

## Policies – Student Dismissal Policy

Guildford College		04470
<b>Name of Institution</b>		<b>Institution Number</b>
Student Dismissal Policy	January 1 <sup>st</sup> , 2020	January 1 <sup>st</sup> , 2020
<b>Name of Policy</b>	<b>Effective Date</b>	<b>Revision Date</b>

### Policy:

Guildford College expects that students would adhere to rules, regulations and code of conduct set by the college during study. Following is a list of situations where an action can be initiated under this policy.

Dismissal process can be initiated in following situations, but this list is not exhaustive to mentioned reasons;

1. Absenteeism without informing the school and provision of a Doctor's Note.
2. Failure of rectification of poor class attendance without a legitimate reason.
3. Cheating or plagiarism in connection with academic program.
4. Misuse of College's documents, records or identification, or knowingly furnishing false information to the College
5. Misrepresentation of oneself or of an organization to be an agent of the College
6. Obstruction or disruption of, on or off-campus, property
7. Physical abuse of College's property
8. Theft or non-accidental damage to the College's property
9. The sale or knowing possession of dangerous drugs, restricted dangerous drugs or narcotics on Campus
10. Engaging in lewd, indecent, or obscene behavior on campus
11. Abusive behavior towards a member of the College staff
12. Soliciting or assisting another to commit any act, which would subject a student to expulsion, suspension, or probation pursuant to this section
13. Failure to pay the tuition fees after three (03) warnings



### **Procedure:**

1. All concerns relating to student misconduct will be directed the SEA. Concerns may be brought by staff, students, or the public.
2. The SEA 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 SEA will meet with the student as soon as practicable.
3. Following the meeting with the student, the SEA 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 SEA will meet with the student and do one of the following:
  - a. Determine that the concern(s) were not substantiated, and file is closed.
  - b. Determine that the concern(s) were substantiated, in whole or in part, and either:
    - i. Give the student a warning setting out the consequences of further misconduct.
    - ii. Set a probationary period with appropriate conditions; or
    - iii. Recommend that the student be dismissed from the College.
6. The SEA will prepare a written summary of the determination. A copy will be given to the student, a copy will be placed in the school's Student Conduct/Dispute Resolution/Dismissal File, and the original will be placed in the Student File.
7. If the student is issued a warning or placed on probation, the SEA, and the student both sign the written warning or probationary conditions, and the student is given a copy of warning or conditions. The original document is placed in the student's file.
8. If the recommendation is to dismiss the student, the SEA will meet with the student to dismiss him/her from study at the school. The SEA will deliver to the student a letter of dismissal and a calculation of refund or tuition owing (if any) in accordance with Refund Policy of GC, depending on the status of the student's financial account with the College.
9. If a refund is due to the student, the SEA will ensure that a cheque is forwarded to the student within 30 days of the dismissal.



10. If the student owes tuition or other fees to the school, the SEA or authorized official of the College will undertake the collection of the amount owing.
11. In absence of SEA, all chores will be done by CEO of the College.

