

## STUDENT RIGHTS & RESPONSIBILITIES

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	I. Student Experience
<b>Policy Number:</b>	102
<b>Approval Date:</b>	December 12, 2025
<b>Effective Date:</b>	January 1, 2026
<b>Policy Owner(s):</b>	Vice President, Student Experience Vice President, Academic

<b>Objective:</b>	<p>The Student Rights and Responsibilities Policy outlines the expectations and entitlements that guide student conduct, engagement, and accountability at Olds College of Agriculture &amp; Technology (the “College”). It reflects the College’s commitment to fostering a respectful, inclusive, and safe learning environment that promotes academic excellence and community well-being.</p> <p>It is important to note that while this policy provides a broad overview of student rights and responsibilities, specific topics and processes may be governed in greater detail under separate Olds College policies and procedures. These may include, but are not limited to, policies related to accessibility, harassment, sexual and gender-based violence, IT Governance and Technology Management, and academic assessment.</p> <p>Students are encouraged to familiarize themselves with all applicable College policies, which collectively support their success and ensure fairness, transparency, and accountability in the student experience.</p>
<b>Policy:</b>	<p><b>Student Rights</b></p> <p>The College affirms the right of every student to learn, work, and live in a community that upholds respect, safety, fairness, and inclusion. As part of our commitment to student success and a supportive educational environment, all students at Olds College have the right to:</p> <ol style="list-style-type: none"> <li><b>1. Learning Environment and Community Well-Being</b> <ol style="list-style-type: none"> <li><b>a. Inclusive Access:</b> Learn in an environment that respects diversity, equity, and inclusion, and ensures access to services and supports. These include Indigenous Student Services, International Education, Accessibility and Counselling Services, and other designated student support offices.</li> </ol> </li> </ol>

- b. **Safe Environment:** Study, work, and live in a setting that prioritizes the health and safety of people, property, and the environment, and where human rights are protected.
- c. **Freedom of Expression:** Exercise freedom of thought, inquiry, expression, conscience, belief, religion, political association, and peaceful assembly, provided these activities comply with applicable laws and College policies and do not infringe upon the rights of others.
- d. **Freedom from Discrimination and Harassment:** Learn in an environment free from discrimination, harassment, indignity, or injury in accordance with College policies and relevant human rights legislation.
- e. **Freedom from Retaliation:** Be protected from reprisal or retaliation for acting in good faith to exercise their rights, raise concerns, or participate in a conduct or appeal process.

## 2. Academic Experience

- a. **Transparency and Clarity:** Be informed of the content, requirements, timelines, expectations, and assessment criteria of their courses and programs as outlined in the course outline, course content, and College communications.
- b. **Timely Feedback:** Receive timely feedback on items such as assessments, midterm assessments and final grades, in a format consistent with course expectations.
- c. **Access to Instructors:** Communicate with instructors during scheduled office hours (if applicable) or at mutually agreeable times and formats regarding course progress or grades.
- d. **Review of Work:** Review graded academic work and consult with instructors for clarification or discussion of evaluations.
- e. **Course Feedback:** Participate in the evaluation of courses and learning experience through designated feedback mechanisms.
- f. **Impartial Grade Review:** Request an impartial review of assigned grades where appropriate, following the Student Disputes, Complaints, and Appeals Procedure.

## 3. Procedural Fairness and Conduct

- a. **Due Process in Investigations:** Be treated fairly in any investigation that may affect them, including:
  - i. Being informed of allegations made against them.
  - ii. Being notified of the potential outcomes.
  - iii. Having a reasonable opportunity to be heard and respond to allegations as stated in the appropriate procedures.
  - iv. Having decisions made by an unbiased and impartial decision-maker.
  - v. Right to reasons when a decision outcome is made and communicated. The process must be conducted without unnecessary delay, balancing efficiency with thoroughness.
- b. **Fair Access to Appeals:** Be informed of and participate in the appeal process as defined in the Student Disputes, Complaints, and Appeals Procedure.
- c. **Support and Representation:** Be accompanied by a support person (e.g., advisor, friend, Elder) for personal, moral, or emotional support in the exercise of their rights or responsibilities. Students have the right to appropriate accommodations, which may include the use of a support person or representative.

