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General

1. The Senate is charged with the internal regulations of the University, including all matters relating to academic affairs and discipline, subject to the approval of the Board of Governors. Within the general policies approved by Senate, academic requirements are administered by the Faculty concerned.
2. All students must agree to obey all the regulations of the University already made or to be made. Students must also comply with the regulations of the Faculty in which they are registered, and pay the required fees and deposits before entering any class or taking any examinations. Additionally, students are advised that this Calendar is not an all-inclusive set of rules and regulations but represents only a portion of the rules and regulations that will govern the student's relationship with the University. Other rules and regulations are contained in additional publications that are available to the student from the Registrar's Office and/or the relevant Faculty, Department or School.
3. Students are bound by the regulations of the home faculty regardless of the faculty in which the student takes classes.
4. Students should be aware that certain classes at the University involve required laboratory work where radioactive isotopes are present and are used by students. Since there are potential health risks associated with the improper handling of such radioactive isotopes, Dalhousie University requires that, as a condition of taking a class where radioactive isotopes are to be used, students read and agree to comply with the instructions for the safe handling of such radioactive isotopes. In the event that students do not comply with the instructions for the safe handling of radioactive isotopes, students

will receive no credit for the required laboratory work unless other acceptable alternatives are arranged with the instructor. In many cases, alternate arrangements are not possible and students should consider enrolling in a different class.

Rescission of Acceptance into a Program

Dalhousie University reserves the right to rescind any acceptance of an applicant into a program or to rescind an offer of admission of an applicant into a program. Such rescission shall be in writing and may be made by the President or the Vice-President (Academic) and Provost, in consultation with the appropriate Dean, at any time prior to the applicant's registration being confirmed by the Registrar. Any such rescission shall be reported to the Senate in camera.

Official Examination Regulations

1. Candidates will not be admitted to the Examination Room more than thirty minutes after the beginning of the examination. Candidates will not be permitted to leave the examination within the first thirty minutes.
2. Candidates are required to present their valid Dalhousie ID card at all examinations scheduled during the official examination periods and sign the signature list when used.
3. No articles such as books, papers, etc. may be taken into the examination room unless provision has been made by the examiner for reference books and materials to be allowed to the students. All electronic computing, data storage and communication devices must be turned off, placed and sealed in the opaque storage bag on the exam writing surface. Calculators may be used at the discretion of the instructor.
4. Candidates may not leave their seats during an examination except with the consent of the invigilator.
5. If more than one book is used, the total number should be marked in the space provided above. The other books should be properly marked and placed inside the first book. All books supplied must be returned to the invigilator.
6. Candidates found communicating with one another in any way or under any pretext whatever, or having unauthorized books, papers, electronic computing, data storage, or communication devices in their possession, even if their use be not proved, will be investigated by the Chief Invigilator. A written report will be submitted to the Faculty Academic Integrity Officer.
7. After the first thirty minutes have elapsed, students may hand in their examination book(s) to an invigilator and quietly leave the examination room. Candidates may not leave the examination room during the last fifteen minutes of the examination.

Policy in the Event that a Formal Examination Cannot be Completed at the Regularly Scheduled Time

Formal examinations, up to three hours in length, are scheduled by the Registrar each December and April during formal examination periods, as laid out in the Calendar. If, in the unusual event that one of these examinations must be postponed or abandoned at short notice, the following policies will apply.

1. If more than fifty percent of the time allocated for the examination has elapsed, students' work up to the premature end of the examination, but prorated for the actual time written, will lead to the mark to be obtained from the formal examination.
2. If less than fifty percent of the time allocated for any examination has elapsed, the examination will be rewritten as soon as possible, normally on a day when examinations are not scheduled. Students will be informed by the Registrar of the time and place of the rewrite on the Website of the Registrar (<http://www.registrar.dal.ca>).

3. In all cases in which a formal examination cannot be written at its scheduled time and special arrangements must be made, it is essential that faculty ensure that all students in the class are treated fairly and equitably and according to the evaluative criteria in the class description given to students at the beginning of the term.
If an examination is terminated as under point #1, any student who feels disadvantaged by not having been able to write an examination for the length specified in the class description, may appeal through the appropriate departmental or school appeal mechanism for an examination of the specified length. Appeals will be in writing and in a timely fashion. If the appeal is granted, arrangements for such a makeup examination will be made between the student and the class professor.
4. If a formal examination cannot be written at its scheduled time, it is the responsibility of students to check the Registrar's Website for when the examination will be rewritten. Announcements will be made as soon as possible after the original time, normally within 24 hours, and rewrites will normally take place within the regular examination period.

Policy for the Scheduling of Classes/Examinations

Normally, the University schedules and conducts classes on weekdays, i.e., Monday to Friday, and sometimes Saturday, and examinations on weekdays and Saturdays, but not Sundays or statutory Holidays. However the University reserves the right, in exceptional circumstances and with the approval of Senate, to schedule classes or examinations on Sundays or statutory holidays, as the case may be.

Requests for an Alternative Final Examination Time

A student requesting an alternative time for a final examination will be granted that request only in exceptional circumstances. Such circumstances include illness (with medical certificate) or other mitigating circumstances outside the control of the student. Elective arrangements (such as travel plans) are not considered acceptable grounds for granting an alternative examination time. In cases where it is necessary to make changes to examination arrangements late in the term, or Senate has approved exceptional examination arrangements, a special effort will be made to accommodate difficulties the changes may cause for individual students.

The decision whether to grant a student's request for an alternative examination time lies with the instructor of the course concerned as does the responsibility for making the alternative arrangements.

This policy may also be applied at the discretion of the instructor to tests and examinations other than final examinations.

Retention of Student Work

Faculties of Architecture and Planning and Engineering

All work executed by students as part of their academic programs in the Faculties of Architecture and Planning and Engineering automatically becomes the property of the University and may be retained for exhibition or other purposes at any time and for an indefinite period.

Faculty of Computer Science

The Faculty of Computer Science has the right to retain the original or a copy of any work handed in by students. This will only be used for evaluation or for administrative purposes. The permission of the originator of the work is required if it is to be used in any other way.

Communication with Students

1. All students must report their local address while attending the University to the Office of the Registrar, on registration or as soon as possible thereafter. Subsequent changes must be reported promptly. This may be done online at <http://www.dal.ca/online>.
2. Email is an authorized means of communication for academic and administrative purposes within Dalhousie. The University will assign all students an official email address. This address will remain in effect while the student remains a student and for one academic term following a student's last registration. This is the only email address that will be used for communication with students regarding all academic and administrative matters. Any redirection of email will be at the student's own risk. Each student is expected to check her or his official email address frequently in order to stay current with Dalhousie communications.
3. Students who change their name while attending Dalhousie must provide proof of name change to the Registrar's Office.

Freedom of Information and Protection of Privacy

The Freedom of Information and Protection of Privacy Act (FOIPOP) provides for the protection of an individual's right to privacy but also requires that certain records be disclosed upon request unless they are exempted from disclosure. The Act requires that the University not disclose personal information if that information would constitute an unreasonable invasion of personal privacy. Applicants to Dalhousie are advised that information they provide along with other information placed in a student file will be used in conjunction with university practices for internal university use and will not be disclosed to third parties except in compliance with the FOIPOP Act or as otherwise required by law.

Release of Information About Students

The following information is available, without application through the Freedom of Information and Protection of Privacy Act:

I. Disclosure to students of their own records

1. A transcript is a complete history of a student's academic record at Dalhousie. Partial transcripts, e.g., a portion of a student's record pertaining to registration in a particular degree, faculty or level of study only, are not issued.
2. Students have the right to inspect their academic record. An employee of the Registrar's Office will be present during such an inspection.
3. Students will, on submission of a signed request and payment of a fee where appropriate, have the right to receive transcripts of their own academic record. These transcripts will be marked "ISSUED TO STUDENT". Official transcripts will be sent on a student's request to other universities, or to business organizations, etc. The University will not release copies of transcripts if students owe monies to the University.
4. If transcripts are issued for a student while a senate discipline case is pending and the committee subsequently makes a decision that affects the student's transcript, revised transcripts will be sent to recipients if transcripts are issued while the case was pending.

II. Disclosure to Faculty, Administrative Officers, and Committees of the University

Information on students may be disclosed without the consent of the student to University officials or committees deemed to have a legitimate educational interest.

III. Disclosure to Third Parties

1. The following information is considered public information and may be released without restriction:
 - Name

- Period of Registration
- Certificates, Diplomas, Degrees awarded
- Field of Study (as relates to degree awarded)
- Hometown and Awards/Distinctions*

*As indicated in the convocation program.

