

 University College of the North <b>Policies &amp; Procedures Manual</b>	<b># Pages:</b> <b>1 of 5</b>	<b>Policy Number:</b> <b>AC-01-28</b>
	<b>Approved by:</b> <b>Learning Council</b>	
<b>Section:</b> <b>ACADEMIC - Students</b>	<b>Effective Date:</b> <b>February 22, 2022</b>	
<b>Title:</b> <b>Student Code of Rights and Responsibilities</b>	<b>Replaces:</b> <b>April 24, 2018</b>	

## POLICY STATEMENT

Each student registered at University College of the North (UCN) becomes a member of the UCN community. Each student is entitled to expect certain rights to be recognized by the UCN community. In the same way, the UCN community is entitled to expect responsible behaviour from each student. UCN faculty and staff have the responsibility to support student rights, create a positive learning environment for every student, fulfill all program-related obligations, provide accurate program-related information and provide a high-level of service to ensure that their position contributes to the positive learning experience of every student. As such, this policy exemplifies rights, responsibilities, and expectations incumbent upon members of the UCN community.

## PURPOSE OF POLICY

Students have the right to receive a high quality, relevant education in a safe and respectful environment that supports student success. Students are responsible for conducting themselves in an honest and ethical manner that is respectful of the entire UCN community. These rights and responsibilities apply equally while attending classes at any UCN location including the on-line environment, or engaging in any UCN sponsored activity, including co-op, work experience, or clinical placements.

## RIGHTS AND RESPONSIBILITIES

### Student Academic Rights

Students have the right to:

#### Information

- a) have access to information on all UCN fees prior to the start of the program;
- b) have access to a timetable of course offerings prior to registration for the academic term;

- c) be informed of the requirements for progression to the next term/semester;
- d) receive, at the beginning of each course, a course outline per Policy AC-03-03 Course Outlines.

#### Reasonableness

- a) receive reasonable notice of any time changes or cancellation of a class;
- b) receive reasonable notice and approve any faculty member or instructor proposed changes to the weighting of assessments, assignment due dates, and test or exam dates (other than final exams). Faculty members and instructors must have 100% agreement of students in a course before making changes;
- c) received marked assignments in a reasonable time-frame;
- d) withdraw from a course without academic penalty prior to the Voluntary Withdrawal date.

#### Fairness

- a) have the opportunity to review their evaluated assignments, tests, exams and projects;
- b) be marked objectively on academic performance and to be protected by established procedures against prejudice or unreasonable evaluation;
- c) receive final grades in accordance with the timelines set out in Policy AC-03-02 Grading;
- d) appeal assessment of skill demonstrations and/or clinical, practical or work experiences; grades on individual assignments, tests and examinations; and final grades per Policy AC-01-06 Academic and Disciplinary Appeals.

#### Quality Education

- a) receive a quality learning experience from faculty members and instructors who are knowledgeable in their subject area, and skilled in instructional techniques.

#### Accommodation

- a) ensure learning needs are accommodated in accordance with Policy AD-02-02 Accessibility for Students with Disabilities.

### **Student Academic Responsibilities**

UCN acknowledges that students have the rights as detailed above. In order to maintain these rights, UCN expects that students have certain responsibilities.

Students have the responsibility to:

#### Be Informed

- a) obtain and understand information concerning course outlines and materials pertaining to courses, content, evaluation methods;
- b) obtain and understand program requirements and policies, academic progression regulations and graduation requirements;
- c) obtain and understand information contained in the UCN Academic Calendar.

### Adhere to Administrative Procedures and Departmental Requirements

- a) pay all fees by the stated deadlines;
- b) adhere to admission, registration and withdrawal procedures of UCN;
- c) attend class and observe requirements concerning attendance, punctuality and appropriate behaviour;
- d) submit assignments within the required deadlines;
- e) follow the approved policy and procedures to appeal grades and evaluations.

### Maintain Academic Standards

- a) submit only original or properly acknowledged work, knowing what plagiarism and other forms of cheating are, and knowing the consequences of engaging in plagiarism and other forms of cheating (see Policy AC-01-26 Academic Integrity).

### Be Accountable

- a) assume responsibility for course work and assignments missed when absent, recognizing that participation in co-curricular activities, athletic events, field trips, etc., does not reduce academic responsibility;
- b) communicate with faculty members and instructors, student counselors, academic advisors, and staff in order to resolve problems;
- c) adhere to Access Copyright print and digital copying guidelines and adhere to copyright rules and regulations as per Canada's Copyright Act. Refrain from the sale or re-distribution of copyright materials;
- d) confirm to conduct outlined in approved UCN academic policies and procedures.

