~~
- c) ~~use University facilities, or other property, facilities, equipment or materials owned, leased, controlled or used by the University for an unauthorized purpose;~~
- d) ~~enter or remain in any University building or areaFacility without authorization when the building or areaUniversity Facility is officially closed or restricted for designated purposes or to designated individuals;~~
- e) ~~record lectures without appropriate authorisation;~~
- d)f) ~~use recordings of lectures, presentations, or other intellectual property for anything other than their own learning without the express permission of the owner of the intellectual property.~~
- e) ~~misuse the University electronic communications system or otherwise violate the Electronic Communications Policy.~~

A Student shall not:

A Student shall not:

- a) Unreasonably obstruct another individual or group of individuals from carrying on their legitimate activities, ~~or~~including from speaking or associating with others; or
- b) Unreasonably interfere with the functions/business, activities ~~and/or~~ services of the University or a student group or groups such that the function/business, activity or service is obstructed or disrupted. Examples of functions/University business, activities and services include:
- i. active living services;
 - ii. campus security;
 - ~~i-iii.~~ classes, lectures, seminars, tutorials and labs;
 - ii. social, cultural and athletic events;
 - iii. field trips;
 - iv. computing services;
 - v. registration services;
 - vi. library services;
 - vii. residence and food services; and
 - v. field trips;
 - vi. governance meetings and ~~judicial~~ administrative hearings;
 - vii. library services;
 - viii. parking services;
 - ix. registration services;
 - x. residence and food services; and
 - ~~viii.~~ xi. social, cultural, athletic events, ceremonial, or spiritual events.

4. False Information and Identification

A Student shall not:

- a) ~~knowingly~~ knowingly provide false information to any office or individual acting on behalf of the University or a University student group;
- b) ~~possess, distribute or use false or altered University identification or credentials;~~
- ~~b)c)~~ alter or forge any University document or record, including identification materials, issued by the University;
- ~~e)d)~~ allow any University document or record, including identification materials, issued for ~~one's~~ the Student's own use to be used by another individual;
- ~~e)e)~~ use any University document or record other than for its authorized purpose; or
- ~~e)f)~~ act for or on behalf of the University unless expressly authorized to do so.

5. Possession or Use of Dangerous Objects, Drugs or Alcohol

A Student shall not:

- a) possess, use, manufacture, sell, exchange or otherwise distribute firearms, explosives, or other weapons in violation of any applicable law;
- b) possess, use, manufacture, produce, sell, exchange or otherwise distribute any drug in violation of any applicable law, or University policy; or
- c) possess, consume, furnish, manufacture, produce, sell, exchange or otherwise distribute any alcoholic beverages except as permitted by applicable law and University policy, including the Alcohol Policy.

6. Aiding in the Commission of an Offence

A Student shall not:

- a) encourage or aid another Student in the commission of Student Non-Academic Misconduct;

a)

7. Contravention of Other Laws and University Policies

A Student shall not:

- a) contravene any provision of the Criminal Code of Canada or any other federal, provincial, or municipal law, regulation, or ministerial order;
- b) contravene any University Policy ~~except that a contravention. Alleged violations of University policy not investigated in accordance with a procedure as set out in the policy will be addressed as Student Non-Academic Misconduct. Relevant policies include the:~~
 - i. Acceptable Use of Electronic Resources & Information Policy ~~shall be dealt with under that policy;~~
 - ii. Alcohol Policy;
 - iii. Cannabis Policy;
 - iv. Code of Conduct;
 - v. Copyright Policy;

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Appendix 1: Prohibited Conduct

vi. Harassment Policy;

vii. Sexual and not as Student Non-Academic Misconduct Gender-Based Violence Policy; and

b) viii. Smoking Policy.

8. Failure to Comply with a Sanction

A Student shall not:

a) violate or disregard or ignore a sanction imposed in accordance with the Student Non-Academic Misconduct Policy.

a) or Student Non-Academic Misconduct Procedure, or any other University policy or procedure.

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[Student Non-Academic Misconduct Policy](#)

[Appendix 2](#) [Student Non-Academic Misconduct Policy](#) [Appendix 2: Sanctions](#)

Capitalized terms in this Appendix are defined in the Student Non-Academic Misconduct Policy [or Student Non-Academic Misconduct Procedure](#).

1. Sanctions may be applied independently or in combination for any violation of the Student Non-Academic Misconduct Policy.
2. Repeated or multiple breaches of the Student Non-Academic Misconduct Policy may result in sanctions that are more severe than would be imposed for a single breach.
3. The following sanctions may be imposed by a Hearing Officer, Hearing Board or Appeal Board:
3. A Hearing Officer or Hearing Board will determine the appropriate sanction(s). Whenever possible, sanctions are intended to be corrective and educational in nature with learning outcomes connected to the Student Non-Academic Misconduct. Sanctions may include:
 - a) ~~a~~ written warning;
 - ~~b) written reprimand;~~
 - b) ~~discretionary sanction~~an invitation to participate in an ethical space for dialogue;
 - c) ~~restrictions on contacting specific individuals ("no-contact order");~~
 - ~~e)d) required learning~~ – work assignments, educational ~~assignment, restorative measures~~assignments, service to the University ~~or other discretionary assignments that are considered appropriate by the Hearing Officer, Hearing Board or Appeal Board;~~
 - ~~d)e) letter of behavioural expectations – an undertaking~~contract – a requirement not to engage in certain behaviour ~~and setting out the consequences if for breach will be included in the requirements set out in the decision letter are not followed;~~
 - ~~e)f) monetary compensation~~restitution for loss, damage, or injury, or replacement of damaged or destroyed property;
 - ~~f)g) monetary fine;~~
 - ~~g) trespass from campus;~~
 - h) ~~access restriction preventing access to defined areas of University Facilities;~~
 - ~~h)i) loss of privileges – denial of specified privileges for a designated period of time;~~

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Appendix 2

- ~~i) withdrawal from one or more courses;~~
- ~~j) restrictions on participating in a University club or organization or in certain activities of a University club or organization;~~
- ~~k) suspension—suspension of the Student from the University for a specified period of time, after which the Student is eligible to return. A permanent or temporary transcript notation may be placed on the official University transcript. Conditions for readmission may be specified;~~
- ~~l) expulsion—permanent separation of the Student from the University. A permanent transcript notation may be placed on the official University transcript;~~
- ~~m) an alert in the University's admission and registration system; and~~

j) Conduct Probation;

k) Suspension;

l) Expulsion; and

~~n) any other appropriate sanction as determined by the Hearing Officer, or Hearing Board or Appeal Board deems appropriate to the case.~~

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Student Non-Academic Misconduct Procedure

Appendix 3: Hearing Board Composition

Capitalized terms in this Appendix are defined as set out in Student Non-Academic Misconduct [Policy and Procedure](#).
~~The Director of Student and Enrollment Services at the University of Calgary in Qatar has the discretion adjust Composition, Procedure, and~~

1. Selection for ~~the~~ Hearing Board

- a) ~~The Student Conduct Office will recruit potential Hearing Board members each year through a broad open call for applicants.~~Boards to suit. Additional Hearing Board members may be recruited for a specific Hearing Board where there is a need for expertise that is not present in the pool of individuals recruited from the local open call.
- b) The Student Conduct Office will normally provide annual training to Hearing Officers and potential Hearing Board members. The Student Conduct Office's training materials will be developed with an Intersectional Lens. Where appropriate to the case, Hearing Board Members may be required to undertake additional training specific to understanding the allegations, or cultural context, before serving on a specific Hearing Board. Potential Hearing Board members may serve in this role indefinitely, provided they participate in annual training and continue to meet the criteria for selection of candidates to serve as Hearing Board members.
- c) The Student Conduct Office will select Hearing Board members based on applications.

