This guide for New Academic Staff contains brief introductions to some Dalhousie policies related to Teaching and Learning. For full policy text and additional policies visit:
https://www.dal.ca/dept/university_secretariat/policies.html#

Information in this guide is updated periodically, but please check with the relevant unit if discrepancies arise.

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All Policies
https://www.dal.ca/dept/university_secretariat/policies.html#

This page provides a central repository for current Dalhousie policies, procedures and guidelines which are of general interest and application to the University community and visitors. It is intended to function as a convenient reference for students, staff, faculty and other members of the community. For internal policies, procedures and guidelines applicable to specific academic or administrative units, please contact those units directly.

Academic Forgiveness Policy
https://www.dal.ca/dept/university_secretariat/policies/academic/academic-forgiveness-policy-.html

The Academic Forgiveness Policy allows a returning Dalhousie University student to apply to the Registrar's Office for academic forgiveness of his/her cumulative grade point average. The policy is designed for undergraduate and technology students who have had a period of absence from their academic program and have demonstrated acceptable academic performance following their return.

Academic Schedule Policy
https://www.dal.ca/dept/university_secretariat/policies/academic/academic-schedule-policy.html

The Academic Schedule Policy defines and assigns the roles and responsibilities involved in creating the academic schedule for courses that are part of academic programs at the university, defines the parameters under which the Registrar assigns class times and locations, and defines procedures to resolve issues that can arise as part of creating the academic schedule.

Academic Term Dates Principles
https://www.dal.ca/dept/university_secretariat/policies/academic/academic-termdate-principles.html

The Academic Term Dates Principles (formerly called Academic Schedule Principles) outlines Dalhousie University's criteria for the scheduling of classes in fall and winter terms.

Acceptable Use Policy

The Acceptable Use Policy is intended to outline appropriate use of Information Technology Resources owned, leased, controlled and/or operated by Dalhousie University.

Challenge for Credit Policy
https://www.dal.ca/dept/university_secretariat/policies/academic/challenge-for-credit-policy.html

Challenge for credit is one means by which the university may assess and attach specific value to a student's prior experiential learning outside of the university environment.
The Dalhousie University Code of Student Conduct sets out the offences for which a Dalhousie University student may be subject to non-academic discipline.

Ethical Conduct of Research Involving Humans Policy

The Dalhousie University Policy on the Ethical Conduct of Research Involving Humans is intended to ensure that all human participant research conducted by university faculty, students and staff, or conducted under the auspices of the university is carried out according to the relevant ethical and legal standards.

Exam Rescheduling Policy (Policy in the Event that a Formal Examination Cannot be Completed at the Regularly Scheduled Time)
https://www.dal.ca/dept/university_secretariat/policies/academic/exam-rescheduling-policy.html

The Policy in the Event That A Formal Examination Cannot Be Completed at The Regularly Scheduled Time outlines the procedures that apply in the event that an examination is postponed or abandoned at short notice.

Faculty/Staff Guide to University and Academic Policies and Student Services
https://dalu.sharepoint.com/sites/mydal/dc/admin/ro/Shared%20Documents/Faculty%20Staff%20Guide.pdf

The Faculty/Staff Guide is an overview of university and academic regulations, policies and procedures for faculty members, advisors and other academic staff. Detailed information on these regulations is available in the academic calendars (dal.ca/academiccalendar) and the university secretariat policy repository (dal.ca/dept/university_secretariat/policies.html). This guide addresses procedural issues related to these regulations and policies.

Fair Dealing Policy
https://www.dal.ca/dept/university_secretariat/policies/academic/fair-dealing-policy-.html

The Dalhousie University Fair Dealing Policy applies fair dealing in non-profit universities and provides reasonable safeguards for the owners of copyright protected works in accordance with the Copyright Act and the Supreme Court decisions.

