



EDUCATIONAL POLICY STUDENT RIGHTS AND RESPONSIBILITIES

EFFECTIVE: January 2014

REVISED: New

REVIEWED:

RELATED POLICIES: Human Rights Policy, Academic Appeals Policy, Student Appeals Policy, Student Records and Privacy Policy, Evaluating Students Policy, Honesty Policy, Student Practicum Placement Policy

POLICY

Northern Lights College (NLC) is committed to the protection of the individual rights of all students and to the enforcement of college policies. NLC promotes a culture founded on academic integrity, mutual respect and a clear and fair application of college policies and regulations. All policies pertaining to students can be found on the NLC website (www.nlc.bc.ca) under Current Students.

PROCESS

As a student you have rights and responsibilities. The following rights and responsibilities pertain to all students regardless of race, religious belief, color, sex, physical condition, ancestry, sexual orientation, or place of origin of the student. Being aware of these rights and responsibilities and complying with them will enhance your academic experience and overall student experience.

a) Student Rights

1. The student has the right to a written (paper or electronic) syllabus at the beginning of the course which states the objectives and the content of the course, and the instructor's expectations regarding attendance, evaluation, and major assignments. A syllabus may not be altered after the first week of classes without the unanimous consent of the class and instructor.
2. The student has the right to notification of changes regarding classroom procedures and the right to be notified, whenever possible, of class cancellations, time or location changes prior to the class meeting.
3. Where course content allows, the student has the right to reasonable freedom of opinion and expression within the college environment, in assignments, and in exams as they connect to the stated course learning outcomes.
4. The student has the right to be assured that changes to the length of the program subsequent to his/her entry will not extend the program beyond the time specified upon enrollment, unless there are deemed to be extreme circumstances.

5. The student has the right to seek academic advising from an Admissions Officer, Program Chair, or a Program Coordinator concerning program and graduation requirements, academic regulations, admissions, and transfer; such advising will occur within a reasonable time frame.
6. The student has the right to access support services through the Access Services department in order to help reduce barriers in the academic setting; these include readers, note-takers, interpreters, technological aids and flexible time limits in the completion of academic assignments where appropriate. Determination of eligibility and accessibility of these services will be made by the Access Services Coordinator.
7. The student has the right to access college Aboriginal Student Advisors and the Learning Support Specialist and any other services that may be available during ones time at NLC.
8. The student has the right to expect faculty members to be available for assistance outside of scheduled classes at a time that is mutually agreeable (and preferably during the Instructor's regularly scheduled office hours). This assistance may be face to face or via email.
9. In accordance with the Education Policy (Student Records and Privacy) the student has the right to confidentiality of his/her records including scholastic transcripts, health records, performance appraisals or critiques, and such documentation shall not be released to third parties without the written permission of the student except where the release of such information without permission is necessary for complying with any legal obligations imposed upon the College, or their release is necessary for the protection of the health and safety of the students and staff of the College.
10. The student has the right to view any record in his/her official College file and the right to add documents to the file which might refute the contents of documents of a disparaging nature (see Freedom of Information and Protection of Privacy Act).
11. The student has the right to fair and equitable feedback as per the course outline on assignment and course work, and the right to request a re-evaluation within timelines and procedures established by the College. (see Education Policy (Evaluating Students Policy)).
12. The student has the right to accurate information pertaining to program or course information and College academic regulations including the institutional definition of plagiarism (see Education Policy (Honesty)) and other forms of academic and non-academic dishonesty.
13. The student has the right to have appeal policies and procedures printed in the College calendar and the right to know how to deal with situations that appear unjust as per the Education Policies (Academic Appeals and Student Appeals).

14. The student has the right to the safeguard of his/her dignity and the right to be protected from physical, verbal, mental or sexual harassment including any indignity, injury, violence, or unfair accusation and be dealt with in accordance with the Human Resources Policy (Human Rights) at NLC.
15. The student has the right to a learning environment free from discrimination or harassment as outlined in the Human Resources Policy (Human Rights) at NLC.

b) Student Responsibilities

1. The student has the responsibility to respect other's right to health, security, personal preferences, freedom of expression and to honor the Human Resources Policy (Human Rights) at NLC.
2. The student has the responsibility to respect fellow students, faculty, staff, administrators and other persons associated with the college and to refrain from threatening or subjecting any person to physical, verbal, mental or sexual harassment including any indignity, injury, violence or unfair accusation in accordance with the Human Resources Policy (Human Rights) at NLC.
3. The student has the responsibility to observe College and relevant government regulations, policies and procedures regarding responsible conduct within the College environment including conduct toward students, faculty, staff, administrators and property.
4. The student has the responsibility to be familiar with course content and organization, course methodology and course evaluation methods even when he/she is absent from particular classes.
5. The student has the responsibility to respect the faculty member's right to determine course content, course objectives, methodology, and evaluation.
6. The student has the responsibility to respect the faculty member'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.
7. The student has the responsibility to familiarize him/herself with the expected times and methods used to convey results of assignments, examinations or other evaluations or decisions and to know the timelines set for appeal of the same.
8. The student has the responsibility to conduct him/herself in an appropriate manner and to dress in a manner that reflects the safety requirements of the course consistent with the health and safety practices of his/her chosen field of study.
9. The student has the responsibility to refrain from unduly disturbing, disrupting, or otherwise interfering with studies, laboratories, lectures, work or other activities of fellow students or staff.

10. The student has the responsibility to familiarize him/herself with academic regulations, graduation requirements, and/or program completion requirements as found on the NLC website (www.nlc.bc.ca) and is responsible for adhering to them.
11. The student has the responsibility to communicate in a timely manner with faculty members, the department chair, or the department coordinator to attempt to resolve academic and/or personal problems he/she may encounter which will affect his/her student success. (see Education Policy (Academic Appeals)).
12. The student has the responsibility to discuss accommodation needs with the Access Services Department in order to determine appropriate ways to help reduce barriers in the academic setting; these include readers, note-takers, interpreters, technological aids and flexible time limits in the completion of academic assignments where appropriate. Determination of eligibility and accessibility of these services will be made by the Access Services Coordinator.
13. The student has the responsibility to know the consequences of plagiarism, fraud, deceit and/or other forms of academic dishonesty (see Education Policy (Honesty)).
14. The student has the responsibility to know and to comply with College policy as well as the policy of any employer, or host organization of practicum or clinical activities when the student is involved in placement, site visit, co-op or clinical placement on that employer's work site.
15. The student is responsible for attending all learning activities in their courses on a regular and punctual basis. Excessive or unexcused absences can result in poor or failing grades, loss or reduction of sponsor allowances, and/or probation or suspension. Students are responsible for knowing the attendance policy of their course and/or program.
16. Students who participate in practicum placements have the responsibility to follow the policies and regulations of their program and those of the host organization, as well as those found in the Education Policy (Student Practicum Placement). Students who do not follow the regulations of the host organizations may be removed from the practicum site and be subject to other disciplinary action. Failure in a practicum may result in the students being unable to graduate from the program.

DEFINITIONS

- a) Syllabus - an outline or other brief statement of the main points of a discourse, the subjects of a course of lectures, the contents of a curriculum, etc. (www.dictionary.reference.com).
- b) Learning Environment – the physical and virtual spaces where learning and services take place.

Amendment History

Created: January 2014

Revisions:

Scheduled Review Date

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