Faculty Academic Misconduct (FAM)

Service Indicator – Academic Review

The Faculty Academic Misconduct (FAM) indicator is a faculty controlled, unique service indicator that can be applied to a student record to track academic misconduct[1]. This is not a penalty but an administrative notation that can be used in addition to penalties and educational sanctions such as workshops. Since the indicator is not a sanction, it is not appealable.

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

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

Outline of FAM Process

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

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

   UCalgary credentials, the suggested wording is:

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

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

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

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

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

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

2. **Notation of academic misconduct to be placed on the student record.**
   The indicator needs to include the Course Name and Number, the date and penalties applied. Please add these in the comment section.

3. The application of '**FAM**' is a requirement for those students found responsible for academic misconduct. The service indicator "**FAM**" is a "neutral" service indicator, meaning that the addition of this service indicator has no impact on the student's access to systems or services. The service indicator can only be applied or removed by named individuals in the faculties.

4. The FAM indicator should be applied each time a student has been found responsible for academic misconduct.

5. **Removal of the indicator.** When a student has applied to graduate, the faculty of registration is responsible for removing the indicator(s) from the student record once the student has been cleared to graduate. It is recommended that faculties run a report to identify students with service indicators at the time of convocation.

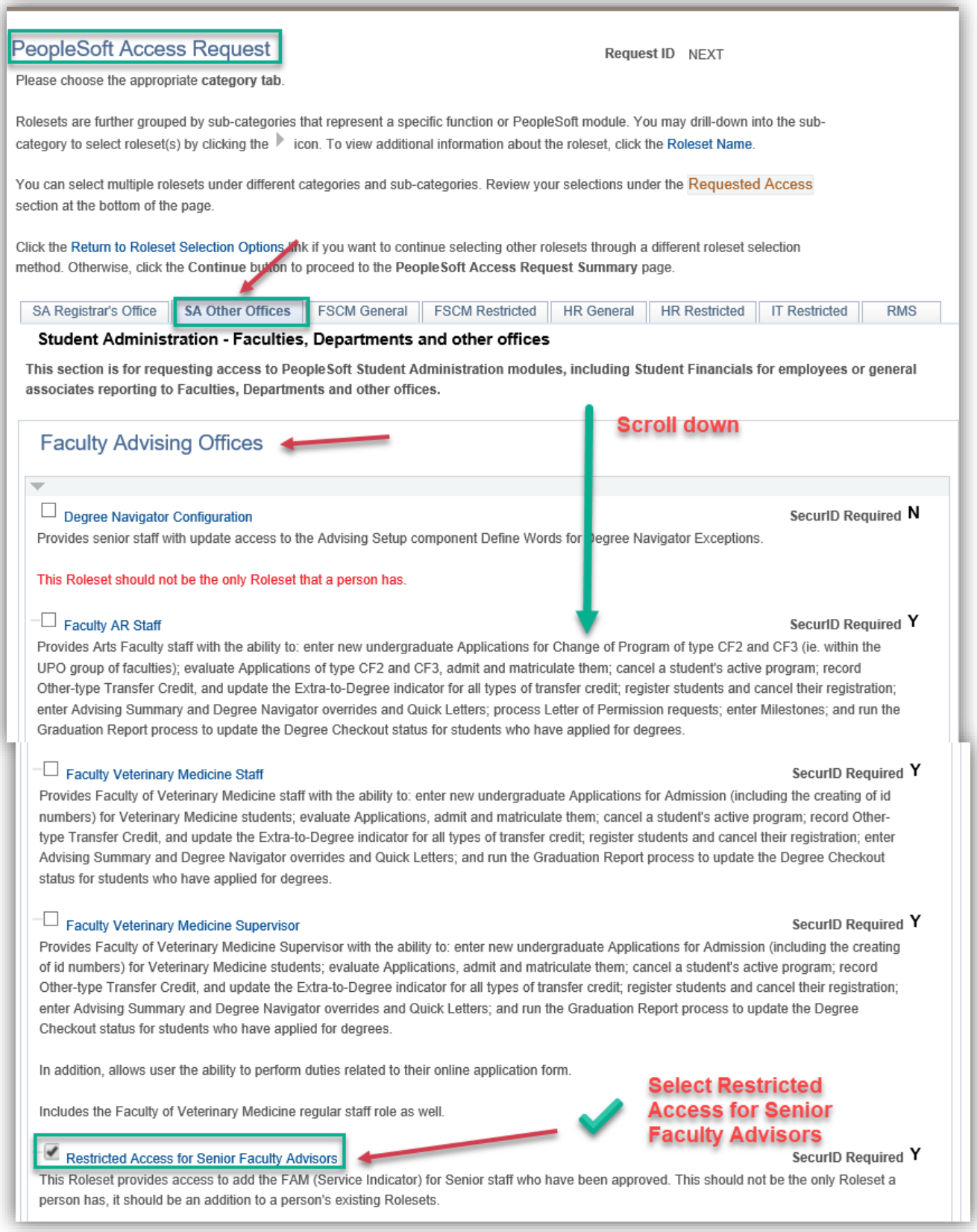
PeopleSoft Access Request for FAM Service Indicator

