



<b>Student Rights and Responsibilities Policy</b>	
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<b>Recommended by:</b> Academic Council	
<b>Associated Documents</b> Appendix A – Types of Academic Misconduct Appendix B – Types of Non-Academic Misconduct Academic Misconduct Procedure Non-Academic Misconduct Procedure Reappraisal of Graded Term Work Procedure Reappraisal of Final Grade Procedure	

## PURPOSE

The purpose of this policy is to define student rights, student responsibilities, and institutional standards of conduct. This policy reflects Red Deer Polytechnic’s commitment to student success and fair treatment in decision-making processes that affect student rights and responsibilities.

## SCOPE

This policy applies to all Red Deer Polytechnic students.

## POLICY

### *General*

1. Red Deer Polytechnic students can expect to be part of a community of care, respect, inclusivity, and collaboration.
2. Student rights are balanced with certain responsibilities to secure a healthy and positive learning environment for all at the Polytechnic.

## ***Student Rights***

Students have the right to

1. learn in an environment that respects diversity, inclusion, and equity of access to services and supports (e.g., Red Deer Polytechnic Students' Association, Indigenous Student Services, International Education, Counselling, and Accessibility Coordinators for guidance with accommodation requests);
2. study, work, and live in a setting where the protection of human rights and the health and safety of people, property, and the environment are of central importance;
3. exercise freedom of thought, inquiry, expression, belief, conscience, religion, political association, and assembly (provided that laws and policies are not violated in doing so);
4. have privacy protections;
5. be informed of the content and requirements of their courses and programs, timelines, and assessment or evaluation methods;
6. receive timely feedback on their assessments and graded work, including midterm feedback;
7. review their graded work;
8. communicate with instructors outside of class periods during scheduled office hours (as per the course outline) about graded term work or a final grade;
9. provide an evaluation of their courses and the course instruction, where available;
10. be dealt with fairly in relation to any investigation and decision affecting them. This includes the right to
  - a. be informed about allegations made against them;
  - b. be told of the possible outcomes that could result from the decision;
  - c. have a reasonable opportunity to be heard and to respond to the allegations in the presence of the decision-maker; and
  - d. be heard by a decision-maker who is free from interest or bias in the decision to be made.
11. have intellectual property protections;
12. have access to and protection of their official student records;
13. be accompanied by a support person for personal, moral, and emotional support during the exercise of any of their rights or responsibilities under this policy;
14. be protected from retaliation because of exercising any of their rights or responsibilities; and
15. be informed of the appeals process as defined in the Student Appeals Policy.

## ***Student Responsibilities***

Students have the responsibility to

1. conduct themselves in way that promotes a positive learning environment and respects the health, safety, and property of others;

2. communicate respectfully with others;
3. behave in ways consistent with an environment that does not tolerate hate, discrimination, harassment, or violence;
4. communicate with instructors to resolve concerns about assessments or general course content;
5. prepare for all scheduled learning activities;
6. complete course requirements and observe deadlines and schedules identified in the course outline or in other course information (e.g. via Blackboard);
7. respect the instructor's right to manage the learning environment and to set standards for acceptable behaviour;
8. respect an instructor's knowledge and expertise in the selection of course content, instructional methodologies, grading, and assessment methods in accordance with policy and scholarly standards;
9. pay the required tuition and other fees within the established deadlines;
10. follow policies, rules, and regulations of a workplace provider during a practicum, clinical placement, preceptorship, or similar learning experience;
11. follow pre-professional standards and code of ethics as applicable;
12. read emails sent to their Polytechnic-assigned email account and log into the internal portal (e.g. TheLoop) and learning management system (e.g. Blackboard) as often as possible. Failure to read the communications does not excuse students from knowing, responding to, or following the directions in that communication;
13. inform the Polytechnic of a change in address, contact information, or legal name; and
14. follow all Polytechnic policies and procedures.

### ***Academic Misconduct***

1. Students have a role in the Polytechnic's responsibility to make sure that learning and academic success are not damaged by cheating or misrepresentation. Students are responsible for conducting themselves in a manner supportive of a positive learning environment and upholding the values of academic integrity, honesty, trust, fairness, respect, responsibility, and courage. Academic misconduct refers to behaviours that go against these values. Some examples are given in Appendix A.
2. Generally, academic misconduct is any behaviour that a student knows or should know could damage or interfere with the ability to evaluate fairly an academic achievement, merit or standing. Academic misconduct includes actions that give a student or others unearned or unfair academic advantage, recognition, or benefit.
3. If, at the conclusion of an investigation, the evidence supports a finding of academic misconduct against a student, the student must follow the outcome measures set by the decision-maker.
4. The Polytechnic shall establish procedures to address complaints of student academic misconduct.

