



# Dismissal Policy Pan Canada College

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Pan Canada College

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04370

Name of Institution

Institution Number

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## Student Code of Conduct and Dismissal Policy

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May 1, 2018

Name of Policy

Effective Date

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Revision Date

1. Student enrolled (both full-time and part-time) in Pan Canada College are governed by the rules and regulations of the College, including the Student Code of Conduct. Students are expected to behave in a manner consistent with the Code, in a generally accepted standards of behaviour, and in accordance with College policies.
2. Pan Canada College also operates within the confines of the Provincial and Federal Laws. The conduct provisions of the Code apply to: Actions on the College property, using communication and information technologies directed at College members, and actions at events hosted or affiliated by the College.
3. All members of the College have a responsibility to report violations to this policy immediately to Director of Student Affairs or President.
4. Pan Canada College may dismiss a student from a program on any of the following grounds:
  - Any illegal or other prohibited activities (See Respectful and Fair Treatment of Students Policy).
  - Excessive absences (See Attendance Policy), disruptive behaviour which interferes with the learning of other students
  - Smoking in College building, setting off a false fire alarm or failure to vacate the building and comply with any emergency procedures when alarm is sounded
  - Failure to comply with all applicable policies set by Pan Canada College
  - Any Academic misconducts: cheating, plagiarism, impersonating a candidate at an examination, submitting false academic records, failure to comply with any disciplinary measures imposed for academic misconduct.
  - Failure to maintain a satisfactory academic record or demonstrating excessively disruptive to the academic and/or social atmosphere of the campus.
5. The process by which a student may be dismissed from a program is as follows:



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- All concerns relating to misconduct should be reported to the Director of Student Affairs as soon as possible. Anyone can report these concerns.
- Once received, a meeting will be arranged between the student and the Director of Student Affairs or the President within 5 working days to address the concern. If it is a urgent matter and needs an immediate attention, the meeting will be arranged as soon as possible.
- After conducting a meeting between the student and the Director of Student Affairs or the President, the Director of Student Affairs or the President will determine whether more investigation is needed.
- Any necessary actions needed should be completed within 5 working days after the meeting.
- Once it is determined that there was a misconduct, the Director of Student Affairs or the President will meet with the student and do one of the following:
  - Give the student a warning and let the student know about the consequences of further misconduct;
  - Set an appropriate probationary period;
  - Recommend that the student be dismissed from the college
- The final decision will be made by the Principle.
- Once the decision has been determined, a copy of written summary of the decision will be provided to the student. The original will be kept in the student's file.
- Students suspended or dismissed from Pan Canada College will receive a refund for tuition in accordance with PTIB bylaw.
  - The refund will be made within 30 days of the dismissal
- If the student owes tuition or other fees to the College, the student must pay the owing amount.
- Regardless of the decision made, all incidents will be documented and will be stored in the student's file.