

STUDENT RIGHTS AND CODE OF CONDUCT

STUDENT RIGHTS POLICY

Keyano College is committed to sustaining a vibrant learning environment for all members of the Keyano community, where each member is in turn committed to the values of academic integrity, mutual respect and personal responsibility. All the rights listed in this policy apply to all Keyano College credit students, while some apply to non-credit students (2, 3, 5, 7, 10 & 12).

The following rights pertain to all students regardless of race, religious belief, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of the student.

STUDENT RIGHTS

1. The student has the right to be provided with a written outline at the beginning of a credit course which states the content of the course, objectives, learning outcomes, and the instructor's expectations regarding attendance, evaluation, and major assignments.
2. The student has the right to notification of major changes regarding classroom procedures and the right to be notified, whenever possible, of class cancellations, time or location changes prior to the class meeting.
3. Where course content allows, the student has the right to reasonable freedom of opinion and expression in the classroom, in assignments and exams, providing that it complies to the student responsibilities in the Student Code of Conduct Procedure 110.0.
4. The student has the right to be assured that changes to the length of the program subsequent to his/her entry will not extend the program beyond the time specified upon enrolment.
5. The student has the right to seek counselling and academic advising concerning program and graduation requirements, academic regulations, admissions, and transfer; such counselling and advising will occur within a reasonable time frame.
6. The student has the right to expect faculty members to be available for assistance during regularly scheduled office hours, or at another time that is mutually agreeable.
7. The student has the right to confidentiality of his/her records including academic transcripts, health records, and performance appraisals or critiques. Such documentation shall not be released to third parties without the written permission of the student except where the release of such information without permission is necessary for complying with any legal obligations imposed upon the College or their release is necessary for the protection of the health and safety of the students and staff of the College.
8. The student has the right to view any record in his/her official College file and the right to add documents to the file which might refute the contents of documents of a disparaging nature
9. The student has the right to review their graded College evaluations such as assignments, tests, exams etc. within the allowable period to appeal a final grade.
10. The student has the right to proper and impartial evaluation of his/her performance and the right to request a re-evaluation within timelines and procedures established by the College. The student has the right to be informed of how evaluation results will be conveyed to him or her and the appropriate timelines within which to expect such results.
11. The student has the right to accurate information pertaining to program or course information and College academic regulations including the institutional definition of plagiarism and other forms of academic misconduct.
12. The student has the right to have appeal policies and procedures published in the College calendar.
13. The student has the right to freedom from being subjected to physical, verbal, mental or sexual harassment including any indignity, injury, violence or unfair accusation and be dealt with in accordance with the Student Code of Conduct.

NOTE: Refer to the Student Rights Policy 111.0, available at Keyano.ca, for more information

STUDENT CODE OF CONDUCT

Keyano College is committed to sustaining a vibrant learning environment for all members of the Keyano community, where each member is in turn committed to the values of academic integrity, mutual respect and personal responsibility. Students who compromise these values by committing academic and/or non-academic forms of misconduct will be subject to discipline according to this policy, and consistent with the principles of natural justice and procedural fairness.

Every student of the College is expected to review and make him/herself familiar with the matters addressed in this Code. The information contained in this section should guide the student's conduct while attending Keyano College. In addition, every student is responsible for reviewing various other policies and procedures relating to his/her enrolment at the College which can be found on the College's website and within this calendar. Every student is expected to adhere to these policies and to encourage other students to do the same.

Keyano College expects all apprenticeship students, collaborative students, Huskie athletes, students in Keyano Housing and students involved in activities at the Syncrude Sport and Wellness centre to review and become familiar with the policies and procedures that that pertain to those programs and facilities.

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The following responsibilities pertain to all students regardless of race, religious belief, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of the student.

STUDENT RESPONSIBILITIES

The College expects that students will:

1. Respect the rights of fellow students, faculty, staff, administrators and other persons associated with the College;
2. Respect other people's right to health, security, personal preferences and freedom of expression;
3. Refrain from threatening to subject or subjecting any person to physical, verbal, mental or sexual harassment including any indignity, injury, violence or unfair accusation;
4. Observe relevant government regulations, such as the Alberta Human Rights Act, as well as College policies and procedures regarding responsible conduct within the College environment including conduct toward students, faculty, staff, administrators and property;
5. Familiarize him/herself with the policies and regulations of program practicums and/or work placements, including those of the host organization and Professional Code of Ethics governing the profession and practice;
6. Be conversant with course content and organization, course methodology and course evaluation methods even when he/she is absent from particular classes;
7. Respect the faculty member's right to determine course content, course objectives, methodology, and evaluation;
8. Respect the faculty member's right to set deadlines for assigned work, to expect assignments to be submitted at the times specified and to establish penalties for failure to comply with deadlines;
9. Familiarize him/herself with the expected times and methods used to convey results of assignments, examinations or other evaluations or decisions and to know the timelines set for appeal of the same;
10. Will conduct him/herself in an appropriate manner and to dress in a manner that reflects the safety requirements of the course consistent with the health and safety practices of his/her chosen field of study;
11. Refrain from unduly disturbing, disrupting, or otherwise interfering with studies, laboratories, lectures, work or other activities of fellow students or staff;
12. Familiarize him/herself with academic regulations, graduation requirements, and/or program completion requirements;
13. Be aware of educational activities and services available to assist them in orientation to the College, academic achievement, general growth and development;
14. Know and understand the consequences of plagiarism, fraud, deceit and/or other forms of academic and non-academic misconduct.

