



**TAYLOR PRO COLLEGE**

Name of Institution

**2974**

Institution Number

**Dismissal Policy**

Name of Policy

**August 31, 2021**

Effective Date

**August 20, 2021**

Revision Date

### List the grounds on which a student may be dismissed

- Violating rules and regulations or failure to complete their practicum in a timely manner
- Non-payment of tuition fees
- Prolonged periods of absence without providing notice to the College and substantial lack of progress in program of study as evidenced by results on assessments
- Student's track record on discipline
- Student's Attitude
- Student's Behavior and potential for continued progress in the program stud
  
- Use of offensive, abusive, vulgar or threatening language will result in serious disciplinary actions
- Bullying, intimidation or harassment of any kind will result in serious disciplinary actions
- Any demonstrations of violence, either physical or verbal, or creating a situation that endangers or threatens the health, safety or well-being of any individual
- Adhere to the BC FIPPA (Privacy Legislation). Inappropriate questions, remarks or any actions that violate an individual's (staff, faculty, student) privacy such as inappropriate social media postings is a serious violation of the legislation
- Controlled substances or alcoholic beverages will not be tolerated on College premises or during College events and will result in serious consequences including immediate dismissal and be reported to the appropriate authorities.
- Any inappropriate access or use of material while using your personal computer or the school's computer
  - Accessing Instructor computers; downloading or installing programs without Instructor permission
  - Using non-school software or USB drives
  - Accessing material considered a security threat to the country; pornographic, violent or objectionable in content
  - Downloading hacking software or instructions; planting viruses

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ing any false information/ identification yourself at any time before or during your study

- Where the Investigator determines that the complaint was made in bad faith or was frivolous or vexatious, the Registrar/SEA will take the appropriate action to correct the complainant's conduct
- Attendance falling below 80% in a given one-week school period (missing more than 2 days per week) without a valid excuse or reason and prior approval of the Instructor and SEA (Unexcused Absence) may result in dismissal from the program
- Consequences of cheating, plagiarism, and submission of the same work
- endanger the safety of others or involve illegal activity, vulgarities and profanities, infringements to the right of others to an environment free of discrimination and physical or mental harm.

### **Process by which a student may be dismissed**

#### **Code of Conduct**

At Taylor Pro, we are committed to providing a campus environment that is safe and conducive to learning. Therefore, it is imperative that each member of the Taylor Pro community is treated with respect, dignity, fairness, and civility. In addition, as future professionals in the Tourism and Hospitality industries, students are expected to adopt habits and behaviours that reflect the qualities employers seek in their employees.

The Instructors and staff at Taylor Pro ensure a safe, enriching and valuable educational experience for our students and thus will strictly enforce this Code of Conduct.

The following Code of Conduct outlines acceptable behaviours in class, in College-designated areas, and at all events and activities on and off campus. Failure to adhere to this Code of Conduct may result in consequences ranging from a verbal or written warning to immediate dismissal.

- 100% Attendance is expected. Be punctual. Notify your Instructor via email before the start of class if you are going to be late or miss school. Your Instructor can refuse you from entering the class if you arrive late and you do not have a valid reason.
- Be an active learner. Be attentive and participative. Ask questions in a respectful and non-disruptive manner. Complete all assignments on time. Prepare in advance for all your quizzes, tests and exams. You are fully responsible for keeping up-to-date on any information or assignments missed during an absence.
- Excessive noise and disruptive behaviour is not acceptable when class is in session.
- Cell phones and other personal electronic devices such as iPods, headphones etc. are to be turned off at all times during class. Your Instructor may confiscate these items if you continue to operate them when class is in session.