2. Information will be released without student consent to persons in compliance with a judicial order or subpoena or as required by federal or provincial legislation.
3. Necessary information may be released without student consent in an emergency, if the knowledge of that information is required to protect the health or safety of the student or other persons. Such requests should be directed to the Registrar.
4. In compliance with Statistics Canada requirements, a student's national personal identification number assigned by the university or college first attended will routinely appear on a student's transcript of record.
5. The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used are able to ask Statistics Canada to remove their identifying information from the national database by contacting us by:

Email: PSIS-SIEP_contact@statcan.gc.ca

Mail: Institutional Surveys Section,

Centre for Education Statistics,
Statistics Canada, Main Building
SC2100-K Tunney's Pasture,
Ottawa, ON K1A 0T6

Students should also be aware that the Maritime Provinces Higher Education Commission (MPHEC) collects data on behalf of Statistics Canada, and that it uses the data for similar purposes. Statistics Canada will notify the MPHEC of any student choosing to have their personal information removed from the national database, and their information will subsequently be removed from the MPHEC's database.

Further information on the use of this information can be obtained from the Statistics Canada Website: <http://www.statcan.gc.ca>.

6. Other than in the above situations, information on students will be released to third parties only at the written request of the student, or where the student has signed an agreement with a third party, one of the conditions of which is access to her/his record (e.g., in financial aid). This restriction applies to requests from parents, spouses, credit bureaus and police.

Accommodation Policy For Students

Dalhousie University recognizes the diversity of its students and is committed to providing a learning environment and community in which students are able to participate without discrimination on grounds prohibited by the Nova Scotia Human Rights Act. In particular, the University is committed to facilitating students' access to the University's academic programs, activities, facilities and services.

The University's commitment to safeguarding students and employees from prohibited discrimination is set out in the Statement on Prohibited Discrimination, and the procedures for

addressing alleged violations of the Statement by employees are set out in the Statement on Prohibited Discrimination Procedure for Complaints against an Employee of the University.

As stated in the Statement on Prohibited Discrimination:

The University operates in accordance with the Nova Scotia Human Rights Act. The Act prohibits discrimination in certain activities including the provision of or access to services and facilities, accommodation, publications and employment. Discrimination is defined as making "a distinction, whether intentional or not, based on a characteristic, or perceived characteristic . . . [see list below] that has the effect of imposing burdens, obligations or disadvantages on an individual or class of individuals not imposed upon others or which withholds or limits access to opportunities, benefits and advantages available to other individuals or classes of individuals in society." The Act prohibits discrimination based on the following grounds or characteristics:

- i) age
- ii) race
- iii) colour
- iv) religion
- v) creed
- vi) sex
- vii) sexual orientation
- viii) physical disability or mental disability
- ix) an irrational fear of contracting an illness or disease
- x) ethnic, national or aboriginal origin
- xi) family status
- xii) marital status
- xiii) source of income
- xiv) political belief, affiliation or activity
- xv) association with an individual or a class of individuals having characteristics referred to in (i) to (xiv)

The University recognizes that its obligation to provide a learning environment and community free from prohibited discrimination includes the obligation to make accommodations for students in instances where a student's learning environment or the University community in which they operate has a discriminatory effect on the student's ability to fully participate in, and have access to, University academic programs, activities, facilities and services. In particular, the university is obliged to make every reasonable effort short of undue hardship to take substantial, timely and meaningful measures to eliminate or reduce the discriminatory effects of the learning and community environment, including facilities, policies, procedures, and practices.

The purpose of this policy is to set out clear procedures to be followed in all instances where a student seeks accommodation to eliminate or ameliorate discrimination on one of the prohibited grounds. This policy replaces existing policies or practices concerning student accommodation.

The Office of Student Accessibility and Accommodation and the Human Rights and Employment Equity Office are resources available to students seeking accommodation and to units considering or implementing an accommodation plan.

Policy

Definitions

1. In this policy,

"academic accommodation" means accommodation in relation to the student's

participation in an academic program or particular class;

"administrative head" means the individual with day-to-day operational responsibility for a University operation, activity, service or non-academic program;

"non-academic accommodation" means accommodation in relation to University activities and services that are not otherwise considered academic accommodation;

"student" shall include individuals enrolled at the University;

"Student Accommodation Liaison" means the individual or committee assigned responsibility for managing accommodation requests by each Faculty in accordance with section 3 of this policy.

Role of Student Accommodation Office, Faculty and Administrative Heads

2. Subject to the terms of this policy, the Student Accommodation Office will be responsible for administering student requests for accommodation, in consultation with the Faculty's Student Accommodation Liaison in relation to academic accommodation, and in consultation with the relevant administrative head in relation to non-academic accommodation.
3. Each Faculty shall either assign a senior academic administrator or a Faculty, School or Department committee the responsibility to act on behalf of the Faculty in relation to academic accommodation requests under this Policy. Such individuals or committee shall be referred to in this policy as the Student Accommodation Liaison.
4. Prior to the commencement of each academic year, the Student Accommodation Liaison shall be responsible for approving parameters for academic accommodations relative to the Faculty's particular academic program and class requirements.

Requests for accommodation

5. It is the student's responsibility to make a request for accommodation in accordance with this policy. The request for accommodation must be made reasonably in advance of the event or process in relation to which accommodation is being sought so that a decision can be made. Except in rare circumstances when significant psychological or mental health issues arise, there should be no "after-the-fact" accommodation. The University will consider a request for accommodation made by a third party (physician, family member, caregiver, advocate or other representative) only where the student has provided prior written consent.
6. A request for accommodation shall be made by the student in writing to The Office of Student Accessibility and Accommodation, and shall contain the following information:
 - a) the reasons for the accommodation (i.e. particulars of the discriminatory impact on the student on one of the prohibited grounds) and any supporting documentation;
 - b) the accommodation being requested and/or any suggestions as to how the accommodation can be achieved;
 - c) where a medical condition is relevant to the request, copies of medical reports or additional medical documentation to substantiate the request and/or to assist in identifying the most appropriate means of accommodation; and
 - d) where the request relates to academic accommodation in relation to a learning disability, a current psycho-educational report describing the nature of the learning disability.

Assessment and Decisions concerning accommodation

7. The assessment by The Office of Student Accessibility and Accommodation is a two-

step process. First, The Office of Student Accessibility and Accommodation screens the requests to ensure that only requests arising in relation to one of the prohibited grounds of discrimination are permitted to proceed. If the request does arise in relation to one of the prohibited grounds, The Office of Student Accessibility and Accommodation shall proceed to the second step, and shall consider all relevant factors in making a preliminary assessment as to whether an accommodation could be made without imposing an undue hardship to the University. In making such an assessment, The Office of Student Accessibility and Accommodation will usually consult with the student making the request. Relevant factors include, but are not limited to, the following:

- a) Linkage - whether the proposed accommodation will have the practical effect of eliminating or reducing the identified barrier;
 - b) Safety - whether the proposed accommodation would pose a safety risk to faculty, staff or other students or to the student seeking accommodation;
 - c) Financial Cost - what are the costs (estimate out-of-pocket expenses to put the accommodation in place together with any long-term costs to sustain the proposed accommodation), and would such costs be prohibitive;
 - d) Size and nature of the program or service - how disruptive would the proposed accommodation be to the program or service, considering the number of students, faculty and staff and the nature and inter-relationships of their roles;
 - e) Impact on academic requirements - whether the proposed accommodation will substantially undermine the academic requirements of the program; and
 - f) Alternatives - where a requested accommodation appears to create an undue hardship based on the above factors, whether an alternative accommodation may be available.
8. Where the request is for academic accommodation, The Office of Student Accessibility and Accommodation, in consultation with the class instructor, shall assess the recommendation in light of the factors set out in section 7 above, and the parameters for academic accommodation approved by the Faculty responsible for the delivery of the class, and shall make a decision concerning the accommodation. Where the circumstances are not addressed by the approved parameters, The Office of Student Accessibility and Accommodation shall also consult with the Student Accommodation Liaison. The Office of Student Accessibility and Accommodation shall inform the student, those who are necessary for the implementation of the decision (such as the course instructor), and the Student Accommodation Liaison of the decision. Except in extraordinary circumstances, decisions concerning accommodation shall be communicated within five (5) working days of the student's request. A request can be expedited at the request of the student if circumstances warrant. In consultation with the Student Accommodation Liaison, and class instructor as required, The Office of Student Accessibility and Accommodation may review accommodation plans from time to time to determine whether any adjustments to the accommodation plan are necessary.
 9. Where the request is for non-academic accommodation, The Office of Student Accessibility and Accommodation shall work with the appropriate administrative head to determine what accommodation should be provided, consulting others, including the student making the request, as necessary. The Office of Student Accessibility and Accommodation shall communicate the decision to the student. Accommodation plans may be reviewed from time to time to determine whether any adjustments to the accommodation plan are necessary.
 10. The Office of Student Accessibility and Accommodation in consultation with the Student Accommodation Delegates and the administrative heads, as appropriate, will monitor accommodation plans from time to time to ensure that they have been implemented in accordance with this policy.

