



<b>POLICY:</b>  <b>Student &amp; MITT Expectations</b>		<b>POLICY NUMBER:</b>  <b>AC-1-2</b>
		<b>PREVIOUS/REPLACES:</b>  <b>Student Expectations and Privileges</b>
<b>APPROVED BY:</b>  <b>Executive Council</b>	<b>EFFECTIVE DATE AS OF:</b>  <b>December 18, 2014</b>	<b>PRIOR VERSIONS:</b>

### **1. Policy Statement:**

The Manitoba Institute of Trades and Technology (to be referred to as MITT) recognizes the rights of students, and at the same time, holds students responsible for conducting themselves professionally and in the best interests of other students, MITT staff, and the larger community of MITT industry and education partners. MITT Instructors and staff, along with students, must work together each day to ensure a professional and collegial learning environment which is safe, inclusive, and supportive of learning.

### **2. Scope:**

This policy applies to all MITT students enrolled in full or part time secondary and post-secondary programs.

### **3. Procedure:**

MITT expects students to devote their full attention to their studies, and to act with propriety and in compliance with all Institute policies, rules and regulations. Students must conduct themselves in a responsible, professional manner while on-campus, and at all times while representing MITT. The following outline of MITT's expectations for students is not exhaustive, but reflects general categories of student responsibilities.

#### **All MITT students are expected to:**

- Respect the right of all students and staff to be able to learn and work in an environment free from discrimination, prejudice, or inequality based on race, colour, age, gender, sexual orientation, language, religion, political or other opinion, national or social origin, physical or mental ability, or any other personal feature or characteristic.
- Look for opportunities to develop the employability skills common to all MITT programs. Employability skills include: reading, writing, document use, numeracy, oral communication, working with others, digital technology, continuous learning, thinking.
- Maintain a high standard of academic integrity, and to avoid or prevent any act of cheating, plagiarism, fraud, inappropriate collaboration, impersonation, or any other method of gaining an unfair academic advantage, as described in the Academic Integrity Policy.



- Know the content, evaluation standards, and applicable deadlines specific to their program of study, and to communicate with Instructors and/or Student Advisors at the earliest possible opportunity to resolve any issues that may be affecting their success.
- Be responsible for regular attendance as described in the Student Attendance Policy, and to be punctual, reliable, and responsible for their personal time management.
- Be responsible for submitting and completing all assignments, tests, and evaluations on schedule and within the required deadlines, or, for communicating with their instructor when a compassionate or medical situation warrants flexibility.
- Be responsible for taking advantage of educational activities and support resources provided to MITT students, and for being an active participant in their education plan.
- Be responsible for keeping their student tuition account in good standing, and for communicating early and often with the MITT Finance Dept. regarding fee deadlines, payment plans, issues with third-party sponsors, and refunds.

As members of the MITT community of learners and professionals, all MITT students can expect to be treated professionally and with respect by fellow students, and all MITT instructors and staff. MITT students can expect fair treatment within MITT's rules, policies and procedures.

**All students can expect MITT to:**

- Provide a healthy and safe learning and work environment free from discrimination, prejudice, or inequality based on race, colour, age, gender, sexual orientation, language, religion, political or other opinion, national or social origin, physical or mental ability, or any other personal feature or characteristic.
- Protect the confidentiality of all personal and academic information regarding the student or their student file, unless the student consents in writing to its disclosure, or where required or permitted by law.
- Provide access to their academic record and student file.
- Inform students of all fees and expenses to be incurred during their studies, and to be made aware of any services offered to them where a charge may be incurred.
- Provide a course and program outline at the start of classes detailing the topics covered and all assessment criteria used.
- Provide appropriate prior notice of any changes to the program content or outcomes.
- Provide impartial evaluation and grading of their performance.
- Provide access to, and assistance understanding and implementing, any rule, policy or guideline used by MITT.



- Provide access to Instructors, Student Advisors, and support staff who possess the appropriate knowledge and skills to instruct and support MITT learners to be successful.
- Follow, and make available, a formal appeal process to address student concerns and to resolve any issues in a timely manner.

#### **4. Administration:**

Each Dean, Director, Principal or Equivalent, or designate, oversee the administration and enforcement of this policy.

#### **5. Review:**

This policy will be reviewed as required by Academic Council and will be reviewed by Executive Council every five years.

#### **6. Reference:**

Academic Integrity Policy  
Course Outlines Policy  
Respectful Workplace, Harassment Prevention and Non-Discrimination Policy  
Student Attendance Policy  
Student Behaviour Policy  
Student Discipline Policy

#### **7. Definitions: N/A**