

Student Dismissal Policy

Sprott Shaw 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. Sprott Shaw expects 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 subject to penalties, up to and including dismissal.

The College reserves the right to discipline, suspend or dismiss any student whose conduct is in violation of any of the codes of conduct addressed in the student handbook(s), including but not limited to those that contravene policies and expectations related to academic honesty, use of technologies, attendance, bullying, harassment, discrimination, substance use, and sexual misconduct, and any other behavior that is detrimental to the safety and integrity of the learning environment or places at risk the safety or well-being of other students, staff, visitors and guests. Specifics include:

- Excessive tardiness and/or absenteeism as set out in the Attendance and Absenteeism Policy
- Failure to maintain adequate academic progress
- Academic cheating or assisting others to cheat*
- Deliberate misrepresentation in the application process
- Failure to follow College policies
- Engage in disruptive behaviors – i.e., bullying, harassment, discrimination and disorderly conduct – which includes physical or verbal abuse of another person; abusive, indecent, profane or vulgar language, obscene actions; threats; and/or disrespect for the rights and privileges of others; or hinders the learning environment
- Flagrant disrespect directed toward the College, its staff, its instructors, or other students
- Deliberate destruction; theft of property belonging to another; weapon violation
- Intoxication or substance abuse
- Possession of drugs or alcohol on the College premise
- Have on their person a weapon or look-alike weapon or any device or instrument used to intimidate, threaten or inflict harm while on College property (please note that the Kirpan is recognized as a religious symbol)
- Conduct that endangers the health, well-being or safety of other students, employees, visitors and guests, on or off campus on college related activities
- Misuse of school property, including damage, misuse, theft or otherwise use the property in a way that is prohibited. Restitution may be required.
- Unacceptable behaviour includes and is not limited to recalling or sharing of curriculum material on paper or digitally by email or online, accessing, utilising, or supplying any propriety curriculum, including assignments and tests with any third party, or commercial website

Outstanding Fees. Failure to pay tuition or other fees due to the College is considered to be grounds for dismissal, and students who fail to remit outstanding fees may be dismissed after written warning has been provided by the Campus and the student fails to comply with the stated parameters on the Student Enrolment Agreement

***Note:** By signing this Student Handbook the student acknowledges that they have read and understand the above statements regarding cheating and its consequences. It will constitute an agreement to not engage in cheating behavior or behavior that is viewed as suspicious of cheating. The student also acknowledges that they will follow specific instructions regarding what not to bring into the classroom during examinations or exam reviews (i.e., books, bags, food, drinks, cell phones, smart watches etc.) The consequences of cheating, including behavior that is viewed as suspicious are serious and may include:

- Being given a fail result on the assessment, assignment, project or a required marked work
- Having a complaint filed against them
- Being dismissed from the program
- Having a civil lawsuit filed against them

Dismissal Procedures

Prior to dismissal, 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 – Learning Plan or Probation Form
- 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 Campus 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 dismissed 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 dismissal and the effective date.

In the event the student wishes to appeal the dismissal or suspension, the student may do so by following the Dispute Resolution Policy.