

## Student Rights Policy

Questions regarding this policy should be directed to the Policy Administrator.

Effective Date:	July 1, 2015	Cross Reference:	Student Code of Conduct Code of Conduct
Policy Owner:	Registrar	Appendices:	
Policy Administrator:	VP Academic		
Approver:	Executive Committee		
Review Schedule:	Every 5 Years		

### 1. Policy Statement

- 1.1 Keyano College is committed to sustaining a vibrant learning environment for all members of the Keyano community, where each member is in turn committed to the values of academic integrity, mutual respect and personal responsibility. All the rights listed in this policy apply to all Keyano College credit students, while some apply to non-credit students (2,3,5,7,10 & 12).

### 2. Background

- 2.1 The Student Rights Policy provides context and guidance for establishing a respectful learning environment. This policy aims to equalize the learning environment for all stakeholders.

### 3. Policy Objective

- 3.1 The purpose of this policy is to provide clear guidelines on student rights. Students are entitled to the rights and privileges guaranteed in the Alberta Human Rights Act, and any other provincial or federal laws applicable to them.

### 4. Scope

- 4.1 This policy applies to all Keyano College students. This policy is conjunctive to the Student Code of Conduct Policy and Procedures.

### 5. Definitions

#### 5.1 Student

Student is defined as anyone who is currently enrolled in credit and/or non-credit courses at the College

### 6. Guiding Principles

The following rights pertain to all students regardless of race, religious belief, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of the student.

- 6.1. The student has the right to be provided with a written outline at the beginning of a credit course which states the content of the course, objectives, learning outcomes, and the instructor's expectations regarding attendance, evaluation, and major assignments.
- 6.2 The student has the right to notification of major changes regarding classroom procedures and the right to be notified, whenever possible, of class cancellations, time or location changes prior to the class meeting.
- 6.3 Where course content allows, the student has the right to reasonable freedom of opinion and expression in the classroom, in assignments and exams, providing that it complies to the student responsibilities in the Student Code of Conduct Procedure 110.0.
- 6.4 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 enrolment.
- 6.5 The student has the right to seek counselling and academic advising concerning program and graduation requirements, academic regulations, admissions, and transfer; such counselling and advising will occur within a reasonable time frame.

The student has the right to expect faculty members to be available for assistance during regularly scheduled office hours, or at another time that is mutually agreeable.

- 6.7 The student has the right to confidentiality of his/her records including academic transcripts, health records, and performance appraisals or critiques. 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.
- 6.8 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.
- 6.9 The student has the right to review their graded College evaluations such as assignments, tests, exams etc. within the allowable period to appeal a final grade.
- 6.10 The student has the right to proper and impartial evaluation of his/her performance and the right to request a re-evaluation within timelines and procedures established by the College. The student has the right to be informed of how evaluation results will be conveyed to him or her and the appropriate timelines within which to expect such results.
- 6.11 The student has the right to accurate information pertaining to program or course information and College academic regulations including the institutional definition of plagiarism and other forms of academic misconduct.
- 6.12 The student has the right to have appeal policies and procedures published in the Keyano College Credit Calendar.

6.13 The student has the right to freedom from being subjected to physical, verbal, mental or sexual harassment including any indignity, injury, violence or unfair accusation and be dealt with in accordance with the Student Code of Conduct.

## 7. Roles & Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Student	<ul style="list-style-type: none"> <li>•</li> </ul>
Instructor	<ul style="list-style-type: none"> <li>• Provide a written course outline to students in every class.</li> <li>• Provide students notification of major changes regarding classroom procedures, and whenever possible, of class cancellations, time or location changes prior to the class meeting.</li> <li>• Provide graded evaluation to the student within the allowable period to appeal a final grade.</li> <li>• Provide assistance to students.</li> <li>• Inform students of how evaluation results will be conveyed and the timeline within which they will receive the results.</li> <li>• Ensure students are free from being subjected to physical, verbal, mental or sexual harassment including any indignity, injury, violence or unfair accusation. Report infractions to Chair.</li> </ul>
Chair	<ul style="list-style-type: none"> <li>• Facilitate a re-evaluation of student work, upon request.</li> <li>• Determine plan of action when there is a report of any sort of harassment based on the Student Code of Conduct.</li> </ul>
Registrar	<ul style="list-style-type: none"> <li>• Ensure a program is not extended beyond the time specified upon enrolment.</li> <li>• Ensure counseling and academic advising is available to students.</li> <li>• Maintain confidentiality of all student records.</li> <li>• Maintain accurate information in the Keyano College Credit Calendar.</li> <li>• Publish appeal policies and procedures in the Keyano College Credit Calendar.</li> <li>• Allow students access to files in alignment with FOIP.</li> <li>• Apply this policy in conjunction with the Student Code of Conduct.</li> </ul>

## 8. Policy Management

Policy Title:	Student Rights Policy
Approval Date:	March 27, 2015
Effective Date:	July 1, 2015
Historical Review Dates:	N/A
Next Review Date:	March 27, 2020
Related Legislation:	FOIP
Supersedes Policies:	2.10 – Student Rights & Responsibilities
Monitoring/Frequency:	Every 5 years
Policy Owner:	Registrar

Policy Administrator:	VP Academic
Policy Coordinator:	EA, VP Academic