

STUDENT RIGHTS AND RESPONSIBILITIES			
<b>Effective Date</b>	May 19, 2022	<b>Policy Type</b>	Academic
<b>Responsibility</b>	Provost and Vice-President Academic	<b>Cross-Reference</b>	Grading Policy Examination Policy Course Outline Policy Records Management Policy
<b>Approver</b>	Board of Governors	<b>Appendices</b>	Appendix A: Examples of Academic Student Misconduct Appendix B: Examples of Non- Academic Student Misconduct Appendix C: Student Rights and Responsibilities Policy Procedures Appendix D: The Students Rights and Responsibilities Committee Appendix E: The Appeal Process Appendix F: Student Complaint Form Appendix G: Example Student Academic Misconduct Letter
<b>Review Schedule</b>	3 Years		

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## 1. Policy Statement:

Registered students are expected to abide by the rules and regulations of the Polytechnic. As students, rights apply to the Polytechnic in terms of what students are expected to know, expect and receive in all aspects of their period of study at NWP. The standards of student responsibilities apply to all students in terms of what they are expected to take responsibility for and how to conduct themselves during their period of study at NWP.

There are no exceptions to this policy. Further clarification on the policy requirements may be provided by the Dean of Students.

## 2. Scope:

This policy applies to all registered students at any campus, any Polytechnic-owned property or on any Polytechnic-related field trip and activities. Students are required to adhere to NWP policies and regulations and acknowledge the right of the Polytechnic to address misconduct.

## 3. Reason for Policy:

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:

**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.

**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.

**Academic Misconduct:** The commission of any action which falsely indicates the 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 A for examples of Academic Misconduct.*

**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.

**Advocate:** any person who will support the griever or who will plead on behalf of the griever.

**Appeal:** a formal request to overturn an adverse decision affecting a student's academic standing.

**Business Days:** are days on which the Polytechnic is open for service.

**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 A for examples of Cheating.*

**Department:** refers to the administrative unit of the Polytechnic responsible for the academic functions of a program of study.

**FOIP:** refers to The Freedom of Information and Privacy Act.

**Hearing:** the opportunity for the Appellant and the Respondent to present the case in person to the Student Rights and Responsibility Committee.

**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. *Refer to Appendix B for examples of Non-Academic Misconduct.*

**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 A for examples of Plagiarism.*

**Program:** means the degree and/or specialization in which a student is registered (programs are offered by departments, extra-departmentally or non-departmentalized).

**Student:** refers to an individual who has been admitted to NWP on either a part-time or a full-time basis.

**Supervisor:** refers to a person in a position of responsibility when an event occurs (in that moment, in that setting).

**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 course 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 receive formal academic advising concerning program and graduation requirements, academic regulations and university admissions.
- 5.7 A student has the right to expect that they will be informed of his/her course performance prior to the "withdraw with permission" date for the course and that the evaluation of his/her learning will be ongoing for the semester.
- 5.8 A student has the right to have his/her grades maintained in confidence. A student has the right to view any record that exists in his/her file in accordance with the FOIP Act.
- 5.9 A student has the right to review any of his/her final examinations or final assignments for ninety days following publication of the final grade.
- 5.10 A student has the right to timely resolution of issues brought forth to the Academic Staff or department.
- 5.11 A student has the right to be fully informed of the intent to record a lecture or class activity.

*Refer to Section 7: Academic Grievance*

*Refer to Appendix C: Student Rights and Responsibilities Policy*

*Procedures Refer to Appendix F: Student Complaint form*

## 6. Student Responsibilities

- 6.1 It is the student's responsibility to act consistently with the values of the Polytechnic community and to obey local, 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.

*Refer to Section 8: Academic Misconduct*

*Refer to Section 9: Non-academic Misconduct*

## 7. Academic Grievance

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.

Adverse grading procedures and instructional activities include:

**Grading procedures:** The assignment of a course grade to a student on some basis other than requirements in the course outline.

- a. The assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied by the same Academic Staff to other students in that course.
- b. The assignment of a course grade by a substantial, unreasonable and unannounced departure from the Academic Staff's previously articulated standards.
- c. Other incidents: Biased behaviour toward a student.

**Instructional activities:** Teaching methods, class conduct, course preparation, or non-adherence to the course outline by the Academic Staff.

*Refer to Appendix F: Student Complaint form*

## 8. Academic Misconduct

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. Alleged incidents of academic misconduct are investigated and resolved in a manner that is fair, transparent, and timely.

