



Policy on Academic Responsibilities - Policy: A08 - 1

Revised/Reviewed: July 1, 2016 – VP Academic Office

I. Purpose

The purpose of this policy is to establish academic roles and responsibilities for student success. Assiniboine Community College is committed to helping students achieve their educational goals and experience success through providing a learning-centred environment, in which learning is a co-operative venture between students and the institution.

II. Scope

This policy applies to all ACC students and the College community.

III. Policy

i. Student Academic Responsibilities:

Students have important academic responsibilities as well as those personal conduct responsibilities outlined in Policy A02 Student Conduct, Behaviour and Discipline. Student academic responsibility occurs when students take an active role in their learning, make choices and take actions which lead toward achieving educational goals, and are accountable for their own academic success.

As participants in the College community, students are responsible for:

- a. knowing the College's policies as published in the Calendar and the website, including understanding evaluation procedures, student progression and graduation regulations, fee payments, and critical deadlines;
- b. selecting a suitable program of study and carefully reviewing the requirements for admission and for progression;
- c. seeking guidance in forming educational goals and making academic plans when appropriate;
- d. checking assigned email account regularly for important communications. This account is the primary conduit by which the College will notify students of events, deadlines, announcements concerning grades, student financial accounts, and other official information.

As active learners, students are responsible for:

- e. attending first class meetings, obtaining course outlines, and meeting the course requirements as specified;
- f. understanding what constitutes academic misconduct (Policy A25 Student Honesty and Integrity) and abiding by the College's policy;
- g. attending and actively participating in classes, prepared and on time;
- h. adhering to any rules of conduct including those relating to health and safety provided by an instructor, either on a course outline or in a class, laboratory or seminar;
- i. completing the assigned work in a timely manner with attention to quality of work;
- j. informing instructor(s) in advance when unable to attend classes, and making arrangements to complete missed coursework and assignments, if permitted;
- k. writing tests and exams when scheduled, except in exceptional circumstances as per Policy A08-3 Evaluation of Student Learning;
- l. dedicating sufficient time outside of class to College work;
- m. acting in a civil manner that respects the College learning/social environment and complies with College policies;
- n. respecting diverse ideas and opinions;
- o. identifying, developing, and implementing a plan to achieve educational goals, including utilizing College resources and initiating action by consulting instructors, the program chair, or student success advisors, if extenuating circumstances are affecting academic performance or attendance. This includes seeking accommodations through policy A03, Academic Accommodations.

ii. Faculty Academic Responsibilities:

To support student success, faculty are responsible for:

- a. providing course outlines to students that meet College standards, as per policy A08-2 Academic Standards;
- b. providing timely student feedback and using a variety of methods to assess student achievement, as per policy A08-3 Evaluation of Student Learning and the Academic Charter;
- c. accommodating students as per policy A03, Academic Accommodations;
- d. providing an effective, suitable, and respectful learning environment;
- e. supporting under-performing students through student success initiatives;
- f. using College policy to facilitate student learning and to maintain academic standards;
- g. participating in professional development activities to improve instructional excellence and to stay current with industry / profession.

iii. College Responsibilities:

To support student success, the College is responsible for:

- a. publishing clear academic and related policies and procedures that affect students;
- b. providing student access and support services;
- c. maintaining high quality curriculum and programs, and a positive learning environment;
- d. providing professional development opportunities for faculty that support instructional excellence.

iv. Policy Authority

The Vice-President Academic is responsible for this policy.

Questions regarding interpretation of this policy should be directed to:

Office of the Vice-President Academic
1430 Victoria Ave. East
Brandon, MB R7A 2A9
Phone: 204.725.8700 / 800.862.6307
Email: VPAcademic@assiniboine.net

IV. Appeals

Students may appeal a decision made using this policy by following the steps outlined in Policy A01 - Academic and Disciplinary Appeals.

V. Policy History

Policy Change Date	Details
Approved: June 27, 2016	Replaces Policy A08 Student Evaluation and Progression, effective July 1, 2016.

VI. Related Policies

Academic and Disciplinary Appeals (A01)
Student Conduct, Behaviour and Discipline (A02)
Academic Accommodations (A03)
Student Concerns and Complaints (A04)
Academic Standards (A08-2)
Evaluation of Student Learning (A08-3)
Grades (A08-4)
Student Academic Standing and Progression (A08-5)
Graduation (A08-6)
Student Honesty and Integrity (A25)

July 15/16
Date



President