

## DISMISSAL POLICY

### Table of Contents

- 1.0 – Policy
- 2.0 – Dismissal with cause
- 3.0 – Notification
- 4.0 – Rights to Appeal
- 5.0 – Fees
- 6.0 – Return of Property

### Policy Information & Responsibilities

**Policy No:** A-07

**Approved by:** Regional Vice  
President ON

**Approval Date:** March 01, 2018

**Amendment Date:** March 01, 2020

**Executive Responsible:** Academic Director  
(Regional)

**Administrator Responsible:** Academic Manager

**Date of Last Review:** April 01, 2020

**Next Review:** March 01, 2021

### Revision Dates

April 01, 2020 – Updated policy format



**Shadya Mahfouz – Academic Director**

## 1. Policy

Hanson College, hereinafter called 'Hanson', is committed to taking all reasonable steps to ensure that all students have the opportunity to successfully complete their programs. Within this framework, Hanson has a commitment to ensure that all students are treated fairly and equitably.

Students who do not support the academic and ethical goals of the institution for themselves and their fellow students may be subject to penalties, up to and including expulsion ("*dismissal*"). Hanson always considers expulsion as a last resort that is only exercised in the most severe cases. Students have the rights with respect to notice, a right to be heard, and a right of appeal. For this reason, verbal warnings, written warnings, and suspension will generally precede expulsion. However, if Hanson deems the integrity, safety, and well-being of Hanson students, staff, clients, visitors and other guests to be in danger, then Hanson reserves the right to expel students without going through the entire dismissal process. In conjunction with this policy, Hanson will ensure that students receive and are aware of its Code of Conduct and Attendance Policy.

## 2. Dismissal with Cause

- 2.1.** The following outlines the conditions under which a student may be expelled (dismissed) with cause. Where Hanson has specific policies in these areas, they may reference them. Where no specific policy exists, the institution should provide sufficient detail to allow the student to comprehend the conditions that will result in expulsion.

### 2.2. Academic Dishonesty

- 2.2.1.** Students may be subject to expulsion at the discretion of Hanson for academic dishonesty. As outlined in the Cheating Policy, academic dishonesty is any behaviour (word, action, or deed) performed alone, or with others, for the direct or indirect intention of providing an unfair advantage or benefit to one's self or other student(s). This may include (but is not limited to):
- a. Cheating
  - b. Plagiarism
  - c. Unapproved collaboration
  - d. Alteration of records or data
  - e. Bribery
  - f. Misrepresentations

### 2.3. Outstanding Fees

- 2.3.1.** Students who fail to remit outstanding fees may be expelled or suspended after written warning has been provided by the institution, and if the student fails to comply within the stated parameters.

**2.4. Code of Conduct**

- 2.4.1.** All students are required to adhere to Hanson's Code of Conduct policy.
- 2.4.2.** Where the violations do not have the potential to result in physical harm to persons or property, Hanson may expel a student who has received suspension for failure to comply with the regulations and has since violated any of the terms of Hanson's Code of Conduct.
- 2.4.3.** Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion.

**2.5. Significant Omissions or Errors in Admissions Documentation**

- 2.5.1.** Hanson has a responsibility to ensure that students have been admitted in accordance with the registration requirements for the program.
- 2.5.2.** Students who knowingly or in error misrepresent their applications are subject to immediate expulsion.

**2.6. Academic Failure**

- 2.6.1.** Students who fail to achieve the required academic standing in their programs may be expelled from the program.
- 2.6.2.** Hanson may, at its discretion, offer alternatives to a student. These are outlined in the academic policies for the program of study.

**2.7. Attendance:** students who do not achieve the required attendance, as stated in the Attendance Policy, are subject to expulsion.

**2.8. Harassment or Discrimination**

- 2.8.1.** Hanson does not condone harassment or discrimination of any student, staff, client, or visitor to Hanson.
- 2.8.2.** Students participating in harassing or discriminatory activities are subject to immediate suspension pending investigation.
- 2.8.3.** Expulsion is mandatory for any student who is deemed by the investigation to have engaged in harassment or discriminatory activities.
- 2.8.4.** In determining what constitutes harassment or discrimination, Hanson refers to the Code of Conduct Policy and the Ontario Human Rights Code. Students requiring more specific information may refer to the specific code as posted on the provincial website: <http://www.ontario.ca/laws/statute/90h19>

**2.9. Misuse of Institutional Property:** Institutional property is for the provision of educational services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.

- 2.10. Endangerment to Staff or Students:** Hanson is committed to the right of all staff, students, clients, and visitors to safety. Students who, by action or neglect, endanger the safety of themselves or others in any way may be expelled.
- 2.11. Student Misconduct:** Based on the case of the student misconduct incident and the decision of the ad hoc Disciplinary Advisory Committee, the nature of the incident could result in suspension ('temporary dismissal') or expulsion ('dismissal'). ***Please refer to Hanson's Student Misconduct Procedures Guide for further details on dismissal due to student misconduct.***

### 3. Notification

- 3.1.** Prior to expulsion, depending on the severity and nature of the situation, Hanson may take intermediate steps at its discretion including:
- Verbal warning
  - Written warning
  - Suspension
- 3.2.** Students who are subject to expulsion for any reason will be notified in writing, either hand-delivered or by registered mail with a return receipt.
- 3.3.** Hanson is not responsible for non-delivery by registered mail if the student has not provide a valid home address.
- 3.4.** The notification letter will be composed and signed by the Academic Director or designate
- 3.5.** The notification will contain a description of the basis for expulsion and the effective date.
- 3.6.** Depending on the nature of the incident leading to dismissal and on the decision of the college, the notification may indicate a specified expulsion period after which the student may apply for re-admission to the college. It is in the discretion of the college whether the student will be granted approval to re-apply for re-admission. For this reason, decisions will be on a case-by-case basis.

### 4. Rights to Appeal

- 4.1.** Expelled students wishing to dispute the conditions of their expulsion must appeal the decision within three (3) days of the notification, following the Hanson Code of Conduct and Student Complaints Policy available in the Student Services department. Students may use the [Academic Appeals Form](#) as a method of appealing their decision.
- 4.2.** The appeal must be accompanied by sufficient proof to support the dispute.
- 4.3.** Students who file an appeal and are unsuccessful are considered withdrawn from Hanson. For this reason, further appeals must be filed through the Complaints process with the Ministry of Training Colleges and Universities. For inquiries, please visit their website: <http://www.tcu.gov.on.ca/eng/contact.html>

## **5. Fees**

- 5.1.** A student who is expelled by Hanson will be considered withdrawn from their program on the effective date of the expulsion.
- 5.2.** Hanson will officially withdraw the student and the student's account will be settled under Hanson's Tuition Refund Policy.

## **6. Return of Property**

- 6.1.** A student who is expelled is responsible for the return of any institutional property in his/her own possession within ten (10) days and will be held financially responsible for any property not returned in good condition (or as outlined in the student contract).
- 6.2.** Hanson may not deduct from a student's tuition refund fee, as set out in the enrolment contract, any amount owing by the student with respect to such property.