

# Suspension and Expulsion Policy

**Policy ID:** TBD

**Approved by:** Compliance

**Executive(s) Responsible:** Executive Director of Operations and Infrastructure

**Administrator(s) Responsible:** Academics and Student Services

**Revision Date:** June 15<sup>th</sup>, 2023

**Effective Date:** June 15<sup>th</sup>, 2023

**Next Review Date:** June 15<sup>th</sup>, 2024

## Background & Scope

Toronto School of Management (TSoM) is committed to taking all reasonable steps to ensure that students can successfully complete their program. TSoM 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 is relevant to the attendance of all scheduled classes, regardless of their method of delivery (in person, online and/or virtual).

## Purpose of the Policy

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

## Policy Statement

Students who do not follow the policies of the college (e.g., Academic Integrity Policy, Student Code of Conduct, etc.) may be subject to penalties, up to and including expulsion.

## **1. Intermediate Measures**

- 1.1** Prior to expulsion, 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, suspension, and/or expulsion.
- 1.2** 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.
- 1.3** It is at the discretion of TSoM to determine whether an expulsion will be permanent.
- 1.4** Students who have been permanently expelled will not be eligible to apply for readmission.

## **2. Suspension**

- 2.1** 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 contravention of the Student Code of Conduct.
- 2.2** International students who are enrolled in TSoM programs that are longer than 6 months and attending in person are responsible for obtaining extensions of their study permit and health insurance, if applicable.
- 2.3** If a student's health insurance or study permit expires during their study period, they will be suspended for one week. If the student is unable to provide proof of extension for these documents within 2 business weeks, they will be expelled from their program.
- 2.4** 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.
- 2.5** When a student has been asked to leave the premises by a member of staff, the student should return their ID card to that member of staff. He/she will inform the

student that they can only return to the college when they have received written permission to do so from the Student Services Manager.

- 2.6** If a student requires access to the college in 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.
- 2.7** Student Services must inform the relevant program Academic Manager of student suspensions within one business day of the student being asked to leave the premises or being informed that they can no longer attend their classes, whether in-person or online.
- 2.8** If suspended students are subsequently allowed to return, the Student Services Manager will ensure that the same personnel who were informed of the suspension are notified that it has been lifted. When a suspension is lifted, the student's TSoM ID will be returned.
- 2.9** Neither of these processes, (i.e., a member of staff asking a student to leave the premises, the issuing of a letter of suspension or students informing them that they can no longer attend class) is to be seen as an indication of the eventual outcome of an investigation (if applicable).

### **3. Expulsion**

The following outlines some of the conditions under which a student may be expelled:

- i)** Academic dishonesty – any breach of the Academic Integrity Policy will result in disciplinary action (up to expulsion) from the institution;
- ii)** Outstanding fees – students who fail to remit outstanding fees, according to the payment schedule in their contract, may be expelled after a written warning has been issued by the college;
- iii)** Conduct - all students are required to adhere to the Student Code of Conduct. Any student in breach of the Student Code of Conduct may be subject to penalties

(up to and) including expulsion.

Students will be expelled immediately if, when on campus, 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, or lead to injury, they will be expelled immediately;

- iv)** 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;
- v)** Academic failure – students who fail to achieve the required academic standing in their programs will first be put on Academic Probation and may subsequently be suspended or expelled. The college may, at its discretion, offer alternate options, which are outlined in the [Academic Progression Policy](#);
- vi)** Attendance – students who do not meet the minimum attendance requirements, as outlined in the [Attendance and Absenteeism Policy](#), are subject to expulsion;
- vii)** Harassment or discrimination – TSoM 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 harassing or discriminatory activities may be expelled. Please refer further to the [Bullying, Harassment, and Sexual Violence Policy](#).
- viii)** 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;
- ix)** 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;

- x) Failure to obtain the required documents in order to study at TSoM, as an international student, such as proof of valid study and work/co-op work permits or proof of valid health insurance; and
- xi) Failure to meet all co-op criteria prior to co-op start date.