Appeals

11. There shall be an Accommodation Appeals Committee comprising two members appointed by the Vice-President Finance and Administration, two members appointed by the Vice-President Academic and Provost, two members appointed by the Vice-President Student Services, and three students appointed by the Vice-President Student Services.
12. Where a student believes that his or her request for accommodation has not been handled in accordance with this policy or is not satisfied with the type of accommodation provided, the student may appeal such decision by providing written notice to The Office of Student Accessibility and Accommodation within ten working days of the date of the decision. Upon receipt of such notice, The Office of Student Accessibility and Accommodation shall ask the Vice-President Academic to select a hearing panel comprising three employees and two student members of the Accommodation Appeals Committee to hear the appeal.
13. The Accommodation Appeals Committee hearing panel may uphold the initial decision concerning the accommodation or may determine that an alternate form of accommodation should be provided.. The decision of the hearing panel is final, and cannot be appealed further.

Confidentiality

14. Particulars of requests for accommodation, including supporting documentation, shall be treated as strictly confidential, and shall not be disclosed to other persons without the consent of the student requesting accommodation, except and to the extent that such disclosure is reasonably necessary for the effective implementation of the accommodation plan.

Cooperation

15. All faculty, staff and students shall cooperate with accommodation plans implemented under this policy. Failure to cooperate may be considered prohibited discrimination under the Statement on Prohibited Discrimination.
16. Notwithstanding anything in this policy, students have the right at any time to seek the assistance of the Nova Scotia Human Rights Commission.

Procedures

1. Requests for accommodation under section 5 of the policy shall be on Form A.
2. The notice of appeal described under section 10 of the policy shall be on Form B.

Support Services

Dalhousie University endeavours to provide a broad range of support services to all of its students. Students wishing to obtain assistance from the University shall be expected to undertake a reasonable measure of self-advocacy to ensure that they are provided with the support services necessary. Such support services may include personal counselling, academic counselling, academic advising, and academic skill training.

NOTE: Accommodation of a student's needs due to disability will be facilitated if the student self-discloses and makes prior arrangements. Accommodation may be hindered if advance notification and/or prior arrangements have not been made

Policy on Submission of Student Papers

Any instructor may require student papers to be submitted in both written and electronic (computer-readable) form, e.g., a text file on floppy disk or as an email attachment, as defined

by the instructor. The instructor may submit the material to a third-party computer-based assessment system(s) for the purpose of assessing the originality of the paper. The results of such assessment may be used as evidence in any disciplinary action taken by the Senate.

Intellectual Honesty

A university should be a model of intellectual honesty. As such Dalhousie University shares in the academic values of honesty, trust, respect, fairness and responsibility (Centre for Academic Integrity, 1999 - of which Dalhousie University is a member). Failure to meet the University's standards with respect to these values can result in an academic offence. The length of time a student has attended university, the presence of a dishonest intent and other circumstances may all be relevant to the seriousness with which the matter is viewed.

Violations of intellectual honesty are offensive to the entire academic community, not just to the individual faculty member and students in whose class an offence occurs.

Instructors are responsible for setting examinations and assignments as part of the learning process and for evaluating those examinations and assignments, including ensuring that any rules stated for the procedures used in an examination or assignment are followed. Any violation of such stated rules that could result in a student gaining an unfair or unearned advantage may be considered to be an academic offence.

Examples of Academic Offences

There are many possible forms of academic dishonesty. Since it is not possible to list all instances of academic dishonesty, the following list of examples should be considered only as a guide. The omission of a dishonest action from this list does not prevent the University from prosecuting an alleged instance of that action.

A. Plagiarism

Members of academic communities are privileged to share in knowledge generated through the efforts of many. In return, each member of the community has the responsibility to acknowledge the source of the information used and to contribute knowledge that can in turn, be trusted and used by others. Consequently, the University attaches great importance to the contribution of original thought to learning and scholarship. It attaches equal importance to the appropriate acknowledgement of sources from which facts and opinions have been obtained.

Dalhousie University defines plagiarism as the submission or presentation of the work of another as if it were one's own.

Plagiarism is considered a serious academic offence that may lead to the assignment of a failing grade, suspension or expulsion from the University. If a penalty results in a student no longer meeting the requirements of a degree that has been awarded, the University may rescind that degree.

Some examples of plagiarism are:

- failure to attribute authorship when using a broad spectrum of sources such as written or oral work, computer codes/programs, artistic or architectural works, scientific projects, performances, web page designs, graphical representations, diagrams, videos, and images;
- downloading all or part of the work of another from the Internet and submitting as one's own; and
- the use of a paper prepared by any person other than the individual claiming to be the author.

The proper use of footnotes and other methods of acknowledgement vary from one field of study to another. Failure to cite sources as required in the particular field of study in the

preparation of essays, term papers and dissertations or theses may, in some cases, be considered to be plagiarism.

Students who are in any doubt about how to acknowledge sources should discuss the matter in advance with the faculty members for whom they are preparing assignments. In many academic departments, written statements on matters of this kind are made available as a matter of routine or can be obtained on request. Students may also take advantage of resources available through the Writing Centre at writingcentre.dal.ca or the Dalhousie Libraries at library.dal.ca/services/infolit.

B. Irregularities in the Presentation of Data from Experiments, Field Studies, etc.

Academic research is based on the presentation of accurate information and data that are obtained honestly. The trustworthiness of our findings is essential to building knowledge in and across fields of study. Therefore, the falsification of data in reports, theses, dissertations and other presentations is a serious academic offence, equivalent in degree to plagiarism, for which the penalties may include the assignment of a failing grade, suspension or expulsion from the University or the withdrawal of a degree previously awarded.

C. Other Irregularities

Dalhousie University strives to provide equal opportunities for learners to demonstrate and to be recognized for their abilities. Any behaviour intended to gain unearned advantage over another person violates this principle. A member of the University who attempts, or who assists any other person in an attempt, to fulfill, by irregular procedures, any requirements for a class, commits an academic offence and is subject to a penalty.

In the absence of specific approval from the instructor of a class, all students should assume that every assignment is to be completed independently, without any form of collaboration.

Students should take reasonable precautions to prevent other students from having access, without permission, to their tests, assignments, essays or term papers.

The following are some examples of irregular procedures. The list should be used only as a guide since it is not possible to cover all situations that may be considered by the Senate Discipline Committee to be irregular.

- writing an examination or test for someone else;
- attempting to obtain or accepting assistance from any other person during an examination or test;
- during the time one is writing an examination or test, having material that is not specifically approved by the instructor;
- without authorization, obtaining a copy of an examination or test, topic for an essay or paper, or other work;
- without authorization from the faculty member in charge of that class, submitting any work for academic credit when one is not the sole author or creator;
- without authorization submitting any work that has been previously accepted for academic credit in any other class in any degree, diploma or certificate program, or has been completed as part of employment within the University, for example, as research activity. A repeated class is considered to be a separate class.

D. Aiding in the Commission of an Academic Offence

No student may encourage or aid another student in the commission of an academic offence, for example,

- by lending another student an assignment knowing that he or she may copy it for

submission;

- by allowing another student to copy answers during an examination.

E. Misrepresentation

Any person who provides false or misleading information during an investigation of a suspected academic offence is guilty of an offence.

Discipline

1. Members of the University, both students and staff, are expected to comply with the general laws of the community, within the University as well as outside it.
2. Alleged breaches of discipline relating to student activities under the supervision of the Dalhousie Student Union are dealt with by the Student Union. Alleged breaches of discipline relating to life in the residences are dealt with by the residence discipline policy unless the President determines that some non-residence University interests are involved. Senate is charged with the authority to deal with cases of alleged academic offenses, see examples above, as well as with certain other offenses that are incompatible with constructive participation in an academic community.
3. On report of a serious breach of the law, or a serious academic offence deemed by the President, or in his or her absence by a Vice-President or the Dean of a Faculty, to affect vital University interests, a student involved may be temporarily suspended and denied admission to classes or to the University by the President, Vice-President or Dean, but any suspension shall be reported to the Senate, together with the reasons for it, without delay.
4. No refund of fees will be made to any student required to lose credit for any class taken, required to withdraw or who is suspended or dismissed from any class or any Faculty of the University.

Academic Dishonesty

Faculty Discipline Procedures Concerning Allegations of Academic Offences

I. Preamble

These procedures deal with allegations of academic offences and do not deal with violations of the student code of conduct. The purpose of these procedures is to delegate assessment of certain allegations of academic offences to the Faculty level.

Guideline for Evaluators

An alleged first or later breach of any academic standard by a student should never be dealt with by an evaluator, but in all instances, should be referred to the Academic Integrity Officer in accordance with these procedures. Any attempt by any person or body other than the Senate, the Senate Discipline Committee, or the Academic Integrity Officers to impose a penalty for an alleged offence is null and void and leaves the student still liable to discipline for that offence. Further, a student remains liable to discipline for a suspected offence notwithstanding a failure on the part of an evaluator to report the allegation in accordance with these procedures.