4-2. Composition and Membership

- a) The Vice Provost (Student Experience) will ~~annually~~ identify appropriate faculty or staff who may serve as a chairperson of a Hearing Board.
- b) a Hearing Board will generally be ~~comprised~~composed of the following three members:
 - i. one academic staff member or employee;
 - ii. one Student;
 - iii. one chairperson.An additional academic staff member, employee, student, or member of an Indigenous community affiliated with the University may be substituted for (i) or (ii) to bring specific expertise or understanding to the Hearing Board, provided they complete the training. Members of the Hearing Board must not have any record of prior violations of University policies.
- c) Wherever possible, if the Respondent is an undergraduate Student, the Student chosen for the Hearing Board will also be an undergraduate Student and if the Respondent is a graduate Student, the Student chosen for the Hearing Board will also be a graduate Student. Hearing Board members selected to hear a specific Complaint shall not have previously been involved in the incident in question and will declare any relationship with the Respondent or the Complainant that may constitute a conflict of interest. The chairperson of the Hearing Board will determine if a conflict of interest exists and, if so, will select an alternate Hearing Board member.
- ~~e)d)~~ Complainants and Respondents may request that there not be a Student on a Hearing Board. The Student Conduct Office will consider the request and determine whether it is appropriate in the circumstances. If the Student Conduct Office determines that it is appropriate, an additional academic staff member or employee will serve in place of the Student.

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2. Hearing Board Procedures

- a) ~~Hearings will be recorded.~~
- b) ~~Members of the Hearing Board must not have any record of prior violations of University policies.~~
- e) ~~The Respondent may submit a request to the Student Conduct Office for the replacement of any Hearing Board member. Requests must include an explanation for the Respondent's objection to the inclusion of the person in the Hearing Board.~~
- d) ~~Hearing Board members adjudicating a Complaint involving Sexual Assault will be required to have undertaken trauma-informed adjudication training.~~
- e) ~~Wherever possible, if the Respondent is an undergraduate Student, the Student chosen for the Hearing Board will also be an undergraduate Student and if the Respondent is a graduate Student, the Student chosen for the Hearing Board will also be a graduate Student. Hearing Board members selected to hear a specific Complaint shall not have previously been involved in the incident in question, and will declare any relationship with the Respondent or the Complainant that may constitute a conflict of interest. The chairperson of the Hearing Board will determine if a conflict of interest exists and, if so, will select an alternate Hearing Board member.~~
- f) The Hearing Board will always sit with three members.

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3. Selection for the Hearing Board

- a) ~~The Student Conduct Office will recruit potential Hearing Board members each year through a broad open call for applicants.~~
- b) ~~The Student Conduct Office will normally select and train Hearing Board members in September and January. Once trained, potential Hearing Board members will be considered available to serve on a Hearing Board for one year from the date they were trained. Potential Hearing Board members may serve in this role indefinitely, provided they participate in annual training and continue to meet the criteria for selection of candidates to serve as Hearing Board members.~~
- e) ~~The Student Conduct Office will select Hearing Board members based on applications.~~

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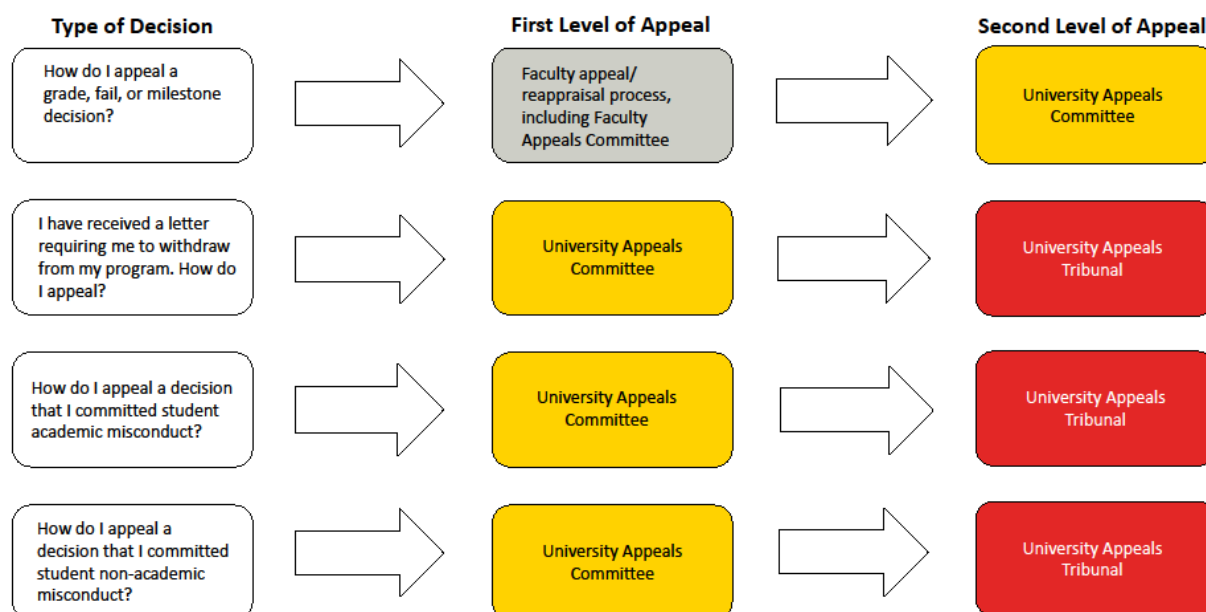
**General Faculties Council
Student Appeals Office
January 1, 2020-December 31, 2020 Report**

Background

On January 1, 2019, a new student appeals policy suite came into effect. The overarching policy, the *Student Misconduct and Academic Appeals Policy*, centralizes key types of student appeals to be heard by two internal hearing committees: the University Appeals Committee (UAC) and University Appeals Tribunal (UAT). These committees replaced various faculty-level hearing committees, as well as the General Faculties Council Student Academic Appeals Committee and the Board of Governors Student Discipline Appeal Committee. The goals of centralization were to create consistency in process and decision making, as well as improve the timeliness, ease and fairness of the appeals experience for all of the key stakeholders, notably, the students and faculties.

The first level of appeal is the UAC and thereafter, to the UAT. In advance of an appeal being heard by the UAC, some type of decision impacting the student is required to form the basis of the appeal. This decision may occur at the conclusion of an investigation (i.e. Academic and Non-Academic Misconduct) or a faculty level hearing (i.e. Academic Assessments), or may be a decision supported by University policies, regulations or the Calendar (i.e. Academic Progression). Please note that not all types of University of Calgary decisions are governed by these appeal processes (i.e. registration exemption requests).

