

ACADEMIC REGULATIONS AND POLICIES



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Course Outline

At the beginning of each course, you will be given a course outline that specifies course aims, objectives, course topics, the evaluation to be used, weighting and distribution of marks, penalties for late assignments (if used), and assigned readings. If substantial changes to the course outline, including the weighting and distribution of marks, are necessary, you will receive written notice.

Attendance

All Medicine Hat College students are strongly encouraged to attend all scheduled classes, labs, tutorials, seminars, and practicum placements in each academic term. Where specified in the course outlines, learners are expected to conform to the particular attendance requirements of a class or program as failure to do so may be reflected in the learner's grade impacting acceptable progress.

Alberta Community & Social Services (ACSS) funded full-time learners are also required to meet conditions of acceptable attendance to maintain funding.

A learner may not be absent from classes for more than three consecutive weeks for any reason unless approved by an ACSS Learner Specialist. An ACSS Learner Specialist can be reached by calling 1.877.644.9992.

Examination Policy

Final exams must be scheduled by Student Development except for take-home exams, final projects, or lab exams. When the final exam schedule is issued, you are asked to report any errors, omissions, or conflicts to Student Development as soon as possible. A conflict is three exams in the same day or two exams at the same time.

You are expected to complete final exams and to be available for examinations up to the last day of examinations, as specified in the Academic Schedule.

Examination Guidelines

- Unless approved prior to an examination by the instructor concerned, you may not take any notes, books, calculators, or related material into an examination. Jackets and purses should be placed at the back or the side of an examination room.
- Laptop computers may not be used to write examinations unless approved by the instructor or Dean.
- You may not enter an exam room after half an hour has elapsed from the start of the exam and may not leave until a half an hour has elapsed from the start of the examination.
- Should you become ill or receive word of a domestic affliction during the course of an examination, immediately report this to the supervisor, hand in the unfinished paper, and request that it be cancelled. If illness is the cause, you will need to supply medical documentation within 72 hours to the instructor.

- If you write an exam, hand in the paper for grading, and later ask for the exam to be cancelled due to illness or other extenuating circumstances, the request will be denied.
- Once you leave an examination, you may not return to the examination room. Cigarette breaks or coffee breaks are not permitted unless approved in advance by the instructor. If you must use the washroom facilities, permission must be granted by an instructor. Two students may not be in the washroom at the same time during the exam. An instructor reserves the right to accompany you.
- If you are a student with accessibility considerations make any necessary arrangements well in advance of the day of an examination.
- Please respect the quiet atmosphere of an exam room, particularly when you leave the exam room (you are not permitted to talk during an examination or as you exit the room).

Deferral of Examinations

Deferral of examinations and assignments are only allowed when you cannot comply with the established dates and times, for a valid reason. Valid reasons for deferral include:

- Bereavement
- Personal illness or injury
- Religious observances
- Domestic affliction
- Disability

Deferral of a *final* examination must go to the Dean with supporting documentation. In the event of illness or hospitalization, a medical statement must indicate the specific date and time you required medical attention and the nature of the illness, and how the illness affected your capacity to write the examination. In the event of religious observances, disability, or exam conflicts, the request must go to the Dean at least two weeks prior to the scheduled exam. The authority to grant or to deny the deferral of a final exam is vested with the Dean, who may deny the deferral if just cause is not shown.

If you are absent from an examination due to unforeseen reasons, you must notify the course instructor or the Dean within 48 hours of the missed examination.

Deferral of term work or assignments may be granted by the course instructor for reasons similar to those considered valid for final exams. The request for a deferral, accompanied by written documentation, must be submitted to the instructor prior to the date of the examination.

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Academic Standing Grading System

| Grade | Value | Point Description |
|-------|-------|---|
| A+ | 4.0 | Outstanding. |
| A | 4.0 | Excellent. Superior performance, showing comprehensive understanding of subject matter |
| A- | 3.7 | |
| B+ | 3.3 | |
| B | 3.0 | Good. Clearly above average performance with knowledge of subject matter generally complete |
| B- | 2.7 | |
| C+ | 2.3 | |
| C | 2.0 | Satisfactory. Basic understanding of the subject matter. |
| C- | 1.7 | Minimum grade to proceed to the next level of the same subject (may not be sufficient for promotion or graduation in some programs) |
| D+ | 1.3 | |
| D | 1.0 | Minimal pass. Marginal performance, generally insufficient preparation for subsequent courses in the same subject. |
| F | 0.0 | Fail. Unsatisfactory performance or failure to meet the course requirements. |

Summary of Symbols

| | |
|----|--|
| W | Withdrawal |
| IC | Incomplete |
| CR | Credit Awarded (Pass) |
| NC | No Credit Awarded (Failure) No grade point value assigned. |
| RD | Report Delayed |
| IP | In Progress (currently taking) |

Withdrawal Grade

You will receive a "W" grade following the drop deadline until the withdrawal deadline.

