

THE UNIVERSITY SHIELD



The University of Lethbridge adopted its official Shield in 1973 (shown left), six years after the University's inception. Developed by a Senate committee with the leadership of University President Dr. William E. Beckel, the Shield design and Heraldic description was approved by the Senate on October 2, 1973 and ratified by the Board of Governors later that month.

The Shield was designed primarily in the University's colours of blue and gold. The gold sun on the blue shield represents southern Alberta. The blue and silver book above the gold and blue wreath represents the search for knowledge. The University's motto, 'Fiat Lux,' the Latin for 'Let there be light,' is lettered on a gold and silver band below the shield.

In 2003, the original design was simplified (shown right). The new shield brings focus to the fiery sun with twisted Aztec rays and to the motto, 'Fiat Lux.'



STATEMENT OF PHILOSOPHY

In the process of transmitting and advancing higher learning, the University of Lethbridge endeavours to cultivate humane values; it seeks to foster intellectual growth, social development, aesthetic sensitivity, personal ethics and physical well-being; it seeks to cultivate the transcendental dimension of the scholar's personality.

Flexibility and openness to innovation will be the distinguishing feature of the University of Lethbridge.

Notwithstanding its intention to offer diverse subject matter contributing to the acquisition of professional skills, the University regards learning as an end in itself, not merely as a means to material ends. Its primary aims are to foster the spirit of free inquiry and the critical interpretation of ideas.

The undergraduate is, and should remain, the focus of the University's endeavour. Students are invited to participate in all phases of university life. The highest degree of interaction between students and faculty is encouraged, and should not be confined to the physical limits of the campus.

It is desirable and necessary that the University should relate closely to the local community. Nevertheless, its outlook should not be determined by any regional or sectional interest. Through exposures to cosmopolitan influences and diverse cultures, scholars are best able to evaluate their own social and cultural milieux.

The University asserts its right and responsibility for free expression and communication of ideas. It is self-evident that a university cannot function without complete autonomy in this domain.

MANDATE STATEMENT

The University of Lethbridge is a public, board-governed university operating as a Comprehensive Academic and Research Institution under the authority of the Post-secondary Learning Act of Alberta.

Founded on the principles of liberal education, the University of Lethbridge provides undergraduate and graduate programs in education, fine arts, health sciences, humanities, management, nursing, sciences, and social sciences, leading to bachelor's, master's, and doctoral degrees. The institution also provides certificate programs, post-baccalaureate certificate programs, post-graduate certificate programs, post-master's certificate programs, programs and degrees that lead to professional specialization, and open studies for lifelong learners.

The University of Lethbridge conducts pure and applied research and establishes and sustains facilities for pursuing original research. The University develops centres of research excellence in areas in which it has special expertise or that have particular relevance to the region or province. Programs of research, scholarship, and creative activity include the study of fundamental issues for their intrinsic intellectual, aesthetic, or philosophical interest, and of practical challenges of direct importance for social, cultural, economic, or environmental wellbeing. The University of Lethbridge protects free inquiry and scholarship, facilitates access to scholarly resources, and supports artistic expression and the free and open scholarly discussion of issues.

In support of Campus Alberta, the University of Lethbridge collaborates with other institutions to ensure transferability within the province's postsecondary education system and deliver seamless learning opportunities. As part of this commitment, the University works with other institutions to provide degree completion opportunities for university transfer students and diploma graduates.

Across the spectrum of intellectual pursuit, the University of Lethbridge continually develops innovative programs and research collections in existing and emerging disciplines to meet the needs of students, society, and the economy. This includes collaborating with First Nations, Métis, and Inuit peoples to develop programs and collections that are relevant and accessible to them.

The University of Lethbridge serves a variety of student groups: undergraduate and graduate students; transfer students; high school graduates; First Nations, Métis, and Inuit students; adult learners; international students; and immigrants. It also serves students on campuses in Edmonton and Calgary and, through distance learning technology, students across the province, the country, and the world. The University of Lethbridge strives to make university-level education available to all Albertans, including those living outside major urban centres and those who have traditionally not sought university education.

The University of Lethbridge fosters a learning community that meets the educational and personal growth needs of its students. This learning community emphasizes teaching excellence, exposure to research, information literacy, interaction with professors and instructors, effective academic advising and personal counselling, and a spectrum of cultural, recreational and extracurricular opportunities. The University of Lethbridge values a high quality of teaching and emphasizes the mutually beneficial relationship between teaching and research. Other facilities and services, such as the Library, student residences, health services, theatres and other performance spaces, and sports and recreation facilities support and enrich the student experience and the lives of community members while respecting environmental sustainability. The University strives to enhance its educational environment through innovation and creativity.

