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| Policy Number: | 9014 |
| Policy Title: | Student Rights and Responsibilities |
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1. Statement of Student Rights and Responsibilities

UCW is a learning community committed to providing a safe environment characterized by respect, consideration, well-being, social and moral development of its members. As a member of the UCW community, students can expect to be part of a respectful, innovative, collaborative, courteous and engaging environment free from harassment, discrimination, and any form of abuse or violence. UCW is dedicated to the advancement of learning, the collection and dissemination of knowledge, and development of skills and competencies with a culture that is based on diversity, critical inquiry, knowledge generation, and freedom of expression. In a university environment, the respect and dignity of persons is always balanced with the need to express their ideas and academic freedom.

The University has established policies and procedures that uphold its core values and will take reasonable steps and preventive actions to ensure members of the University are safe and aware of their rights and responsibilities.

2. Purpose

Students are responsible for adhering to this statement of Rights and Responsibilities as the foundation of their relationship with peers, faculty, staff, and the UCW community in general. As well as adhering to the requirements of the laws of British Columbia and Canada, students are generally accountable for, but not limited to:

- a. The exercise of self-discipline, accountability and judgment in daily interpersonal relationships as well as in academic activities
- b. Their own academic and professional learning and development
- c. The impact their behaviour may have on the community and how it may reflect on the University and
- d. Conduct which is not consistent with UCW policies and procedures

3. Scope

3.1 This policy applies to all students enrolled at the University or engaged in University related activities.

3.2 It also applies to the conduct of students when off campus when:

- a. they are attending a course of study or participating in an organized class activity
- b. they are participating in an activity that has been formally approved by UCW through a UCW administrator

- c. Their conduct negatively impacts the University or its community, or adversely affects the health and safety of a member of the University community.
- 3.3 This Policy applies to conduct via telephone, computer, or other electronic devices including email, social media services, and other online/virtual settings.
- 3.4 The application of this Policy is independent of any criminal or civil proceedings which may arise from the same conduct. UCW may refer an act of student misconduct to an appropriate law enforcement agency before, during, or after disciplinary action is taken by UCW.
- 3.5 Incidents of academic misconduct and violation of academic integrity are addressed separately under the University Academic Integrity Policy (5006).

4. Definitions

These definitions apply to terms as they are used in this policy.

| Word/Term | Definition |
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| Bullying and Harassment | Harassing behaviour includes any unwelcome, or that reasonably ought to be known to be unwelcome behaviour that would be expected to cause another person to feel demeaned, intimidated or harassed, or that otherwise creates a hostile or offensive environment. Bullying is usually a set of multiple behaviours over time but can be one action. It can be passive or aggressive and includes but is not limited to unwanted touching, teasing, making fun of someone, spreading rumours, excluding or isolating a person, use of offensive language, name calling, coercion or hazing. |
| Cancellation of Scholarships/bursaries/prizes | The removal of any monetary value and privileges associated with a previous, current, or future award, scholarship, bursary, or prize provided by UCW and affiliates to a student. |
| Complainant | Any member of the UCW community (student, faculty, or staff) who notifies a staff member of a possible violation of this Policy and associated procedure and/or makes a complaint against a student |
| Denial of admissions/ re-admissions | A sanction that can be imposed as a result of a violation of this Policy, leading to a student's inability to register to courses or be admitted to any University of Canada West programs. |
| Disciplinary Sanctions | The sanctions that may be imposed for violations of this Policy are s follows: <ul style="list-style-type: none"> a. Letter of reprimand b. Directed academic or non-academic activity such as a 'no contact' direction, the regulation of classroom usage, the removal from a course of study or program or restricting participation in non-academic programs c. Loss of privileges or loss of use of University facilities or assets for a temporary period or permanently d. Behavioural Contract e. Non-Academic Probation f. Cancellation of scholarships, bursaries, and prizes awarded by UCW or affiliates. g. Denial of Admissions/re-admissions h. Suspension, imposed by the President i. Loss of fees/forfeiture of payment j. Expulsion and termination imposed by the President. k. Revocation of Degree |
| Expulsion | The permanent revocation of a student's permission to attend the University, its courses or programs and banning of the person's ability to be in UCW campus, facilities, and activities |
| Letter of reprimand | An official document stating that misconduct has occurred which will remain in a student's file for the remainder of their academic program, highlighting the nature of the misconduct as well as sanctions imposed, if applicable. |

