



Student Dismissal Policy

Community Wellness Foundations Certificate — Older Adult Focus

Policy Title	Effective Date	Revision Date
Student Dismissal Policy	Upon Institutional Certification	Initial Version

This policy is provided to every student before the program start date and is available in the Student Handbook and on the institutional Learning Management System (Tutor LMS).

1. Purpose

This policy sets out the reasonable grounds on which a student may be dismissed from a program offered by Seaside Coast College, and the process the institution follows before dismissing a student. It is established in accordance with the Private Training Act and the Private Training Regulation.

2. Scope

This policy applies to all students enrolled in programs offered by Seaside Coast College.

3. Grounds for Dismissal

Seaside Coast College may dismiss a student from a program on reasonable grounds, including but not limited to:

- repeated non-attendance or prolonged non-participation, including failure to meet the institution's attendance requirement;
- failure to meet the academic or completion requirements of the program;
- academic misconduct or breach of the Academic Integrity Policy;
- disruptive, harassing, intimidating, or abusive conduct, including conduct toward other students, staff, or instructors;
- misuse of institutional systems or learning technologies, including Microsoft Teams or Tutor LMS;
- falsification of records or information provided to the institution;
- failure to comply with the institution's policies or procedures; or
- conduct that negatively affects the learning environment, the safety of others, or institutional operations.

4. Dismissal Process

Before dismissing a student, the institution normally follows this process:

- the institution reviews the relevant information, records, or reported concerns;
- the institution communicates the concern to the student in writing and gives the student a reasonable opportunity to respond;
- the institution considers the student's response and any relevant circumstances, including reasonable accommodation;
- the institution documents its findings and the actions taken; and
- the institution determines whether continued participation, corrective measures, withdrawal, or dismissal is appropriate.

A student who is dismissed receives written notice of the dismissal that states the reason for the dismissal, the effective date of the dismissal, and the institutional processes available to the student, including the right to access the Dispute Resolution Policy.

5. Interim Measures

Where reasonably necessary to protect the safety of students or staff, maintain continuity of learning, or protect institutional operations, the institution may apply immediate interim measures or restrictions while a dismissal concern is reviewed. Interim measures do not replace the process set out above.

6. Financial Implications

Where a student is dismissed, the student's entitlement to a refund, and the institution's entitlement to retain or recover tuition, are determined in accordance with the institution's Tuition Refund Policy and the student enrolment contract.

7. Access to Dispute Resolution

A student who is dissatisfied with a dismissal decision may use the institution's Dispute Resolution Policy. That policy also describes the circumstances in which a student may make a claim to PTIRU.

8. Records

Records related to a dismissal are maintained as part of the institution's student records and are retained in accordance with the institution's Privacy and Records Policy, which provides for retention of Class A student records for at least eight years.

9. Related Policies

This policy operates alongside the institution's Student Attendance Policy, Academic Integrity Policy, Student Conduct Policy, Respectful and Fair Treatment of Students Policy, Withdrawal Policy, Tuition Refund Policy, and Dispute Resolution Policy.

10. Contact and Approval

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Approved by: Senior Educational Administrator · Review cycle: Annual