



College of the North Atlantic (CNA)

Student Responsibilities:

- Students are responsible for acquainting themselves with course outlines, content, evaluation methods, academic regulations methodology, and availability of their instructors (time and place) including the rescheduling or replacement of classes.
- Students are responsible for communicating with their instructors and/or counsellors to solve any problems encountered.
- Students are responsible for handing their assignments to instructors within the required deadlines or for making prior arrangements with the instructors concerned.
- Students are responsible for taking advantage of educational activities offered to them and for taking part in meetings where topics concerning them will be discussed.
- Students are responsible for taking advantage of services offered to them by CNA to ensure proper orientation to their studies, academic progress, and general development.
- Students are responsible for fulfilling their obligations, as agreed upon in conjunction with CNA, with regards to the use of goods and services at their disposal.

Student Expectations:

- Affiliation with any intercollegiate organization must not deprive Students' Associations of recognition by CNA authorities.
- The student press must be free, within legal bounds, of censure or control; its publishers and editors must be free to define policies regarding editorials and publication of information.
- The confidentiality of all information regarding students, including students' evaluations is protected by the *Access to Information and Protection of Privacy Act (ATIPP Act 2015)*. CNA is committed to the protection of privacy as well as the individual's right to access and correct their personal information. Personal information CNA collects about the student may be used by staff members whose professional duties require it. It may also be used by CNA for its business processes such as accreditation of programs.
- Students can request and be informed of, prior to registration, the extent of CNA related expenses to be incurred during their studies at CNA and to be made aware of any services offered to them.

- Students can request and receive, at the beginning of the course, notice of the availability (time and place) of their instructor/s and staff members responsible for all services offered.
- Students can make representations in front of any consulting decision making body of CNA about any aspect of their rights, according to procedures in effect at CNA.
- Students can refer to any documents contained in their student records.
- Students can add documents to their student records, including written document refuting the contents of documents of a disparaging nature.
- Students will be provided, at the beginning of a course, with written course descriptions including means of student assessment and to be assured that these will not be substantially changed.
- Students will be informed, at the beginning of the course, of methodologies, principal assignments to be handed in, penalties for delays, and the estimated waiting period for obtaining academic results. Further, students will be informed in advance of any substantial changes in the preceding items.
- Students will be informed, at the beginning of the course, of the requirements regarding class attendance and punctuality in courses in which they are currently registered.
- Students can, within a prescribed time period and for a reasonable cause, change a course in their registration, or transfer to a different section of a course, if available, after classes have begun.
- Students will be informed of any change in course schedule.
- Students will be informed of, and provided with, the number of classroom hours and the length of term established in the CNA calendar.
- Students are entitled to proper and impartial evaluation of their performance.
- Students can obtain their marks and CNA certification within a reasonable timeframe.
- Students can request and receive all rules, policies or guidelines regarding study and general conditions at CNA.
- Students can obtain their completed assignments, once marked, unless the instructor has previously informed the students otherwise.

- Students can expect CNA to provide instructors who possess appropriate knowledge and teaching skills in relation to their course of instruction.
- Students can expect quality services and resources that support instruction and student life.
- Students will have an opportunity to provide feedback on CNA's programs and services.

June 4, 2024