

STUDENT RIGHTS AND RESPONSIBILITIES POLICY			
Effective Date	April 25, 2024	Policy Type	Academic
Responsibility	Provost and Vice-President Academic	Cross-Reference	<ul style="list-style-type: none"> • Grading Policy • Examination Policy • Course Outline Policy • Records Management Policy • Violence Prevention Policy • Sexual Violence Policy • Student Rights Violation Procedure • Academic Grievance Procedure • Academic Misconduct Procedure • Non-Academic Misconduct Procedure
Approval Authority	Academic Council	Appendices	<ul style="list-style-type: none"> • Appendix 1: Examples of Student Academic Misconduct • Appendix 2: Examples of Student Non-Academic Misconduct
Review Schedule	3 years		

1. Policy Statement

- 1.1 Northwestern Polytechnic (NWP) believes that all students have certain rights that protect and support them through their education. Additionally, students are expected to take responsibility for their conduct during their period of study at NWP, including abiding by the rules, policies, and regulations of the Polytechnic.
- 1.2 There are no exceptions to this policy. Further clarification requirements may be provided by the Dean of Students.

2. Scope

- 2.1 This policy applies to all students at any campus (including online students), and also includes students on any Polytechnic-owned property or on any Polytechnic-related field trip and activities. Students are required to adhere to NWP policies and acknowledge the right of the Polytechnic to address misconduct. Additionally, students enrolled in professional programs are bound by and shall comply with the professional code of ethics governing that profession and the practice of its discipline.

3. Reason for Policy

- 3.1 This policy provides a framework for the identification and resolution of issues related to students' rights and responsibilities during their period of study at NWP.

4. Definitions

- 4.1 **Academic Staff:** instructional staff in all credit courses, apprenticeship courses, and Professional Harley Davidson® courses, the T.E.N. Coordinator, Librarians, and Chairpersons of Departments.
- 4.2 **Academic Grievances:** an academic grievance is a complaint by a student specifically related to academic matters, alleging arbitrary and unpredictable instructional activities, grading procedures, or other incidents.

- 4.3. **Academic Misconduct:** the commission of any action which falsely indicates a student's level of academic achievement or assists in falsely indicating another student's level of achievement. Plagiarism and cheating are examples of academic misconduct. *Refer to Appendix 1 for examples of Student Academic Misconduct.*
- 4.4. **Academic Standing:** a student's status or rank in any course or program. Academic matters are those concerned with instructional activities, grading procedures, or other incidents related to academic affairs.
- 4.5. **Advocate:** any person who will support the grievor or who will plead on behalf of the grievor.
- 4.6. **Appeal:** a formal request to overturn or vary the original decision.
- 4.7. **Bullying:** is any persistent and deliberate conduct on the part of one or more individuals that is objectively hostile, intimidating, or insulting in nature and that reasonably causes another individual to feel belittled, humiliated, intimidated, isolated or undermined. Bullying may involve verbal, non-verbal, overt or covert, written and/or electronic communication.
- 4.8. **Business Days:** are days on which the Polytechnic is open for service.
- 4.9. **Cheating:** is a form of academic misconduct that occurs when a student attempts to obtain credit for work in a way that is dishonest, irresponsible, untrustworthy, or unfair. Cheating misrepresents a student's knowledge, skills, and abilities, and can lead to an advantage over others in the assessment of academic work. Any student who voluntarily and consciously aids another student in the commission of one of these offenses is also guilty of misconduct. *Refer to Appendix 1 for examples of Cheating.*
- 4.10. **Department:** refers to the administrative unit of the Polytechnic responsible for the academic functions of a program of study.
- 4.11. **FOIP:** refers to The Freedom of Information and Protection of Privacy Act.
- 4.12. **Harassment:** means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or other action and includes a sexual solicitation or advance.
- 4.13. **Hazing:** is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them, regardless of a person's willingness to participate.
- 4.14. **Hearing:** the opportunity for the Appellant and the Respondent to present the case in person to the Student Rights and Responsibility Committee.
- 4.15. **Non-Academic Misconduct:** means student behaviour on property owned, leased or operated by the Polytechnic, or on any endeavours during Polytechnic-related activities such as field trips, that violates explicitly stated Polytechnic rules and regulations, or a Federal, Provincial or Municipal statute, regulation or by-law. *Refer to Appendix 2 for examples of Student Non-Academic Misconduct.*
- 4.16. **Plagiarism:** means submitting work (words, ideas, images, or data) in a course as if it were the student's own work done expressly for that course when, in fact, it is not. Academic work often involves reference to the ideas, data, and conclusions of others, which must be explicitly and clearly noted. *Refer to Appendix 1 for examples of Plagiarism.*

