

STUDENT RIGHTS AND RESPONSIBILITIES

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Information & Responsibilities

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President ON

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**Executive
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Services (SS)
Academic
Director(AD)

**Administrator
Responsible:** SS Manager
Academic Manager

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Irina Vasilyeva – Student Services Director

1. Policy

Each student registered at Cambrian at Hanson (hereinafter ‘Hanson’) is a member of the Hanson community. As a member of this community, each student is entitled to expect certain rights to be recognized by the Hanson community and, in the same way, the Hanson community is entitled to expect responsible behaviour from the individual student. This document is by no means a contractual agreement or a lawfully binding contract between Hanson and its students. It is intended to reflect Hanson’s intention to respect the rights of students and to require students to observe the rights and regulations set out by Cambrian at Hanson. This document applies to all Hanson students on any owned or leased campus of Cambrian College or Cambrian at Hanson.

Nothing in this document affects:

- a) the rights and duties of individuals under the general laws of Canada, Ontario, British Columbia and any local government having jurisdiction; and

- b) the relationship between sponsored students and the agency sponsoring such students.

This document is based on the following premise: Cambrian at Hanson maintains that all students are adults and are therefore accountable for their behaviour.

2. Responsibilities

2.1. Fundamental Responsibilities

- 2.1.1.** The official registration forms must be completed and fees paid in accordance with Cambrian at Hanson and Cambrian College regulations before an applicant can be considered as a student.
- 2.1.2.** Hanson maintains that students are responsible members of the community and are fully accountable for their actions while at any Hanson campuses.
- 2.1.3.** Students must respect the rights of other members of the community to a safe and pleasant environment and therefore must refrain from any conduct which is a nuisance.
- 2.1.4.** It is expected that students will take reasonable care of any property or facilities at Hanson and will leave such property or facilities in a state in which they can be enjoyed and used by other members of the community. Any abuse of these areas will not be tolerated and may result in the loss of their use.
- 2.1.5.** Students must obtain the approval of Cambrian at Hanson before soliciting money on any of Cambrian at Hanson campuses for any purpose. Approval must also be obtained if an individual or student group wants to solicit money for Cambrian at Hanson events off Cambrian at Hanson’s property.
- 2.1.6.** Students require approval from the Student Services (Associate) Director or designate when holding a student-related event.

- 2.1.7.** Students must obtain approval from the Student Services (Associate) Director or designate before posting any poster on any surface on campus other than designated student bulletin boards.
- 2.1.8.** Students must behave according to the standards delineated in College policy including the Student Code of Conduct and the Student Misconduct Procedures Guide.

2.2. Academic Responsibilities

Students are expected to:

- 2.2.1.** Acquaint themselves with the procedures to be followed to register for and change/withdraw from a course and/or program.
- 2.2.2.** Arrive to class on time and remain for the duration of scheduled classes and activities.
- 2.2.3.** Respect the faculty member's right to formulate and enforce attendance policies.
- 2.2.4.** Respect the faculty member's right to determine course content, methodology, and evaluation within the guidelines set by the academic department.
- 2.2.5.** Respect the faculty member's right to set deadlines for assigned work, their right to expect assignments to be submitted at the date and time specified, and their right to establish penalties for failure to comply with deadlines.
- 2.2.6.** Ensure that all assignments are given directly to the teacher unless it has been specified otherwise in a particular instance.
- 2.2.7.** 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).
- 2.2.8.** Submit work that is their own. The student should know what cheating and plagiarism are, and to be familiar with the consequences as stated in Hanson's Cheating Policy.
- 2.2.9.** Bring instances of cheating to the attention of the appropriate faculty member.
- 2.2.10.** Write tests and final examinations at the dates and times scheduled by the teacher or Cambrian at Hanson.
- 2.2.11.** Assume responsibilities for classes missed. Teachers are not obligated to provide for missed tests, laboratories, or examinations. Students must be prepared to forfeit marks allocated to such work during their absence.
- 2.2.12.** Respect the faculty member's right to expect decorum and appropriate classroom deportment by all students. Should a student be disruptive and/or disrespectful, the teacher has the right to take action to exclude the disruptive student from any learning activities.
- 2.2.13.** Be responsible for keeping all quizzes, tests, papers, essays, or other assignments returned to them in the event of a grade review. It is highly recommended that students should always keep a photocopy of work submitted as a protection against loss.
- 2.2.14.** Wait at least fifteen (15) minutes for a teacher to arrive unless they have been notified otherwise in a specific instance.

- 2.2.15.** Become familiar with the rules and policies of Cambrian at Hanson. Policies and procedures can be accessible from the Student Services or Academic Department, and the website.
- 2.2.16.** Fulfill the requirements of the agency sponsoring their studies.