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| Misconduct | Any act or behaviour through which the student contravenes their rights and responsibilities as a member of the University community; Conduct which does not respect the rights and dignity of others or that contravenes UCW's mission, mandate, values and policies |
| Non-Academic Probation | A status assigned to a student for a specified period of time in which further violations of academic or non-academic policies at UCW could result in more severe sanctions and/or further sanctions |
| Outcome | A penalty or consequence imposed as a result of misconduct |
| Respondent | A Student that is the subject of Complaint by a Complainant under this Policy and associated Procedure |
| Revocation of Degree | A sanction that can be imposed as a result of a significant violation of this policy and/or for multiple violations of this policy, leading to a student's conferred or soon to be conferred degree by University of Canada West to be revoked. |
| Sanction | A penalty or consequence imposed as a result of misconduct |
| Suspension | Temporary curtailment of a student's access to services and course registration within the University. Must have a start and end date specified, with conditions clearly articulated. |
| Student | Any person registered in the University or a person once registered but on leave or suspension, or a person registered in current or previous terms that has not fulfilled the requirements of their degree. |
| UWC community | Any person or persons formally or informally affiliated with the University of Canada West |

5. Related legislation

- [British Columbia Human Rights Code](#)
- [Criminal Code of Canada](#)

6. Related policies

| Policy Number | Policy Title |
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| 5006 | Academic Integrity Policy |
| 5040 | Academic Integrity Appeals |
| 9011 | Appeals for Non-Academic Conduct |
| 9014p | Student Rights & Responsibilities Procedure |

7. Student Rights

Students have the following rights:

- The right to pursue academic studies and participate in student activities as students at UCW in a safe, healthy, and secure learning and working environment.
- The right to participate in student activities without harassment, intimidation, discrimination, disruption or acts of violence
- The right to freedom of enquiry, expression and peaceful assembly on the UCW campus in a manner consistent with the law and with UCW policies and procedures
- The right to participate in dialogue and to receive and express diverse ideas and perspectives
- The right to respect for property and person
- The right to privacy in respect of personal information as provided for by UCW policies and practices
- The right to reasonable access to information relevant to their status as a student and that relates to university programs, graduation requirements and UCW policies and procedures relevant to students, including the right to receive, at the beginning of each course, a written syllabus that includes learning outcomes, grading criteria or guidelines and the value of each assignment, project and test

- h. The right to make claims and exercise rights as provided for by UCW policies and procedures
- i. The right to fair and prompt procedures in proceedings for misconduct under this Policy
- j. The right to be kept informed of their academic standing and progress through fair and reasonable performance assessments
- k. The right to be protected from retaliation by members of the UCW community when the person reports, discusses, provides evidence, or otherwise participates in a student rights and responsibilities process.

8. Student Responsibilities

Students have the responsibility to:

- a. Conduct themselves in a manner that does not harm or threaten to harm another person's dignity, physical or mental wellbeing
- b. Contribute to and sustain an inclusive environment that values civility, honesty, fairness, respect for others
- c. Respect the ideas and perspectives of others even when not in agreement with those ideas and perspectives
- d. Respect others personal information and privacy and treat disciplinary actions as confidential
- e. Obey public laws
- f. Report acts of rights violations where there is a reasonable and/or expected threat to the community, or where harm (emotional or physical) has been witnessed.
- g. Not disrupt or interfere with UCW activities including classes and programs.
- h. Respect the property of UCW and of others
- i. Become fully aware of, and comply with, UCW policies and procedures.

9. Academic and Administrative Staff Responsibilities

Academic and Administrative Staff have the responsibility to:

- a. Academic and administrative staff of UCW at all levels have the responsibility to support student rights
- b. Academic staff are responsible for creating a positive learning experience for every student equally and for fulfilling all program-related obligations
- c. Administrative staff are responsible for providing students with program-related material and information and a high level of service that contributes to the learning experience of every student
- d. Academic and administrative staff are responsible for reporting any instances of student misconduct that come to their attention

10. Student Misconduct

10.1 Students assume an obligation to conduct themselves at all times as responsible members of the university community, to respect personal property and the rights of others, and to support the educational mission of UCW.

10.2 Conduct which does not respect the rights and dignity of others and that contravenes UCW's mission, mandate, values and policies may be considered student misconduct and therefore subject to the rules governing student misconduct.

10.3 The following is a non-exhaustive list that provides examples of misconduct that may be addressed under this Policy. Conduct not specifically set out below may be subject to proceedings under this Policy. Students shall not engage in the following conduct:

- a. Physically, verbally, emotionally, or psychologically aggressive behaviour directed towards another member of the community and/or coercion and/or threats towards students, staff, faculty, or other member of the UWC Community.
- b. Regardless of the purpose or intent (including jokes), to engage or encourage others to engage in behaviours or activities that harass any person or discriminate against a person based on protected status such as race, ancestry, place of origin, colour, religion, age, sex, sexual orientation, gender

