

## Policy on Student Dismissal

### **1.0 Objective and Scope**

1.1 The Policy on Student Misconduct establishes the realistic principles and procedures for dismissing a student from a Program or Course within the College of Technology Alberta. This policy applies to all enrolled students, all individuals employed by the College, and any other individuals acting as representatives, or holding a titular position in the College.

### **2.0 Policy**

#### **2.1 Guidelines for Student Dismissal**

2.1.1 The College is to have a reasonable ground to dismiss a student from a program or College. The grounds for dismissal are determined by the College's administration and are intended to ensure the integrity of the educational environment and the well-being of other students and faculty. These policies include dismissal reasons as follows:

- .1 academic misconduct,
- .2 Failure to meet academic requirements, or prerequisite requirements of Program or Course
- .3 Disruptive behavior or violation of the institution's code of conduct.
- .4 Unable to provide documentation to support immigration status
- .5 Unsuccessful to obtain the necessary visa to attend the College as an International student
- .6 Failure to meet the financial obligations:
  - a) In an event, if a student fails to meet their financial obligations to the College, the College has right to suspend the student.
  - b) The College must notify the students in writing that the student is suspended from college due to the failed obligations and will not have access to the College resources until the balance owing is paid in full.

2.1.2 Absolutely, fairness and due process are fundamental principles in taking disciplinary action, which include dismissal from a program or course. The students are to be responsible to familiarize themselves with and adhering to all relevant laws, policies, procedures, and guidelines outlined by the College, which are accessible on the College website. By following these

regulations, students are expected to demonstrate their commitment to upholding the standards set forth by the College and also contribute to maintaining a safe, orderly, and respectful academic environment.

- 2.1.3 Depending upon the timing of the dismissal from a program, the student may be entitled to a refund. The students, if eligible, for refund will be refunded as per the Student refund policy.

## 2.2 Student Dismissal

- 2.2.1 Prior to the student dismissal, Student Services must ensure that the involved parties had open and fair opportunity to present relevant facts.
- 2.2.2 Student Services must provide written notifications of the dismissal to the student that includes the reason of dismissal within seven (7) calendar days of the decision to dismiss the student.

## 2.3 Appealing a Dismissal

### 2.3.1 Formal Appeal

- .1 **Filing a Formal Appeal:** If the student disagrees with the decision made by Student Services, they have the option to file a formal appeal in writing to the Registrar within seven (7) calendar days of the decision.
- .2 **Notification by the Registrar:** Upon receiving the appeal, the Registrar must inform all relevant parties involved in the appeal process within seven (7) calendar days. This notification serves to inform them of the appeal and their opportunity to provide additional relevant information. All relevant parties are given fourteen (14) calendar days from the date of the Registrar's notification to submit any additional relevant information in writing.
- .3 **Registrar's Decision:** Within fourteen (14) calendar days of receiving the written statements and, if applicable, hearing oral presentations, the Registrar must carefully consider all the evidence presented as part of the appeal. Based on the evidence and considerations, the Registrar must inform the decision made to the student. The Registrar is then responsible for notifying all relevant parties in writing of the final decision within the same fourteen (14) calendar day timeframe. The decision made by the Registrar is deemed final, meaning it concludes the appeal process within the institution. However, it is noted that this finality does not prevent any party from pursuing the matter through other appropriate legal means.