



STUDENT RIGHTS AND RESPONSIBILITIES

EFFECTIVE DATE 1982 - Approved by Board of Governors

RESPONSIBILITY FOR IMPLEMENTATION: Vice President College Services, Vice President Academic, Deans, Director of Student Services, Department Chairs, Advisors, Instructors

CROSS-REFERENCED POLICIES

Course Outline Policy; Confidentiality; Student Misconduct; Plagiarism and Cheating; Examinations; Student Academic Grievances; and Student Misconduct: Non-academic Offences

RESPONSIBILITY STATEMENT

It is the student's responsibility to become familiar with these basic principles of conduct within the College.

PROCEDURES/RULES STATEMENT

Student Rights

1. A student has the right to know the basic content and general procedures of the course in advance, and to be assured that a course that is offered will not be substantially changed after the first day of class.
2. A student has the right to advising concerning program and graduation requirements, academic regulations and university admissions.
3. A student has the right to be given a written outline at the beginning of the course which normally will include the objectives of the course, the teaching methods, the evaluation system to be used, including penalties and an indication of when major assignments are due.
4. A student has the right to notice of and input into changes in the course outline.
5. A student has the right to know the College's definition of cheating and plagiarism and faculty members have an obligation to explain how these apply. A student has the right to know the consequences of infractions.
6. A student has the right to know the instructor's position on class attendance and lateness.



7. A student has the right to know the number of hours for the course.
8. A student has the right to be notified of class cancellations as soon as possible. Even when prior notice has been given in class, the information should be posted and it is the responsibility of the Department to ensure this is done.
9. A student has the right to expect that classes will start and end on time and that the course timetable will continue for the semester as scheduled on the first day of classes.
10. 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.
11. A student has the right to expect instructors to keep posted office hours.
12. A student has the right to have his/her grades maintained in confidence.
13. A student has the right to review any of his/her examinations and major course assignments for ninety days following the publication of the final grade.
14. A student has the right to view any record that exists in his/her file in accordance with the FOIP Act.
15. A student has the right to attend and participate in all College meetings unless the meeting is declared closed. The student has the right to know why a meeting is closed.
16. A student has the right to conditions in classrooms and laboratories that do not interfere with the learning process.
17. A student has the right to timely resolution of issues.

Student Responsibilities

1. It is the student's responsibility to inform him/herself with the procedures to be followed in order to register, change or withdraw from a course.
2. It is the student's responsibility to inform him/herself with course outlines, organization, content, evaluation methods and instructional methodology.
3. It is the student's responsibility to familiarize him/herself with academic standing regulations and graduation requirements.
4. It is the student's responsibility to communicate with his/her instructor or advisor in order to resolve problems he/she may encounter regarding programs and courses due to medical, personal or other reasons.



5. It is the student's responsibility to arrive on time and remain for the duration of scheduled classes and related activities.
 6. It is the student's responsibility to respect the instructor's right to enforce the attendance requirements for the course.
 7. It is the student's responsibility to respect the instructor's right to determine the course content, instructional methodology, evaluation procedures and the frequency of evaluation within the guidelines set for the course and approved by the department.
 8. It is the student's responsibility to respect the instructor's right to set deadlines for assigned work, to expect assignments to be submitted at the times specified, and to establish penalties for failure to comply with deadlines.
 9. It is the student's responsibility to respect the instructor's right to expect assignments to be neatly presented (typed or, if hand-written, double spaced) with appropriate identification (name, student number, course title).
 10. It is the student's responsibility to respect the instructor's right to expect that any work submitted by a student is his/her own. It is the student's obligation to know what plagiarism and other forms of cheating are, and to know the consequences.
 11. It is the student's responsibility to write tests and final examinations at the times scheduled by the instructor or the Office of the Registrar.
 12. It is the student's responsibility to complete course work and assignments missed when absent. Participation in optional activities such as athletic events or student exchanges, etc. does not reduce the student's academic responsibility.
 13. It is the student's responsibility to familiarize him/herself with the procedures to be followed when writing College examinations.
 14. It is the student's responsibility to respect the instructor's right to appropriate classroom deportment by all students. Should a student be disruptive and/or disrespectful, the instructor has the right to take action to exclude the disruptive student from learning activities.
 15. It is the student's responsibility to respect the rights of the other members of the College community.
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