### ***Non-Academic Misconduct***

1. Students have a role in the Polytechnic's responsibility to secure a safe, welcoming, and respectful learning environment. Students are responsible for acting in a way that supports the values of shared respect for the safety, dignity, rights, and well-being of people and their property. Non-academic misconduct refers to the behaviours that go against these values. Some examples are given in Appendix B.
2. Generally, non-academic misconduct involves behaviours that threaten, endanger, or affect another person's safety or well-being, the Polytechnic's learning or working environment, or the integrity of the Polytechnic's property or reputation.
3. If, at the conclusion of an investigation, the evidence supports a finding of non-academic misconduct against a student, the student must follow the outcome measures set by the decision-maker.
4. The Polytechnic shall establish procedures to address complaints of student non-academic misconduct.

## RELATED POLICIES

Accommodations for Students with Disabilities Policy  
Indigenous Initiatives Policy (in development)  
Respectful Workplace and Learning Environment Policy  
Sexual and Gender-Based Violence Policy  
Student Appeals Policy  
Student Intellectual Property Policy

## DEFINITIONS

*Other relevant definitions not noted here can be found in the above listed policies.*

**Academic Integrity:** the values that underlie post-secondary education and research, including honesty, trust, fairness, respect, responsibility, and courage (adapted from the [International Centre for Academic Integrity definition](#)). Maintaining academic integrity involves expressing original ideas, citing sources, using approved resources, working independently, and reporting results accurately and honestly.

**Academic Misconduct:** any behaviour that a student knows or should know could damage or interfere with the ability to evaluate fairly an academic achievement, merit, or standing. Academic Misconduct includes actions that give a student or others unearned or unfair academic advantage, acknowledgment, or benefit. Examples are included in Appendix A.

**Appellant:** a student who has submitted an appeal application.

**CARES:** Creating Actionable and Responsible Early Support (CARES) approach supports individual students in finding and using appropriate services and creating a circle of care plan through Counselling Services, Accessibility Services, or other student supports.

**Complaint:** a report alleging misconduct or a breach of any Polytechnic policy.

**Complainant:** the person alleging misconduct in breach of any Polytechnic policy.

**Decision-maker:** includes a Vice President, Executive Director, Appeal Panel Chair, Appeal Panel, Dean, Associate Dean, or Faculty member who decides the outcome, and any related outcome measures, in a grade reappraisal, complaint, or appeal.

**Non-Academic Misconduct:** behaviours that threaten, endanger, or affect another person's safety or well-being, the Polytechnic's learning or working environment, or the integrity of the Polytechnic's property or reputation. Examples are included in Appendix B.

**Outcome measures:** the conditions, requirements, or resolutions determined by a decision-maker after receiving and reviewing a misconduct investigation report. While outcome measures may include penalties such as suspension or expulsion, the primary objective in determining outcome measures is to educate a party, or restore a party, or both.

**Red Deer Polytechnic premises:** all Red Deer Polytechnic owned, leased, rented, or controlled buildings, residences, grounds, and vehicles.

**Respondent:** a person who is alleged to have committed a violation of Polytechnic policy as described in a complaint or investigation report.

**Retaliation:** threats or intimidation that is intended to discourage an individual from seeking support or other services, making a complaint or report under any Polytechnic policy, or participating in an investigation under a Polytechnic policy.

**Student:** an individual who is currently registered in a course or program of study with the Polytechnic (whether for credit or not); or an individual who is no longer registered at the Polytechnic but is alleged to have committed misconduct while they were registered in a course or program of study at the Polytechnic.

**Support Person:** an individual who provides personal support while accompanying a student, respondent, complainant, or appellant during meetings, interviews, or proceedings. Examples of a support person include an association or union representative, legal counsel, an Elder, a traditional knowledge keeper, a peer, or a family member.

## **APPENDIX A**

### **Types of Academic Misconduct**

The following list is not exhaustive but is intended to give examples of academic misconduct:

