



GENERAL FACULTIES COUNCIL
AGENDA

Meeting #606, April 8, 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	Balser	Verbal	
4.	Question Period	McCauley	Verbal	
5.	Safety Moment	Dalgetty ¹	Document	
	Action Items			
6.	Approval of the March 11, 2021 Meeting Minutes	McCauley	Document	
7.	Approval of the Revisions to the Student Non-Academic Misconduct Policy and Procedure	Book ² /Barker ³	Document	2:10
	Information Items			
8.	Growth Through Focus Update	McCauley	Verbal	2:20
9.	Innovation Ecosystem Update	Larter ⁴ /Wilson ⁵	Document + PowerPoint	2:35
10.	Standing Reports: a) Report on the March 24, 2021 GFC Executive Committee Meeting b) Report on the March 15 and 29, 2021 Academic Planning and Priorities Committee Meetings c) Report on the March 18, 2021 Research and Scholarship Committee Meeting d) Report on the March 16, 2021 Teaching and Learning Committee meeting e) Report on the March 26, 2021 Board of Governors Meeting f) Policy Development Update	In Package Only	Documents	2:55

Item	Description	Presenter	Materials	Estimated Time
11.	Other Business	McCauley		
12.	Adjournment Next meeting: May 13, 2021	McCauley	Verbal	2:55

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. Deborah Book, Legal Counsel
3. Susan Barker, Vice-Provost (Student Experience)
4. Stephen Larter, Associate Vice-President (Research - Innovation)
5. John Wilson, President and Chief Executive Officer, Innovate Calgary

Every year cybersecurity threats increase and with more people working from home during the COVID-19 pandemic, threats have risen exponentially. Some groups, such as the FBI, have even reported cybercrime has tripled since the beginning of the pandemic.

One of the most prevalent ways cybercriminals gain access to information, or entire systems and networks, is through phishing emails. These are authentic looking emails asking users to share sensitive information by:

- replying directly to the email
- clicking on a link and entering information into a website, or
- taking some other action that will provide the cybercriminal with a way to access sensitive information, or to take over their system.

Example of a recent phish that successfully bypassed University of Calgary protection

IT uses email blocking technology which identifies and blocks 85-90% of all inbound spam or phishing email messages. This is more than 99% of unwanted emails directed at University of Calgary faculty and staff. Unfortunately, even with the best blocking technology, some unwanted email will get through to your inbox.

A recent example was an email “spoofing” Linda Dalgetty’s personal email address (meaning it was an email address created using Linda’s name, not that her account had been compromised). The email address used was dalgettylinda159@gmail.com and the subject was “Send me your available cell number”. There was no content within the email – simply a signature. Close to 100 people received the email and 14 people responded to the email, thinking it was a legitimate email. Some of those who responded received a text from “fake Linda” asking them to buy Google Play cards. Fortunately, the cybercriminals did not manage to gain anything further from the 14 individuals who responded. Had they responded, by text, and purchased the gift cards they would have sent the gift card number and pin to the cybercriminal and been out of pocket for the amount of the Google Play card purchase.

To help prevent others from falling for the email, once notified, IT followed a standard practice of removing the email from all inboxes and blocking the “reply to” email address. Internet Protocol, or IP addresses, where the activity originated from were also blocked.

What the University of Calgary is doing to address phishing

In addition to email blocking technology and Multi-Factor Authentication, the University of Calgary helps to educate people in two ways:

- 1) Twice a year the Information Technologies team runs a Cybersecurity Awareness Campaign to inform the campus community about various threats, including phishing. Research has shown people need reminders every six months to ensure they remain vigilant.
- 2) Another method IT uses to remind faculty and staff are regular phishing exercises, or phishing simulation emails. These are emails intended to simulate other phishing emails, but are actually sent by IT to faculty and staff. They help IT to identify opportunities and learnings to improve

our campus community's behaviour when actual phishing attacks occur. The results – how many people avoid the phish and report it, how many people fall for the phish and click on a link or attachment and more – help identify how susceptible the campus is to phishing campaigns, create increased security awareness and determine areas to focus on and strengthen.

Results of the most recent phishing campaign

The most recent phishing exercise was sent to more than 2,000 faculty and staff members. This was a very convincing phishing simulation, as it was very realistic looking and purported to be from a system in use at the university. Of those sent, 837 (40.5%) recipients opened the email and a further 295 (35.2%) clicked on a link in the email.