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

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

1. After logging into the my UCalgary portal, navigate to **PeopleSoft Access Request > SA Other Office tab > Faculty Advising Offices section > scroll down to Restricted Access for Senior Faculty Advisors**

2. All university staff who have access to view service indicators will be able to view the "FAM" service indicator; however, only the authorized staff will be able to add or remove the service indicator.


PeopleSoft Access Request
Request ID NEXT
Please choose the appropriate category tab.
Rolesets are further grouped by sub-categories that represent a specific function or PeopleSoft module. You may drill-down into the sub-category to select roleset(s) by clicking the icon. To view additional information about the roleset, click the Roleset Name.
You can select multiple rolesets under different categories and sub-categories. Review your selections under the Requested Access section at the bottom of the page.
Click the Return to Roleset Selection Options link if you want to continue selecting other rolesets through a different roleset selection method. Otherwise, click the Continue button to proceed to the PeopleSoft Access Request Summary page.
SA Registrar's Office
SA Other Offices
FSCM General
FSCM Restricted
HR General
HR Restricted
IT Restricted
RMS
Student Administration - Faculties, Departments and other offices
This section is for requesting access to PeopleSoft Student Administration modules, including Student Financials for employees or general associates reporting to Faculties, Departments and other offices.
Scroll down
Faculty Advising Offices
Degree Navigator Configuration
SecurID Required N
Provides senior staff with update access to the Advising Setup component Define Words for Degree Navigator Exceptions.
This Roleset should not be the only Roleset that a person has.
Faculty AR Staff
SecurID Required Y
Provides Arts Faculty staff with the ability to: enter new undergraduate Applications for Change of Program of type CF2 and CF3 (ie. within the UPO group of faculties); evaluate Applications of type CF2 and CF3, admit and matriculate them; cancel a student's active program; record Other-type Transfer Credit, and update the Extra-to-Degree indicator for all types of transfer credit; register students and cancel their registration; enter Advising Summary and Degree Navigator overrides and Quick Letters; process Letter of Permission requests; enter Milestones; and run the Graduation Report process to update the Degree Checkout status for students who have applied for degrees.
Faculty Veterinary Medicine Staff
SecurID Required Y
Provides Faculty of Veterinary Medicine staff with the ability to: enter new undergraduate Applications for Admission (including the creating of id numbers) for Veterinary Medicine students; evaluate Applications, admit and matriculate them; cancel a student's active program; record Other-type Transfer Credit, and update the Extra-to-Degree indicator for all types of transfer credit; register students and cancel their registration; enter Advising Summary and Degree Navigator overrides and Quick Letters; and run the Graduation Report process to update the Degree Checkout status for students who have applied for degrees.
Faculty Veterinary Medicine Supervisor
SecurID Required Y
Provides Faculty of Veterinary Medicine Supervisor with the ability to: enter new undergraduate Applications for Admission (including the creating of id numbers) for Veterinary Medicine students; evaluate Applications, admit and matriculate them; cancel a student's active program; record Other-type Transfer Credit, and update the Extra-to-Degree indicator for all types of transfer credit; register students and cancel their registration; enter Advising Summary and Degree Navigator overrides and Quick Letters; and run the Graduation Report process to update the Degree Checkout status for students who have applied for degrees.
In addition, allows user the ability to perform duties related to their online application form.
Includes the Faculty of Veterinary Medicine regular staff role as well.
Select Restricted Access for Senior Faculty Advisors
Restricted Access for Senior Faculty Advisors
SecurID Required Y
This Roleset provides access to add the FAM (Service Indicator) for Senior staff who have been approved. This should not be the only Roleset a person has, it should be an addition to a person's existing Rolesets.