The University of Lethbridge builds mutually supportive relationships and partnerships, addresses the cultural and societal needs of the communities it touches, and advocates the critical role that education plays in the growth and well-being of an informed society. The University further contributes to society by discovering, preserving, synthesizing, and disseminating knowledge for the benefit of all.

*Approved by the Minister, Alberta Advanced Education and Technology
June 24, 2010*

WHO WE ARE

A Board-governed public university functioning under Alberta's *Post-Secondary Learning Act*, the University of Lethbridge is a premier institution of higher education and research. A comprehensive university founded on the principles of liberal education, the U of L emphasizes inspiring teaching, a personalized and interactive learning environment, and student engagement in learning, creative activities, and research.

We provide undergraduate and graduate programs in education, fine arts, health sciences, humanities, management, nursing, sciences, and social sciences, leading to academic degrees at the Bachelor, Masters, and Doctoral levels. We offer targeted programming at our campuses in Calgary and Edmonton and through distance delivery. The University collaborates with First Nations, Metis, and Inuit (FNMI) peoples to develop programs that are relevant and accessible to them. The University of Lethbridge fosters an environment that meets the educational and personal needs of students through excellent teaching, exposure to research, interaction with professors and instructors, academic advising, counseling, and cultural, recreational and extracurricular programs. We value and support many approaches to teaching and learning, and strive to be a leader in using teaching tools, techniques, and technologies to facilitate, ameliorate, and refine the educational experience.

We establish and sustain facilities for pursuing original research and creative activities, and conduct research in all disciplines, developing and sustaining centres of research excellence in areas where we have special expertise or that have particular relevance to the region.

We build mutually supportive relationships and partnerships with governments, institutions, communities, organizations, and individuals, to evolve and improve the value of the University to the region, the province, the country, and the world.

WHY WE EXIST

The University of Lethbridge exists to build a better society.

We do this in six essential ways:

1. We prepare students for their personal and professional paths.
2. We develop creative discoverers and independent learners at the undergraduate and graduate levels.
3. We create, discover, disseminate, and apply knowledge through excellence in basic and applied research of regional and global impact.
4. We encourage and nurture creative expression.
5. We pursue community engagement.
6. We value, encourage, and celebrate the talents and efforts of our students, faculty, staff, and alumni.

WHERE WE ARE GOING

The University of Lethbridge will continue to build a comprehensive university that advances its sense of community, engagement, diversity, and connection.

The University of Lethbridge will be the institution of choice for those seeking an intimate and supportive environment, excellence in research and creative activity, an engaging and challenging learning experience, and respect for diversity. We will continue to broaden the scope of our programs and research while staying committed to our founding principles of liberal education and retaining the intimate academic experiences on which we have established a tradition of excellence.

We will welcome our students to a community of scholars that offers relevant and academically challenging programs. Opportunities for engagement in learning and research will exist across all disciplines and levels of program, from undergraduate to graduate. Rigorous research and creative work will continue to form the basis for inquiry and teaching across the learning contexts we provide. Our University will continue to increase the diversity of its scholarly activity and contributions. In achieving this we will be defined by collegiality.

The University of Lethbridge community—which includes all students, faculty, staff, and alumni who contribute to its operation and success—will extend beyond the walls of our institution. We will remain an integral part of our communities while fostering scholarly contributions of international excellence. We will support and enrich the diverse communities we serve with fresh insights and new directions.

OUR FUNDAMENTAL PRINCIPLES

The University of Lethbridge is committed to the following fundamental principles.

OUR COMMITMENT TO SOCIETY

We cultivate responsible citizenship. The University develops and promotes good citizens who contribute to the building of better societies by applying their knowledge, skills, creativity, and powers of critical inquiry for the improvement of regional and global communities.

We protect and encourage free inquiry and expression. In keeping with the unique mandate of the university in society, the University of Lethbridge supports and protects artistic expression and the free and open scholarly discussion of issues, including those that are controversial. In the tradition of academic freedom, the University models collegial and civil debate, dissent, and controversy to critically explore and resolve issues in an atmosphere of professionalism, respect, and good will. We also have an obligation to address long-term issues and those of broad scope.

We work for the public good. As a public institution, the University of Lethbridge promotes and provides degree-level education for the public good and anticipates and responds to societal needs. The University bases its decisions about programs, standards, and capacity on the best available evidence. Within that context, we use innovative methods and processes to optimize the openness of the institution to qualified students.

