

## Student Rights and Responsibilities Policy

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This policy gives the framework for student rights and responsibilities and the approach for dispute resolution and appeals.

### Policy Purpose

At the College, students have certain rights, responsibilities and expectations of acceptable behaviour, along with the means to an equitable approach for dispute resolution and appeals.

This policy provides the framework to make the College a safe and positive place for students to receive an education.

### Definitions

- **Academic:** program activities or work relating to a student’s education within the College.
- **Academic honesty:** the expectation of students to produce their own ideas, credit others’ work and do their own work on assignments or exams.
- **Academic integrity:** the expectation of students to demonstrate honest and responsible behaviour in an educational setting.
- **Academic requirements:** the grades, work or participation required to graduate from a College program.
- **Appeal:** request for review and/or reversal of a decision.
- **Dispute:** a grievance against a person, College policy or administrative process.
- **Discrimination:** when someone’s behaviour, decision or action results in unfair, prejudicial or detrimental treatment of someone else. People often experience discrimination based on factors such as gender, race, religious beliefs or disability.
- **Harassment:** unwanted, offensive or humiliating verbal comments or physical actions. Harassment can be a single incident or repeated incidents.
- **Instructor:** an employee of the College who teaches certain subject matter of a College program.
- **Member of the MaKami Community:** a staff member, student, contractor, director of the College.
- **Student:** an individual registered or enrolled in any College program.

## Scope

This policy applies to all College students and staff.

## Policy Details

College students are entitled to personal rights and academic rights. Students are also expected to respect other students' rights.

### 1.0 Student rights

#### 1.1 Students have the right to:

- 1.1.1 Learn in an environment conducive to providing education, to protecting their privacy, and that is safe, free of discrimination (race, gender, sexual orientation, beliefs), violence or harassment.
- 1.1.2 Exercise freedom of inquiry and expression, have political associations and religious beliefs and peacefully assemble. While students have this right, they must do so in a lawful manner that does not disregard others' rights, other policies or College operations.
- 1.1.3 Be informed of any relevant details about or changes to their program and classes.
- 1.1.4 Access relevant College policies and procedures.
- 1.1.5 Receive due process and equitable treatment during an investigation about alleged misconduct or violation of College policy.
- 1.1.6 Appeal a decision made by a College hearing or panel regarding academic or non-academic dishonesty or a dispute between any member of the MaKAMI Community.
- 1.1.7 Access the College campus and any relevant facilities during established hours.
- 1.1.8 Discuss assignments, tests or any other graded learning activities and request an objective review of grades.
- 1.1.9 Access their student records, with supervision.
- 1.1.10 Access instructors, tutors and other services offered by the College within established hours and guidelines.

### 2.0 Student responsibilities

#### 2.1 Students have the responsibility to:

- 2.1.1 Respect the rights of other students to learn in a safe environment where they are not exposed to discrimination (race, gender, sexual orientation, beliefs), harassment or violence.
- 2.1.2 Be respectful of others and the College when exercising their right to freedom of inquiry and expression, beliefs, political association and assembly.

- 2.1.3 Be respectful of staff property, student property and College property and facilities.
- 2.1.4 Contribute to a positive learning environment by arriving on time and with required materials. Refrain from using cell phones during class, respect others' opinions, offer constructive comments and follow any other classroom etiquette.
- 2.1.5 Follow campus safety plans and notify staff of safety concerns.
- 2.1.6 Follow any guidelines or restrictions for staff or students with allergies or sensitivities.
- 2.1.7 Take accountability for unacceptable words, actions or behaviour.
- 2.1.8 Know, understand and abide by any College policies and procedures.
- 2.1.9 Know, understand and abide by non-academic requirements, honesty and integrity, along with academic requirements.
- 2.1.10 Follow attendance and participation policies and inform the instructor or staff member of absences in a timely and acceptable manner.
- 2.1.11 Respect the College's right to determine what is taught, how it is taught and how students are tested.
- 2.1.12 Respect the instructor's right to teach a class in a manner beneficial to that subject and expect acceptable behaviour from students.
- 2.1.13 Communicate in a respectful manner through the requested methods and as often as needed with College staff.
- 2.1.14 Follow the policies of host organizations when participating in work integrated learning (work experiences, practicums, applied learning and clinical placements).

### 3.0 Dispute resolution

#### 3.1 Students are expected to:

- 3.1.1 Attempt to resolve problems informally and directly at the level closest to the source of that dispute. Minor complaints are not valid disputes.
- 3.1.2 Include written documentation of their dispute. Disputes without documentation, such as rumour or hearsay, may not be acted upon.
- 3.1.3 Follow the College privacy policies and privacy legislation.
- 3.1.4 Be aware that the formal process for resolving a dispute is not the same as a court case.

#### 3.2 The College is expected to:

- 3.2.1 Review, process and resolve dispute cases in a timely manner.
- 3.2.2 Follow College privacy policies and privacy legislation.

### 4.0 Appeals

#### 4.1 Students have the right to appeal a decision, unless restricted by the policy.

##### 4.1.1 Students are expected to:

- 4.1.1.1 Ensure their appeals have a credible basis.
- 4.1.1.2 Provide documented evidence through the appropriate channels.

4.2 The College is responsible for reviewing, processing and resolving appeals.

4.2.1 The College is expected to:

4.2.1.1 Review, process and resolve appeals in a timely manner.

4.2.1.2 Follow College privacy policies and privacy legislation.

### Relevant Documents or Legislation

- Appeals and Dispute Resolution Procedure