

# Student Responsibilities

Kwantlen Polytechnic University 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 a member of the Kwantlen community students can expect to be a part of a respectful, engaging, collaborative, creative and innovative environment. Kwantlen's culture is based on critical inquiry, collegial debate, knowledge generation, freedom of expression, diversity and environmental stewardship and sustainability.

## RIGHTS AND RESPONSIBILITIES

Kwantlen 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, 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 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 Student Association and to associate with other organizations to promote common interests.
9. Students have a right to a responsible student press independent of university structure.

### Student Responsibilities

Along with rights come certain responsibilities. Academic and nonacademic integrity are inherent in student responsibilities.

1. Students at Kwantlen are expected to act consistently with the values of the University community ([kwantlen.ca/mission/](http://kwantlen.ca/mission/) mission-mandate) and to obey local, provincial and federal laws.
2. Every student is responsible for abiding by all Kwantlen policies. Kwantlen policies can be found at [kwantlen.ca/policies](http://kwantlen.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 Kwantlen 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 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 MySpace and 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, Human Rights, 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 604 598-6017.

Each student attending Kwantlen must accept her or his responsibilities as an adult and adhere to Kwantlen policies, procedures and deadlines as published. This information is available in the online Calendar and in other Kwantlen publications. Questions regarding these matters may be directed to Counselling, Educational Advising, or 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 environment. 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 Kwantlen 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. Kwantlen's policies B.2 and B.7 ([kwantlen.ca/policies](http://kwantlen.ca/policies)) address issues specific to Individualized, Continuous-Intake, Semester and other fixed term programs. 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. Kwantlen 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.

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## 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 is a serious educational offense. Kwantlen condemns all forms of cheating, students will be held accountable for cheating in the following manner:

For most first offences, a grade of zero will be awarded for the affected assignment, test, paper, analysis, etc.

For most second offences, a failing grade will be assigned in the affected course.

Depending upon the circumstances surrounding the first or second offence, a more severe level of discipline may be imposed by Kwantlen.

Any student who contributes to an act of academic dishonesty by another student may also face disciplinary action.

Kwantlen's policy on Plagiarism and Cheating (C.8) further defines and outlines the process of academic dishonesty.

Examples of cheating and plagiarism are available online here: [kwantlen.ca/\\_shared/assets/Honesty1432.pdf](http://kwantlen.ca/_shared/assets/Honesty1432.pdf)

## STUDENT CONDUCT

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

Kwantlen 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 Kwantlen constituents have access to a safe working and learning environment. Kwantlen has developed a policy C.21, Student Conduct and procedures that take into account the interests of all persons involved.

The Student Conduct policy addresses Kwantlen's major concerns about misconduct, disruptive behaviour and safety within the Kwantlen community. Faculty and staff are responsible for dealing with minor misconduct. The Office of Judicial Affairs has the authority to respond to more serious situations. The Office of Judicial Affairs can assist with matters pertaining to student conduct. They can be reached at 604 598-6014.

## COMPLAINTS

See policy C.6 that can be viewed at the Library or online at [kwantlen.ca/policies](http://kwantlen.ca/policies) for further details.

Kwantlen has a tradition of service to students. However, problems may sometimes occur in a community as diverse as Kwantlen. Kwantlen recognizes that students may wish to complain about instructors or other employees, services or other students or policies. Kwantlen C.6 policy 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 Kwantlen 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:

### Counselling Services:

This service can provide assistance to students regarding the complaint process.

### Student Association:

The Association maintains a student advocate to assist students.