Registered students are expected to abide by the rules and regulations of the Polytechnic. The Polytechnic expects academic integrity from its students. Academic misconduct undermines the quality of teaching and learning and detracts from the Polytechnic's reputation. Accordingly, the Polytechnic has adopted appropriate penalties for plagiarism and cheating. Penalties are levied according to the degree of the infraction.

*Refer to Appendix A: Examples of Academic Misconduct*

*Refer to Appendix C: Student Rights and Responsibilities Policy Procedures*

## 8.1 Guiding Principles

- 8.1.1 NWP fosters academic integrity through education and the use of preventative measures in all teaching and learning activities.
- 8.1.2 Academic Staff are to ensure that all reasonable measures are taken to inform students of the specific requirements of their courses regarding academic integrity.
- 8.1.3 Academic Staff model and enforce clear and fair standards of academic integrity.
- 8.1.4 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.
- 8.1.5 Students will be informed of consequences and presented with the evidence gathered when an incident of academic misconduct is alleged.
  - 8.1.5.1 If evidence includes classmates' information, the confidentiality of these students will be maintained.

## 8.2 Academic Responsibilities

### 8.2.1 Student Responsibilities

- 8.2.1.1 Refraining from engaging in academic misconduct.
- 8.2.1.2 Completing their own academic work.
- 8.2.1.3 Refraining from helping or attempting to help another person commit academic misconduct.
- 8.2.1.4 Taking reasonable precautions to prevent their academic work from being used by others.
- 8.2.1.5 Gaining the skills and knowledge related to proper citation and applying these skills to all borrowed information (words, ideas, work, etc.).
- 8.2.1.6 Respecting and following expectations regarding the accepted degree of collaboration and copy- editing assistance, as laid out in assignment and exam instructions.

### 8.2.2 Academic Staff Responsibilities

- 8.2.2.1 Taking proactive and reasonable measures to prevent student academic misconduct.
- 8.2.2.2 Making expectations under this policy clear and explicit to students in assignment and exam instructions.
- 8.2.2.3 Reducing the occurrence of academic misconduct through appropriate design and administration of assignments and exams.
- 8.2.2.4 Responding to suspected academic misconduct in accordance with this policy and related procedures.
- 8.2.2.5 Including relevant academic integrity and academic misconduct information in course outlines and course syllabi to be reviewed with students at the beginning of each semester.

## 8.2.3 Registrar Responsibilities

- 8.2.3.1 Receiving all disclosures and reports of academic misconduct.
- 8.2.3.2 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.
- 8.2.3.3 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.
- 8.2.3.4 Overseeing the development and implementation of any education and awareness activities needed to ensure the Polytechnic community is aware of and understands the policy.

## 8.2.4 Vice-President Academic and Research Responsibilities

- 8.2.4.1 Developing, publishing, and maintaining procedures and regulations for dealing with allegations of academic misconduct.
- 8.2.4.2 Monitoring the effectiveness of the policy and making policy refinements as needed to ensure the policy remains relevant and effective.
- 8.2.4.3 Evaluating outcomes of academic misconduct allegations when issues are raised at the Vice- President Academic and Research level and responding accordingly.

## 8.2.5 All Polytechnic Community Responsibilities

- 8.2.5.1 Complying with and enforcing academic integrity standards.
- 8.2.5.2 Reporting apparent violations of academic integrity that they have observed.

## 9. Non-Academic Misconduct

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 Provincial and Federal laws.

The 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.

*Refer to Appendix B: Examples of Non-Academic Misconduct*

*Refer to Appendix C: Student Rights and Responsibilities Policy Procedures*

## 10. Revision History

Revised and Recommended by Academic Council: May 5, 2022

Approved by Board of Governors: May 19, 2022

## Appendix A: Examples of Academic Student Misconduct

Examples of 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.
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 device 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 quote from a source, cites that source, but fails to indicate the copied text with quotation marks.
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 Academic Misconduct

Examples of other types of 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.

## Appendix B: Examples of Non-Academic Student Misconduct

**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 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. bullying, violence or threat of violence, and/or unacceptable behaviour or language (on campus, in classrooms, online or while using computers, at events, on trips, etc.).

## Appendix C: Student Rights and Responsibilities Policy Procedures

### 1. Student Rights

- 1.1 Informal Discussion with the Individual:** If a student feels that their student rights have been violated, the student should approach the individual to resolve the situation causing the concern.
  - 1.1.1** If the informal method for resolving the situation does not succeed or the student is not comfortable approaching the individual, the student will complete the Student Complaint form.
- 1.2 Submit a Student Complaint Form:** The student will complete a Student Complaint form and submit it to the Department Chairperson.
- 1.3 Review by the Department Chairperson:** The Department Chairperson will normally meet informally with the student and the individual (with permission of the student) to facilitate a timely resolution to the issue at this step.
- 1.4 Formal submission to the Dean of the Program:** If the review by the Chairperson fails to resolve the issue, the student may deliver the Student Complaint Form to the Dean of the program.
  - 1.4.1 Review by Program Dean:** Depending on the scope of the student complaint, the Dean of the program may follow up with the student.