Summary Diagram of Student Misconduct and Academic Appeals Process



Each appeal must have at least one ground of appeal. The grounds of appeal are included in the Student Misconduct and Academic Appeals Policy.

After a student files an appeal with the UAC/UAT, the documentation submitted by the student is submitted to an Appeal Review Administrator (ARA), typically a University faculty member at the UAC level and a Board member/faculty member at the UAT level. The ARA's role is to determine whether the student is granted permission to appeal or not. The reasons a student may not be granted permission to appeal include failing to meet the deadline for filing an appeal, not including the required documentation, failing to appeal on allowable grounds or the grounds of appeal being completely without merit. Often, when a student is not granted permission to appeal, more than one of these reasons is present.

If a student is granted permission to appeal, the matter proceeds to a written or oral hearing which is heard by a Chair and two other committee members. The student appellant can elect to have a student representative sit on the panel, as well as bring an Advisor, who unless otherwise approved by the Chair, cannot speak at the hearing. Decisions are made by the majority of the panel.

2020 Appeals Landscape

2020 was the second full year of the new appeals policy suite. With this came significant growth in terms of consistency of processes and outcomes, which was expected as the key participants in the student appeals process became more comfortable in understanding the role they play.

This also was the year that the Student Appeals Office ("SAO") implemented improvements in their communications, resources and processes in response to stakeholder debriefs that occurred in 2019. The SAO is always looking for ways to make the appeals process more accessible and user friendly to students, faculties and other key participants.

In 2020, the SAO focused on working with each faculty to ensure their faculty-level appeals procedures were completed and also conducted training sessions for their Faculty Appeals Committees. Additionally, support and guidance was provided by the SAO in response to any faculty-level appeals that were filed. This work extended to assisting with policy development that has an impact on decisions made on appealable student issues (accommodation, reappraisal of grades etc.), as well as with investigations into academic misconduct.

COVID-19 had a significant impact on student appeals. We are proud to report, however, that access to a robust and fair appeal process was not impacted. The Student Appeals process was already completely electronic and the transition to video hearings was relatively seamless. We ensured that the Student Appeals Officer, as well as the Student Appeals Office staff, remained accessible to students and others who may have required assistance with appeals. We worked closely with the Student Ombuds and Registrar's Office to address any concerns or issues as quickly as possible and refine our processes as needed.

Where we saw the greatest impact of COVID-19 was in the types of appeals that we would typically see, when appeals would typically be filed and the total number of appeals for the year.

Traditionally, Academic Progression appeals (required to withdraw for academic reasons or RTWs) would significantly outnumber the other types of appeals filed by students and these would typically be filed during the Spring and Summer semesters. Instead, the Student Appeals Office saw an uptick in Academic Misconduct appeals which were spread out over the full calendar year. There was also a significant reduction in Academic Progression appeals as some faculties revised or suspended their academic review processes which resulted in less RTW decisions being issued. This was in response to the transition to online learning. We anticipate this reduction will be temporary and the number of Academic Progression appeals will return to their previous numbers in 2021 or 2022.

2020 Appeal Statistics

The following tables present statistics on the appeal cases handled by the Student Appeals Office from January 1, 2019 until December 31, 2020, broken down by each calendar year.

Appeals Received:

Appeal Type	2019 UAC	2019 UAT	2020 UAC	2020 UAT
Academic Assessment	7	N/A	2	N/A
Academic Progression Matter	125	4	33	0
Student Academic Misconduct	17	3	30	0
Student Non-Academic Misconduct	0	1	2	1
Total:	149	8	67	1

Please note that the UAC is the final level of appeal for Academic Assessment Matters.

Definitions (taken from the Student Misconduct and Academic Appeals Policy):

“Academic Assessment means the determination of a Student’s final level of achievement in a specific course or graduate Student milestone, and includes: grades; credit or fail designations; and, if specified in a course outline, assessments of all aspects of professional behaviour.”

“Academic Progression Matter means a matter regarding a Student’s academic achievement in the Student’s program. Academic Progression Matters include: assessments of all aspects of professional behaviour as required in University documents other than a course outline; dismissals; or the requirement to withdraw. Academic Progression Matters do not include: decisions regarding Academic Assessments or Student Academic Misconduct.”

“Student Academic Misconduct means plagiarism, cheating or other academic misconduct as defined in the University calendar or in any University policy that defines student academic misconduct.”

“Student Non-Academic Misconduct means conduct that is prohibited as outlined in Appendix 1: Prohibited Conduct of the Student Non-Academic Misconduct Policy.”

Grounds of Appeal:

Note: Appeals may be sought on multiple grounds. The grounds of appeal that are available to an Appellant vary by the type of appeal. **The grounds for appeal for Student Academic Misconduct and Non-Academic Misconduct decisions cannot be limited, hence any other ground is acceptable for these cases.**

UAC		
Grounds for Appeal Cited Academic Assessments:	2019	2020
relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed	2	1
the decision being appealed was made in a procedurally unfair way	3	1
there was a reasonable apprehension of bias on the part of a person who made the decision being appealed	2	1
the decision maker did not have the authority to make the decision or to impose the sanctions (Note: this is not an acceptable ground of appeal of Academic Assessments under the Student Misconduct and Academic Appeals Policy)	0	0
the decision, or the severity of the sanction, or both, is unreasonable (Note: this is not an acceptable ground of appeal of Academic Assessments under the Student Misconduct and Academic Appeals Policy)	1	2
any other ground (Note: this is not an acceptable ground of appeal of Academic Assessments under the Student Misconduct and Academic Appeals Policy)	3	1
Grounds for Appeal Cited Academic Progression Matters:		
relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed	101	19
the decision being appealed was made in a procedurally unfair way	22	14
there was a reasonable apprehension of bias on the part of a person who made the decision being appealed	6	5
the decision maker did not have the authority to make the decision or to impose the sanctions (Note: this is not an acceptable ground of appeal of Academic Assessments under the Student Misconduct and Academic Appeals Policy)	0	0
the decision, or the severity of the sanction, or both, is unreasonable (Note: this is not an acceptable ground of appeal of Academic Progression Matters under the Student Misconduct and Academic Appeals Policy)	3	7
any other ground (Note: this is not an acceptable ground of appeal of Academic Progression Matters under the Student Misconduct and Academic Appeals Policy)	12	11
None stated	5	2

Grounds for Appeal Cited Student Academic Misconduct:		
relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed	4	8
the decision being appealed was made in a procedurally unfair way	10	10
there was a reasonable apprehension of bias on the part of a person who made the decision being appealed	4	5
the decision maker did not have the authority to make the decision or to impose the sanctions	0	0
the decision, or the severity of the sanction, or both, is unreasonable	12	21
any other ground	1	7
None stated	1	0
Grounds for Appeal Cited Student Non-Academic Misconduct:		
relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed	0	1
the decision being appealed was made in a procedurally unfair way	0	2
there was reasonable apprehension of bias on the part of a person who made the decision being appealed	0	1
the decision maker did not have the authority to make the decision or to impose the sanctions	0	0
the decision, or the severity of the sanction, or both, is unreasonable	0	2
any other ground	0	1

