

**DISMISSAL POLICY**

**April 1, 2022**

Name of Policy

Date amended

**LAST REVISION DATE:** June 01, 2020

**REVIEW REQUIREMENTS:** Every two (2) years

**APPROVED BY:** President

**Policy Purpose & Summary**

Glenn College is committed to taking all reasonable steps to ensure that students have the opportunity to complete their programs successfully. As part of this commitment, the College maintains a safe, professional and productive learning environment, safeguarding fair and equitable treatment of students and staff. We expect students to act in a mature, professional and respectful manner at all times. Students who do not support the academic and ethical goals of the College may be subjected to penalties, up to and including expulsion.

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 of the College. The College reserves the right to discipline, suspend or dismiss any student whose conduct is detrimental to the safety and integrity of the learning environment or is a risk to the safety or well-being of other students, staff, visitors and guests.

**Code of Conduct**

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

- must comply with all applicable Glenn 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 behaviour;
- must not steal, misuse, destroy or deface Glenn College property;
- must not consume, possess or distribute alcohol or controlled or restricted substances; and
- must not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal statute or regulation.

Students are expected to meet and adhere to the Code of Conduct set out in this policy while completing a program of study at Glenn College. If necessary, students should request clarification from the Director. 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.



## **POLICY #002**

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.

Students who violate the Attendance Policy and/or Code of Conduct Policy will be subjected to the dismissal criteria and procedures outlined below. Students may appeal the dismissal by adhering to the process set out in the Dispute Resolution Policy.

Following is a list of actions that may constitute disciplinary steps being taken and/or dismissal from the College. This list is not meant to be necessarily progressive or exhaustive and the College reserves the right to review each situation on a case-by-case basis and respond accordingly.

- Academic dishonesty. Academic dishonesty includes, but is not limited to, any word, action or deed performed alone, or with others, for the intent of providing an unfair advantage or benefit to self or other students including, but not limited to:
  - Use of aids which have not been expressly permitted
  - The use of technologies for audio and video recording of lectures and other classroom activities is allowed only with the express permission of the instructor and after all other classroom participants, including other students, have been informed. Recording of unscheduled or non-classroom activities including, but not restricted to, meetings with faculty and College administration are not permitted
  - Theft or solicitation of another student's assignment or papers, administered tests or other academic work and/or material
  - Intentionally helping or attempting to help another student to commit any act or academic dishonesty

### **Dismissal Procedures**

Prior to expulsion, depending upon the severity and nature of the situation, unless otherwise specified, the College may take intermediate steps at its discretion including:

- Verbal warning
- Written warning
- Suspension
- Probation

This list is not meant to be necessarily progressive or exhaustive and the College reserves the right to review each situation on a case-by-case basis and respond accordingly. Where the Director determines there is a risk to health, safety and/or integrity and productivity of the learning environment is at risk the appropriate action will be taken, including the option of immediate suspension or dismissal. Students who are expelled for any reason will be notified in writing, either hand delivered or by registered mail with return receipt. The College is not responsible for non-delivery by registered mail if the student has not provided a valid home address where the student currently resides. The notification will contain a description of the basis for expulsion and the effective date.

## POLICY #002



### Procedure:

1. All concerns relating to student misconduct shall be directed to the Director. Concerns may be brought by staff, students or the public.
2. The Director 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 Director will meet with the student as soon as is reasonably possible.
3. Following the meeting with the student, the Director 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 Director will meet with the student and do one of the following:
  - Determine that the concern(s) were unsubstantiated
  - Determine that the concern(s) were substantiated, in whole or in part, and either:
    - Give the student a warning setting out the consequences of further misconduct;
    - Set a probationary period with appropriate conditions; or
    - Recommend that the student be dismissed from Glenn College.
6. The Director 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.
7. If the student is issued a warning or placed on probation, the Director 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.
8. If a refund is due to the student, Glenn College will ensure that a refund is forwarded to the student within 30 days of the dismissal.
9. If the student owes tuition or other fees to the institution, Glenn College may undertake the collection of the amount owing.