What YOU should do

If you open an email that appears to be suspicious, even if from a trusted source, do not click on any embedded links or attachments. Instead, report it in one of two ways:

- 1) In your inbox, click “Home” and select “Junk”. Then click on “Report as Phishing”.
- 2) Save the phishing email as a file (.msg or .eml format). Attach the saved file to a new email and send it to reportphishing@ucalgary.ca. Please do not forward phishing emails directly, even if you suspect it is a phishing exercise email.

If you click on a link in a suspicious email, immediately stop using your computer and contact UService at 403.210.9300.

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

MOTION:

That the General Faculties Council (GFC) approve the revisions to the Student Non-Academic Misconduct Policy and Procedure, as set out in the documents provided to the GFC and as recommended by the GFC Executive Committee.

PROPONENT(S)

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

REQUESTED ACTION

The drafting team is asking that the General Faculties Council approve 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. Anti-racism efforts should engage 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 for students, that might include a referral to the Student Conduct Office for consideration in line with these processes. There would be no amendment to the proposed drafts required to enable such a referral.

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

Other groups invited to consult 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

If approved, the revised documents will be posted on the University's policies webpage.

SUPPORTING MATERIALS

Revised Student Non-Academic Misconduct Policy and Procedure, Appendices 1-3, and blacklines to versions presented at GFC on February 11, 2021. Note there have been no further changes to Appendix 1 and 3, those documents appear without blackline.

Student Non-Academic Misconduct Policy

Classification Governance	Table of Contents 1 Purpose 1 2 Scope 1 3 Definitions 2 4 Policy Statement 4 5 Responsibilities..... 5 6 Appendices 5 7 Related Policies 5 8 Related Procedures 5 9 History 6
Approval Authority General Faculties Council	
Implementation Authority Vice-Provost (Student Experience)	
Effective Date February 4, 2010	
Last Revision Insert Last Revision Date	

1 Purpose

The purpose of this policy is to:

- a) communicate the University's expectations with respect to Student behaviour; and
- 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.

2.2 This policy applies to Students of the University. For Students at the University of Calgary in Qatar, adjustments appropriate to the local context are described in an operating standard aligned with this Policy and 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) “Disciplinary Probation” means a period of time during which a Student’s Transcript notes Disciplinary Probation. Students may continue in their program or course of studies while on Disciplinary Probation.
- 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 precautionary 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

Classification Governance	Table of Contents 1 Purpose 1 2 Scope 1 3 Definitions 1 4 Procedure 4 5 Parent Policy..... 9 6 Appendices 9 7 Related Instructions/Forms 9 8 Related Information 9 9 References..... 9 10 History 9
Approval Authority General Faculties Council	
Implementation Authority Vice-Provost (Student Experience)	
Effective Date February 4, 2010	
Last Revision Insert Last Revision Date	

- 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) “Disciplinary Probation” means a period of time during which a Student’s Transcript notes Disciplinary Probation. Students may continue in their program or course of studies while on Disciplinary Probation.
- 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 precautionary 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;
 - 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; 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** Where required by relevant professional codes or standards, a faculty may ask that the Student Conduct Office limit a Student's participation in specific activities.

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.

The Student Conduct Office will make the final decision on what Interim Measures will be imposed in each case.

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 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.
- 4.23** If requested, the Complainant may be provided with written notice as to whether the Complaint was substantiated, or not substantiated, as well as information on sanctions or Interim Measures imposed that are relevant to them.
- 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** In deciding what sanction to impose, the Hearing Officer or Hearing Board will consider the Student's intention, any other instance of Non-Academic Misconduct the Student has committed, the seniority of the Student, any relevant personal circumstances, and the gravity of the offence in the context in which it occurred.
- 4.27** 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.
- 4.28** 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.
- 4.29** 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

- 4.30** 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.
- 4.31** 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 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.

