A. Background and Definitions

Niagara College expects that students are committed to achieving academic success, and is committed to engaging with them as adult learners.

**Evaluation:** A formal measurement of student learning that may include, but is not limited to, an examination, test, quiz, assignment or project.

**Final Grade:** A Final Grade for each course is calculated from the Marks of course evaluations.

**Mark:** Each evaluation is given a Mark based on its assessment. Each Mark contributes to the Final Grade.

B. Purpose

Niagara College recognizes the importance of maintaining a positive, supportive and ethical environment that is conducive to learning for individuals and for our college community as a whole. This policy serves to define acceptable behaviour and expectations, to preserve the integrity of the academic community and promote an atmosphere that fosters learning.

C. Policy Statements

**Academic Responsibilities – Students are responsible for:**

1. Behaving in an appropriate professional manner for the programs and activities in which they are engaged.

2. Familiarizing themselves with College policies, procedures, and program-specific guidelines.

3. Understanding and following the procedures to register for, change and/or withdraw from a course and/or program.

4. Ensuring all non-academic requirements for programs are met by the stated deadline. These could include, but are not limited to, health documentation, driver’s license, and police check. Failure to comply will result in an inability to participate in courses or work placements with these requirements.
5. Arriving to class on time and remaining for the duration of scheduled classes and activities. If a class will be missed, students are to inform the faculty member by email in advance of the absence. In the case of an emergency absence, students are to inform the faculty as soon as practicable.

6. Respecting the faculty member’s right to set deadlines for evaluations, to expect evaluations to be submitted at the time specified and in the manner specified, and to establish penalties for failure to comply with deadlines. Evaluation must be submitted with appropriate identification including name, student number, and course number.

7. Submitting work that is their own. It is the student’s obligation to be familiar with the College’s Academic Honesty policy, know what constitutes plagiarism and other forms of academic misconduct, and the associated consequences.

8. Being respectful and non-disruptive. A faculty member has the right to exclude a disruptive student, or a student not following program protocols, from any formal learning environment or learning activities. Such students will be subject to discipline under the Student Code of Conduct.

9. Respecting that only officially registered students may attend class, field placement, or any program activity, unless sanctioned by the College. Children and pets are not permitted to attend class, unless approved by the faculty member for specific academic purposes, with the exception of trained service animals.

10. For keeping all completed and graded evaluations, in the event of a grade appeal. Students are encouraged to retain a copy of all submitted work as protection against loss.

**Academic Rights – Students have the right to:**

11. Information concerning admission and academic policies and procedures, program and graduation requirements, course information and costs prior to the beginning of the term.

12. Not have courses substantially change after registration without appropriate opportunity for the student to withdraw or respond to the changes.

13. Know what is expected with regard to class attendance and punctuality.

14. Receive instruction appropriate to support the achievement of the learning outcomes and in keeping with the students’ timetable, notwithstanding class cancellations.
15. Have classes start and end on time.

16. View any official record that exists in their files in the College.

D. Related Documents

Policies: NC800 Academic Honesty  
NC800 Appeal of Academic Decisions  
NC800 Class Cancellations  
NC800 Intellectual Property – Students (under development)  
NC800 Missed Evaluations  
NC800 Student Code of Conduct  
NC800 Student Evaluation

E. Document History

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<thead>
<tr>
<th>Date</th>
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| November 28, 2019| Retitled from “Academic Code of Behaviour”  
General updates |