



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: STUDENT CODE OF CONDUCT (RIGHTS & RESPONSIBILITIES)

Procedure No.	SS-201-PR	Division	Student Services
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	SS-201	Effective Date:	August 28, 2017 (R4)

PROCEDURES

The following defines the specific rights and responsibilities of the student:

1.0 Rights

- A. Students shall have the right to assemble.
- B. Affiliation with any intercollegiate organization must not deprive Students' Associations of recognition by College authorities.
- C. The student press must be free, within legal bounds, of censure or control; its publishers and editors must be free to define policies regarding editorials and publication of information.
- D. Students have a right to a healthy and safe environment.
- E. Students have a right to be free from physical, sexual or mental harassment, indignity, injury or violence.
- F. The confidentiality of all information regarding students, including students' evaluations is protected by the *Access to Information and Protection of Privacy Act (ATIPP Act 2015)*. The College is committed to the protection of privacy as well as the individual's right to access and correct their personal information. Personal information the College collects about the student may be used by staff members whose professional duties require it. It may also be used by the College for its business processes such as accreditation of programs.

- G. Students have a right to request and be informed of, prior to registration, the extent of College related expenses to be incurred during their studies at the College and to be made aware of any services offered to them.
- H. Students have a right to request and receive, at the beginning of the course, notice of the availability (time and place) of their instructor/s and staff members responsible for all services offered.
- I. Students may make representations in front of any consulting decision making body of the College with regard to any aspect of their rights, according to procedures in effect at the College.
- J. Students have the right to refer to any documents contained in their student records.
- K. Students have the right to add documents to their student records, including written document refuting the contents of documents of a disparaging nature.
- L. Students have the right to be provided, at the beginning of a course, with written course descriptions including means of student assessment and to be assured that these will not be substantially changed.
- M. Students have the right to be informed, at the beginning of the course, of methodologies, principle assignments to be handed in, penalties for delays, and the estimated waiting period for obtaining academic results. Further, students have the right to be informed in advance of any substantial changes in the preceding items.
- N. Students have a right to know, at the beginning of the course, the requirements regarding class attendance and punctuality in courses in which they are currently registered.
- O. Students may, within a prescribed time period and for a reasonable cause, change a course in their registration, or transfer to a different section of a course, if available, after classes have begun.
- P. Students have a right to be informed of any change in course schedule.
- Q. Students have a right to be informed of and provided with the number of classroom hours and the length of term established in the College calendar.
- R. Students have a right to freedom of opinion and expression in the classroom within the context of the course content.

- S. Students have a right to proper and impartial evaluation of their performance.
- T. Students have the right to obtain their marks and College certification within a reasonable timeframe.
- U. Students have the right to request and receive all rules, policies or guidelines regarding study and general conditions at the College.
- V. Students have the right to obtain their completed assignments, once marked, unless the instructor has previously informed the students otherwise.
- W. Students have the right to expect the College to provide instructors who possess appropriate knowledge and teaching skills in relation to their course of instruction.
- X. Students have the right to expect quality services and resources that support instruction and student life.
- Y. Students have the right to an opportunity to provide feedback on the College's programs and services.

2.0 Responsibilities

- 2.1 Students must conduct themselves in a responsible manner and any of the following shall constitute improper student conduct:
 - a) Cheating, plagiarism, fraud, deceit, or other forms of academic dishonesty.
 - b) Threatening to subject or subjecting any person, student or staff, to physical, sexual, or, mental harassment, indignity, injury or violence.
 - c) Disturbing, disrupting, or otherwise interfering with studies, laboratories, lectures, work or other activities of fellow students or staff.
 - d) Intentionally damaging, destroying or moving without authority or permitting to be damaged, destroyed or moved without authority, the property of the College, or of any student or staff member.
 - e) Using or entering College property without authorization.
 - f) Participating in unauthorized or hazardous activities.

- g) Failing to obey the authorized instructions of College officials or employees acting in the performance of their duties and failing to obey all published or posted regulations relating to the use and entry of College buildings and facilities.
 - h) Failing to obtain approval, or failing to follow procedures as required under College policies and regulations.
- 2.2 It is students' responsibilities to acquaint themselves with course outlines, content, evaluation methods, academic regulations methodology and availability of their instructors (time and place) including the rescheduling or replacement of classes.
- 2.3 Students must respect other people's health and right to security.
- 2.4 Students are responsible for communicating with their instructors and/or counsellors in order to solve any problems encountered.
- 2.5 Students are responsible for attending class and exercising punctuality.
- 2.6 Students are responsible for handing their assignments to instructors within the required deadlines or, for making prior arrangements with the instructors concerned.
- 2.7 Students are responsible for taking advantage of educational activities offered to them and for taking part in meetings where topics concerning them will be discussed.
- 2.8 Students are responsible for taking advantage of services offered to them by the College in order to ensure proper orientation to their studies, academic progress and general development.
- 2.9 Students are responsible for fulfilling their obligations, as agreed upon in conjunction with the College, with regards to the use of goods and services at their disposal.
- 2.10 In conjunction with their freedom of the press and of expression, students are required to respect normal standards of responsible journalism by avoiding material of a libellous or indecent nature, unfounded allegations, slighting of personal dignity and malevolent insinuations.
- 2.11 In accordance with the ATIPP Act 2015, the College may only release students' personal information in certain circumstances. Students who wish to have specific personal information released to any third party must complete and sign the appropriate form(s). Please note that completion of a consent form is for release of information only – and does not imply advocacy rights on behalf of the student.

Approval History	
Approved by President	June 20, 1997
Revision 1	April 2, 2007
Revision 2	September 3, 2014
Revision 3	November 4, 2016
Revision 4	August 28, 2017