3. Rights

3.1. Fundamental Rights

- 3.1.1.** Every student has a right to equitable treatment by Cambrian at Hanson. This right must not be impaired by discrimination based on race, ancestry, place of origin, creed, colour, ethnic origin, citizenship, political conviction, the receipt of public assistance, religion, age, sexual orientation, gender identity, gender expression, disability, marital status, family status, sex, or pregnancy.
- 3.1.2.** Students have the right to express themselves, either individually or as a group, on any subject without hindrance and to publish and distribute opinion on Cambrian at Hanson's property, either personally or through the campus media, provided that these rights are exercised reasonably and in good taste, with due regard for others and in accordance with the general law (including the laws of defamation).
- 3.1.3.** Students have the right to organize and take part in orderly and peaceful assemblies provided that such assemblies do not interfere with regular activities of the Hanson or any member of the Hanson community.
- 3.1.4.** Students have the right to form, join, and take part in any lawful group or organization for intellectual, religious, social, economic, political, cultural, or recreational purpose.
- 3.1.5.** Students have the right to use facilities designated by Cambrian at Hanson as available for student use and agree to abide by the regulations of Cambrian at Hanson in regard to such use.
- 3.1.6.** Students have the right to have published and made available on request the rules and regulations of Cambrian at Hanson affecting students.
- 3.1.7.** Students have the right to enquire into and be informed honestly and fully about the reason for such rules and regulations.
- 3.1.8.** Students have the right to make representations to appropriate authority – CEO, Principal, Academic (Associate) Director, Student Services (Associate) Director, and Campus Director – of the College for changes in such rules and regulations.
- 3.1.9.** Students have the right to make, without fear of reprisal, a reasonable complaint or petition to the appropriate authority of Cambrian at Hanson or Cambrian College.
- 3.1.10.** Students have the right to a learning environment which is safe.
- 3.1.11.** Every student has the right to be free from any and all harassment.

3.2. Right to Student Supports

- 3.2.1.** Students have the right to request for and receive, when appropriate, student supports and services including (but not limited to):
- Settlement Service

- New Student Orientation
- Payment assistance
- Course registration
- Class selections
- Student Files
- Student ID cards
- Health insurance cards
- Enrolment letters
- Transcripts
- Invitation letters

- Convocation and convocation letters
- Temporary withdrawals
- Grade inquiries
- Events/activities
- Student council
- Volunteer opportunities
- Student clubs
- Alumni
- Referrals and links to community resources

3.2.2. These services are offered by the Student Services Department.

3.2.3. Any additional requests, concerns, inquiries, and suggestions related to student supports and services can be directed to the Student Services office.

4. Academic Rights

- 4.1.** Every student has the right to quality education; Hanson makes every reasonable effort to maintain the quality of education it dispenses.
- 4.2.** Students have the right to know the course content and regulations/procedures before the beginning of the semester and to be assured that the course will not be substantially changed after registration.
- 4.3.** Students have the right to information concerning program and graduation requirements, academic regulations, and admissions. This information should include, where appropriate:
 - a)** Pre-requisites for courses
 - b)** Course descriptions
 - c)** Course availability
 - d)** The method of evaluation
 - e)** Timetables
 - f)** Costs
- 4.4.** Students have the right to be given a written course outline at the beginning of each course which states the objectives of the course, the teaching methods, the evaluation system, including penalties, and the schedule for assignments, tests, and examinations.
- 4.5.** Students have the right to know the Cambrian at Hanson's definitions of cheating and plagiarism and the consequences of their detection.
- 4.6.** Students have the right to expect that adequate measures will be taken by the faculty member to ensure that cheating during testing does not occur.
- 4.7.** Students have the right to know what is expected with regard to class attendance and punctuality.
- 4.8.** Students have the right to receive instruction for the number of hours specified on their timetables for the duration of the semester.

- 4.9. Students have the right to be notified of class cancellation as soon as possible. It is the responsibility of the teacher or department to post all cancellations and to make certain that all students have been notified.
- 4.10. Students have the right to expect that classes will start and end on time.
- 4.11. Students have the right to a notice in writing of any rule changes concerning classroom procedures. The course outline is a binding document. Consensus should be obtained between the student and the faculty member if any changes are to be made to the outline once classes are in session.
- 4.12. Students have the right to expect the teacher to grade and return enough material to evaluate their progress in the course by one week before the official course withdrawal deadline.
- 4.13. Students have the individual right to privacy as described in the Freedom of Information and Protection of Privacy Act, 1990. For this reason, the college will regard each student record as a unique, private document to which access is strictly controlled and governed essentially by the student's wishes and the responsibility of the college. Access, contents, and regulation of student records are outlined in Hanson's Confidentiality of Student Records Policy.
- 4.14. Students have the right to have their grades and records viewed as confidential.
- 4.15. Students have the right to see and review all graded work with the teacher.
- 4.16. Students will be notified of the length of time that the graded work will be kept by the faculty member in question.
- 4.17. Students own any original work they have produced (e.g. their work or ideas).
- 4.18. Students may have their work to be returned promptly, except in cases where cheating may be involved.
- 4.19. The departments may retain actual test questions, examinations, and quizzes, and need not supply copies to the students.
- 4.20. Students have the right to view any official record that exists in their files in the College.
- 4.21. As per the 2005 PCC Act, current and former students have the right to access their transcripts after the student terminates studies at Hanson.

5. Missed tests, assignments and academic submissions

- 5.1. Missed tests, examinations, or quizzes will receive a grade of zero unless there is an approved reason to miss. The student is to notify and makes arrangements with the professor before the absence. For medical or other deferments, related documentation must be submitted within 5 business days of missed evaluation
- 5.2. In the interest of students' academic success, absences should not exceed two (2) weeks. 2. Proof must be provided within a week of missed evaluations due to an absence. 3. This form must be reviewed and signed by Academics 4. Students must present this form to instructors for a make-up schedule. 5. Students must complete a make-up within 2 weeks of returning to class. 6. The teacher will sign upon completion of a make-up evaluation. 7. This form confirms this student's missed evaluation(s). All teachers are required to reschedule missed evaluation(s).