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

Records

- 4.34** 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.
- 4.35** 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	<u>Student Non-Academic Misconduct Policy</u>
6	Appendices	<u>Appendix 1: Prohibited Conduct</u> <u>Appendix 2: Sanctions</u> <u>Appendix 3: Hearing Board Composition</u>
7	Related Instructions/Forms	<u>Student Non-Academic Misconduct Online Complaint Form</u>
8	Related Information	<u>https://www.ucalgary.ca/student-services/student-conduct</u> <u>https://www.ucalgary.ca/current-students/student-services</u> <u>https://www.ucalgary.ca/wellness-services/helping-others</u> <u>Trespass to Premises Act</u>
9	References	<u>Post-Secondary Learning Act</u>
10	History	<p>Approved: February 4, 2010 (GFC 515.11)</p> <p>Effective: February 4, 2010</p> <p>Editorial Revision: October 20, 2011</p>

Revised: December 11, 2014

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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. Whenever possible, sanctions are intended to be corrective and educational in nature with learning outcomes connected to the specific Student Non-Academic Misconduct and the personal circumstances of the Student. In appropriate cases, Sanctions may include a discharge of a finding of responsibility if the Student takes accountability and engages with all corrective, educational, or restorative measures imposed.
3. 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.
4. A Hearing Officer or Hearing Board will determine the appropriate sanction(s). Sanctions may include:
 - a) a written warning;
 - b) an access restriction preventing access to defined areas of University Facilities
 - c) behavioural contract – a requirement not to engage in certain behaviour, consequences for breach will be included in the decision letter;
 - d) Disciplinary Probation;
 - e) Expulsion;
 - f) loss of privileges – denial of specified privileges for a designated period;
 - g) monetary fine;
 - h) required learning – work assignments, educational assignments, service to the University;
 - i) restrictions on contacting specific individuals (“no-contact order”);
 - j) restitution for loss, damage, or replacement, of damaged or destroyed University property;
 - k) Suspension; and
 - l) 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

Classification Governance	Table of Contents 1 Purpose 1 2 Scope 1 3 Definitions 2 4 Policy Statement 4 5 Responsibilities..... 5 6 Appendices 5 7 Related Policies 5 8 Related Procedures 6 9 History 6
Approval Authority General Faculties Council	
Implementation Authority Vice-Provost (Student Experience)	
Effective Date February 4, 2010	
Last Revision Insert Last Revision Date	

1 Purpose

The purpose of this policy is to:

- a) communicate the University's expectations with respect to Student behaviour; and
- 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.

2.2 This policy applies to Students of the University, ~~except for~~ For Students at the University of Calgary in Qatar. ~~Student Non-Academic Misconduct at the University of Calgary in Qatar is addressed through processes, adjustments~~

appropriate to the local context are described in an operating standard aligned with this Policy and 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 Disciplinary 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 Transcript notes Disciplinary Probation does not appear on a Student’s transcript. A Student on Conduct Probation is not eligible for opportunities that require, Students to be may continue in good conduct standing their program or course of studies while on Disciplinary Probation.~~
- 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 precautionary 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

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Student Non-Academic Misconduct Procedure

Classification Governance	Table of Contents 1 Purpose 1 2 Scope 1 3 Definitions 1 4 Procedure 4 5 Parent Policy..... 9 6 Appendices 9 7 Related Instructions/Forms 9 8 Related Information 10 9 References 10 10 History 10
Approval Authority General Faculties Council	
Implementation Authority Vice-Provost (Student Experience)	
Effective Date February 4, 2010	
Last Revision Insert Last Revision Date	

- 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 Disciplinary 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 Transcript notes Disciplinary Probation does not appear on a Student’s transcript. A Student on Conduct Probation is not eligible for opportunities that require. Students to be may continue in good conduct standing their program or course of studies while on Disciplinary Probation.~~
- 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 precautionary 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 Where required by relevant professional codes or standards, 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.

The Student Conduct Office will make the final decision on what Interim Measures will be imposed in each case.

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~~may be provided with written notice as to whether the Complaint was substantiated, or not substantiated, as well as information on sanctions or Interim Measures imposed that are relevant to them.
- 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** In deciding what sanction to impose, the Hearing Officer or Hearing Board will consider the Student's intention, any other instance of Non-Academic Misconduct the Student has committed, the seniority of the Student, any relevant personal circumstances, and the gravity of the offence in the context in which it occurred.
- 4.264.27** 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.
- 4.274.28** 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.~~

4.284.29 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

4.294.30 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.

4.304.31 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.

4.314.32 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.

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

Records

4.334.34 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.

