

Dismissal Policy	May 1, 2007
Name of Policy	Implementation Date
All Members of Brighton College	January 10, 2020
Position(s) Responsible	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 are required to abide by the College’s Code of Conduct:

- Comply with all applicable Brighton College policies, including the Attendance Policy;
- Satisfy the financial obligation to support studies at the college;
- Treat all students and staff with respect and must not engage in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behavior (as per the Respectful and Fair Treatment Policy);
- Do not steal, misuse, destroy or deface Brighton College property;
- Do not consume, possess or distribute alcohol or controlled or restricted substances; Dress according to the school’s dress code: avoid wearing torn or soiled clothing, see-through, bare-midriff shirts/blouses, low cut, open back clothing, and extremely short dresses, skirts, or shorts;
- Refrain from cheating or plagiarism in completing class assignments;
- Refrain from bringing weapons of any kind (i.e. knives, guns) to school;
- Refrain from any conduct that otherwise interferes with another student’s ability to learn;
- Refrain from any conduct that endangers staff or other students health;
- Complete all assignments and examinations on the scheduled completion dates;
- Follow the Internet/Electronic Mail Policy;
- Refrain from any conduct that endangers the operations of the College;
- Do not falsify information, or supply false information, or fail to supply accurate information in order to obtain admission to any College course or program, or in order to obtain any College document such as a receipt, transcript etc.
- Do not Impersonate a student or applicant at an assessment or examination;
- Do not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal statute or regulation;
- Refrain from any other conduct which is determined to be detrimental or damaging to the other students, staff members or the Institution.

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 any further enquiry or investigation necessary to determine whether the concerns are substantiated.
4. 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 institution.
5. 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.
6. If the student is issued a warning or an academic alert, and doesn't respond within the specified time frame, a dismissal notification will be issued. The student will be given a copy and the original document will be placed in the student's file.
7. 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. A letter of dismissal and a calculation of refund due or tuition owing will be delivered to the student, in accordance with PTIB Regulations. If the recommendation is rejected by the Director of Operations, the Campus Director will follow steps 5 through 7, above.
8. 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.
9. If the student owes tuition or other fees to the institution, Brighton College may undertake the collection of the amount owing.