COLLEGE POLICY

Policy No. & Title:	**A-143 Involuntary Withdrawal**
Policy Sponsor:	Vice-President, Operations
Reference Cmtee:	Policy & Procedure Committee
Effective:	2024-09-05
Next Review:	2027-01-29

Purpose

To protect the reputation of the College and its credentials, the College has a zero-tolerance position with respect to any academic integrity offence or actions of students which cause damage to the reputation of the College. The College has a commitment to treat all students fairly and equitably as it upholds its reputation. This policy describes the College's required statement on Involuntary Withdrawal.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions

As defined in the Policy below as applicable.

POLICY

1) The College is committed to taking all reasonable steps to ensure students can successfully complete their programs. The College has a commitment to ensure within this general framework all students are treated fairly and equitably. Students who do not support the academic and ethical goals of the College may be subject to penalties, up to and including involuntary withdrawal.
2) In general, the College will attempt to resolve a situation before withdrawal. Verbal and written warnings and suspension may precede this final and most serious of actions. Where the College deems the integrity, safety, or well-being of our school, students, staff, clients, visitors, and other guests are in danger, then involuntary withdrawal may be applied at our discretion at any point in the process.
3) Conditions under which a student learning in any College environment (Remote, Online Asynchronous or in person), on a field/clinical placement or internship, or at an off-campus triOS-related function may be involuntarily withdrawn with cause include:
    a) **Academic Dishonesty** – Students may be subject to involuntary withdrawal at the discretion of the College for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:

i) Cheating
ii) Plagiarism, including unacknowledged use of AI (Artificial Intelligence)
iii) Unapproved collaboration
iv) Alteration of records
v) Bribery
vi) Lying
vii) Misrepresentations

b) **Outstanding Fees** – Students are expected to be in good financial standing with the College. If a student's account is in arrears they will be notified in person or via their student email and/or personal email, requesting a meeting with the Financial Aid Officer to arrange to repay the outstanding amount. If the account is not brought up to date after the meeting, a student will be notified in person or via student email and/or personal email that they may be involuntarily withdrawn.

c) **Code of Conduct** - Students must adhere to all facets of the Code of Conduct. A student's time at the College is considered to be job-readiness training. As examples of the Code of Conduct, and at the discretion of the school administration, a student may be suspended or voluntarily withdrawn for serious or repeated incidence of any of the following acts:
i) Intoxicated or drugged state of behaviour
ii) Possession of drugs or alcohol upon school premises
iii) Bullying of a student or staff member
iv) Behaviour that creates a safety hazard to student(s) or other persons including a client/resident or fellow employee while on a field placement or on the College premises
v) Disrespectful behaviour to other students, an administrator, staff member of the College or a supervisor, client/resident, or fellow employee while on a field placement or College premises; or
vi) Failure to conform to College policies or any other stated or determined infractions of conduct

d) **Significant Omissions or Errors in Admissions Documentation** – The College is responsible for ensuring students have been admitted in accordance with the registration requirements for the program. Students who knowingly misrepresent their applications will not be admitted into a program.

e) **Academic Failure** – Students who fail to achieve the required academic standing in their programs may be involuntarily withdrawn from the program. The College may, at its discretion, based on the program of study, offer alternatives to a student. These options are outlined in the Academic Policies and Procedures in the Student Handbook.

f) **Attendance** – Students who do not achieve the required attendance as stated in our Attendance Policy are subject to involuntary withdrawal.

g) **Bullying, Harassment or Discrimination** – The College condemns harassment or discrimination of any student, staff, client, or visitor to the College.

Any student who engages in discrimination, harassment, or disruptive and inappropriate behaviour of a person or group based on their race, ethnicity, religion, ability, sexual orientation, and/or gender identification will be subject to immediate suspension, pending investigation.

Involuntary withdrawal is mandatory for any student who is deemed by the investigation to have engaged in harassing or discriminatory activities. In determining what constitutes harassment or discrimination, please refer to P- 103 Anti-Violence Harassment and Discrimination or the provincial Human Rights Code.

h) **Misuse of College Property** – College property is for the provision of College services. Students who damage, misuse, steal or otherwise use the property in a prohibited way may be involuntarily withdrawn and required to make restitution.

i) **Endangerment of Staff or Students** – The College is committed to the right of all College staff, students, clients, and visitors to be safe. Students, who by action or neglect, endanger the safety of themselves or others, while in school or on an external work placement, may face involuntary withdrawal.

4) Prior to withdrawal, depending on the severity and nature of the situation, the College may take intermediate steps at its discretion including:
   a) **Verbal warning** – Depending on the severity of the occurrence, the student and a Campus Director will meet within one (1) business day to discuss the situation and provide a resolution.
   b) **Written warning** – Depending on the severity of the occurrence, or if a resolution is not forthcoming during the initial meeting, a written warning will be given to the student within one (1) business day of the occurrence or the meeting. This warning will become part of the student's academic file. It will refer to any previous occurrences of the same behaviour/incidents (where related).
   c) **Suspension** – Depending on the severity of the occurrence, students may face a suspension of up to five (5) days. A written notice of suspension, outlining the details and the length of the suspension, will be hand delivered to the student (if applicable) and will be sent by mail/email. The suspension will take effect based on the date of the occurrence. This written notice of suspension will become part of the student's academic file.
   d) **Involuntary Withdrawal** – Based on the above conditions, a student may be involuntarily withdrawn. They will be notified in writing, either hand delivered (if applicable) or by mail/email. The College is not responsible for non-delivery by mail if the student has not provided a valid home address.
5) Notification of expulsion will describe the basis for expulsion and the effective time and date. Expelled students who dispute the facts of the expulsion must appeal the decision, in writing, to the Campus Director/Remote Education Director within two (2) business days of the date of the written notification of expulsion. The Campus Director/Remote Education Director will set up a meeting within five (5) days after receiving the complaint form.
6) Students who file an appeal and are unsuccessful are considered terminated from the College. A student who wishes to further appeal their termination may submit a student complaint:

a) For Ontario, the Superintendent of Career Colleges provided they are attending a program approved under the Ontario Career Colleges Act, 2005.
b) For New Brunswick, the student may refer their issue, in writing, to the Department of Post-Secondary Education, Training and Labour, Private Occupational Training Branch
c) For Nova Scotia, the student may refer their issue, in writing, to the Nova Scotia Department of Advanced Education, Private Career Colleges Division

7) Fees for Expelled Students: A student withdrawn by the College will be considered terminated from their program on the effective date of the withdrawal and will be officially withdrawn from their program. The settlement of their account will be completed under our Tuition Refund procedures.
8) Return of College Property: A student who is involuntarily withdrawn is responsible for the return of any College property in their possession within five (5) days of the withdrawal and will be held financially responsible for any property not returned in good condition or as outlined in the student contract.

Related Policies

A-103 Attendance
A-109 Student Code of Conduct
A-117 Field Trips
A-121 Academic Withdrawal
A-141 Academic Integrity
C-201 Facilities Use
C-210 Network Acceptable Use
C-401 Admissions
P-103 Anti-Violence, Harassment & Discrimination
P-105 Sexual Harassment, Sexual Misconduct & Sexual Violence Prevention

Supporting Documents/Forms

A-111p Academic Progression - Procedure