Add Service Indicator:

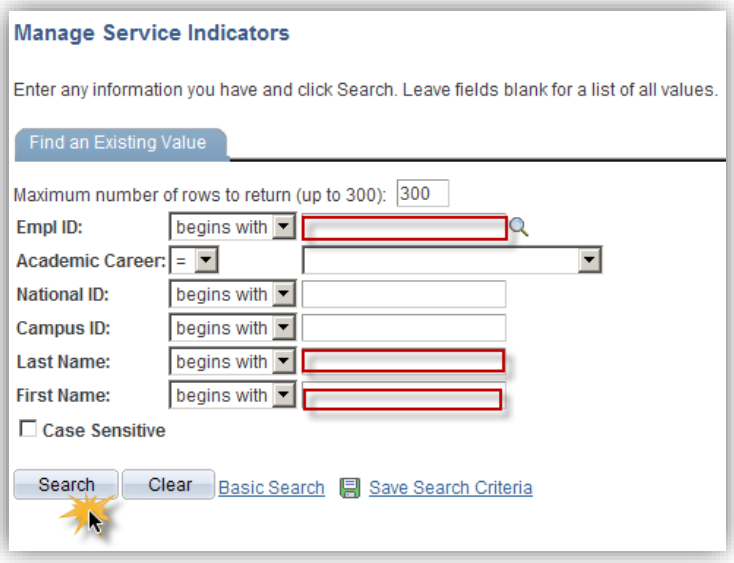
1. Click the **Campus Community** link.
   ▷ Campus Community

2. Click the **Service Indicators (Student)** link.
   Service Indicators (Student)

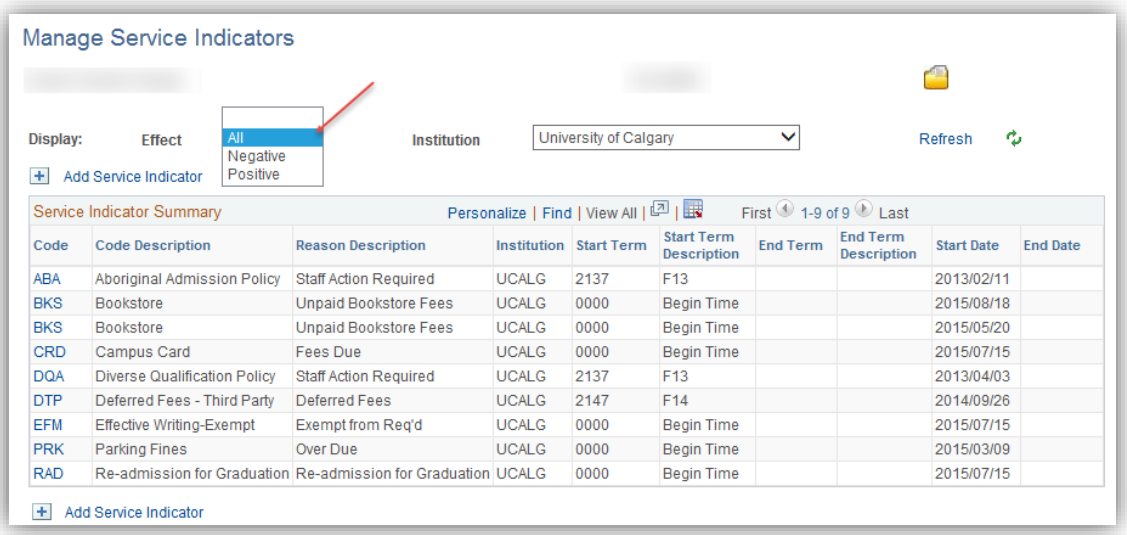
3. Click the **Manage Service Indicators** link.
   Manage Service Indicators

