

STUDENT RIGHTS AND RESPONSIBILITIES



POLICY NAME: STUDENT RIGHTS AND RESPONSIBILITIES

Effective Date	October 28, 2021	Policy Type	Academic Policy
Responsibility	Vice President Academic and Research	Related Policies	Grading Policy Examination Policy Course Outline Policy Respectful Workplace Policy
Approval Authority	Board of Governors	Review Schedule	3 years

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1. Policy Statement:

Registered students are expected to abide by the rules and regulations of the College. As students, rights apply to the College in terms of what students are expected to know, expect and receive in all aspects of their period of study at GPRC. 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 GPRC.

There are no exceptions to this policy. Further clarification on the policy requirements may be provided by the Director, Student Experience.

2. Scope:

This Policy applies to all registered students at any campus, any College-owned property or on any College-related field trip and activities. Students are required to adhere to GPRC policies and regulations and acknowledge the right of the College 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 GPRC.

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: means 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 grievor or who will plead on behalf of the grievor.

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

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

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.*

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 Students Rights and Responsibility Committee.

Non-Academic Misconduct: means behaviour on property-owned, leased or operated by the College, or on any endeavours during College-related activities such as field trips, that violates explicitly stated College 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 specialization in which a student is registered (programs are offered by departments, non-departmentalized, or extra-departmentally).

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

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.

Working day: means a day on which the College administrative offices are open.

5. Student Rights

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 College, without harassment, intimidation, discrimination, disruption or acts of violence.
2. A student has the right to freedom of inquiry, expression and assembly on campus.
3. A student has the right to engage and participate in dialogue and to examine diverse views and ideas.
4. A student has the right to know the basic content, general procedures and course requirements of the 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. A student has the right to receive formal academic advising concerning program and graduation requirements, academic regulations and university admissions.
6. A student has the right to expect that he/she 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.
7. 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.
8. 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.
9. A student has the right to timely resolution of issues brought forth to the instructor or department.

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

1. It is the student's responsibility to act consistently with the values of the College community and to obey local, provincial and federal laws.
2. It is the student's responsibility to respect the rights of the other members of the College community. The responsibility to behave in a way that does not harm or threaten to harm another person's physical or mental wellbeing.
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.
4. It is the student's responsibility to respect the property of others including the property of the college.
5. It is the student's responsibility to be fully acquainted with and adhere to College's policies, procedures or rules.
6. It is the student's responsibility to become familiar with course outlines, content, evaluation methods, timelines and methodology.
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.

Refer to Section 8: Academic Misconduct

Refer to Section 9: Non-academic Misconduct

7. Academic Grievance:

The Student Academic Grievance Procedure outlines the steps students are required to follow 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:

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

- a. The assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied by the same instructor to other students in that course.
- b. The assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor'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.

7.1 The student is advised that the entire process of grievance, all professional personnel, Academic Staff, staff, and administrators are bound by a code of professional ethics to hold in confidence discussions with students and names of students, unless the student specifically gives permission in writing for that information to be divulged.

7.2 Filing a complaint of academic grievance should normally occur within 20 days of grades being posted for an assignment or within 20 days of the completion of the course/program.

Refer to Appendix F: Student Complaint form

8. Academic Misconduct

GPRC 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 College. The College expects academic integrity from its students. Academic misconduct undermines the quality of teaching and learning and detracts from the College's reputation. Accordingly, the College 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** GPRC 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 college community is aware of and understands the policy.
- 8.2.3.5 Maintaining an online student resource page related to academic integrity and academic misconduct.

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 College 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 College 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 College. The standards of conduct also apply to students representing the College 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

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resolution of issues (tracked by the Director, Student Experience) concerning the non-academic conduct of GPRC 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

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 instructor.
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 and 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 instructors involved.
3. Mentions an author or source with 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 instructor, or using them for any commercial purpose without the express permission of the instructor.
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 instructor's prior approval.
4. Tamper 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 GPRC, an instructor, another student or a third party.
8. Alters a previously graded examination or assignment or alters a grade without the instructor'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 making 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 College.

Appendix B: Examples of Non-Academic Student Misconduct

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

Student misconduct includes but is not limited to:

1. furnishing false or misleading information to College officials or on official College 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, College facilities;
7. failure to comply with directions of College 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 College property and/or the property of any member of the College 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.).

"Supervisor" is a person in a position of responsibility when the misconduct occurs (in that moment, in that setting).