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- To be respectful and inclusive of all cultures and to avoid any misunderstanding, speak only in English during class time and school activities.
- Be in an appropriate manner during class time and anywhere on campus. You may be asked to leave the campus if you act inappropriately such as placing feet on the table or on any other property in the classroom.
- Food or beverages (except liquids in closed containers) are not allowed in the classroom, unless you have been permitted to do so by the Instructor. The dining area in the kitchen is for this purpose. Be extra careful not to litter or dirty/damage any of the campus areas with food/liquid spillage. You are also to wash your own dishes, maintain the cleanliness of the kitchen and/or classroom by disposing of garbage/food waste in proper receptacles in a responsible manner.
- Strictly no food or beverages are allowed in the Library and adjoining computer area.
- Smoking in or around the building is regulated by the City of Vancouver By-Law 9535. Please note that smoking any substances is not permitted on campus and could result in being expelled from the College.
- Use of offensive, abusive, vulgar or threatening language will result in serious disciplinary actions including immediate dismissal.
- Professional and respectful behaviour is expected at all times and when communicating with all staff, faculty, and fellow students.
- Bullying, intimidation or harassment of any kind will result in serious disciplinary actions including immediate dismissal.
- Any demonstrations of violence, either physical or verbal, or creating a situation that endangers or threatens the health, safety or well-being of any individual will result in serious disciplinary actions including immediate dismissal.
- Adhere to the BC FIPPA (Privacy Legislation). Inappropriate questions, remarks or any actions that violate an individual's (staff, faculty, student) privacy such as inappropriate social media postings is a serious violation of the legislation and will result in disciplinary actions including immediate dismissal and/or court action.
- Controlled substances or alcoholic beverages will not be tolerated on College premises or during College events and will result in serious consequences including immediate dismissal and be reported to the appropriate authorities.
- Vandalism, theft, and/or damage to any property (physical and/or intellectual), by any means will result in immediate disciplinary action, including prosecution. Any repair costs will be borne by the student(s).
- You are expected to use your personal laptop for your computer needs at the College. Wireless internet connection is available throughout the College for this purpose. Exceptions may be made on a case-to-case basis for students needing use of a computer for emergency educational purposes. Computer cables must rest on the floor so they do not pose a safety hazard for others on campus.

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- Any inappropriate access or use of material while using your personal computer or the school's computer will result in severe disciplinary measures including dismissal and/or prosecution. Examples of such inappropriate access or use include but not limited to:

- Accessing Instructor computers; downloading or installing programs without Instructor permission,
- Using non-school software or USB drives,
- Accessing material considered a security threat to the country; pornographic, violent or objectionable in content,
- Downloading hacking software or instructions; planting viruses.

- Providing any false information/ identification yourself at any time before or during your study, will result in immediate dismissal and/or prosecution.
  - Friends/family members of students are not allowed on campus unless pre-authorized or on an official visit.

### **Stage 1 – Informal Verbal Warning: First infraction**

- A verbal warning will be given. The staff and/or faculty member will inform the Registrar/SEA and keep a note of the conversation with the student in the student file.
- An infraction is any action, comment, and or behavior that breaks any of the rules and procedures contained in the Student Handbook. Refer to the section on Code of Conduct.
- For cases such as plagiarism, the student will be penalized with a zero (0) mark and will be offered a one time make up for the assignment or work.

### **Stage 2 – Informal Recorded Warning: Second infraction:**

- A verbal warning will be given and a Progress Report will either be mailed or emailed to the student confirming the verbal warning. The written notice will be recorded in the student file, and a copy will be forwarded to the Registrar/SEA.
- The student will get a zero (0) mark for the assignment or work and no make up opportunity will be given.

### **Stage 3 – Formal Written Warning with Probation and Possible Suspension**

- If the student's infraction(s) continue after the formal written warning received in Stage 2, the student will be required to meet with the Instructor and Registrar/SEA.
- At this meeting, the Registrar/SEA will place the student on probation and provide the student with a Disciplinary Progress Report outlining the probation, its length and the terms.

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udent will be asked to sign the Disciplinary Progress Report indicating their understanding of the terms and conditions of the probation and the consequences of violating the terms and conditions of the probation (regardless of whether they sign or not).

- A copy of the Disciplinary Progress Report will be given to the student and remain a permanent record in the student's file. At this point, the Director of Operations will be advised.
- The Director of Operations in consultation with the Registrar/SEA and the Instructor may initiate further disciplinary action, including immediate Suspension, on a case-by-case basis

Probation is a specific period of time in which a student will be given the opportunity to demonstrate appropriate behavior, and during which time they will be closely monitored for improvements. Students may be suspended immediately if a further instance of disobedience/violation of rules and procedures of the Student Handbook occurs during the probation period.

### **Suspension**

Temporary dismissal from the College for breaking the rules and procedures of the Student Handbook after receiving the above warnings: student is to reflect on their motivation, goals and desire to successfully complete a program without disobeying the rules and procedures of the Student Handbook

– no refund will be allocated for lost time. The student is solely responsible for catching up on lessons, assignments, and any other missed class activities.

### **Stage 4 – Dismissal**

If the student violates the terms and conditions established in Stage 3, the student will be permanently dismissed from their studies at the College and the College's refund policy will be strictly applied. Please refer to the section on Student Finance Policies for more details on Refunds.