- 4.17. **Procedural Fairness:** includes having a fair process with an impartial decision maker, the opportunity to have views considered by the person or people making the decision, and the right to hear the rationale for the decision.
- 4.18. **Program:** means the degree and/or specialization in which a student is registered (programs are offered by departments, extra-departmentally or non-departmentalized).
- 4.19. **Sexual Violence:** any violence, physical or psychological, carried out without consent through a sexual means or by targeting sexuality. This includes, but is not limited to sexual assault, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images, video or other materials of an individual without their consent.
- 4.20. **Stalking:** harassment of a person through unwanted or obsessive behavior and attention.
- 4.21. **Student:** refers to an individual who is registered at NWP on either a part-time or a full-time basis; or an individual who is no longer registered at the Polytechnic but is alleged to have committed misconduct while they were registered at the Polytechnic
- 4.22. **Supervisor:** refers to a person in a position of responsibility when an event occurs (in that moment, in that setting).
- 4.23. **Violence:** the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic violence.
- 4.24. **Withdraw with Permission:** refers to a withdrawal that results in a final grade of "W." Normally the deadline to withdraw and receive a grade of "W" is identified in the Academic Schedule.

5. Student Rights

- 5.1. A student has the right to learning conditions that do not interfere with the learning process and the right to participate in activities for students at the Polytechnic, without discrimination.
- 5.2. A student has the right to learning conditions that preserve and protect their safety and sense of dignity, that is free from violence, harassment, sexual violence, threats, stalking, bullying, hazing, or any other risks to health and safety.
- 5.3. A student has the right to freedom of inquiry, expression, and assembly on campus.
- 5.4. A student has the right to engage and participate in dialogue and to examine diverse views and ideas.
- 5.5. A student has the right to know the basic content, general procedures, and grading requirements of a course in advance of the first day of class, and to be assured that a course that is offered will not be substantially changed after the first day of class.
- 5.6. A student has the right to expect that classes will start and end on time and that the course timetable will continue for the semester as scheduled on the first day of classes.
- 5.7. A student has the right to receive formal academic advising concerning program and graduation requirements, academic regulations and university admissions.
- 5.8. A student has the right to expect that they will be informed of their course performance prior to the "withdraw with permission" date for the course and that the evaluation of their learning will be ongoing for the semester.

- 5.9. A student has the right to have their grades maintained in confidence. A student has the right to view any record that exists in their file in accordance with the FOIP Act.
- 5.10. A student has the right to review any of their final examinations or final assignments for ninety days following publication of the final grade.
- 5.11. A student has the right to timely resolution of issues brought forth to the Academic Staff or department.