4.344.35 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	<u>Student Non-Academic Misconduct Policy</u>
6	Appendices	<u>Appendix 1: Prohibited Conduct</u> <u>Appendix 2: Sanctions</u> <u>Appendix 3: Hearing Board Composition</u>
7	Related Instructions/Forms	<u>Student Non-Academic Misconduct Online Complaint Form</u>

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 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. Whenever possible, sanctions are intended to be corrective and educational in nature with learning outcomes connected to the specific Student Non-Academic Misconduct and the personal circumstances of the Student. In appropriate cases, Sanctions may include a discharge of a finding of responsibility if the Student takes accountability and engages with all corrective, educational, or restorative measures imposed.
- 2-3. 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.
- 3-4. 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:~~ Sanctions may include:
 - a) a written warning;
 - ~~b) an invitation to participate in an ethical space for dialogue;~~
 - b) an access restriction preventing access to defined areas of University Facilities
 - ~~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;
 - d) Disciplinary Probation;
 - ~~f) Expulsion; restitution for loss, damage, or injury, or replacement of damaged or destroyed property;~~
 - e) monetary fine;
 - ~~h) access restriction preventing access to defined areas of University Facilities;~~
 - f) loss of privileges – denial of specified privileges for a designated period;
 - g) monetary fine;
 - h) required learning – work assignments, educational assignments, service to the University;
 - i) restrictions on contacting specific individuals ("no-contact order");
 - ~~jj) Conduct Probation;~~
 - i) restitution for loss, damage, or replacement, of damaged or destroyed University property;
 - ~~k) Suspension;~~
 - ~~kk) Expulsion;~~ and
 - m) any other sanction the Hearing Officer or Hearing Board deems appropriate to the case.

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**UNIVERSITY OF
CALGARY**

**GENERAL FACULTIES COUNCIL
INFORMATION BRIEFING NOTE**

SUBJECT: Innovation Ecosystem Update

PROPONENT(S)

John Wilson, President and CEO, Innovate Calgary
Steve Larter, Associate Vice-President (Research & Innovation)

PURPOSE

To provide the General Faculties Council with an update of the progress of the Innovation@UCalgary ecosystem and discuss strategic priorities.

OVERVIEW

Innovation@Calgary is the ecosystem that support innovation activities at UCalgary, bridging the transition from discovery through to delivering solutions for society.

We work with our campus community, the Calgary community, government, industry, and other institutions to accelerate this process for the benefit of humankind. Solutions take many forms, including via businesses, knowledge engagement networks and performance, and non-profit models, among others.

UCalgary is actively growing our innovation ecosystem and promoting a culture of innovation and changemaking. The groups and programs in our ecosystem have made significant accomplishments over the past year.

KEY POINTS

The Innovation nodes aim to work in an integrated supportive manner and through working with faculty members, postdoctoral innovators and students from across the academy we have continued to help build momentum for driving innovation at UCalgary, specifically:

Innovate Calgary

- 362 PIs with applied research, invention and startup projects
- 67 applied research partnerships supported
- 113 invention disclosures
- 15 new patents filed
- 25 new revenue bearing agreements
- 19 new companies formed

Hunter Hub for Entrepreneurial Thinking

- UCalgary Council on Innovation and Entrepreneurial Leadership formed (CIEL)- UCalgary CIEL members advise and advance UCalgary's innovation strategy to achieve its vision to be the most entrepreneurial university in Canada.

- Open to third and fourth-year UCalgary undergraduate students, graduate students and post-doctoral scholars from all faculties, this program is designed to help develop an entrepreneurial mindset. The program shows a high level of interest with recent cohorts showing broad demographics (e.g. 53UG, 30PG, 1PD) and faculty interest [e.g. Arts (6); Medicine (2); Education (1); Haskayne School of Business (9); Kinesiology (1); Engineering (47); Science (19); SEDV (1)].

Social Innovation

- Supporting other developments in social innovation at UCalgary, the "Social Innovation Taskforce" created in March 2020, has taken the first steps in defining, expanding, and making recommendations for supporting Social Innovation across the academy in terms of Understanding Social Innovation; Building Social Innovation and Rewarding Social Innovation.

Supporting Invention and Creation in the Academy

- Several discussion panel events and a Research to Impact course for postdoctoral researchers, is leading to development of an Invention/ Creation Acceleration Program for postdoctoral innovators and their supervisors.
- An Academic Innovators and Mentors (AIM) network is being developed to further support the transition from discovery to solutions in the academy.

