



Dismissal Policy

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Name of Policy

1st September 2010

Implementation Date

Campus Director/ Chief Instructors

Position(s) Responsible for Administering this Policy

March 27, 2018

Date of Last Revision

Policy:

Western Maritime Institute 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. This list is not exhaustive and students should request clarification from the Campus Director if they have any questions.

“Student” is defined as including prospective students as well as those currently registered or enrolled in any (institution) programs or activity.

The Code of Conduct Students are expected to follow include:

- Attend school in accordance with the Attendance Policy.
- Treat all students and staff with respect.
- Refrain from any disruptive or offensive classroom behavior.
- Dress according to the school’s dress code as outlined in the Student Handbook.
- Refrain from cheating or plagiarism in completing class assignments.
- Treat school property with respect.
- Refrain from bringing weapons of any kind (i.e. knives, guns) to school.
- Complete all assignments and examinations on the scheduled completion dates.
- Refrain from bringing any alcohol or any prohibited mood altering substances to the Institution.
- Refrain from making inappropriate remarks concerning another student or staff’s ethnicity, race, religion or sexual orientation.
- Any other conduct which is determined to be detrimental or damaging to the other students, staff members or the Institution.



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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.

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

- 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 Campus Director or President to process in accordance with this Policy.

Procedure:

- 1) All concerns relating to student misconduct shall be directed to the Campus Director or Chief Instructor. Concerns may be brought by staff, students or the public.
- 2) The Campus Director 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 Campus Director and Chief Instructor will meet with the student as soon as practicable.
- 3) Following the meeting with the student, the Campus Director will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated. The student may be suspended from classes while the investigation is conducted.
- 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
- 5) The Campus Director will meet with the student and do one of the following:
 - (a) Determine that the concern(s) were not substantiated;



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- (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 to the Associate Dean of Education that the student be dismissed from the Institution.

- 6) The Campus Director will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the school's Student Conduct File, and the original will be placed in the student file.
- 7) If the student is issued a warning or placed on probation, the Campus Director 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 Campus Director and Chief Instructor will meet with the student to dismiss him/her from study at the school. The Campus Director and Chief Instructor will deliver a letter of dismissal to the student and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school. Any costs associate with the students' actions or damages to property and equipment will be deducted from any refund owing to the student.
- 9) If a refund is due to the student, the Campus Director 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 or damage assessments to the school, the authorized person will undertake the collection of the amount owing.