STUDENT DISMISSAL POLICY

The College expects all students to uphold a code of conduct throughout their program of study, both on campus and during work experience placements. The following code of conduct outlines, but is not limited to, the specific grounds for which a student may face dismissal. Students are encouraged to familiarize themselves with these guidelines. If any clarification or additional information is needed, students should contact the Associate Director for assistance.

Code of Conduct

Multihexa College offers all students, staff, and visitors a safe environment for learning, where respect, tolerance, and understanding of all individuals are mandatory. With that in mind, Multihexa College expects students to meet and adhere to the code of conduct set out below while completing their program of study. Students who fail to abide by the code of conduct may be dismissed from a program. All students shall:

- Act in accordance with Multihexa College values and treat all students and staff in a manner that promotes integrity, respect, and equality for all individuals.
- Abide by all Multihexa College's policies and procedures and comply with all federal, provincial, and municipal laws.
- Treat all company/campus assets and property with care.
- Refrain from any action or inaction that threatens or endangers personal health, well-being, safety, and dignity, as well as that of others.
- Refrain from academic misconduct. Academic misconduct includes dishonesty in scholarly and practical work, such as plagiarism, cheating, falsification, fabrication, unauthorized modification of academic documents or records, resubmission of work, improper research practices, aiding and abetting, or obstructing the academic or training activities of others.
- Attend classes in accordance with the Attendance Policy:
  a. Complete all assignments and examinations as scheduled.
  b. Participate and be active in all training sessions.
- Notify Multihexa College of any changes to their contact information, name, or circumstances that may affect successful completion of the program.
- Refrain from unauthorized use of the Multihexa College brand, name, assets, or property.

Grounds for Immediate Dismissal

Any of the following, if substantiated following an investigation in which the student has been informed of the allegation and given an opportunity to respond, will result in dismissal without a prior warning letter or probationary period. The student may be suspended from classes while the investigation is conducted:

- Sexual assault.
- Physical assault or other violent acts committed against any student.
- Conviction of a criminal act while in attendance at the College.
- Verbal abuse or threats.
- Vandalism of College property.
- Theft.
- Being under the influence or in possession of any illegal drugs, alcohol or prohibited mood altering substance on campus or during College activities, such as field trips.

Dismissal Process

Students who do not meet the expectations outlined above will be subject to the procedures detailed below, which may include immediate dismissal from the program depending upon the severity of the misconduct.

The following section describes the process by which a student may be dismissed from Multihexa College:

- All concerns related to student misconduct should be directed to the Associate Director. Concerns may be raised by staff, students, work experience hosts, or members of the public. In the absence of the Associate Director, concerns may be reported to the Campus Manager.

- Once a complaint is received, the student involved may be immediately suspended from attending classes pending an investigation, if the Associate Director deems the severity warrants suspension.

- Within five (5) days of receiving a complaint, the Associate Director will investigate and arrange a resolution meeting with the student and/or complainant to discuss and attempt to resolve the concerns.

- If the student attends the resolution meeting and the outcome is favorable (i.e., the student did not violate the code of conduct, or the student violated the code of conduct but the impact is minor, manageable, and the student is remorseful), a written summary of the investigation and outcome will be recorded and retained in the student's file.

- If the student fails to attend the resolution meeting or if the outcome is not favorable (i.e., the student has clearly violated the code of conduct with no

remorse), the Associate Director will determine whether the student should receive a warning, be placed on probation or suspension, or be dismissed.

- In the case of a warning, a warning letter will be issued by the Associate Director, outlining acceptable means to counsel and support the student to prevent recurrence and detailing the consequences of further misconduct.
- If the outcome is probation or suspension, the Associate Director will issue a probation/suspension letter outlining the reason, duration, conditions, and acceptable means for reinstating the student into the program.
- If the outcome is dismissal, the Associate Director will issue a dismissal letter detailing the reason(s) for dismissal; the effective date of dismissal; the student's right to appeal to the Director within five (5) Business Days of receiving the letter and how to submit the appeal; and the refund, if any, owing under the Tuition Refund Policy.
- Dismissals arising from attendance or non-contact will be processed under this Policy after the stages set out in the Student Attendance Policy have been followed.
- Dismissals arising from unpaid tuition or fees will be processed under this Policy only after the notice and warning steps in Section 6 of the Tuition Fee, Institutional Scholarship & Fee Arrears Policy have been completed.

Appeal Process

- If a student disagrees with the decision to dismiss them, the student may exercise Dispute Resolution Process given under Dispute Resolution Policy.
- If a student believes they were misled by the College regarding a significant aspect of their program, the student may also file a complaint with the Private Training Institutions Regulatory Unit (PTIRU) (www.privatetraininginstitutions.gov.bc.ca) within one year of completing, being dismissed from, or withdrawing from the program.

Records

- The Associate Director will place in the student's file a copy of every complaint, investigation summary, meeting record, warning letter, probation or suspension letter, dismissal letter, appeal and appeal decision issued under this Policy, the Student Attendance Policy, or the Tuition Fee, Institutional Scholarship & Fee Arrears Policy.
- These records will be retained in accordance with the Private Training Act, the Private Training Regulation and the College's Personal Information Protection Policy.

Financial Implications of Dismissal

- A dismissed student is entitled to any refund owing in accordance with the Tuition Refund Policy. The refund will be calculated and paid within 30 days of the date of the dismissal, in accordance with the Private Training Regulation.

Contact Information

Name	Title	Email
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