

Policy# 402

Policy 402-Student Dismissal Policy-2024-
01-04

<u>Canada College of Arts & Business</u>		<u>04225</u>
Name of Institution		Institution Number
<u>Dismissal Policy</u>	<u>September, 2017</u>	<u>Jan/04/2024</u>
Name of Policy	Effective Date	Latest Revision Date
<u>May/07/2022</u>		
Previous Revision		

- I. Canada College of Arts & Business may dismiss a student from a program on any of the following grounds:
 - Non-payment of tuition fee.
 - Where it becomes clear that the student will not be able to achieve the program objectives because of their attendance or attitude/actions.
 - Cheating or Plagiarism.
 - Abuse of Canada College of Arts & Business property.
 - Behavior displaying insubordination, refusal to cooperate with instructors, administrative staff, and schedules.
 - Impairment either caused by alcohol, controlled and/or uncontrolled substances, consumed on or off premises of Canada College of Arts & Business.
 - Flagrant disrespect of Canada College of Arts & Business property, rules of conduct, staff/instructors and/or policies.

1. The process by which a student may be dismissed from a program is as follows:
 - The staff member, or instructor will inform the campus coordinator of the issue.
 - The Campus coordinator will act according to their one-on-one conversation with the student alone, then the staff member alone, and both together.
 - The Campus Coordinator will value both points of view and act upon the matter to what's best for the college and for the student.
 - The student will be provided with at least one warning from Campus Coordinator, which shall be in writing, clearly outlining the conduct issue in question, along with a copy of the Dismissal Policy.
 - Records of warnings and dismissals will be placed in student files.
 - If the issue keeps occurring, or was out of the hands of Campus Coordinator, it shall be transferred to Campus Director, then President if necessary.
 - If the behavior/action or any other behavior/action occurs again, the student may be immediately dismissed. Any dismissal shall be done in writing and the Refund Policy will come into effect.
 - IRCC (Immigration, Refugees and Citizenship Canada), if applicable, will be informed of all student dismissals.