

# STUDENT RIGHTS AND RESPONSIBILITIES

» promoting a community of care and respect



## CLASSROOM ETIQUETTE EXPECTATIONS OF COMMUNICATION & STUDENT CONDUCT IN-CLASS

As members of the KPU community, students can expect to be part of a diverse, curious, creative, and collaborative environment. It is important to ensure that your actions promote a community of care and respect for the dignity, rights, and well-being of others both in-person and online.

KPU believes that everyone has the right to learn and work in a safe, caring, healthy and responsive environment. All members of the KPU community are expected to maintain an attitude that is curious, creative, and respectful. It is a shared responsibility to demonstrate positive regard to self and others while in class or engaged in a University related activity.



### Self-Compassion and Curiosity

KPU encourages students to participate in class discussions and share ideas around course topics. In some courses, participation may be part of your final grade. To prepare, review the lecture content and complete the assigned readings and assignments before attending class. This will help you participate and also for the types of questions that may be asked on exams or in assignments.

- » Make kind and considerate choices.
- » Be on time and prepared to learn and do your best.
- » Take responsibility for your actions.
- » Be a positive contributor to the learning environment.

Engage in what is going on in the classroom. If you have a question, ask it! Be proactive about your learning and don't be afraid to ask for help. Be mindful waiting until after class, may be too late as your instructor may be tired from teaching or have plans. Consider asking to meet your instructor during office hours to clarify any questions.



### Group Work

Some courses may require you to work on projects with others students in small groups. Group projects could include writing a report, a research paper, an assignment or delivering a presentation. For most group work you'll be expected to coordinate independently with your group members outside of class time. Consider setting expectations around how your group will communicate and work together (e.g. communicating with one another digitally using social media or KPU email). It's important that you only work with others on assignments when your instructor allows it. Working in groups to complete individual assignments can lead to penalties as it may be considered cheating or a violation of academic integrity depending on the expectations of your instructor.



### Respect and Be Present When Engaging Each Individual

In the classroom, everyone must be treated with respect: instructors, students, and guest speakers. Be polite, honest, and communicate with kindness and consideration. Offensive, derogatory, and profane terms are not accepted. In order to have a safe classroom environment where all students feel comfortable, no put downs, swear words, or words with demeaning connotations will be accepted. Simply stated, if you don't have something nice to say, don't say it at all.

- » Be responsible for your actions. If you are asked about a rule infraction, own up to it. Don't deny it, lie about it, or blame someone else. Minimize classroom interruptions by arriving to class on time and if you need to leave class early or unexpectedly, do so as quietly as possible to avoid disrupting others.
- » Be respectful of personal and cultural diversity. It is okay to have a different perspective or disagree with another person's opinion or belief, but it is not okay to be rude, demeaning, condescending, or belittling.
- » Do your best work and turn it in on time.



### Respect Property-respect the school's environment

- » Treat school equipment and your surroundings with care.
- » Clean up after yourself and recycle.
- » Be courteous and mindful of the persons keeping our University clean daily.

» [kpu.ca/student-rights-responsibilities](https://kpu.ca/student-rights-responsibilities)