We are connected with the community. The University publicizes its research, scholarship, creative activities, and other initiatives that have significance for society. Members of the University contribute to the community based on their professional expertise. The University develops relationships with organizations and individuals, and shares its facilities and resources for the good of the community. We acknowledge faculty, staff, students, and alumni for initiative and creativity that leads to the increased involvement of the University in the community.

The University of Lethbridge values its close and mutually supportive relationship with its alumni, who exemplify the benefits of the University and communicate its value locally, provincially, nationally, and globally.

We adopt a global perspective. Social, political, and economic divisions across the globe threaten the peace and prosperity of all. We nourish a global mindset in our students, faculty, staff, and alumni that facilitates cultural awareness and sensitivity that leads to a mature understanding and appreciation of the things that divide and unite us.

We promote diversity and ensure equal opportunity for participation. Diversity strengthens the University and enriches the experience of our students, staff, faculty members, and alumni. We respect, appreciate, and encourage diversity, and provide equal opportunity for full participation in the University. We are an inclusive community, in which students, staff, faculty members, and alumni feel welcome, respected, valued, and empowered to contribute fully. The University facilitates accessibility by all students, staff, faculty members, and alumni to the intellectual, physical, and social aspects of the institution.

We promote gender equity. The University of Lethbridge honours the rights of all and treats people with dignity and respect. We acknowledge the similarities and differences among women and men, and seek to remove all barriers that inhibit an individual's aspirations and potential. The University will create a supportive environment through education and communication. Equity is inclusive.

We increase the participation of FNMI peoples in all aspects of the University community. The University of Lethbridge values its relationship with FNMI peoples, and collaborates widely to develop programs that are relevant and available to them. We work with FNMI peoples to ensure that these partnerships, and the resulting programs, continue to meet all students' needs.

We promote a healthy lifestyle for our students, faculty, and staff. The U of L offers proactive health education, on-site health care, and health insurance information. We work to provide non-judgmental and confidential health care in a safe and caring environment. University facilities and programs provide opportunities to participate in sport, exercise, and recreation.

OUR COMMITMENT TO CREATIVITY, INQUIRY, AND DISCOVERY

We encourage and support research, scholarship, and creative work. The University of Lethbridge stimulates and supports research, scholarship, and creative work in all areas in which we teach, and in areas of special relevance to the region and province. This link between research and teaching allows us to explore what is known, challenge how it is known, and thus influence the nature of teaching. We value and protect an environment of free inquiry in which to conduct research, scholarship, and creative work, and communicate the results of these activities with others. We conduct ourselves on the basis of informed, evidence-based practice. We encourage students at all levels to become involved in research, scholarship, and creative activity.

We conduct research in many forms. Given the range of disciplines involved, research at the University takes many forms, including that with the broadest scope and longest term. The University has a responsibility to analyze and reflect on these matters, and to communicate the outcome of these efforts.

We believe that research—intellectual inquiry, study, and artistic investigation aimed at establishing facts and reaching new conclusions—is an inherent societal good and an end in itself. But, wherever possible, we connect our research to the needs and aspirations of the communities we serve.

OUR COMMITMENT TO STUDENTS

We give students the best preparation for their future. The University of Lethbridge provides students with a liberal education—a solid foundation for personal and professional growth. Liberal education promotes the development of academic skills that students can apply to a wide range of experiences, and a broad base of knowledge in the human, aesthetic, ethical, scientific, and organizational disciplines. It encourages a multi-faceted, reflective approach to the complex challenges of the 21st century.

We strive to develop a culture of achievement and motivation among students. The U of L helps students to identify strengths and overcome weaknesses. We seek to foster: a sense of responsibility for students' learning and personal development; effective student relations to peers and teachers; and student involvement in local, provincial, and national communities.

We are student-centred. Students give focus and meaning to the University of Lethbridge. The University helps students achieve their full potential by facilitating their intellectual growth and academic and personal excellence. To this end, the University maintains high academic standards and excellent programs, supported by high-quality, responsive services.

The University of Lethbridge supports and encourages the growth of students as whole persons, in an atmosphere of engagement, freedom from discrimination, and responsible use of authority.

We are a comprehensive university. Broad in scope, we offer undergraduate and graduate university education across Faculties and Schools and apply a balance between our focus on teaching and our commitment to research, scholarship, and creative activities.