Gender Affirmation Policy

The Gender Affirmation Policy actively works to help support Dalhousie faculty, staff and students in expressing and affirming their gender identity. Accordingly, all members of the University community have a shared responsibility to create a living, learning, and working
environment where Two Spirit, transgender, gender non-conforming, and all gender variant people may fully participate based on their gender identity and expression.

**Grading Practices Policy**
https://www.dal.ca/dept/university_secretariat/policies/academic/grading-practices-policy.html

The Grading Practices Policy outlines the university's commitment and professors' responsibilities on how grading will be achieved. The policy applies to all credit-bearing courses at both the undergraduate and graduate levels at the university.

**Missed or Late Academic Requirements due to Student Absence**
https://www.dal.ca/dept/university_secretariat/policies/academic/missed-or-late-academic-requirements-due-to-student-absence.html

The regulation introduces the option of limited student self-declarations in lieu of sick notes or medical certificates for short-term absences. The purpose of the regulation is to: differentiate between short-term and long-term student absences that result in missed or late academic requirements; and provide students, faculty, and staff with direction on what is acceptable documentation for short-term and long-term student absences.

**Official Student Email Policy**

The Dalhousie Email as Official Student Email Policy outlines Dalhousie University's policy that only Dalhousie email addresses will be used for communication with students regarding all academic and administrative matters.

**Policy on University Closure or Class/Examination Cancellation**
https://www.dal.ca/dept/university_secretariat/policies/academic/storm-cancellation-policy.html

The Policy on University Closure or Class/Examination Cancellation outlines the policies and procedures for the reduction or restriction of activities and services on Dalhousie’s campuses due to adverse conditions, including storms and power outages.

**Scholarly Misconduct Policy**
https://www.dal.ca/dept/university_secretariat/policies/academic/scholarly-misconduct-policy.html

The purpose of the Scholarly Misconduct Policy is to identify activities at Dalhousie University that breach generally accepted standards of scholarly conduct and provide a process for dealing with allegations of scholarly misconduct in an appropriate and timely manner.

**Sexualized Violence Policy**

The purpose of the Sexualized Violence Policy is three-fold: To prevent sexualized violence by indicating the seriousness with which the University views and responds to this issue; to be educational; and to provide timely, coordinated, consistent and fair response to disclosures and reports of sexualized violence.
Social Media Guidelines

The Social Media Guidelines for Learning and Teaching and Researchers highlight important considerations for the university community in using social media in research, learning and teaching.

Social Media Response Guidelines

The Social Media Response Guidelines provides an outline for representatives of Dalhousie University when dealing with social media.

Student Accommodation Policy

Pursuant to our obligations under human rights legislation, the purpose of this Policy is to affirm that Dalhousie University will make reasonable efforts to provide accommodations, up to the point of undue hardship, for students experiencing a barrier due a characteristic protected by human rights legislation, and to establish a framework for managing requests by students for accommodation in an appropriate and timely manner.

Student Ratings of Instruction Policy
https://www.dal.ca/dept/university_secretariat/policies/academic/student-ratings-of-instruction-policy-.html

The Policy for Student Ratings of Instruction sets out the principles for the use of student ratings of instruction as a tool for continuous improvement in learning and teaching and the processes for the dissemination of the results collected.

Student Submission of Assignments and Use of Originality Checking Software Policy

The Policy on Student Submission of Assignments and Use of Originality Checking Software authorizes instructors to require students to submit papers in written and electronic form, confirms that instructors may use third-party originality checking software or alternate means to identify lapses in originality and attribution, and that students are also free to choose an alternative method of attesting to the authenticity of their work.

Syllabus Policy
https://www.dal.ca/dept/university_secretariat/policies/academic/syllabus-policy-.html

The course syllabus provides a permanent record of a course for administrative purposes. This Policy identifies a core set of information that Senate has determined needs to be conveyed to students enrolled in a course and also made available to others.
See also: Revised Course Syllabus Guide
This file requires NetID and password.

See also: Course Syllabus Template
This file requires NetID and password.

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