

**1.0 POLICY**

As the learning environment is a shared responsibility involving commitment to and respect for the principles and practices of acceptable behaviour, Grant MacEwan University students are responsible for conducting themselves in a manner suited to the best interests of the University. They are expected to apply themselves to their studies and act with propriety and conformity regarding University policies, rules and regulations, including the Student Rights and Responsibilities. If a student does not accept and live up to these responsibilities as outlined, the University reserves the right to take such action as, the case warrants.

When a student feels that his/her rights are not being met, the student shall have the right to take appropriate action in accordance with this and other University policies.

**2.0 RATIONALE AND SCOPE**

The rights and responsibilities of students are described to ensure that the university environment is conducive to learning and supports an atmosphere of civility and safety for students and the university community when students are involved in on-campus activities, learning activities associated with courses or in off-campus university-related learning activities and environments, events or other activities.

Students are empowered to provide feedback through various University survey and evaluation instruments that are made available to them. Students are also encouraged to provide feedback through Student Program Advisory Committees (see Policy C3030 Student Program Advisory Committees).

**REGULATIONS**

The Vice President Student Services is responsible for the overall management and implementation of this policy.

**3.0 Part A – Rights**

3.1 Students shall have the right to assemble.

3.2 The student press must be free, within legal bounds, of censure or control; its publishers and editors must be free to define policies regarding editorials and publication of information (see 4.12).

- 3.3 Students have a right to a healthy and safe environment. The student has a right not to be subject to harassment, sexual harassment, bullying or discrimination, indignity, injury or violence.
- 3.4 Students have specific information access and privacy protection rights and protections as granted them under the Alberta Freedom of Information and Protection of Privacy (FOIPP) Act and Regulation. The FOIPP Act applies to all information collected, generated, and recorded by the University in effecting its business under its charter as a post-secondary educational institution under the Alberta Post-Secondary Learning Act (see Policy D7230 Information Security Policy).
- 3.5 Students shall be informed of the extent of University-related expenses through published information or information conveyed by university employees.
- 3.6 Students have the right, at the beginning of a course, to receive a course outline which provides notice of instructor availability, course content and expectations, calendar description, requirements for attendance and punctuality, evaluation requirements and teaching methodologies, and how significant changes to the course outline will be communicated (see Policy C1010 Course Outlines).
- 3.7 Students have a right to expect that the University's academic schedule is followed (see Policy A3020 Academic Schedule).
- 3.8 Students may, within a prescribed time period, change a course for which they have registered or transfer to a different section within a course, if available, after classes have begun according to the prescribed dates as indicated in the academic schedule.
- 3.9 Students have a right to freedom of opinion and expression within the bounds of the learning environment and, where course content allows, in assignments and exams, but not at the expense of the rights of others.
- 3.10 Students have a right to proper and impartial evaluation of their performance. Students have a right to request a reassessment of written final examinations (see Policy C2020 Grading).
- 3.11 Students have the right to have their completed assignments returned to them after they are marked, unless the instructor has previously informed the student otherwise.

- 3.12 Students have the right to expect the University to provide instructors who possess appropriate knowledge and teaching skills in relation to their course of instruction.
- 3.13 Students have the right to study in a University environment that respects academic integrity (see Policy C1000 Academic Integrity).
- 3.14 Students have the right to procedural and substantive fairness in any investigations of allegedly improper student conduct or alleged violations of Policy C1000 Academic Integrity.
- 3.15 Students have the right to request and view any rule, policy or guideline regarding study and general conditions at the University as well as information regarding the consequences of transgressing such rules, policies or guidelines.
- 3.16 Students have the right to support, through the appropriate student governance representatives, with regard to any right, according to the procedures in effect at the University.
- 3.17 Students of the University will have the right to access a process to appeal a decision or ruling that affects them unless a University policy notes that a matter is not able to be appealed.

#### **4.0 Part B – Student Responsibilities**

By the act of applying to a program and/or registering in courses, each student agrees to be bound by the policies, regulations and procedures of Grant MacEwan University.

