

STUDENT RIGHTS AND RESPONSIBILITIES POLICY

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1. Purpose

This policy defines student rights and responsibilities at Hanson College ('the College'). As a member of the College community, each student has certain rights as well as responsibilities. Rights and responsibilities are a partnership and as such, this policy equally considers both.

2. Definitions

College Property: Space, physical or digital, owned, controlled, or operated by the College.

Discrimination: is one or a series of action(s) or any improper or inappropriate behaviour for which there is no bona fide and reasonable justification; and has the effect or purpose of imposing burdens, obligations, or disadvantages on persons or groups of persons based on the prohibited grounds, and/or that result in the unfavourable, adverse or preferential treatment which negatively affects or could negatively affect the employment status of an employee or the academic status of a student, or the provision of any college service.

Harassment: any one or series of vexatious comments and/or conduct towards a person or group of people that is known or ought reasonably to be known to be unwelcome, unwanted, offensive, intimidating, hostile, or inappropriate. The comments or conduct may or may not be based upon one of the prohibited grounds and may have the effect or purpose of unreasonably interfering with a person's work or academic, athletic, or artistic performance or of creating an intimidating or hostile environment for work or study. Single acts of sufficient severity may also constitute harassment.

3. Application/ Scope

All registered students while on College Property, on online platforms associated with the College, at College-sponsored activities, and while representing the College on or off campus.

4. Policy Statements

As an institution for adult education, the College expects students to conduct themselves responsibly while also enjoying some fundamental rights and privileges.

4.1 Student Rights

4.1.1 To learn, students have:

- 4.1.1.1 The right to protection under applicable laws. In common with all Ontario citizens, students enjoy rights under both the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms. These rights are subject to such reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society, as well as to limits articulated in legislation. The extent of a right or freedom may reasonably vary with the circumstances and in light of competing rights, so that they may not always be as broad within an educational setting as they are in a public place.
- 4.1.1.2 The right to have reasonable access to the requirements to successfully complete the course or academic program for which they are applying or in which they are registered.

- 4.1.1.3 The right to view submitted course work, to have the evaluation explained, and reassessed when appropriate, subject to and in compliance with applicable academic policies.
- 4.1.1.4 The right to access and use facilities designated by the College as available for student use, subject to the College's determination of appropriate use.
- 4.1.1.5 The right to learn free from unreasonable disruptions by factors that are within the control of the College.

4.1.2 To be safe, students have:

- 4.1.2.1 The right to learn, work, and live in an environment that is safe, secure, free from harassment and/or discrimination, and to be treated with dignity and respect, as further articulated within the Code of Conduct.

4.1.3 To be informed, students have:

- 4.1.3.1 The rights, under the Freedom of Information and Protection of Privacy Act of Ontario, to access their personal information in the form of records created or stored by the College, in accordance with privacy legislation and with the College's applicable policies. They also have the right to expect their personal information to be stored securely, and to be used only for the purpose for which it was collected, again subject to the law and College policies.
- 4.1.3.2 The right to inquire and be informed about or have reasonable access to the rules and regulations of the College that affect students, including policies, procedures, and regulations.
- 4.1.3.3 The right to be notified of class cancellations as soon as reasonably possible.
- 4.1.3.4 The right to be provided an official course outline at the beginning of each course which states the learning outcomes, teaching methods, required resources, and evaluation scheme.
- 4.1.3.5 The right to be provided an up-to-date schedule for assignments, tests, and examinations, where applicable.

