

STUDENT RIGHTS AND RESPONSIBILITIES

Students are responsible for:

1. Awareness of all College Rules and Processes

- a. Students should seek advice from the Student Success Centre if they have any questions about the purposes or intent of College rules and processes.

2. Civil Conduct

- a. Students are expected to conduct themselves in a manner that is civil and reflects openness to educational experiences.

3. Academic Discipline

- a. Students are expected to give due time and attention to prompt and regular attendance at class meetings and activities, and ensure adequate preparation for meetings and assessments

4. Academic Honesty

- a. Students are expected to conduct academic affairs in an honest manner.
- b. Students are expected to refrain from dishonesty in academic issues and other misconduct that is seriously harmful to the objectives and ideals of other students or the institution.

5. Financial Obligations

- a. Students are expected to pay monies owed to the College in a timely manner.

Students have the right to:

1. A quality educational experience

- a. Students have a right to expect the H. Lavity Stoutt Community College to deliver educational experiences that enlighten, challenge, and prepare them for transfer to other colleges and universities and to lead lives of significance in changing global communities in accordance with the College's mission
- b. Students should be given due time and attention to the prompt and regular meeting of classes and appointments as an ethical obligation of effective teaching and service, and ensure adequate preparation and the delivery of current subject matter in the most effective manner.

2. Fair assessment of their work

- a. Students should be given a timely, just and unprejudiced appraisal of all their work in terms of whatever grading system may be commonly accepted throughout the institution, and given the right to request a review of work and grades with faculty given as allowed by policy.

3. Professional working relationships

- a. Faculty, staff, and administrators should foster professional relationships with other students and faculty.

4. Credit for their contributions to academic work

- a. Students should be given credit for the use of student contributions in lectures and publications as well as for borrowed material from other sources, and under no circumstance should students be exploited.

5. Freedom of Expression

- a. Students should be able to express divergent views within the academic setting.

6. Freedom from Discrimination

- a. Students shall not be discriminated against because of age; sex; race; color; religion; physical or mental disability; national origin; marital status; sexual orientation; pregnancy; familial relationship; expunged juvenile record; nor association with anyone of a particular race, color, sex, national origin or economic status.

7. Privacy of Student Records

- a. Students have the right to expect that the College will abide by the regulations set out by local laws and accrediting bodies to maintain the privacy of their records and to regulate access to them.
- b. Students have the right to expect faculty and staff members to respect confidential information acquired about them during the course of work.

PREREQUISITES

There are certain prerequisite requirements for most courses. Requests to modify or waive these requirements should be made with the Head of the Department who shall consult with the relevant Dean.

COURSE EVALUATIONS

Continuous assessment shall take place throughout the semester and account for forty per cent to sixty per cent of the course grade. The final examination accounts for the remaining percentage of the course grade. Under no circumstance should the continuous assessment grade or final examination grade account for less than forty per cent of the final course grade. **There will be a final oral, written or practical assessment for every course.**

SUPPLEMENTAL EXAMINATIONS

A student who completes a course satisfactorily but fails to obtain a passing grade on the final examination which leads to an overall failure, may apply to take a final supplemental examination. The supplemental examination should be given and scored before the beginning of the ensuing semester. The Academic Department Head is responsible for the supplemental examination process.

GRADING SYSTEM

When requirements for each course are satisfactorily completed, credits and grades are assigned. The quality of performance is indicated by the grade given at the end of the semester.

GRADE		GRADE POINTS	PERCENT RANGE
A+	Superior	4.0	100%
A	Outstanding	4.0	95 – 99%
A-	Excellent	4.0	90 – 94%
B+	Very High	3.0	85 – 89%
B	High	3.0	80 – 84%
B-	Good	3.0	75 – 79%
C+	Above Average	2.0	70 – 74%
C	Average	2.0	65 – 69%
C-	Below Average	2.0	60 – 64%
D	Weak	1.0	54 – 59%
F	Failure	0.0	53% and Under
I	Incomplete	0.0	
W	Withdrawn	0.0	
WP	Withdrawn Passing	0.0	
WF	Withdrawn Failing	0.0	
WA	Administrative Withdrawal		
Q	Dropped by President's Permission	0.0	
AU	Audited	0.0	

"I" is permitted if a student is unable to complete the work of the course within one semester for a valid reason such as illness, death in the family, an emergency, etc. It is not intended as a substitution for an "F" and does not entitle the