We believe in excellence in undergraduate education. The University of Lethbridge treasures its reputation for quality, responsiveness, and innovation at the undergraduate level. We will continue to enhance our reputation as an institution offering outstanding programming to undergraduate students in a comprehensive university environment. We enhance our value for students and society by concentrating on fields that reflect the excellence of our faculty members and the interests of both students and society.

We are fully engaged in graduate education. The University of Lethbridge offers masters and doctoral programming, and we integrate graduate studies with undergraduate and research programs. Through our graduate offerings across all academic units, we contribute to our students' personal, intellectual, and professional development and help meet society's need for citizens with the highest levels of professional and intellectual achievement.

We promote effective teaching and learning. For the undergraduate student, we promote primarily face-to-face learning, which reflects our belief that people benefit from spending time working together in the same place. We provide online and distance learning for courses and programs where these delivery modes make the best sense. Our use of appropriate technology permeates teaching and learning activities, enhancing both.

OUR COMMITMENT TO INSPIRATION

We inspire. The University of Lethbridge aspires to inspirational teaching that ignites intellectual passion and stimulates a thirst for knowledge. We value and support many approaches to teaching and learning, in a variety of settings within the University and in the broader community.

We believe education is a journey, not a destination. A true measure of our success is our alumni's continuing interest in a lifetime of learning, and their commitment to this goal. The University welcomes those students pursuing degrees and those taking courses out of general interest and intellectual curiosity. We are open to offering quality programs for degree completion and programs that are approved and recommended by professional associations and organizations.

We expand horizons. A global perspective is essential to the University of Lethbridge in its teaching, learning, and research. The University educates its students to become well-rounded citizens of a complex society, capable of making important contributions in Canada and elsewhere in the world.

The University of Lethbridge invites students and faculty members from around the world to participate in learning at the University, and provides international opportunities for our students and faculty members to experience other cultures.

OUR COMMITMENT TO RESPONSIBLE ACTION

We advance the interests of the University of Lethbridge. The University of Lethbridge communicates with its internal and external communities so that its mission, goals, and work are well understood. We engage our alumni and other supporters in the activities of the University. We build the value of the University to society by developing mutually supportive relationships with governments, individuals, and organizations.

We practice procedural fairness. All internal and external University processes are fair, open, and transparent. We act in accordance with all applicable codes of professional and ethical practice, and practice professionalism and civility in all interactions.

We are active and innovative in recruitment and retention. In developing a coordinated approach to recruiting and retaining excellent faculty members and staff, the University of Lethbridge pursues new and innovative ideas, implements the most effective strategies, and monitors their success. We encourage and pursue the training and professional development of all our people.

We practice sound financial and resource management. The University of Lethbridge maintains exemplary financial management of our public and private funds and resources. We practice resource management in a transparent manner.

We use technology effectively. We use technology to facilitate and enhance, not supplant, learning and research relationships among students, faculty members, and other university stakeholders. The University considers technology a means, not an end.

We are environmentally and socially responsible. When making decisions about the design and operation of the University of Lethbridge, we act ethically and responsibly, considering environmental sustainability and good citizenship.

*Approved by the General Faculties Council
December 1, 2008*

*Approved by the Board of Governors
December 18, 2008*

*Approved by the Minister, Alberta Advanced Education and Technology
August 12, 2010*

THE UNIVERSITY

The University of Lethbridge is a non-denominational, coeducational university incorporated under the provisions of the *Post-secondary Learning Act* of the Province of Alberta. It is a provincial university with membership in the Association of Commonwealth Universities and the Association of Universities and Colleges of Canada. The University of Lethbridge participates with the universities and other post-secondary institutions of Alberta in a variety of co-operative programs and activities.

The University of Lethbridge was established in 1967 with a student population of 638. It has grown to a current population of roughly 8,400 full-time and part-time students, both graduate and undergraduate, with a campus overlooking the beautiful Oldman River. Approximately 3,500 students are enrolled in Summer Session. The University also offers programs in Calgary and Edmonton, serving approximately 500 students in each location. There are more than 31,000 UofL alumni worldwide.

The University is situated on over 550 acres in west Lethbridge, a sub-division in Alberta's fourth largest city with a population of approximately 87,880.

The centre of a prosperous farming and ranching area, Lethbridge is characterized by its many green areas and parks, and its abundant cultural and recreational facilities. It is located in southern Alberta, approximately 145 kilometres (90 miles) east of the Canadian Rockies and 95 kilometres (60 miles) north of the United States border.

University Hall, designed by architect Arthur Erickson, has received international acclaim for its architectural originality and functional design.

