

**VANCODERM ACADEMY**

**ID#04528**

Name of Institution

Institution Number

**1/24/2020**

**Dismissal Policy**

Name of Policy

Effective Date

Revision Date

1. VANCODERM ACADEMY may dismiss a student from a program on any of the following grounds:
  - Students who violate the Attendance Policy and/or Code of Conduct Policy will be subjected to the dismissal criteria and procedures outlined below. Students may appeal the dismissal by adhering to the process set out in the Dispute Resolution Policy.
  - Vancoderm Academy is committed to taking all reasonable steps to ensure that students have the opportunity to complete their programs successfully. As part of this commitment, the Vancoderm Academy maintains a safe, professional and productive learning environment, safeguarding fair and equitable treatment of students and staff. We expect students to act in a mature, professional and respectful manner at all times. Students who do not support the academic and ethical goals of the Vancoderm Academy may be subjected to penalties, up to and including expulsion.
  - The Vancoderm Academy reserves the right to discipline, suspend or dismiss any student whose conduct is detrimental to the safety and integrity of the learning environment or is a risk to the safety or well-being of other students, staff, visitors and guests.
  - The Fair dismissal includes:
    - Academic dishonesty. Academic dishonesty includes, but is not limited to, any word, action or deed performed alone, or with others, for the intent of providing an unfair advantage or benefit to self or other students, including:
      - Cheating
      - Plagiarism
      - Unapproved collaboration
      - Alteration of records
      - Bribery
      - Lying
      - Misrepresentation
      - Use of aids which have not been expressly permitted

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- The use of technologies for audio and video recording of lectures and other classroom activities is allowed only with the express permission of the instructor and after all other classroom participants, including other students, have been informed. In cases where recordings are allowed, such content is restricted to personal use only unless permission is expressly granted in writing by the instructor and by all other classroom participants, including other students. Personal use is defined as use by an individual student for the purpose of studying. When students have permission for personal use of recordings, they must still obtain written permission from the instructor to share recordings with others. Recording of unscheduled or non-classroom activities including, but not restricted to, meetings with faculty and Vancoderm Academy administration are not permitted
  - Theft or solicitation of another student's assignment or papers, un-administered tests or other academic work and/or material
  - Intentionally helping or attempting to help another student to commit any act or academic dishonesty
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- Immoral conduct.
  - Incompetence.
  - Neglect of duty.
  - Substantial noncompliance with school laws.
  - Conviction of a crime.
  - Insubordination.
  - Fraud or misrepresentation.

The consequences of cheating, including behavior that is viewed as suspicious are serious and may include:

- Being given a fail result on the assessment, assignment, project or a required marked work.
- Having a complaint filed against you.
- Being dismissed from the program.
- Having a civil lawsuit filed against you.
- Outstanding Fees. Failure to pay tuition or other fees due to the Vancoderm Academy is considered to be grounds for expulsion, and students who fail to remit outstanding fees may be expelled after written warning has been provided by the Campus and the student fails to comply with the stated parameters on the Student Enrolment Agreement.
- Excessive tardiness and/or absenteeism as set out in the Attendance and Absenteeism Policy.

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- Failure to maintain adequate academic progress.
- Failure to follow the Vancoderm Academy policies.
- Engage in disruptive behaviors – i.e. bullying, harassment, discrimination and disorderly conduct – which includes physical or verbal abuse of another person; abusive, indecent, profane or vulgar language, obscene actions; threats; and/or disrespect for the rights and privileges of others; or hinders the learning environment.
- Flagrant disrespect directed toward the Vancoderm Academy, its staff, its instructors, or other students.
- Deliberate destruction; theft of property belonging to another; weapon violation.
- Intoxication or substance abuse
- Possession of drugs or alcohol on the Vancoderm Academy premise
- Have on their person a weapon or look-alike weapon or any device or instrument used to intimidate, threaten or inflict harm while on Vancoderm Academy property (please note that the Kirpan is recognized as a religious symbol)
- Conduct that endangers the health, well-being or safety of other students, employees, visitors and guests, on or off campus on Vancoderm Academy related activities
- Violation of Acceptable Use Policy
- Misuse of school property, including damage, misuse, theft or otherwise use the property in a way that is prohibited. Restitution may be required.
- It is the professional responsibility of every student to report unethical behavior

### **2. The process by which a student may be dismissed from a program is as follows:**

Prior to expulsion, depending upon the severity and nature of the situation, unless otherwise specified, the Vancoderm Academy may take intermediate steps at its discretion including:

- Verbal warning
- Written warning – Student Activity Notification or Learning Contract
- Suspension
- Probation

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