- identity or expression, marital status, family status, disability.
- c. Intentionally or knowingly mislead, defraud, or misrepresent themselves or others, or otherwise abuse the trust of faculty, staff, students, and other members of the UWC Community.
 - d. Harm, injure or threaten any person or animal on campus or during attendance at University classes, activities or functions.
 - e. Intentionally or recklessly create situations which endanger or undermines or threatens the health, safety, well-being, or dignity of oneself or another individual regardless of consent. This includes but is not limited to engaging, inciting, or coercing another into behaviours that humiliate or demean a person's dignity, including one self's (such as hazing).
 - f. Possess and/or sell illegal or controlled substances on campus, or be under the influence of drugs, alcohol, cannabis, or narcotics while attending class or UCW functions and activities.
 - g. Commit unlawful acts on University premises, or during activities organized or sponsored by the University or University community or towards members of the UCW Community.
 - h. Disregard, or encourage others to disregard health procedures and practices mandated by UCW or engage in conduct that threatens the health of any other person
 - i. Impede or disrupt teaching, research, administration, disciplinary proceedings, public service functions, or other authorized University functions
 - j. Bribe, make offers of bribery, or make offers of reward to students, staff or faculty for any purpose
 - k. Store, possess or use real or replica firearms or other weapons, explosives, including fireworks, or ammunition on UCW premises.
 - l. Misappropriate, convert, destroy, permanently deface or otherwise damage University property, resources or the property of others.
 - m. Interfere or tampering with emergency equipment or facilities such as fire alarms, emergency telephones, fire doors, fire extinguishers, fire hoses, etc. This includes but is not limited to disconnecting smoke detectors or fire equipment, set fires, setting a false fire alarm, or blocking emergency exits.
 - n. Abuse any computer, computer related facility, or software, or alter or remove computer files or software without authorization, or purposefully misplace or deprive others of access to computer resources.
 - o. Providing to another person any credentials or access information to UCW systems or resources meant for oneself, regardless of intent or purpose.
 - p. Utilize any UCW resources, including digital programs, for any other purpose than specifically authorized for. Students shall not receive, upload, download, distribute or send racist, pornographic, discriminatory, or other material intended to harass another person using UCW equipment or software located on or off campus, including UCW networks or student-owned computers or communication devices using campus equipment or resources
 - q. Forge, falsify, destroy, misuse or alter any University document or record in paper or electronic form and/or aiding another in the forging, falsification, destruction, misuse, or alterations of University document and records, paper or digital.
 - r. Engage in any other conduct which is not in keeping with reasonable University standards and/or violates other policies at UCW including but not limited to, the Sexual Misconduct and Harassment policy.
 - s. Breach or failure to follow a behavioural contract as outlined by UCW.

10.4 The University will conduct a timely investigation into allegations of misconduct that could, if substantiated, constitute a violation of this Policy. All investigation are conducted in a fair and equitable manner, consistent with the principles of procedural fairness and natural justice, and having regard to the nature and seriousness of the conduct at issue.

- 10.5 When UCW determines that misconduct has occurred, the outcome of that process will take into account all the circumstances of the misconduct and the circumstances of the Student engaging in the misconduct. The University recognized that, where appropriate, an outcome that is educational, developmental or restorative, may be preferable to, or imposed in conjunction with, a punitive outcome
- 10.6 A Student has the right to appeal action taken by the University under this Policy in accordance with the Appeals for Non-Academic Misconduct Policy (9011).
- 10.7 Disciplinary Sanctions and other measures applicable under this Policy include:
- a. The student may be required to provide a verbal or written apology
 - b. The student may be required to make restitution in the form of payment of costs, or compensation for loss, damage, or injury, or in the form of appropriate service or material replacement
 - c. The student may receive a verbal or written warning or letter of reprimand.
 - d. The student may be placed on non-academic probation for a specified period of time
 - e. The student may lose privileges for a specified period of time, including computer privileges, library access, or be prohibited from registering for a particular course or program
 - f. The student may be prohibited for a specified period of time from having access to all or any part of the campus, with or without conditions
 - g. The student may be removed from one or more courses for one or more terms
 - h. The student may be suspended with the loss of all academic privileges for a specified period of time
 - i. The student may be subject to suspension, cancellation, or forfeiture of any scholarships, bursaries or prizes
 - j. The student may forfeit payment for courses, registration, or other fees.
 - k. The student may be required to enter into a behavioural contract being a set of behavioural expectations, terms, and conditions. Any breach of this contract constitutes student misconduct that may result suspension or expulsion from UCW
 - l. The student may be suspended from the University for a specified period of time
 - m. The student may be required to abide by a behavioural contract (signed) prior to their return to campus.
 - n. The student may be denied admission or re-admission to the University for a specified or indefinite period of time
 - o. The student may be expelled from UCW by the President
 - p. The student may receive a notation of academic discipline on the student's record in the Student Information System, which will appear on the student's Transcript of Academic Record