

STUDENTS RIGHTS AND RESPONSIBILITIES POLICY

Policy Statement

As a member of the Hanson College of Business, Health and Technology (hereinafter 'Hanson') community, each registered 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 Hanson.

This policy applies to all Hanson students on any owned or leased campus of Hanson and during off-site events or activities in which Hanson is participating. This policy does not supersede the Statement of Student Rights and Responsibilities issued by the Superintendent of Career Colleges.

Nothing in this document affects the rights and duties of individuals under the general laws of Canada, Ontario, and any local government having jurisdiction; and the relationship between sponsored students and the agency sponsoring such students.

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

Student Responsibilities

Fundamental Responsibilities

The official registration forms must be completed, and fees paid under Hanson regulations before an applicant can be considered as a student.

Hanson maintains that students are responsible members of the community and are fully accountable for their actions while studying.

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.

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.

Students require approval from the Administrator or designate when holding a student-related event.



Students must obtain approval from an Administrator or designate before posting any poster on any surface on campus other than designated student bulletin boards.

Students must behave according to the standards delineated in college policy including the Code of Conduct.

Academic Responsibilities

Students are expected to:

Acquaint themselves with the procedures to be followed to register for and change/withdraw from a course and/or program.

Arrive to class on time and remain for the duration of scheduled classes and activities.

Respect the faculty member's right to formulate and enforce attendance policies.

Respect the faculty member's right to determine course content, methodology, and evaluation within the guidelines set by the academic department.

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.

Ensure that all assignments are given directly to the teacher unless it has been specified otherwise in a particular instance.

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).

Submit work that is their own. It is the student's obligation to know about academic honesty and plagiarism and to be familiar with the consequences as stated in Hanson's Academic Integrity Policy.

Bring instances of academic dishonesty to the attention of the appropriate faculty member.

Write tests and final examinations at the dates and times scheduled by the teacher or Hanson.

Assume responsibilities for classes missed. Teachers are not obligated to provide missed tests, assignments or examinations. Students must be prepared to forfeit marks allocated to such work during their absence.

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.

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 copy of work submitted as protection against loss.

Wait at least fifteen (15) minutes for a teacher to arrive, unless they have been notified otherwise in a specific instance.

Become familiar with the rules and policies of Hanson. Policies and procedures can be accessible from the Student Services or Academic Department, and the website.

Fulfill the requirements of the agency sponsoring their studies (If applicable).

Student Rights

Fundamental Rights

Every student has a right to equitable treatment by 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.

Students have the right to express themselves, either individually or as a group, on any subject without hindrance, 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).

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.

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.

Students have the right to use facilities designated by Hanson as available for student use and agree to abide by the regulations of Hanson in regard to such use.

Students have the right to have published and made available on request the rules and regulations of Hanson affecting students, as well as to inquire into and be informed honestly and fully about the reason for such rules and regulations.

Students have the right to make representations to the appropriate authority – Senior Academic or Campus Administrator of the College for changes in such rules and regulations.

Students have the right to make, without fear of reprisal, a reasonable complaint or petition to the appropriate authority of Hanson.

Students have the right to a learning environment that is safe. Every student has the right to be free from any and all harassment.

Right to Transparent Fees and Refunds

Students have the right to receive a clear breakdown of all tuition and mandatory fees before enrolling. Students are entitled to tuition refunds as defined under the Career Colleges Act, 2005 and its regulations. A copy of the Refund Policy and relevant timelines will be made available to students upon enrollment or request.

Right to Clear and Complete Enrollment Contract

Students have the right to receive, review, and keep a complete Enrollment Contract before starting a program. The contract must include program details, dates, fees, payment schedule, refund policy, and other required terms. Students will receive a signed copy and may request another at any time. Hanson College ensures students have time to review the contract and ask questions before enrolling.

Right to a Fair and Transparent Complaint Process

Students have the right to file complaints or appeals without fear of retaliation. Hanson provides an internal complaints process. If a matter is not resolved internally, students may contact the Superintendent of Career Colleges via: <https://www.ontario.ca/page/ministry-colleges-universities-research-excellence-and-security>

Right to Student Supports

Students have the right to request for and receive, when appropriate, student supports and services including (but not limited to):

- Settlement Service
- New Students Orientation
- Payment Assistance
- Course Registration
- Schedule Selection
- Student Files
- Student ID cards
- Health insurance cards
- Enrolment letters
- Transcripts
- Invitation letters
- Convocation and convocation letters
- Temporary withdrawals
- Grade inquiries
- Events/activities
- Student Counseling
- Volunteer opportunities
- Student clubs
- Alumni
- Referrals and links to community resources



Academic Rights

Every student has the right to a quality education; Hanson makes every reasonable effort to maintain the quality of education it dispenses.

Students have the right to know the course content and regulations/procedures prior to the beginning of the term and to be assured that the course will not be substantially changed after registration.

Students have the right to information concerning program and graduation requirements, academic regulations and admissions. This information should include, where appropriate:

- Pre-requisites for courses
- Course descriptions
- Course availability
- The method of evaluation
- Timetables
- Costs

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.

Students have the right to know Hanson's definitions of academic dishonesty and plagiarism and the consequences of their detection.

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.

Students have the right to know what is expected with regard to class attendance and punctuality.

Students have the right to receive instruction for the number of hours specified on their timetables for the duration of the program term.

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.

Students have the right to expect that classes will start and end on time.

Students have the right to a notice in writing of any rule changes with regard to classroom procedures. The course outline is a binding document. A 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.

Students have the right to expect the teacher to grade and return all work to evaluate their progress in the program.

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's 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 Official Student Records Policy.

Students have the right to have their grades and records viewed as confidential.

Students have the right to see and review all graded work with the teacher.

Students will be notified of the length of time that the graded work will be kept by the faculty member in question.

Students own any original work they have produced (e.g. their own work or ideas).

Students may have their work returned promptly, except in cases where academic dishonesty may be involved.

The departments may retain actual test questions, examinations, and quizzes, and need not supply copies to the students.

Students have the right to view any official record that exists in their files in the College.

As Ontario Career Colleges Act, 2005, current and former students have the right to access their transcripts after the student terminates studies at Hanson.