

# Administrative Withdrawal and Expulsion Policy

**Effective Date:** December 20, 2024

## Purpose of the Policy

The purpose of this policy is to define the formal rules, framework, and conditions surrounding the suspension, administrative withdrawal or expulsion of a student at TSOM.

Toronto School Of Management (TSOM) is committed to taking all reasonable steps to ensure that students can successfully complete their program. Toronto School Of Management has a commitment to ensure that, within this framework, all students are treated fairly and equitably.

This policy is relevant and applicable to all students enrolled at TSOM. These regulations apply equally to students who are undertaking internships or co-ops as a part of their program of study and are relevant to the attendance of all scheduled classes, regardless of their method of delivery (in person, online and/or virtual).

This policy applies to students' conduct on TSOM's premises; however, it may also be applied to conduct that occurs off the college's premises.

If that conduct threatens or is perceived to threaten the safety or well-being of any student, staff, or member of the TSOM community or if the conduct is considered to bring the name of the college into disrepute.

## Definitions:

**Verbal Warning:** An official yet informal disciplinary action where a student is notified, either on campus or via phone call, by administrator, or staff member about inappropriate behavior or a violation of school policies. It serves as a first-level intervention to allow the student to correct their actions without formal penalties, such as suspension or expulsion.

**Written Warning:** A formal disciplinary action where a student is officially notified in writing about a violation of school policies or inappropriate behavior. This communication, delivered either via email or letter, outlines the issue, expectations for future behavior, and potential consequences if the misconduct continues.

**Suspension:** A temporary removal of a student from the college or specific courses for a set period. During the suspension, the student is not allowed to attend classes or participate in academic or extracurricular activities. Suspensions may vary in length depending on the severity of the violation, but after the suspension period ends, the student may be allowed to return under specific conditions.

**Student Withdrawal:** The act of leaving the school voluntarily by submitting a formal request through an online student portal.

**Administrative Withdrawal:** The act of removing someone from a school by TSOM administration with the possibility of readmittance/reinstatement. Please refer to the Reinstatement and Readmittance Policy for details.

**Expulsion:** This is the permanent removal of a student from the college. An expelled student is no longer eligible to attend the institution or participate in its programs. Expulsion is typically reserved for the most serious offenses, and unlike suspension, expulsion does not allow for the possibility of returning to the institution. And it is to be decided by the board of directors of the institution at a one-on-one basis.

**Poor Academic Performance:** The minimum required grade to progress in a program of study. Please refer to the academic standing and progression policy.

## Policy Statements

### *1. Intermediate Measures*

1. Prior to expulsion or administrative withdrawal, depending on the severity and nature of the situation and any applicable policies and/or procedures, the college may take intermediate steps at its discretion, including a verbal warning, a written warning and suspension.
2. Where the college deems the integrity, safety, or well-being of students, staff, clients, visitors, and other guests are in danger, expulsion may be applied at the college's discretion at any point.
3. It is at the discretion of TSOM to determine whether an expulsion is warranted.
4. Students who have been administratively withdrawn may be eligible to apply for reinstatement or readmission.
5. Students who have been expelled are not eligible to apply for reinstatement or readmission.

### *2. Triggers for Suspension, Administrative Withdrawal, and Expulsion*

Students may be suspended, administratively withdrawn or expelled for the following reasons:

1. **Academic dishonesty:** Any breach of the Academic Integrity Policy will result in disciplinary action (up to expulsion) from the institution.
2. **Breach of Code of Conduct:** All students are required to adhere to all of TSOM's policies. Any student in breach and/or repeated violation of TSOM's policies will be subject to penalties (up to and) including expulsion. Students will be expelled immediately if, when on campus or at an off-campus event,

students are found to possess, use, or distribute illegal drugs or are found carrying any object (such as a weapon) that may endanger the safety of themselves or others.

3. **Misrepresentation, significant omissions, or errors in admissions documentation:** The college has a responsibility to ensure students have been admitted in accordance with the admissions requirements for the program. Students who deliberately present inaccurate information at any point in the application and admissions processes are subject to immediate expulsion and may see the Submission of Fraudulent Documents Policy for more details.
4. **Poor Academic Performance:** Students who fail to achieve the required academic standing in their programs will first be put on Academic Probation and may subsequently be withdrawn or expelled. The college may, at its discretion, offer alternate options, which are outlined in the Academic Progression Policy.
5. **Outstanding fees:** Students who fail to remit outstanding fees, according to the payment schedule in their contract, may be administratively withdrawn or expelled after a written warning has been issued by the college. If the student is funded by the Ontario Student Assistance Program (OSAP), Better Jobs Ontario, or any other public or private organization, please contact the Student Finance Office for further details.
6. **Attendance:** Students who do not meet the minimum attendance requirements, as outlined in the Attendance Policy, may subsequently be withdrawn or expelled.
7. **Harassment or discrimination:** TSOM Institute does not condone harassment or discrimination of any student, staff, client, or visitor to the college. Students participating in harassment or discriminatory activities are subject to immediate suspension pending investigation. Any student who is deemed by the investigation to have engaged in harassment or discriminatory activities may be expelled. Please refer to the Sexual Violence Policy.
8. **Disrespectful use of property:** The property of vendors (such as a tour bus) and of TSOM are for the provision of TSOM's services. Students who damage, misuse, steal, or use the property in a way that is prohibited are subject to expulsion and to be held financially responsible.
9. **Endangerment of staff or students:** TSOM is committed to ensuring the safety of all staff, students, clients, and visitors. Students who, by action or neglect, in any way endanger the safety of themselves or others, may be suspended or expelled.
10. **Failure to obtain the required documents to study at TSOM Institute:** International students must have valid study and work/co-op permits or proof of valid health insurance during their study period. If an international student's health insurance, study permit or co-op work permit expires during their study period, they will be suspended until proof of extension is provided for a maximum of two business

