



## Student Rights and Responsibilities

At Capilano University, we are a caring community. Everyone – students, staff and faculty – has a right to be treated with respect, dignity, and compassion.

### STUDENT RIGHTS

For any questions about your rights, email: [studentconduct@capilanou.ca](mailto:studentconduct@capilanou.ca)



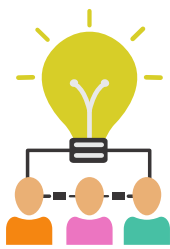
#### SAFETY & SECURITY

A safe and healthy learning environment free from harassment and discrimination



#### CONFIDENTIALITY

The confidentiality of information regarding all student records and grades unless you consent in writing to its disclosure



#### DUE PROCESS

Seek redress through appropriate University committees for any potential infringement of your rights, according to the procedures in effect at the University.



#### ACCESS TO INFORMATION

Access to documents contained in your student records, and information on program/graduation requirements, academic regulations and university admission.



#### BEING INFORMED

Being informed about the course content, materials, or class cancellations and receiving a written outline and written notification of changes in the course outline.



## Student Rights and Responsibilities

Along with your rights, comes your responsibilities.

### Student Responsibilities

For any questions about your responsibilities,  
email: [studentconduct@capilano.ca](mailto:studentconduct@capilano.ca)



#### RESPECT

Respecting other people's right to safety and be treated with dignity and compassion.



#### POLICY & PROCEDURES

Adhering to policies and procedures such as academic integrity; student conduct; sexual violence; discrimination, harassment and bullying etc.



#### COURSE EXPECTATIONS

Attending classes and being punctual. Submitting your assignments in the required format within the deadline; or making other arrangements with the concerned instructor.



#### ACCOUNTABILITY

Familiarizing yourself with the information contained in the course outlines and for seeking from your instructors clarification of any areas of concern



#### COMMUNICATION

Communicating with instructors and/or advisors in order to solve any academic problems that you may encounter.

For concerns that are not academic in nature, you can reach out to  
[studentconduct@capilano.ca](mailto:studentconduct@capilano.ca)



## REPORTING

In the event of an infringement on your rights or sense of safety as a CapU student, it is important that you know where/how to report an incident.

### SEXUAL VIOLENCE

- Any student who experience sexual violence can report the incident to the Office of Student Affairs.
- The first step is reaching out to a Student Support Advisor via email [disclosures@capilano.ca](mailto:disclosures@capilano.ca) or phone (604 986 1911, ext. 3046) to get support and explore reporting options.

You can refer to **Sexual Violence Reporting Process** to find out what the reporting process for sexual violence incidents at CapU looks like.

### STUDENT CONDUCT

Any student, staff, and faculty can report misconduct that has a potential for significant impact to the learning environment, property, and/or safety to the Office of Student Affairs by emailing [studentconduct@capilano.ca](mailto:studentconduct@capilano.ca).

### DISCRIMINATION, HARASSMENT AND BULLYING

Any student can report incidents of discrimination, harassment, and bullying to the Office of Student Affairs by emailing [studentconduct@capilano.ca](mailto:studentconduct@capilano.ca).

### COMPLAINTS & APPEALS

Any student looking to make a complaint about a specific department, faculty, or staff member, they can email [studentconduct@capilano.ca](mailto:studentconduct@capilano.ca) so that the Office of Student Affairs can help ensure your concern is directed to the correct place. To appeal to a university decision, click [here](#) for more information.

### ACADEMIC INTEGRITY

Any student can dispute an academic integrity infraction allegation or proposed penalty by connecting with [academicintegrity@capilano.ca](mailto:academicintegrity@capilano.ca). Student Affairs will inform the dean for an evaluation of the case in question.

### SAFETY AND SECURITY CONCERNS

For all life-threatening situations, dial 911 first and then notify Campus Security at 604 984 1763.