Appendix C: Student Rights and Responsibilities Policy Procedures

1. Student Rights/Academic Grievance

1.1 Informal Discussion with the Academic Staff/Supervisor: If a student feels that their student rights have been violated, the student should approach the instructor 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 instructor, 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. For all complaints except Academic Grievances, the student will be notified within two working days that the complaint has been received and a follow-up meeting, with the Department Chairperson or Dean depending on the scope of the complaint, will be scheduled within ten working days of the date of the written complaint.

1.3 Academic Grievances:

1.3.1 Review by the Department Chairperson: The Department Chairperson will normally meet informally with the student and the instructor (with permission of the student) to facilitate a timely resolution to the issue at this step.

1.3.2 Review by the Dean: If the concern is not resolved at the review by the Department Chairperson, the student complaint form will be submitted to the Dean. The Dean shall try to negotiate the resolution of the dispute at this step.

1.3.3 If the Dean has concerns about perception of bias, he/she may disqualify him/herself and name another Dean as a replacement. If the grievance cannot be resolved by these steps, the Dean or designate will advise the student of the process for proceeding with a formal grievance.

1.3.4 Formal submission to the Student Rights and Responsibilities Committee: If the review by the Dean fails to resolve the issue the student may request a formal hearing by delivering a statement in writing signed by the student to the Director, Student Experience. The original student complaint submitted to the Department Chairperson should be the basis of this submission. The Academic Grievance will be heard by the Student Rights and Responsibilities Committee.

Refer to Appendix D: for Student Rights and Responsibilities Committee

2. Student Academic Misconduct

2.1 Identification of Offence: Instructor or supervisor identifies or is notified about the student's alleged academic misconduct offence. Instructor or invigilator determines if the alleged offence warrants further action. The instructor or invigilator may meet with the student to discuss the allegation. If the instructor decides that sufficient evidence exists to pursue the allegation, the instructor reports the allegation in writing to the department chair.

2.1.1 If the instructor 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.

2.2 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.

2.2.1 A student who has committed a first offence of academic misconduct will 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 instructor
 - 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
- 2.2.2** A student who has committed a second offence of academic misconduct will receive a record of second occurrence of academic misconduct added to the student's academic file along with one of more of the following sanctions:
- Formal warning/reprimand
 - Failing grade of zero (0) in the course associated with the academic misconduct
- 2.2.3** A student who has committed a third offence of academic misconduct will receive a record of third occurrence of academic misconduct added to the student's academic file along with one of 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
- 2.2.4** A student who has committed a fourth offence of academic misconduct will receive a record of fourth occurrence of academic misconduct added to the student's academic file along with one of more of the following sanctions:
- Expulsion
 - Prohibited from applying or registering for any credit or non-credit courses
- 2.3 Formal Communication to Student:** The Department Chairperson sends written notice of the allegation to the student and instructor. The notice includes the course, academic misconduct details, and consequences.

See Appendix G: Academic Misconduct Letter

- 2.4** The student may request a formal hearing to appeal the disciplinary action by delivering a statement in writing signed by the student to the Director, Student Experience.

Refer to Appendix D: Student Rights & Responsibilities Committee

3. Student Non-Academic Misconduct

- 3.1** Where non-academic misconduct is covered by another policy, such as the Residence Handbook, the procedures contained in that policy are to be followed.
- 3.2 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 College reserves the right to take immediate and necessary action. This may include a possible distance education component until an investigation can be carried out. The threat may result from activities or behaviour that occurred on or off-campus (e.g. field trips).
- 3.3 Notification of Non-Academic Misconduct:** Any individual witnessing non-academic misconduct in common areas of the College should report the incident to Campus Security or the RCMP who will follow up with the Director, Student Experience. The Director, Student Experience will follow up with appropriate Department Chairperson and Dean thereafter.

Non-academic misconduct 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 Director, Student Experience. 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 and Director, Student Experience, the Department Chairperson will decide on an appropriate disciplinary action.

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

- 3.4.1** Verbal warning
- 3.4.2** Written warning
- 3.4.3** Non-academic probation or restitution
- 3.4.4** Removal from the learning environment or an activity
- 3.4.5** Required to withdraw
- 3.4.6** Suspension or expulsion

3.5 The student may request a formal hearing to appeal the disciplinary action by delivering a statement in writing signed by the student to the Director, Student Experience.

Refer to Appendix D: Students Rights & Responsibilities Committee

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 appeals, and Non-Academic Misconduct appeals.
- 1.2 The Committee will submit a recommendation for resolution of the issue to the Director, Student Experience.