UAT		
Grounds for Appeal Cited Academic Progression Matters:	2019	2020
the decision being appealed was made in a procedurally unfair way	1	0
there was a reasonable apprehension of bias on the part of a person who made the decision being appealed	1	0
relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed (Note: this is not an acceptable ground of appeal of Academic Progression Matters under the Student Misconduct and Academic Appeals Policy)	2	0
the decision maker did not have the authority to make the decision or to impose the sanctions (Note: this is not an acceptable ground of appeal of Academic Progression Matters under the Student Misconduct and Academic Appeals Policy)	0	0
the decision, or the severity of the sanction, or both, is unreasonable (Note: this is not an acceptable ground of appeal of Academic Progression Matters under the Student Misconduct and Academic Appeals Policy)	1	0
any other ground (Note: this is not an acceptable ground of appeal of Academic Progression Matters under the Student Misconduct and Academic Appeals Policy)	0	0

Academic Appeals Policy)		
Grounds for Appeal Cited Student Academic Misconduct:		
relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed	1	0
the decision being appealed was made in a procedurally unfair way	0	0
there was reasonable apprehension of bias on the part of a person who made the decision being appealed	0	0
the decision maker did not have the authority to make the decision or to impose the sanctions	0	0
the decision, or the severity of the sanction, or both, is unreasonable	2	0
any other ground	0	0
Grounds for Appeal Cited Student Non-Academic Misconduct:		
relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed	0	0
the decision being appealed was made in a procedurally unfair way	1	0
there was reasonable apprehension of bias on the part of a person who made the decision being appealed	0	0
the decision maker did not have the authority to make the decision or to impose the sanctions	0	0
the decision, or the severity of the sanction, or both, is unreasonable	1	0
any other ground	1	0
None stated	0	1

Outcomes:

Result:	2019 UAC	2019 UAT	2020 UAC	2020 UAT
Permission to Appeal Denied by the Appeal Review Administrator	110	5	50	1
Permission to Appeal Granted by the Appeal Review Administrator	34	3	15	0
Appeal Withdrawn prior to Appeal Review Administrator Decision <ul style="list-style-type: none"> 2019: 3 resolved with Faculty, 1 voluntary withdrawal, 1 no longer required to withdraw as a result of a change of grade 2020: 2 resolved with Faculty 	5	0	2	0
Appeal Withdrawn after Permission to Appeal Granted <ul style="list-style-type: none"> 2019: 10 resolved with Faculty, 1 extenuating circumstances withdrawal granted making the student no longer required to withdraw, 1 voluntary withdrawal 	12	0	2	0

• 2020: 1 withdrawn at hearing following resolution, 1 resolved with Faculty				
Appeal Denied after Hearing	15	3	8	0
Appeal Granted after Hearing	7	0	5	0

UAC Appeals Granted:

The vast majority of appeals filed with the SAO are not granted permission to appeal. Most of the appeals that do proceed to a full hearing are denied. These statistics support that appropriate and fair decision making is occurring at the University of Calgary.

Of the 67 appeals that were filed, only five were successful (decision overturned) after a full hearing. Again, this low number is to be expected as fair decisions are being made with the support of strong policies, processes and with regard to contextual circumstances. Four out of five of these appeals were Academic Misconduct appeals. They were overturned due to concerns around procedural fairness in the investigation into the allegations of Academic Misconduct. The other matter was an Academic Progression appeal (requirement to withdraw). In this case, the UAC held that the student had brought forward relevant new information that likely would have impacted the decision.

Change in Reporting Period Going Forward

The reporting period for student misconduct (academic and non-academic) is July 1-June 30. In order to allow for a more meaningful review of Student Appeals data in relation to student misconduct issues, subsequent reports issued by the Student Appeals Office will be aligned with this timeframe. In order to start this process, we can provide a full report for the 2019/20 academic year, as well as a partial report for 2020/21 (July 1, 2020 until January 31, 2021). This means the SAO will not issue another annual report until after June 30, 2022, at which time there will be three full years of data available.

Appeals Received:

Appeal Type	19/20 UAC	19/20 UAT	20/21 UAC	20/21 UAT
Academic Assessment	4	0	2	0
Academic Progression Matter	92	4	24	0
Student Academic Misconduct	25	0	13	1
Student Non-Academic Misconduct	1	0	1	1
Total:	122	4	40	2

Grounds of Appeal:

UAC		
Grounds for Appeal Cited Academic Assessments:	19/20	20/21
relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed	1	1
the decision being appealed was made in a procedurally unfair way	2	2
there was a reasonable apprehension of bias on the part of a person who made the decision being appealed	0	2
the decision maker did not have the authority to make the decision or to impose the sanctions (Note: this is not an acceptable ground of appeal of Academic Assessments under the Student Misconduct and Academic Appeals Policy)	0	0
the decision, or the severity of the sanction, or both, is unreasonable (Note: this is not an acceptable ground of appeal of Academic Assessments under the Student Misconduct and Academic Appeals Policy)	2	2
any other ground (Note: this is not an acceptable ground of appeal of Academic Assessments under the Student Misconduct and Academic Appeals Policy)	1	0
Grounds for Appeal Cited Academic Progression Matters:		
relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed	75	14
the decision being appealed was made in a procedurally unfair way	17	8
there was a reasonable apprehension of bias on the part of a person who made the decision being appealed	6	1
the decision maker did not have the authority to make the decision or to impose the sanctions (Note: this is not an acceptable ground of appeal of Academic Assessments under the Student Misconduct and Academic Appeals Policy)	0	0
the decision, or the severity of the sanction, or both, is unreasonable (Note: this is not an acceptable ground of appeal of Academic Progression Matters under the Student Misconduct and Academic Appeals Policy)	4	4
any other ground (Note: this is not an acceptable ground of appeal of Academic Progression Matters under the Student Misconduct and Academic Appeals Policy)	9	7
None stated	3	3
Grounds for Appeal Cited Student Academic Misconduct:		
relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed	8	3

the decision being appealed was made in a procedurally unfair way	10	6
there was a reasonable apprehension of bias on the part of a person who made the decision being appealed	3	2
the decision maker did not have the authority to make the decision or to impose the sanctions	0	0
the decision, or the severity of the sanction, or both, is unreasonable	18	8
any other ground	4	3
Grounds for Appeal Cited Student Non-Academic Misconduct:		
relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed	0	1
the decision being appealed was made in a procedurally unfair way	1	1
there was a reasonable apprehension of bias on the part of a person who made the decision being appealed	0	1
the decision maker did not have the authority to make the decision or to impose the sanctions	0	0
the decision, or the severity of the sanction, or both, is unreasonable	1	1
any other ground	0	1