- 4.1 Students must conduct themselves in a responsible manner, and any of the following shall constitute improper student conduct:
  - a) Cheating, plagiarizing, fabricating and falsifying, assisting others in dishonest behaviour, or obtaining an unfair advantage (see Policy C1000 Academic Integrity).
  - b) Engaging in behaviour that is defined as harassment, sexual harassment, bullying, or discrimination (see Policy D1125 Harassment), whether through words, conduct or material, is reasonably considered to be offensive to someone or that demeans, belittles, intimidates or humiliates another person. This behaviour includes threatening to subject or subjecting any person, student or staff to physical, sexual or mental harassment, indignity, injury, violence or discrimination.

- c) Disturbing, disrupting, or otherwise interfering with learning, studies, laboratories, lectures, work or other activities of fellow students or staff. In addition, students must respect the rights of other persons to health, privacy and security.
  - d) Intentionally damaging, destroying or moving without authority the property of the University or of any student or employee.
  - e) Making unauthorized use of or unauthorized entry to University property.
  - f) Participating in unauthorized or potentially hazardous activities.
  - g) Failing to obey the lawful instructions of any University official or employee acting in the performance of his or her duty and failing to obey all published or posted regulations relating to the use of and entry to University building and facilities.
  - h) Failing to obtain approval, or failing to follow procedure as required under University policies and regulations
- 4.2 Students are responsible for acquainting themselves with course outlines, content, evaluation methods, timelines, and methodology (see Policy C1025 Course Outlines).
- 4.3 Students are responsible for knowing and adhering to course prerequisite and co-requisite requirements.
- 4.4 Students are responsible for acquainting themselves with procedures to be followed regarding rescheduling or replacement of classes or assessments and examinations.
- 4.5 Students are responsible for addressing any concerns first with the instructor or, if this is not feasible, with the Chair.
- 4.6 Students are responsible for punctuality and course attendance as specified in Policy C2050 Attendance.
- 4.7 Students are responsible for submitting assignments to their instructors within the required deadlines.
- 4.8 Students are responsible for retaining copies of all submitted work until the end of the term.

- 4.9 Students are responsible for taking advantage of educational activities offered to them and for taking part in meetings during which topics concerning them will be discussed.
- 4.10 Students are responsible for using University services to ensure proper orientation to their studies, monitoring of academic progress and graduation requirements.
- 4.11 Students are responsible for fulfilling their obligations, as agreed upon in conjunction with the University, with regards to the use and proper treatment and timely return of University property and services at their disposal.
- 4.12 Students are required to respect standards of responsible journalism and communication by avoiding the creation or distribution material of a slanderous, defamatory or indecent nature, unfounded allegations, slights to personal dignity and malevolent insinuations.
- 4.13 Students who live in the University's residence must adhere to all Residence Community Standards.
- 4.14 Students are responsible for reading their e-mail as directed to their University-assigned e-mail account and for responsible use of technology (see Policies D6010 Use of University Computer Facilities and Information Resources and D7225 Electronic Mail).
- 4.15 Notwithstanding any other student responsibilities as indicated in the policy, students are responsible for adhering to municipal, provincial and federal laws.

## **5.0 STUDENT DISCIPLINE AND APPEALS PROCEDURES**

With the possible exception of D1125 Harassment, incidents of alleged improper student conduct or violation of a student's rights will be dealt with according to the regulations outlined in the following policies: E3103 Student Appeals, D1125 Harassment, E3102 Student Discipline, and C1000 Academic Integrity.

**FACT SHEET**

**DATES:**

Approval	83.02.17
Review	2013.06

**SOURCE:**

83.02.17	Recommended by Academic Council 83.02.01. Approved 83.02.17 by Board Motion 6-8-82/83. Replaces Policy 9.9.
93.06.17	Approved by Board Motion 16-11-92/93.
2001.07.05	Updated terminology (Grant MacEwan University).
2003.02.01	Terminology updated (position title).
2008.06.12	Revisions approved by Board Motion 01-6-12-2007/08.
2009.10.08	Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10

**IMPLEMENTATION DATE:** July 1, 2008

**RELATED POLICIES:**

- A3020 Academic Schedule
- C1000 Academic Integrity
- C1025 Course Outlines
- C2020 Grading
- C2050 Attendance
- C3030 Student Program Advisory Committees
- D1125 Harassment
- D6010 Use of University Computer Facilities and Information Resources.
- D7225 Electronic Mail
- D7230 Information Security Policy
- E1050 Student Records
- E3102 Student Discipline
- E3103 Student Appeals

**OTHER REFERENCES:**

MacEwan Residence Community Standards Handbook  
Freedom of Information and Protection of Privacy Act