

## **DISMISSAL POLICY:**

Students are expected to meet and adhere to the Code of Conduct set out in this policy while completing a program of study at Cambridge College. If necessary, students should request clarification from the Equity Advisor. "Student" means a person who is presently enrolled at Cambridge College including students participating in work experience placements.

### **Code of Conduct**

While on Cambridge College premises or in the course of activities or events hosted by Cambridge College students:

- must comply with all applicable Cambridge College policies, including the Attendance Policy;
- must treat all students and staff with respect and must not engage in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behavior;
- must not steal, misuse, destroy or deface Cambridge College property;
- must not consume, possess or distribute alcohol or controlled or restricted substances;
- must not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal statute or regulation; and
- Other reasons for Dismissal include:
  - Excessive tardiness and/or absenteeism as determined by the College;
  - Failure to maintain adequate academic progress;
  - Failure to meet financial obligations to College;
  - Failure to abide by College regulations;
  - Flagrant disrespect directed towards the College, its procedures, its staff or instructors, or other students;
  - Threatening or intimidating behavior that interferes with other members' rights;
  - Failure to meet/abide by sponsor's requirements.

The above list sets out examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline and is not exhaustive.

If a situation arises in which a student's action(s) are creating a reason for dismissal, an inquiry is held to investigate the situation, and a meeting is held with the student, instructor, registrar, and possibly the College Director. If satisfactory progress is not maintained, student may be placed on probation (see academic progress, probation and student success). The probation ensures that there is assessment and feedback between student and instructor prior to final dismissal date, at which time student may still be eligible for partial tuition fee refund. If dismissal is necessary, student will be notified in writing within 5 business days.

Students who violate the Code of Conduct will be subject to the procedures and discipline outlined below, which may include immediate dismissal from the institution.

### **Procedure:**

- 1) All concerns relating to student misconduct shall be directed to the Equity Advisor. Concerns may be brought by staff, students or the public.

- 2) The Equity Advisor will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Equity Advisor will meet with the student as soon as is reasonably possible.
- 3) Following the meeting with the student, the Equity Advisor will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
- 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
- 5) The Equity Advisor will meet with the student and do one of the following:
  - 6) Determine that the concern(s) were unsubstantiated;
  - 7) Determine that the concern(s) were substantiated, in whole or in part, and either:
    - 8) Give the student a warning setting out the consequences of further misconduct;
    - 9) Set a probationary period with appropriate conditions; or
  - 10) Recommend that the student be dismissed from the Program.
- 11) The Equity Advisor will prepare a written summary of the determination. A copy shall be given to the student, and the original will be placed in the student file.
- 12) If the student is issued a warning or placed on probation, the Equity Advisor and the student will both sign the written warning or probationary conditions and the student will be given a copy. The original document will be placed in the student's file.
- 13) If the recommendation is to dismiss the student, the Administrative Head of the institution will review the recommendation and accept or reject it. If the recommendation is accepted by the Administrative Head, the Equity Advisor will meet with the student to dismiss him/her from study at the institution. The Registrar of the institution will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, in accordance with the Refund Policy. If the recommendation is rejected by the Administrative Head, the Equity Advisor will follow steps 5 through 7, above.
- 14) If a refund is due to the student, Cambridge College will ensure that a refund is forwarded to the student and/or Sponsor within 30 days of the dismissal.
- 15) If the student owes tuition or other fees to the institution, Cambridge College will undertake the collection of the amount owing.

If Student is not satisfied with the findings, student may appeal using the Dispute Resolution Policy.