Service Indicator – Academic Review



The Faculty Academic Misconduct (FAM) indicator is a faculty controlled, unique service indicator that can be applied to a student record to track academic misconduct¹. This is not a penalty but an administrative notation that can be used in addition to penalties and educational sanctions such as workshops. Since the indicator is not a sanction, it is not appealable.

The indicator is an administrative action that allows faculties to track cases of academic misconduct and will remain on the student record until graduation, however, it will not appear on the transcript. Previously there had been concerns about disciplinary probation notations on transcripts for minor violations. The FAM indicator reduces the negative impact minor violations could have on a student while simultaneously improving tracking.

Other sanctions such as disciplinary probation triggers a notation on the student transcript for the duration of the probation period. These options are still available but can have a significant impact for students so is to be applied for more serious cases of academic dishonesty. Information on academic misconduct and sanctions can be found in the Student Academic Misconduct Policy at

https://www.ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf

Outline of FAM Process

1. After a finding that a student has been found responsible for academic misconduct, the teaching faculty will apply the indicator in addition to either an educational requirement and/or sanction. This is a required action.

In addition to informing the student about a sanction and/or educational requirement, the student must be informed that an indicator is being placed on their student record. This can be done in the decision letter.

UCalgary credentials, the suggested wording is:

In addition to the above penalty and in accordance with <u>Section 4.9 of the Student Academic Misconduct</u> <u>Policy</u>, an indicator of academic misconduct is being placed on your student record and will be removed at such time you are approved for graduation^{*}. This notation is not considered a penalty; it is for internal administrative tracking purposes and will not appear on your official transcript. This indicator is visible to faculty administrators so that should an additional offense occur, it may be part of the consideration for penalties.

Open Studies, visiting and exchange students, the suggested wording is:

In addition to the above penalty and in accordance with <u>Section 4.9 of the Student Academic Misconduct</u> <u>Policy</u>, an indicator of academic misconduct is being placed on your student record. This notation is not considered a penalty; it is for internal administrative tracking purposes and will not appear on your official

¹ Approved by the Calendar and Curriculum Sub-Committee (CCS) in 2015



Service Indicator – Academic Review

transcript. This indicator is visible to faculty administrators so that should an additional offense occur, it may be part of the consideration for penalties. It will be removed from your record four years from the date it is applied.

If a student's home faculty notices that the indicator has not been applied, they will follow up with the teaching faculty where the violation took place.

2. Notation of academic misconduct to be placed on the student record.

The indicator needs to include the Course Name and Number, the date and penalties applied. Please add these in the comment section.

- 3. The application of '**FAM**' is a requirement for those students found responsible for academic misconduct. The service indicator "**FAM**" is a "neutral" service indicator, meaning that the addition of this service indicator has no impact on the student's access to systems or services. The service indicator can only be applied or removed by named individuals in the faculties.
- 4. The FAM indicator should be applied each time a student has been found responsible for academic misconduct.
- 5. **Removal of the indicator.** When a student has applied to graduate, the faculty of registration is responsible for removing the indicator(s) from the student record once the student has been cleared to graduate. It is recommended that faculties run a report to identify students with service indicators at the time of convocation.

PeopleSoft Access Request for FAM Service Indicator

Access to apply the FAM indicator is granted by submitting a PeopleSoft Access Request (PSAR).

To request access, the reports to/manager must submit a PSAR for the staff member:

- After logging into the my UCalgary portal, navigate to PeopleSoft Access Request > SA Other Office tab > Faculty Advising Offices section > scroll down to Restricted Access for Senior Faculty Advisors
- 2. All university staff who have access to view service indicators will be able to view the "FAM" service indicator; however, only the authorized staff will be able to add or remove the service indicator.

Faculty Academic Misconduct (FAM) Service Indicator – Academic Review



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Service Indicator – Academic Review

Add Service Indicator:

- Click the Campus Community link.
 ▷ Campus Community
- 2. Click the Service Indicators (Student) link. Service Indicators (Student)
- 3. Click the Manage Service Indicators link. Manage Service Indicators
- 4. Search by:
 - Employee ID
 - Last Name and First Name

Press Enter or Search.