### Be Respectful

- a) respect UCN faculty members, instructors and staff and fellow students by conducting themselves appropriately in the classroom and abstaining from any actions which disturb or disrupt the learning environment. Recognizing that should a student be disruptive or disrespectful, instructional and library staff has the right and obligation to exclude the student from the teaching/learning area.

### **Non-Academic Rights**

Students have the right to:

#### Freedom of Expression

- a) express themselves individually or as a group; verbally, electronically, and in print; in a manner consistent with due regard for others and applicable laws, rules, regulations and policies.

#### Spirituality

- a) observe spiritual and religious in a manner that is respectful of other faiths and recognizes and respects differing belief systems.

### Assembly/Participation in the UCN Community and Student Associations

- a) organize and take part in student-organized assemblies at UCN locations, so long as such assemblies do not interfere with the regular activities of the UCN community and are not contrary to UCN rules and regulations;
- b) elect and maintain a student government to organize and administer activities/affairs of students.

### Resources/Information

- a) work and learn in a safe and healthy environment;
- b) work and learn in a positive and respectful environment, free from any and all harassment, and the right not to be subjected to indignity or violence;
- c) use UCN facilities and equipment within established UCN rules, regulations, policies, procedures or guidelines;
- d) receive information on, and have access to, UCN services;
- e) have access to any UCN rule, regulation, policy, procedure or guidelines regarding UCN programs, courses, activities and services, as well as information regarding the consequences of breaching such rules, regulations, policies, procedures or guidelines.

### Confidentiality

- a) The privacy of their official records and the right to:
  - personally examine such records, including the right to challenge the accuracy or presence of any entry on their records;
  - be notified, in writing, of adverse information being placed in their file; and
  - include written documents to their student record refuting the contents of documents of an adverse nature.
- b) expect that personal information will be maintained and released with written consent permitted under The Freedom of Information and Protection of Privacy Act (Manitoba) or as otherwise required by law;
- c) make, without fear of reprisal or retaliation, a complaint to the appropriate UCN authority.

### **Non-Academic Responsibilities**

Students have the responsibility to:

#### Be Respectful

- a) treat all members of the UCN community in a respectful manner;
- b) contribute to maintaining a respectful and accepting learning environment which is free from fear, harm, discrimination, harassment and intimidation.

#### Be Accountable

- a) keep personal information in UCN records current and up-to-date by reporting name and address changes to the Registrar's Office including changes to name, address, e-mail address, etc.;
- b) conform to conduct outlined in approved UCN policies and procedures.

## Avoid Misconduct

- a) avoid all forms of non-academic misconduct which includes but is not limited to:
- threatening to subject or subjecting any person, student or staff, to physical, sexual or psychological harassment, stalking, indignity, injury or violence;
  - obnoxious behaviour which may include using abusive, or vulgar language including racial slurs, gestures and the like;
  - damaging facilities or unauthorized use/removal of property belonging to UCN including facilities rented for UCN-sponsored events;
  - theft of, or willful damage to personal effects and property of students, staff or UCN;
  - disregard of Workplace Safety and Health procedures and practices or the intentional creation of safety hazards;
  - possessing, using or distributing illicit drugs and/or intoxicants on UCN property unless medically authorized;
  - possessing or consuming alcoholic beverages on UCN premises;
  - possession or use of firearms, weapons, imitations of weapons, explosives including fireworks, dangerous chemicals or other potentially harmful substances on UCN property or at UCN-sponsored activities;
  - disruption or obstruction of regular or organized UCN activities;
  - unauthorized use of, or unauthorized entry to, UCN property;
  - failure to obey the lawful instructions or comply with the direction of any UCN employee acting in the proper performance of their duty;
  - refusal to provide identification upon reasonable request and justification by a UCN official or employee acting in the proper performance of their duty;
  - misuse of the name of any UCN employee, document, record, instrument or identification with, or without, the intent to defraud or in a manner that is malicious;
  - misuse of the name of any UCN student with, or without, the intent to defraud or in a manner that is malicious;
  - violation of the privacy rights of fellow students, including the taking of unauthorized pictures; and,
  - violation of the Acceptable Use of Computer and Communication Resources policy;
  - assault – the actual or attempted violent physical or verbal attack, including racist comments, against another student or staff of UCN;
  - vandalism – the willful, malicious destruction, or defamation of UCN public or private property, UCN, or students;
  - obscenity – the uttering of offensive or vulgar language, including obscene gestures;
  - sexual violence – any sexual act or act targeting a person's sexuality, gender identity or gender expression – whether the act is physical or psychological in nature – that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation;
  - avoid any act involving UCN which contravenes the Criminal Code of Canada and other municipal, provincial or federal laws;
  - not knowing or assist another person(s) in the commission of any offence on UCN premises or at any UCN sponsored activity held on non-UCN premises.