

STUDENT DISMISSAL POLICY

1. POLICY STATEMENT

SBC College is committed to supporting students in successfully completing their programs. When a student is unable or unwilling to meet the academic, attendance, conduct, financial, or other requirements of the College, dismissal decisions will be made fairly, consistently, and in accordance with this policy. Wherever appropriate, the College will seek to resolve concerns through supportive interventions before dismissal while maintaining the safety, integrity, and quality of the learning environment.

2. PURPOSE

This policy establishes the grounds and process for student dismissal and outlines students' rights throughout the dismissal process.

3. SCOPE

This policy applies to all students enrolled in SBC College programs and to all learning environments, including classroom, online, laboratory, practicum, work-integrated learning, capstone, and other college-related activities.

4. DEFINITIONS

Dismissal: Termination of a student's enrolment by SBC College.

Immediate Dismissal: Dismissal without progressive intervention where the seriousness of the circumstances warrants immediate action.

Probation: A formal period during which a student must satisfy specified conditions to remain enrolled.

5. GROUNDS FOR DISMISSAL

A student may be dismissed from SBC College for reasons including, but not limited to:

Academic Performance

- Failure to maintain satisfactory academic progress.
- Failure to satisfy the conditions of academic probation.
- Failure to complete the program within the maximum period permitted under the student's enrolment contract.

Attendance

- Failure to meet the attendance requirements established by the College.
- Extended absence without notifying the College.
- Attendance deficiencies that prevent successful completion of program learning outcomes.

Student Conduct

- Serious or repeated violations of the Student Code of Conduct.
- Harassment, discrimination, bullying, intimidation, threats, violence, retaliation, or other disruptive or unsafe conduct.
- Theft, vandalism, misuse of college property, or conduct that endangers others.

Academic Integrity

- Academic misconduct, including cheating, plagiarism, unauthorized collaboration, unauthorized use of artificial intelligence or other technologies, or falsification of academic records or assessments.

Financial or Administrative Matters

- Failure to meet financial obligations under the enrolment contract after reasonable notice has been provided.
- Providing false, misleading, or fraudulent information during admission or while enrolled.
- Failure to meet program-specific regulatory, licensing, immunization, criminal record check, or practicum, requirements where these are mandatory for program completion.

6. DISMISSAL PROCESS

Unless immediate dismissal is warranted, SBC College will normally, but is not required to, use one or more progressive intervention measures before dismissal.

Progressive intervention may include verbal or written warnings, meetings, Student Success Plans, probation, suspension, or other reasonable measures intended to support student success.

The College may omit one or more of these steps where the seriousness of the conduct warrants immediate dismissal.

Immediate dismissal may occur where a student's conduct poses a serious risk to the health, safety, security, or integrity of the College community or learning environment, including violence, threats, harassment, serious health and safety breaches, criminal activity, academic fraud, theft, property damage, or other serious misconduct.

Before making a dismissal decision, the College will review the available information, conduct any investigation it considers necessary, provide the student with an opportunity to respond where appropriate, and determine whether dismissal is warranted.

Where a student is dismissed, the College will provide written notice outlining:

- the reason(s) for dismissal;
- the effective date of dismissal;
- any applicable financial implications; and
- the student's right to appeal.

The College will retain documentation supporting the dismissal decision in the student's official student file.

7. APPEALS

Students may appeal a dismissal decision in accordance with the College's Dispute Resolution Policy. Submitting an appeal does not automatically stay or suspend the dismissal decision unless otherwise determined by the College.

8. POLICY COMPLIANCE AND INTERPRETATION

Questions regarding interpretation or application should be directed to Education Leadership.