UCEED

- UCeed launched in June, 2020
 - Pre-seed and seed funding program helps commercialize new technologies and accelerates UCalgary startup companies.
 - Funds include Health, Child Health, Social Innovation, and the Student Fund.
 - Additional streams coming this year, including Energy Transitions.

University Innovation Quarter

- UCalgary takes formal ownership
- Located adjacent to UCalgary, the University Innovation Quarter (UIQ) is a newly revitalized innovation and research cluster formerly known as Research Park
- Space for companies and start-ups to interact and work alongside UCalgary students and researchers
- Location of the Life Sciences Innovation Hub
- Next hubs, many linked to UCeed funds
 - Social Ventures
 - Advanced Manufacturing
 - Hydrogen
 - Sub-surface scale-up Facility

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>
	Research and Scholarship Committee	2021-03-18				X
X	General Faculties Council	2021-04-08				X

SUPPORTING MATERIALS

PowerPoint presentation (to be shared at meeting).



**GENERAL FACULTIES COUNCIL EXECUTIVE COMMITTEE
Report to General Faculties Council
for the meeting held March 24, 2021**

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

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

The EC reviewed the current drafts of the revisions to the Student Non-Academic Misconduct (SNAM) Policy and Procedure.

In response to questions, it was reported that:

- Adjustments appropriate to the local Qatar context are described in an Operating Standard aligned with the SNAM Policy, and this is described in Section 2.2 of the SNAM Policy
- The Anti-Racism Policy that is being developed will apply to the University as a whole and the student-oriented SNAM Policy and Procedure will not need to be revised in light of the Anti-Racism Policy

The EC voted to recommend that GFC approve the revisions to the SNAM Policy and Procedure, as set out in the documents provided to the EC.

Review of the Draft April 8, 2021 GFC Agenda

The EC reviewed the draft agenda for the April 8, 2021 GFC meeting and made one suggestion for revision.

Ed McCauley, Chair and Dru Marshall, Vice-Chair



ACADEMIC PLANNING AND PRIORITIES COMMITTEE
Report to General Faculties Council (GFC)
for the meetings held March 15, 2021 and March 29, 2021

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

March 15, 2021

Approval of the Name Change for the Bachelor of Kinesiology and Bachelor of Science Specialization in 'Mind Sciences in Kinesiology'

The APPC reviewed the proposal, learning that the proposed name change to 'Motor and Psychosocial Aspects of Movement' responds to a 2019-2020 curriculum review and feedback from students, faculty, alumni, and the community that the Specialization needs to be modernized, as the current name is outdated and does not capture the fields that the Specialization actually encompasses.

The APPC discussed that the proposed name better reflects the focus and breadth of the Specialization and will provide greater clarity on the skills and knowledge obtained in the program.

The APPC suggested a minor editorial change and approved the change of name of the Specialization in the Bachelor of Kinesiology and Bachelor of Science, from 'Mind Sciences in Kinesiology' to 'Motor and Psychosocial Aspects of Movement,' effective July 1, 2021.

Changes to A.5 Offer of Admission in the Graduate Chapter of the University Calendar

The APPC reviewed the proposed change to add a \$500 admission deposit to all graduate certificate and diploma programs. The APPC learned that the deposit is later applied to a student's tuition fees, that this aligns with current practice for undergraduate and course-based graduate programs, that the deposit will function as an enrolment management lever, that all Faculties currently offering these programs were consulted, and that any fees accumulated from students who do not ultimately attend the University will be directed to students as part of the Graduate Award Competition.

The APPC discussed the possibility of adding different admission deposits for different programs, and it was noted that one rate is preferable and sufficient for the purposes of enrolment management.

The APPC approved the changes to section A.5 *Offer of Admission* in the Graduate Chapter of the University Calendar.

Changes to the Admissions Process for the Juris Doctor Program to add an Indigenous Admission Process

The APPC reviewed the changes, which ensure equitable access for Indigenous learners to the Law school and facilitate greater participation in the legal profession by Indigenous peoples, who are underrepresented in the legal profession.

The APPC discussed the possibility of an oral submission in place of a written essay, consultations conducted and the number of Indigenous scholars who applied to the Law school this year.

The APPC suggested one minor editorial change, and approved the creation of the Indigenous Admission Process for the Juris Doctor program, effective for the Fall 2021 intake onward.

