

Suspension & Expulsion Policy

Policy ID: TBD

Approved by: Executive Director of Administration, Enrollments, & TLG Operations

Executive(s) Responsible: Executive Director of Administration, Enrollments, & TLG Operations

Administrator(s) Responsible: Academics, Student Services, and Registrar

Revision Date: February-April 2024

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Next Review Date: April 2nd, 2025

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).

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.

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.) will 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 is warranted.
- 1.4) Students who have been expelled will not be eligible to apply for readmission.

2. Suspension

- 2.1) Students may be suspended for the following reasons: academic dishonesty/misconduct, failure to pay fees, failure to obtain/maintain valid health insurance and study permits, failure to prove/maintain valid Canada Visa Status, bullying, harassment, violence, vandalism, and any other offence outlined in any of TSoM's policies.
- 2.2) Suspended 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.
- 2.3) 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](#).

- 2.4) 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.
- 2.5) If a student's health insurance or study 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 will be withdrawn from the program. For details on being readmitted/reinstated, please consult the [Readmittance & Reinstatement Policy](#).
- 2.6) The process outlined in 2.5 also applies to students with outstanding balances.
- 2.7) When a student has been suspended/withdrawn from TSoM, they are required to return their ID card to someone in the Student Services Department. Such students may only have their ID returned to them and to return to TSoM after they have received written communication from Student Services.
- 2.8) 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.
- 2.9) 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.

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) Repeated suspension – students who have been suspended three times or more, such as for failing to pay TSoM fees or a combination of other offences, may be expelled.
- iv) 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 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;

- v) 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;
- vi) 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 withdrawn or expelled. The college may, at its discretion, offer alternate options, which are outlined in the [Academic Progression Policy](#);
- vii) Attendance – students who do not meet the minimum attendance requirements, as outlined in the [Attendance and Absenteeism Policy](#), are subject to expulsion;
- viii) 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 harassment or discriminatory activities may be expelled. Please refer to the [Bullying, Harassment, and Sexual Violence Policy](#);
- ix) 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;

- x) 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;
- xi) 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, will be expelled; and
- xii) Failure to meet all co-op criteria may result in expulsion. See the [Co-op Placement Policy](#) for details.

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 Ontario Career Colleges Act, 2005.

Step 2: The student must submit a completed written complaint to Student Services in person or to the following e-mail address: StudentComplaint@TorontoSoM.ca.

Student Services will arrange a meeting with the student within 7 business days of receipt. The student will have the opportunity to make an oral presentation of the complaint. The meeting will have minutes taken or, with the student's consent, be recorded.

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 7 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 7 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 or the meeting will be recorded.

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 7 business days of the meeting. This response will include a decision with the reasons on which the decision is based and the meeting minutes/recording.

If the complaint remains unresolved, the student may proceed to step four.

Step 4: The student will submit the complaint (in writing) and all communication pertaining to the complaint in writing to the Vice President, Operations and

Infrastructure, in person or to the following e-mail address:
manny.bassi@guscancolleges.ca.

The Vice President, Operations and Infrastructure, will arrange a meeting with the student within seven business days of receipt. However, if the Vice President is unavailable/unable to do so, the Student Services Director will do so. The student will have the opportunity to make an oral presentation of the complaint. The meeting will have minutes taken or, with the student's consent, be recorded.

The Vice President, Operations and Infrastructure, will review Academics and Student Services' decisions, reason(s), and all communication and documentation submitted with the complaint. The Vice President may reinterview the student with additional questions and interview all others involved in the complainant's situation. Student Services, Academics, Compliance, other members of the Leadership teams may be consulted in the review and/or decision-making process.

The Vice President will provide a written response to the student outlining the discussion and any proposed and/or agreed upon solution(s) within seven business days of the meeting. The response will include a decision statement with reasons on which the decision is based and the meeting minutes/recording.

If the complaint remains unresolved, the student may proceed to step four.

Step 5: If not resolved at this level, the student may submit a complaint to the Superintendent of Ontario Career Colleges using the Ministry's Program Approval and Registration Information System (PARIS), where the student will be asked to [create a student account](#).

Once the student has submitted his/her complaint and supporting documents, the Superintendent or a delegate will review them and contact the student via their PARIS account.

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 under the college's [Fee Refund Policy](#).

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.

Definitions

Expulsion – the act of permanently sending someone away from a school, organization, or geographical region so that they no longer belong.

Suspension – the act of officially removing someone from their school, organization, workplace, etc. for a period of time.

Withdrawal – the act of sending someone away from a school, organization, or geographical region with the possibility of readmittance/reinstatement. See the [Readmittance & Reinstatement Policy](#) for details.

Related Legislation

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

Related Policies

Policy Name	Policy Number
Academic Integrity Policy	TBD
Attendance and Absenteeism Policy	TBD
Bullying, Harassment, and Sexual Violence Policy	TBD

Fee Refund Policy	TBD
Readmittance & Reinstatement Policy	TBD
Student Code of Conduct	TBD
Submission of Fraudulent Documents Policy	TBD
Withdrawal Policy	TBD

Document History

Date	Approval/Review/Key Change(s)
February-April 2024	Revision and addition of definitions.
January 2024	Revision of the student complaint submission process to the Ministry.
June 2023	Addition of clauses 1.3 and 1.4.
April-May 2023	Review, reformatting, and minor changes, including staff roles.