2. Membership

- 2.1 The Committee shall normally consist of four 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 the appropriate Dean responsible for the delivery of the courses;
 - 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 grievance affecting the rights and responsibilities of a student, including Academic Grievances, Academic Misconduct appeals, and Non-Academic Misconduct appeals.
- 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 College 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 and/or appeal, the Director, Student Experience shall inform the Dean of the School. The Dean shall, within five working days, ensure that a Student Rights and Responsibilities Committee is formed. The Director, Student Experience will confirm the participation of the Students' Association designates.
- 6.2 The Student Rights and Responsibilities Committee will meet to consider the issue presented within five working days of receiving the complaint and will strive to conclude the issue within ten (10) working days.
- 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. In exceptional circumstances, 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, to which shall be added 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 griever and respondent within five (5) working days of the conclusion of the hearing with a copy to the Director, Student Experience and the Registrar.

Appendix E: The Appeal Process

1. Appeal Procedures

- 1.2 An appeal of the Recommendation of the Student Rights and Responsibilities Committee may be made by either party,

2. Grounds

- 1.1 The grounds for an appeal shall include but not be restricted to the following:
 - 1.1.1 Procedural errors on the part of the Student Rights and Responsibilities Committee.
 - 1.1.2 Failure of the Student Rights and Responsibilities Committee to consider all factors relevant to the decision being appealed.
 - 1.1.3 Bias or discrimination against either party on the part of the Student Rights and Responsibilities Committee.
 - 1.1.4 New information that was not available during the Student Rights and Responsibilities committee meeting.

3. Powers of the Appeal Panel

- 2.1 The Appeal Panels has the authority to determine if the appeal is to be heard based on Item 10.1.
- 2.2 The decision of the Appeal Panel shall be either:
 - 3.2.1 to uphold the appeal and make such order as is required, or
 - 3.2.2 to deny the appeal
- 2.3 The panel shall hear an appeal from the same appellant against the same decision only once.
- 2.4 The decision of the Appeal Panel shall be final and binding.

4. Procedures

- 3.1 Within fifteen (15) working 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.
- 3.2 The Vice-President will convene a meeting as per membership described in section 5.1.
- 3.3 The Appeal Panel shall meet within ten (10) working days of receipt of the written statement.
- 3.4 Prior to hearing evidence, the Appeal Panel shall determine that the appeal falls within its jurisdiction.
- 3.5 The Appeal Panel shall hear evidence from all involved parties. An advocate or an advisor may accompany the appellant and the respondent.
- 3.6 Upon conclusion of the hearing, the Appeal Panel shall prepare a brief summary of the evidence and argument presented to it, to which shall be added the decision of the Appeal Panel and the reasons for the decision. The summary and decision shall be signed by the Chair of the Appeal Committee and normally delivered to the appellant and respondent within five (5) working days of the conclusion of the hearing.

5. Membership

- 1.1 The panel shall consist of three members:
 - 1.1.1 the Vice-President Academic and Research will act as Panel Chair (the Vice-President may designate an alternate Vice-President to select and chair the panel, if perception of bias is a concern),
 - 1.1.2 one student named by the Vice-President,
 - 1.1.3 one Academic Staff member outside the Department named by the Vice-President.

6. Records Management

- 1.1 The Student Rights and Responsibilities Committee and the Appeal Panel 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 College.

Appendix F: Student Complaint Form

All students will be notified within two working days that a complaint has been received and a follow-up will be scheduled within ten working days of the date of the written complaint.

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):

- Academic (please specify the subject of the academic complaint)
 - Academic Grievance
 - Instructor/learning environment
 - Program/course content
 - Academic Misconduct Appeal
- Non-Academic (student services, safety concern, administrative action, procedure, decision, etc.)

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. For academic complaints, please submit a hard copy of this form to the Department Chairperson. For non-academic complaints, please submit a hard copy of this form to the Dean, Student Experience.

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 GPRC Student Rights and Responsibilities Policy on Student Academic Misconduct, provides examples of cheating and plagiarism as it relates to examinations and assignments submitted in a GPRC 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 GPRC cheating and plagiarism policies.*]

As per the GPRC policies, [Student Name] submitted a [assignment/quiz/exam] that demonstrates an 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 [1st/2nd/3rd/4th] 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 appeal this decision by delivering a statement in writing signed by the student to the Director, Student Experience.

Sincerely,

[Chairperson name]

[Department]



10726-106 Ave, Grande Prairie, AB T8V 4C4

Ph: Office:

Cc: [Name] GPRC Registrar