

NSCAD UNIVERSITY

CHARTER OF STUDENT RIGHTS AND RESPONSIBILITIES

1. INTRODUCTION

NSCAD University is committed to creating a scholarly community characterized by civility, diversity, freedom from harassment, integrity, transparency, mutual respect, and personal safety. By clearly outlining the students' rights and responsibilities, this Charter is intended to ensure that students, as members of the NSCAD University community, are aware that they are accountable for their actions.

2. SCOPE

Students are free to organize their own personal and social lives, subject only to the laws of the land and to rules established by the NSCAD University community to protect the University's academic and other activities, and everyone's peaceful and safe enjoyment of them. This Code applies to the conduct of students while on University premises or when acting as a delegate or designated representative of NSCAD University and/or of a student group in events held off University premises (ex. Field trips). This code is not intended to apply to the actions and personal lives of students off campus.

3. POLICY STATEMENT

NSCAD University will strive to provide equitable access to NSCAD University's services, instruction, and facilities through the implementation and enforcement of this Charter of Student Rights and Responsibilities. This Charter is intended to protect the rights of all members of the NSCAD University community by creating a policy based on accountability of, and protection for, both the student and NSCAD University.

This Charter does not replace the expectation that students will manage their personal lives and interactions with the University in accordance with the laws of the land. While on NSCAD property or representing NSCAD in any external activity, students are expected to abide by the Academic Calendar and Regulations, and all other NSCAD University policies, including those specifically referred to in Appendix "A" to this Charter.

4. DEFINITIONS

"Student" is any person engaged in credit or non-credit academic work at NSCAD University, any course or program of study offered by NSCAD, or participating as a learner in any activity which entitles the person to use of the NSCAD University facilities. "SUNSCAD" is the Student Union of NSCAD.

5. RESPONSIBILITY FOR CHARTER

5.1 The enforcement and implementation of the Charter is a joint responsibility between NSCAD University and SUNSCAD.

5.2 Through SUNSCAD students may request amendments to the Charter and be consulted if NSCAD University proposes amendments to the Charter.

6. PERSONAL RIGHTS AND RESPONSIBILITIES OF STUDENTS

Personal Rights

6.1 Students have the right to freedom of expression and the right to a fair, just, and safe learning environment.

6.2 Students have the right to be free from harassment, threats, or bodily harm.

6.3 Students have the right to privacy in accordance with the NSCAD University's *Policy on Release of Student Information*, NSCAD University's *Confidentiality and Privacy Policy*, and applicable provincial and federal privacy legislation.

6.4 Students have the right to peaceful assemblies, demonstrations, picketing, or any other activity outside a class or meeting that does not substantially interfere with the communication inside or impede access to the meeting or class. These freedoms are set out in the *Canadian Charter of Rights and Freedoms* to ensure that Canadians are free to express, discuss, and communicate their ideas to other people.

Personal Responsibilities

6.6 Students are responsible for adhering to NSCAD University's *Policy on Discrimination and Harassment*.

6.7 Students are responsible for refraining from behaviour that constitutes discrimination that is based on age, race, colour, religion, creed, sex, sexual orientation, physical disability, medical status, mental disability, an irrational fear of contracting an illness or disease, ethnic origin, national origin, aboriginal origin, family status, marital status, source of income, political belief, affiliation or activity; or an individual's association with another individual or class of individuals having the previously set out characteristics.

6.8 Students shall not use illegal substances or abuse legal substances on campus or in a manner that impairs work performance, scholarly activities, or student life as detailed on the NSCAD alcohol policy.

6.9 Students are responsible for adhering to NSCAD University's *Occupational Health and Safety Policy*.

7. ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

Academic Rights

7.1 Students have the right to Academic Freedom as defined in the *Policy on Discrimination and Harassment*.

7.2 Students have the right to appeal policies and decisions as per the *Policy on Grade Appeal and Guidelines for Academic Policy Appeals*.

Academic Responsibilities

7.3 Students are responsible for abiding by the *Plagiarism Policy*, including the prohibition against unreferenced copying or paraphrasing; cheating; fabrication; collusion; or misrepresenting one's identity for academic gain.

7.4 Students are responsible for silencing their mobile phones and other technological devices during class time and in libraries.

