



Student Expulsion Policy

Introduction:

City College of Business Health & Technology is committed to taking all reasonable steps to ensure that students have the opportunity to successfully complete their programs. The College has a commitment to ensure that within this general framework all students are treated fairly and equitably. Students who do not support the academic and ethical goals of the College for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, City College of Business Health & Technology will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions. Where the College deems the integrity, safety or well-being of the College, students, staff, clients, visitors and other guests is in danger, then expulsion may be applied at the College's discretion at any point in the process.

Students will be provided with all policy documents applicable on registration and shall be required to confirm in writing that they have read and understood such documents at the time of contracting with the College.

The following outlines the conditions under which a student may be expelled with cause:

Academic Dishonesty – students may be subject to expulsion at the discretion of City College of Business Health & Technology for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:

- Cheating
- Plagiarism
- Unapproved collaboration
- Alteration of records
- Bribery
- Lying
- Misrepresentations

Outstanding Fees – failure to pay overdue accounts owing to City College of Business Health & Technology within the specified period may be grounds for expulsion after a written warning has been given.

Code of Conduct - all students are required to adhere to City College of Business Health & Technology code of conduct. Where the violations do not have the potential to result in physical harm to persons or

property the College may expel a student who has received suspension for failure to comply and has since violated any of the terms of the college's code of conduct. Students who are found under the influence of non-prescription drugs and/or alcohol or carrying weapons on the school campus or while attending a program placement will be subject to immediate expulsion.

Significant Omissions or Errors in Admissions Documentation – City College of Business Health & Technology has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly misrepresent themselves or who include false information as part of their application are subject to immediate expulsion.

Academic Failure – students who fail to achieve the required academic standing i.e., 70% Passing Grade, in their programs may be expelled from the program. City College of Business Health & Technology may, at its discretion, offer alternatives to a student and these are outlined in the academic policies for the program of study.

Attendance – students who do not achieve the required attendance i.e., at least 80% in-class and 100% field work, as stated in College policy, are subject to expulsion.

Harassment or Discrimination – City College of Business Health and Technology does not condone harassment or discrimination of any student, staff, client or visitor to the College. Students participating in harassing or discriminatory activities that are racial, sexual, or pertaining to sexual orientation in nature may be subject to immediate suspension depending on the severity of the activity and pending investigation.

Any student, who is deemed by the investigation to have engaged in harassing or discriminatory activities, may be expelled at the discretion of the college, depending on the severity of the activity.

Racial harassment means bothering, threatening, or treating someone unfairly because of their race, colour, ancestry, birthplace, religious belief, ethnic background, citizenship, or language.

Sexual harassment means bothering someone by saying or doing unwanted or unwelcome things of a sexual or gender-related nature including touching inappropriately, making offensive jokes about women and men, making sexual suggestions or requests, staring at or making unwelcome comments about one's body, displaying sexually offensive pictures, or being verbally abusive because of one's gender.

Sexual orientation harassment means treating someone unequally because they are gay, lesbian, heterosexual, bisexual, or living in a same-sex relationship. This could include making a hurtful comment or action to an individual that is known or ought to be known to be unwelcome, making homophobic jokes or hints about a person's sexual orientation or same-sex partnership status, or displaying of disrespectful signs, caricatures, cartoons or graffiti.

In determining what constitutes harassment or discrimination, City College of Business Health & Technology refers to The Ontario Human Rights Code. Students requiring more specific information may refer to the specific code as posted on the Provincial web site.

(<http://www.ohrc.on.ca/english/code/index.shtml>)

Misuse of College Property – College property is for the provision of College services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.

Endangerment of Staff or Students – City College of Business Health & Technology is committed to the right of all College staff, students, clients and visitors to be safe. Students who by action or neglect in any way endanger the safety of themselves or others may be expelled.

Prior to expulsion, depending on the severity and nature of the situation, City College of Business Health & Technology may take intermediate steps at its discretion including:

- Verbal warning
- Written warning
- Suspension
- Expulsion

Notification:

Students who are subject to expulsion for any reason will be notified in writing, either hand delivered or by registered mail with return receipt. City College of Business Health & technology 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. Expelled students who dispute the facts of the expulsion must appeal the decision in writing within one (1) week of the notification by following City College of Business Health & Technology Student Complaint Procedure.

If a student's appeal is successful and he/she is eventually reinstated then City College of Business Health & Technology will arrange for the student to make up the training time that he/she had missed since the date of expulsion specified in the written notification.

Fees

Settlement of student's accounts, for students that have been expelled, will be completed under City College of Business Health & Technology's Fee Refund Policy, using the effective date of expulsion as the final day of attendance in their program of study.

Return of Property

A student who is expelled is responsible for the return of City College of Business Health & Technology's property in his/her own possession within 10 days of the expulsion and will be held financially responsible for any property not returned in good condition or as outlined in the student contract.