Where an allegation of a breach of academic standards has been made or is pending, the evaluator should not reveal the mark or grade to anyone until the Vice Chair (Academic Administration) has confirmed the disposition of the matter by the Senate Discipline Committee or the Academic Integrity Officer.

II. Academic Integrity Officers

1. Academic Integrity Officers are associated with the Faculties of Dalhousie University.
2. The Academic Integrity Officer shall act between the student and instructor, and may appear at Hearing Panels of the Discipline Committee or the Discipline Appeals Board to present the case against the student.
3. The Academic Integrity Officer is the Dean of the Faculty. The Dean may further delegate this role to one or more members of his/her academic staff except those who are Senate Officers, who are otherwise involved in the student discipline process, or who otherwise are in a potential conflict of interest relative to this role. Annually the name of the delegate(s) shall be communicated in writing to the Vice-Chair (Student Affairs) who shall report to Senate.
4. The Academic Integrity Officers shall meet as a group with the Senate Discipline Committee (SDC) at least once a year to discuss relevant policy issues and training requirements with a view to maximizing consistency and predictability in the administration of academic offences across the University. Such meetings will be convened and chaired by the Vice-Chair (Student Affairs).
5. Penalties:

Penalties shall follow the guidelines contained within the University's Academic Regulations and the Senate Discipline Committee terms of reference set out in Section 10 of the Senate Constitution, which are reproduced below for convenience.

"The range of penalties which may be imposed by the Senate Discipline Committee be circumscribed only by the requirement that such penalty or penalties be of an academic nature and, without restricting the generality of the foregoing, may include any one or more of:

- 1) notation of the fact of discipline on the offender's transcript for a period of one (1) or core years, but not exceed five (5) years;
- 2) repeat of the assignment that triggered the discipline;
- 3) a failing grade or mark or assessment in the piece of work triggering the discipline;
- 4) failure of the class or seminar or program;
- 5) failure of the academic year;
- 6) suspension for an academic term or year (to a maximum suspension of three (3) academic years);
- 7) expulsion from the University;
- 8) loss of a current or continuing scholarship, or both, or loss of eligibility to receive or to maintain scholarships or prizes or bursaries; and
- 9) removal from the Dean's List."

6. Faculty Procedures

When an academic offence is suspected, the instructor shall submit a signed statement outlining the basis for the allegation, together with all relevant supporting evidence, to the Academic Integrity Officer of the Faculty which is responsible for the delivery of the course at issue, or in the case of an allegation in relation to a graduate thesis or other non course graduate materials, to the Academic Integrity Officer of the Faculty of Graduate Studies, within 10 working days of becoming aware of the alleged offence, but in any event no later than the deadline for submission of final grades to the Registrar, except in extraordinary circumstances, as determined by the Academic Integrity Officer.

7. Upon receipt of the material from the instructor, the Academic Integrity Officer shall determine whether or not the material supports a prima facie case that the student has committed an academic offence. If no prima facie case is made out, no further steps are taken in relation to the allegation, and the instructor and student will be so advised in writing.

8. If a prima facie case is established, then the Academic Integrity Officer will take the following further steps:
 - a) Check the academic discipline database maintained by the Senate Office to determine if the student(s) has a record of prior academic offence(s);
 - b) With the exception of cases involving 2 or more students facing allegations arising from the same fact situation ("common allegation") which shall proceed in accordance with paragraph 9, if the student(s) has a record of prior academic offence(s), forward the allegation to the Senate Discipline Committee;
 - c) If the allegation appears to be a first offense, and in all cases of 2 or more students facing a common allegation, inform the student(s) in writing of the nature of the allegation, the instructor's statement, the evidence, the procedures to be followed, the possible penalties, and possible sources of advice and support (will be a standard document);
 - d) Convene a meeting with the student(s), the student(s)'s advisor, if any, and the instructor within 5 working days upon receipt of the allegation by the student, which time may be extended at the request of the student, instructor, or Academic Integrity Officer, in appropriate circumstances.;
 - e) If the meeting does not take place within the time set out above, the Academic Integrity Officer has the discretion to convene another meeting with the student(s), the student(s)'s advisor, if any, and the instructor. The Academic Integrity Officer also has the discretion to convene additional meetings as may be reasonably required. In the event an initial meeting does not occur within a reasonable time after a prima facie case is established, the Academic Integrity Officer shall refer the allegation to the Senate Discipline Committee.
9. Notwithstanding paragraph 8b, in the case of 2 or more students facing allegations arising from the same fact situation ("common allegation"), the Academic Integrity Officer has the authority to convene a meeting with all such students in accordance with paragraphs 8d and 8e and to make findings for all such students under these Procedures, regardless of the fact that one or more of such students may have a record of prior academic offence(s). If the Academic Integrity Officer's assessment is that there is sufficient evidence to support a finding that a student facing a common allegation has committed an academic offence, for any such student who has no record of prior academic offence(s), subject to paragraph 14, the Academic Integrity Officer shall assess an appropriate penalty for the student in accordance with these Procedures; and for any such student who has a record of prior academic offence(s), the Academic Integrity Officer shall forward the matter to the Senate Discipline Committee for assessment of an appropriate penalty.
10. Following the meeting convened in accordance with paragraph 8, the Academic Integrity Officer shall make a preliminary assessment of whether there is sufficient evidence to support a finding that the student has committed an academic offence, and if there is sufficient evidence, make a preliminary assessment of what penalty would be appropriate in the circumstances. In making the latter assessment, the Academic Integrity Officer shall exercise broad discretion in considering possible mitigating circumstances including but not limited to extraordinary personal circumstances and lack of educational experience.
11. If the Academic Integrity Officer's assessment is that there is insufficient evidence to support a finding that the student has committed an academic offence, s/he shall inform the student in writing with a copy to the Instructor within 5 working days of the meeting. This does not preclude an Academic Integrity Officer from proceeding with the allegation at a later date, should new evidence become available.
12. If the Academic Integrity Officer's assessment is that there is sufficient evidence to support a finding that the student has committed an academic offence, AND that the

appropriate penalty for the student's conduct is any of the penalties described in paragraph 5, above, except those listed in subparagraphs 5 to 9 the Academic Integrity Officer shall provide the student with the option of accepting the finding and the proposed penalty, or of proceeding to the Senate Discipline Committee for a full hearing. The option shall be presented to the student within 5 working days of the meeting, and the student shall have 2 working days to respond. In the event that the student elects to accept the finding and proposed penalty, the Academic Integrity Officer shall so advise the Vice-Chair (Student Affairs).

13. Within 14 calendar days of the Vice-Chair (Student Affairs) being advised of the finding and agreed penalty under paragraph 12, the Vice-Chair (Student Affairs), or in his or her absence, the Chair or Vice-Chair (Academic Programs), and a student Senator appointed by the Dalhousie Student Union shall jointly review the finding and agreed penalty to determine whether the process is consistent with the Faculty Discipline Procedures Concerning Allegations of Academic Offences. If so, they shall ratify the matter on behalf of Senate and the Vice-Chair shall notify the student and the Academic Integrity Officer of such ratification. For ratification to occur, the decision must be unanimous. The finding and agreed penalty shall stand, despite possible insubstantial procedural errors. The Vice-Chair (Student Affairs) shall ensure that the offence is recorded on the Senate Discipline database and that the Registrar and any others are notified of the finding and penalty for immediate implementation. If the Vice-Chair (Academic Administration) and/or the student Senator have any material concerns about the process, the Vice-Chair (Student Affairs) shall consult with the Academic Integrity Officer to determine whether the concerns can be resolved. If the Vice-Chair (Academic Administration) and the Academic Integrity Officer are unable to resolve any concerns, the matter shall be referred back to the Academic Integrity Officer for further consideration under these Procedures, after which the Vice-Chair (Academic Administration) and a student Senator shall jointly re-consider ratification. Should ratification still not occur, the matter shall be referred to the Senate Discipline Committee for a hearing.
14. If the Academic Integrity Officer's assessment is that there is sufficient evidence to support a finding that the student has committed an academic offence, but that the appropriate penalty for the student's conduct is one of those listed in subparagraphs 5 to 9 of paragraph 5 of these Procedures, the Academic Integrity Officer shall, within 5 working days of the meeting, notify the student in writing, with a copy to the instructor, that the matter will be forwarded to the Senate Discipline Committee for a full hearing.
15. Should a student request that an allegation be referred back to the Academic Integrity Officer after it has been forwarded to the Senate Discipline Committee, the Academic Integrity Officer has the discretion to grant such a request. A student's request shall be in writing, and delivered to the Vice-Chair (Student Affairs) within 5 working days of the date the allegation letter is sent to the student by the Vice-Chair (Student Affairs).
16. Prior to a hearing by the Senate Discipline Committee of an allegation against a student, the Academic Integrity Officer shall provide a written allegation to the Senate office identifying the evidence initially presented by the instructor pursuant to paragraph 6 and any additional evidence obtained by the instructor in the course of the assessment of the matter. The written allegation shall not include reference to whether or not any meeting(s) did occur pursuant to paragraph 8d or 8e, any statements that may have been made by the student at such meeting(s), or any alternate versions of the facts and circumstances that may have been presented by one or more students at such meeting(s). The student shall have the opportunity to provide a written submission in response prior to the hearing by the Senate Discipline Committee. Notwithstanding the foregoing, in the event of a statement made by a student at a hearing of the Senate Discipline Committee that is inconsistent with a statement previously made by that student in the meeting(s) with the Academic Integrity Officer, then the Academic

Integrity Officer may refer to statements that may have been made by the student at such meeting(s).

