

Student Dismissal Policy	May 1, 2007
Name of Policy	Implementation Date
Director of Operations, Student Services, Education Advisors	May 1, 2025
Position(s) Responsible	Date of Last Revision

Definitions

The Brighton College Student Dismissal Policy includes the following definitions:

- *Student*: A person who is presently enrolled at Brighton College, including students participating in work experience placements.

Policy

Regulation of Student Dismissal:

- The College must have reasonable grounds for dismissing a student from a Program or Course.
- The dismissal must take place in a fair and orderly manner.
- Student who has been dismissed may be entitled to a refund. Refer to the Tuition Fee Refund Policy for information.

Grounds for Dismissal: A student may be dismissed from their Program or Course for one or more of the following reasons:

- **Academic misconduct** – plagiarism, cheating, or falsifying records.
- **Unsatisfactory academic performance** – failing to meet minimum grade or attendance requirements. See the College’s *Attendance Policy* for further details.
- **Code of conduct violations** – harassment, violence, discrimination, or disruption of the learning environment. See the College’s *Code of Conduct* for further details.
- **Non-payment of fees** – failure to satisfy financial obligation to the college in a timely manner.
- **Failure to meet visa or immigration requirements** – including loss of legal study status in Canada.
- **Breach of college policies** – repeated rule violations after warnings.

Procedure

Brighton College has a structured process for student dismissal comprised of the following steps:

- Written warning(s) – outline the issue and expected correction.
- Probation period – provide opportunity for the student to improve or explain behavior.
- Written notice of dismissal – state reasons and effective date of dismissal.
- Appeal opportunity – provide student a right to appeal the decision.

Consequences of Dismissal

- Immediate termination of enrollment
- Suspension from attending classes
- Loss of access to campus, college resources and services
- Reported to IRCC (Immigration, Refugees and Citizenship Canada), if applicable

Appeals

Students who have been dismissed have the right to appeal the decision following the procedure outlined below.

- a. Within 7 calendar days of the dismissal notice, students must file an appeal in writing. Refer to *Dispute Resolution Policy* for details.
- b. The Director must make a decision and provide the reasons for the decision in writing to the student within 30 calendar days of having received the written appeal.

Policy Notes

The *Student Dismissal Policy* is included in the student handbook and posted on the college website.