Changes to Section A.5.1.1 Admission Requirements in the University Calendar

The APPC reviewed the proposal, learning that locally-developed courses considered for High School Admissions are revised, added and removed on an annual basis, and that the proposed changes ensure that the Admissions Office can support curriculum changes for locally-developed courses and allow greater flexibility to adapt to high school curriculum changes as they arise.

The APPC approved the changes to section A.5.1.1 *Admission Requirements* in the University Calendar, effective for the Fall 2022 intake.

Changes to Co-Operative Education/Internship in the University Calendar

The APPC reviewed the proposal, learning that the changes aim to align this section of the Calendar with the Experiential Learning Plan and create commensurate practices and a common vocabulary for opportunities across Faculties.

The APPC discussed the applicability of these regulations to graduate programs, the difference between community-engaged learning as a component of experiential learning and the narrower focus of community-engaged learning opportunities as a part of work-integrated learning, and how safety for students is factored in to the Calendar entry regarding co-op or practicum placements.

The APPC suggested a clearer definition of community-engaged learning as distinct from projects and placements within community-engaged learning opportunities, that it be made clear that these regulations apply to undergraduate students, minor editorial changes, and that proponents return with an additional section on "Safety in the Workplace" in the future.

The APPC approved the changes to the *Co-Operative Education/Internship* section of the University Calendar.

Changes to Sections F.3.1 Academic Standing and F.3.2 Unsatisfactory Standing in the University Calendar

The APPC reviewed the proposal, which clarifies student standing while on suspension and a student's return from a suspension, specifies under which standings students are eligible to progress in program, aligns with existing academic progression regulations, and incorporates Faculty of Graduate Studies regulations for academic and unsatisfactory standing.

The APPC discussed transcript notations for suspensions relating to academic and non-academic misconduct, and suggested that, for cases of non-academic misconduct suspensions, the regulation make it clear that the notation will only appear on the student's transcript for the period of suspension.

The APPC approved the changes to sections F.3.1 *Academic Standing* and F.3.2 *Unsatisfactory Standing* in the University Calendar.

Changes to Section H.8 Convocation, H.9.1 Hoods and H.9.3 Gowns in the University Calendar

The APPC reviewed the proposal, which responds to the addition of new credentials in recent years and changes to the style of gowns for doctorate programs to align with the North American Intercollegiate Code. The APPC learned that there will now be one gown for all doctorate degrees, with a hood colour to distinguish between disciplines.

The APPC approved the changes to sections H.8 *Convocation*, H.9.1 *Hoods* and H.9.3 *Gowns* in the University Calendar.

Changes to Sections I.2 Reappraisal of Graded Term Work and I.3 Reappraisal of Academic Assessments (Final Grades) in the University Calendar

The APPC reviewed the proposal, which aims to alleviate confusion regarding the finality of the reappraised grade and to tighten the deadlines for requests for reappraisal of an academic assessment to better align with the timelines for academic reviews.

The APPC discussed the discretion of Department Heads regarding reappraisals and the ambiguity in the process for requesting a reappraisal of graded term work, and suggested that Associate Deans be consulted to establish some operating standards for these procedures. The APPC also suggested editorial changes for consistency across these sections of the Calendar.

The APPC approved the changes to Sections I.2 *Reappraisal of Graded Term Work* and I.3 *Reappraisal of Academic Assessments (Final Grades)* in the University Calendar.

Changes to Sections P. Statement of Intellectual Honesty, Q. Statement on Principles of Conduct, R. Student Academic Misconduct and S. Integrity in Scholarly Activity in the Graduate Chapter of the University Calendar

The APPC reviewed the proposal, learning that these changes reflect clean-up of the Graduate Chapter to align with changes recently made to these sections in the main University Calendar.

The APPC approved the changes to sections P. *Statement of Intellectual Honesty*, Q. *Statement on Principles of Conduct*, R. *Student Academic Misconduct*, and S. *Integrity in Scholarly Activity* in the Graduate Chapter of the University Calendar, effective for the 2021-2022 Calendar.

March 29, 2021

Suspension of the PhD in Strategic Studies

The APPC reviewed the proposal, which responds to diminishing applications and admissions in recent years and a lengthy time to completion for many students. The APPC learned that the PhD program, alongside the Master of Strategic Studies, will undergo a curriculum review to determine its potential going forward.

The APPC approved the suspension of the PhD in Strategic Studies.

