



POLICY

Policy Name	STUDENT RIGHTS AND RESPONSIBILITIES			<i>New</i>
Policy Number	SD 1.0	Category	Students	
Policy Authority	Vice-President, Academic and Provost	Approval	October 15, 2026	
Executive Sponsor	Vice-President, Academic and Provost	Next Review	October 15, 2031	
Approved By	President and CEO	Frequency of Review	5 Years	

1. POLICY STATEMENT

Collaboration, support, and accountability guide Medicine Hat College's (MHC) learning community. Students have certain rights that protect and support them throughout their education and are entrusted with responsibilities that sustain a healthy and safe learning environment. The balance of rights and responsibilities is central to student success and fair decision-making processes.

2. SCOPE

This policy applies to all MHC students and applicants where applicable. It may also apply to former students if the college becomes aware of behaviour that violated this policy while they were enrolled.

3. DEFINITIONS

- **Academic Integrity:** the values that underlie post-secondary education and research, including honesty, trust, fairness, respect, and responsibility. Maintaining academic integrity involves expressing original ideas, citing sources, using approved resources, working independently, and reporting results accurately and honestly.
- **Academic Misconduct:** any behaviour that could damage or interfere with the ability to fairly evaluate an academic achievement, merit, or standing. Examples of Academic Misconduct can be found in Appendix A.
- **Bullying:** unwanted, aggressive behaviour usually intended to control another person's behaviour; a form of aggression where there is a real or perceived power imbalance.
- **Cheating:** participating in or facilitating any of the following: obtaining or attempting to obtain information from another student or an unauthorized source, representing another's work as their own, or misrepresenting themselves or their work on evaluated coursework.
- **Discrimination:** any unjust practice or behaviour, based on the enumerated grounds as listed in the Alberta Human Rights Act, whether intentional or not, which negatively affects or could negatively affect an individual. Discrimination often leads to harassment and/or unequal and unfair treatment.
- **Harassment:** any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action by a person that the person knows or ought reasonably to know will or would cause offense or humiliation to another person or adversely affects the person's health and safety.
- **Hate Motivated Incident:** a non-criminal action motivated in whole or in part by the suspect's bias, prejudice, or hate.

- **Hazing:** forcing a person to engage in behaviour that is harmful or an affront to one's dignity, and atypical of an individual's normal behaviour, in order for them to belong to an organization, team, or group. Due to the peer pressure involved in hazing, consenting to a behaviour does not exclude the perpetrators of the behaviour from being held in violation of this policy.
- **Non-Academic Misconduct:** any non-scholarly behaviour that occurs on campus, online, or in a college related environment that violates rules, procedures, policies, or laws. Examples can be found in Appendix B.
- **Outcome Measures:** the conditions, requirements, or resolutions determined by a decision maker after receiving and reviewing a misconduct investigation report. While outcome measures may include penalties such as suspension or expulsion, the primary objective in determining outcome measures is to educate a party, or restore a party, or both.
- **Partner Organizations:** groups or organizations that are affiliated with MHC formally or informally, such as Alberta Industry Training, and corporate partners, practicum employers, or research partners.
- **Plagiarism:** the representation of another individual's work as one's own, the failure to adequately attribute work to its original creator, or the resubmission, in whole or in part, of one's own previously submitted academic work for credit in another course or academic requirement without instructor authorization.
- **Retaliation:** threats or intimidation that is intended to discourage or punish an individual from seeking support or other services, making a complaint or report under any college policy, or participating in an investigation.
- **Sanction:** An official outcome following a substantiated misconduct decision. It outlines any requirements or consequences and is kept on the student's record.
- **Sexual Violence:** any violence, physical or psychological, carried out without consent through a sexual means or by targeting sexuality. This includes, but is not limited to sexual assault, sexual harassment, stalking, indecent exposure, outing, voyeurism, degrading sexual imagery, and distribution of sexual images, video, or other materials of an individual without their consent.
- **Stalking:** harassment of a person through unwanted or obsessive behaviour and attention.
- **Threats:** the communication of a direct or implied intent to do physical, emotional, or reputational harm to a person, group, or property.
- **Violence:** an act involving physical or psychological force intended to intimidate or harm.

4. STUDENT RIGHTS

MHC students have the right to

- 4.1 Learn in an environment that respects diversity, human rights, and equity of access to services and supports.
- 4.2 Learn in an environment that preserves and protects a student's safety and sense of dignity, that is free from violence, harassment, discrimination, sexual violence, threats, stalking, bullying, hate motivated incidents, hazing, or any other risks to health and safety.
- 4.3 Exercise academic freedom, as well as freedom of thought, inquiry, expression, belief, conscience, religion, political association, and assembly. The expression of this right must not interfere with the rights of others or violate MHC policies.