UAT		
Grounds for Appeal Cited Academic Progression Matters:	19/20	20/21
the decision being appealed was made in a procedurally unfair way	1	0
there was a reasonable apprehension of bias on the part of a person who made the decision being appealed	2	0
relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed (Note: this is not an acceptable ground of appeal of Academic Progression Matters under the Student Misconduct and Academic Appeals Policy)	2	0
the decision maker did not have the authority to make the decision or to impose the sanctions (Note: this is not an acceptable ground of appeal of Academic Progression Matters under the Student Misconduct and Academic Appeals Policy)	0	0
the decision, or the severity of the sanction, or both, is unreasonable (Note: this is not an acceptable ground of appeal of Academic Progression Matters under the Student Misconduct and Academic Appeals Policy)	1	0
any other ground (Note: this is not an acceptable ground of appeal of Academic Progression Matters under the Student Misconduct and Academic Appeals Policy)	0	0
Grounds for Appeal Cited Student Academic Misconduct:		
relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed	0	1
the decision being appealed was made in a procedurally unfair way	0	1

there was a reasonable apprehension of bias on the part of a person who made the decision being appealed	0	1
the decision maker did not have the authority to make the decision or to impose the sanctions	0	0
the decision, or the severity of the sanction, or both, is unreasonable	0	0
any other ground	0	0
Grounds for Appeal Cited Student Non-Academic Misconduct:		
relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed	0	0
the decision being appealed was made in a procedurally unfair way	0	0
there was a reasonable apprehension of bias on the part of a person who made the decision being appealed	0	0
the decision maker did not have the authority to make the decision or to impose the sanctions	0	0
the decision, or the severity of the sanction, or both, is unreasonable	0	0
any other ground	0	0
None stated	0	1

Outcomes:

Result:	19/20 UAC	19/20 UAT	20/21 UAC	20/21 UAT
Permission to Appeal Denied by the Appeal Review Administrator	84	3	30	1
Permission to Appeal Granted by the Appeal Review Administrator	36	1	8	1
Appeal Withdrawn prior to Appeal Review Administrator Decision <ul style="list-style-type: none"> 2019/20: 2 resolved with Faculty 2020/21: 2 resolved with Faculty 	2	0	2	0
Appeal Withdrawn after Permission to Appeal Granted <ul style="list-style-type: none"> 2019/20: 9 resolved with Faculty, 1 resolved with the Registrar, 1 withdrawn at hearing, 1 resolved at hearing; 2020/21: 1 resolved with Faculty 	12	0	1	0
Appeal Denied after Hearing	14	1	5	2
Appeal Granted after Hearing	10	0	2	0

Future Projects

In 2021, the Student Appeals Office will be bringing forward suggested revisions to the *Student Misconduct and Academic Appeals Policy* and related Procedures. These changes will not be substantive in nature, but largely aim to address minor issues and increase clarity.

Additionally, the Student Appeals Office continues to explore IT platforms and options that could make the entire appeals process more user friendly and less labour intensive. We will also be focusing on how we can strengthen the student experience in appeals, and this will be through further engagement with Student Legal Assistance, as well as finding ways to more closely align with the University of Calgary's Mental Health and Indigenous Strategies.

For more information, contact: Melissa Morrison, Student Appeals Officer at melissa.morrison@ucalgary.ca.

Report Submitted by:

Melissa Morrison, Student Appeals Officer
Jaclyn Carter, Governance and Student Appeals Coordinator



GENERAL FACULTIES COUNCIL EXECUTIVE COMMITTEE
Report to General Faculties Council
for the meeting held January 27, 2021

This report is submitted on behalf of the General Faculties Council (GFC) Executive Committee (EC).

Recommendation of the Establishment of the 2021-2022 GFC Elected Membership Distribution

The EC reviewed the 2021-2022 GFC elected membership distribution, and voted to recommend that the GFC establish the total number of elected members to be on the GFC and determine and assign to each Faculty the number of members that may be elected by that Faculty, as set out in the document.

Recommendation of the Revisions to the Sexual Violence Policy

The EC reviewed the revisions to the Sexual Violence Policy (SVP). The proponent reminded the EC that the current revisions are being made in response to concerns that were raised when revisions to the SVP were approved by the Board of Governors (BG) in June 2020.

The EC discussed:

- The consultation process to date, and whether and how comments expressed (e.g. by the Faculty Association) will be addressed before the policy moves forward for approval
- The use of the term 'victim-survivor', and whether this is appropriate to use before an investigation is completed and a respondent's actions have been judged. The proponent noted that the term 'victim-survivor' was added to the policy because consultation indicated the desire for supportive language in the policy.
- How records of allegations will be kept, and the processes to safeguard confidentiality. The proponent explained that the University will follow appropriate retention rules, such as those set out in the Occupational Health and Safety management system and the Freedom of Information and Privacy Act, and that confidentiality measures will differ from case to case.
- That members of the University community are expected to be aware of the SVP, but that training for faculty, staff, and teaching assistants in how to handle a disclosure is needed
- That members of the University community should respond to a disclosure by referring an individual to the Sexual Violence Response Office, but that an individual cannot be forced to report an incident
- That the addition of 'Resolution Through Supported Conversations' as an avenue to address a report is applauded

In response to questions, it was reported that:

- The reference in section 4.19 of the policy to the Writing Symbols Lodge as an available support was removed at the request of the Indigenous Lens Review Team and the Writing Symbols Lodge. A forthcoming webpage with links to external resources will include resources specifically for Indigenous persons.

- Student feedback has been positive during the consultation period, and it is believed that the unexpected concerns raised during the June 2020 BG meeting have been addressed

The EC voted to recommend that the GFC recommend that the BG approve the revisions to the SVP.

Discussion of the Revisions to the Student Non-Academic Misconduct Policy and Procedure

The EC reviewed the revisions to the Student Non-Academic Misconduct (SNAM) policy and procedure. The proponents provided an overview of the history of the SNAM policy and procedure, and described the revisions being proposed.

The EC discussed:

- Whether the policy applies when a student commits non-academic misconduct out in the broader community, and the proponents indicated that situations are examined on a case by case basis when complaints are received but that the University generally does not have jurisdiction when an incident occurs off campus
- That the current revisions to the SVP include provision for restorative conversations as a means of resolution without a formal hearing, and that perhaps this could also be incorporated into the SNAM policy. The proponents reported that this was considered, but it was determined that the University is not ready for this in relation to student conduct.
- Whether compliance with pandemic safety behaviours (e.g. masking) should be specifically referenced. The proponents indicated that this is effectively addressed within Appendix 1 (prohibited conduct) by the statement “*shall not... endanger the safety of another individual*”.
- Section 1c of Appendix 1, and whether this means that students who are recording a lecture under an accessibility accommodation must secure the consent of their classmates. The proponents reported that if a student has permission to record from Student Accessibility Services (SAS) the instructor is notified but this does not have to be disclosed to other students. SAS educates students on the appropriate use of a recording.
- The composition of a Hearing Board. In response to a question, the proponents reported that the chair of a Hearing Board is identified by the Vice Provost (Student Experience) and may be a faculty or staff member.
- Whether the policy applies to a student visiting another institution. The proponents noted that section 2.2 of the policy sets out that the University will collaborate with the other institution to ensure a fair process consistent with this policy, and that a student may be responsible to pay for the repair of any damage.

The proponents reported that consultations regarding these revisions will continue, and then it is expected that this item will return to the EC in March for recommendation that the GFC approve the revisions in April.

