

Ch5-s5-03**Charter of Students' Rights and Responsibilities**

Responsible Authority:	Office of the Vice President Academic
Approval Authority:	Senior Team
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PURPOSE

This policy outlines the broad parameters of the rights of students at Confederation College. Along with these rights also comes responsibilities. The policy provides for both general and academic rights and responsibilities. The policy applies to all students registered at Confederation College and sets the tone for what students can expect from the college community on campus (i.e., classrooms, halls, cafeteria, bookstore, residence, etc.), off campus and in virtual learning environments.

SCOPE

This policy applies to students engaged in:

- college-related activities, whether such activities are educational, work-related or social;
- activities that are indirectly college-related which involve the right of other community members to a harassment-free and respectful educational or work environment; and
- activities that are indirectly college-related but involve the achievement of the college's mission.

DEFINITIONS

College community	Includes students, faculty, staff, administrators, guests (such as public speakers), Board of Governors, Program Advisory Committee members, and contractors.
Reasonably	Just, rational, appropriate, or usual in the circumstances. May refer to care, compensation and a host of other actions or activities.

POLICY**1. RIGHTS - GENERAL**

1.1 Students have the right to equitable treatment by the college.

1.2 Students have the right to:

1.2.1 think, speak, write, create, study, learn, pursue social, cultural and other interests, and associate together for all of these purposes in both physical and virtual environments, subject to the requirement that they respect the rights of members of the college community to pursue these same freedoms and privileges and that these rights are exercised reasonably.

1.2.2 use facilities designated by the college as available for student use and to abide by any regulations of the college in regard to such use.

1.3 Students have the right to:

- 1.3.1 have published and made available on request, the rules and regulations of the college affecting students.

The most current version of the Student Handbook is published on the college website at: [Link to Student Handbook](#)

All academic policies affecting students can be found at: [Link to Academic Policies](#)

- 1.3.2 inquire into and be informed of the rationale for such rules and regulations.
 - 1.3.3 make representations (including reasonable complaints and petitions) to the Director, Student Success Centre for changes in such rules and regulations.
- 1.4 Students have the right to a physical and virtual learning environment that is safe and conducive to learning.
- 1.5 Students have the right to be free from discrimination and harassment in all environments.
- 1.6 Students have the right to make a reasonable complaint or petition to the appropriate college authority without fear of reprisal.
- 1.7 Under the *Freedom of Information and Protection of Privacy Act of Ontario*, students have access to their student record information. These records will remain secure and private, as described in the Student Information Release policy (Ch5-s5-02) and the Act. Record may include papers, images, projects, and other work submitted as well as commentaries about a student's performance.
- 1.8 Under the *Personal Health Information and Privacy Act*, students have access to their student health information and have the right to have their personal health information protected according to the specifications in the Act.

2. RIGHTS – ACADEMIC

- 2.1 Students have the right to information about learner outcomes, performance standards and any unusual workload time that may be necessary in a program. In addition, admissions requirement standards, program continuation requirements, graduation requirements, and academic regulations will be available.
- 2.2 Students have the right to receive a course outline (electronic or hard copy) at the beginning of the course, which states the course learning outcomes and the assessment process including information on assignments, tests and examinations.
- 2.3 Students have the right to know the college's definitions of Academic Integrity and the consequences of violating Academic Integrity.
- 2.4 Students have the right to be notified of class cancellations as soon as possible.

- 2.5 Students have the right to expect classes will start and end on time.
- 2.6 Students have the right to receive an assessment of their academic progress at mid-term and course end.
- 2.7 Students have the right to see and review all of their graded personal work with the professor. Graded work will either be kept by the faculty or returned to the student. Graded work, which is kept by the faculty member, shall be held for a period of one semester beyond the semester in which the grade was achieved.
- 2.8 Students own any original work they have produced (e.g. their own work or ideas) unless the materials were supplied by the college and thus belong to the college. The student's work will be returned in a reasonable period of time. Actual test questions, examinations and quizzes are the property of the college and need not be supplied or returned to a student, as per 2.7.

3. RESPONSIBILITIES – GENERAL

- 3.1 Students are responsible for becoming familiar with college policies, operating practices, procedures, rules and regulations as described in the Student Handbook and official publications as released by the college. Non-academic behaviour is governed by the Student Code of Conduct.
- 3.2 Students are responsible for fulfilling financial obligations to the college. The college may withhold grade reports, transcripts and/or credentials until any obligation is cleared.

4. RESPONSIBILITIES – ACADEMIC

- 4.1 It is the student's responsibility to request accommodation and provide documentation, when available, to support the request.
- 4.2 Within the guidelines set by the academic school, students are expected to:
 - 4.2.1 follow college procedures for registration, course and/or program registration changes, and course or program withdrawals as outlined in the Student Handbook.
 - 4.2.2 abide by the behavioural standards described in the Academic Integrity practice and the Student Code of Conduct.
 - 4.2.3 arrive at class on time, engage in the learning process and remain for the duration of scheduled classes and activities, with reasonable exceptions. Students will allow at least 15 minutes for the professor to arrive for the start of class to provide for extenuating circumstances unless students have been notified otherwise.
 - 4.2.4 respect the professor's right to formulate and enforce attendance policies.
 - 4.2.5 respect the professor's right to determine subject content, methodology and grade assessment within the course outline set by the academic school.

- 4.2.6 respect the professor's right to set reasonable deadlines for assigned work, and to establish penalties for failure to comply with deadlines. It is the student's responsibility to ensure that all assignments are given directly to the professor unless it has been specified otherwise in particular instances. When submitting electronically, students should retain receipt that the assignment was received.
- 4.2.7 respect the professor's right to expect assignments to meet the requirements as stipulated in the course outlines.
- 4.2.8 submit work that is their own. It is the student's obligation to know what constitutes Academic Integrity, what violates Academic Integrity, and to understand the consequences for violating academic integrity in accordance with the Academic Integrity Practice (5-5-01).
- 4.2.9 write tests and final examinations at the times scheduled by the professor or the college, or make satisfactory alternate arrangements in consultation with the professor. Professors are normally not obliged to provide for missed tests, laboratories or examinations, and students may have to forfeit marks allocated to such work if absent.
- 4.2.10 assume responsibility for classes missed.
- 4.2.11 respect the professor's right to expect professional and good conduct, appropriate behaviours in classroom labs, shops, field placement, etc.

SUPPORTING DOCUMENTATION

Ch5-s5-01 Academic Integrity Practice - applies to academic student standards.

Ch5-s1-02 Academic Appeal Policy - applies to disputes regarding academic issues.

Ch5-s5-02 Student Code of Conduct Practice - applies to non-academic behaviour.

Ch5-s5-04 Complaints Process (Non-Academic) - applies to disputes regarding non-academic behavioural issues. Breaches of the Charter of Students' Rights and Responsibilities are resolved through the Complaints Process (Non-Academic).

Nothing in this policy shall take away from the college's responsibility to reasonably accommodate the needs of students with disabilities.

RELATED POLICIES

[Ch5-s5-01 Academic Integrity Practice](#)

[Ch5-s1-02 Academic Appeal Policy](#)

[Ch5-s5-02 Student Code of Conduct Practice](#)

[Ch5-s5-04 Complaints Process \(Non-Academic\)](#)

RELATED MATERIALS

N/A