

SOUTHWEST FIRE ACADEMY		POLICY 400-006 Revision 3	
POLICY	SECTION: 400 - Student		
	TITLE: Student Expulsion Policy		
	Date Approved: January 15, 2016		Revision Dates: June 1, 2016 September 15, 2017
Subject: Student Expulsion Policy			
Scope: This policy applies to all students of the Southwest Fire Academy			
Purpose: To establish a policy for student expulsions in accordance with the Private Career Colleges Act, 2005			
Procedure: Southwest Fire Academy is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs. Southwest Fire Academy has a commitment to ensure that within this general framework that all students are treated fairly and equitably. Students who do not support the academic and ethical goals of Southwest Fire Academy for themselves and their fellow students may be subject to penalties, up to and including expulsion. In general, Southwest Fire Academy will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions. Where Southwest Fire Academy deems the integrity, safety or wellbeing of the College, students, staff, clients, visitors and other guests is in danger then expulsion may be applied at the College's discretion at any point in the process. In conjunction with this policy, the college will have to ensure that students receive and are aware of its code of conduct, its academic policy, and its attendance policy as outlined in 'Student Reference Guide' during orientation.			

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

- Academic Dishonesty – students may be subject to expulsion at the discretion of the College 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
- Outstanding Fees – failure to pay overdue accounts owing to the college within the specified period may be grounds for expulsion after a written warning has been given.
- Code of Conduct - all students are required to adhere to the College's published code of conduct. Where the violations do not have the potential to result in physical harm to persons or property the College may expel a student who has received suspension for failure to comply and has since violated any of the terms of the College'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.
- Significant Omissions or Errors in Admissions Documentation – Southwest Fire Academy has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly misrepresent their applications are subject to immediate expulsion.
- Academic Failure – students who fail to achieve the required academic standing in their programs may be expelled from the program. Southwest Fire Academy may at its discretion offer alternatives to a student and these are outlined in the academic policies for the program of study.
- Attendance – students who do not achieve the required attendance as stated in school policy are subject to expulsion.
- Harassment or Discrimination – Southwest Fire Academy does not condone harassment or discrimination of any student, staff, client or visitor to school premises. Students participating in harassing or discriminatory activities that are racial, sexual, or pertaining to sexual orientation in nature may be subject to immediate suspension or expulsion.

- 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.
- Endangerment of Staff or Students – Southwest Fire Academy 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, the College may take intermediate steps at its discretion including:
 - verbal warning
 - written warning
 - suspension
 - expulsion

Notification:

Students who are subject to expulsion for any reason will be notified in writing, either hand delivered or by registered mail. Southwest Fire Academy 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 expulsion and the effective date.

Expelled students who dispute the facts of the expulsion and wish to appeal must appeal the decision in writing within one week of the notification by following the college's student complaint procedure provided to the student and by providing sufficient proof to support the complaint. A Student whose expulsion is upheld after having followed the college's student complaint and appeal procedure, may file a further appeal through the Complaints process of the Ministry of Training, Colleges and Universities, provided the students are attending a program approved under the Private Career Colleges Act, 2005.

If a student's appeal is successful and he/she is eventually reinstated as part of the internal college or Ministry appeal processes, than the college will arrange for the student to make up the training time that he/she had missed since the date of expulsion specified in the written notification. Fees Settlement of student's accounts, for students that have been expelled, will be completed under the College's Fee Refund Policy, using the effective date of expulsion as the final day of attendance in their program of study.

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 of the expulsion and will be held financially responsible for any property not returned in good condition or as outlined in the student contract.

References:

- Private Career Colleges Act, 2005
- SFA Form 400-003 – Student Complaint Form
- SFA Policy 600-001 – Violence and Sexual Harassment Policy
- SFA Form 400-006 – Academic Performance and Attendance

Notes:



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