

STUDENT RIGHTS AND RESPONSIBILITIES

This Statement of Student Rights and Responsibilities for credit-free adult students is intended to constitute a guideline to be observed by the Board of Governors, credit-free adult students¹, instructors, staff and administrators of Mount Royal University. It does not constitute a legal contract between the credit-free adult students and Mount Royal University, and it cannot override any collective agreement or other legally enforceable contract where there is conflict. The statement is not intended to create a foundation for civil proceedings in the Courts of the Province of Alberta.

In the event of a perceived or alleged breach of the Statement, any resolution sought by a student shall be, exclusively, through established Mount Royal University procedures, the result of which shall be final and binding.

Rights and responsibilities outlined in items 1 - 10 apply to all credit-free adult students. Items 1 to 14 apply to credit-free adult students registered in programs that lead to accreditation by an external organization. Items 1 – 17 apply to credit-free adult students registered in programs accredited by Mount Royal University only.

- RIGHT:** To have their rights respected by fellow students, instructors, staff, administrators, and other persons associated with Mount Royal University.
RESPONSIBILITY: To respect the rights of fellow students, instructors, staff, administrators, and other persons associated with Mount Royal University.
- RIGHT:** To a University environment that complies with institutional and relevant government regulations, policies, and procedures.
RESPONSIBILITY: To observe University and relevant government regulations, policies and procedures intended to protect the environment of Mount Royal University.
- RIGHT:** To have access to current relevant policy information pertinent to the Mount Royal University area² within which they are studying. Revisions to the policies will be published in a timely manner and revised policies posted within the area of Mount Royal University where they are studying.
RESPONSIBILITY: To familiarize themselves with current information included in the Policy guidelines established within the area of Mount Royal University where they are studying.
- RIGHT:** To the availability of the instructor or, where appropriate, program coordinator for assistance and consultation at mutually agreeable times.
RESPONSIBILITY: To monitor their academic progress and to seek help to resolve their academic and any training choice difficulties.

¹ Adult – anyone over 18 years of age.

² Areas could be the Mount Royal University Conservatory, Faculty of Continuing Education and Extension, the Languages Institute or other organizational units which provide credit-free programs for adults.

5. **RIGHT:** To have appeal and grievance procedures established and published by the various adult credit-free areas of Mount Royal University and made freely available to the student. When such publication is not timely, procedures will be publicly posted within the area where instruction takes place.
RESPONSIBILITY: To make themselves aware of appeal and grievance procedures.
6. **RIGHT:** To have course times, as scheduled at the time of registration, remain unchanged except when circumstances warrant as determined by Mount Royal University and to have classes start and end at the scheduled times.
RESPONSIBILITY: To arrive on time for their classes and to remain for the duration of those classes, except in exceptional circumstances.
7. **RIGHT:** To be notified, whenever possible, of class cancellations in advance of the class meeting.
RESPONSIBILITY: To accept that courses may be cancelled in exceptional circumstances.
8. **RIGHT:** To have student views in Mount Royal University-sponsored evaluations of instruction and student-oriented services taken into account in appropriate decision making processes.
RESPONSIBILITY: To participate in such evaluations when requested.
9. **RIGHT:** To view Mount Royal University's official student record as contained in their permanent file.
RESPONSIBILITY: To respect Mount Royal University's regulations and legal terms of the Freedom of Information and Protection of Privacy Act regarding viewing of the official student record.
10. **RIGHT:** To the confidentiality of their transcript and the grade assigned for each course, except by their express written permission. Mount Royal University reserves the right to confirm or deny questions concerning students' registrations and/or completion of a program. Mount Royal University reserves the right to make transcripts available for authorized purposes within Mount Royal University without student permission (e.g. for scholarship and financial aid eligibility, program advising, etc.).
RESPONSIBILITY: To respect the confidentiality of the academic records of other students.
11. **RIGHT:** To have access to a seat in each core or required course of the credit-free program in which they are registered, at least once during the normal length of the program for full-time students.
RESPONSIBILITY: To take each core or required course of the program in which they are registered as soon as a place becomes available after the prerequisites for those courses have been met.
12. **RIGHT:** To have the graduation requirements of the program in which they are registered remain unchanged from those in effect when they first registered in that program. If and when the requirements are changed, students registered in the program will be given the choice of which curriculum to follow except where the change is dictated by external agencies.
RESPONSIBILITY: To endeavour to complete the program under the curriculum best suited to their personal circumstances in view of the reasons for the change.

13. **RIGHT:** To have the length of the program in which they are registered not increase from the length of the program in which they first registered in that program. If and when the length of a program is increased, students registered in that program will be given the choice of which curriculum to follow except in cases where the length of the program is dictated by external agencies.
RESPONSIBILITY: To endeavour to complete the program.
14. **RIGHT:** To have the opportunity to complete, within its normal duration, the program in which they are registered if and when that program is discontinued by Mount Royal University.
RESPONSIBILITY: To consider the reasons for the discontinuation of the program and to endeavour to complete the program within its normal duration or choose an alternative based on that consideration.
15. **RIGHT:** To be given a written outline, at the beginning of the courses in the program in which they are registered, of the objectives of the course, the evaluation system to be used, the requirements regarding class attendance and punctuality, the format and due dates of major assignments, as well as penalties if they are to be employed. In the event that circumstances beyond the control of the instructor compel substantial changes to course content and/or classroom procedures, rules, and regulations, the students registered in the course will be given written notice of such changes.
RESPONSIBILITY: To make themselves aware of and to follow the requirements of the written course outline even when they are absent from particular classes.
16. **RIGHT:** To the assurance that various sections of the same course have common course-specific objectives and comparable requirements and evaluation standards and to have these described in the course outline.
RESPONSIBILITY: To respect the instructor's right to determine the course content, instructional methodology, and evaluation procedures within the guidelines set for the course.
17. **RIGHT:** To have access for full-time students, to a review with the instructor of in-course tests, examinations, and course assignments within 14 days after they have been evaluated and to have supervised access to final examinations, in the departmental office and without benefit of a review with the instructor or other Mount Royal University employee, within 14 days after the release of final grades by the Office of the Registrar.
RESPONSIBILITY: To request a review or access to tests, examinations, or course assignments, if they wish such review or access, within the 14-day time period.