6. Student Responsibilities

- 6.1. It is the student's responsibility to act consistently with the values of the Polytechnic community and to obey Municipal, Provincial and Federal laws.
- 6.2. It is the student's responsibility to respect the rights of the other members of the Polytechnic community and to behave in a way that does not harm or threaten to harm another person's physical or mental wellbeing.
- 6.3. It is the student's responsibility to uphold an atmosphere of civility, honesty, equity and respect for others, thereby valuing the inherent diversity in our community.
- 6.4. It is the student's responsibility to respect the property of others including the property of the Polytechnic.
- 6.5. It is the student's responsibility to be fully acquainted with and adhere to the Polytechnic's policies, procedures and rules.
- 6.6. It is the student's responsibility to become familiar with course outlines, content, evaluation methods, timelines and methodologies.
- 6.7. It is the student's responsibility to observe and obey all health and safety procedures outlined for classrooms, laboratories, field trips, practica, and other spaces on campus.
- 6.8. It is the student's responsibility to monitor the email address listed on the student's account at the time of a communication being sent. This communication is deemed to be received on the date the email is sent.
- 6.9. It is the student's responsibility to ensure the completeness and accuracy of their registration. This requires careful attention to course selection and compliance with prerequisite, corequisite, and program completion requirements. Students need to ensure that their course selection is appropriate for their program and includes those courses and credits required for graduation.

7. Student Rights Violation

- 7.1. NWP is committed to ensuring and upholding the rights of their students. Students can file a Student Rights Violation should they feel that one or more of their rights have been violated.
- 7.2. Refer to Student Rights Violation Procedure

8. Academic Grievance

- 8.1. Students can file an Academic Grievance in the event that Academic Staff's grading procedures or instructional activities are deemed to be adversely affecting the student's academic standing. Students have the right to fair and equitable procedures for resolving matters affecting academic standing.
- 8.2. Adverse grading procedures and instructional activities include:

- 8.2.1. Grading procedures: The assignment of a course grade to a student on some basis other than requirements in the course outline.
 - 8.2.1.1. The assignment of a course grade to a student by resorting to unreasonable standards different from those that were applied by the same Academic Staff to other students in that course.
 - 8.2.1.2. The assignment of a course grade by a substantial, unreasonable and unannounced departure from the Academic Staff's previously articulated standards.
 - 8.2.1.3. Other incidents: Biased behaviour toward a student.
- 8.2.2. Instructional activities: Teaching methods, class conduct, course preparation, or non-adherence to the course outline by the Academic Staff.

8.3. Refer to Academic Grievance Procedure

9. Student Academic Misconduct

- 9.1. NWP is committed to the principles of academic integrity. Any action that contravenes the standard of academic integrity is prohibited and may result in disciplinary measures as it undermines the quality of teaching and learning and detracts from the Polytechnic's reputation. Alleged incidents of academic misconduct are investigated and resolved in a manner that is fair, transparent, and timely.
- 9.2. The Polytechnic expects academic integrity from its students. Accordingly, the Polytechnic has adopted appropriate penalties for student academic misconduct. Penalties are levied according to the degree of the infraction. The Academic Misconduct procedure is intended to provide a framework for the identification and resolution of issues concerning the academic conduct of NWP students, including students enrolled in Collaborative Programs.
- 9.3. Refer to Appendix 1: Examples of Student Academic Misconduct
- 9.4. Refer to Academic Misconduct Procedure

9.5. Guiding Principles

- 9.5.1. NWP fosters academic integrity through education and the use of preventative measures in all teaching and learning activities.
- 9.5.2. Academic Staff are to ensure that all reasonable measures are taken to inform students of the specific requirements of their courses regarding academic integrity.
- 9.5.3. Academic Staff model and enforce clear and fair standards of academic integrity.
- 9.5.4. Students are allowed to proceed in courses until the investigation into the alleged academic misconduct is complete except in situations where safety to self or others is an issue or there is disruption to the learning environment.

9.5.5. Students will be informed of consequences and presented with the evidence gathered when an incident of academic misconduct is alleged.

9.5.5.1. If evidence includes classmates' information, the confidentiality of these students will be maintained.

9.6. Academic Responsibilities

9.6.1. Student Responsibilities

9.6.1.1. Refraining from engaging in academic misconduct.

9.6.1.2. Completing their own academic work.

9.6.1.3. Refraining from helping or attempting to help another person commit academic misconduct.

9.6.1.4. Taking reasonable precautions to prevent their academic work from being used by others.

9.6.1.5. Gaining the skills and knowledge related to proper citation and applying these skills to all borrowed information (words, ideas, work, etc.)