17. Confidentiality must be maintained by those involved in each case when an academic offence is suspected and the instructor submits an allegation to the Academic Integrity Officer, except as is reasonably necessary to implement the finding and agreed penalty or as required in subsequent disciplinary proceedings related to the same matter.

Senate Discipline Committee

Jurisdiction of the Senate Discipline Committee

1. The Senate Discipline Committee has jurisdiction to hear:
 - a) Complaints referred to the Senate Discipline Committee under the Code of Student Conduct ("Code Complaints"); and
 - b) Allegations of academic offences referred to the Senate Discipline Committee under the Faculty Discipline Procedures Concerning Allegations of Academic Offences ("Integrity Allegations").
2. For the purpose of these procedures, the following definitions shall apply:
 - a) Allegation means a Code Complaint or an Integrity Allegation as the context requires.
 - b) University Representative means the President of the University or his/her designate in the case of Code Complaints, or the Academic Integrity Officer in the case of Integrity Allegations.
3. The Senate Discipline Committee's jurisdiction extends to Allegations against a student who, before or during the course of the disciplinary process involving him or her, but prior to adjudication, has:
 - i) been compelled to withdraw academically;
 - ii) chosen to withdraw from the class, the program, or the University prior to being disciplined, or;
 - iii) chosen not to register at the University.
4. In the case of Integrity Allegations, a Hearing Panel of the Senate Discipline Committee may:
 - a) dismiss the allegation; or
 - b) impose any of the following:
 - i) notation of the fact of discipline on the offender's transcript for a period of one (1) or more years, but not exceeding five (5) years;
 - ii) repeat of the assignment that triggered the discipline;
 - iii) a failing grade or mark or assessment in the piece of work triggering the discipline;
 - iv) an imposed limit on the grade that can be given for the assignment or class;
 - v) failure of the class;
 - vi) suspension for an academic term or year (to a maximum suspension of three (3) academic years);
 - vii) expulsion from the University;
 - viii) any other remedy of an academic nature that is within the power of Senate to grant.
5. In the case of a Code Complaint, a Hearing Panel of the Senate Discipline Committee may:
 - a) dismiss the complaint; or

- b) impose any of the penalties set out under the Code of Student Conduct
- 6. In the case where an Allegation is proven and is not dismissed under section 4(a) or 5(a), the Hearing Panel of the Senate Discipline Committee may consider any mitigating or aggravating circumstances in its determination of the appropriate penalty.

Initiating a Hearing / Pre-Hearing Procedures

- 7. To initiate a hearing of the Senate Discipline Committee the University Representative shall submit a written request to the Senate Vice-Chair (Student Affairs), or designate. The request shall include a written submission outlining the Allegation together with all supporting evidence, documentation and a list of the witnesses on which the University Representative intends to rely.
- 8. The Senate Vice-Chair (Student Affairs) shall provide the student with a notice of the Allegation that shall include:
 - a) The material filed by the University Representative under section 7;
 - b) Notice of the deadline for the student to submit a written defence, any supporting evidence and a list of individuals who will attend at the hearing on the student's behalf; and
 - c) Notification of the student's right to be represented.
- 9. The student shall provide the Senate Vice-Chair (Student Affairs) with a written defence, supporting evidence and a list of the individuals who will also be attending, as well as their capacity (i.e. witness, support person, advocate) no later than the date specified in the notice of allegation. Any evidence or documentation provided after the deadline for submission may be ruled inadmissible by the Hearing Panel at the hearing.
- 10. The Chair of the Senate Discipline Committee shall constitute a Hearing Panel in a timely manner comprising three faculty and two students. No faculty member who is a current instructor of the accused student may serve as a member of the Hearing Panel. The student member of a Hearing Panel shall not be a member of the class from which the complaint originates. In the event that no student members of the Committee are able to participate on a Hearing Panel due to the provisions of this paragraph, the Dalhousie Student Union shall appoint an ad hoc member to the applicable Hearing Panel. The Committee Chair or an alternate faculty member shall chair the hearing.
- 11. The Student and University Representative shall be notified of the date, time and location of the hearing, as well as the names of all individuals who will be in attendance, no less than ten (10) working days in advance of the hearing.
- 12. Preliminary objections or issues must be raised as far in advance of the hearing as reasonably possible. The Chair of the Hearing Panel has sole discretion to rule on any preliminary issues or objections raised by either party that must be dealt with prior to the commencement of the hearing. The Hearing Panel may rule on any preliminary issues or objections raised at the commencement of the hearing.

Hearing Procedures

- 13. The Chair of the Hearing Panel shall determine procedures for the hearing in a manner that is consistent with the principles of natural justice and these Procedures.
- 14. In extenuating circumstances, the Chair of the Hearing Panel may decide to proceed with the hearing in the absence of one faculty member of the Hearing Panel.
- 15. In the event that the student fails to appear at the hearing, the Hearing Panel shall satisfy itself that reasonable efforts were made to notify the student and may proceed in the student's absence.
- 16. The student may participate at an oral hearing in person, by way of teleconference, or by such other means approved in advance by the Hearing Panel. The student may

- waive the right to an oral hearing and choose to proceed solely by written submissions.
17. Hearings shall be in camera.
 18. At the commencement of the hearing, the Chair of the Hearing Panel shall explain the procedures to be followed and provide an opportunity for introductions as well as any questions, objections, or opening statements.
 19. The University Representative shall present the Allegation and witnesses, if any. The student and any members of the Hearing Panel may question the University Representative and the University Representative's witnesses following the presentation of the Allegation.
 20. The student may present his or her defence and witnesses, if any, following the University Representative's presentation. The University Representative and any members of the Hearing Panel may question the student and any of the student's witnesses following the presentation of the defence.
 21. At the discretion of the Chair of the Hearing Panel, the parties may make final arguments following the presentations. The student shall have the last word.
 22. At the discretion of the Hearing Panel, any evidence sought to be admitted by either party from witnesses who are not available to give evidence in person may be received in writing or in some other form.
 23. The student is considered innocent until the Allegation is proven on a balance of probabilities, the burden of which lies with the University Representative.
 24. The decision of the Hearing Panel shall be by majority.
 25. The Hearing Panel shall report its decision including reasons for the decision and any penalty imposed, to the Vice-Chair (Student Affairs) who shall forward a copy of the decision to the student and the University Representative.
 26. An audio recording of each oral hearing shall be made. The recording and all correspondence and documentary evidence relating to appeal proceedings shall be kept in accordance with the records management policies of the University Secretariat. The student may obtain a copy of the audio recording by making written request to the Senate Vice-Chair (Student Affairs) and may use such recording only for the purpose of an appeal of the decision in question.
 27. Appeals from decisions of the Senate Discipline Committee may be made to the Senate Appeals Committee in accordance with the Senate Appeals Committee -Jurisdiction and Appeals Procedures.
 28. The Senate shall maintain a confidential database of discipline decisions for the purposes of general reporting and proper adjudication of repeat offences.

University of King's College

The University of King's College Registrar shall notify the Dalhousie Registrar in the event that academic discipline proceedings have been commenced in relation to a Dalhousie student, and shall advise the Dalhousie Registrar of the outcome of such proceedings, including any sanctions imposed against the student. Where the student has been previously sanctioned for academic misconduct, the Dalhousie Registrar will provide the University of King's College Registrar with particulars of the offence and the sanction imposed.

I. Commentary on Penalties

A. Proactive Measures

Dalhousie University emphasizes education and proactive engagement, therefore a Proactive Measure, which is a form of recommendation, may be prescribed as an educational aid in addition to a Penalty. It may include but not necessarily be restricted to suggesting that the student seek some form of professional help from the Academic Advising Office or Counseling

Services or elsewhere which, for example may be time management or stress management, etc., and /or an apology for the infraction. The main purpose of a Proactive Measure is to help the student learn how to reduce the likelihood of future violations of academic integrity. It is important to note that it is the student's responsibility to decide whether or not to follow the Proactive Measure since it is not a formal Penalty but rather a recommendation. Therefore, there is normally no oversight by the University (AIO or SDC) to ensure that a Proactive Measure is followed.

