

# Student Rights & Responsibilities

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## Statement of Student Rights

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

The following enumerated rights, academic freedom and due process, are guaranteed to each student **within the limitations of statutory law** and college policy which are deemed necessary to achieve the educational goals of the college.

## Statement of Student Responsibilities

The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following prohibited conduct as outlined in the **Student Handbook**.

## Student Code of Conduct & Hearing Procedures

- **Student Code of Conduct**

<http://www.rtc.edu/sites/default/files/2015-student-code-of-conduct.pdf>

- **Hearing Procedures**

<http://www.rtc.edu/sites/default/files/2015-hearing-procedures.pdf>

## Student Concern Process

The student concern process provides students a way to resolve problems. This process is a conduit for a student to address instructional and non-instructional concerns.

The student concern process does not apply to complaints related to sexual, racial, and other harassment, or bias-related behaviors. If a concern of this nature is against a faculty or staff

member, the report should be filed with the Office of Human Resources, per RTC Policy/Procedure 4.1, Equal Opportunity and Non-Discrimination Policy and Complaint Procedure and 4.2, Sexual Harassment /Discrimination Procedure.

### **Instructional Concern Process**

The following steps are to be taken in the event a student has an unresolved concern with his/her instructor and is interested in resolving the issue:

**Step 1:** The student will attempt to meet with the instructor to discuss the issue in an attempt to arrive at a resolution. In the event that the student is unable to informally resolve the issue with the instructor, she/he may proceed to Step 2, however, the Academic Dean has the authority to refer the student back to the instructor if it is deemed appropriate.

**Step 2:** If the matter is not resolved at Step 1, the student will complete an online Student Concern Form, and electronically submit it (to the appropriate Academic Dean) within four (4) instructional days of meeting with the instructor.

**Step 3:** Within four (4) instructional days of receiving the Student Concern Form, the Academic Dean will schedule a meeting with the instructor and the student in an attempt to resolve the issue. The Academic Dean has the authority to refer the issue directly to the Vice President of Instruction or designee if, in his/her judgment, the situation warrants it.

**Step 4:** If the matter is not resolved with the Academic Dean, the student will meet with the Vice President of Instruction or designee within four (4) instructional days. The Vice President of Instruction or designee will render a final decision regarding the matter.

Student concerns regarding instructional issues may be submitted electronically by using the **Instructional Concern Form**. Students who prefer to submit a paper form may do so in the Student Success Center.

### **Non-Instructional Concern Process**

The following steps are to be taken in the event a student has an unresolved non-instructional concern and is interested in resolving the issue:

**Step 1:** The student will attempt to meet with the appropriate Department Head to discuss the issue in an attempt to arrive at a resolution. In the event that the student is unable to informally resolve the issue with the Department Head, she/he may proceed to Step 2, however, the Dean for Student Success has the authority to refer the student back to the Department Head if, it is deemed appropriate.

**Step 2:** If the matter is not resolved at Step 1, the student will complete an online Student Concern Form, and electronically submit it (to the Dean for Student Success) within four (4) instructional days of meeting with the Department Head.

**Step 3:** Within four (4) instructional days of receiving the Student Concern Form, the Dean for Student Success or his/her designee will schedule a meeting with the student in an attempt to resolve the issue. The Dean for Student Success has the authority to refer the issue directly to

the Vice President of Student Services or designee if, in his/her judgment, the situation warrants it.

**Step 4:** If the matter is not resolved at the meeting with the Dean for Student Success, the student will meet with the Vice President of Student Services or designee within four (4) instructional days. The Vice President of Student Services or designee will render a final decision regarding the matter.

Student concerns regarding instructional issues may be submitted electronically by using the **Non-Instructional Concern Form**. Students who prefer to submit a paper form may do so in the Student Success Center.

### **Notification of Title IV Student Complaint Process**

The Higher Education Act (HEA) prohibits an institution of higher education from engaging in a “substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates.” 20 U.S.C. §1094(c)(3)(A). Further, each state must have “a process to review and appropriately act on complaints concerning the institution including enforcing applicable state laws.” 34 C.F.R. § 600.9. The Washington State Board for Community and Technical Colleges (SBCTC) maintains a process to investigate complaints of this nature brought by community and technical college students in the state of Washington. For information, contact SBCTC Student Services, PO Box 42495, Olympia, WA 98504-2495, [ballinder@sbctc.edu](mailto:ballinder@sbctc.edu), 360-704-4315 or visit [sbctc.edu](http://sbctc.edu).