

## **36.0 STUDENT DISMISSAL POLICY AND PROCESS**

Last Reviewed: December 2021, Last Revised: September 2019

The College reserves the right on reasonable grounds to dismiss any student from our program of study.

Reasonable grounds include but are not limited to as follows;

- Multiple course failures as per the College's Chronic Course Failure Policy
- Falsifying records, plagiarism, or cheating on examinations
- Violations of regulatory and professionally legislated regulations
- Violation of the College Code of Ethics,
- Violation of College policies and procedures (including non-payment of tuition and other fees).

### **Process**

The student will be notified in writing that they have failed or breached any of the above applicable and that as such the College has reasonable grounds upon which to dismiss them from the program.

The College will provide the student with a notice in writing which clearly specifies the action (s) or behavior (s) which violate any of the above and the specific College policy or regulatory requirement which has been violated and the evidence the College has of such being the case.

Directly following the forwarding of the notice letter to the student the College will arrange an exit interview between the student and the Director of Operations and the Student Services Coordinator. At this meeting, the reasonable grounds for the dismissal will be clearly explained verbally to the student and the student will be given an opportunity to respond accordingly.

In all cases this meeting will take place before the start date of the program or if applicable the next term of the program.

The student will be informed that they may be represented by an agent or lawyer regarding the specific reasonable grounds provided to them in writing prior to the meeting upon which they are being asked to attend regarding their dismissal.

Subsequent to the meeting the student will be provided with a final written response from the College clearly outlining the reasons for the dismissal within five days of the exit meeting and a copy of this response will be retained in the student file.