9.6.1.6. Respecting and following expectations regarding the accepted degree of collaboration and copy-editing assistance, as laid out in assignment and exam instructions.

9.6.2. Academic Staff Responsibilities

9.6.2.1. Taking proactive and reasonable measures to prevent student academic misconduct.

9.6.2.2. Making expectations under this policy clear and explicit to students in assignment and exam instructions.

9.6.2.3. Reducing the occurrence of academic misconduct through appropriate design and administration of assignments and exams.

9.6.2.4. Responding to suspected academic misconduct in accordance with this policy and related procedures.

9.6.2.5. Including relevant academic integrity and academic misconduct information in course outlines to be reviewed with students at the beginning of each semester.

9.6.3. Registrar Responsibilities

9.6.3.1. Receiving all disclosures and reports of academic misconduct.

9.6.3.2. Evaluating, investigating, and determining an appropriate response to academic misconduct allegations in accordance with the procedures set forth in the Procedures for Student Academic Misconduct document.

9.6.3.3. Handling information and records related to academic misconduct in compliance with Alberta's FOIP and the provisions outlined in the Procedures for Student Academic Misconduct document.

9.6.4. Provost and Vice-President Academic

9.6.4.1. Developing, publishing, and maintaining procedures and regulations for dealing with allegations of academic misconduct.

9.6.4.2. Monitoring the effectiveness of the policy and making policy refinements as needed to ensure the policy remains relevant and effective.

9.6.4.3. Evaluating outcomes of academic misconduct allegations when issues are raised at the Provost and Vice-President Academic level and responding accordingly.

9.6.5. All Polytechnic Community Responsibilities

9.6.5.1. Complying with and enforcing academic integrity standards.

9.6.5.2. Reporting apparent violations of academic integrity that they have observed.

10. Student Non-Academic Misconduct

- 10.1. The disciplinary power of the Polytechnic is inherent in its responsibility to protect its educational purposes and processes through the setting of standards of conduct and the regulation of the use of its facilities. The established standards of conduct apply to students whenever they are on property owned, leased, or operated by the Polytechnic. The standards of conduct also apply to students representing the Polytechnic at functions, meetings, or sports events that are held off-site. Students are also expected to abide by applicable Municipal, Provincial and Federal laws.
- 10.2. The Student Non-Academic Misconduct procedure is intended to provide a framework for the identification and resolution of issues (tracked by the Dean of Students) concerning the non-academic conduct of NWP students, including students enrolled in Collaborative Programs.
- 10.3. Refer to Appendix 2: Examples of Student Non-Academic Misconduct
- 10.4. Refer to Non-Academic Misconduct Procedure

11. Revision History

- 11.1. Revised and Recommended by Academic Council: May 5, 2022
- 11.2. Approved by Board of Governors: May 19, 2022
- 11.3. Revised and Approved by Academic Council: April 25, 2024

Appendix 1: Examples of Student Academic Misconduct

Examples of student academic misconduct include but are not limited to the following acts, whether completed or attempted. Any student who voluntarily and consciously aids another student in the commission of an act of academic misconduct is also guilty of academic misconduct.

Cheating

Examples of cheating include but are not limited to situations where a student:

1. Presents false or fabricated material, including research results.
2. Communicates with other students during tests or examinations without explicit permission from the Academic Staff.
3. Consults any person or materials outside the confines of the examination environment (physical or virtual) without permission to do so, this includes failure to write examinations in the required environment as laid out in the examination rules and procedures.
4. Writes an examination or part of it outside the confines of the examination environment (physical or virtual) without permission to do so.
5. Impersonates another student in an examination or other class assignment.
6. Copies from another student's examination or assignment.
7. Allows another student to copy from their examination or assignment.
8. Works with others on an evaluative assessment beyond the degree of what is permissible.
9. Possesses and/or uses unauthorized materials (such as print or electronic materials, calculators, or other electronic devices) during an evaluative process.
10. Pre-programs a calculator, electronic or other devices to contain answers or other unauthorized information for use in examinations or other evaluative assessments.
11. Removes any examination materials or papers from the examination room, without permission to do so.

