

Policy on Student Dismissal

CATEGORY: Student – Administrative

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose

The *Policy on Student Dismissal* outlines the reasonable grounds and formal processes for dismissing a student from a Program or Course offered by the College.

Scope

This policy applies to all enrolled students, all individuals employed by the College, and any other individuals acting as representatives or holding a titular position within the College.

DEFINITIONS

Natural Justice:

An individual's right to a fair and unbiased hearing before a decision that could negatively impact them.

- ❖ The three core tenets of natural justice are:

1. Adequate notice
2. A fair hearing
3. Impartiality

Policy

1. REGULATIONS: STUDENT DISMISSAL

- 1.1. The College must have reasonable grounds for dismissing a student from a Program or Course.
- 1.2. All dismissals must occur in a fair, unbiased, and orderly manner.
- 1.3. In certain circumstances, a dismissed student may be entitled to a refund.
- 1.4. Refunds will be processed in accordance with the current Policy on Refunds. Students must be informed of their rights during the dismissal process.
- 1.5. Grounds for dismissal include, but are not limited to:
 - ❖ Academic misconduct;
 - ❖ Harassment or bullying;
 - ❖ Violation of the Sexual Misconduct Policy;
 - ❖ Failure to comply with College policies;
 - ❖ Failure to meet academic standards;
 - ❖ Failure to meet financial obligations; and
 - ❖ Violation of regulatory requirements related to immigration status.

2. GROUNDS FOR DISMISSAL

2.1. A student may be dismissed from a Program or Course for one or more of the following reasons:

- ❖ Failure to provide required documentation to support immigration status.
- ❖ Failure to obtain and maintain a valid study permit or visa (for International Students).
- ❖ Failure to comply with the academic or prerequisite requirements of a Program or Course.
- ❖ Failure to meet financial obligations to the College.
- ❖ Academic misconduct, including plagiarism or cheating.
- ❖ Behaviour that violates College policies, including the Code of Conduct, Bullying & Harassment Policy, or Sexual Misconduct Policy.
- ❖ Conduct that jeopardizes the safety, well-being, or learning environment of others.

3. RULES OF NATURAL JUSTICE

3.1. Prior to the dismissal of a student, Student Services must ensure that the rules of natural justice are applied. This includes:

- ❖ Providing the student with written notice of the concerns or allegations;
- ❖ Allowing the student a reasonable opportunity to respond and present relevant facts;
- ❖ Ensuring that decisions are made impartially.

3.2. Student Services must provide written notification of the dismissal and the grounds for the decision immediately after, or within seven (7) calendar days of, the decision to dismiss the student.

4. FAILURE TO MEET FINANCIAL OBLIGATIONS

4.1. If a student fails to meet their financial obligations to the College, the College may suspend the student.

4.1.1. The written notification to the student must clearly state that they:

- ❖ Have failed to meet their financial obligations.
- ❖ Have been suspended from attending classes.
- ❖ Will not have access to College resources until the outstanding balance is paid.

4.2. Continued non-payment may be treated as grounds for dismissal (administrative withdrawal).

5. PROCESS FOR APPEALING A DISMISSAL

5.1. A student who has been dismissed may file an appeal in writing with the Vice President within seven (7) calendar days of the dismissal decision.

5.2. Upon receiving the written appeal:

5.2.1. Within seven (7) calendar days, the Vice President must issue a written notification to the student and Student Services indicating that:

5.2.2. They may submit written statements, or

5.2.3. Request a virtual hearing via Zoom or telephone.

5.2.4. These submissions or requests must occur within seven (7) calendar days from the date of the notification.

5.2.5. The Vice President must issue a final written decision, including the reasons for the decision, within fourteen (14) calendar days of receiving the written appeal or completing any oral presentations—whichever occurs later.

5.3. The decision of the Vice President is final. This final decision does not limit any party's right to pursue the matter through other appropriate legal means.

Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1007 – Student Dismissal Policy

ACCOMPANYING POLICIES: This policy is a part of a suite of administrative-oriented policies under the Student Policies category.