Click the **Search** button.

Search

Manage Service Indicators					
Enter any informa	ation you have and click Search. Leave fields blank for a list of all values.				
Find an Existing	g Value				
Mawingung punch a					
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Case Sensitive					
Search Clear Basic Search 🗐 Save Search Criteria					
- N					



Service Indicator – Academic Review

5. Note: If a student has several service indicators, you can filter the type of service indicators displayed. Click on the drop down arrow to select the desired filter. It is recommended that you leave this set to "All" so you can see all of the indicators.

)isplay: + Ad	Effect All Negative Positive	Institution	Univ	ersity of Calg	ary	~	F	🖀 Refresh ⊄	,
Service	Indicator Summary	Persor	nalize Find	View All	2 🔣 F	irst 🕚 1-9 c	of 9 🕑 Last		
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
ABA	Aboriginal Admission Policy	Staff Action Required	UCALG	2137	F13			2013/02/11	
BKS	Bookstore	Unpaid Bookstore Fees	UCALG	0000	Begin Time			2015/08/18	
BKS	Bookstore	Unpaid Bookstore Fees	UCALG	0000	Begin Time			2015/05/20	
CRD	Campus Card	Fees Due	UCALG	0000	Begin Time			2015/07/15	
DQA	Diverse Qualification Policy	Staff Action Required	UCALG	2137	F13			2013/04/03	
DTP	Deferred Fees - Third Party	Deferred Fees	UCALG	2147	F14			2014/09/26	
EFM	Effective Writing-Exempt	Exempt from Reg'd	UCALG	0000	Begin Time			2015/07/15	
PRK	Parking Fines	Over Due	UCALG	0000	Begin Time			2015/03/09	
RAD	Re-admission for Graduation	Re-admission for Graduation	LICAL G	0000	Begin Time			2015/07/15	

Click the **Add Service Indicator** link.

- 6. Click the **Service Indicator Code Look up** button.
- 7. A list of service indicators will appear. Depending on which service indicator is selected, it may be positive or negative. For example, select FAM Faculty Academic Misconduct (FAM) to add a negative service indicator. You will only be able to see the service indicators that you have been given security access to in this list. Click the **FAM** link.



Service Indicator – Academic Review

Look Up	Service Indicator Code			
	Help			
Cancel				
Search Re	sults			
View 100	First 🕚 1-22 of 22 🕑 Last			
Service Indicator Cd	Description			
APL	RTW Appeal in Progress			
ARE	AR - English Deficiency			
ARG	AR - General / Miscellaneous			
ARL	AR - 2nd Language Deficiency			
ARM	AR - Mathematics Deficiency			
ARP	AR-Preprogram Course Limit			
ARR	AR-block reg pending ac review			
ARW	Admit Immediately After RTW			
ATP	Academic Turnaround Program			
DAR	DF Exam & Refer for Acad Advis			
DDP	Deferred Exam Decision Pending			
EFW	Effective Writing			
EXC	Exchange Student Alert			
FAM	Faculty Academic Misconduct			
LOP	Letter of Permission Alert			
SCE	SC - English Deficiency			
SCG	SC - General / Miscellaneous			
SCI	SC - Introductory Course			
SCL	SC - 2nd Language Deficiency			
SCM	SC - Math Deficiency			
SCN	SC - NTSC Max Course Limit			
SCR	SC-block reg pending ac review			

8. The Service Ind Reason Code (FAM), and description Faculty Academic Misconduct auto populate based on the Service Indicator Code selected.



9. Indicate the Service Indicator Reason Code. Click on the Lookup button and select **AMSC** Academic Misconduct.



Service Indicator – Academic Review

Look Up Service Ind				
	Help			
Cancel				
Search Results				
View 100 First	🕚 1 of 1 🕑 Last			
Service Ind Reason Code	Description			
AMSC	Academic Misconduct			



You can also edit the Start Term/End Term and/or the Start/End Date fields if necessary.

