



## **Policy ST02 – Student Expulsion**

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### **SCOPE:**

Can-Weld Testing & Training Centre is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs. Can-Weld has a commitment to ensure that within this general framework that all students are treated fairly and equitably. Students who do not support the academic and ethical goals of this college for themselves and their fellow students may be subject to penalties, up to and including expulsion.

### **POLICY:**

In general, Can-Weld will attempt to resolve a situation without expulsion. A verbal warning, a written warnings and suspension review will occur before this final and most serious of action. When Can-Weld deems the integrity, safety or well being of this college, students, staff, clients, visitors and other guests is in danger then the student’s expulsion may be applied at Can-Weld’s discretion. This can occur at any point within the review in the process.

In conjunction with this policy, Can-Weld will have to ensure that students receive and are aware of its code of conduct, academic policy, and attendance policy as stated in Can-Weld’s Rules (*see handouts received at admission*).

### **PROCEDURE:**

1. Academic Dishonesty – students may be subject to expulsion at the discretion of Can-Weld 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:
  - 1.1. cheating
  - 1.2. plagiarism
  - 1.3. unapproved collaboration
  - 1.4. alteration of records
  - 1.5. bribery
  - 1.6. lying
  - 1.7. misrepresentations

2. Outstanding Fees – failure to pay overdue accounts owing to Can-Weld within the specified period may be grounds for expulsion after a written warning has been given.
3. Code of Conduct - all students are required to adhere to Can-Weld’s published code of conduct. Where the violations do not have the potential to result in physical harm to persons or property Can-Weld may expel a student who has received suspension for failure to comply and has since violated any of the terms of Can-Weld’s code of conduct. Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion. (*Again please refer to Can-Weld’s handout of Rules received at admission*).
4. Significant Omissions or Errors in Admissions Documentation – Can-Weld has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly misrepresent their applications are subject to immediate expulsion.
5. Academic Failure – students who fail to achieve the required academic standing in their programs may be expelled from the program. Can-Weld may at its discretion offer alternatives to a student and these are outlined in the academic policies for the program of study.
6. Harassment or Discrimination – Can-Weld does not condone harassment or discrimination of any student, staff, client or visitor to Can-Weld. 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.
  - 6.1.1. Any student, who is deemed by the investigation to have engaged in severe harassing or discriminatory activities, may be expelled at the discretion of Can-Weld, depending on the severity of the activity.
  - 6.1.2. Racial harassment means bothering, threatening, or treating someone unfairly because of their race, colour, ancestry, birthplace, religious belief, ethnic background, citizenship, or language.
  - 6.1.3. 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.
  - 6.1.4. 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.
  - 6.1.5. In determining what constitutes harassment or discrimination, Can-Weld 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>).

7. Misuse of College Property – Can-Weld property is for the provision services at this college. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.
8. Endangerment of Staff or Students – Can-Weld is committed to the right of all its 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.
  - 8.1. Prior to expulsion, depending on the severity and nature of the situation, Can-Weld may take intermediate steps at its discretion including:
    - 8.1.1. verbal warning
    - 8.1.2. written warning
    - 8.1.3. suspension
    - 8.1.4. expulsion
9. 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. Can-Weld is not responsible for non-delivery by registered mail if the student has not provided a valid home address where the student currently resides.
  - 9.1. The notification will contain a description of the basis for expulsion and the effective date. Expelled students who dispute the facts of the expulsion and wish to appeal must appeal the decision in writing within one week of the notification by following Can-Weld’s student complaint procedure provided to the student and by providing sufficient proof to support the complaint.
10. A student, whose expulsion is upheld after having followed Can-Weld’s student complaint and appeal procedure, may file a further appeal through the Complaints process of the Ministry of Training, Colleges and Universities, provided the students are attending a program approved under the Private Career Colleges Act, 2005.
11. If a student's appeal is successful and he/she is eventually reinstated as part of the internal college or Ministry appeal processes, than Can-Weld 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.
12. Fees - Settlement of student’s accounts, for students that have been expelled, will be completed under Can-Weld’s Fee Refund Policy, using the effective date of expulsion as the final day of attendance in their program of study.
13. Return of Property - A student who is expelled is responsible for the return of any College 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.