



Student Dismissal Policy and Procedure

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1 PURPOSE

- 1.1 The purpose of this policy is to describe the exclusion of a Canadian National Institute of Business ('CNIB') student dismissal for non-compliance on the basis of academic misconduct or academic progress, related to either a course of study or a unit.

2 SCOPE

- 2.1 This policy and procedure apply to all students at CNIB, who may be dismissed from the course or program.

AUTHORISATION

- 2.2 All non-academic cases of student's deferment, suspension or cancellation are authorised by the Campus Administrator.
- 2.3 All academic cases of student's suspension or cancellation are authorised by the Senior Educational Administrator (SEA).

3 POLICY STATEMENT

- 3.1 CNIB desires that students should progress with a high level of practical and theoretical attainment. Because the ideal is not always fulfilled, it may be necessary to counsel, place on probation, suspend or expel a student for inadequate performance or unacceptable actions.
- 3.2 CNIB's may dismiss a student from a program on any of the following grounds:
- Unsatisfactory Academic Progression;
 - Academic Misconduct;
 - misbehaviour by the student
 - the student's failure to pay an amount he or she was required to pay to CNIB to undertake or continue the course as stated in the written agreement
- 3.3 In instances where there are grounds for dismissal it is at the sole discretion of the SEA to determine the required disciplinary action, disciplinary action may include, but not limited to:
- 3.3.1 Probation;
- 3.3.2 Suspension;
- 3.3.3 Expulsion; resulting in cancellation of enrolment;
- 3.3.4 Other appropriate disciplinary action as determined as appropriate by the SEA
- 3.4 All disciplinary outcome indicated at item 3.3 will be documented on the student academic transcript.

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- 3.5 In each instance where a student may be dismissed will be evaluated on a case by case basis and procedural fairness will be applied.
- 3.6 Reasons why a student may have disciplinary action brought against them include but are not limited to:
 - 3.6.1 Students who fail one module may continue in their program but will be issued a warning of impending difficulties unless adaptive changes are made. Assistance from administration or instructors will be strongly recommended.
 - 3.6.2 Students who fail 2 consecutive modules may be dismissed from their program. Students dismissed from their program and wishing to be re-admitted to their program must apply in writing to the Campus. Students dismissed from their program and given permission to continue in their program will do so only with conditions or requirements as set down by the Campus.
 - 3.6.3 Students who miss more than 3 classes may be dismissed.
 - 3.6.4 Students whose behaviour undermines the safety or security of the Campus or its students, staff or faculty, or whose behaviour is deemed disruptive or abusive, or who use drugs or alcohol on campus, may be suspended, placed on probation, or dismissed.

4 PROCEDURES

CNIB-Academic Probation

- 4.1 Probation is a suitable period of time that allows the administration to assess the performance of a student. The nature of the probation and the length of the probation should be given to the student in writing and a copy filed with the student file.
- 4.2 The Institute may place a student on probation for a period of time no greater than 3 months.

CNIB-Initiated Suspension of Study

- 4.3 All students are subject to the potential for CNIB - initiated suspension of study or cancellation of enrolment in the event of either academic or non-academic misconduct, or non-payment of tuition fees.

The following outlines the process of a CNIB -initiated suspension:

- 4.4 The SEA may consider suspending a student's studies or cancelling their enrolment for misconduct and will collect supporting evidence in order to make the decision.
- 4.5 In the event that the SEA approves the request to suspend a student's studies, CNIB will write to the student informing them of the intention to suspend. Including the reasons for the decision. In addition, the student will be advised that if they wish to appeal the decision, they have twenty (20) working days in which to access CNIB 's disputes resolution process.
- 4.6 A copy of the letter and supporting evidence, along with the SEA's documented decision, is placed on the student's file.

CNIB -Initiated Expulsion cancellation of enrolment

- 4.7 A student's enrolment may be immediately cancelled without the opportunity for an appeal where the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.
- 4.8 A student whose behaviour is determined to be in breach of CNIB student code of conduct may have their enrolment cancelled or suspended, with the right to an appeal subject to the misbehaviour not impacting on the student's health or wellbeing, or the wellbeing of others.
- 4.9 In the instance where tuition fees are outstanding warning letter will be issued by the Campus Administrator to the student providing seven (7) working days to make a payment or enter into a payment arrangement with CNIB.



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- 4.10 If no payment or arrangement is made, or if the payment arrangement is broken, CNIB will inform the student via written means to inform them of the intention to cancel the student's enrolment on the basis of non-payment of tuition fees,
- 4.11 In addition, the student will be advised that if they wish to appeal the decision, they have twenty (20) working days in which to access CNIB's grievance handling process.
- 4.12 If the student chooses to access CNIB's dispute resolution process, the Institute will maintain the student's enrolment until the internal dispute resolution process is completed.
- 4.13 Any claim of extenuating circumstances will need to be supported by appropriate evidence. Extenuating circumstances relating to the welfare of the student may include, but are not limited to, the following. The student:
- is a missing person;
 - has medical concerns, severe depression or psychological issues which lead CNIB to fear for the student's wellbeing;
 - has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or is at risk of committing a criminal offence.
 - Please note that financial hardship is not considered extenuating circumstances for international students as ability to cover tuition fees is a condition of the student visa.
- 4.14 CNIB is not required to continue providing learning opportunities throughout the twenty (20) working days allowed to appeal the decision and during the internal grievance process; based on the nature of the misconduct, CNIB will decide, on a case by case basis, whether to allow the student to continue to attend class, or make alternative study arrangements for the student, or to deny the student access to study opportunities. In making such a decision CNIB will consider whether denying the student learning opportunities throughout the twenty (20) day appeal period and during the internal grievance process may disadvantage the student in their subsequent studies, should the grievance process find in their favour.
- 4.15 If the student chooses not to challenge the suspension of study or cancellation of their enrolment, or has unsuccessfully exhausted all internal appeal processes, the suspension of study or cancellation of enrolment will be formally processed by the Campus Administrator.
- 4.16 The Campus Administrator will ensure that the following tasks are undertaken:
- the student's financial records are adjusted to take account of the period of suspension or cancellation of enrolment, if applicable;
the relevant personnel are emailed advising them that the student's studies have been suspended or their enrolment has been cancelled so that records can be updated, and the student's computer access, e-mail account and library borrowing rights suspended until the student recommences their studies or cancelled, as applicable; and
 - a diary entry is made to set a reminder for when the student is due back, if applicable.
- 4.17 If an international student's enrolment is cancelled for any reason and the student is studying on a student visa, CNIB will include the student cancellation in their bi-annual reporting to Designated Learning Institution (DLI) portal. The Campus Administrator is responsible for the bi-annual reporting.
- 4.18 International students must be made aware that any change to their enrolment may affect their student visa.

5 DEFINITIONS

Absence: not attending any number of classes or weeks in a unit and semester in which a student has already enrolled.

Cancellation: institute-initiated termination of enrolment.

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Deferment: delaying commencement of the course, i.e. delaying first (initial) semester only.

Extension: increasing the duration and changing the expected completion date for a course.

Special Consideration: may be granted to students who apply for it on the grounds of serious circumstances outside their control that could affect an assessment.

Suspension: not effectively enrolling in any units for the whole of any single subsequent semester (after having already enrolled in and completed at least one semester).

6 RELATED DOCUMENTS

Documents

Student Dispute Resolution Policy

Complaints form

Course Progression Policy and Procedure

7 FEEDBACK

7.1 CNIB staff and students may provide feedback about this document by emailing compliance@cnibbc.ca

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Director
Administrator	Senior Education Administrator