



## Student Dismissal Policy

### **Responsibility:**

- President
- Senior Education Administrator

Insignia College expects students to meet and adhere to a code of conduct while completing their program of study both at campus and work experience. The list below outlines the code of conduct that all students are expected to follow. If needed, students should request clarification from the Senior Education Administrator or President.

### **The Code of Conduct**

#### Expectations for Students:

- Attend the College in accordance with the Attendance Policy and course policies.
- 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:

- Sexual assault or a breach of policies or law.
- Physical assault or other violent acts committed 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. Practicums /field trips etc.)

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 President and Senior Educational Administrator (Senior Education Administrator) is empowered to dismiss a student in accordance with this policy.



**Procedure:**

- 1 All concerns relating to student misconduct shall be directed to the Senior Educational Administrator in the first instance and/or the President. Concerns may be brought by staff, students, work experience hosts or the public.
- 2 As needed, within 5 college days of receiving the complaint, the President or Senior Educational Administrator will arrange to meet with the student and /or complainant to discuss the concern(s).
- 3 Following the meeting with the student and /or complainant, the President 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 Senior Educational Administrator or President 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 or President 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.
- 7 If the student is issued a warning or placed on probation, the Senior Educational Administrator or President 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 College will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing.
- 9 If a refund is due to the student, the Senior Educational Administrator / President 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 College, the Senior Educational Administrator / President may undertake the collection of the amount owing.