Changes to Section A.3 Admission Categories to add the Joint PhD Degree Admission Category

The APPC reviewed the proposal, which aims to replace the current Cotutelle admission category and to alleviate many of the issues with the Cotutelle, including likelihood of requirement to withdraw, failed candidacy and extension to candidacy, as well as cumbersome contracts and administrative burden. The APPC learned that the Joint PhD admission category aims to maintain the advantages of global collaborations while eliminating many of the key issues with the Cotutelle.

The APPC discussed the Joint PhD admission category, which will include degree completion criteria set by the home institution, a co-supervised dissertation, and one joint degree allocated by the home institution with acknowledgment of the collaborating institution on the parchment.

The APPC discussed the difference between the home and collaborating institution, and suggested that it be made clear in the Calendar that the University of Calgary can serve in either role.

The APPC approved the changes to section A.3 *Admission Categories* in the Graduate Chapter of the University Calendar.

Changes to Section D. Change of Faculty or Program in the University Calendar

The APPC reviewed the changes, which aim to bring the Calendar in line with current regulations, incorporate the Indigenous Admissions process, and provide correct dates and deadlines for students.

The APPC discussed the number of embedded certificates a student may take in their program and how that is addressed in this section of the Calendar, and suggested minor editorial changes for consistency.

The APPC approved the changes to section D. *Change of Faculty or Program* in the University Calendar.

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



RESEARCH AND SCHOLARSHIP COMMITTEE
Report to General Faculties Council
for the meeting held March 18, 2021

This report is submitted on behalf of the Research and Scholarship Committee (RSC).

Innovation Ecosystem Update

The RSC received a presentation providing an update on innovation initiatives at the University (including the Hunter Hub, Life Sciences Innovation Hub, University Innovation Quarter, and UCeed), description of the work of the Social Innovation Taskforce, and information about postdoctoral scholars' involvement in innovation at the University.

The RSC discussed:

- Innovation in technology, including that this is a priority for the City of Calgary and that there are opportunities for funding in this area
- Some researchers may not be aware of the Social Innovation activities at the University, and awareness could be grown through efforts such as developing online resources, hosting engagement events and visits to Department meetings. The Knowledge Engagement Unit can also assist in connecting researchers.
- Researchers need time to engage in transdisciplinary activities
- Launchpad, the Hunter Hub/Schulich School of Engineering program open to third and fourth-year undergraduate students, graduate students and post-doctoral scholars from all Faculties, and which serves to connect student with mentors and workshops to develop entrepreneurial skills, has been successful and could be grown
- The ranking of research universities' productivity, such as revenue generation, is impacted by relative data

This presentation will be given at an upcoming GFC meeting.

Research Metrics Dashboard

The RSC received a demonstration of a research metrics dashboard, which is being developed to provide information about scholarly activity at the University. The RSC learned that the dashboard will present data on a number of measures, including authorships, citation counts, collaborations, recognitions, and grant successes, and that the data can be filtered to present changes over time and comparisons to other institutions.

In response to questions, it was reported that:

- The University is ranked 200 by the Times Higher Education World University Rankings system
- The dashboard will provide data at an institutional level and will expand to provide Faculty level data in the future. The dashboard may provide data at the Departmental and individual researcher levels

at some point. The Office of Institutional Analysis can provide Faculty and Department-specific data if needed.

- Bodies including the SUPPORT Research Prizes and Awards Committee, Research Awards Steering Committee, and Research Awards Working Committee identify which awards are considered to be prestigious, and this list evolves over time
- If a publication is linked to the University it is captured in the dashboard data, including when the primary author is a graduate student

The RSC discussed:

- The Scopus system does not include information from across all disciplines, and so the dashboard should access additional sources for publication, citation, and collaboration data. Consideration should be given to if the Annual Progress Report data provided by researchers could be incorporated into the dashboard.
- Some researchers have a high teaching load, and this can impact research productivity and how the University compares to other institutions. Context should be provided when the dashboard is made more widely available.
- Comparison to other institutions can be informative, but Faculties should not be compared as scholarship measures and productivity across disciplines can be very different



TEACHING AND LEARNING COMMITTEE
Report to General Faculties Council
for the meeting held March 16, 2021

