

SAMPLE CODE OF STUDENT AND INSTITUTION/PROGRAM RIGHTS AND RESPONSIBILITIES

_____ maintains its rights as an institution of
(Name of Montessori teacher education program)
postsecondary education and expects the student to be responsible for the following:

In the area of academic programming:

1. to enroll only out of personal need and desire to learn rather than a wish to manipulate the academic program for other ends such as getting a certificate without growth, or qualifying for financial aid rather than being gainfully employed;
2. to be informed by reading the information disseminated by the certification course;
3. to take an active part in planning and executing the certification course within the context of stated requirements and existing institutional resources;
4. to continually monitor academic progress;
5. to attend class and participate in other learning activities, come prepared, and complete assignments on time;
6. to embrace the principle of academic honesty;
7. to respect the freedom of the staff to inquire, publish and teach;
8. to respect the facilities and property of the course of study, including buildings.

In the area of finances:

9. to be informed about the full cost, refund policies, and financial stability of the program, by reading published statements on fees and policies, and by consulting the administrators if there are questions;
10. to read and fully comprehend contracts before signing them, and to keep a copy of all contracts and receipts;
11. to satisfy financial obligations to the program in a timely fashion.

In the area of admissions:

12. to be knowledgeable about other available certification courses and be assured that enrollment is based on an informed decision; published information is read; students, former students, and staff are contacted and questioned about the level of satisfaction in their relationship to the certification course, ethics and general quality. When at all in doubt, call the state department of education about questions;
13. to represent oneself honestly in applying to the institution/program;
14. to complete the application process promptly by submitting requested materials and fulfilling pre-training requirements.

STUDENT RIGHTS AND PROGRAM RESPONSIBILITIES

In order to preserve and protect the rights of students, the institution/program makes a commitment to the following responsibilities:

In the area of academic programming:

1. to emphasize quality;
2. to award credit where, and only where, it is due;
3. to maintain clear written policies for accepting credit from other institutions;
4. to disclose accurate information about the acceptability of credit for this certification course to other institutions;
5. to ensure fair and reasonable academic evaluation, with grades and evaluations that are meaningful, timely, and based on quality of student performance; to maintain transcripts or records of grades properly; to guarantee confidentiality and student access to records;
6. to award certifications when merited; to inform students regularly of academic progress and award certifications after all stated requirements are satisfied;
7. to provide adequate facilities and services to support academic goals;
8. to offer quality instruction through instructors who have appropriate training and expertise, are up to date in their fields, meet scheduled classes, come to class prepared, and are available to students outside of class;
9. to describe certification course requirements in clear, specific and accurate terms, in written form; to ensure that requirements are educationally meaningful;
10. to notify students of unusual features of the certification course that cannot be readily anticipated (such as summer phase with intensive format);
11. to forgo unconditional changes in requirements for students who have enrolled in the certification course;
12. to offer coursework that is comparable to its catalog description;
13. to embrace the principle of academic honesty;
14. to publish causes for dismissal in clear and specific form; to dismiss a student only for appropriate cause, and after following due process.

In the area of advertising:

15. to publish advertising that is accurate and reliable, up to date, and understandable.

In the area of finances:

16. to inform students of the full cost of education;
17. to inform potential students with regard to financial aid;
18. to employ fair and accurate, published refund policies;
19. to charge fair and reasonable fees for infractions such as breaking equipment or failing to return library books;
20. to make reasonable tuition increases and provide notice of impending increases;
21. to keep records of fees paid by each student;
22. to inform students about financial instability in the event such a condition should exist.

In the area of admissions:

23. to make available written policies on admission;
24. to give prospective students as complete and accurate a picture of the certification course as possible, encouraging them to visit the facility and talk with staff and students;
25. to maintain clear and specific policies on job placement services.

The essence of this statement comes from *Fair Practices in Higher Education: Rights and Responsibilities of Students and Their Colleges in a Period of Intensified Competition for Enrollments*, a report of the Carnegie Council on Policy Studies in Higher Education (1979), Jossey-Bass.