Incomplete Grades

An incomplete "IC" grade may be assigned if in the event of extenuating circumstances such as sickness or severe domestic affliction, you are unable to complete the course requirements. All incomplete "IC" grades must be cleared with the Divisional Dean. An incomplete "IC" grade is valid for 30 days after the final exam date to enable you to complete the course requirements. All incomplete grades must be resolved within 30 days. If the Registrar's office does not receive a letter grade within the 30 day period an "F" grade may be assigned.

Credit/No Credit Awarded Grading

If a course is graded on a CR/NC basis this is indicated in the course descriptions. A course that has no indications to grading is assumed to be a graded course.

Special Grading Conditions

The number of D and D+ grades acceptable for credit is subject to specific program policy. All conversion of course evaluations to letter grades must be clearly defined in the course outlines as percentage grades to letter grades. Various sections of the same course will have common, course-specific objectives and evaluation standards which must be defined in the course outline. When calculating grade point averages, all courses will be included except those courses to which a "W", "IC", "CR", "NC", "RD", "IP" grades have been assigned.

Honour Roll

President's Honour Roll

If you have earned a minimum grade point average (GPA) of 3.87 on all courses taken during each semester, you will be placed on the President's Honour Roll. A minimum of 15 credits per semester must be completed and none can be incomplete "IC" grades. All classes taken will be included into the GPA calculations. The GPAs will be calculated to two decimal points and will not be rounded up.

College Honour Roll

If you have earned a minimum grade point average (GPA) of 3.5 on all courses taken during each semester, you will be placed on the College Honour Roll. A minimum of nine credits per semester must be completed and none can be incomplete "IC" grades. All classes taken will be included into the GPA calculations. The GPA's will be calculated to two decimal points and will not be rounded up.

Release of Final Grades

After the examination papers have been marked at the end of each semester and the final results computed, they must be reviewed and recorded in the College's permanent records before an official transcript can be released. Grade statements and unofficial transcripts are available on-line. Any errors should be reported to Student Records within two weeks of the grade being posted.

Repetition of Courses

You are allowed three attempts to successfully obtain a passing grade in any Medicine Hat College course. You will not be permitted to attempt the course a fourth time unless the Dean (or designate) grants permission. Normally, you will be asked to wait at least one academic year before permission will be granted for a fourth attempt to pass a course. Please note that some Medicine Hat College programs may outline program specific policy detailing how many times you may attempt a course. Additionally, some institutions to which courses may transfer may have a specific policy detailing how many times you may attempt a course. Such policies supersede this policy.

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Probation and Dismissal

- You will be placed on academic probation if your grade point average is less than 1.7 on six or more credits at the end of a regular semester.
- If you are on probation, you will be sent a letter from the Registrar outlining the possibility of dismissal at the end of the next regular semester, or the next semester in which you attend the College. You will be encouraged to contact an Academic Advisor, Counsellor, or to seek assistance at the Open Learning Centre to improve your academic performance.
- If at the end of the next regular semester, or the following semester in which you attend, your grade point average is still less than 1.7 on six or more credits, you shall be dismissed for one academic year.
- If you wish to appeal your academic dismissal, you must meet with an Academic Advisor and the Registrar to explore possible reinstatement opportunities and conditions.

If you are dismissed and wish to return to Medicine Hat College after one year, you must re-apply for admission. Medicine Hat College reserves the right to deny readmission or to implement certain conditions of admission, which if violated, may result in immediate dismissal.

Fraudulent Transcripts and Admission Documentation

You will be dismissed if it is discovered that your admission was obtained due to a fraudulent document.

Program Policies Governing Probation and Dismissal

You may be governed by somewhat different probation and dismissal policies depending on your program. These policies are clearly stated in the program sections of this Calendar.

Academic Dishonesty

You will be dismissed for subsequent occurrence of academic dishonesty or unsatisfactory behavior in academic matters. (see section on Student Academic Misconduct).

Academic Standing and Athletic Playing Eligibility

Eligibility

Eligibility to participate as a student athlete will follow the regulations of the relevant national and provincial governing bodies. For detailed rules on eligibility, student-athletes should refer to the most recent version of the relevant national and provincial governing body's operating codes. A copy can be found on-line or in the Rattler's Athletics office.

