

DISMISSAL POLICY

Policy Statement

Hanson College, hereinafter called ‘Hanson’, is committed to taking all reasonable steps to ensure that all students have the opportunity to successfully complete their programs. Within this framework, Hanson has a commitment to ensure that all students are treated fairly and equitably.

Students who do not support the academic and ethical goals of the institution for themselves and their fellow students may be subject to penalties, up to and including expulsion (“*dismissal*”). Hanson always considers expulsion as a last resort that is only exercised in the most severe cases. Students have the rights with respect to notice, a right to be heard, and a right of appeal. For this reason, verbal warnings, written warnings, and suspension will generally precede expulsion.

However, if Hanson deems the integrity, safety, and well-being of Hanson students, staff, clients, visitors and other guests to be in danger, then Hanson reserves the right to expel students without going through the entire dismissal process. In conjunction with this policy, Hanson will ensure that students receive and are aware of its Code of Conduct and Attendance Policy.

Dismissal with Cause

The following outlines the conditions under which a student may be expelled (dismissed) with cause. Where Hanson has specific policies in these areas, they may reference them. Where no specific policy exists, the institution should provide sufficient detail to allow the student to comprehend the conditions that will result in expulsion.

Academic Dishonesty

Students may be subject to expulsion at the discretion of Hanson for academic dishonesty. As outlined in the Cheating Policy, academic dishonesty is any behaviour (word, action, or deed) performed alone, or with others, for the direct or indirect intention of providing an unfair advantage or benefit to oneself or other student(s). This may include (but is not limited to):

- Cheating
- Plagiarism
- Unapproved collaboration
- Alteration of records or data
- Bribery
- Misrepresentations

Outstanding Fees

Students who fail to remit outstanding fees may be expelled or suspended after written warning has been provided by the institution, and if the student fails to comply within the stated parameters.

Code of Conduct

All students are obligated to comply with Hanson College's Code of Conduct policy. In cases where violations do not pose a risk of physical harm to individuals or property, Hanson College reserves the right to expel a student who, after being suspended for non-compliance, has subsequently breached any provisions of the Code of Conduct. Students found to be under the influence of drugs and/or alcohol, or in possession of weapons, will be subject to immediate expulsion.

Significant Omissions or Errors in Admissions Documentation

Hanson College holds the responsibility to ensure that students are admitted in alignment with the registration requirements of their program. Students who knowingly or mistakenly misrepresent information on their applications are subject to immediate expulsion.

Academic Failure

Students who do not meet the required academic standards in their programs may be subject to expulsion. At its discretion, Hanson College may offer alternative options to the students, as outlined in the academic policies for the respective program of study.

Attendance

students who do not achieve the required attendance, as stated in the Attendance Policy, are subject to expulsion.

Harassment or Discrimination

Hanson does not condone harassment or discrimination of any student, staff, client, or visitor to Hanson. 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 harassment or discriminatory activities.

In determining what constitutes harassment or discrimination, Hanson College BC refers to the Code of Conduct Policy and the British Columbia Human Rights Code. Students requiring more specific information may refer to the specific code as posted on the provincial website:

http://www.bclaws.ca/Recon/document/ID/freeside/00_96210_01.

Misuse of Institutional Property

Institutional property is for the provision of educational 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 to Staff or Students

Hanson is committed to the right of all staff, students, clients, and visitors to safety. Students who, by action or neglect, endanger the safety of themselves or others in any way may be expelled.

Student Misconduct

Based on the case of the student misconduct incident and the decision of the ad hoc Disciplinary Advisory Committee, the nature of the incident could result in suspension ('temporary dismissal') or expulsion ('dismissal'). Please refer to Hanson's Student Misconduct Procedures Guide for further details on dismissal due to student misconduct.

Notification

Prior to expulsion, depending on the severity and nature of the situation, Hanson may take intermediate steps at its discretion including:

- Verbal warning
- Written warning
- Suspension

In cases where a student is subject to expulsion, notification will be issued in writing, either hand-delivered or sent by registered mail with a return receipt. Hanson College assumes no responsibility for non-delivery if the student has failed to provide a valid residential address. The notification letter, prepared and signed by the Academic Administrator, will detail the grounds for expulsion and specify the effective date. Depending on the circumstances of the incident and the college's decision, the letter may stipulate an expulsion period after which the student is eligible to apply for re-admission. Re-admission applications will be evaluated on a case-by-case basis, with re-enrollment approval granted solely at the discretion of the college.

Rights to Appeal

Expelled students who wish to dispute the terms of their expulsion must submit an appeal within three (3) days of receiving the notification, in accordance with the Hanson Code of Conduct and Complaints Policy, accessible through the Student Services department. The appeal must include substantial evidence to support the basis of the dispute. Should the appeal be unsuccessful, the student will be regarded as withdrawn from Hanson College, and any further appeals must be directed through the Ministry of Advanced Education's Complaints process.

For inquiries, please visit their website: [https:// www.privatetraininginstitutions.gov.bc.ca/](https://www.privatetraininginstitutions.gov.bc.ca/)

Fees

A student expelled by Hanson College will be considered withdrawn from their program as of the effective date of expulsion. Hanson will officially process the student's withdrawal, and the student's account will be settled in accordance with Hanson's Tuition Refund Policy.



Return of Property

An expelled student is responsible for returning any institutional property in their possession within ten (10) days and will be held financially accountable for any property not returned in good condition, as outlined in the student contract. Hanson College may not deduct from the student's tuition refund, as specified in the enrollment contract, any amount owed by the student for such property.