

**TITLE: STUDENT RIGHTS AND RESPONSIBILITIES**

**POLICY STATEMENT:**

In keeping with our six key Values, the College approves, supports, respects, and publicizes a defined set of student rights and responsibilities.

**PURPOSE:**

This policy defines student rights and responsibilities at Red Deer College.

**SCOPE:**

This policy applies to all members of the College community.

**PRINCIPLES:**

- Red Deer College is a learning community dedicated to the pursuit of knowledge and to ensuring that the people we serve have the knowledge and skills to develop to their full potential. The essential conditions for a learning community are an atmosphere of freedom and respect and appreciation for the basic rights and responsibilities of all members of the community.
- These rights and responsibilities are the foundation of and are reflected in Red Deer College policies.

Procedures and decisions at Red Deer College:

- Are not discriminatory, disrespectful, undignified, or unnecessarily intrusive.
- Provide appropriate confidentiality and privacy.
- Do not hinder appropriate access to education.
- Ensure that all learners are treated fairly.
- Operate with clear written expectations for learner conduct and handling of complaints.
- Ensure that all accreditation standards are met.
- Ensure that a high standard of administration and instruction in all areas of educational programs are maintained and clearly stated in College practices and policies.

**STUDENT RIGHTS**

Students who have been accepted by Red Deer College for admission have the right to:

1. Enroll in programs as indicated in the College Calendar and courses as listed in the current timetable. A student is allowed to remain in the program, courses, and course sections as stated on the registration form accepted by the College, subject to College policy.
2. Access course outlines at the beginning of all credit courses.
3. Discuss concerns and problems with instructors during established office hours or by appointment.
4. Be fairly and consistently evaluated in accordance with criteria specified in the course outline.

5. Have prompt access to all graded course materials. In exceptional cases where an excessive delay is anticipated, the instructor will consult with the students regarding alternatives.
6. High quality instruction in all courses.
7. Appeal matters in accordance with current College policy.
8. Academic freedom.
9. Evaluate their courses and course instruction.
10. Access their files and records.
11. Have information about them treated confidentially and used for legitimate purposes only.
12. Be free of exploitation by anyone who interacts with students on behalf of the College.
13. Be treated respectfully and fairly by anyone who interacts with students on behalf of the College.
14. Individually or collectively, make their point of view known to any consulting, recommending, or decision-making body of the College.
15. Form groups or associations.
16. Reasonable and legitimate access to the college buildings and facilities.
17. Question, receive explanations, and seek changes to College decisions.

## **STUDENT RESPONSIBILITIES**

Students who have been accepted by Red Deer College for admission have a responsibility to:

1. Be aware of and comply with the policies and procedures of the College as described in the College Calendar and on the RDC website.
2. Promote and uphold Red Deer College values and principles whenever possible.
3. Be familiar with the information contained in course outlines and clarify any areas of concern.
4. Undertake to complete course requirements as described in the course outline and observe deadlines and schedules contained therein.
5. Attend and be prepared for all scheduled learning activities. In the event that students are absent, assume full responsibility for knowledge of the material covered including assignments.
6. Make a reasonable attempt to discuss with the instructor any dissatisfaction with the instruction or course.
7. Conduct academic affairs in a forthright and honest manner.
8. Conduct themselves in a manner which does not disrupt or inhibit the learning process.
9. Conduct themselves in a manner which does not endanger the health, safety, or property of others.
10. Treat anyone who interacts with students on behalf of the College respectfully and fairly.

11. Collectively and/or individually, make their point of view known to any consulting, recommending, or decision-making body of the College.
12. Inform the College of address and name changes.

**RESPONSIBILITY:** Vice President Academic, Director of Student Services

**CONSULTATION FOR REVIEW:** Director of Student Services, Students, Faculty

**POLICY REVIEW DATE:** April 2013

**EFFECTIVE DATE:** July 1, 2008

**REVISED DATE:** November 16, 1983  
July 1, 2004  
November 26, 2007  
July 1, 2008

**RELATED POLICIES:**

- Academic Freedom
- Access to Student Academic Records/Files
- Admission of Students to Credit Programs
- Appeals – Formal
- Appeals – Informal Resolution
- Assessment and Grading
- Course Outline
- Dropping and Withdrawal from Courses by Students
- Facility Bookings
- Faculty Performance
- Freedom of Information and Protection of Privacy
- Graduation, Certification, and Completion
- Performance Enhancement Program
- Personal Harassment and Discrimination
- Policy at Red Deer College
- Program Review
- Reporting Fraudulent or Unethical Conduct in the Workplace and Protection of Informants
- Student Misconduct: Academic and Non-Academic