### 2. Academic Grievance

- 2.1 Informal Discussion with the Academic Staff/Supervisor:** If a student feels that Academic Staff's grading procedures or instructional activities are adversely affecting the student's academic standing, the student should approach the Academic Staff/Supervisor to resolve the situation causing the concern.
- 2.2 Submit a Student Complaint Form:** If the informal method for resolving the situation does not succeed or the student is not comfortable approaching the Academic Staff/Supervisor, the student will complete the Student Complaint Form and submit it to the Department Chairperson.
- 2.3 Review by the Department Chairperson:** The Department Chairperson will normally meet informally with the student and the Academic Staff/Supervisor (with permission of the student) to facilitate a timely resolution to the issue at this step.
- 2.4 Formal submission to the Student Rights and Responsibilities Committee:** If the review by the Chairperson fails to resolve the issue, the student may request a formal hearing by delivering the Student Complaint Form to the Dean of the program.

### 3. Student Academic Misconduct

- 3.1 Identification of Offence:** Academic Staff/Supervisor identifies or is notified about the student's alleged academic misconduct offence. Academic Staff determines if the alleged offence warrants further action. The Academic Staff may meet with the student to discuss the allegation. If the Academic Staff decides that sufficient evidence exists to pursue the allegation, the Academic Staff reports the allegation in writing to the Department Chairperson.
  - 3.1.1** If the Academic Staff issues a verbal warning to the student without formal documentation of the offence, the incident will not be considered a first offence in the Student Academic Misconduct Procedure.
- 3.2 Review by the Department Chairperson:** The Department Chairperson decides if there is sufficient evidence to pursue the allegation. If the Department Chairperson decides to pursue the allegation, the Department Chairperson checks with the Registrar's Office to determine if the student has had previous findings of academic misconduct. If no, this allegation is a possible first offence. If yes, this allegation is a possible second offence or third offence.

- 3.2.1** A student who has committed a first offence of academic misconduct will normally receive a record of first occurrence of academic misconduct added to the student's academic file along with one or more of the following sanctions:
- Verbal warning from Academic Staff
  - Formal warning/reprimand
  - Resubmission of the evaluation associated with the academic misconduct
  - Failing grade of zero (0) on the evaluation associated with the academic misconduct
- 3.2.2** A student who has committed a second offence of academic misconduct will normally receive a record of second occurrence of academic misconduct being added to the student's academic file along with one or more of the following sanctions:
- Formal warning/reprimand
  - Failing grade of zero (0) in the course associated with the academic misconduct
- 3.2.3** A student who has committed a third offence of academic misconduct will normally receive a record of third occurrence of academic misconduct being added to the student's academic file along with one or more of the following sanctions:
- Formal warning/reprimand
  - Failing grade of zero (0) in the course associated with the academic misconduct
  - Suspension for at least two (2) academic terms
- 3.2.4** A student who has committed a fourth offence of academic misconduct will normally receive a record of fourth occurrence of academic misconduct being added to the student's academic file along with one or more of the following sanctions:
- Expulsion
  - Prohibited from applying or registering for any credit or non-credit courses

**3.3 Formal Communication to Student:** The Department Chairperson sends written notice of the allegation to the student and Academic Staff. The notice includes the course, academic misconduct details, and consequences.

**3.4** The student may request a formal hearing to grieve the disciplinary action by delivering the Student Complaint Form to the Dean of the program.

## 4. Student Non-Academic Misconduct

**4.1** Where non-academic misconduct is covered by another policy, such as the Residence Handbook, the procedures contained in that policy are to be followed.

**4.2 Determine level of threat:** When it is determined that a student poses a threat to campus security or the safety of any person on campus, the Polytechnic reserves the right to take immediate and necessary action. The threat may result from activities or behaviour that occurred on or off-campus (e.g. field trips).

The Provost and Vice President Academic (or delegate) will follow up with the appropriate Department Chairperson and Dean(s) thereafter.

### 4.3 Notification of Non-Academic Misconduct:

**4.3.1 Common Areas:** Any individual witnessing non-academic misconduct in common areas of the Polytechnic should report the incident to the Dean of Students. If an individual does not feel safe, they will contact Campus Security or the local RCMP who will follow up with the Dean of Students.

The Dean of Students will determine an appropriate disciplinary action and will follow up with the appropriate Department Chairperson and Dean thereafter.

