



STUDENT DISMISSAL POLICY

Effective: November 26th, 2018

Responsibility: Senior Educational Administrator, Campus Administrator

Date of Last Revision: November 24th, 2018

Policy

Metropolitan Community College expects students to meet and adhere to a code of conduct while completing their program of study. The list below outlines the code of conduct that all students are expected to follow. If needed, students should request clarification from the Campus Administrator.

“Student” is defined as including prospective students as well as those currently registered or enrolled in any programs or activity at the College.

The Code of Conduct

Expectations for Students:

- Attend the College in accordance with the Attendance Policy.
- Treat all students and staff with respect.
- Treat College property and other people’s property with respect.
- Complete all assignments and examinations on the scheduled completion dates.

More serious issues which apply to students and employees:

- Sexual assault or a breach of policies or law.
- Physical assault or other violent acts committed on or off campus against any student.
- Verbal abuse or threats.
- Vandalism of College property.
- Theft.
- Use of alcohol or illegal drugs on Campus or during College activities (i.e. field trips)

If substantiated, a serious issue may result in immediate suspension/ investigation /possible dismissal (any illegal activity will be reported to the police). Consequences are on a case by case basis and may range from academic warning, suspension and/or dismissal. Only the Managing Director is empowered to dismiss a student in accordance with this policy.



Procedure:

1. All concerns relating to student misconduct shall be directed to the Campus Administrator in the first instance. Concerns may be brought by staff, students or the public.
2. As needed, within 5 college days of receiving the complaint, the Campus Administrator or Senior Educational Administrator will arrange to meet with the student to discuss the concern(s).
3. Following the meeting with the student, the Campus Administrator or Senior Educational Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns can be substantiated.
4. Any necessary inquiries or investigations shall be completed within 5 college days of the initial meeting with the student.
5. The Campus Administrator or Senior Educational Administrator will meet with the student and do one of the following:
 - a. Determine that the concern(s) were not substantiated;
 - 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 Senior Educational Administrator will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the College's complaint file, and the original will be placed in the student's file. If the student is under 19 years of age, a copy will be sent to their guardian/parent.
7. If the student is issued a warning or placed on probation, the Senior Educational Administrator or Director and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed on the student's file.
8. If the recommendation is to dismiss the student, the Managing Director of the college will meet with the student to dismiss him/her from study at the College. The Managing Director of the College will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the College.
9. If a refund is due to the student, the Campus Administrator will ensure that a cheque is forwarded to the student within 30 days of the dismissal. (According to Refund Policy)
10. If the student owes tuition or other fees to the College, the Campus Administrator may undertake the collection of the amount owing.