ACADEMIC MISCONDUCT

Academic misconduct is an act which may result in a false evaluation of the student's academic standing, or which represents an attempt to unfairly gain an academic advantage, where the person knew or ought reasonably to have known that it was misconduct. Whether or not a student intended to commit academic misconduct is not relevant for a finding of academic misconduct. Students are responsible for verifying the academic integrity of their work before submitting it. Any one of the following activities is considered an act of academic misconduct and an offence against the Student Code of Conduct Policy. The student is subject to appropriate penalties and disciplinary procedures if in violation of the Policy. The list of offences is not exhaustive, but reflects the general categories of offences.

1. **Cheating:** Defined as receiving external assistance in relation to an examination, assignment, or any other academic exercise for credit, unless expressly permitted by the instructor. Cheating includes, but is not limited to:
 - a. Communicating with any person during an examination other than an authorized member (i.e. invigilator, proctor);
 - b. Putting one's name on another student's examination or assignment;
 - c. Unauthorized use or possession of cell phones, cameras, text messages, computer discs, audio recorders, electronic data, calculators, solution materials, photocopies, materials from previous classes, commercial research services, notes or any other means to copy or photograph materials used or intended for academic evaluation;
 - d. Improperly obtaining (through theft, bribery, collusion or other means) information in relation to materials/examinations intended for use in academic evaluation;
 - e. Distributing or using improperly obtained information in relation to materials/examinations intended for use in academic evaluation in advance of its authorized availability to students.
2. **Plagiarism:** A form of academic misconduct which involves submitting or presenting work (words, ideas, images or data), in whole or in part, as if it were the student's own work when in fact it is not and also exists when parts of the work, conclusions, data, words, images and/or ideas are taken from another source without accurate, clear and explicit reference to the original author or source.
3. **Qualification misrepresentation:** The deliberate misrepresentation of qualifications by way of submitting fraudulent documents at time of application.

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- 4. Qualification misrepresentation:** The act submitting the same work, or a significant part thereof, which was submitted elsewhere or previously in another course or the same course (when repeating a course), unless permission is received in advance from the instructor; or, submitting the same work, or a significant part thereof, for two or more courses taken at the same time without the written permission, in advance, of all associated instructors. Misappropriation of own work is not limited to work done in relation to courses at College and applies to student's work previously submitted or concurrently submitted for academic credit at any educational institution.
- 5. Breach of confidentiality:** The careless, negligent or intentional behavior during a practicum or work placement resulting in loss of confidentiality associated with patients, clients, employers, or other individual's personal and private information.

POSSIBLE CONSEQUENCES OF ACADEMIC MISCONDUCT:

The following consequences are recommended for academic misconduct. Discipline will be decided by decision makers as specified in Appendix A in the Student Code of Conduct Procedures 110.1, and will be based on the specific incident being investigated. See Appendix A for Academic Misconduct Offence Procedures.

First Occurrence

Failing Grade on Evaluation: Student will be given a grade of zero (0) on the evaluation associated with the academic misconduct. This may or may not lead to a failing grade in the course. Record of first occurrence of academic misconduct will remain on academic file, but will not be recorded on transcript.

Second Occurrence

Failing Grade in Course: Student will be issued a failing grade for the course in which the academic misconduct was committed, and will also have a notation on his/her transcript stating that involvement in academic misconduct resulted in course failure. Transcript notation will remain on the student transcript for a period of time decided by the Dean, in consultation with the Registrar. The student may enroll to repeat the course for the next available offering.

Third Occurrence

Suspension: Graded zero (0) for the course associated with the offence. Remaining courses are graded based on work submitted to date within the limitations of the withdrawal deadline. Temporarily prohibited from obtaining College related services until the designated suspension period has elapsed or until the prescribed conditions deemed necessary by the College to terminate the suspension have been met by the student. Registration in some non-credit courses may be permitted based on the discretion of the

Dean, School of Career and Education Access. Once the period of suspension (as determined by the Dean and Registrar) is over, the student may reapply to his/her program or apply to any other program for which they are eligible at Keyano College. A Student who is suspended from the College will have it noted on his/her Keyano College transcript for a period of time decided by the Dean, in consultation with the Registrar. The transcript notation will specify suspension due to academic misconduct.