Review of the Draft February 11, 2021 GFC Agenda

The EC reviewed the draft agenda for the February 11, 2021 GFC meeting and made no suggestions for revision.



ACADEMIC PLANNING AND PRIORITIES COMMITTEE
Report to General Faculties Council (GFC)
for the meetings held December 14, 2020, January 11, 2021, and February 1, 2021

This report is submitted on behalf of the Academic Planning and Priorities Committee (APPC).

December 14, 2020

Recommendation of a Name Change of the Department of Electrical and Computer Engineering

The APPC reviewed the proposal, learning that the Department of Electrical and Computer Engineering proposed to change its name to the Department of Electrical and Software Engineering, which would bring the Department in line with other departments in the Schulich School of Engineering (SSE) that are named to reflect their key academic programs. The APPC also learned that the Department of Computer Science, which offers a Concentration in Software Engineering, was consulted and no concerns were expressed.

The APPC discussed the uniqueness of the department name in Canada, enrolment in the Major in Software Engineering, enrolment in the Minor in Computer Engineering, accreditation standards through the Engineers Canada Accreditation Board, and the overlap between Software Engineering courses in the Department of Computer Science and Software Engineering courses in the Department of Electrical and Computer Engineering.

The APPC recommended the name change of the Department of Electrical and Computer Engineering forward to General Faculties Council for approval.

Approval of the 2020-2021 Graduate Academic Program Subcommittee Work Plan

The APPC reviewed and approved the proposed work plan for the 2020-2021 year for the Graduate Academic Program Subcommittee (GAPS). The GAPS is responsible for the review of graduate program proposals and program-level Calendar changes in the Graduate Chapter of the University Calendar.

Approval of Curriculum Changes to the Direct-Entry Master of Nursing (thesis-based and course-based) Program

The APPC reviewed the proposed changes, learning that the proposed curriculum will streamline the different pathways to the Master of Nursing (MN) and make more effective use of the Faculty's resources. The APPC also learned that five core courses will be common in all pathways to the MN, and that this proposal addresses the direct-entry MN (thesis-based), the Integrated MN/Nurse Practitioner (NP) (course-based), and the combined MN/Master of Business Administration (course-based).

The APPC discussed the creation of a new non-credit writing milestone, as well as the rationale for making curricular changes to the Integrated MN/NP when it is proposed that the NP program be suspended.

The APPC also discussed the rationale for the removal of the capstone course in the combined programs affected by these changes, the importance of the Nurse Practitioner (NP) profession to Alberta Health Services, the job profile of a NP, and the difference between the course-based and thesis-based MN programs.

The APPC approved the curriculum changes to the direct-entry Master of Nursing (thesis-based and course-based) Program.

Approval of Curriculum Changes to the Laddered Certificate Pathway to the Master of Nursing (course-based) Program

The APPC reviewed the proposed changes, learning that these changes will ensure that all course-based students are clinically prepared to practice healthcare at a higher level and in a variety of environments, and that, because the Faculty has seen a large uptake in their Laddered Certificate Pathway (LCP) to the MN, the LCP will become the only pathway available to course-based MN students.

The APPC discussed the Academic Scholarly Writing milestone, which was incorporated at students' requests, the accessibility of the course-based MN for students who work full-time, a student's pathway through the course-based MN, the similarities in coursework and training between the thesis-based MN and the LCP, and the curricular differences between the Academic Scholarly Writing non-credit milestone and a new credit course on Writing Proposals for the Nursing Profession.

The APPC suggested minor clarifications in the proposal documents to indicate that the Academic Scholarly Writing milestone must be completed before a student is allowed entry to the MN program, and that the stackable certificates leading to a course-based MN must be taken sequentially.

The APPC approved the curriculum changes to the Laddered Certificate Pathway to the Master of Nursing (course-based) program.

Approval of the Suspension of Admission to the Nurse Practitioner Program

The APPC reviewed the proposed suspension, learning that the NP landscape is changing in Alberta, that it is anticipated that in early 2021 the model for certification of NPs will change, that pausing the program allows the Faculty wants to prepare thoughtfully for this change.

The APPC discussed the Faculty's intent to re-envision the program with financial sustainability and the changing NP landscape in mind, current and anticipated accreditation standards, discussion with external stakeholders such as Alberta Health Services, the length of time needed to re-envision the program, alignment with the Canadian Council of Registered Nurse Regulators and the Faculty's strengths, and other Campus Alberta NP programs' plans to adjust to new accreditation standards.

The APPC approved the suspension of admissions to the Nurse Practitioner program.

Approval of the Creation of the Combined Bachelor of Kinesiology/Bachelor of Education

The APPC reviewed the proposal, learning that in concert with the suspension/termination of the current Combined Bachelor of Kinesiology (Leadership in Pedagogy and Coaching)/Bachelor of Education, the proposed program provides greater flexibility for progression through coursework, offers opportunities for students to

study abroad, and enables students to enroll in embedded certificates in tandem with their major program.

The APPC discussed the Werklund School of Education's support for this program.

The APPC approved the creation of the Combined Bachelor of Kinesiology/Bachelor of Education program.

Approval of the Suspension/Termination of the Combined Bachelor of Kinesiology (Leadership in Pedagogy and Coaching)/Bachelor of Education

The APPC reviewed the proposal, learning that there is very low enrolment in the program, that the current structure is restrictive and requires a specific pathway through the course requirements that often results in delays to student progress, and that a number of faculty teaching in this stream have recently retired or are planning to retire in the near future.

The APPC also learned that there is a need for academic resources in the Faculty of Kinesiology to be allocated elsewhere, that there are no budget or resource allocations required to make this change, and that current students who choose not to switch to the new Combined Bachelor of Kinesiology/Bachelor of Education will be supported as they complete this program.

The APPC approved the suspension/termination of the Combined Bachelor of Kinesiology (Leadership in Pedagogy and Coaching)/Bachelor of Education.

Approval of the Suspension/Termination of the Minor in Sonic Arts

The APPC reviewed the proposal, learning that there is very low enrolment in the Minor and that, with the retirement of a faculty member, the School of Creative and Performing Arts is no longer able to offer the courses needed for the students to complete the Minor.

The APPC also learned that this suspension and termination will not impact students currently enrolled in the Minor, and that there is no anticipated impact on enrolment in the graduate programs (Doctor of Philosophy and Master of Music) or major programs (Bachelor of Arts or Bachelor of Music) in Sonic Arts.

The APPC approved the suspension/termination of the Minor in Sonic Arts.

Approval of the Suspension/Termination of the Bachelor of Arts and Bachelor of Arts Honours Concentrations in Sociology

- **Criminology, Deviance and Social Control**
- **Gender, Family and Work**
- **Social Inequalities and Social Justice**

The APPC reviewed the proposal, learning that the Concentrations in Gender, Family and Work and Social Inequalities and Social Justice see very low enrolment, and that the required courses in these Concentrations create a false sense of focus when the concepts are fundamental to all mainstream sociological thinking and study. The APPC also learned that the Concentration in Criminology, Deviance and Social Control is popular, but creates the misperception that the program is on par with a Bachelor of Arts in Criminology, which offers distinct training.