PROGRAMS

The Faculty of Arts and Science offers instruction leading to the following degrees: Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.) and Bachelor of Arts and Science (B.A.Sc.). The Co-operative Education/Internship Program option is available for all majors. The Faculty also offers a Post-Diploma Bachelor of Arts in Agricultural Studies, as well as Post-Diploma Bachelor of Science degrees in Agricultural Studies, Computer Science, Environmental Science, and Geography, with a Concentration in Geographical Information Science.

The Faculty of Education offers instruction leading to the Bachelor of Education (B.Ed.) degree. The Faculty also offers the Diploma in Education (D.P.E.) program for certified practicing educators.

The Faculty of Fine Arts offers instruction leading to the following degrees: Bachelor of Fine Arts (B.F.A. - Art), Bachelor of Fine Arts (B.F.A. - Dramatic Arts), Bachelor of Fine Arts (B.F.A. - Multidisciplinary), Bachelor of Fine Arts (B.F.A. - New Media, formerly *Multimedia*), and Bachelor of Music (B.Mus.), as well as a number of post-diploma programs leading to these degrees.

The Faculty of Health Sciences, in collaboration with Lethbridge College, prepares baccalaureate graduates as beginning practitioners in the Nursing Education in Southwestern Alberta (NESA) programs, Bachelor of Nursing and Bachelor of Nursing After Degree. The Faculty also offers the Bachelor of Health Sciences degree in

Addictions Counselling and Public Health. Post-diploma degree programs are also available for Addictions Counselling majors in the Bachelor of Health Sciences.

The Faculty of Management offers instruction leading to the Bachelor of Management (B.Mgt.) degree as well as post-diploma programs. The Faculty also offers certificate programs and the Professional Diploma in Accounting program. The Co-operative Education/Internship Program option is available for all Management majors.

The University offers instruction leading to the following Combined Degrees:

- Bachelor of Arts/Bachelor of Education (B.A./B.Ed.)
- Bachelor of Science/Bachelor of Education (B.Sc./B.Ed.)
- Bachelor of Fine Arts (Art)/Bachelor of Education (B.F.A. - Art/B.Ed.)
- Bachelor of Fine Arts (Dramatic Arts)/Bachelor of Education (B.F.A. - Dramatic Arts/B.Ed.)
- Bachelor of Music/Bachelor of Education (B.Mus./B.Ed.)
- Bachelor of Management/Bachelor of Education (B.Mgt./B.Ed.)
- Bachelor of Arts/Bachelor of Management (B.A./B.Mgt.)
- Bachelor of Science/Bachelor of Management (B.Sc./B.Mgt.)
- Bachelor of Fine Arts (New Media)/Bachelor of Management (B.F.A. - New Media/B.Mgt.)
- Post-Diploma Bachelor of Fine Arts (Art)/Bachelor of Education (B.F.A. - Art/B.Ed.)
- Post-Diploma Bachelor of Fine Arts (Dramatic Arts)/Bachelor of Education (B.F.A. - Dramatic Arts/B.Ed.)
- Post-Diploma Bachelor of Music/Bachelor of Education (B.Mus./B.Ed.)
- Post-Diploma Bachelor of Management/Bachelor of Education (B.Mgt./B.Ed.)

The School of Graduate Studies offers instruction leading to the following degrees: Master of Arts (M.A.), Master of Science (M.Sc.), Master of Counselling (M.C.), Master of Education (M.Ed.), Master of Fine Arts (M.F.A.), Master of Music (M.Mus.), Master of Science (M.Sc. - Management), and, in limited research areas, Doctor of Philosophy (Ph.D.). The School of Graduate Studies also offers graduate and post-master's certificates in Education and Counselling.

The University also offers programs for transfer to professional faculties at other universities in Dentistry, Engineering, Journalism, Law, Medicine, Social Work, and Veterinary Medicine.

A four-year Bachelor of Social Work (B.S.W.) is offered by the University of Calgary, in co-operation with the University of Lethbridge, on the Lethbridge campus.

The University of Lethbridge offers Canada's premier learning experience. It is grounded in liberal education and committed to providing its students with small classes, a personal experience, and the most vital and engaging learning environment in the country.

UNIVERSITY OF LETHBRIDGE PRINCIPLES OF STUDENT CITIZENSHIP

A. PREAMBLE

Definition

Student means any person, including a faculty or staff member, who is:

- a) Registered or enrolled in one or more credit and non-credit courses and programs at the University of Lethbridge for the current or a future term; or
- b) Registered or enrolled in any University-sponsored program.