#### 4. Information, Privacy, and Records

- a. **Privacy Protections:** Have their personal and academic information protected in accordance with the Protection of Privacy Act and College policy.
- b. **Access to Records:** Have access to their official student records, and review academic documents as allowed under applicable policies and the Access to Information Act.
- c. **Intellectual Property Rights:** Have protections for intellectual property in alignment with institutional guidelines and applicable laws.

#### 5. Governance and Participation

- a. **Access to College Resources:** Reasonable and legitimate access to College facilities, systems, and resources as defined by their academic and extracurricular engagement.
- b. **Student Association Membership:** Be a member of the Students' Association of Olds College (SAOC) and participate in its governance and activities, subject to its bylaws.
- c. **Awareness of College Policies:** Have reasonable and legitimate access to the College's official policies and procedures, which guide student conduct, academic expectations, and available supports.

#### Student Responsibilities

As members of the Olds College learning community, students are expected to uphold a high standard of personal conduct and contribute to a respectful, inclusive, and safe educational environment. Students are responsible for:

#### 1. Respecting People, Community, and Culture

- a. **Promoting Safety and Dignity:** Helping to foster a community that is respectful, safe, and inclusive by refraining from, and discouraging (when safe to do so) in others, conduct that threatens or endangers the health, safety, well-being, or dignity of any person or group.
- b. **Exercising Rights with Integrity:** Exercising their rights and freedoms with honesty, integrity, and respect for others, while accepting responsibility and accountability for their words and actions, whether acting individually or as part of a group.
- c. **Creating Positive Learning Environments:** Conducting themselves in ways that promote a positive learning environment and uphold the health, safety, and property of others.
- d. **Respecting Others:** Communicating respectfully with fellow students, instructors, staff, and members of the College community, whether in person or through digital and written formats.
- e. **Rejecting Harmful Conduct:** Behaving in ways consistent with an environment that does not tolerate hate, bullying, abuse, discrimination, harassment, or violence.

#### 2. Academic Integrity and Responsibilities

- a. **Engaging Honestly in Academic Work:** Demonstrating academic integrity through honesty and ownership in all coursework, assessments, and evaluations.
- b. **Understanding Academic Requirements:** Familiarizing themselves with academic regulations, including course and program requirements, graduation criteria, and academic standing expectations.

- c. **Meeting Course Expectations:** Preparing for and participating in scheduled learning activities as outlined in course materials (e.g., course outlines, learning management system, other communicated methods).
- d. **Respecting Instructional Expertise:** Recognizing and respecting the instructor's expertise to determine course content, instructional methodologies, assessment strategies, and classroom norms.
- e. **Meeting Deadlines:** Completing course requirements within identified deadlines and schedules. Students should communicate with their instructor prior to identified deadlines and schedules if accommodations are requested.
- f. **Managing Attendance:** Adhering to attendance policy and procedure, and course expectations, and notifying instructors in advance of unavoidable absences.
- g. **Resolving Academic Concerns Respectfully:** Communicating directly and respectfully with all members of the Olds College community to resolve concerns about assessments, course content, or classroom experiences.

### 3. Professionalism and Conduct Beyond the Classroom

- a. **Representing the College Responsibly:** Abiding by the policies and expectations of any employer or host organization during work-integrated learning within applicable employment legislation. Representation of the College during College-sanctioned events and activities.
- b. **Following Professional Standards:** Observing the pre-professional standards and codes of ethics associated with their discipline, where applicable.
- c. **Respecting Property:** Respecting the property of others and College facilities, resources, animals, brand, and equipment.

### 4. Administrative and Communication Responsibilities

- a. **Staying Informed:** Checking their Olds College-assigned email, MyOldsCollege portal, and learning management system (e.g., Moodle) regularly. Failure to read College communications does not excuse students from compliance.
- b. **Paying Fees on Time:** Paying required tuition, fees, and other charges by the established deadlines.
- c. **Maintaining Up-to-Date Information:** Informing the College of any changes to their address, legal name, or contact information in a timely manner.
- d. **Abiding by College Policy:** Being familiar with and abiding by all relevant College policies, procedures, and rules, and participating in processes (e.g., investigations, appeals) when required.