Use caution when using a Start Term/End Term or Start Date/End Date since the service indicator will cease to take effect when the Term ends even if the service indicator has not been released.

Start Term and End Term:

Enter the term during which the service indicator should become valid for the student and enter the term which it should cease to be valid. A Start Term value of 9999 means that term-based impacts will never take effect. If no End Term value is entered, term-based impacts will be in effect until the service indicator is released.

Start Date and End Date:

Enter the date on which the service indicator should become valid for the student and enter the date on which it should cease to be valid for the student, if applicable. If the FAM indicator is to be removed at graduation, do not enter a date as the exact convocation date is not typically known.

Assignment Details indicates the Dept/Faculty requirements and/or Reference information. Note: These fields may also auto populate based on the selected service indicator. Do not enter any details in the 'amount" field. If required, Contact Information may be entered. The Placed Person ID and Placed By auto populate with your information. Comments are optional.



Service Indicator – Academic Review

Comments:

The comments section needs to include the course name and number, the date and penalties applied.

Add Se	rvice Indicator				
Student	Name	Student ID			
	*Institution UCALG Q	University of Calor	any		
- 1	*Service Indicator Code FAM Q	Enculty Acadomic	Misconduct		
	*Soprice Ind Person Code AMSC	Faculty Academic	MISCONDUCL		
		Academic Miscone	duct		
	Description				
	Effect Negative Se	rvice Indicator			
Effective	Period				
	Start Term		End Term	Q .	
	Start Date	3	End Date	31	
Assignme	ent Details				
	*Department	Q			
	Reference				
	Amount	0.000	Currency CA	DQ	
Contact Ir	nformation				
	Contact ID	Q	Contact Person		
	Placed Person ID	Q	Placed By		
Comment	ts 🛹	ID and Name of Indiv	vidual who added the	Service Indicator	
Entor	the course name number date and ne	naltice			
Enter	ale course name, number, date and per	iunes			
2000 charac	cters remaining				
Services I	Impacted		Personalize Find	l View All I 🖉 I 📑	First 🕚 1 of 1 🕑 La
Impact	Description		Basis - Date	Basis - Term	Term Category
1 NONE	No Impact		\checkmark	\checkmark	
	Service Indicator Date Time 2019/10/17 1	0:38:35AM			
				ID and Name of In	dividual who added
OK	Cancel Apply			the Service Indica	ator
OR	ounou / ppy				

11. The lower portion of the component/page will display the services impacted based on the service indicator.

Click the **OK** button.

OK



Service Indicator – Academic Review

Remove Service Indicator:

- 1. Navigate to Service Indicators (Student) > Manage Service Indicators and search by:
 - Employee ID

- Last Name and First Name Press Enter or Search. Click the **Search** button.

- 2. A list of Service Indicators will appear. Click on the service indicator Code you wish to remove. For example, click the **FAM** link.
- 3. The Edit Service Indicator component/page will display. If you are authorized, click the **Release** button.

Release

4. Click the **OK** button.



Viewing Service Indicator:

Depending on your access and provisioning you may only have view access to service indicators.

- When a service indicator is assigned to a student, the corresponding negative or positive service indicator icon appears on most pages. One icon can represent one or more service indicators. Click the icon on any component/page to navigate to the appropriate details page on which you can determine how many service indicators exist and which restrictions they apply.
- 2. Click the desired service indicator icon to view. There may be either a positive service indicator or a negative service indicator icon.

Positive Service Indicator *Positive Service Indicator*

- 3. The details of the service indicator will appear. Note that the Release Button will be grayed out and none of the fields can be edited or changed due to the view only access.
- 4. Click the **OK** button.

Please consult the Student and Enrolment Services Student Administration (PeopleSoft) Campus Solutions website for the corresponding online learning.

End of Procedure