

Title of Policy	Student Rights, Responsibilities and Conduct ¹
Policy Number	2.4.4
Category	2 - Student Affairs
Approval Body	Board of Governors with Advice from Education Council
Policy Sponsor	Vice President Academic (VPA)
Operational Lead	Director of Student Affairs
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CONTEXT AND PURPOSE

College of the Rockies' (the College) *Student Rights, Responsibilities and Conduct Policy* aims to establish transparent expectations for students' rights and outlines their responsibilities when it comes to academic integrity standards and personal and professional conduct. The related procedures provide guidelines for addressing violations of this policy.

SCOPE

This policy applies to all applicants and students who have applied to or are enrolled in a College of the Rockies course or program, on or off campus, while engaged in college-related activities. Issues of sexualized violence and/or discrimination/harassment will be addressed through corresponding policies and may be subject to discipline described within the procedures of this policy.

DEFINITIONS

Academic Integrity: Upholding the fundamental values of honesty, trust, fairness, respect, responsibility, and courage in the performance of all academic activities.

Academic Misconduct: Obtaining an academic advantage dishonestly through conduct such as cheating or plagiarism. Academic dishonesty also includes gaining admission through dishonest means by providing false documentation, or by withholding information or documentation required for admission.

Alternate Resolution: A voluntary and collaborative process used to resolve an issue without resorting to a formal investigation. The goal of an alternate resolution is to promote reconciliation, settlement, or understanding among those involved. An alternate resolution process will only be used if all parties agree to participate in good faith.

Appeal: A request to have a final decision reviewed.

College-related Activity: An activity conducted under the authority of the College and/or with a real and substantial connection to the College at any location, including on college property or elsewhere.

Complainant: The person who has filed a formal report to the College alleging a violation of this policy.

Discipline: Action taken to address student misconduct which may include violations of academic integrity and any conduct that has the effect of disrupting the learning environment or that is a threat, or perceived to be a threat, to the safety of other students, employees or the public whether conducted on or off campus (e.g., field trip, practicum).

Decision-maker: Any member of the College who holds the authority for deciding final grades or for imposing discipline (e.g. instructors, staff, President, Vice President, Deans, Directors, Department Heads, Campus Manager, or other manager).

Investigation: The process undertaken by the College to ascertain whether a Respondent is in violation of policy or engaging in conduct that warrants discipline, restrictions on movements or activities, or any other limitation of the Respondent's privileges, entitlements, rights, or obligations.

Non-Academic Misconduct: Any conduct that has the effect of disrupting the learning environment or that is a threat, or perceived to be a threat, to the safety of students, employees, whether conducted on or off campus.

Procedural Fairness: Provides parties with a fair process in resolving disputes. The concept requires transparency, impartiality, equal communication, and fairness.

Respondent: The student who is the subject of a complaint/allegations being investigated.

Student: For the purposes of this policy, a person is considered a 'student' when they have applied to or are enrolled in courses or programs at College of the Rockies.

POLICY STATEMENTS

The College is dedicated to fostering a learning environment where students are supported in the development of skills, understanding, and the capability to uphold academic integrity standards and where respectful personal and professional conduct is expected among students and staff.

A. STUDENT RIGHTS

A student's fundamental rights are upheld however in the interest of safety, some of these rights may be temporarily contravened. In this context, every student has the right to:

- A. 1 Learn and work in an environment that is safe, secure, and free of harassment and discrimination.
- A. 2 Receive instruction and guidance to develop the skills to maintain academic integrity.
- A. 3 Access course outlines establishing course expectations, evaluation, and assessment criteria.
- A. 4 Access policies, procedures, guidelines, and expectations that may affect them.
- A. 5 Receive information on how to access support.
- A. 6 Meet with College representative, free of judgement, to access guidance and support related to the *Student Rights, Responsibilities and Conduct Policy* or any other College policy.

- A. 7 Seek assistance from a College official and/or medical professional for themselves or for community members who are in distress without necessarily being subject to discipline.
- A. 8 Have any expectations or consequences resulting from a violation of this policy communicated to them in an effective, clear, and timely manner.
- A. 9 Procedural fairness in response to allegations related to a violation of this policy.
- A. 10 Be free from any retaliation resulting from asserting these rights or making a complaint under this policy, provided the complaint is made in good faith.