**4.3.2 Academic Setting:** Non-academic misconduct in academic settings is initially managed by the Academic Staff/Supervisor of the student(s). If the Academic Staff/Supervisor does not

feel safe in dealing with the misconduct, they will contact Campus Security or the local RCMP who will follow up with the Dean of Students. If the Academic Staff/Supervisor feels safe in dealing with the misconduct, they will notify the Department Chairperson of the non-academic misconduct.

In consultation with the Dean of Students, the Department Chairperson will decide on an appropriate disciplinary action.

**4.4 Disciplinary Action:** Disciplinary action(s) can include, but are not limited to:

- Verbal warning
- Written warning
- Non-academic probation or restitution
- Removal from the learning environment or an activity
- Required to withdraw
- Suspension or expulsion

**4.5 Formal Communication to Student:** The Department Chairperson or Dean of Students sends written notice of the allegation to the student. The notice includes non-academic misconduct details and consequences.

**4.6** The student may request a formal hearing to grieve the disciplinary action by delivering the Student Complaint Form to the Dean of the program.

*Refer to Appendix D: Students Rights & Responsibilities Committee*

*Refer to Appendix F: Student Complaint form*

*Refer Appendix G: Academic Misconduct Letter*

## Appendix D: Student Rights and Responsibilities Committee

### 1. Purpose

- 1.1 The purpose of the Student Rights and Responsibilities Committee is to hear matters of grievance affecting the rights and responsibilities of a student, including Academic Grievances, Academic Misconduct Grievances, and Non-Academic Misconduct Grievances.
- 1.2 The Committee will draft a recommendation for resolution of the issue and provide the Registrar with a copy.

### 2. Membership

- 2.1 The Committee shall normally consist of five persons with an annual membership and a rotating Dean based on the division of the hearing:
  - 2.1.1 The Chair of the Committee shall normally be a Dean nominated by the Provost and Vice-President Academic;
  - 2.1.2 Two academic staff members, one selected by the Academic Staff Association and one nominated by the Vice-President Academic and Research;
  - 2.1.3 Two student representatives, one selected from the Students' Association membership at large and one nominated by the Vice-President Academic and Research.
- 2.2 Members of the Committee may disqualify themselves from deliberating on an issue if there are concerns about perception of bias. Another member from the same constituency is named as a replacement.

### 3. Operation

- 3.1 The quorum of the Student Rights and Responsibilities Committee is five.
- 3.2 Three affirmative votes are required to uphold the decision of the Committee. All Committee members, including the Chair of the Committee, must vote.

### 4. Term

- 4.1 The term of the Student Rights and Responsibilities Committee will be for one Academic Year.

### 5. Jurisdiction of the Committee

- 5.1 The Student Rights and Responsibilities Committee shall hear and determine outcomes for grievances affecting the rights and responsibilities of a student, including Academic Grievances, Academic Misconduct Grievances, and Non-Academic Misconduct Grievances.
- 5.2 The Student Rights and Responsibilities Committee shall have no jurisdiction to hear a grievance unless the procedures outlined in the student rights and responsibilities have been followed. The informal procedures may include seeking resolution under related policies.
- 5.3 The Committee has the right to request any Polytechnic employee or student to appear.
- 5.4 All business of the Committee shall be conducted confidentially.

### 6. Procedure

- 6.1 Upon receipt of a written grievance, the Dean, within five (5) business days, ensures that a Student Rights and Responsibilities Committee is formed.
- 6.2 The Student Rights and Responsibilities Committee will meet to consider the issue presented and will strive to conclude the issue within a reasonable timeframe.
- 6.3 Both the grievor and the respondent will be given opportunity to state their case. The Student Rights and Responsibilities Committee will invite anyone they deem necessary to

present information. Written submissions or teleconference participation may be acceptable.

- 6.4 Upon conclusion of their deliberation, the Student Rights and Responsibilities Committee shall prepare a brief summary of the information presented to it, the recommendation of the Committee, and the reasons for the recommendation. The summary and recommendation shall be signed by the Chair of the Committee and normally delivered to the grievor and respondent within five (5) business days of the conclusion of the hearing with a copy to the Registrar and Provost and Vice President Academic. The Chair of the Student Rights and Responsibilities Committee will oversee implementation of recommendations.

## 7. **Records Management**

- 7.1 The Student Rights and Responsibilities Committee and the Registrar will create and maintain, In confidence, the record of proceedings and outcomes. The records will be stored/destroyed as per the Records Management Policy of the Polytechnic.

