

## Proposed Policy for Queensborough Community College

# STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

As a student at Queensborough Community College, you have entered into a college-wide partnership designed to meet the goals defined within the Bylaws of the City University of New York, which state:

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well being of society. Student participation, responsibility, academic freedom and due process are essential to the operation of the academic enterprise.” (Article XV, Section 15)

All students hold certain rights that are reflected in our promise: You will be treated with respect and fairness throughout your experience at Queensborough. With these rights come specific responsibilities expected to be met by all students in attendance at the College. These rights and responsibilities cannot work independent of each other but must be treated as a partnership. To protect and ensure student rights, responsibilities must be acknowledged in every aspect of the student experience. These rights and responsibilities are our shared contract and, as such, can only be fulfilled by all of us – students, administration, faculty, staff – working together.

## YOUR RIGHTS

1. You have the right to expect a quality education as stated in the College’s mission statement:  

”The College is dedicated to academic excellence and to the development of the whole individual in an environment that promotes intellectual inquiry, global awareness, and lifelong active learning.” (2006-2007 Catalog)
2. You have the right to information that clearly defines the policies and regulations governing your academic progress and success as a student at Queensborough, including your right to review your educational records. Information must be easily accessible, accurate, and timely.
3. You have the right to request an appointment with your professor during his/her office hours. You also have the right and responsibility to receive course syllabi that define each course’s content and objectives, assignments and projects that address those objectives, and a clear grading system related to those objectives.
4. You have the right to be treated with dignity and respect without regard to your race, color, religion, gender, age, national or ethnic origin, alienage or citizenship, disability, marital or veterans’ status, sexual orientation, or gender identity.
5. You have the right to receive due process. Any charge, accusation or allegation against a student must be submitted in writing and in complete detail promptly to the Office of the Dean of Students by the complainant, organization or department making the charge.<sup>1</sup>
6. You have the right to request a review of your final grade. The procedures are provided in the College Catalog.
7. You have the right of free speech and the right to express views on matters of interest to the student body. Inside the classroom and in academic settings, you have the right to participate in academic activities according to the rules of discourse for that setting.

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<sup>1</sup>For a complete description of the disciplinary process, see Article 15, Section 15.3, Student Disciplinary Procedures, which appears under Student Policies and Regulations in the Queensborough College Catalog.

## **YOUR RESPONSIBILITIES**

1. You have the responsibility to be an active partner in your education.
  - As such you are expected to:
    1. Attend every class
    2. Be punctual
    3. Fulfill all class assignments
    4. Keep track of your attendance
    5. Behave with the proper demeanor in the various classroom settings at the College—studio spaces, laboratories, darkrooms, traditional classroom spaces, etc.—each setting deserving respect and seriousness
2. You have the responsibility to read and understand information on the College's academic policies and requirements.
  - This information may be found in the:
    1. College Catalog
    2. College's web site
    3. Additional information communicated directly to you via Tiger Mail, the College's free student email system.
3. You have the responsibility for your own learning and must observe the College Policy on Academic Integrity<sup>2</sup> in all of its forms, including:
  - Accurately identify the works of others when writing papers or taking examinations. Failure to do so will be considered plagiarism, one of the many violations of academic integrity, which carry heavy penalties.
4. You have the responsibility to respect the rights of your teachers and your classmates and to treat all members of the college community with dignity.
  - Abusive, intimidating and profane language, acts of vandalism, graffiti or harassment, and other offenses as outlined in the College Catalog have no place at Queensborough and will not be tolerated. Offenses are taken seriously and may lead to disciplinary or criminal charges.
5. You have the responsibility to obey the rules of the CUNY Board of Trustees (also known as Henderson Rules) and those of the College, as defined in the College Catalog.<sup>3</sup>
6. You have the responsibility to honor the rights of others and cannot, therefore, attempt to force your opinions or beliefs on other members of the college community, but you may attempt to convince them through respectful academic exercises, debates and publications.

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<sup>2</sup>For a complete description of Queensborough's Academic Integrity Policy, see [www.qcc.cuny.edu](http://www.qcc.cuny.edu) under Policies and Procedures.

<sup>3</sup>For the complete text of the Henderson Rules, see under Student Policies and Regulations in the Queensborough College Catalog.