

Student Rights and Responsibilities

Kwantlen Polytechnic University (KPU) is a learning community committed to providing a safe and civil environment which is respectful of the rights, responsibilities, well-being and dignity of all its members. As members of the KPU community, students can expect to be a part of a respectful, engaging, collaborative, creative and innovative environment.

KPU has established policies and procedures to ensure that all members of the University community may benefit from the promotion of its core values. The University upholds and will take reasonable steps to ensure that students, as members of the University community, are aware of their rights and responsibilities, as follows:

STUDENT RIGHTS

1. Every student has a right to pursue their education in an environment that is safe, secure and conducive to learning. Students have a right not to be subjected to harassment, sexual harassment or violence, bullying or discrimination, indignity, injury or violence.
2. Students have the right to free inquiry, expression, belief, political association and assembly, provided they do not interfere with the rights of others, with the effective operation of the University or violate other University policies and procedures.
3. Every student has a right to due process and procedural fairness in any investigation of allegedly improper student conduct or alleged violations of KPU Policy.
4. Every student has a right to a protection of privacy consistent with University policy and existing privacy legislation.
5. Students have the right to be informed of the content and requirements of their courses and programs.
6. Students have the right to reasonable and legitimate access to the University's buildings and facilities.
7. Students have the right to reasonable access to statements of policies, procedures and guidelines of the University and student organizations.
8. Students have the right to form clubs and committees through the Kwantlen Student Association (KSA) and to associate with other organizations to promote common interests.

STUDENT RESPONSIBILITIES

Along with rights come certain responsibilities. Academic and non-academic integrity are inherent in student responsibilities.

1. Students at KPU are expected to act consistently with the values of the University community and to obey local, provincial and federal laws.
2. Every student is responsible for abiding by all KPU Policies. KPU Policies can be found at kpu.ca/policies.
3. Students are responsible for exercising their freedoms with honesty, integrity, and respect for the principles of justice, equality and human rights.
4. Every student is responsible for contributing to making KPU community safe, respectful and inclusive. Students must refrain from conduct that threatens or endangers the health, safety, well-being or dignity of any person.
5. Students are expected to be individually responsible for their actions whether acting individually or in a group. Students

are considered by the University to have an obligation to make legal and responsible decisions concerning their conduct and to model and convey the University's expectations of conduct to their guests.

6. Every student is responsible to resolve academic and personal problems by communicating with the appropriate University personnel.
7. Every student is responsible to keep the University informed of their current mailing address, contact information and any change of name.
8. Every student is responsible to observe and obey all health and safety procedures outlined for classrooms, laboratories, field trips and practicums.
9. Students are responsible to become familiar with course outlines, content, evaluation methods, timelines and methodology.
10. Students are responsible for reading their e-mail as directed to their University-assigned e-mail account and for responsible use of technology. Students are reminded that images, postings, dialogues, and information about themselves or others posted on the internet (e.g. on social networking sites such as Facebook) are public information. While University officials do not actively monitor these sites, content that is brought to the attention of the University which describes or documents behaviour that reasonably suggests breach of University policy (i.e. Conduct, Information and Educational Technology Usage, Violence in the Workplace) is subject to further investigation. The University reserves the right to appropriately respond to these incidents, which may include disciplinary action.

The Office of Student Risk and Judicial Affairs can assist students with issues arising out of Student's Rights and Responsibilities. The Office of Student Risk and Judicial Affairs can be reached at 604-599-2950, or visit kpu.ca/sja for more information.

Each student attending KPU must accept her or his responsibilities as an adult and adhere to KPU policies, procedures and deadlines as published. This information is available in the University Calendar and in other KPU publications. Questions regarding these matters may be directed to Counselling, Academic Advising, or the Office of the Registrar.

ATTENDANCE AND PERFORMANCE

It is each student's responsibility to attend classes regularly, to keep work up to date and to complete assignments as required. Final grades are based largely on completed assignments, tests and class participation.

Certain courses/programs are structured to simulate a workplace or job environments. Others require that students work extensively in groups to meet the course objectives. Students are expected to attend classes regularly, to be punctual, and to demonstrate a satisfactory level of performance and rate of progress within the timelines set for the various course activities. Failure to meet these expectations may result in failure in the course.