B. Consequence

A Consequence is an outcome of the application of a Penalty. A Consequence is not imposed by the University's academic integrity policies but arises from the University's academic policies. For example the consequences of the Penalty of a failing grade may include but not necessarily be limited to : failure in a program, delay of graduation, loss of full-time student status, change in visa status (for a visa student), loss of eligibility for student aid, removal from the Dean's list. Similarly a notation on a transcript may have serious unforeseen consequences for future opportunities, etc. This list is not intended to be exhaustive. Therefore, while the university's academic integrity procedures (AIO or SDC) may foresee some consequences, ultimately the student bears the responsibility for any consequences of a Penalty.

Code of Student Conduct

I. Background

Dalhousie University is a community of faculty, staff and students, involved in teaching, research, learning and other activities. Students are members of the University for the period of their registration in an academic program and are subject to the disciplinary authority of the University during that time.

The University does not stand in loco parentis to its students. In the exercise of its disciplinary authority, the University treats students as adults free to organize their own personal lives, behaviour and associations subject only to the law, and to University regulations that are necessary to protect:

- the integrity and proper functioning of the academic and non-academic programs and activities of the University or its faculties, schools or departments;
- the peaceful and safe enjoyment of University facilities by other members of the University and the public;
- the freedom of members of the University to participate reasonably in the programs of the University and in activities on the University's premises;
- the property of the University or its members.

Other than this, regulation of student behaviour by the University is neither necessary nor appropriate.

Members of the University, including students, are not immune from the criminal and civil law. Provisions for non-academic discipline should not attempt to shelter students from the normal responsibilities of adult citizens nor add unnecessarily to these responsibilities. Thus, conduct that violates the Criminal Code or other statute should ordinarily be dealt with by the police and criminal courts. In cases, however, in which criminal or civil proceedings would not adequately protect the University's interest and responsibilities as defined above, proceedings may be brought under the Code of Student Conduct.

The University may also define standards of professional conduct for students in programs where these are appropriate, and this Code is not intended to replace or supersede such standards.

II. Code Of Conduct

A. Definitions

1. In this Code, the word "premises" includes lands, buildings and grounds of the University, or other places or facilities used for the provision of the University's programs or services or for University-approved events and activities.
2. In this Code, "student" means a person:
 - a) engaged in any academic work or placement which leads to the recording and/or issue of a mark, grade or statement of performance by the appropriate authority in the University or another institution; and/or
 - b) registered in, enrolled in, or attending any course or class, or otherwise participating as a learner in any activity which entitles the person to the use of a University library, library materials, library resources, computer facility or dataset.
3. In this Code, the words "Dalhousie University" refer to Dalhousie University and include any institutions affiliated with it, where such inclusion has been agreed upon by the University and the affiliated institution, with respect to the premises, facilities, equipment, services, activities, students and other members of the affiliated institution.
4. Unless otherwise stated, a student will only be liable for conduct that she or he knew or ought reasonably to have known would constitute conduct prohibited under this Code.
5. Nothing in this Code shall be construed to prohibit peaceful assemblies and demonstrations, or lawful picketing, or to inhibit freedom of speech.

B. Application

Conduct shall be deemed to be an offence under this Code, when committed by a student of Dalhousie University, provided that such conduct:

1. occurs on the premises of Dalhousie University;
2. occurs elsewhere in the course of activities sponsored by Dalhousie University (or by any of its faculties, schools or departments), or where the conduct is alleged to adversely affect, disrupt or interfere with another person's reasonable participation in Dalhousie University programs or activities; or
3. occurs in the context of a relationship between the student and a third party and involves the student's standing, status or academic record at the University.

However, this Code will not apply to conduct that:

4. is specifically assigned to another disciplinary body within the University; or
5. is subject to action as an alleged failure to meet standards of professional conduct as required by a college, faculty or school; or
6. is subject to action under a residence discipline policy unless some non-residence University interests are deemed to be involved, in which case the President may specifically authorize proceedings under this Code; or
7. is committed by a student in her or his capacity as an employee of the University unless some non-employment University interests are deemed to be involved, in which case the President may specifically authorize proceedings under this Code;
8. is subject to the disciplinary authority of the Dalhousie Student Union.

C. Offences

1. **Offences Against Persons**

- a) No student shall assault another person sexually, or threaten any other person with sexual assault or commit an act of sexual harassment toward another person.

- b) No student shall otherwise assault another person, threaten any other person with bodily harm, or cause any other person to fear bodily harm.
- c) No student shall create a condition that unnecessarily endangers the health or safety of other persons.
- d) No student shall threaten any other person with damage to such person's property, or cause any other person to fear damage to her or his property.
- e) No student shall engage in a course of vexatious conduct, harassment or discrimination that is directed at one or more specific persons and that is based on the age, race, colour, religion, creed, sex, sexual orientation, physical disability, mental disability, an irrational fear of contracting an illness or disease, ethnic or national or aboriginal origin, family status, marital status, source of income, political belief or affiliation or activity of that person or of those with whom he or she associates.
- f) No student shall engage in unwelcome or persistent conduct that the student knows, or ought to reasonably know, would cause another person to feel demeaned, intimidated or harassed. Examples of such conduct include, but are not limited to:
 - i) following another person, or anyone known to that person;
 - ii) unwanted communication with another person or anyone known to that person;
 - iii) watching the residence or place of work of another person or anyone known to that person;
 - iv) threatening another person or any member of the family, friends or colleagues of the other person;
 - v) coercing, enticing or inciting a person to commit an act that is humiliating or demeaning to that other person or to others.

2. Disruption

No student shall, by action, threat or otherwise, disrupt, obstruct or adversely affect any activity organized by Dalhousie University or by any of its faculties, schools or departments, or the right of other persons to carry on their legitimate activities, to speak or to associate with others.

3. Offences Involving Property

- a) No student shall take without authorization, misuse, destroy, deface or damage the property of Dalhousie University, or property that is not her or his own, or information or intellectual property belonging to Dalhousie University or to any of its members.
- b) No student shall possess the property of Dalhousie University, property in the custody of Dalhousie University, or property that is not her or his own, if the student knows that property to have been taken without authorization.
- c) No student shall create a condition that unnecessarily endangers or threatens destruction of the property of Dalhousie University or of any of its members.

4. Unauthorized Use of University Facilities, Equipment or Services

- a) No student shall use any facility, equipment or service of the University, or enter or remain on any premises, to which he or she does not have legitimate access, or contrary to the expressed instruction of authorized persons.
- b) No student shall use any University computing equipment, facility, network or system for any disruptive or unauthorized purpose, or in a manner that violates any law, Dalhousie University regulations, policies and procedures or in any way that is incompatible with the principles in the Acceptable Use of Information Technology Resources sections. Examples of inappropriate use of computer equipment, facilities, networks and systems include, but are not limited to:
 - i) copying, removing or distributing software and/or data without authorization;

- ii) using another person's account, or misrepresenting themselves as another user;
 - iii) disclosing confidential passwords, access codes, etc., assigned to themselves or others;
 - iv) interfering with the work of others using computing equipment, facilities, networks, systems or accounts;
 - v) displaying, transmitting, distributing or making available information that is discriminatory, obscene, abusive, derogatory, harassing or otherwise objectionable;
 - vi) breaching terms and conditions of software licensing agreements;
 - vii) interfering with the normal operation of computing equipment, facilities, networks or systems by, among other things, flooding the network with messages, sending chain letters or pyramid solicitations;
 - viii) using the University's computing equipment, facilities, networks and systems for profit or commercial gain.
- c) No student shall destroy, misplace, misfile, or render inoperable any stored information such as books, film, data files or programs from a library, computer or other information storage, processing or retrieval system.

5. Aiding in the Commission of an Offence

No student shall encourage or aid another student in the commission of an offence defined in this Code, or encourage or aid behaviour by a non-student which, if committed by a student, would be an offence under this Code.

6. Alcohol and Drug Use

No student shall contravene the Liquor License Act of Nova Scotia or a provision of the Campus Alcohol Policy, nor shall any student possess, use or sell a drug to which access is restricted by the Narcotics Control Act.

7. False Information and Identification

- a) No student shall knowingly furnish false information to any person or office acting on behalf of the University.
- b) No student shall forge, alter or misuse any document, record or instrument of identification.
- c) No student shall knowingly furnish false information to any person regarding his or her standing, status or academic record at Dalhousie University.

8. Unauthorized Possession of a Firearm or Weapon

No student shall possess a firearm or other weapon on the University premises without the specific written permission of the Chief of Security.

9. Contravention of University Regulations

When a rule, regulation or policy of the University prohibits or proscribes certain conduct but does not provide any penalty for breaches of the rule, regulation or policy, breaches shall be dealt with under this Code.

10. Other

No student shall contravene any provision of the Criminal Code or any other federal, provincial or municipal statute on the premises of the University or in the course of the University's programs or services, or University-approved events or activities.

D. Procedures

1. Whenever possible and appropriate, reason and informal measures shall be used to resolve issues of individual behaviour before resort is made to formal disciplinary

procedures.

