



Student Rights and Responsibilities Policy	
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Associated Documents Reappraisal of Graded Term Work Procedure Reappraisal of Final Grade Procedure	

PURPOSE

This policy defines the rights and responsibilities of all Red Deer Polytechnic students.

SCOPE

This policy applies to all members of the Polytechnic community.

POLICY

General

1. Red Deer Polytechnic is a learning community dedicated to the pursuit of knowledge and to ensuring that the adult learners we serve have the knowledge, skills and competencies to develop to their full potential. The essential conditions for a learning community are an atmosphere of freedom, respect and appreciation for the basic rights and responsibilities of all members of the community.

Student Rights

Students of Red Deer Polytechnic have the right to:

1. Enrol in programs as indicated in the academic calendar and courses as scheduled in the timetable.
2. Access course outlines at the beginning of all credit courses prior to the last day to add or drop a course as indicated in the academic schedule.
3. Discuss concerns and problems with instructors.

4. Be fairly and consistently assessed in accordance with criteria specified in the course outline and receive marks by the midpoint of the academic term as indicated in the academic schedule.
5. Receive prompt access to all marked course work to assess their achievement.
6. Due process and procedural fairness in the investigation and appeal of academic and non-academic matters in accordance with Polytechnic policy.
7. Academic Freedom.
8. Evaluate their courses and course instruction.
9. Access their files and records.
10. Protection of their personal privacy in accordance with Polytechnic policy and privacy legislation.
11. Be free of exploitation and be treated respectfully and fairly by anyone who interacts with Students on behalf of the Polytechnic.
12. Membership in the Students' Association of Red Deer Polytechnic, subject to its bylaws.
13. Reasonable and legitimate access to the Polytechnic buildings and facilities.

Student Responsibilities

Students of Red Deer Polytechnic have a responsibility to:

1. Be aware of and comply with Red Deer Polytechnic policy accessed through the Polytechnic website.
2. Be familiar with the information contained in course outlines and clarify any areas of concern.
3. Respect the instructor's right to determine the course content, instructional methodology, grading and assessment methods.
4. Respect the instructor's right to manage the learning environment and to set norms for acceptable behaviour.
5. Undertake to complete course requirements as described in the course outline and observe deadlines and schedules contained therein.
6. Attend and be prepared for all scheduled learning activities including assignments, tests and examinations.
7. Assume full responsibility for learning and for knowledge of course material and assignments including when absent from class.
8. Make a reasonable attempt to discuss with the instructor any dissatisfaction with the instruction or course.
9. Maintain honesty in matters related to academic and non-academic conduct.
10. Conduct themselves in a manner which does not disrupt or inhibit the learning process and does not endanger the health, safety or property of others.
11. Maintain fair and respectful communications in all personal interactions.

12. Collectively and/or individually, make their point of view known to any consulting, recommending, or decision-making body of the Polytechnic respecting the governance process.
13. Inform Red Deer Polytechnic of address, legal name and gender identification changes.
14. Access TheLoop to read personal announcements, notices, channel, LMS and check their Red Deer Polytechnic email account frequently in order to stay current with Polytechnic communications. Failure to receive or read the electronic communications does not absolve students from knowing, responding to, or complying with the content of that communication.
15. Use social networking sites appropriately as these are public forums and content that suggests non-compliance with Polytechnic policy is subject to further investigation and can result in non-academic disciplinary action.

RELATED POLICIES

Student Appeals Policy

DEFINITIONS

Communication: Includes the delivery and receipt of information that is created, recorded, transmitted or stored in digital form or in any other intangible form by electronic, magnetic or optical means or by any equivalent means. Currently, this most often includes information communicated by email, via a website or through a portal. All references in the academic calendar, program and course guide, Polytechnic policies or other print materials regarding communications from the Polytechnic to applicants and students, are deemed to include communication by electronic means.

Course outline: A document provided by the instructor to students that includes concise and critical course information.

Learning Management System (LMS): The Polytechnic's Learning Management System (LMS) is the virtual learning environment for all courses. These LMS course sites allow instructors to deliver and assess learning in a virtual environment.

Student: An individual admitted to the Polytechnic and registered in a course(s).

Student rights: Those rights granted to students by virtue of their enrolment and registration in programs and courses.

Student responsibilities: Those responsibilities assigned to students by virtue of their enrolment and registration in programs and courses.

Personal accounts: Personal accounts are accessed through the portal and include information related to email, student records, registration, e-Bills, tax forms and course information.

Portal: The portal, also referred to as 'TheLoop', is a secure site providing applicants, Students, faculty and staff with online access to a variety of online services including personal accounts, Polytechnic email, LMS and other information sources.