### Definitions:

**Academic Integrity:** The commitment to honesty, fairness, trust, responsibility, and respect in all academic work. This includes properly acknowledging sources, submitting one's own work, avoiding plagiarism, cheating, or misrepresentation, and upholding research ethics.

**Accessibility:** The design and delivery of services, programs, and facilities in a way that removes barriers and ensures equitable access for all students, including those with disabilities, in accordance with College policy and applicable legislation.

**Appeal:** A formal request by a student to have a decision reviewed and reconsidered through the Student Disputes, Complaints, and Appeals Procedure.

**College Community:** All individuals connected to Olds College of Agriculture & Technology, including students, employees, contractors, volunteers, visitors, and external partners engaged in College activities.

**Conduct:** The behaviour, actions, and decisions of students in both academic and non-academic settings, including digital and off-campus contexts, when representing the College.

**Due Process:** The right of students to be treated fairly in investigations and decisions that may affect them, including being informed of allegations, given an opportunity to respond, and having decisions made impartially.

**Freedom of Expression:** The right of students to express thoughts, opinions, beliefs, and ideas in a lawful and respectful manner, consistent with College policy and without infringing on the rights of others.

**Harassment:** Unwelcome conduct, comments, or actions that cause harm, humiliation, or intimidation to an individual or group, and that are prohibited under College policy and human rights legislation.

**Human Rights:** The fundamental rights and freedoms guaranteed under applicable human rights legislation, including freedom from discrimination based on protected grounds such as race, gender, disability, religion, age, and sexual orientation.

**Inclusive Access:** Equitable opportunity to participate in learning, services, and community life at Olds College, supported by initiatives such as Indigenous Student Services, International Education, Accessibility, Counselling, and other designated supports.

**Intellectual Property:** Works, creations, and ideas that are legally recognized as belonging to an individual or group, including research, creative works, inventions, and course materials, in alignment with institutional guidelines and applicable laws.

**Investigation:** The formal process of reviewing alleged misconduct or violations of College policy, which includes gathering information, hearing from involved parties, and reaching an impartial outcome.

**Learning Environment:** Any space, physical or virtual, where educational activities occur and where students, faculty, and staff interact in pursuit of academic goals.

**Privacy:** The right of students to have their personal and academic information collected, used, stored, and disclosed in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and College policy.

**Procedural Fairness:** The principles of fairness applied in College decision-making, ensuring students are aware of processes, can participate meaningfully, and receive unbiased and transparent outcomes.

	<p><b>Representation:</b> The act of being accompanied or supported by an advisor, friend, Elder, or other individual during investigations, appeals, or other processes, for the purpose of moral, personal, or emotional support.</p> <p><b>Respectful Communication:</b> Interactions that uphold dignity, civility, and professionalism, whether in person, in writing, or through digital means, reflecting the values of the College community.</p> <p><b>Retaliation:</b> Any adverse action taken against a student in response to their good faith exercise of rights, participation in a complaint, or involvement in an investigation, which is strictly prohibited under College policy.</p> <p><b>Student:</b> An individual who is admitted, registered, or enrolled in courses or programs at Olds College of Agriculture &amp; Technology, including full-time, part-time, continuing education, and distance learners.</p> <p><b>Work-Integrated Learning (WIL):</b> An educational approach that formally integrates academic studies with practical experiences in a workplace or community setting, requiring students to meet both College and host organization expectations.</p>
<b>Related Information:</b>	G09 Sexual and Gender Based Violence I09 Student Trips I06 Medical Services
<b>Related Procedures:</b>	I02 Academic Misconduct Procedure I02 Non-Academic Misconduct Procedure I02 Student Disputes, Complaints and Appeals Procedure I02 Impairment from the Use of Alcohol, Cannabis and Other Substances Procedure
<b>Review Period:</b>	3 Years
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