2. Any person may make a complaint against any student for misconduct. A complaint shall be prepared in writing and directed to the Vice-President, Student Services. Any complaint should be submitted as soon as possible after the event takes place. All complaints shall be presented to the accused student in written form. Along with notice of the complaint the accused student shall be advised of her/his right to be represented throughout the process, including by a Student Advocate.
3. The Vice-President, Student Services, or designate shall conduct an investigation to determine if the complaint has merit and/or if it can be disposed of informally by mutual consent of the parties involved on a basis acceptable to the Vice-President, Student Services, or designate. If an informal disposition of the complaint results, such disposition shall be final, and there shall be no subsequent proceedings.
4. An agreement that a student will withdraw from the University for a period of time, or not re-register, may be part of an informal disposition of a complaint. In such instances this will not be recorded on the student's academic record, but a "block" on further registration may be entered in the student information system.
5. The Vice-President, Student Services, shall report annually to Senate regarding the number and nature of complaints that are disposed of informally.
6. If the complaint cannot be resolved informally through the procedures described in Section 3, or if in the judgment of the Vice-President, Student Services, it is not appropriate for the complaint to be so resolved, the Vice-President, Student Services, shall refer the complaint to the Senate Discipline Committee for a formal hearing. In determining whether to refer a case to the Senate Discipline Committee, the Vice-President, Student Services, may seek advice from a student Discipline Advisor or other appropriate source.
7. Where there are criminal or civil proceedings pending against the student for conduct related to the complaint, the Vice-President, Student Services, may defer prosecution of the complaint on such terms and conditions as are appropriate in the circumstances (including an interim suspension) until the conclusion of all or part of such proceedings where the circumstances of the case warrant. Conviction of a criminal offence will be considered prima facie evidence of a parallel offence under this Code.
8. Any statements an accused student makes to the Vice-President, Student Services, or designate in the course of an attempt to resolve a complaint informally may not be submitted to the Senate Discipline Committee as evidence.
9. Hearings shall be conducted by the Senate Discipline Committee according to procedures determined by the Committee. In other than exceptional circumstances, a hearing by the Senate Discipline Committee shall occur within sixty calendar days of the referral of a complaint to the Committee.
10. The President or designate shall appoint a person to present the complaint.
11. If a student fails to appear at a hearing, the hearing may proceed, provided that the student has been given adequate notice. Except in the case of a student charged with failing to obey the summons of the Committee or University official, no student may be found to have violated the Student Code solely because the student failed to appear before the Committee. In all cases, the evidence in support of the complaint shall be presented and considered.

E. Sanctions

1. In each case in which the Senate Discipline Committee determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Committee.
2. The following sanctions may be imposed upon any student found to have violated the

Student Code:

- a) Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b) Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c) Loss of Privileges - Denial of specified privileges for a designated period of time.
 - d) Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - e) Discretionary Sanctions - Work assignments, service to the University or other such discretionary assignments that are considered appropriate by the Discipline Committee.
 - f) Conditions - Conditions may be imposed upon a student's continued attendance.
 - g) University Suspension - Suspension of the student from the University for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - h) University Expulsion - Permanent separation of the student from the University.
3. More than one of the sanctions listed above may be imposed for any single violation.
 4. Other than expulsion from the University and suspension for the duration of its effect, disciplinary sanctions shall not be made part of the student's academic record, but shall be kept on file in the Office of the Vice-President, Student Services, for use in the event of further breaches of this Code.
 5. No student found guilty of an offence under this Code shall refuse to comply with a sanction or sanctions imposed under the procedures of this Code. Such refusal will constitute grounds for the imposition of additional sanctions.
 6. The Committee may direct that a sanction be held in abeyance if a student's registration at the University is interrupted for any reason.

F. Interim Suspension

In the following circumstances, the President of the University, or a designate, may impose an interim suspension prior to the hearing before the Committee.

1. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the University community or preservation of University property; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a threat of disruption or of interference with the operations of the University or the activities of its members.
2. During the interim suspension, students may be denied access to specified campus facilities (including classes) and/or any other University activities or privileges for which the student might otherwise be eligible, as the President or the designate may determine to be appropriate.
3. A student who is the subject of an interim suspension may request a hearing before the Senate Discipline Committee on the issue of the interim suspension itself. This request shall be submitted in writing, with reasons, to the Secretary of Senate. The Committee shall hear the matter, including submissions by the President or designate, within ten working days, and shall have the authority to confirm, negate, or alter the terms of the interim suspension.

Protection of Property

1. Dalhousie University is the owner and/or occupier of the lands and buildings which

comprise its campuses. In addition to all other processes set out in this Calendar (including the Code of Student conduct), the University reserves the right to exercise all rights and remedies available to it pursuant to any statute, by-law, regulation, ordinance, order, or otherwise, in order to protect campus property and those who use it.

2. Without limiting the foregoing, Dalhousie University may issue a notice against a student pursuant to the Protection of Property Act prohibiting entry to all or part of the campuses or prohibiting a particular activity or activities on all or part of the campuses, where circumstances warrant. Such a notice may be issued either separately or in conjunction with the procedures set out in the Code of Student Conduct. The notice may be in force for the period stated in the notice which will normally be for up to one calendar year. If considered appropriate by the Vice-President, Student Services, a notice may be renewed for further periods.
3. A notice under the Protection of Property Act may also be issued by Dalhousie University in relation to the Student Union Building at the request of the Student Union. In the case of urgent or emergency situations, such a notice may be issued immediately. If the Student Union request is to have a prohibition extend beyond seven (7) days for a registered Dalhousie University student, the Student Union shall make a written request to the Vice-President, Student Services, providing detailed reasons for the request and the process followed leading up to the request for the notice, including details of when the student was advised that his or her behaviour or activities were inappropriate and ought to cease, the reasons provided to the student, and whether the student was afforded the opportunity to respond or to rectify behaviors or cease the inappropriate activity.
4. A Dalhousie University student may appeal any notice issued against him or her under the Protection of Property Act in writing to the Vice-President, Student Services.

Senate Appeals Committee

Jurisdiction of the Senate Appeals Committee

1. The Senate Appeals Committee has appellate jurisdiction.
2. The Senate Appeals Committee is not an investigative body.
3. The Senate Appeals Committee does not receive or determine:
 - a) allegations of discrimination, which are addressed under the Statement on Prohibited Discrimination, or
 - b) requests for accommodation, which are addressed under the Accommodation Policy for Students.
4. The Senate Appeals Committee shall consider the following appeals initiated by students:
 - a) Academic appeals from decisions or the refusal to make decisions at the Faculty level regarding academic standards, academic evaluation, academic progression, academic advancement, or the application of other University or Faculty academic regulations.
 - b) Discipline appeals from decisions of the Senate Discipline Committee.
5. An appeal may be initiated on the following grounds:
 - a) the decision under appeal was made without jurisdiction,
 - b) a denial of natural justice, or
 - c) unfairness in the application of the relevant regulations regarding academic standards, academic evaluation, academic progression, academic advancement, or other University or Faculty academic regulations.
6. The Senate Appeals Committee shall not consider appeals:
 - a) by students in an academic appeal who have not exhausted the approved appeal

- processes of the relevant Faculty,
 - b) by students from the decision of a Faculty regarding professional unsuitability, said appeals falling under the jurisdiction of the Senate Steering Committee,
 - c) by a Faculty or faculty members,
 - d) by applicants for admission to University programs, or
 - e) by applicants for scholarships, awards or bursaries.
7. A Hearing Panel of the Senate Appeals Committee may:
- a) dismiss the appeal,
 - b) allow the decision under appeal to stand, despite possible insubstantial procedural errors,
 - c) in an academic appeal, allow the appeal, with an appropriate remedy within the authority of Senate,
 - d) in a discipline appeal, allow the appeal and:
 - i) quash the decision of the Senate Discipline Committee in its entirety,
 - ii) re-hear the matter itself, with the consent of the Appellant and the Faculty, or
 - iii) direct a re-hearing on the merits by a newly constituted panel of the Senate Discipline Committee, no members of which were on the hearing panel whose decision was under appeal.
8. In an academic appeal, the Hearing Panel shall not conduct a substantive evaluation of the work of a student, but if unfairness in the evaluation procedure is established, the Panel may direct a re-evaluation of the work to be conducted by qualified persons designated by the Panel.

