

Policy Title: Student Dismissal Policy

Approved by: Campus Director

Executive(s) Responsible: Director, Student Services/Registrar

Administrator(s) Responsible: Student Services Coordinator(s); Registration Coordinator(s) Academic Coordinator(s); Compliance Officer

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Institution Number: 4119

Background & Scope

The Canadian College of Technology and Business (CCTB) is committed to taking all reasonable steps to ensure that all students can successfully complete their programs. Within this framework, CCTB has a commitment to ensure that all students are treated fairly and equitably.

Students who do not support the academic and ethical goals of the institution for themselves and their colleagues may be subject to penalties, up to and including expulsion (“dismissal”). CCTB always considers dismissal as the last resort exercised in the most severe cases. Students have the right to sufficient notice, the right to be heard, and the right of appeal. However, if CCTB deems the integrity, safety, and well-being of the college’s staff, students, clients, and visitors to be compromised, then the college reserves the right to expel students without going through the dismissal process. In conjunction with this policy, CCTB will ensure that students receive and are aware of the *Student Code of Conduct*, the *Late Payment Policy*, the *Academic Integrity Policy*, and the *Academic Standing, Promotion, and Graduation Policy*.

This policy applies to all enrolled CCTB students.

Purpose of the Policy

This policy outlines the grounds for dismissal, the dismissal process, as well as the appeal process.

Policy Statement

1. Grounds for Dismissal

The following outlines the conditions under which a student may be dismissed from the college with cause:

- 1.1. Subsequent offences stipulated under the *Academic Integrity Policy*, as they pertain to failure to maintain academic honesty, including:

- Cheating;
- Plagiarism;
- Failure to comply with an exam/assessment protocol;
- Unauthorized use of academic aids;
- Alteration of records or data;
- Bribery; or
- Misrepresentation/fabrication

1.2. Violations under the *Student Code of Conduct*

- Students who are found under the influence of drugs and/or alcohol, marijuana, other mind-altering substances will be subject to immediate dismissal;
- Students carrying weapons will be subject to immediate dismissal;
- Engagement in oppressive and discriminatory behaviours such as bullying, harassment, overt discrimination or disorderly conduct (especially pertaining to physical and/or verbal abuse of another person);
- Any substantiated violation under the *CCTB Sexual Misconduct Policy*;
- Engagement in behaviour that threatens the rights and privileges of others;
- Intentional misuse of college property; or
- Endangerment of staff or students.

1.3. Significant omissions or errors in admissions documentation, as outlined in the *Fraudulent Documentation Policy*.

1.4. Outstanding tuition fees

- Students who fail to remit outstanding fees may be expelled or suspended after a written warning has been provided by the college, and if the student fails to comply within the stated parameters as stipulated in the *Late Payment Policy*.

1.5. Academic Failure

- Students who fail to achieve the required academic standing in their programs may be dismissed from the College as outlined in the *Academic Standing, Promotion, and Graduation Policy*.

2. Dismissal Procedure

2.1. Prior to dismissal, depending on the severity and nature of the infraction, CCTB may take intermediate steps at its discretion including verbal warning, written warning, or suspension.

2.2. Students who are subject to dismissal for any reason will be notified in writing, either hand-delivered, by registered mail, or by electronic mail.

2.3. Depending on the nature of the incident leading to the decision to dismiss the student, the notification may indicate a specified period after which the student may apply for re-admission to the college. It is at the discretion of the college whether the student will be permitted to apply for re-admission. Decisions to re-admit students will be made on a case-by-case basis. An application fee and/or course retake fee will be assessed for any reinstatements.

2.4. Students who have been dismissed will be considered Withdrawn from their program on the date of dismissal, and the student's account will be settled under the *CCTB Tuition Refund Policy*.

3. Appeal Process

3.1. Dismissed students wishing to dispute the conditions of their dismissal must appeal the decision within three (3) business days of the notification, following the *CCTB Dispute Resolution Policy*.

3.2. The appeal must be accompanied by sufficient proof to support the dispute.

3.3. Students who file an appeal and are unsuccessful are considered withdrawn from the College. Further appeals must be filed through the complaints process of the Private Training Institutions Board (<https://www.privatetraininginstitutions.gov.bc.ca>).

Related Legislation

- Private Training Act

Related Policies

Policy Name	Policy Number
Academic Integrity Policy	
Academic Standing, Promotion, and Graduation Policy	
Dispute Resolution Policy	
Fraudulent Documentation Policy	

Late Payment Policy	
Sexual Misconduct Policy	
Student Code of Conduct	
Tuition Refund Policy	

Document History

Date	Approval/Review/Key Change(s)