

COLLEGE POLICY

Policy No. & Title:	A-143 Expulsions
Policy Sponsor:	Vice-President, Academic
Reference Cmtee:	Policy & Procedure Committee
Effective:	2021-08-01
Next Review:	2024-08-01
Supersedes:	Expulsion Policy (Student Handbook)

Purpose

To protect the reputation of the College and its credentials, the College has a zero-tolerance position with respect to any academic integrity offence or actions of students which cause damage to the reputation of the College. The College has a commitment to treat all students fairly and equitably as it upholds its reputation. This policy describes the College's required statement on Expulsion.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions

As defined in the Policy below as applicable.

POLICY

- 1) The College is committed to taking all reasonable steps to ensure students can successfully complete their programs. The College has a commitment to ensure within this general framework all students are treated fairly and equitably. Students who do not support the academic and ethical goals of the College for themselves and their fellow students may be subject to penalties, up to and including expulsion.
- 2) In general, the College will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions. Where the College deems the integrity, safety or well-being of our school, students, staff, clients, visitors, and other guests are in danger, then expulsion may be applied at our discretion at any point in the process.
- 3) The following outlines the conditions under which a student, who is in-school or on a field placement/clinical placement, may be expelled with cause:
 - a) **Academic Dishonesty** – Students may be subject to expulsion at the discretion of the College for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:
 - i) Cheating
 - ii) Plagiarism

- iii) Unapproved collaboration
 - iv) Alteration of records
 - v) Bribery
 - vi) Lying
 - vii) Misrepresentations
- b) **Outstanding Fees** – Failure to pay tuition or other fees due to the College is considered to be theft. If a student’s account is in arrears, a student will be notified in person or via their student email, requesting a meeting with the Financial Aid Officer to make arrangements to repay the outstanding amount. If the account is not brought up to date after the meeting, a student will be notified in person or via student email that they may be expelled if they fail to bring their account up to-date.
- c) **Code of Conduct** - All students will be required to adhere to the following Code of Conduct. Students are expected to dress and act in a business-like manner while attending classes. A student’s time at the College is considered to be job readiness training. At the discretion of the school administration, a student may be suspended or terminated from school for serious or repeated incidence of any of the following:
- i) Intoxicated or drugged state of behaviour
 - ii) Possession of drugs or alcohol upon school premises
 - iii) Bullying of a student or staff member
 - iv) Behaviour through the act(s) (or omission of) creating a safety hazard to student(s) or other persons including a client/resident or fellow employee while on a field placement or on the College premises
 - v) Disrespectful behaviour to other students, an administrator, staff member of the College or a supervisor, client/resident or fellow employee while on a field placement or College premises; or
 - vi) Failure to conform to College policies or any other stated or determined infractions of conduct
- d) **Significant Omissions or Errors in Admissions Documentation** – The College has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly, or in error, misrepresent their applications are subject to immediate expulsion.
- e) **Academic Failure** – Students who fail to achieve the required academic standing in their programs may be expelled from the program. The College may, at its discretion, based on the program of study, offer alternatives to a student. These options are outlined in the Academic Policies and Procedures in the Student Handbook.
- f) **Attendance** – Students who do not achieve the required attendance as stated in our Attendance Policy are subject to expulsion.
- g) **Bullying, Harassment or Discrimination** – The safety of our students, staff and visitors is important and we take pride in ensuring that everyone is secure and safe while attending the College. The College does not condone harassment or discrimination of any student, staff, client, or visitor to the College. Students participating in harassing or discriminatory activities are subject to immediate suspension pending investigation. Expulsion is mandatory for any student who is deemed by the investigation to have

engaged in harassing or discriminatory activities.

In determining what constitutes harassment or discrimination, please refer to the provincial Human Rights Code.

- h) **Misuse of College Property** – College property is for the provision of College services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.
 - i) **Endangerment of Staff or Students** – The College is committed to the right of all College staff, students, clients, and visitors to be safe. Students, who by action or neglect, in any way endanger the safety of themselves or others, while in-school or on an external work placement, may be expelled.
- 4) Prior to expulsion, depending on the severity and nature of the situation, the College may take intermediate steps at its discretion including:
- a) **Verbal warning** – Depending on the severity of the occurrence, the student and a Campus Administrator will meet within one (1) business day to discuss the situation and provide a resolution.
 - b) **Written warning** – Depending on the severity of the occurrence, or if a resolution is not forthcoming during the initial meeting, a written warning will be given to the student within one (1) business day of the occurrence or the meeting. This warning will become part of the student's academic file. It will make reference to any previous occurrences of the same behaviour/incidents (where related).
 - c) **Suspension** – Depending on the severity of the occurrence, students may face a suspension of up to five (5) days. A written notice of suspension, outlining the details and the length of the suspension, will be hand delivered to the student or will be sent by mail. The suspension will take effect based on the date of the occurrence. This written notice of suspension will become part of the student's academic file.
 - d) **Expulsion** – Based on the above conditions, a student may be expelled. A student who is subject to expulsion for any reason will be notified in writing, either hand delivered or by (e)mail. The College is not responsible for non-delivery by mail if the student has not provided a valid home address where the student currently resides.
- 5) Notification of expulsion will contain a description of the basis for expulsion and the effective time and date. Expelled students who dispute the facts of the expulsion must appeal the decision, in writing, to the Campus Director within two (2) business days of the date of the written notification of expulsion. The Campus Director will set up a meeting within five (5) days after receiving the complaint form.
- 6) Students who file an appeal and are unsuccessful are considered terminated from the College. A student who wishes to further appeal their termination may submit a student complaint:
- a) For Ontario, the Superintendent of Private Career Colleges provided they are attending a program approved under the Private Career Colleges Act, 2005.
 - b) For New Brunswick, the student may refer their issue, in writing, to the Department of Post-Secondary Education, Training and Labour, Private Occupational Training Branch
 - c) For Nova Scotia, the student may refer their issue, in writing, to the Nova Scotia Department of Advanced Education, Private Career Colleges Division
- 7) Fees for Expelled Students: A student who is expelled by the College will be considered

terminated from their program on the effective date of the expulsion. Upon expulsion, a student will be officially withdrawn from their program and a settlement of their account will be completed under our Tuition Refund procedures.

- 8) Return of College Property: A student who is expelled is responsible for the return of any College property in their own possession within five (5) days of the expulsion and will be held financially responsible for any property not returned in good condition or as outlined in the student contract.

Related Policies

A-103 Attendance

A-109 Student Code of Conduct

A-117 Field Trips

A-121 Academic Withdrawal

A-141 Academic Integrity

C-201 Facilities Use

C-210 Network Acceptable Use

C-401 Admissions

P-103 Anti-Violence, Harassment & Discrimination

P-105 Sexual Harassment & Sexual Violence Prevention

Supporting Documents/Forms

See A-111p Academic Progression