Fourth Occurrence

Expulsion: Prohibited from applying or registering for any credit courses. Registration in some non-credit courses may be permitted based on the discretion of the Dean, School of Career and Education Access. A student who is expelled from the College will have it noted on his/her Keyano College transcript for a period of time decided by the Dean, in consultation with the Registrar (7 year maximum). The transcript notation will specify expulsion due to academic misconduct.

Occurrence reported after credential has been awarded

Suspension of Credential: Temporarily revoking Keyano College credential until prescribed conditions deemed necessary by the College for reinstating credential are met by student.

Rescission of credential: Permanently revoking Keyano College credential awarded to student. Student will be allowed to keep other credentials which have been earned at the College that are in no way related to the academic off.

NON-ACADEMIC MISCONDUCT

Non-academic misconduct is a behaviour that, although does not affect academic evaluation, violates the Student Code of Conduct. Any one of the following activities is considered an offence against the Policy, and the student is subject to appropriate penalties and disciplinary procedures if in violation of the Policy. The list of offences is not exhaustive, but reflects the general categories of offences.

- 1. Violation of Safety or Dignity:** Actions of the College community or the public on College property that in any way undermine a safe environment at the College. These include verbal taunts, threats; unwanted physical and/or sexual contact and any other act that will create or contribute to an unsafe environment.
- 2. Vandalism:** Deliberate damage or destruction of College property or of personal property on College premises belonging to others.
- 3. Unauthorized Use of Property:** Unauthorized entry into, unauthorized use of, or misuse of College property, including housing, classrooms, labs, computers, data and voice communication networks.

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- 4. Drugs and Alcohol:** Illegal possession and/or use of mind-altering substances, including alcohol and narcotics, on College premises and/or the distribution of such drugs to members of the College community or the public on College property.
- 5. Theft:** Theft of College services and/or property, or the theft of personal property belonging to a student, faculty or staff member of the College community.

POSSIBLE CONSEQUENCES OF NON-ACADEMIC MISCONDUCT

Depending on the specific nature of the offense and other relevant circumstances, penalties may range from a verbal reprimand to expulsion from the College, and may involve legal action. See Appendix B in the Student Code of Conduct Procedures 110.1 for Non-Academic Misconduct Offence Procedures.

Warning: Written warning informing student that continuing or repeating a non-academic offense may result in further disciplinary action.

Keyano Service: Prescribed service to the Keyano community commensurate with and appropriate to the specific violation(s) of the Student Code of Conduct.

Restitution: Monetary reimbursement for damage to, or destruction of, Keyano property or property of a third party(s), which may be accompanied by the requirement of a formal apology. The student's academic record will contain a notation until such time as the student has made full restitution.

Probation: Restricts the student from engaging in behavior that violates the Student Code of Conduct. This will usually be determined with the offer of Counselling or rehabilitative programming.

Restriction of Privilege: Formal limitation imposed upon the use of specific Keyano facilities (including but not limited to the SSWC, classrooms, computer labs, library, and/or parking lots) for a prescribed period of time.

Suspension: Temporarily prohibited from being on College premises and obtaining other college related services until the designated suspension period has elapsed or until the prescribed conditions deemed necessary by the College to terminate the suspension have been met by the student. Once the period of suspension is over the student may reapply to his/her program or apply to any other program for which they are eligible at Keyano College. A Student who is suspended from the College will have it noted on his/her Keyano College transcript for a period of time decided by the Dean, in consultation with the Registrar. The transcript notation will specify suspension due to non-academic misconduct.

Expulsion: Permanently prohibited from being on College premises and obtaining any college related services. A student who is expelled from the College will have it noted on his/her Keyano College transcript for a period of time decided by the Dean in consultation with the Registrar. The transcript notation will specify expulsion due to non-academic misconduct.

STUDENT APPEAL PROCEDURES

Students may appeal hearing and disciplinary decisions within five (5) working days of receipt of offence and disciplinary letter. Letter of intention to appeal, outlining the grounds for appeal, must be submitted to the appropriate individual as specified below. Appeals shall be based on the appellant's written submission, together with evidence and documentation from the hearing and any relevant information from the student's record. New evidence cannot be presented for the appeal except in exceptional circumstances. Alleged failure of Keyano College to comply with principles of natural justice or procedural fairness is also grounds for appeal.

- Academic Misconduct, first offence – appeal to the Dean
- Academic Misconduct second/third/fourth offence – appeal to Vice President Academic
- Non Academic Misconduct – appeal to the Vice President Academic

NOTE: : Refer to the Student Code of Conduct Policy 110.0 and Procedures 110.1, available at Keyano.ca, for further details regarding hearings, discipline, and student appeal procedures.