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## Dismissal Policy

### Purpose

Eclipse College seeks to provide a welcoming, respectful learning environment, ensure that all students are treated fairly and equitably, uphold personal accountability, and maintain the integrity, safety and well-being of the College and its students, staff, clients and visitors.

### Policy Statement

Conduct that is contrary to, or that poses a risk to maintaining a respectful learning environment, fair and equitable treatment of all students, and the integrity, safety and well-being of the College and its community, will be subject to disciplinary action. While the College seeks to resolve issues through remedial action such as formal written reprimands, probation conditions, or temporary suspension, the nature, severity, frequency and impact of certain conduct may result in the dismissal of a student from a program.

### Scope

This policy is intended to provide examples of unacceptable and inappropriate conduct that provide grounds for dismissal of a student from a College program. The examples and listed are not exhaustive.

### Policy

#### ***Grounds for Dismissal***

Eclipse College may dismiss a student from a program based on any of the grounds described below. The grounds for dismissal include engaging in, attempting to engage in, or assisting others to engage in any of the described actions:

1. **Academic Misconduct**
  - Cheating, plagiarism, misuse or misrepresentation of sources, or unauthorized use of artificial intelligence or other technology tools
  - Accessing exams or assessments without prior authorization
  - Sharing or posting course materials online without prior authorization (e.g. instructor notes, assignments, exams etc.)
2. **Academic Attendance**
  - Failure to meet course or program attendance requirements as set in the College's **Attendance Policy**
3. **Fraud or False Information**
  - Providing false or misleading information to the College
  - Forging or altering documents
  - Unauthorized use of the College's name or logo
4. **Discrimination, Harassment, Bullying or Violent Behaviour**
  - Harassment, bullying, or discriminatory or violent behaviour as defined in the **Respectful and Fair Treatment of Students Policy**
5. **Sexual Misconduct**
  - Sexual misconduct as defined in the **Sexual Misconduct Policy**
6. **Theft or Damage of Property**
  - Stealing or attempting to steal College property
  - Damaging or vandalizing College property
7. **Failure to Pay College Fees**
  - Failure to pay tuition or other required fees as outlined in the Student Enrolment Contract
8. **Failure to Comply with Laws or College Policies**
  - Violating or failing to comply with any federal, provincial, or municipal laws or regulations
  - Violating or failing to comply with any College policy
9. **Other Behaviour**
  - Engaging in, attempting to engage in, or assisting others to engage in conduct which by its nature, severity, frequency or impact is contrary to upholding the values, integrity, reputation, safe and respectful environment and the well-being of the College and its community.

## Dismissal Process

1. Prior to providing a Notice of Dismissal to a student, Eclipse College may seek to take remedial steps which may include the following or other sanctions, as deemed appropriate by the College:
  - **Formal letter of reprimand** – This letter will outline the nature, severity and impact of the Respondent’s conduct, corrective actions to be taken, and potential consequences of any future misconduct. This letter is only used in the case of first-time, minor misconduct or in addition to other sanctions.
  - **Probation Letter** – This letter will outline the nature, severity and impact of the Respondent’s conduct and the terms and conditions of a specific probation period, including any required corrective actions, continuing appropriate behaviour and may require completion of specific educational or training programs. The letter will also outline the consequences of any future misconduct which include suspension or dismissal.
  - **Suspension** – A temporary involuntary withdrawal from all courses and programs at the College for a specified period, subject to completion of any required corrective actions, and continuing appropriate behaviour.
2. Eclipse College reserves the right to proceed directly to dismissal of a student without taking any of the above remedial steps, if the College determines that the nature, severity and impact of the Respondent’s conduct warrant immediate dismissal.
3. A Notice of Dismissal of a student from a program will set out the grounds for dismissal and will be delivered to the student personally or delivered by courier to the student’s address on record. The date of delivery to the student by either method will be the date the Notice of Dismissal was provided to the student.
4. Eclipse College will calculate any tuition refund or outstanding fees as set out in its **Tuition Refund Policy**. If a refund is due, it will be issued to the student within 30 calendar dates of the date that Eclipse provided the Notice of Dismissal to the student. If tuition or other fees are outstanding, the College will initiate a collection process.
5. All documents related to a student dismissal will be retained in the student’s file in accordance with Eclipse College’s file management practices.
6. If a student wishes to appeal their dismissal, they may do so according to the process set out in the **College’s Dispute Resolution Policy**.