Athletic Probation & Dismissal

The probation and/or dismissal of student-athletes is governed by college policy administered by the Registrar. Information on probation and dismissal can be found in the college's academic calendar and from the Registrar's Office in Student Development.

Grade Reappraisals

General Considerations

- Faculty has the right and responsibility to provide course outlines, careful evaluation and timely assignment of appropriate grades.
- There is a presumption that grades assigned are correct. Should you choose to appeal a grade, it is your responsibility to demonstrate otherwise.
- In the absence of compelling reasons, such as instructor or clerical error, prejudice, or capriciousness, the grade assigned by the instructor is to be considered final.
- It is recognized that in many courses there are no right or wrong responses and there are often multiple points of view and interpretations among students, faculty, authors and recognized experts.
- Faculty and students must maintain respect for the dignity of the other party. In instances where this does not occur, those involved should consult the College's Harassment Policy.
- A grade may only be changed by the instructor who issued it or by the Vice President Academic based on the outcome of a formal appeal.

Four Grounds for Academic Appeal

- 1) Unforeseen Extenuating Circumstances - If you believe unforeseen extenuating circumstances interfered with your academic performance, you can appeal your grade. Documentation will be needed to support your claims.
- 2) Merit of Work - If you think that your course/work was credited for less than it was worth; you can appeal.
- 3) Procedural Irregularity - If you think that your problems were due to the way that the course was administered, or if the course outline was not properly followed, you can appeal.
- 4) Discrimination - If you think that your grade was based on considerations other than on the merit of your work, you can appeal.

Student Conduct and Discipline

As a Medicine Hat College student, you are expected to conduct yourself with truth, honesty, and maturity which are fundamental in the search for knowledge and learning at Medicine Hat College. Unsatisfactory behavior and academic dishonesty such as plagiarism, lying, cheating by copying or bringing written or electronic answers into the examination setting, or stealing examinations and altering grades, will result in disciplinary action.

Medicine Hat College expects students to exercise responsible social conduct that reflects favorably upon themselves and the college. This requires conduct that is consistent with the laws and the generally accepted social behavior of our community and society. Students are expected to abide by college policies regarding Respectful Work and Learning Environment and Student Non-Academic Misconduct.

For further information, including confidential discussion regarding a potential discrimination or harassment complaint, please contact the HumanRightsAdvisor@mhc.ab.ca.

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Grade Appeal Process

Informal Grade Appeal Process

- 1) You receive an assignment, examination, or final grade that you wish to dispute. You must contact your instructor for clarification within 10 working days of receiving the grade. You are responsible for monitoring posted final grades.
- 2) If you are not satisfied with the clarification provided by the instructor, or if you have made verifiable attempts through the division office to meet with the instructor without success, you may contact the dean.
- 3) Put your concerns in writing to the dean responsible for the course within 20 working days of receiving the assignment or grade. You may ask the Students' Association to help you with the appeal process.
- 4) The dean will meet individually with you and the instructor (and a Students' Association representative and a Faculty Association representative, if applicable), to review all relevant graded work, and documentation, and the pertinent calculations that have contributed to the assigned grade. The dean will respond to you within five working days of the meeting and indicate whether or not consensus has been achieved in relation to the grade assignment.

Most appeals are resolved at this level.



Formal Grade Appeal Process

- 1) Should you feel the matter has not been resolved, you may continue the appeal by submitting the grade appeal form (available at the Registrar's Office) within 10 working days of the date of the dean's response to you. A fee of \$25.00 will be charged. (This fee will be refunded if the appeal is successful).
- 2) The Registrar will forward the appeal form and all other written documentation, to the office of the Vice-President, Academic.
- 3) The Vice President, Academic or designate will form an Appeal Committee composed of a student representative from another program recommended by the Students' Association of MHC, one faculty member from another division recommended by the Faculty Association of MHC and the Vice President, Academic or designate, who will have final approval of the nominees from the respective associations and chair the committee.
- 4) The Appeal Committee will review the written documentation and hear from all parties concerned in the matter, including the instructor and the student. The committee shall make a decision within 20 working days from the date the student filed the appeal with the Registrar. The decision of the committee is final.

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Student Academic Misconduct

Responsibility of the Instructor

- The instructor is obligated to exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged.
- The instructor is obligated to clearly communicate the requirements for assignments, tests, and examinations, including but not limited to such requirements as source citation format in written assignments and materials authorized for use in tests and examinations.
- The instructor is responsible for the proctoring of all tests and examinations. The use of substitute proctors is allowable only with the approval of the dean.

