



STUDENT SUSPENSION and EXPULSION POLICY

Bay College of of Health Business and Technology is committed to taking all steps to ensure the students have the opportunity to successfully complete their courses and programs. Bay College of of Health Business and Technology will have to ensure that students receive and are aware of its code of conduct, its academic policy, and its attendance policy.

The following outlines the conditions under which a student may be expelled with cause:

1. **Academic Dishonesty** – students may be subject to suspension or expulsion at the discretion of Bay College of of Health Business and Technology for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:
 - cheating
 - plagiarism
 - unapproved collaboration
 - alteration of records
 - bribery
 - lying
 - misrepresentations
- The student who is found under the influence of academic dishonesty will be subject to immediate **suspension** (up to three days). The test / paper / quiz / exam will be given a grade of zero (0).
- The student who is found under the influence of academic dishonesty for the second time will be subject to immediate **expulsion**. The test / paper / quiz exam will be given a grade of zero (0).
2. **Outstanding Fees** – all students must clear all outstanding tuition fees (book fees, tuition balances, etc.) with Bay College of of Health Business and Technology . Diplomas and transcripts may be withheld for students with outstanding fees at the time of graduation. Diplomas and transcripts will be included in the student file with a note that diplomas and transcripts will not be provided to the student until outstanding fees are paid to the school.



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3. **Code of Conduct** - all students are required to adhere to Bay College of of Health Business and Technology 's published code of conduct. Where the violations do not have the potential to result in physical harm to persons or property Bay College of of Health Business and Technology may expel a student who has received suspension for failure to comply and has since violated any of the terms of Bay College of of Health Business and Technology 's code of conduct. Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion and proper authorities will be notified. Proper authorities will confiscate drugs and/or alcohol or weapons.
4. **Significant Omissions** or Errors in Admissions Documentation – Bay College of of Health Business and Technology has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly or in error misrepresent their applications are subject to immediate expulsion.
5. **Academic Failure** – students who fail to achieve the required academic standing in their programs may be expelled from the program. Bay College of of Health Business and Technology may at its discretion offer alternatives to a student and these are outlined in the academic policies for the program of study.
6. **Attendance** – students who do not achieve the required attendance as stated in the College policy are subject to expulsion. Students who are absent from class for more than five consecutive days without sufficient cause will be automatically expelled. Students who are expelled may apply for partial tuition refund in accordance to the refund policy.
7. **Harassment or Discrimination** – Bay College of of Health Business and Technology does not condone harassment or discrimination of any student, staff, client or visitor to Bay College of of Health Business and Technology . Students participating in harassing or discriminatory activities are subject to immediate suspension pending investigation. Expulsion is mandatory for any student who is deemed by the investigation to have engaged in harassing or discriminatory activities.

In determining what constitutes harassment or discrimination, Bay College of of Health Business and Technology refers to The Ontario Human Rights Code. Students requiring more specific information may refer to the specific code as posted on the Provincial web site.



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- 8. Misuse of College Property** – College property is for the provision of College services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.
- 9. Endangerment of Staff or Students** – Bay College of of Health Business and Technology is committed to the right of all College staff, students, clients and visitors to be safe. Students who by action or neglect in any way endanger the safety of themselves or others may be expelled. Prior to expulsion, depending on the severity and nature of the situation, Bay College of of Health Business and Technology may take intermediate steps at its discretion including:
- verbal warning
 - written warning
 - suspension
 - expulsion

Notification:

- Students who are subject to suspension or expulsion for any reason will be notified in writing, either hand delivered or by registered mail with return receipt.
- Bay College of of Health Business and Technology is not responsible for non-delivery by registered mail if the student has not provided a valid home address where the student currently resides.
- The notification will contain a description of the basis for suspension or expulsion including the reason and the effective date.
- Expelled students who dispute the facts of the expulsion must appeal the decision within three (3) days of the notification following the complaints procedure of Bay College of of Health Business and Technology provided to the student and providing sufficient proof to support the complaint.
- Students who file an appeal and are unsuccessful are considered withdrawn from Bay College of of Health Business and Technology .
- Students who are expelled may apply for partial tuition refund in accordance to the refund policy.
- Further appeals must be filed with the superintendent, provided the students are attending an approved vocational program under the Private Career Colleges Act 2005.



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Fees

A student who is expelled by Bay College of of Health Business and Technology will be considered withdrawn from their program on the effective date of the expulsion. Bay College of of Health Business and Technology will officially withdraw the student and settlement of the student's account will be completed under the Refund Policy.

Return of Property

A student who is expelled is responsible for the return of any College property in his/her own possession within 10 days and will be held financially responsible for any property not returned in good condition (unopened or in the same state as it was supplied to the student). However, Bay College of of Health Business and Technology may not deduct from a student's fee refund, as set out in the enrolment contract, any amount owing by the student with respect to such property.