Plagiarism

Examples of plagiarism include but are not limited to situations where a student:

1. Submits or presents work, in whole or in part, taken from another source without appropriate reference to the original creator and/or source.
2. Commits self-plagiarism by submitting the same work from one course for assessment in a subsequent offering of that same course or in a different course, without prior written permission from all the Academic Staff involved.
3. Mentions an author or source in a paper without including a full citation in the bibliography.
4. Cites a source with inaccurate information, making it impossible to find that source.
5. Uses a direct quotation from a source without following the appropriate style guide formatting requirements to indicate it as a direct quotation.

6. Submits work that the student has obtained from someone else.
7. Submits work that contains a purported statement of fact or refers to a source that does not exist or has been concocted.

Other Types of Student Academic Misconduct

Examples of other types of student academic misconduct include but are not limited to situations where a student:

1. Sells, distributes, posts, or publishes course materials, recordings, or other information provided by an Academic Staff, or uses them for any commercial purpose without the express permission of the Academic Staff.
2. Uses the intellectual property of others for distribution, sale, or profit without the authorization of the owner of that material. This includes slides and presentation materials used in a class wherever the owner of those materials has not authorized further use.
3. Intentionally or deliberately acquires or attempts to acquire, possesses, or distributes examination or assessment materials without the Academic Staff's prior approval.
4. Tampers or attempts to tamper with examinations, class work, grades, or class records.
5. Removes, defaces, destroys or deliberately keeps library, academic, or reference materials from other students.
6. Furnishes false information in the context of an assignment or evaluative task.
7. Has unauthorized access to or interferes with the academic records, data and documents from NWP, an Academic Staff, another student or a third party.
8. Alters a previously graded examination or assignment or alters a grade without the Academic Staff's prior consent.
9. Intentionally damages or destroys the academic work of others.
10. Impersonates someone or has someone impersonate them in person, in writing, or electronically.
11. Withholds or alters academic information, portfolios, essays, transcripts, or documents, including during the admissions process.
12. Submits altered, forged, or falsified medical or other certificates or documents for academic consideration, or makes false claims for such consideration, including in or as part of an academic appeal, or the academic misconduct process.
13. Altering, in any way, official documents issued by the Polytechnic.
14. Exhibits non-compliance with rules or procedures for either in-person or remote/online examinations.

Appendix 2: Examples of Student Non-Academic Misconduct

Student Non-Academic Misconduct means behaviour on property-owned, leased or operated by the Polytechnic, or on any endeavours during Polytechnic-related activities such as field trips, that violates explicitly stated Polytechnic rules and regulations, or a Federal, Provincial or Municipal statute, regulation or by-law.

Student non-academic misconduct includes but is not limited to:

1. providing false or misleading information to Polytechnic officials or on official Polytechnic records or altering or tampering with such official records;
2. theft, malicious destruction, damage or injury to property;
3. appropriating for the student's own use property which is not the student's own without the consent of the owner or person legally responsible for such property;
4. possession, use or distribution of any illegal substance;
5. unauthorized consumption, possession or distribution of alcoholic beverages;
6. unauthorized entry into, or use of, Polytechnic facilities;
7. failure to comply with directions of Polytechnic administrative officers or Academic Staff within the purview of their authority when they are carrying out their normal duties;
8. conduct which causes injury to a person and/or damage to Polytechnic property and/or the property of any member of the Polytechnic community;
9. violence or threat of violence, harassment, sexual violence, stalking, bullying, hazing or any other unacceptable behaviour or language (on campus, in classrooms, online or while using computers, at events, on trips, etc.).