weeks. If the student is unable to provide proof of extension for these documents within 2 business weeks, they may be administratively withdrawn or expelled from the program.

11. **Failure to Sign the Contract Amendment:** Students who request a Letter of Acceptance (LOA) extension, payment plan, or program change will receive a contract amendment with a new end date. This amendment must be signed within a week. Failure to sign the contract amendment may make the student ineligible for graduation and may result in suspension, withdrawal, or expulsion.
12. **Failure to meet co-op or practicum placement criteria:** Students must fulfill the required number of hours for Co-op or Practicum placements as specified in their program of study. For details, refer to the Co-op Placement Policy.
13. **Repeated suspension:** Students who have been suspended three times or more, such as for failing to pay TSOM tuition fees or a combination of other offenses, may be expelled.

### *3. Implications of Suspension, Administrative withdrawal or Expulsion*

1. Suspended, administratively withdrawn or expelled students will not have access to Canvas, will not be permitted to be present at any TSOM off-campus events/activities, and at any classes whether in-person or online, and they may not be permitted to visit campus.
2. Relevant management staff members can request and subsequently take steps to ensure that a student vacates the college premises if, based on evidence, they discover or are made aware of any major contraventions of the Student Code of Conduct.
3. TSOM is required to report students receiving financial aid who are administratively withdrawn or expelled to the Ministry of Colleges and Universities. Student status may affect the student's eligibility for financial assistance.
4. TSOM is required to report international student enrolment status to Immigration, Refugees and Citizenship Canada (IRCC). Violation the conditions of Canada Visa may impact a student's eligibility to remain in the country and could affect the outcome of future immigration applications.
5. When a student has been suspended, administratively withdrawn or expelled from TSOM, are required to return their ID card to Student Services Department. Such students may only have their ID returned to them and return to TSOM after they have received written communication from Student Services.
6. If a student requires access to the college to prepare reports, gather evidence, or obtain witness statements with respect to a disciplinary hearing, such access can be authorized by the Student Services Manager after receiving a written request from the student. In such circumstances, the student will be

required to identify the time(s) at which they need to access the college and sign in and out at reception.

7. None of the aforementioned actions (i.e., a member of staff asking a student to leave the premises) are seen as indications of the final outcome of an investigation.

#### **4. Notification**

1. Students who are subject to suspension, administrative withdrawal or expulsion for any reason will be notified in writing using the contact information provided by the student. The college is not responsible for non-delivery if the student has failed to notify the college of any changes in physical or electronic addresses.
2. The notification will detail the reasons for the disciplinary action and the effective date. Students who are expelled and contest the reasons for their expulsion must file an appeal within three business days of receiving the notification, adhering to the college's complaint procedure.

#### **5. Right to Appeal Procedure**

Students who dispute the facts related to their withdrawal or expulsion must appeal the decision within three business days of notification by submitting a written appeal request to the Campus Director. In case the appeal is academic-related, the written appeal request should be submitted to the Academic Director.

The Campus Director/Academic Director will meet with the student within 7 business days of receiving the written appeal request, allowing the student to present their case. Minutes of meeting will be recorded if it is in person, or the meeting will be recorded in case it is online. The Director will provide a written response, including a decision and reasons, within 7 business days after the meeting. If the complaint remains unresolved, the Campus Director will escalate it to board of directors.

#### **6. Fees**

A student who is expelled by the college will be considered a former student effective on the date of expulsion. TSOM will officially withdraw the student, and settlement of the student's account will be completed. Students are expected to pay any outstanding fees as outlined in the enrolment contract.

#### **7. Return of Property**

A student who is withdrawn or expelled is responsible for the return of any college property in their possession within 10 business days and will be held financially responsible for any property not returned in good condition.

## Related Legislation

- Immigration and Refugee Protection Act, 2002.
- Ontario Career Colleges Act, 2005.
- Ontario Human Rights Code.