Responsibility of the Student

The student is obligated to refrain from all forms of intellectual dishonesty. Each of the following actions constitutes intellectual dishonesty. These actions, however, do not necessarily exhaust the forms that intellectual dishonesty may take.

Plagiarism

Plagiarism is the submitting or presenting of work in a course as if it were the student's own work done expressly for that particular course. Plagiarism is an extremely serious academic offense. Most commonly plagiarism exists when:

1. The work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work.
2. Parts of the work were taken from another source without reference to that source.
3. The whole work (e.g. an essay) was copied from another source.
4. The work submitted or presented in one course was also submitted, in whole or in part, in another course without properly referencing the original submission and without the prior agreement of the instructors involved.

Cheating

Cheating is an extremely serious offense. In an academic context, cheating most commonly occurs in tests or examinations when a student:

1. Uses unauthorized materials (e.g., textbooks, notes) or communicates unauthorized information by whatever means (e.g., cell phones, calculators and other electronic devices).
2. Copies the work of another person.
3. Leaves answer papers exposed or otherwise enables other students to inappropriately access learning materials.
4. Consults any person or materials outside the confines of the examination room without permission to do so.

Other Academic Misconduct

Other academic misconduct includes, but is not limited to:

1. Falsifying or fabricating the results of investigations or laboratory experiments.
2. Tampering with, destroying, stealing or making inaccessible library or other academic resource materials, including computer programs and files.
3. Altering marks on an assignment, tests, examination, or list.

4. Acquiring, attempting acquisition, possessing or distributing examination materials or information not authorized by the instructor.
5. Impersonating another student in an examination or class assignment.
6. Recording lectures or classes without authorization.

Academic misconduct also includes the helping of another person to commit an act of academic dishonesty (e.g., the completion of a part or the whole of any assignment for another student).

Moreover, as a responsible member of the academic community of Medicine Hat College, all students are expected to take an active role in encouraging other members to respect the basic standards of intellectual integrity. If a student suspects a violation of intellectual integrity by another student, the suspicion should be made known to the instructor. If a student suspects a violation of academic integrity by the instructor, the suspicion should be made known to the Dean.

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Consequences of Intellectual Dishonesty

The penalty for an act of intellectual dishonesty shall ordinarily be determined at the reasonable discretion of the instructor, and may be the reduction of the grade on the assignment, test, or examination. The penalty shall normally be a zero grade on the assignment, test or examination. **Ordinarily the matter will be concluded at this stage.** The student may appeal the instructor's decision in writing to the dean within 10 working days of receiving the grade.

Should the instructor deem the offense to warrant a stronger penalty, the matter shall be referred to the dean whereupon the penalty may result in an F grade for the course or courses, expulsion from the course or courses, expulsion from the program, or expulsion from the college.

In cases referred to the dean by an instructor or appealed by the student, the process shall be as follows:

1. The instructor shall formally notify the student and the appropriate dean in writing outlining the details and context of the academic dishonesty. The student appealing an instructor's decision must do so in writing within 10 working days of receiving the grade.
2. The Dean will meet separately with the instructor and the student (and a Students' Association representative and a Faculty Association representative, if applicable) to review all work and documents related to the matter;
3. The Dean shall review the matter and recommend an outcome to the Registrar and the Vice President, Academic. The Registrar shall inform the student of the outcome.

Appeal of Disciplinary Action for Academic Misconduct

The student can appeal the decision by notifying in writing the office of the Vice President, Academic within 20 working days from the date of the dean's decision.

1. The Vice President, Academic or designate will form an Appeal Committee composed of a student representative from another program recommended by the Students' Association of MHC, one faculty member from another division recommended by the Faculty Association of MHC and the Vice-President, Academic or designate, who will have final approval of the nominees from the respective associations and chair the committee.
2. The Appeal Committee will review the written documentation and hear from all parties concerned in the matter, including the instructor and the student. The committee shall make a decision within 20 working days from the date the student filed the appeal with the office of the Vice President Academic. The decision of the committee is final.

Student Non-Academic Misconduct

Medicine Hat College's Student Non-Academic Misconduct Policy and Procedure address behavior on Medicine Hat College premises that violate explicitly stated rules, regulations and policies. This includes, but is not limited to, acts of violence, theft, discrimination, harassment, sexual harassment/violence, and possession of illegal substances or weapons. Acts that are criminal in nature will be turned over to the appropriate authorities. Violations of the Student Non-Academic Misconduct Policy may lead to penalties and sanctions, up to and including dismissal or expulsion from Medicine Hat College.

The full policy and procedure can be found on Medicine Hat College's website at www.mhc.ab.ca/aboutmhc/collegeprofile/policiesandpublications/policiesandprocedures.