

POLICY

1. Student Rights and Responsibilities

Yukon College is committed to maintaining a positive, healthy and respectful environment for all members of the College Community. Yukon College's Code of Ethics embodies an underlying belief that each member of the College Community has a right to dignity and respect. The Guiding Principles and Application examples provide guidance and assistance in determining conduct and behaviour. Students can expect to be treated equitably and fairly in all matters to do with their education.

You retain all your ordinary **RIGHTS** as a citizen when you become a member of the College Community. You continue to have the **RESPONSIBILITY** to abide by all Federal, Territorial and Municipal laws and regulations in addition to the College's own policies.

Subject to availability of the College's resources, you have the **RIGHT** to participate unhindered in the academic, intellectual, cultural and social life of the College. You have the **RESPONSIBILITY** to respect the rights of others to the same participation by refraining from actions that threaten or disrupt classes, meetings, events or other academic activities, or that prevent others from freely expressing their views.

Pursuant to the laws of Canada and Yukon, you have the **RIGHT** to the safety and security of your person in an environment free from harassment, intimidation, discrimination or assault. You have the **RESPONSIBILITY** to treat others with respect and to refrain from acts of harassment, intimidation, discrimination or assault.

Pursuant to the laws of Canada and Yukon, you have the **RIGHT** to the safety and security of your personal property. You have the **RESPONSIBILITY** to refrain from acts of theft, willful destruction or vandalism of the property of others.

Subject to the compliance with College policies and rules, you have the **RIGHT** to the free and peaceful use of College property, grounds and facilities for all legitimate purposes. You have the **RESPONSIBILITY** to respect and maintain the integrity of such property, grounds and facilities so they may be equally available to others.

PROCEDURES

1. Student Dispute Resolution Procedure

General

A student who wishes to appeal a grade or disciplinary decision is first encouraged to seek all appropriate avenues of redress, including the discussion of the concern with the following College staff:

Grade appeal:

Instructor

Chair

Dean

Disciplinary decision:

Dean or Director Student Services

Other means of alternative dispute resolution may also be used.

2. Student Appeal Procedure

In accordance with the principles of natural justice, Yukon College believes students appealing have a right to a fair hearing. The Registrar deals with all appeals and acts on behalf of the Academic Council, whose responsibility it is to ensure a fair and equitable system for all appeals. The Academic Council is the final level of appeal on all matters of an academic nature.

If the issue remains unresolved, the student may initiate a formal appeal in writing by informing the Registrar within ten (10) working days of the incident or within five (5) working days of receiving the final decision..

The student should include the following in the written request for an appeal:

- a. The decision or act being appealed (including the name of the person whose decision is being appealed);
- b. The reasons why the student believes the appeal should be allowed;
- c. The remedy that the student is seeking.

Once a written appeal is received by the Registrar, the Registrar shall:

- a. Begin a numbered appeals file for the student (which will contain the original written appeal and any other supporting documentation that may be presented);
- b. Inform the Chairperson of the Appeals Committee.

During the appeal process a student is expected to attend classes. If, however, a decision based on inappropriate student conduct is being appealed, the student may not be allowed in classes during the appeal process. The decision will consider the extent to which the presence of the student represents potential safety, criminal, or other intolerable effects on the learning environment. No record of the appeal will be placed on the student's file. Should the student not be allowed in classes during the appeal process, alternative ways of meeting course objectives may be offered.

3. Plagiarism

It should be noted that plagiarism (academic dishonesty) is a serious academic offence and will result in your receiving a mark on zero on the assignment of the course. In certain cases, it can also result in dismissal from the College.

Plagiarism involves representing the words of someone else as your own, without citing the source from which the material is taken. If the words of others are directly quoted or paraphrased, they must be cited according to standard procedures. The resubmission of a paper for which you have previously received credit and the submission of the same paper for two courses also constitutes academic dishonesty.

4. Disciplinary and Dismissal Procedures

Academic:

If a student's conduct is unacceptable, disciplinary action, subject to appeal, may be applied as follows:

- A failing grade or mark of zero in the course, examination or assignment in which the misconduct occurred;
- Requirement to rewrite an examination or to resubmit an assignment or essay;
- A reprimand placed on the student's file;
- Withholding of grades and certification;
- A demand for restitution in the case of property damage;
- Suspension or dismissal from the course, program, or in extreme cases, from the College.



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Non-Academic:

Depending on the nature of the infraction, discipline may range from a verbal warning to dismissal from the College. Repeat offences will not be tolerated and multiple minor infractions may lead to dismissal. Normally students will be provided the opportunity to demonstrate their ability to correct inappropriate behaviour.

If disciplinary action is taken that results in dismissal from a course, program or the College, the student will be informed of the action in writing and a copy will be forwarded to the Registrar's Office. If a student seeks readmission after dismissal, readmission will require the special approval of the Dean/Director.

AUTHORIZATION

Approved by President _____ (signature)

On _____ (date).