

Canadian Music & Arts College Expulsion Policy

Introduction:

Canadian Music & Arts College (refers to as CMAC in this policy) is registered under the Ministry of Colleges and Universities as a Career College, under the regulation of the *Ontario Career Colleges Act, 2005*. CMAC strives to provide students with the best quality of career training and is committed to taking all reasonable steps to ensure students' success in completing their program of study. To maintain a safe environment for every CMAC student and staff, CMAC must enforce a disciplinary policy that is consistent with the Canadian Laws and policy directives regulated under the Ministry of Colleges and Universities. Violations against the moral/ethical/academic code of conduct set by school policies may be subject to penalties, up to and including expulsion.

Our Belief

CMAC is committed to taking every approach to ensure the students are treated fairly and equally and will provide sufficient information to students regarding the school's code of conduct, academic and attendance policies.

Prior to expulsion, depending on the severity and nature of the reported event, CMAC may take intermediate steps at its discretion which include verbal warning, written warning, and suspension. Though CMAC intends to correct the student without expulsion, CMAC reserves the right to expel the student at any point during the process should CMAC deems the student's behaviour endangering the wellbeing/safety of anyone (students/staff members/visitors, etc.) on CMAC premises.

Conditions for expulsions:

The followings outline the conditions under which a student may be expelled with causes.

- 1. Harassment or Discrimination Against Any Other Student or Any Staff Member or Any Visitor of CMAC.** This includes but is not limited to the followings:
 - A. Harassment in any form, whether by words or by deeds or online, on or off campus.
 - B. Bullying in any form, whether by words or by deeds or online, on or off campus.
 - C. Discrimination based on race, ethnic origin, citizenship, age, sexual orientation, sex (including pregnancy), gender, marital status, family status or disability.

Any student who participating in harassing or discriminatory activities is subject to immediate suspension pending investigation. Expulsion is mandatory for any student who is deemed by the investigation to have engaged in harassing or discriminatory activities.

CMAC refers to Ontario Human Rights Code for defining harassment and discrimination. The code could be found on Ontario Human Rights' official website <https://www.ohrc.on.ca/en>.

2. Acts of Vandalism, Theft, Illegal Drug Use or any other Criminal Activities on CMAC Premises.

CMAC property is to provide CMAC services. The Student who damages, misuses, steals or otherwise uses the property in a way that is prohibited will be required to make recompense and may be expelled.

Students will be subject to immediate expulsion if:

- A. They are found under the influence of drugs and/or alcohol or
- B. They are found carrying weapons
- C. They are found in selling/buying drugs.
- D. They are found drinking, or/and taking drugs on CMAC premises.

3. Breach of Academic Integrity

Students may be subject to expulsion at the discretion of CMAC for academic misconduct. Academic misconduct is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including but not limited to:

A. Cheating: especially cheating in any test/exam

B. Plagiarism:

The student presents/submits someone else's work as his/her own work.

B1. If the student works with other students as a group for a project and each student must submit his/her individual report, the student is allowed to have group discussions with the group members but is required to "WRITE THE REPORT ON HIS/HER OWN". Any "you can copy mine for this question" is considered plagiarism.

B2. If two students are found to have answers in the exact same word order, and no proper citation was given in the text, both students are deemed to have committed plagiarism.

B3. Any paragraph/wording from internet resources "COPY AND PASTE" into the paper/assignment/homework is considered plagiarism.

C. Unapproved collaboration

The student works with other classmates/friends for an assignment/paper/homework that the instructor specifically requests the work to be done “individually”. In other words, the student is involved in work with others without authorization from the instructor.

D. Alteration of records

The student requests the submitted paper/ graded tests to be regraded but was found the answers that were originally written on the paper have been changed.

E. Bribery

F. Lying

The student submits a paper that is done by someone else

G. Misrepresentations

The student provides falsifying information to deceive the instructor for any academic advantage.

Ex: The student gives false information to obtain an extension on an assignment/project.

4. Academic Failure

The student who fails to meet the published minimum academic standards in the program may be expelled from the program. CMAC may offer alternatives to the student at its discretion.

5. Outstanding Fee

Failure to pay tuition or other fees due to CMAC is considered to be theft. After a written warning has been issued by CMAC, whether by hand delivery, email, or mail, and the student still fails to comply with the stated set dates, the student may be expelled.

6. Attendance

The student who does not meet the required attendance or miss for 2 or more consecutive weeks from the program and could not provide a valid documented reason for the absence is subject to expulsion.

Valid reasons may include but are not limited to illness, family emergency, childcare issues, care of elderly or infirm relatives and family breakdown and/or homelessness. Documentation can include doctors’ notes or medical certificates, police reports, statements from counsellors and/or psychologists and/or psychiatrists, death certificates or letters from family members or other involved parties.

7. Serious Omissions or Errors in Admission Documentation

The student who knowingly or in error misrepresents his/her information during the application process is subject to immediate expulsion.

Expulsion Notification

The student who is subject to expulsion for any reason will be notified in writing, either hand delivered or by email or by registered mail with a return receipt. CMAC is not responsible for any non-delivery of the registered mail if the student has not provided a valid mailing address.

The notification will contain a description of the basis for expulsion and the effective date. The expelled student who disputes the facts of the expulsion must appeal the decision within 5 business days of the notification following the complaints procedure of CMAC provided to the student and providing sufficient proof to support the complaint.

The student who files an appeal and is unsuccessful will have his/her enrolment terminated by CMAC. If the student decides to file an appeal after the enrollment termination, the expelled student may then refer the matter to the Superintendent of Career Colleges according to the instructions stated on Career College students' rights and responsibilities. (website; <https://www.ontario.ca/page/career-college-students-rights-and-responsibilities#section-3>)

Fees

An expelled student is considered to be withdrawn from their program from the effective date of the expulsion. The settlement of the student's account will be completed under CMAC Fee Refund Policy.

Return of CMAC Property

A student who is expelled is responsible for the return of any CMAC property in his/her own possession within 5 business days and will be held financially responsible for any property not returned in good condition or as outlined in the student contract. However, CMAC may not deduct from a student's fee refund, as set out in the enrolment contract, any amount owing by the student concerning such property.