## 4. Notification

- 4.1 Students who are subject to 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.
- 4.2 The notification will contain a description of the basis for expulsion and the effective date. Expelled students who dispute the facts of the expulsion must appeal the decision within three business days of the notification following the complaints procedure of the college.
- 4.3 Students who file an appeal and are unsuccessful are considered withdrawn from the college.

## 5. Right to Appeal Procedure

**Step 1:** Students who dispute the facts of the expulsion must appeal the decision within three business days of the notification by following TSoM's [Complaints Policy](#) provided the students are attending a registered program recognized as being protected under the Private Career Colleges Act 2005.

**Step 2:** The student must submit a completed written complaint to the Student Services Department in person or by using the following contact information:

TSoM Student Complaints <[StudentComplaint@TorontoSoM.ca](mailto:StudentComplaint@TorontoSoM.ca)>  
22 College Street, Suite 300  
Toronto, ON, Canada  
M5G 1K2

The Student Services Department will arrange a meeting with the student within 5 business days of receipt of the written complaint. At this meeting,

the student will have an opportunity to make an oral presentation of the complaint and to have another person present or another person make the oral presentation on his/her behalf. Minutes will be taken.

The Student Services Department will provide a written response to the student outlining the discussion and any proposed and/or agreed upon solution(s) within 5 business days of the meeting. This response will include a decision with the reasons on which the decision is and minutes of meetings held. If the complaint is not resolved at this level, the student will proceed to Step 3.

**Step 3:** The student will submit a completed written complaint to the Student Services Manager in person or by email. If the Student Services Manager is unable to respond, the Student Services Director will take over the outlined process below.

The Student Services Manager will arrange a meeting with the student within 5 business days of receipt of the written complaint, which should include the Student Services Department's response with recommended solutions and the student's objections/comments regarding the solutions.

The student will have an opportunity to make an oral presentation of the complaint at this meeting and to have another person present or another person make the oral presentation on his/her behalf. Minutes will be taken.

The Student Services Manager will provide a written response to the student outlining the discussion and any proposed and/or agreed upon solution(s) within 5 business days of the meeting. This response will include a decision with the reasons on which the decision is based and minutes of meeting(s) held.

**Step 4:** If not resolved at this level, the student may submit a student complaint to:  
Superintendent of Private Career Colleges  
Ministry of Colleges and Universities  
77 Wellesley Street West, Box 977  
Toronto, ON  
M7A 1N3

A student complaint form for submission to the Superintendent can be found at [www.forms.ssb.gov.on.ca](http://www.forms.ssb.gov.on.ca). If a student is not satisfied with the resolution of their complaint, they may submit their complaint to the Superintendent of Private Career Colleges through PARIS, the new automated system.

First, please go to this website:

<https://www.pcc.tcu.gov.on.ca/PARISExtWeb/public/login.xhtml>

A guide for creating a student user account is available at the following URL:

<http://www.tcu.gov.on.ca/pepg/audiences/pcc/paris-enrolment-guide-for-new-users.pdf>

## 6. Fees

A student who is expelled by the college will be considered withdrawn from their program on the effective date of the expulsion. TSoM will officially withdraw the student and settlement of the student's account will be completed under the college's Fee Refund Policy – <https://www.torontosom.ca/wp-content/uploads/2022/03/tsom-refund-policy.pdf>.

## 7. Return of Property

A student who is 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. However, the college may not deduct from a student's fee refund (as set out in the enrolment contract) any amount owing by the student with respect to such property.

## Related Legislation

- 1) Immigration and Refugee Protection Act, 2002.
- 2) Ontario Human Rights Code
- 3) Private Career Colleges Act, 2005.

## Related Policies

Policy Name	Policy Number
Academic Integrity Policy	TBD
Attendance Policy	TBD
Bullying, Harassment, and Sexual Violence Policy	TBD
Fee Refund Policy	TBD
Policy for Reinstatement	TBD
Submission of Fraudulent Documents Policy	TBD

## Document History

Date	Approval/Review/Key Change(s)
June 2023	Addition of clauses 1.3 and 1.4.
April-May 2023	Review, reformatting, and minor changes, including staff roles.