

Student Rights and Responsibilities

Rights

STUDENTS HAVE A RIGHT TO:

- A quality education
- Be provided with a current course outline for each course which states the objectives of the course, the teaching methods, and the evaluation process including information on assignments, tests and examinations.
- Information concerning program and graduation requirements, academic regulations, admissions. This information should include, where appropriate, Prerequisites for Courses, Method of Evaluation, Course Descriptions, Timetables, Course Availability, Costs.
- Know the College's definitions of academic dishonesty which includes cheating and plagiarism and the consequences of their detection.
- Expect that adequate measures will be taken by the Faculty to ensure that academic dishonesty does not occur.
- Know what is expected with regard to class attendance and punctuality.
- Receive instruction for the curriculum as stated in the course outline.
- Be notified of class cancellations as soon as possible (exclusive of individual notification). It is the responsibility of the Faculty or department to post all cancellations.
- Expect that classes will start and end on time.
- Be informed by the Faculty of any rule changes with regard to classroom procedures.
- Expect that their grades will be confidential.
- See and review all of their graded personal work with the Faculty. Any document not picked up by the student from the Faculty, by the last day of classes, will be discarded. No student may pick up another student's work.
- Be notified on the length of time that any submitted work will be kept by the Faculty member in question.

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- Have submitted work returned in a reasonable period of time. Please refer to the course outline for specific timelines.
- View any record that exists in their student files at the College.

Responsibilities

STUDENTS ARE EXPECTED TO:

- Officially register and have fees paid before an applicant will be considered as a student.
- Follow the procedures to register for, change, or withdraw from a course and/or program as outlined in the Academic Calendar and Student Handbook.
- Arrive at class on time and remain for the duration of scheduled classes and activities. In the event that a student must arrive late or must leave early, the student must be considerate not to disrupt the class while entering or exiting the classroom or extended classroom.
- Respect the Faculty's right to formulate and enforce attendance policies within the guidelines set by the academic department.
- Respect the College's right to determine course content, methodology, and evaluation within the guidelines set by the academic department.
- Respect the Faculty's right to set deadlines for assigned work, and to establish penalties for failure to comply with the deadlines.
- It is the student's responsibility to ensure that all assignments are given directly to the Faculty, unless it has been specified otherwise in a particular instance.
- Bring instances of cheating to the attention of the appropriate Faculty member.
- Write tests and final examinations at the times scheduled by the Faculty member of the College.
- Assume responsibility for classes missed. Departmental policies may allow for requests for a note from Physician to support absenteeism.
- Respect the Faculty's right to expect decorum and appropriate classroom behaviour by all students. Should a student be disruptive and/or disrespectful, the Faculty has the right to take immediate action to exclude the disruptive student from any further learning activities.

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- If the Faculty notes electronic devices being used inappropriately during class time, the student may be asked to leave the classroom for the duration of that class period. It is the right of the Faculty to do so as part of their responsibility for classroom management.
- Be responsible for keeping all quizzes, tests, papers, essays or other assignments returned in the event of a grade review. Students are encouraged to always keep a copy of work submitted as a protection against loss.
- Expect to wait at least fifteen (15) minutes for a Faculty to arrive at class before leaving, unless otherwise notified.
- Conform to acceptable behaviour in the learning environment as established by their Faculty (classrooms, laboratories, fieldwork placements, etc.). Students who fail to conform to these expectations will be subject to discipline under the Student Code of Conduct.