Purpose & Scope

These Principles of Student Citizenship define the University of Lethbridge's expectations for the behaviour for its students. It does not define academic and non-academic offences, disciplinary procedures and actions, or appeals and complaints procedures; these are defined in the UofL Calendar.

Application

The Principles of Student Citizenship apply to all students at the University of Lethbridge. They outline the behaviour that the University of Lethbridge expects of its students while they are on University premises, on professional practice assignment, on paid and volunteer placements, or off-campus for academic or University purposes.

Philosophy Behind the Principles

The educational environment at the University of Lethbridge encourages intellectual exchange, creativity, originality, and discovery. It also emphasizes free inquiry and expression, diversity, equality, and equal opportunity for participation. The Principles of Student Citizenship are designed to support and protect this educational environment by defining students' responsibilities as members of the academic community. These principles operate within the framework provided by the institution's *Statement of Philosophy, Vision, Mission, and Fundamental Principles*.

The University of Lethbridge has a tradition of academic integrity and personal civility. The Principles of Student Citizenship aim to promote and continue this tradition.

B. FUNDAMENTAL PRINCIPLES OF STUDENT CITIZENSHIP

1. Students honour the following basic values of academic integrity:
 - a) Honesty in learning, teaching, research, and service.
 - b) Respect of a wide range of thoughts, opinions and ideas; of colleagues, instructors, and administration; and of the work of others.
 - c) Responsibility for upholding the integrity of scholarship and research.
2. Students conduct themselves in a manner consistent with the Fundamental Principles of the University of Lethbridge.

3. Students respect the rights of every student and faculty member to attain their educational goals fairly.
4. Students respect the health, safety, and welfare of every member of the University of Lethbridge community.
5. Students respect and uphold the rights and freedoms of all members of the University of Lethbridge community, in accord with the principles articulated in the Canadian Charter of Rights and Freedoms.
6. Students treat with consideration the buildings, grounds, facilities, and equipment of the University of Lethbridge.
7. Students strive to maintain collegial relationships with fellow students, peers, faculty, staff, and administration.
8. Students abide by the policies, regulations, rules, and procedures of the University of Lethbridge and its academic and administrative units.
9. Students abide by reasonable oral or written instructions given by University of Lethbridge personnel in the implementation of their duties to ensure compliance with institutional policies, regulations, rules, and procedures.
10. All students accept the responsibility to abide by the University of Lethbridge Principles of Student Citizenship.

C. IMPLEMENTATION OF THE PRINCIPLES

1. The Principles of Student Citizenship came into effect when approved by the General Faculties Council.
2. The Associate Vice President, Students is responsible for establishing processes to monitor the effectiveness of the Principles of Student Citizenship in influencing student behaviour.

D. AMENDMENT OF THE PRINCIPLES

1. Proposed changes to the Principles of Student Citizenship can be forwarded by students, faculty, staff, or senior administrators of the University of Lethbridge to the Executive Committee of the General Faculties Council.
2. The Executive Committee of the General Faculties Council sends proposed changes to the Associate Vice President, Students and the General Assembly of the Students' Union, which provides its feedback to the Associate Vice President, Students.
3. The Associate Vice President, Students considers all student feedback on the proposed changes and forwards recommendations to the Executive Committee of the General Faculties Council. On behalf of the General Faculties Council, the Executive Committee may approve minor editorial changes.
4. Proposals for substantive changes to the Principles of Student Citizenship must be published in the *Meliorist* and on the University of Lethbridge website at least 10 days before they are considered for approval by the General Faculties Council.
5. The proposed changes come into effect immediately upon approval by the General Faculties Council.

NOTICES TO STUDENTS

Regarding the Collection of Personal Data

THE COLLECTION OF PERSONAL INFORMATION

The University of Lethbridge handles personal information collected from or about students according to the Confidentiality of Student Records Policy approved by the Board of Governors and General Faculties Council. The policy was developed to ensure that sensitive information required to operate and promote the University's programs and activities is used only for those purposes.

The University collects only that personal information which is necessary to fulfill the University Mandate (p. 7), in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act, and that which the University is required to collect by federal or provincial law.

The subsections which follow outline personal information collected by the University. In general terms, this information is used for the operation and promotion of the University's programs and activities. Where there is a specific legal requirement to collect information, it is noted in the subsection. Personal information about students may be used for reporting to the federal and provincial governments as required by law, or for compiling statistical reports. Personal information included in statistical reports is reported in a non-identifying format and is used for public information and for reporting to government and other agencies.