1. Plagiarism, which involves passing off as one's own the ideas, words, or work of someone else in an academic examination or other form of academic or creative work;
2. Self-plagiarism, which involves submitting (without the knowledge and approval of the instructor to whom it is submitted) any academic or creative work for which credit was previously received or is being sought in another course or program;
3. Improper collaboration (e.g., two students submitting the same paper in two different English courses);
4. Unauthorized use of intellectual property (e.g., using another student's work without their knowledge);
5. Unauthorized use of materials or aids during any academic examination or for essays and assignments (e.g., smart devices, cheat sheets, material from file-sharing sites, or apps such as Chat GPT);
6. Unauthorized use of online or other translation programs (when not permitted);
7. Contract cheating, which involves the use of a third party for help in producing academic work in exchange for payment (e.g., Course Hero or essay writing services);
8. Bribing another person by offering or accepting money, goods, favours, or other benefits in exchange for academic advantage;
9. Obtaining and/or sharing any confidential academic material (such as a pending examination or its contents) from any source without the consent of the instructor;
10. Submitting any academic work containing made-up statistics or other facts, and citing made-up or misrepresented sources;
11. Misrepresenting facts to obtain an academic or other advantage (including relevant information about one's personal identity or one's academic performance);
12. Forging, altering, or falsifying a document or electronic record required by the Polytechnic and/or using such forged, altered, or falsified records;
13. Impersonating another individual (or having someone impersonate you) at any academic examination or in connection with any other form of academic work;
14. Contravening the Professional Code of Conduct relating to the profession and the practice of its discipline during a practicum or clinical placement;
15. Contravening the pre-professional standards and code of ethics relating to a profession and the practice of its discipline in the classroom;
16. Intentionally interfering with learning activities by being disruptive, abusive, or threatening toward others during class activities, whether live or online;
17. Attending a learning activity (including but not limited to a class, lab, or work-integrated learning activity) while under the influence of alcohol, narcotics, or drugs, where such condition creates a potential safety risk to others or a potential risk of damage to the Polytechnic's property;
18. Counseling, encouraging, or knowingly helping another person commit an academic misconduct offence under this policy;
19. Coercing another individual to commit an offence under this policy in connection with any form of academic or creative work.

## **APPENDIX B - Types of Non-Academic Misconduct**

Together with prohibited behaviour addressed in the Respectful Workplace and Learning Environment Policy and the Sexual and Gender-Based Violence Policy, as well as expectations outlined in program-specific student handbooks, the following list is not exhaustive but is intended to give examples of conduct that is prohibited and constitutes non-academic misconduct whether it occurs on Red Deer Polytechnic premises, or away from them during activities sponsored by the Polytechnic:

1. Offences against persons which include the following:
  - a. committing gender-based or sexual violence, including sexual harassment;
  - b. physically or verbally assaulting another person;
  - c. threatening another person with bodily harm;
  - d. intentionally causing another person to fear bodily harm;
  - e. intentionally creating a hazardous condition that endangers the health, safety, or well-being of other persons;
  - f. threatening to damage another person's property;
  - g. negatively affecting a person's ability to freely and safely participate in programs and activities on Polytechnic premises or during activities sponsored by the Polytechnic;
  - h. acting or speaking to another person or persons in ways that are known to be unwelcome (about their race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation);
  - i. hazing or other actions that harm (or could harm) someone's mental or physical well-being for the purpose of initiation or membership in a group or organization; or
  - j. knowingly or maliciously making a false complaint against a Polytechnic student or employee.
  
2. Offences relating to property, which means intentionally:
  - a. defacing or damaging the interior or exterior of any building or structure on Polytechnic premises;
  - b. taking or damaging assets or property of the Polytechnic or others;
  - c. taking or damaging intellectual property, information, or research belonging to the Polytechnic or others;
  - d. creating a condition that threatens destruction of the property of the Polytechnic or others;
  - e. threatening to destroy the property of the Polytechnic;
  - f. entering or remaining on Red Deer Polytechnic premises without authorization and upon given notice not to trespass;
  - g. using Polytechnic facilities, equipment, or services without authorization (including use for a commercial, disruptive, or otherwise unauthorized purpose); or
  - h. breaching the Polytechnic's policies regarding the use of communication and information systems and information assets.

3. Causing a disturbance, whether by action or threat, that the student knows interferes with any activity organized by the Polytechnic outside of learning activities (e.g., blocking access to an activity or making noise that interferes with the conduct of a public speaking event or public meeting).
4. Behaving in a way that prejudices Red Deer Polytechnic's name, reputation, or standing or that puts the Polytechnic at potential legal risk.
5. Violating legislation, court orders, or orders of any administrative tribunals relating to or affecting the Polytechnic or the Polytechnic community.
6. Refusing to follow government public health orders, protocols, and guidelines established upon the declaration of a public health emergency (e.g., under Alberta's *Public Health Act*).
7. Refusing to comply with the Polytechnic's health and safety procedures.
8. Acting in a disorderly, lewd, obscene, or indecent manner.
9. Providing false information to Red Deer Polytechnic security personnel.
10. Breaching the Alberta government's rules or policies for apprenticeship students (if a student is an apprenticeship student);
11. Refusing to comply with interim measures or outcome measures imposed by a Polytechnic decision-maker.
12. Possession and/or use of weapons, firearms, or ammunition on Polytechnic premises.
13. Refusing to comply with the Polytechnic's alcohol, cannabis, smoking, and tobacco policies.
14. Unlawfully possessing, selling, distributing, or using narcotics or illegal drugs.
15. Encouraging, conspiring, or aiding another person in the commission of a non-academic offence.