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| Students Rights & Responsibilities Policy |  |

**Original Date: July 18, 2019**  **Glocal Institute, Inc.**

# PURPOSE

Glocal Institute, Inc is dedicated to helping students identify and achieve realistic goals through excellent educational opportunities. The administration and staff of the school promote responsible participation and high achievement as goals for our students.

# SCOPE

As a Glocal Institute student, you should be aware of and accept responsibility as an active, contributing member of the school. Glocal Institute, Inc believes that all students have responsibilities in the areas of service and conduct.

# POLICY STATEMENT

 Students are responsible for their own learning and development. They have a responsibility to be active learners by attending class, participating in class activities and discussions, completing class and laboratory assignments, and preparing in advance for the scheduled class session.

 Students are responsible for appropriate use of equipment and services provided by the school:

# Knowledge and participation in student social and professional activities.

# Seeking assistance when facing problems that interfere with educational success.

# Meeting financial obligations to Glocal Institute and those incurred by student loan programs.

 It is necessary for the school to have current information in case of illness, emergencies, and the mailing of official correspondence. Therefore, it is your responsibility to inform the school in writing by email to service@glocalinstitute.online if there is a change of name, address, or phone number.

# APPROVAL AND REVIEW DETAILS

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| **Approval and Review** | **Details** |
| Approval Authority | 3/30/2021 |
| Advisory Committee to Approval Authority | 3/30/2021 |
| Administrator | 7/28/19; 3/30/2021, 3/29/24 |
| Next Review Date | 4/1/2025 |