4. Search by:
   - Employee ID
   - Last Name and First Name

   Press Enter or Search.
   Click the **Search** button.
   Search



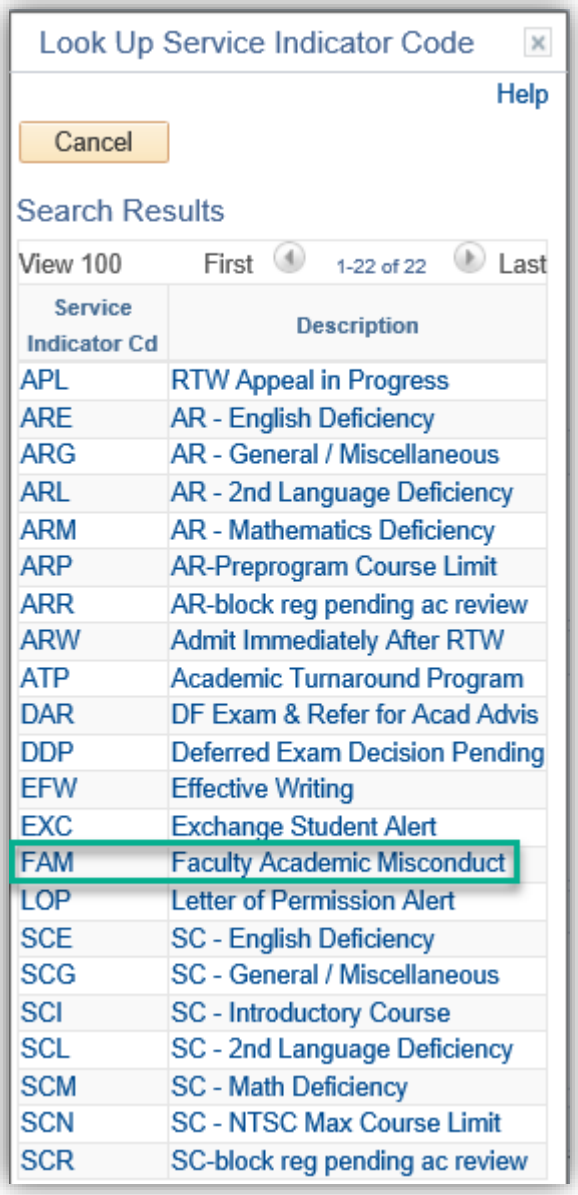
5. Note: If a student has several service indicators, you can filter the type of service indicators displayed. Click on the drop down arrow to select the desired filter. It is recommended that you leave this set to "All" so you can see all of the indicators.



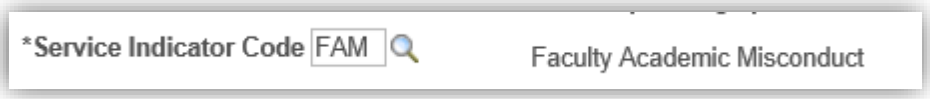
Click the **Add Service Indicator** link.

6. Click the **Service Indicator Code** - **Look up** button.

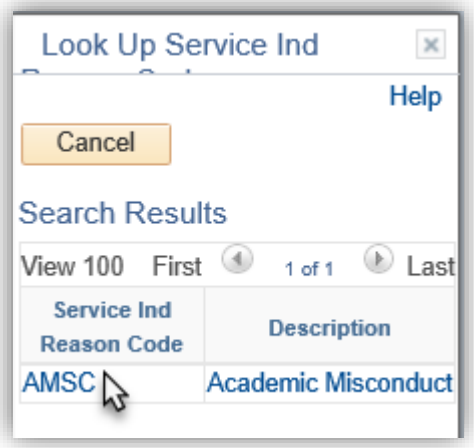
7. A list of service indicators will appear. Depending on which service indicator is selected, it may be positive or negative. For example, select FAM Faculty Academic Misconduct (FAM) to add a negative service indicator. You will only be able to see the service indicators that you have been given security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