The APPC discussed opportunities for innovative new programming, such as capstone courses and experiential learning opportunities, that will result from the termination of these Concentrations, other opportunities for training in Criminology within Campus Alberta, and how many sections of courses in the Concentration in Criminology, Deviance and Social Control are required each year, which prevents the Department from offering courses in other areas and limits other enrichment opportunities for students.

The APPC also discussed the potential for the creation of an Embedded Certificate in Criminology in the future.

The APPC approved the suspension/termination of the Bachelor of Arts and Bachelor of Arts Honours Concentrations in Sociology.

January 11, 2021

Approval of the Creation of an Embedded Certificate in Pluralism and Global Citizenship

The APPC reviewed the proposal, learning that the Certificate is part of a larger initiative at the University which aims to increase Canadians' understanding of pluralism in conjunction with Aga Khan University, and that the Certificate will encourage students to adopt an ethic of respect for diversity and an understanding of pluralism that is framed by the Global Centre for Pluralism in Ottawa.

The APPC discussed the role of the Program Coordinator and Advisory Committee, the consultation process, the required courses for the Certificate and who will teach them, the list of electives, and enrolment estimates.

The APPC also discussed which Faculties contributed to the creation of the Certificate, the administrative home of the Certificate in the Faculty of Arts, the integration of experiential learning into the Certificate, alignment with various University strategic plans and the Certificate's commitment to equity, diversity and inclusion (EDI).

The APPC suggested that SUST 201 be added to the list of electives and added as a prerequisite to SUST 401.

The APPC approved the creation of the Embedded Certificate in Pluralism and Global Citizenship.

Recommendation of a Name Change from the Department of Art to the Department of Art and Art History

The APPC reviewed the proposal, learning that the proposed name most accurately reflects the strengths of the Department of Art, which features both contemporary studio practice and historical reflection on global art practices, and that the Department hopes this name change will signal that it is a site of transdisciplinary and interdisciplinary research.

The APPC discussed the names of other Art and Art History departments in Canada, the make-up of the Department and the research foci of recent faculty hires, and the potential for increased visibility of the strengths of the Department across campus and externally.

The APPC recommended the name change of the Department of Art forward to General Faculties Council for approval.

Approval of the 2020-2021 Campus Facilities and Development Subcommittee Work Plan

The APPC reviewed and approved the proposed work plan for the 2020-2021 year for the Campus Facilities and Development Subcommittee (CFDS). The CFDS is responsible for the review of master plans and design guidelines, development and redevelopment of University facilities, institutional general space programs and plans, and information technology enablement of facilities for academic purposes.

Approval of Changes to B.4 Graduate Level Courses in the University Calendar

The APPC reviewed the proposal, learning that these changes will eliminate confusion for graduate students who wish to take undergraduate courses and undergraduate students who wish to take graduate courses, and to clarify the processes and fees associated with these courses.

The APPC discussed how undergraduate students obtain approval to take graduate-level courses, and learned that this process will not change.

The APPC approved the changes to B.4 *Graduate Level Courses* in the University Calendar.

Approval of Changes to B.16 Change of Personal Information in the University Calendar

The APPC reviewed the proposal, learning that the changes provide clarity on why the University collects personal information and what Freedom of Information and Protection of Privacy laws the University is beholden to, give students the opportunity to add a preferred name in their Student Centre, clarify what is considered appropriate use of the preferred name option, and add a clarifying section on providing an emergency contact.

The APPC discussed troubleshooting if the preferred name does not show up on University platforms such as Zoom, guidelines for the use of a student's emergency contact, and the process for changing one's legal name.

The APPC also discussed the importance of the preferred name for transgender students and how the University's commitment to EDI will determine what data is collected from students.

The APPC approved the changes to B.16 *Change of Personal Information* in the University Calendar.

Revisions to the Student Non-Academic Misconduct Policy & Procedure

The APPC discussed the proposed changes, which clarify the process for managing criminal proceedings and simultaneous conduct complaints, the process for returning to studies after a suspension, and adherence to professional codes of conduct in the professional faculties. The APPC also learned that the changes introduce informal resolutions for some misconduct matters and remove reference to students enrolled at the University of Calgary in Qatar (UCQ), as these students will now be governed under a locally-managed operating standard that acknowledges the local cultural context and legal code.

The APPC discussed UCQ's governing structure and ability to manage non-academic misconduct locally, non-academic misconduct in an online environment, central administration of the Policy in the Student Conduct Office, consultations completed to date, and the shift from "complaint" to "allegation" as a reporting vehicle.

The APPC suggested some minor editorial changes.

February 1, 2021

Approval of Changes to the *Important Notice and Disclaimer* in the University Calendar

The APPC reviewed the proposed changes, which clarify the responsibilities of students, include more inclusive language around the credentials awarded by the University, and include a statement on the University's authority to grant credentials.

The APPC discussed the consolidation of this information in the Graduate Chapter and larger University Calendar, and it was explained that a landing page will still exist in the Graduate Chapter that links to this page in the main Calendar.

The APPC approved the changes to the *Important Notice and Disclaimer* in the University Calendar.

Approval of Flexible Grading for the Winter 2021 Term

The APPC reviewed the proposal, which will allow students to take one Completed Requirements (CR) for a course of their choosing in the Winter 2021 term. The APPC learned that the unweighted D or D+ is no longer an option for undergraduate students, as this affects the University's ability to capture those students who need academic support or whose GPA is inaccurately skewed upwards for consideration of awards and scholarships. The APPC also learned that graduate students may select a CR for a course where they achieve a B- or higher.

The APPC discussed how many students took advantage of this option in Fall 2020 and general trends in the grades being replaced by the CR, the option's ability to relieve some stress for students, the University's plan for communicating this decision to students, faculty and staff, and other options for alleviating student stress, such as shifting the weight of assignments or deferring final exams.

The APPC also discussed concerns that students may not understand the implications of multiple CR grades on future academic and professional work, why the unweighted D and F cannot be captured for the purposes of academic review, and the University's commitment to creating a policy document that will eliminate the need for ad-hoc decisions of this nature and the timeline for this policy's creation.

The APPC approved the Flexible Grading for the Winter 2021 Term.

Changes to Sections A.8 *Special Admission Categories* and A.14 *Admission to Open Studies (Degree holder and Non-Degree holder)* in the University Calendar

The APPC reviewed the proposed changes, which eliminate the requirement for students to submit official documents for open studies admission, add clarifications for the Indigenous Students Access Program (ISAP) and introduce the requirement to provide proof of Indigenous ancestry for registration, and separate admission requirements for non-degree holders and degree holders applying to open studies.

The APPC discussed the Registrar's Office's consultation with the Writing Symbols Lodge as it relates to changes to the ISAP admissions process, the home faculty and budgetary supports for open studies, and how University staff members taking courses in open studies might be affected by these changes.

The APPC suggested minor editorial changes to ensure consistency across these sections of the Calendar.

The APPC approved the changes to Sections A.8 *Special Admission Categories* and A.14 *Admission to Open Studies (Degree holder and Non-Degree holder)* in the University Calendar.