If you have general questions about the collection of personal information about students, please contact the Privacy Office, University of Lethbridge (tel. 403-332-4620 or email: karen.mahar@uleth.ca). The mailing address for all contacts listed is 4401 University Drive, Lethbridge, Alberta T1K 3M4.

The University's practices for the collection, use, and disclosure of personal information about students, and this Notice, comply with the provisions of Alberta's *Freedom of Information and Protection of Privacy (FOIP) Act*.

The Official Student Record

The Registrar of the University maintains the Official Student Record. It includes: information provided when an Application for Admission is submitted or when registration for and change to programs and courses are submitted; the student identification number; academic record; graduation status; immigration status (collection is specifically authorized by the *Immigration Act*); correspondence. It is used to determine a student's eligibility for admission, to track progress at the University, to contact the student when necessary, to confirm a student's status and identity, to develop statistical reports (although the information in statistical reports is grouped to protect individual privacy of individuals).

Some personal information in the Official Student Record is available to and used by other units of the University in order to meet the University's Mandate. However, access to the Official Student Record is limited in accordance with the University's Confidentiality of Student Records Policy and the FOIP Act.

When a student is eligible, certain elements from the Official Student Record are used in the Alumni and Development Record. These are name, address, faculty and graduation status. They are used for ongoing contact with alumni and for the University's development activities.

For further information about the Official Student Record, please contact the Registrar:

403-329-2233 donald.hunt@uleth.ca

FACULTY/SCHOOL RECORDS

The University's Faculties and Schools collect personal information about students. This information includes class lists including pictures, records of a student's attendance at class, completion of assignments, marks received for assignments and examinations, correspondence to and from the student, honours received by the student, contact addresses or telephone numbers, student advising information and graduation status.

The information is used to identify the student, to track the student's progress, to contact the student as necessary, to operate the programs of the Faculty or School, to provide advice to the student as requested and to permit participation in the programs offered by the Faculty or School.

For further information about personal information collected by the Faculties and Schools, please contact the Office of the Dean:

Arts and Science	403-329-5101	linda.gilbert@uleth.ca
Education	403-329-2051	darcy.mckenna@uleth.ca
Fine Arts	403-329-2126	angela.luck@uleth.ca
Health Sciences	403-329-2676	dean.hlsc@uleth.ca
Management	403-329-2633	carol.vandyk@uleth.ca
Graduate Studies	403-329-2121	lorie.peter@uleth.ca

LIBRARY

The Library collects the personal information about students that is necessary to operate the lending activities and reference services of the University Library.

For further information about personal information collected by the Library, please contact the University Librarian:

403-329-2261 alison.nussbaumer@uleth.ca

SCHOLARSHIPS AND STUDENT FINANCE

The Scholarships and Student Finance Office collects specific personal information from and about students who have applied for scholarships, bursaries, awards and other financial aid. The information collected is determined by the donors of the awards and relates to specific eligibility requirements set by the donors. The University also administers student loan programs under contracts with the Alberta Students Finance Board. Personal information collected from and about students who apply for Alberta and Canada Student Loans are authorized by the *Alberta Students Finance Act* and related regulations, and by the *Canada Student Loans Act*, the *Canada Student Financial Assistance Act* and the *Income Tax Act*.

The information collected by the Scholarships and Student Finance Office is used to administer the awards programs of the University, and the loan programs of the provincial and federal governments.

For further information about personal information collected by the Scholarships and Student Finance Office, please contact the Associate Vice-President, Students:

403-320-5700 regoffice.inquiries@uleth.ca

STUDENT HOUSING AND FOOD SERVICES

The Housing Services and Food and Catering Services Offices collect personal information necessary to operate student housing and food services programs, including the assignment to housing units, financial records related to payment for housing, and food services.

For further information about personal information collected by the Housing Services and Food and Catering Services Offices, please contact the Executive Director, Ancillary Services:

403-329-2239 booth@uleth.ca

INFORMATION TECHNOLOGY

The University offers email services and computer access to students. The primary purposes of the service are to enable the students to contact one another and their faculty members, to participate in online research and discussions, and to allow assignments to be completed. Information Technology collects personal information about students in order to assign access to the University servers, to monitor the use of University equipment in accordance with agreements signed by students to obtain access, and to obtain assistance with the use of University equipment.

For further information about personal information collected by the Department of Information Technology, please contact the Chief Information Officer:

403-332-4109 clark.ferguson@uleth.ca

FINANCIAL SERVICES

University Financial Services collects personal information about students in order to ensure debts owed to the University are recorded and collected.

