

**Dismissal of Student Policy**

Name of Policy

May 1, 2007

Implementation Date

**Senior Educational Administrator, Director of Operations, President**

Position(s) Responsible

September 1, 2016

Date of Last Revision

**Policy:**

Students are expected to meet and adhere to the Code of Conduct set out in this policy while completing a program of study at Brighton College. If necessary, students should request clarification from the Campus Director. “Student” means a person who is presently enrolled at Brighton College, including students participating in work experience placements.

**Code of Conduct**

While on Brighton College premises or in the course of activities or events hosted by Brighton College, students:

- must comply with all applicable Brighton College policies, including the Attendance Policy;
- must satisfy the financial obligation to support studies at the college;
- must treat all students and staff with respect and must not engage in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behaviour;
- must not steal, misuse, destroy or deface Brighton College property;
- must not consume, possess or distribute alcohol or controlled or restricted substances; and
- must not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal statute or regulation.

The above list sets out examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline and is not exhaustive.

Students who violate the Code of Conduct will be subject to the procedures and discipline outlined below, which may include immediate dismissal from the institution.

**Procedure:**

1. All concerns relating to student misconduct shall be directed to the Campus Director. Concerns may be brought by staff, students or the public.
2. The Campus Director will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Campus Director will meet with the student as soon as is reasonably possible.
3. Following the meeting with the student, the Campus Director will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.

4. Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
5. The Campus Director will meet with the student and do one of the following:
  - a. Determine that the concern(s) were unsubstantiated;
  - 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 Campus Director.
6. The Campus Director will prepare a written summary of the determination. A copy shall be given to the student, and the original will be placed in the student file.
7. If the student is issued a warning or placed on probation, the Campus Director and the student will both sign the written warning or probationary conditions and the student will be given a copy. The original document will be placed in the student's file. In case the student is issued a warning or placed on probation due to breach of the attendance policy or financial obligation, the notification will be issued even without signature of the student.
8. If the recommendation is to dismiss the student, the Director of Operations of the institution will review the recommendation and accept or reject it. If the recommendation is accepted by the Director of Operations, the Director of Operations will meet with the student to dismiss him/her from study at the institution. The Director of Operations of the institution will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, in accordance with PCTIA Bylaw 37.5. If the recommendation is rejected by the Director of Operations, the Campus Director will follow steps 5 through 7, above.
9. If a refund is due to the student, Brighton College will ensure that a refund is forwarded to the student within 30 days of the dismissal.
10. If the student owes tuition or other fees to the institution, Brighton College may undertake the collection of the amount owing.