

 <b>Confederation</b> <small>COLLEGE</small>  <b>COLLEGE POLICY</b>	Number: 5-5-03	# of pages – 3
	Originator:	Office of the Vice President Academic
	Approved By:	SLT
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<b>CHARTER OF STUDENTS' RIGHTS AND RESPONSIBILITIES</b>		

## PURPOSE

All students registered at Confederation College are members of the college community and as such enjoy certain rights and responsibilities. Other members of the college community include faculty, staff, administrators, guests such as public speakers and those who are employed by companies retained by the college to provide services to students on college property (i.e., cafeteria, bookstore, residence).

This policy applies to:

- students while they are engaged in college-related activities, whether such activities are educational, work-related, or social.
- activities that are not directly college-related but that are likely to violate the right of other community members to a harassment-free and respectful educational or work environment.
- activities that are not directly college-related but that are likely to interfere with the achievement of the college's mission.

This policy is supported by four College Practices:

- the **Academic Integrity Practice** (5-5-01) applies to academic student standards. Disputes regarding academic issues are resolved through the **Academic Dispute Resolution process** (5-01-02),
- the **Student Code of Conduct Practice** (5-5-02) applies to non-academic behaviour. Disputes regarding non-academic behavioural issues are resolved through the **Complaints Process (Non-Academic)** (5-05-04).

Breaches of the Charter of Students' Rights and Responsibilities are resolved through the Complaints Process (Non-Academic) (5-05-04).

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

## 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 [www.confederationc.on.ca/studenthandbook](http://www.confederationc.on.ca/studenthandbook). All academic policies affecting students can be found at [www.confederationc.on.ca/academicpolicies](http://www.confederationc.on.ca/academicpolicies).

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 Associate Dean, Learning Resources Division 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 (5-5-02) and the Act. Record includes 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.

- 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.
- 3.3 Students are expected to abide by the behavioural standards described in the Academic Integrity practice and the Student Code of Conduct.

#### **4. RESPONSIBILITIES - ACADEMIC**

Students are expected to:

- 4.1 Follow college procedures for registration, course and/or program registration changes, and course or program withdrawals as outlined in the Student Handbook.
- 4.2 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.
- 4.3 Respect the professor's right to formulate and enforce attendance policies within the guidelines set by the academic school.
- 4.4 Respect the professor's right to determine subject content, methodology and grade assessment within the course outline set by the academic school.
- 4.5 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.
- 4.6 Respect the professor's right to expect assignments to meet the requirements as stipulated in the course outlines.
- 4.7 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 sanctions for violating academic integrity in accordance with the Academic Integrity Practice (5-5-01).
- 4.8 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.
- 4.9 Assume responsibility for classes missed.
- 4.10 Respect the professor's right to expect decorum and appropriate behaviour in classroom labs, shops, field placement, etc.