The information is used to determine eligibility to participate in University programs and activities, including ongoing registration for academic programs, graduation, Library Services, Housing and Catering and Food Services programs, Students' Union programs, Recreation Services programs, and Health Centre programs.

For further information about personal information collected by Financial Services, please contact the Executive Director, Financial Services:

403-329-2387 takeyasuc@uleth.ca

HEALTH CENTRE

The Health Centre collects personal information that is necessary to operate clinical health services and to manage health care for students and University employees who visit the Health Centre. In addition to information collected under the general authority, the *Alberta Health Care Insurance Act* authorizes the collection of the individual's Alberta Health Care Insurance number or its equivalent for billing purposes. Collection of personal information by health practitioners and confidentiality of clinical records are also subject to the provisions of the *Alberta Health Disciplines Act*, *Health Facilities Review Act*, *Health Information Act*, and *Medical Professions Act*.

For further information about personal information collected by Health Services, please contact the Associate Vice-President (Human Resources and Administration):

403-329-2276 elaine.carlson@uleth.ca

SPORT AND RECREATION SERVICES

Sport and Recreation Services collects personal information about students necessary to operate and promote intramural programs, to offer recreational classes and to offer drop-in programs. The information is used to determine eligibility to participate in the programs and to assess and collect fees where applicable.

For further information about personal information collected by Sport and Recreation Services, please contact the Executive Director, Sport and Recreation Services:

403-329-2380 slavin@uleth.ca

INTERCOLLEGIATE AND CLUB ATHLETICS

The University intercollegiate athletic teams collect the personal information necessary for student athletes to participate in Canadian Interuniversity Sport (CIS) programs at both regional and national levels. University Club teams collect personal information necessary for student athletes to participate in competitive sports outside CIS programs at local, regional and national levels.

The information is used to determine eligibility and fitness for teams or competitions, and to operate and promote the teams.

For further information about personal information collected by athletic teams, please contact the Executive Director, Sport and Recreation Services:

403-329-2380 slavin@uleth.ca

FACULTY OF FINE ARTS

The Faculty of Fine Arts collects personal information necessary for students to participate in fine arts programs and activities. The University considers that recordings of performances or photographs of students carrying out their work are necessary for the proper operation of the programs offered by the Faculty; and that the same may be used for the promotion of the Faculty and the programs it offers and may be retained in the archives of the University.

For further information about personal information collected by the Faculty of Fine Arts, please contact the Dean, Faculty of Fine Arts:

403-329-2126 angela.luck@uleth.ca

CAMPUS SAFETY

Risk and Safety Services, Security Services, and Parking Services all collect personal information about students in the reporting and investigation of risk, safety, and security matters at the University, and for the operation of the University's parking services.

For further information about personal information collected by Campus Safety departments, please contact the Executive Director, Campus Safety:

403-329-2603 john.okeeffe@uleth.ca

UNIVERSITY OF LETHBRIDGE STUDENTS AND THE ALBERTA WORKERS' COMPENSATION BOARD

In 1985, the Alberta Workers' Compensation Board issued an Order under Section 7 of the *Workers' Compensation Regulation* which provides that the *Workers' Compensation Act* applies to students registered in and attending the University of Lethbridge (and other post-secondary institutions in Alberta) while they are in attendance. The Workers' Compensation Board coverage does not extend to students who suffer accidents while engaging or participating in extracurricular sporting, recreational, social or personal fulfillment activities which are not a current academic requisite or which are not required as a part of the course of study in which the student is registered. Workers' Compensation Board coverage means students are treated as employees when injured in an incident related to the course of studies.

The University's Risk and Safety Services is available to assist the student if a Workers' Compensation claim is required.

403-329-2190 daniel.berte@uleth.ca

403-329-2350 carolin.cattoidemkiw@uleth.ca

ERRATA AND ADDENDA

The University of Lethbridge Calendar is updated annually and is effective for the academic year that runs from May 1 to April 30.

From time to time, the Minister of Advanced Education and Technology may provide the University with approval to offer new programs and majors. Such approval may be given after the Calendar has gone to print. In this event, the University will list newly approved programs and majors along with complete descriptions and requirements on the University website.

In addition, a list of corrections and post-publication updates to the print edition of the 2013/2014 Calendar will be posted at www.uleth.ca/ross/academic-calendar/updates. The online edition of the Calendar will be changed to reflect these changes. Please check this web page regularly for information about changes.