

TITLE: STUDENT RIGHTS AND RESPONSIBILITIES

POLICY STATEMENT:

Red Deer College (RDC) 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.

PURPOSE:

This policy defines the rights and responsibilities of all RDC Students.

SCOPE:

This policy applies to all members of the College community.

PRINCIPLES:

Procedures and decisions at Red Deer College:

1. Treat all persons fairly and respectfully.
2. Are non-discriminatory and non-intrusive.
3. Incorporate open, honest, and timely communication.
4. Are made in a timely manner.
5. Provide appropriate confidentiality and privacy.
6. Provide appropriate access to education.
7. Ensure that all persons have access to informed support regarding policies, procedures, rights, and responsibilities.
8. Operate with clear written expectations for conduct and handling of complaints.
9. Meet all accreditation standards.
10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
11. Are communicated in alternate forms to those who require such accommodation.

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, College policies or other print materials regarding communications from the College, 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 College'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 College 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, RDC Email, LMS and other information sources.

A. STUDENT RIGHTS

GUIDELINES:

Students of RDC 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 College 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 College 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 College.

12. Membership in the Students' Association of RDC, subject to its by-laws.
13. Reasonable and legitimate access to the College buildings and facilities.

B. STUDENT RESPONSIBILITIES

GUIDELINES:

Students of RDC have a responsibility to:

1. Be aware of and comply with College policy accessed through the RDC 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 College respecting the governance process.
13. Inform the College of address, legal name and gender identification changes.
14. Access TheLoop to read personal announcements, notices, channel, LMS and check their RDC Email account frequently in order to stay current with College 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 College policy is subject to further investigation and can result in non-academic disciplinary action.

OFFICER RESPONSIBLE: Chair of Academic Council

RECOMMENDING AUTHORITY: Academic Council

CONSULTATION FOR REVIEW: Vice President Academic, Director of Student Services, Deans' Council, School Councils, Students' Association of Red Deer College, Faculty Association of Red Deer College

POLICY REVIEW DATE: July 2021

EFFECTIVE DATE: July 1, 2016

REVISED HISTORY: November 16, 1983
July 1, 2004
November 26, 2007
July 1, 2008
July 1, 2016

RELATED POLICIES:

- [Academic Freedom](#)
- [Academic Standing](#)
- [Access to Student Academic Records](#)
- [Admission of Students to Credit Programs](#)
- [Appeals – Formal](#)
- [Appeals – Informal Resolution](#)
- [Assessment and Grading](#)
- [Course Outline](#)
- [Course Add, Drop and Withdrawal](#)
- [Facility Booking and Rental](#)
- [Faculty Performance](#)
- [Freedom of Information and Protection of Privacy](#)
- [Graduation, Certification, and Completion](#)
- [Harassment and Discrimination](#)
- [Information Assets and Information Systems Acceptable Use](#)
- [Policy at Red Deer College](#)
- [Program Review](#)
- [Reporting Fraudulent or Unethical Conduct in the Workplace and Protection of Informants](#)
- [Social Media](#)
- [Student Misconduct: Academic and Non-Academic](#)
- [Workplace Learning](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.