While KPU has deliberately avoided imposing attendance and progress requirements to encourage students to accept personal responsibility, the nature of some courses or programs and the structure of the curriculum in these programs are such that a policy is required. KPU's policies ST1, Attendance and Performance in Individualized Continuous Intake Programs, and ST11, Attendance and Performance in Semester and Other Term Based Courses, address these issues. The primary responsibility for enforcement of these policies rests with the instructor. The

following specific areas of concern are addressed by these policies:

- Students with irregular attendance
- Students who habitually arrive late and/or leave early, or who take prolonged rest breaks
- Students who may have satisfactory attendance but who do not demonstrate reasonable progress through the course or program
- Students who consistently fail to meet their obligations as team members in courses where this is a significant requirement

Any student under the sponsorship of the Human Resources Development Canada (HRDC) must meet the requirements of that agency. KPU assumes responsibility for complying with the reporting procedure required by HRDC.

Courses where these policies apply will be so identified by the appropriate curriculum committee. Once approved, a statement to the effect that this policy applies will be included in the evaluation section of the course outline and in the course presentation forms.

ACADEMIC HONESTY AND PLAGIARISM

Plagiarism is broadly defined as presenting someone else's ideas or work without acknowledging the source. Plagiarism in academia is considered academic dishonesty. Cheating refers to plagiarizing the work of another student, with or without permission, or to obtaining answers to tests, for example, from sources not permitted at the time. Plagiarism and cheating are serious educational offenses. Students will be held accountable for cheating as outlined in Policy ST2, Plagiarism and Cheating.

A student may appeal a decision or penalty to the KPU Appeals Committee. See Policy ST3, Appeals of Academic Decisions, for further information.

All KPU Policies can be viewed at kpu.ca/policies

STUDENT CONDUCT

Students must maintain an appropriate standard of conduct. They must obey the law and KPU regulations, demonstrate respect for all persons on the campus, and display mature conduct. They are held responsible for their individual or collective actions.

KPU must maintain an environment conducive to learning. At times, it may require students to leave the educational setting, so as to preserve the environment or to ensure that all KPU constituents have access to a safe working and learning environment. KPU has developed Policy ST7, Student Conduct, and procedures that take into account the interests of all persons involved.

The Student Conduct policy addresses KPU's major concerns about misconduct, disruptive behaviour and safety within the KPU community. Faculty and staff are responsible for dealing with minor misconduct. The Office of Student Risk and Judicial Affairs has the authority to respond to more serious situations. The Office of Student Risk and Judicial Affairs can assist with matters pertaining to student conduct. They can be reached at 604 599-2950, or visit their webpage for more information kpu.ca/sja

COMPLAINTS

For complaints see Policy AD2, Complaints About Instruction, Services, Employees or University

KPU has a tradition of service to students. However, problems may sometimes occur in a community as diverse as KPU. KPU recognizes that students may wish to complain about employees, instructors, services, other students, or policies. KPU Policy AD2 outlines the procedures that have been established to deal with these matters. These procedures have been developed to protect the rights of all concerned. There are services at KPU that students may be referred to for general assistance and advice on how to proceed with a complaint. This assistance can include guidance on whether the matter is serious enough to complain about or on the complaint process itself. These services include:

VICE PROVOST STUDENT'S OFFICE:

If you have questions about the above you may contact the Office of the Vice Provost, Students at viceprovoststuassist@kpu.ca

STUDENT ASSOCIATION:

The Association maintains a student advocate to assist students.

APPEALS OF ACADEMIC DECISIONS

KPU recognizes that, from time to time, a student may be dissatisfied with an academic decision made by a university employee, or may wish to appeal a grade. For this reason, KPU provides an appeal procedure under Policy ST3, Appeals of Academic Decisions through which these and similar issues may be addressed. Any University employee whose decision is being appealed at any level of the process must be made aware of the appeal and given the opportunity to state his or her position.

The student must attempt, when possible, informal resolution with the concerned individual prior to proceeding with a formal appeal in the case of academic decisions or grade appeals. Prior to submitting a formal appeal, the student should consult a counsellor to obtain information and advice on how to proceed.

If informal resolution is not successful, the student should obtain an appeal form from Student Enrolment Services and complete it in full. To initiate the appeal procedure the student must submit the appeal form to Student Enrolment Services within twenty (20) working days of the matter giving rise to the appeal.

To request a variance from University policy on matters not related to academic decisions, students must submit a **Request for Variance** form, which may be obtained at any Student Enrolment Services Office.

All KPU Policies can be viewed at kpu.ca/policies