

Columbia College

Student Roles and Responsibilities

NOTE: Must; Shall; Will: Should: May or Could; Can:	Clarification of Terms These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> . This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.
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The following constitute the general expectations of Columbia College for all students while in attendance in any course or program delivered by the College. Failure of a student to abide by these expectations may be actionable by the College, up to and including dismissal from the College. Certain programs may also have an additional list of student expectations. Students are to consult the Columbia College calendar or the appropriate Program Coordinator for more information.

General Conduct

Columbia College strives to provide a positive learning environment for all students. Students are expected to be hardworking, dedicated and committed to success, and to treat other students and staff with respect and understanding. Behavior that interferes with the smooth operation of the class, program, or studies is not acceptable. Other matters pertaining to student conduct are presented in the section of the calendar titled "Student Conduct".

Professionalism

All students will:

- be respectful and courteous towards others;
- demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies;
- manage their stress and conflict in a positive resourceful manner, and assist others to do the same;
- Turn off cell phones and other personal electronic devices during class time.

Assignments/Homework

It is the student's responsibility to keep informed of any assignments and their due dates or any preparation for class. Students are expected to complete all homework or assignments on time. Failure to do so will be reflected in a student's final standing in the course or program. As established by each program, students must be prepared to complete as many as two hours of homework for each hour of classroom instruction.

Where a class or program requires prior preparation (e.g. pre-reading, assigned questions, case studies, papers, etc.), students will be expected to prepare adequately.

Attendance and Punctuality

Students are expected to attend all classes and be on time. Most programs have established a detailed document which describes the specific department/program policies related to attendance and punctuality. If it has not been provided during student orientation, then students should ask for it.

Students should also remain in class for the entire class period, unless they need to leave for emergency reasons.

General Policies

1. Columbia College is not responsible for loss or damage to personal belongings.
2. Students, who are having difficulty with others, should first settle their differences between themselves and others in a mature, professional manner. If necessary, an issue may be directed to a facilitator or Program Coordinator for counsel or assistance.
3. Students are expected to adhere to all policies and regulations of Columbia College and their program as presented in the College calendar or as introduced by Columbia College from time to time.

Acceptance and Agreement

I have read and understand this document, and I agree to follow these and any other current or future rules and regulations as presented in the Columbia College calendar and by faculty and administration of the course or program I am attending.

DATE

PRINT NAME

SIGNATURE