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Topic Student's Rights and Responsibilities	Effective Date	Replaces G

EXECUTIVE POLICY

a) Student Responsibilities

Students are expected to:

1. Acquaint themselves with the procedures to register for and change/withdraw from a course and/or program.
2. Arrive to class on time and remain for the duration of scheduled classes and activities.
3. Respect the faculty member's right to formulate and enforce attendance policies.
4. Respect the faculty member's right to determine course content, methodology and evaluation within the guidelines set by the academic department.
5. Respect the faculty member's right to set deadlines for assigned work, to expect assignments to be submitted at the time specified, 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 teacher unless it has been specified otherwise in a particular instance.
6. Respect the faculty member's right to expect assignments to be neatly presented (typed or handwritten) with the appropriate identification (name, student number, course title.)
7. Submit work that is their own. It is the student's obligation to know what plagiarism and other forms of cheating are and their consequences. (See College policy on cheating.)
8. Write tests and final examinations at the times scheduled by the teacher or the college.
9. Assume responsibility for classes missed. Teachers are not obliged to provide for missed tests, laboratories or examinations, and students must be prepared to forfeit marks allocated to such work during their absence.
10. Respect the faculty member's right to expect decorum and appropriate classroom deportment by all students. Should a student disruptive and/or disrespectful, the professor has the right to take action to exclude the disruptive student from any learning activities. (See Behaviour protocols)
11. Be responsible for keeping all quizzes, tests, papers, essays or other assignments returned to them in the event of a grade review. (Students should always keep a photocopy of work submitted as a protection against loss.)
12. Wait at least 15 minutes for a teacher to arrive, unless they have been notified otherwise in a specific instance.

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b) Student Rights

1. College policies and rules that affect students will be published in the College calendar, the Student's Rights and Responsibilities document, and/or obtained from the student government offices, the library, or Student Services and academic chairs' offices.
2. Information concerning program and graduation requirements, academic regulations and admissions will include, where appropriate;
 - a) pre-requisites for courses
 - b) course descriptions
 - c) course availability
 - d) the method of evaluation
 - e) timetables
 - f) costs
3. It is the responsibility of the professor or department to post all cancellations and to make certain that all students have been notified.
4. Consensus should be obtained between the students and the faculty member if any changes are to be made to the course outline once classes are in session.
5. Student grades or records will not be posted by name or be given out over the telephone without written permission. All papers, class tests, quizzes and examinations will be returned individually to students. These items will not be left in unsupervised areas such as halls or outer offices.
6. Students will be notified on the length of time that graded work will be kept by the faculty member in question.
7. Departments may retain actual test questions, examinations and quizzes, and need not supply copies to the students.