

HOLLAND COLLEGE

BOARD REGULATION

Category: STUDENTS
Topic: STUDENT RIGHTS AND RESPONSIBILITIES
Code: 50-01-1
Effective Date: July 17, 2013 **Revision:** ONE
Approved by: President of Holland College, Brian McMillan

A. STUDENT RIGHTS

Students at the College may exercise their individual rights and freedoms subject to College Policies, Regulations, Quality Processes and Procedures, all governing law, including, but not limited to the laws of defamation, harassment and discrimination and the need to respect and protect the rights of other members of the College community. The following rights and freedoms of students are recognized by the College:

- 1. Freedom of Speech** - The right to express themselves on any subject without hindrance;
- 2. Freedom to Publish** - The right to publish and distribute their views at College Centres, either personally or through the student press, free from censorship;
- 3. Freedom of Expression** – The right to freedom of opinion and expression in the classroom within the context of the course content.
- 4. Assembly** - The right to organize and take part in orderly assemblies at College Centres;
- 5. Organizations** - The right to form, join and take part in any lawful group or organization;
- 6. Student Organization** - The right to form, elect and maintain a democratic student organization for the purpose of organizing and administering the proper affairs of students;
- 7. Impartial Assessment** - The right to be assessed fairly on academic performance without bias or prejudicial assessment by faculty;
- 8. Review** - The right to have decisions regarding academic status, advancement and/or conduct reviewed as set out by College Policies, Regulations, Processes and Procedures;
- 9. Change** - the right to make representation for changes to College Policies, Regulations, Processes and Procedures;

- 10. Use of Facilities/Equipment** - So long as College facilities are not required for College purposes and are generally available for use, any recognized student organization may apply for the use of College facilities upon agreement to abide by such uniform Regulation and Procedures, including the payment of fees or expenses as determined by the College;
- 11. Freedom From Discrimination and Harassment** - The right to be free from physical, sexual or mental harassment, discrimination, injury or violence. The College prohibits discrimination or harassment based upon any of the protected grounds as set out in the PEI Human Rights Act;
- 12. Ethical and Professional Educational Environment** - The right to pursue training and skills development in an educational setting which recognizes sound ethical principles and encourages professionalism in its staff;
- 13. Quality Services** – The right to expect quality services and resources that support instruction and student life.
- 14. Privacy of Records** - The right to access their personal academic or non-academic records including the right to add written documents refuting the contents of documents or information;
- 15. Release of Information** - Student records are considered to be confidential personal information which is not released except in the following circumstances: (a) with the written consent of the student; (b) for the investigative, administrative or statistical purposes of the College and/or the Government of Canada, Prince Edward Island and/or municipalities as required by statutes or regulations or bylaws; (c) for compassionate circumstances to facilitate contact with next of kin; and/or (d) court order.
- 16. Privacy of Information** - The right to be free from disclosure of information about their views, beliefs and political association, which faculty or administrators acquire in the course of their work as advisors and counsellors;
- 17. Discipline** - The right to have disciplinary matters dealt with in accordance College Policies, Regulations, Processes and Procedures;
- 18. Policies and Processes** - Policies, Regulations, Processes and Procedures of the College shall be made available to any student upon request. Students are advised that departments/programs within the College may have Regulations and Procedures that are specific to their areas. Each student will be provided with access to a copy of this statement of Student Rights and Responsibilities and the Student Code of Conduct prior to beginning a College program or training;

- 19. Complaints and Petition** - The right to make a complaint or petition to the appropriate authority without fear of reprisal or retaliation;
- 20. Academic Information** - The right to
 - a) be informed of and provided access to course information such as course outlines, student assessment, schedule of classes and activities, principle assignments, penalties for delays, attendance requirements and notice of standing on request;
 - b) be informed in advance of any substantive changes to the above;
 - c) obtain and or review completed and marked assignments and tests unless otherwise advised in advance by the instructor;
 - d) subject to the student being in '[good standing](#)', obtain their marks and College certification within a reasonable time frame;
- 21. Health and Safety** – The right to a healthy and safe learning environment.
- 22. Feedback** – The right to an opportunity to provide feedback on the College's programs, courses and services.

B. STUDENT RESPONSIBILITIES

The College has afforded students a broad range of rights. With these rights come the responsibility to maintain high standards of conduct and respect for others. The following list includes, but is not limited to, the responsibilities for students of the College community.

- 1.** Students have a responsibility to:
 - 1.1** familiarize themselves with and adhere to, the policies, rules, regulations, codes, processes and procedures of the College.
 - 1.2** participate in the student government process, to ensure all students are allowed to vote and that offices are open to all who qualify.
 - 1.3** conduct themselves in a conscientious, competent, and careful manner and with honesty and integrity.
 - 1.4** demonstrate courtesy, fairness and respect in all their interactions with others, including interactions with other students, faculty and staff, both inside and outside the learning environment.
 - 1.5** inform themselves of program requirements, course outlines, evaluation and assessment methods, and class schedules.

- 1.6** attend classes and other scheduled activities, and to maintain a satisfactory level of progress in their program and courses.
- 1.7** seek clarification on any aspect of their program and courses as needed or required.
- 1.8** respect the rights of others in the College community to work and learn in a healthy and safe environment.
- 1.9** acknowledge intellectual property development and ownership in accordance with Holland College Intellectual Property Policy (BP-20-06) and Regulation (AR-20-06-1).
- 1.10** communicate with their instructors and College counselors to solve any problems encountered.
- 1.11** provide accurate and honest information to College officials and documentation or records submitted to the College.
- 1.12** make restitution to the College for any damage they cause.