4.1.4 To be heard, students have:

- 4.1.4.1 The right to express themselves, either individually or as a group, (as per the College's Statement on Upholding Free Speech) on any subject without hindrance subject to applicable legislation and policies. Also, they have the right to publish and distribute opinions on College Property, either personally or through media, subject to legislative restrictions and to the Code of Conduct, and subject to competing rights. Freedom of expression does not include, however, freedom from the consequences of that expression.
- 4.1.4.2 The right to organize and take part in orderly and peaceful assemblies if such assemblies do not interfere with the safety of others or with the regular activities of the College, and subject to the competing rights of other members of the College community and of the public at large.
- 4.1.4.3 The right to form, join, and take part in any lawful group or organization for intellectual, religious, social, economic, political, cultural, or recreational purposes.
- 4.1.4.4 The right to make, without fear of reprisal, a good faith complaint as per Cambrian's Student Complaints Policy and/or to reasonably inquire about academic or other College matters and to receive a reasonable response within a reasonable time.
- 4.1.4.5 The right to self-identify and express personal and cultural identity and traditional knowledge, without

reprisal.

4.1.5 To appeal, students have:

4.1.5.1 The right to request an appeal regarding matters that may affect student academic status and/or promotion (as per Cambrian's Academic Appeal Policy).

4.1.5.2 The right to natural justice in their official dealings with the College. This includes:

- having impartial decision makers;
- receiving reasonable notice of complaints made against them;
- having a reasonable time to prepare for a hearing;
- being given the opportunity to testify and to present evidence regarding matters that concern them;
- receiving relevant information upon which decisions are made, having the ability to seek counsel from an advisor;
- having decisions made in a timely manner; and,
- having a reasonable opportunity to appeal adverse decisions (as per policies such as the Academic Appeal Policy).

It should be noted, that although all students enjoy the above rights, they are subject to reasonable limits imposed by legal authorities or by the College and such rights may need to be balanced against the competing rights of others.

4.2 Students Responsibilities:

- Familiarize themselves with, and obey, laws and College policies and procedures that apply to them, whether related to academic matters or otherwise
- Participate, in good faith, in any investigations in accordance with college policies and procedures as appropriate.
- Hold themselves to the standards of respectful behaviour articulated in the Code of Conduct.
- Familiarize themselves with all applicable course requirements and associated deadlines.
- Respect the rights of other members of the College community to receive instruction and to use College premises to work and to study without unreasonable disturbance, disruption, hindrance, or threat to safety.
- Acknowledge the right and obligation of faculty members to: lawfully establish standards for classroom behaviour and decorum; determine the learning and evaluation activities, methods, and processes; and, generally, conduct instruction in the manner that the faculty member deems to be appropriate, subject to the laws and policies, management directives, and student's right to complain or appeal decisions.
- Actively contribute to a positive and safe learning, living, and working environment on or off campus while participating in any learning experience associated with the College.
- Act honestly and with integrity in all academic, business, and personal activities with all members of the College community.
- Respect College Property and facilities, as well as the property and facilities of employers and of community partners.
- Recognize and respect the legitimate exercise of authority whether it be the authority of a professor in a teaching environment, an employee in an administrative service, or a protective security officer performing security duties, subject to the laws and policies and student's right to complain or appeal decisions.

The College deals with any instance of student misconduct through the appropriate policies and related procedures.

5. Responsibilities and Accountability

Dean, Academic Excellence, and Compliance has the responsibility for:

- Ensuring the availability of this policy and associated procedures.

College Administrators, Faculty and Staff have the responsibility for:

- Ensuring this policy, and any policy or procedures that affect students, is accessible, and to inform students of their existence and applicability as needed.
- Dealing with any instance of student misconduct through the appropriate policies and related procedures.

Employees have the responsibility for

- Encouraging students to utilize and abide by this policy, and report to their supervisor or designated officials, as appropriate, instances when students fail to comply with this policy, even when breaches or limits are brought to their attention.

6. Related Policies / Directives / Regulations

Academic Appeals Policy

Academic Integrity Policy

Accommodations for Students with Disabilities Policy

Code of Conduct Policy

Sexual Assault and Sexual Violence Policy

Student Complaints Policy

Statutes:

Criminal Code of Canada

Freedom of Information and Protection of Privacy Act of Ontario

Ontario Human Rights Code

The Canadian Charter of Rights and Freedoms