8. PROPERTY RIGHTS AND RESPONSIBILITIES OF STUDENTS

Property Rights

8.1 Students have the right to use space on the NSCAD University premises or properties for academic and social use as outlined in the NSCAD University policy on *Student Use of University Facilities*.

8.2 Students have the right to after-hours access to NSCAD University premises and property in accordance with University policy.

8.3 Students have the right to invite guests onto the NSCAD University premises and property.

8.4 Students have the right to know the scope and limitations of the Halifax Port Authorities regulations (see 8.10).

Property Responsibilities

8.5 Students are responsible for using proper procedures for after-hours access to NSCAD University premises and property.

8.6 Students are responsible for carrying a valid NSCAD University ID card at all times while on NSCAD University premises or property.

8.7 Students are responsible for respecting the property of others. Students shall not deface, erase, or damage, physical or intellectual property or information belonging to NSCAD University or any of its members, including books, film, slides, data files, or library materials.

8.8 Students are responsible for following the NSCAD University *Alcohol Policy*.

8.9 Where a Student has invited guests onto the NSCAD University premises and property the student will be responsible for their guests' behaviour at all times.

8.10 Students are responsible for respecting the Halifax Port Authority's lands and property and will not access such lands and property without authorization.

9. REPRESENTATIONAL RIGHTS AND RESPONSIBILITIES OF STUDENTS

Representational Rights

9.1 Students have the right to student representation on governing bodies of NSCAD University, including the Board of Governors and other academic and non-academic committees as designated.

Representational Responsibilities

9.2 Students are responsible for self-organization, in the form of a Students' Union [SUNSCAD], in order ensure equitable representation of students.

10. CONSULTATION RIGHTS OF STUDENTS

Jointly through SUNSCAD and the University Administration, students have the right to be consulted regarding increases in ancillary and auxiliary fees. As per the Memorandum of Understanding between the Province of Nova Scotia and the Nova Scotia Universities, "in circumstances where students are to be faced with compulsory fee increases relating to ancillary operations, students on each campus will be consulted beforehand."

11. EXPECTATIONS

All members of the NSCAD University Community are responsible for ensuring the Rights and Responsibilities of Students as outlined in sections 6 through 10 of this Charter are respected.

12. BREACH OF EXPECTATIONS

A failure to meet the expectations outlined in this Charter (hereinafter referred to as an "incident") may be treated as a matter of discipline and will be dealt with according to the following guidelines:

- (i) **Complaint:** Complaints should be submitted in writing to the attention of the Dean as soon as possible after the alleged incident occurs.
- (ii) **Notification:** Within a reasonable period of time after the complaint is received, the Dean or her/his designate will notify the subject of the complaint of the alleged incident. This notification may be in written form or through oral communications. The subject of the complaint will meet with the Dean or her/his designate to discuss the complaint and the alleged incident.
- (iii) **Representation:** Students have the option to consult with and /or seek representation or advocacy from SUNSCAD.
- (iv) **Sanctions:** Sanctions may include any combination of the following:
 - Written Reprimand
 - Restitution
 - Fines
 - Public Service or University Service
 - Loss of privileges or access (eg. Revoking of key access, library privileges, etc)
 - *Suspension (for a definite period of time)
 - *Expulsion (for a definite or indefinite period of time)

*Only Suspension or Expulsion are noted on a student's official Academic Record. The causes for Suspension or Expulsion are not noted.

- (v) Provost's Advisory Committee on Disciplinary Matters: If a student's conduct is such that disciplinary action appears to be warranted, the Provost's Advisory Committee on Disciplinary Matters will be notified by the Dean and will meet to review the incident.

13. ENFORCEMENT

NSCAD University will take all reasonable and necessary precautions to ensure that all members of the NSCAD University Community meet the expectations outlined in this Charter.

Appendix "A"

NSCAD University Policies Referred to in the Charter of Student Rights and Responsibilities

(This list is subject to amendment)

Acceptable Use Policy: University Computer Resources

Alcohol Policy

Confidentiality and Privacy Policy

Policy on Official Communication to Students

Guidelines for Academic Policy Appeals

Occupational Health and Safety Policy

Plagiarism Policy

Policy on Discrimination and Harassment

Policy on Grade Appeal

Policy on Release of Student Information

Student Use of University Facilities

Approved: Academic Council November 30, 2009