



Pacific Link College

Dismissal Policy

Name of Policy

August 1, 2014

Implementation Date

Program Head

Position(s) Responsible for Administering this Policy

September 26, 2017

Date of Last Revision

Policy:

Pacific Link College expects students to meet and adhere to a code of conduct while completing a program of study. The list below outlines the code of conduct that all students are expected to follow. If needed, students should request clarification from the Program Head if they have any questions.

“Student” is defined as including prospective students as well as those currently registered or enrolled in any Pacific Link College programs or activity.

The Code of Conduct

Expectations for Students:

Attend school in accordance with the Attendance Policy.

Treat all students and staff with respect.

Treat school property with respect.

Complete all assignments and examinations on the scheduled completion dates.

Avoid any other conduct which is determined to be detrimental or damaging to the other students, staff members or the Institution.

The institution forbids; disruptive or offensive classroom behavior; bringing weapons of any kind (i.e. knives, guns) to school; bringing any alcohol or any prohibited mood altering substances to the institution; making inappropriate remarks concerning another student or staff’s ethnicity, race, religion or sexual orientation and any other conduct which is determined to be detrimental or damaging to other students, staff members or the Institution.



Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

- Sexual assault.
- Physical assault or other violent acts committed on or off campus against any student.
- Verbal abuse or threats.
- Vandalism of school property.
- Theft.

Students who do not meet the expected code of conduct will be subject to the procedures outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct.

Concerns related to a student's conduct shall be referred to the Program Head to process in accordance with this Policy.

Procedure:

- 1) All concerns relating to student misconduct shall be directed to the Program Head. Concerns may be brought by staff, students, instructors, or the public.
 - 2) The Program Head will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Program Head will meet with the student as soon as possible.
 - 3) Following the meeting with the student, the Program Head will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
 - 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
 - 5) The Program Head will meet with the student and do one of the following:
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- (a) Determine that the concern(s) were not substantiated;
- (b) Determine that the concern(s) were substantiated, in whole or in part, and either:
 - Give the student a warning setting out the consequences of further misconduct;

Set a probationary period with appropriate conditions; or

Recommend that the student be dismissed from the Institution.

- 6) The Program Head will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the institutions complaint file, and the original will be placed in the student file.
 - 7) If the student is issued a warning or placed on probation, the Program Head and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student's file.
 - 8) If the recommendation is to dismiss the student, the Administrative Assistant of the school will meet with the student to dismiss him/her from study at the school. The Administrative Assistant of the school will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school.
 - 9) If a refund is due to the student, the Administrative Assistant will ensure that a cheque is forwarded to the student within 30 days of the dismissal.
 - 10) If the student owes tuition or other fees to the school, the Administrative Assistant may undertake the collection of the amount owing.
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