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

Resources to Support Setting Up Positive Online Learning Environments

The TLC received a presentation on the tools, strategies and resources that have been developed in response to the shift to online teaching and learning during COVID-19. The TLC heard that challenges in the online environment include violations of the Academic Misconduct Policy and other inappropriate online behaviour, stress and frustrations with online teaching and learning, and access to and use of technology. The TLC learned that recently-developed resources for academic staff and Graduate Teaching Assistants are available on the Student Conduct and Taylor Institute websites, and include the resources Student Conduct in the Virtual Classroom, Using Mental Health and Wellness as a Framework for Teaching and Learning, Strategies for Creating Inclusive and Accessible Learning Experiences, How to Handle Challenges in the Zoom Classroom, and Setting Up Positive Learning Environments, and that a streamlined process for reporting online behaviour of concern has been developed.

The TLC was specifically asked to discuss the new Strategy 9 from the Taylor Institute's resource Strategies for Creating Inclusive and Accessible Learning Experiences: Addressing Issues in Online Environments.

The TLC discussed that:

- Creating a website that provides links to information on other existing websites makes the information more accessible and is helpful
- Much of the information that has been developed to support those in the online environment can also be applied to the in-person environment
- Some of the bullet points in the proposed Strategy 9 are somewhat ambiguous and repetitive, and the text could be refined
- Some instructors need assistance in establishing the online environment as well as responding to things that happen within the environment
- Bystander intervention training is needed for instructors and students
- It is important for students to understand what is, and what isn't, considered to be misconduct. That a student being off-camera is not misconduct was referenced as an example of a situation that can be misconstrued.
- The Taylor Institute's resource, Strategies for Creating Inclusive and Accessible Learning Experiences, should be shared with all instructors

The TLC suggested that the proponents consider the development of a Strategy 10 specific to Graduate Teaching Assistants.

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:

- The tone of many conversations has shifted, and now consideration is being given to what online components should be kept after COVID-19, such as blended instruction, online office hours, and remote student advising
- Zoom has overall been successful, and it is hoped that the University's license will be continued so that there is the option for things such a hybrid teaching model and the continuing of remote attendance by guest speakers
- There is significant fatigue within the University community, and a pause is needed so that clear thinking about what has been learned during COVID-19 can be applied to the navigation back to in-person
- The recording of lectures is appreciated by students, and that consideration is need as to if/how this might be continued in the future. It was noted that there have been some issues with recording, such as poor filming/editing and erroneous transcription.
- The University will announce in April how the Fall 2021 semester will be delivered

Standing Reports

The TLC received reports on the current initiatives of the Taylor Institute, Students' Union, and Graduate Students' Association.

**Report to the General Faculties Council
on the Meeting of
The Board of Governors (Open Session), March 26, 2021 (8:00 am)
From the Member of the Board nominated by GFC**

The Chair of the Board, Geeta Sankappanavar, called the meeting to order at 8:12 am with a welcome to external guests and approval of the meeting agenda. Following the call for identification of any existing conflicts of interest amongst the Board Members, the meeting opened with **remarks from the Chair**. The Chair welcomed John Weissenberger as a new public member on the Board and thanked Mikail Hendi for his contributions to the University as he completes her term on the Board and it is Dru Marshall's last Board meeting as Provost.

Linda Dalgetty presented the safety moment about a non-virus related health and safety impacts of the pandemic.

Following the safety moment, the discussion moved directly to the seven action items

- Open Consent Agenda
- Approval of the 2021-2022 Consolidated and Capital Budgets
- Approval of the 2021-2022 Campus Recreation Fee Waiver for Spring/Summer 2021
- Approval of the Interdisciplinary Science and Innovation Centre Scope and Budget Reduction
- Approval of the Revisions to the Sexual Violence Policy
- Approval of the 2021-2022 and 2022-2023 Board and Standing Committees Calendars
- Approval of the Board of Governors Bylaws Review and Revisions

Two information items were then presented

- National Survey of Student Engagement Update
- Report from the President

There being **no other business**, the Open Session of the Board Meeting was then adjourned at 9:55 am.

Sincerely,

Joule Bergerson

POLICY DEVELOPMENT PLAN (PDP) REPORT

as of 2021-03-29

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 and Gender-Based Violence Policy	Approved	Deborah Book; Carla Bertsch; Susan Barker; Mike Van Hee; Chris Stanley;
Student Non-Academic Misconduct Policy	Consultation	Deborah Book; Susan Barker; Jennifer Quin;
