

POLICY GROUP: NCT 100 – Student Records, Rights & Responsibilities

POLICY TITLE: Academic Rights & Responsibilities

A. Background and Definitions

The College expects that students are committed to achieving academic success and is committed to engaging with them as adult learners.

Evaluation: A formal measurement of student learning that may include, but is not limited to, an examination, test, quiz, assignment, or project.

Final Grade: A Final Grade for each course is calculated from the Marks of course Evaluations.

Inappropriate Behaviour: For the purposes of this policy, Inappropriate Behaviour is conduct that is disrespectful, intimidating, and/or disruptive to the teaching, learning, and working environment, whether in person or online. Behaviours that can reasonably be viewed as interfering with the ability of faculty to teach or students to learn or compromising the learning or working environment. Such behaviour includes, but is not limited to:

- Repeated interruptions or outbursts during class or interactions with college employees;
- Repeated disruptions and demands which take away from the faculty member's ability to teach, other students to learn and/or college employees' ability to perform their duties;
- Use of obscene language;
- Persisting in disruptive personal conversations with other class members;
- Failure to comply with the reasonable directions of college faculty or employees; or
- Conduct in a work integrated learning environment such as co-op, clinical placement, internship, practicum, etc. that is reasonably considered to be inappropriate or unacceptable.

Learning Environment: Includes, but is not limited to; classrooms, laboratories, and work integrated learning (WIL) sites such as workplace, or other experiential learning settings.

Mark: Each Evaluation is given a Mark based on its assessment with each Mark contributing to the Final Grade.

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B. Purpose

The College recognizes the importance of maintaining a positive, supportive and ethical environment that is conducive to learning for individuals and for our College community as a whole. This policy serves to define acceptable behaviour and expectations, to preserve the integrity of the academic community and promote an atmosphere that fosters learning.

C. Scope

This policy applies to all Niagara College students registered and attending classes at the Niagara College -Toronto (NCT) campus.

D. Policy Statements

Academic Responsibilities – Students are responsible for:

1. Behaving in an appropriate, professional manner for the programs and activities in which they are engaged.
2. Familiarizing themselves with college policies, procedures and program-specific guidelines.
3. Understanding and following the procedures to register for, change and/or withdraw from a course and/or program.
4. Ensuring all non-academic requirements for programs are met by the stated deadline. These could include, but are not limited to, health documentation, driver's license, or police check. Failure to comply will result in an inability to participate in courses or work placements with these requirements.
5. Arriving to class on time and remaining for the duration of scheduled classes and activities. If a class will be missed, students are to inform the faculty member by email in advance of the absence. In the case of an emergency absence, students are to inform the faculty member as soon as practicable.
6. Respecting the faculty member's right to set deadlines for evaluations, to expect evaluations to be submitted at the time specified and, in the manner specified, and to

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establish penalties for failure to comply with deadlines. Evaluations must be submitted with appropriate identification including name, student number and course number.

7. Submitting work that is their own. It is the student’s obligation to be familiar with the College’s Academic Honesty policy, know what constitutes plagiarism and other forms of academic misconduct, and the associated consequences.
8. Being respectful and non-disruptive. A faculty member has the right to exclude a disruptive student or a student not following program protocols, from any formal learning environment or learning activities. Such students will be subject to discipline under the Student Code of Conduct procedure.
9. Respecting that only officially registered students may attend class, field placement, or any program activity, unless sanctioned by the College. Children and pets are not permitted to attend class unless approved by the faculty member for specific academic purposes, with the exception of trained service animals.
10. For keeping all completed and graded Evaluations, in the event of a Grade appeal. Students are encouraged to retain a copy of all submitted work as protection against loss.

Academic Rights – Students have the right to:

11. Information concerning admission and academic policies and procedures, program and graduation requirements, course information and costs prior to the beginning of term.
12. Not have courses substantially change after registration without appropriate opportunity for the student to withdraw or respond to the changes.
13. Know what is expected with regard to class attendance and punctuality.
14. Receive instruction appropriate to support the achievement of the learning outcomes and in keeping with the students’ timetables, notwithstanding class cancellations.
15. Have classes start and end on time.
16. View any official record that exists in their files in the College.

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E. Related Documents

- Policies:
- NCT 100 Academic Honesty
 - NCT 100 Appeal of Academic Decisions
 - NCT 100 Class Cancellations
 - NCT 100 Intellectual Property (under development)
 - NCT 100 Missed Evaluations
 - NCT 100 Student Code of Conduct
 - NCT 100 Student Evaluation

Procedures: NCT 100 Student Code of Conduct

F. Document History

Date	Approval/Review/Key Change(s)
March 3, 2023	New