B. STUDENT RESPONSIBILITIES – ACADEMIC INTEGRITY

All students are responsible to:

- B. 1 Uphold high standards of academic integrity, including avoiding instances of cheating, plagiarism, or the falsification of documents, or statements.
- B. 2 Claim credit only for their own ideas, writing, projects, and creations. Students will give due recognition when using the work of others and will not attempt to gain unfair academic advantage in any graded or ungraded academic work.
- B. 3 Refrain from helping or attempting to help another person commit an act of academic misconduct.
- B. 4 Meet the course requirements as described in the course outline.

C. STUDENT RESPONSIBILITIES – PERSONAL AND PROFESSIONAL CONDUCT

All students are responsible to:

- C. 1 Abide by and stay informed of policies, procedures, and expectations affecting them.
- C. 2 Access services offered to them by the College to ensure proper orientation to their studies, academic progress, and general development.
- C. 3 Ensure their conduct does not interfere with another student's ability to complete College related activities.
- C. 4 Contribute to making the College community safe, respectful, and inclusive, both in person and online and refrain from conduct that threatens the health, safety, or dignity of any person (including themselves), the institution or one of its communities, or violates the law.
- C. 5 Maintain the confidentiality of sensitive information and respect the privacy of individuals and data.
- C. 6 Behave in a fully truthful and forthright manner when engaging in college activities, or in procedures under this policy.
 - C. 6.1 Abide by administrative policies set out by the College, including any contracts or agreements between the student and the College.

- C. 6. 2 Follow all relevant laws at the municipal, provincial, and federal level, or local and regional laws when traveling abroad.
 - C. 6. 3 Communicate with their instructors, Program Coordinators, Department Heads or Deans, and/or Campus Manager to solve any problems encountered.
- D. The College will be proactive and take reasonable action to prevent violations of academic integrity or non-academic misconduct through educational strategies and training opportunities for students.
- E. The College will take whatever action is necessary to intervene when student misconduct occurs and has established procedures to respond to violations of academic integrity standards or personal and professional conduct. (See related procedures: *Academic Integrity Procedures & Personal and Professional Conduct Procedures*).
- F. The College is committed to basic principles of procedural fairness in the investigation of any violation of non-academic or academic integrity reports, including a timely appeal process through which student concerns regarding final grades and discipline can be addressed (Refer to 2.5.3 *Student Appeal Policy* and 4.8.10 *Investigations Policy*).
- G. Students enrolled in the College's partnership programs may also be required to follow the partnership organization's student conduct procedures. Examples: University of Victoria Education Program, The British Columbia College of Nurses and Midwives, Secondary Schools (dual credit students), Mining Apprenticeship Program.

RELATED POLICIES AND SUPPORTING DOCUMENTS

Legislative References:

- [College and Institute Act](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [BC Human Rights Code](#)
- [BC Sexual Violence and Misconduct Policy Act](#)
- [Guide to the Canadian Charter of Rights and Freedoms](#)

College Policies:

- [2.4.8 Academic Performance](#)
- [2.4.9 Student Feedback and Concerns](#)
 - [Student Feedback and Concerns – Procedures – Student Guidelines](#)
 - [Student Feedback and Concerns – Procedures – Formal Complaint Form](#)
- [2.5.3 Student Appeal](#)
 - [2.5.3 Procedures – Appendix A Formal Student Complaint](#)
 - [2.5.3 Procedures – Appendix B Request for Student Appeal](#)
 - [2.5.3 Procedures – Appendix C Student Appeal Process Flow Chart](#)
 - [Appeal Committee Terms of Reference](#)
- [4.8.6 Discrimination, Bullying and Harassment](#)
- [4.8.8 Sexualized Violence Prevention and Response](#)
 - [4.8.8 Procedures – Students](#)
 - [4.8.8 Procedures – Flowchart for Students](#)
- [4.8.10 Investigations](#)
 - [4.8.10 Procedures](#)
- [6.4.1 Administration of Exams](#)
- [8.1 Use of Information Technology](#)
- [Board Policies and Guidelines](#)
- [Student Appeal Committee Terms of Reference](#)

Other Supporting Documents and Resources:

- College of the Rockies – Student Housing Handbook and License Agreement
- College of the Rockies – Homestay Program Agreement for Host Families

ⁱ This policy was developed using adapted statements and processes from related policies at the following institutions: British Columbia Institute of Technology, MacEwan University, Mount Royal University, North Island College, Northern Alberta Institute of Technology, University of Calgary, and Selkirk College.