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



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



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

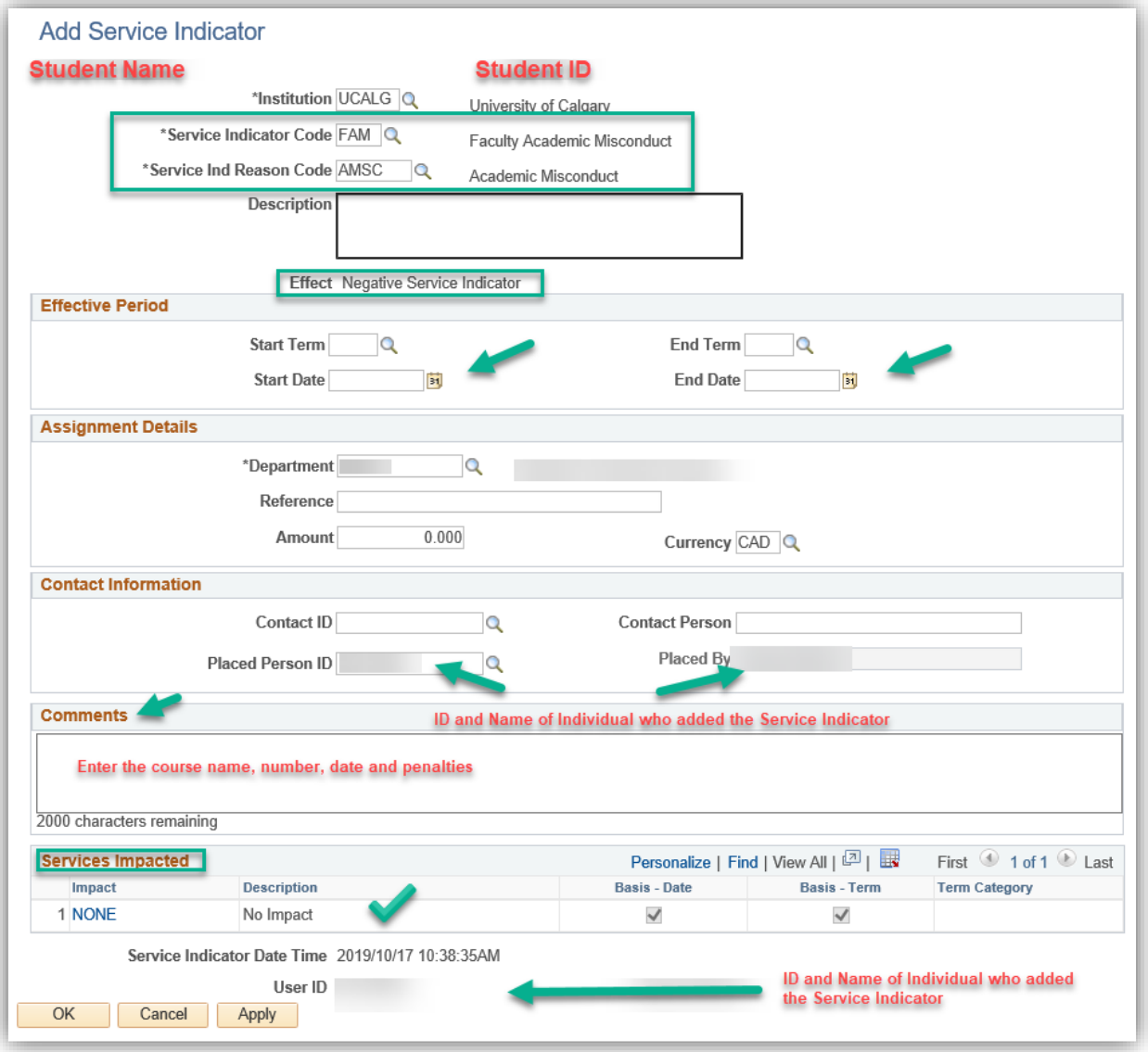
Use caution when using a Start Term/End Term or Start Date/End Date since the service indicator will cease to take effect when the Term ends even if the service indicator has not been released.

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

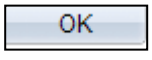
Start Date and End Date:
Enter the date on which the service indicator should become valid for the student and enter the date on which it should cease to be valid for the student, if applicable. If the FAM indicator is to be removed at graduation, do not enter a date as the exact convocation date is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

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

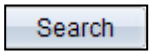
Comments:
The comments section needs to include the course name and number, the date and penalties applied.



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

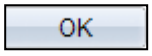


Remove Service Indicator:

1. Navigate to Service Indicators (Student) > Manage Service Indicators and search by:
   - Employee ID
   - Last Name and First Name
   Press Enter or Search.
   Click the **Search** button.
   

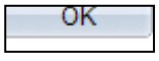
2. A list of Service Indicators will appear. Click on the service indicator Code you wish to remove. For example, click the **FAM** link.

3. The Edit Service Indicator component/page will display. If you are authorized, click the **Release** button.

4. Click the **OK** button.
   

Viewing Service Indicator:

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

1. When a service indicator is assigned to a student, the corresponding negative or positive service indicator icon appears on most pages. One icon can represent one or more service indicators. Click the icon on any component/page to navigate to the appropriate details page on which you can determine how many service indicators exist and which restrictions they apply.
2. Click the desired service indicator icon to view. There may be either a positive service indicator or a negative service indicator icon.
   Positive Service Indicator Negative Service Indicator
3. The details of the service indicator will appear. Note that the Release Button will be grayed out and none of the fields can be edited or changed due to the view only access.
4. Click the **OK** button.
   

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

End of Procedure