

Student Code of Conduct and Dismissal Policy and Procedure

Wales Young Institute

3857

Name of Institution

Institution Number

Student Code of Conduct and Dismissal Policy and Procedure

April 25, 2014

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Name of Policy

Date of Implementation

Date of Last Revision

Policy:

Students are expected to meet and adhere to the Code of Conduct set out in this policy while completing a program of study at [**Wales Young Institute**]. If necessary, students should request clarification from the [SEA]. “Student” means a person who is presently enrolled at [**Wales Young Institute**], including students participating in work experience placements.

Code of Conduct

While on [**Wales Young Institute**] premises or in the course of activities or events hosted by [Wales Young Institute], students:

- must comply with all applicable [**Wales Young Institute**] policies, including the Attendance Policy;
- must treat all students and staff with respect and must not engage in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behavior;
- must not steal, misuse, destroy or deface [**Wales Young Institute**] property;
- must not consume, possess or distribute alcohol or controlled or restricted substances; and
- must not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal statute or regulation.

The above list sets out examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline and is not exhaustive. Students who violate the Code of Conduct will be subject to the procedures and discipline outlined below, which may include immediate dismissal from the institution.

Procedure:

- 1) All concerns relating to student misconduct shall be directed to the [SEA]. Concerns may be brought by staff, students or the public.
- 2) The [SEA] 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 [SEA] will meet with the student as soon as is reasonably possible.

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- 3) Following the meeting with the student, the [SEA] 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 [SEA] will meet with the student and do one of the following:
 - (a) Determine that the concern(s) were unsubstantiated;
 - (b) Determine that the concern(s) were substantiated, in whole or in part, and either:
 - (i) Give the student a warning setting out the consequences of further misconduct;
 - (ii) Set a probationary period with appropriate conditions; or
 - (iii) Recommend that the student be dismissed from the [**Wales Young Institute**].
- 6) The [SEA] will prepare a written summary of the determination. A copy shall be given to the student, and the original will be placed in the student file.
- 7) If the student is issued a warning or placed on probation, the [SEA] and the student will both sign the written warning or probationary conditions and the student will be given a copy. The original document will be placed in the student's file.
- 8) If the recommendation is to dismiss the student, the [SEA] of the institution will review the recommendation and accept or reject it. If the recommendation is accepted by the [SEA], the [SEA] will meet with the student to dismiss him/her from study at the institution. The [SEA] of the institution will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, in accordance with PCTIA Bylaw 37.5.
- 9) If a refund is due to the student, [**Wales Young Institute**] will ensure that a refund is forwarded to the student within 30 days of the dismissal.
- 10) If the student owes tuition or other fees to the institution, [**Wales Young Institute**] may undertake the collection of the amount owing.