

# STUDENT RIGHTS AND RESPONSIBILITIES



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The purpose of the statement is to identify a set of rights and responsibilities of the students enrolled in the credit programs of Medicine Hat College. In the event of a perceived or alleged breach of the statement, a student, students, or the Students' Association may seek resolution through established College procedures.

As a student enrolled in a credit program at Medicine Hat College, you should have rights and assume responsibility in accordance with applicable college policies and procedures, as set out in this section of the Calendar. All of the rights and responsibilities apply to full-time students and all, except items 8, 9, and 10 apply to part-time students.

## 1. Right

To have your rights respected by fellow students, faculty, staff, administrators and other persons associated with the College.

### Responsibility

To respect the rights of fellow students, faculty, staff, administrators, and other persons associated with the College.

## 2. Right

To a College environment that complies with institutional and relevant government regulations, policies, and procedures.

### Responsibility

To observe College and relevant government regulations, policies, and procedures intended to protect the environment of the College.

## 3. Right

To participate and to be represented in the affairs of the College through the Medicine Hat College Students' Association, an organization dedicated to being responsible and responsive to the student body at large.

### Responsibility

To be an active member in good standing of the Students' Association, and to participate, when feasible, in the democratic processes of the Association.

## 4. Right

To have access to current information published in the College Calendar or, when such publication is not timely, posted in Student Services regarding academic regulations, policies, and procedures, including admission and registration requirements and procedures, program and graduation requirements, final examination policy and regulations, and transfer arrangements as outlined in the Alberta Transfer Guide. This information may also be accessed on our website.

### Responsibility

To familiarize yourself with current information regarding academic regulations, policies, and procedures, and to follow those regulations, policies, and procedures to the extent that such regulations, policies, and procedures are printed in the College Calendar or posted in Student Services.

## 5. Right

To have appeal and grievance procedures established by the College and printed in the College Calendar or, when such publication is not timely, posted in Student Services.

### Responsibility

To make yourself aware of appeal and grievance procedures.

## 6. Right

To the confidentiality of transcripts and of the grade assigned for each course, except by express written permission. (The College reserves the right to confirm or deny questions concerning students' registration and/or completion of a program. The College reserves the right to make transcripts available for authorized purposes within the College without student permission for such purposes a scholarship and financial aid eligibility, program advising).

### Responsibility

To respect the confidentiality of the academic records of fellow students.

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## 7. Right

To view, in the Office of the Registrar, the College's official student record as contained in your permanent file.

### Responsibility

To respect College regulations regarding the viewing of the official student record.

## 8. Right

To have access to a place in each required course of the program in which you are registered at least once during the normal length of the program for full-time students.

### Responsibility

To take each required course of the program in which you are registered as soon as a place becomes available after the prerequisites for those courses have been met.

## 9. Right

To have the graduation requirements of the program in which you are registered remain unchanged from those in effect when you first registered in that program, if you do not interrupt your program. If the requirements are changed, students registered in that program will be given the choice of which curriculum to follow, if possible, except where the change is dictated by external agencies or where specific courses required for graduation are no longer available, in which case, the Dean (or designate) may specify alternatives.

### Responsibility

To endeavor to complete the program under the curriculum best suited to your personal circumstances in view of the reasons for the change.

## 10. Right

To have the length of the program in which you are registered remain unchanged from the length of the program when you first registered in that program. If the length of a program is changed, students registered in that program and who have not interrupted their program, will be, if possible, given the choice of which curriculum to follow except in cases where the length of the program is dictated by external agencies.

### Responsibility

To endeavor to complete the program under the curriculum best suited to your personal circumstances in view of the reasons for the change.

## 11. Right

To have the opportunity to complete, within its normal duration, the program in which you are registered as a full-time student if and when that program is discontinued by the College.

### Responsibility

To select alternative solutions if enrollment or funding factors limit completion opportunities.

## 12. Right

To be given a written outline at the beginning of the courses in which you are registered, stating the objectives of the course, the evaluation system to be used, the requirements regarding class attendance and punctuality, the format and due dates of major assignments, as well as penalties if they are to be employed. In the event that circumstances beyond the control of the instructor compel substantial changes to course content and/or classroom procedures, rules, and regulations, you will be given written notice of such changes.

### Responsibility

To make yourself aware of and follow the requirements of the written course outline even when you are absent from a particular class.

## 13. Right

To the availability of course instructors for assistance and consultation outside of scheduled class periods, at mutually agreeable times.

### Responsibility

To monitor your own academic progress and to seek help to resolve academic or career choice difficulties. In the case of academic difficulties, you shall first discuss such matters with your course instructor before enlisting other advice and assistance. In the case of program concerns, you should consult first with the Coordinator and/or Dean.

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## 14. Right

To have course times, as scheduled in the College timetable at the time of registration, remain unchanged except in exceptional circumstances as determined by the College and to have classes start and end at the scheduled times.

### Responsibility

To arrive on time for your classes and to remain for the duration of those classes, except in exceptional circumstances. To attend classes regularly and to obtain handouts and notes when absence is necessary.

## 15. Right

To be notified, whenever possible of class cancellations in advance of the class meeting.

### Responsibility

To accept exceptional circumstances and to be prepared to spend the time on other useful endeavors.

## 16. Right

To the assurance that various sections of the same course have common course-specific objectives and comparable requirements and evaluation standards, and to have these described in the course outline.

### Responsibility

To respect the faculty member's rights to determine the course content, instructional methodology, and evaluation procedures within the guidelines set for the course.

## 17. Right

To have access to a review with the instructor of in-course tests, examinations, and course assignments within 10 working days of return of the grade and to have supervised access to final examinations, in the divisional office and without benefit of a review with the instructor or other College employee, within 15 working days of the release of final grades by Student Services.

### Responsibility

To request a review or access to test, examinations, or course assignments, if you wish such review or access, within the time period appropriate to the grade (i.e., in-course or final).

## 18. Right

To have your views taken into consideration in College-sponsored evaluations of instruction and student-oriented services, and to be assured that your individual contributions will be kept confidential.

### Responsibility

To participate in such evaluations when requested.

## 19. Right

To have graded work returned in a timely manner throughout the semester and specifically, to have an indication of your level of performance in a course prior to the last day to voluntarily withdraw from courses.

### Responsibility

To submit work in a timely fashion, in accordance with deadlines in the course outline; to know the add, drop and withdrawal dates posted in the calendar; to seek feedback from the instructor and from various academic resources as strategies to improve performance; to make informed choices about your course registrations in response to feedback about your performance.