Appeals Procedures

1. An appeal shall be initiated by submitting a written Notice of Appeal to the Senate Vice-Chair (Student Affairs), or designate, containing:
 - a) the name, Banner identification number and mailing address of the Appellant,
 - b) a copy of the decision giving rise to the appeal,
 - c) a description of the matter under appeal,
 - d) the grounds for the appeal, and
 - e) the remedy sought by the Appellant.
2. An academic appeal alleging the refusal to make a decision at the Faculty level shall be submitted with reasonable promptness. All other appeals shall be submitted within 30 calendar days of the date that the decision under appeal was sent to the student. An extension of time to submit an appeal may be permitted by the Senate Vice-Chair (Academic Administration), or designate, if the Appellant establishes reasonable grounds for granting the extension.
3. The parties to an appeal are the student, as Appellant, and the Faculty, as Respondent. In an academic appeal, the Dean of the applicable Faculty shall designate one or more representatives to respond to the appeal. In a discipline appeal, the Academic Integrity Officer of the applicable Faculty, or designate, shall respond to the appeal.
4. Upon receiving notice of an academic appeal, the Senate Vice-Chair (Student Affairs) shall require a statement from the Dean of the applicable Faculty confirming that all appeal processes of the Faculty have been exhausted.
5. For each appeal, the Chair of the Committee shall constitute a Hearing Panel in a timely manner. The Hearing Panel shall consist of four faculty members and one student member of the Committee, and shall choose its own Chair. None of the faculty members of a Hearing Panel shall be a member of the Faculty from which the appeal originally

emanates or belong to the department or program in which the student is or was enrolled. The student member of a Hearing Panel shall not be a member of the class, department, program, School or College from which the appeal emanates. In the event neither student member of the Committee is able to participate on a Hearing Panel due to the provisions of this paragraph, the Dalhousie Student Union shall appoint an ad hoc member to the applicable Hearing Panel.

6. The Appellant is entitled to an oral hearing, in accordance with the principles of natural justice. The Appellant may participate at an oral hearing in person, or at their expense, by way of teleconference, or by such other means approved in advance by the Hearing Panel. The Appellant may waive the right to an oral hearing and choose to proceed solely by written submissions.
7. Each party is responsible for presenting to the Hearing Panel all relevant evidence and submissions for the Panel to consider in the determination of the appeal. Written submissions are required from each party and shall contain:
 - a) copies of all documents relevant to the appeal,
 - b) supporting arguments,
 - c) a list of all witnesses for that party and a brief description of their anticipated evidence, and
 - d) the decision and any remedy being sought.
8. Written submissions shall be made:
 - a) by the Appellant, within 15 calendar days of the Senate Vice-Chair (Student Affairs) requesting the submission, and
 - b) by the Respondent, within 15 calendar days of receiving the Appellant's submission. but these timelines may be extended or abridged by the Senate Vice-Chair (Student Affairs), or designate, in appropriate circumstances.
9. The hearing of each appeal shall be in camera. The Chair of the Hearing Panel shall determine procedures for the hearing in a manner that is consistent with the principles of natural justice and these Procedures. In extenuating circumstances, the Chair of the Hearing Panel may decide to proceed with the hearing in the absence of one faculty member of the Hearing Panel.
10. The decision of the Hearing Panel shall be by majority. The Hearing Panel shall deliver written reasons for its decision to the Senate Vice-Chair (Student Affairs). The decision of the Hearing Panel shall be final and binding on the parties, with no further appeal.
11. An audio recording of each oral hearing shall be made. The recording and all correspondence and documentary evidence relating to appeal proceedings shall be kept for a period of three calendar years from the date of the decision of the Hearing Panel, in accordance with the policy of the University Secretariat.

Suspension or Dismissal from a Program on the Grounds of Professional Unsuitability Faculty of Health Professions

The Faculty of Health Professions, acting through its Committees on Studies at the School/College and Faculty levels, and in consultation with the Directors and Dean, may suspend or terminate a student from a program if the student is judged to be unsuitable for the profession in which s/he is studying. Because of the nature of the study and practice of the various health professions, which places care givers in a position of special trust, certain impairments or some types of conduct unbecoming to a member of a health profession may be grounds for suspension or dismissal.

The following list includes examples of behaviors that might indicate unsuitability for the various health professions. The nature of these behaviors is such that, should any of them ever be

repeated, grievous harm could be caused to clients. This list should not be considered to be all inclusive:

1. a criminal act (e.g., assault, sexual assault, fraud, and drug trafficking) which according to established Faculty processes was determined to be of such a nature as to bring disrepute to the profession, or by which in the opinion of the Faculty, the student demonstrated poor judgment, lack of integrity or (other) unsuitability for the profession; or evidence that, on the balance of probability, the student had committed such an act;
2. being under the influence of alcohol or drugs while participating in client care, any other professional activity, or any activity related to the practice of the health profession;
3. in accordance with provisions of the Nova Scotia Human Rights Act, the occurrence of a health condition that impairs essential performance required for the health profession;
4. unethical behaviour as specified by the code of ethics/standard of practice of the health profession.

The student's situation will be considered with discretion throughout the investigation of the allegation of unsuitability and these deliberations shall determine whether suspension, dismissal or neither is recommended. The principles of natural justice and due process will be observed in all investigations.

Any member of the University community can bring to the attention of the Director behaviors that are deemed unsuitable. These behaviors will be investigated and allegations heard.

Appeals will follow the appeal procedure for academic matters within the Faculty of Health Professions notwithstanding that the criteria are different. At the University level, appeals will require formation of an ad hoc Senate Committee.

Where the rules of a faculty, such as Health Professions, expressly provide that suitability, fitness, or aptitude for the practice of the profession is a requirement for advancement or graduation, or both, and a Faculty determines that a student should be suspended or dismissed or otherwise should not advance or graduate because of unsuitability for the relevant profession, an appeal from the Faculty decision may be made to an ad-hoc appeal committee established by the Senate Steering Committee. The Ad-hoc Appeal Committee shall:(1) hear an appeal by a student from the decision of a Faculty regarding suitability, fitness or aptitude for the practice of the relevant profession when: a) the student has exhausted the approved appeal regulations and procedures of the relevant Faculty; and b) the student alleges that there were irregularities or unfairness in the application of the regulations in question. The Ad-hoc Appeal Committee shall not hear appeals: a) by students on a matter involving a requested exemption from the application of Faculty or University regulations or procedures; b) on substantive aspects of a finding of unsuitability.

Acceptable Use of Information Technology Resources

A. Purpose

The purpose of this policy is to outline appropriate use of Information Technology Resources owned, leased, controlled and/or operated by the University.

B. Application

This policy applies to all individuals who have been granted a NetID and/or Banner account by the University.

This policy does not replace other policies, procedures or guidelines concerning the use of specific IT Resources or data management but rather sets out a minimum standard of acceptable use.

C. Definitions

In this Policy,

"User Account" means a NetID and/or Banner account issued by the University;

"Information Technology Resources", or "IT Resources", means computing equipment, peripherals, facilities, networks or systems owned, leased, controlled or operated by the University, including those purchased through research funds;

"User" means an individual who has been issued a User Account.

D. Policy

1. Accounts

1.1 Authorized access to IT Resources requires a User Account. User Accounts are non-transferable.

1.2 Users are responsible for any and all uses of their User Account and are expected to take reasonable steps to ensure the security of their User Account.

2. Acceptable Use

2.1 Users shall use IT Resources for authorized purposes only.

2.2 No User shall use IT Resources for any disruptive or unauthorized purpose, or in a manner that violates any law, University regulations, policies or procedures.

Examples of unacceptable uses of IT Resources include, but are not limited to, the following:

2.2.1 using another person's User Account, or misrepresenting themselves as another User;

2.2.2 disclosing passwords or other access codes assigned to themselves or others;

2.2.3 interfering with the normal operation of IT Resources by, among other things, unauthorized network interception, network traffic, flooding the network with messages, sending chain letters or pyramid solicitations;

2.2.4 copying, removing or distributing proprietary software and/or data without authorization;

2.2.5 breaching terms and conditions of software licensing agreements;

2.2.6 accessing, displaying, transmitting, or otherwise making available information that is discriminatory, obscene, abusive, derogatory, harassing or otherwise objectionable in a university setting;

2.2.7 destroying, misplacing, misfiling, or rendering inoperable any stored information on a University administered computer or other information storage, processing or retrieval system;

2.2.8 unauthorized use of IT Resources for profit or commercial gain; and

2.2.9 attempting to or circumventing security facilities on any system or network.

3. Consequences of Unacceptable Use

3.1 If there is reason to suspect that a User has violated this policy, the Assistant Vice-President, Information Technology Services or the Information Security Manager may temporarily revoke or restrict User Account access privileges of any User, pending further investigation by the Information Security Manager

3.2 To aid in the investigation of a suspected violation of this policy, the Information Security Manager may examine a User's User Account information, including, but not limited to, emails, files, and any other material or data connected with the User Account, provided that s/he obtains the Assistant Vice-President Information Technology Services' prior written approval. If the User in issue works within the

Information Technology Services Department, then approval must be obtained from the President

- 3.3 If the investigation concludes that a violation of this policy has occurred, the Assistant Vice-President Information Technology Services may restrict, suspend or revoke the User's access to any or all of the University's IT Resources, and may
- 3.3.1 in the case of students, initiate disciplinary proceedings under the Code of Student Conduct;
 - 3.3.2 in the case of employees, refer the matter for consideration of discipline in accordance with applicable collective agreements or human resource policies, as appropriate.