## Appendix E: The Appeal Process

### 1. Appeal Procedures

- 1.2 The recommendation of the Students Rights and Responsibilities Committee may be appealed by either party to the Vice President of Academic and Research.

### 2. Grounds

- 2.1 The grounds for an appeal shall include:
  - 2.1.1 Procedural errors on the part of the Student Rights and Responsibilities Committee.
  - 2.1.2 Bias or discrimination against either party on the part of the Student Rights and Responsibilities Committee.

### 3. Powers of the Appeal

- 3.1 The decision of the Provost and Vice President Academic shall be either:
  - 3.1.1 to uphold the appeal and convene a new Student Rights and Responsibilities Committee with different membership or
  - 3.1.2 to deny the appeal
- 3.2 The Provost and Vice President Academic shall hear an appeal from the same appellant against the same decision only once.
- 3.3 The decision of the Provost and Vice President Academic shall be final and binding.

### 4. Procedures

- 4.1 Within fifteen (15) business days of receiving the decision of the Student Rights and Responsibilities Committee, an appeal shall be instituted by delivering a statement in writing signed by the appellant to the Vice-President Academic and Research. The statement must set forth the decision being appealed, the grounds for the appeal, the nature of the injustice, and the relief requested.
- 4.2 The Provost and Vice President Academic shall hear evidence from all involved parties. An advocate or an advisor may accompany the appellant and the respondent.
- 4.3 The Provost and Vice President Academic will prepare a brief summary of the evidence and the argument presented to them, the decision of the Appeal, and the reasons for the decision. The summary and decision shall be signed by the Provost and Vice President Academic and normally delivered to the appellant and respondent within ten (10) business days of receiving the appeal with a copy to the Registrar.

### 5. Records Management

- 5.1. The Provost and Vice President Academic and the Registrar will create and maintain, in confidence the record of proceedings and outcomes. The records will be stored/destroyed as per the Records Management Policy of the Polytechnic.

## Appendix F: Student Complaint Form

All students will be notified within two (2) business days that a complaint has been received.

Student Name: Click or tap here to enter text. Student ID: Click or tap here to enter. Phone Number: Click or tap here to enter text. Email: Click or tap here to enter text. Date: Click or tap here to enter text.

### Nature of complaint (please select):

- Student Rights Violation
- Academic (please specify the subject of the academic complaint)
  - Academic Grievance       Academic Staff/Supervisor/learning environment
  - Program/course content       Academic Misconduct Grievance
- Non-Academic Misconduct Grievance

**Students are encouraged to discuss their concerns and complaints via informal conferences with the appropriate administrator or Academic Staff member.**

Have you attempted to resolve your complaint?  Yes  No

If yes, please provide any evidence of resolutions steps (include dates, times, names, etc.):

Click or tap here to enter text.

Summarize the nature of your complaint using factual information in your narrative. You may attach an additional sheet of paper if needed:

Click or tap here to enter text.

Specify the outcome being

sought:

Click or tap here to enter text.

With any additional comments, please attach a separate sheet to this form.

I hereby declare the information on this form is correct, true, and complete to the best of my knowledge. I understand that any misrepresentation of the information may result in disciplinary action in accordance with the Student Rights and Responsibilities Policy.

Student Signature: \_\_\_\_\_ Date: Click or tap here to enter text.

## Appendix G: Example Student Academic Misconduct Letter

Student  
Name  
Student ID:

Date:

Re: Academic Misconduct in [course

code] Dear [Student first name],

The NWP Student Rights and Responsibilities Policy on Student Academic Misconduct provides examples of cheating and plagiarism as they relates to examinations and assignments submitted in a NWP course.

[Provide additional details regarding discussions of expectations reviewed in class or in course outline:  
example - *Prior to the final exam, students were also reminded of repercussions of cheating (receiving a zero on the final exam) and reminded of NWP cheating and plagiarism policies.*]

As per the NWP policies, [Student Name] submitted a [assignment/quiz/exam] that demonstrates academic misconduct has taken place for the following reasons:

- 1) [provide evidence of the misconduct]
- 2) [provide evidence of the misconduct]
- 3) [provide evidence of the misconduct]

Based on the academic misconduct and this being a [1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>] offense, [student name] has received [outline the consequence of the academic misconduct aligning with the specification of the student rights and responsibilities policy].

As outlined in the Student Rights and Responsibilities Policy, you may request a formal hearing to grieve this decision by delivering the Student Complaint Form to [Name of Dean], Dean of [school name].

Sincerely,

[Chairperson  
name]

[Department]  
NORTHWESTERN  
POLYTECHNIC 

10726-106 Ave, Grande Prairie, AB T8V  
4C4 Ph:Office:

Cc: [Name] NWP Registrar