- 4.4 Be supported in completing the program requirements in place at the time of initial enrollment, provided there is no interruption in program progression.
- 4.5 Access the required courses at least once within the normal length of a program for timely program completion.
- 4.6 Be informed of changes to program requirements or program length that occur after initial enrollment, and where applicable given a choice regarding which curriculum to follow. Where changes are required by external agencies or where required courses are no longer available, appropriate alternatives may be specified.
- 4.7 Have the opportunity to complete the program within its normal duration as a full-time student if the program is discontinued by the college.
- 4.8 Fair academic assessment based on communicated expectations of a program, class, course, or area of study.
- 4.9 Be informed of course content, requirements, timelines, and methods of evaluation.
- 4.10 Receive timely feedback on assessments and graded work.
- 4.11 Be provided the opportunity to review any works and assessments within a reasonable period following their return.
- 4.12 Respectful communication with instructors, including the right to meet during scheduled office hours.
- 4.13 Provide an evaluation of their courses and the course instruction where available.
- 4.14 Raise questions, concerns, or complaints in good faith related to academic or non-academic matters without fear of reprisal, and have those concerns considered.
- 4.15 Be represented in college affairs through the Students' Association, which advocates in the interest of the student body.
- 4.16 Privacy protections in accordance with college policies and applicable legislation.
- 4.17 Protection of and access to official student records.
- 4.18 Be dealt with fairly in relation to any investigation and decision affecting them.
- 4.19 Access support services.
- 4.20 Have any consequences or expectations resulting from a breach of policy, procedure, or established requirement communicated in an effective, clear, and timely manner.
- 4.21 Appeal decisions made under this policy and related procedures.
- 4.22 Be free from retaliation for asserting rights or making a complaint under any MHC policy or procedure.

5. STUDENT RESPONSIBILITIES

MHC students have the responsibility to

- 5.1 Foster and model a respectful and collaborative learning environment.
- 5.2 Conduct themselves in a manner that promotes safety, and wellbeing for others, both in person and online.
- 5.3 Respect MHC property and environments.

- 5.4 Communicate respectfully and resolve concerns constructively.
- 5.5 Refrain from discrimination, hate motivated incidents, harassment, violence, or any behaviour that undermines the rights of others.
- 5.6 Uphold the highest standards of academic and personal integrity by not participating in or facilitating cheating, plagiarism, falsification of documents, or misrepresentation.
- 5.7 Prepare for and complete scheduled learning activities, assignments, and assessments in accordance with course requirements.
- 5.8 Attend and engage in scheduled classes and participate in evaluations and feedback processes that contribute to continuous improvement of the learning environment.
- 5.9 Plan academic progress in accordance with program requirements, timelines, and seek academic advising and supports when needed.
- 5.10 Follow professional standards, codes of ethics, and workplace expectations in the classroom, during practicums, clinical placements, and other related experiences.
- 5.11 Check and respond to college communications through myMHC email, learning management systems, and internal portals in a timely manner.
- 5.12 Maintain current contact information with the college.
- 5.13 Pay required tuition and fees by established deadlines.
- 5.14 Abide by all provincial and federal legislation while in the MHC learning environment.
- 5.15 Follow all college policies and procedures and cooperate with MHC employees in their application.

6. STUDENT GROUPS

- 6.1 MHC recognizes the value that student clubs and groups bring to campus. However, these groups have a critical responsibility to ensure that their activities do not violate the rights of others.
- 6.2 MHC reserves the right to treat a group as an individual under this policy. This means the group may face sanctions or dispute resolutions in addition to, not instead of, any resolutions or sanctions assessed to individual members, attendees, or leaders.

7. ACADEMIC MISCONDUCT

- 7.1 Students share responsibility for maintaining a learning environment free from cheating, misrepresentation, and other forms of academic misconduct. They are expected to act in ways that support academic integrity and uphold the values of honesty, trust, fairness, respect, and responsibility. Academic misconduct includes behaviors that violate these principles; examples are provided in Appendix A.
- 7.2 The college will address allegations of academic misconduct through a fair and transparent process that upholds the principles of integrity, consistency, and respect for all parties involved. Decisions will be based on evidence and aligned with college policies.
- 7.3 Students have the right to participate in this process, including the opportunity to respond to allegations and appeal decisions through the established appeal process.

8. NON-ACADEMIC MISCONDUCT

- 8.1 Students share responsibility for contributing to a safe and respectful college environment. They are expected to act in a way that respects the safety, dignity, rights, and well-being of others, as well as for college property and the property of others. Non-academic misconduct includes behaviours that violate these principles; examples are provided in Appendix B.
- 8.2 The college will address allegations of non-academic misconduct through a fair and transparent process that upholds the principles of integrity, consistency, and respect for all parties involved. Decisions will be based on evidence and aligned with college policies.
- 8.3 Students have the right to participate in this process, including the opportunity to respond to allegations and appeal decisions through the established appeal process.

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 Kevin Shufflebotham
 President and CEO
 Date: October 15, 2026

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 Nancy Brown
 Vice-President, Academic and Provost
 Date: October 15, 2026

Additional Information	Location
SD 1.1 Academic Misconduct Procedure	MHC Website/Policy and Procedure SharePoint
SD 1.2 Academic Misconduct Appeal Procedure	MHC Website/Policy and Procedure SharePoint
SD 1.3 Exam Integrity Procedure	MHC Website/Policy and Procedure SharePoint
SD 1.4 Grade Appeals Procedure	MHC Website/Policy and Procedure SharePoint
SD 1.5 Student Non-Academic Misconduct Procedure	MHC Website/Policy and Procedure SharePoint
SD 1.6 Student Non-Academic Misconduct Appeals Procedure	MHC Website/Policy and Procedure SharePoint
SD 1.0 Appendix A – Academic Misconduct Examples	MHC Website/Policy and Procedure SharePoint
SD 1.0 Appendix B – Non-Academic Misconduct Examples	MHC Website/Policy and Procedure SharePoint
AP 1.4 Evaluation of Student Learning Procedure	MHC Website/Policy and Procedure SharePoint