Approval of the Suspension of the Bachelor of Science in Oil and Gas Engineering

The APPC reviewed the proposal, learning that this program is in low demand and has low enrolment as a result of the economic downturn and changes to the oil and gas industry and the energy landscape in Alberta. The APPC also learned that the suspension will encourage reallocation of resources to strengthen the remaining oil and gas related offerings at the undergraduate and graduate levels to better align with skills being sought by employers and to develop programming that reflects current and future activities in the broad energy sector. The APPC also learned that all current students will be supported through to the end of their programs, and that it has not yet been determined whether the program will be terminated.

The APPC discussed reallocation of Faculty resources, learning that no AUPE staff will be affected by the suspension, that Faculty members who teach in this program will continue to contribute to the petroleum area and that new courses may be developed where their contributions are needed.

The APPC suggested it be made clear in the proposal what courses will no longer be offered as a result of the suspension.

The APPC approved the suspension of the Bachelor of Science in Oil and Gas Engineering.

Approval of the Suspension/Termination of the Concentration in Pedagogy within the Bachelor of Kinesiology

The APPC reviewed the proposal, learning that the new combined Bachelor of Kinesiology/Bachelor of Education provides a focus in pedagogy and allows for easier student progression and greater flexibility in program, and that since there is no longer a focus on delivering pedagogy in the Bachelor of Kinesiology, the Concentration has become increasingly unsustainable and undersubscribed.

The APPC discussed the timeline of the suspension and eventual termination of the Concentration.

The APPC approved the Suspension/Termination of the Concentration in Pedagogy within the Bachelor of Kinesiology.

Approval of the Name Change of the Specialization in Leadership in Pedagogy and Coaching within the Bachelor of Kinesiology

The APPC reviewed the proposal, learning that the Faculty of Kinesiology proposes to change the name of the Specialization in Leadership in Pedagogy and Coaching to the Specialization in Leadership and Coaching, and that with the suspension/termination of the Concentration in Pedagogy it makes good sense to change the name of the Specialization to reflect the updated program.

The APPC approved the name change of the Specialization in Leadership in Pedagogy and Coaching within the Bachelor of Kinesiology.

Quality Assurance Mid-Term Unit Review Report: The Graduate College

The APPC was provided with an overview of the quality assurance unit review process for the Graduate College. The Dean and Vice-Provost of Graduate Studies reported on the progress made on the recommendations from the 2018 unit review.

The Dean and the Provost and Vice-President (Academic) highlighted some of the unit's top priorities resulting from the review, including changes to the Graduate Oversight Committee, and a shift away from considering the GPA as a qualification of membership.

The APPC discussed the recommendations and actions, in particular the Graduate College's commitment to EDI, the efforts of the current membership and Oversight Committee to move away from an elitist or privileged perception, as well as access to funding, implications on staffing and other budget considerations going forward.

Prepared by the University Secretariat on behalf of Dru Marshall, Co-Chair and Tara Beattie, Academic Co-Chair



TEACHING AND LEARNING COMMITTEE
Report to General Faculties Council
for the meeting held January 19, 2021

This report is submitted on behalf of the Teaching and Learning Committee (TLC).

Recommendation of the New 'Indigenous Ways of Knowing' University of Calgary Teaching Award

The TLC reviewed a proposal to add a new 'Indigenous Ways of Knowing' award to the University of Calgary Teaching Award program. The TLC learned that the new award will be added to the next cycle because the current cycle is already well underway, that individuals or teams may be nominated for the award, that elders will be involved in the recognition process, that there may be multiple recipients of the award in a particular year, and that recipients and nominees will all be honoured each year.

In response to a question, it was reported that if an individual has been the recipient of a University of Calgary Teaching Award, they are eligible to be nominated for a different University of Calgary Teaching Award.

The TLC suggested that:

- The document be revised to make clear that the award is to recognize work in academic programs and not non-academic programs
- The document be revised to make clear that Indigenous scholars and allies are all eligible to be nominated

The TLC expressed appreciation that the nomination process for the 'Indigenous Ways of Knowing' award provides for a video or audio recorded submission in place of a nomination letter.

The TLC voted to recommend that the General Faculties Council approve the addition of a new award entitled 'Indigenous Ways of Knowing' to the University of Calgary Teaching Awards Program.

2020 National Survey of Student Engagement (NSSE) Institutional Results

The TLC was reminded of the history of the National Survey of Student Engagement (NSSE) at the University and that first-year and senior undergraduate students are surveyed, and then received a presentation on the University's 2020 NSSE results. The TLC learned that a NSSE support team will again be established, and that next steps include a campus community retreat to examine the 2020 NSSE results, the distribution of Faculty NSSE reports, and applying the learnings from the survey results to institutional work.

In response to a question, it was reported that approximately 45% of eligible students completed the survey.

The TLC discussed:

- That the University scores below other Canadian institutions in the 'supportive environment' indicator, and that this is a challenging indicator to consider as it is defined to include a variety of components such as learning supports, wellness supports, work-life balance, and community

connections. It was noted that students' awareness of support services and their perception of what 'supportive environment' means could influence the answers in this area.

- That it is most interesting to compare the University to other research-intensive universities and other commuter universities (the U15 and Top5 comparisons) rather than looking at the 'Canadian' comparison, which compares the University to all post-secondary institutions in Canada
- That the NSSE is administered every three years, and so a student who did the survey in their first year would not do the survey again
- Whether indicators for which senior undergraduates are showing lower satisfaction (collaborative learning, discussions with diverse others, student-faculty interaction, and supportive environment) impact a student's decision whether to pursue a graduate degree
- That the presentation shows improved results across many indicators, which is an indication that the University's efforts after the 2017 NSSE, and specifically the NSSE action plans, were impactful
- How the presentation's comparison labels 'above', 'similar' and 'below' are determined

COVID Updates (Round Table Discussion)

The TLC was given an opportunity to talk about COVID-19 impacts on teaching and learning and other matters of significance at this time, and the committee discussed that:

- That there is concern about isolation and mental health issues during remote learning and working but that some survey responses have indicated that there are positives to being at home, such as no commuting and the ability to balance work-life duties
- A convocation ceremony is a special part of the student experience
- The search process for a new Registrar will begin soon, and that an Interim Registrar will be appointed
- The clearly communicated decision that remote working will continue until June was important and needed
- The University needs clearer guidelines for matters such as asynchronous learning and online courses
- There is hope that there will be some return to normalcy after the summer

Standing Reports

The TLC received reports on the current initiatives of the Taylor Institute, Students' Union, and Graduate Students' Association, and received an update on the work of the Universal Student Ratings of Instruction (USRI) Working Group.

POLICY DEVELOPMENT PLAN (PDP) REPORT

as of 2021-02-01

Below is a list of all University Policies and Procedures currently in Consultation or recently Approved by the applicable Approval Authority.

Title	Stage	Drafting Team
Sexual Violence Policy	Consultation	Deborah Book; Carla Bertsch; Susan Barker; Mike Van Hee; Chris Stanley;
Student Non-Academic Misconduct Policy	Consultation	Deborah Book; Susan Barker; Jennifer Quin;