

Candidate Disciplinary Procedure

Purpose

This procedure is in place to ensure all clients and staff are safe across all operations of the College

Scope

All staff members involved with candidates must comply with the following candidate disciplinary procedures:

1. All results at any level must be put in writing and placed on file with the Director of Studies.
2. Upon receipt of information of candidate misconduct, the Director of Studies may temporarily suspend any candidate until final determination of complaints against him/her when the physical or emotional well being of the candidate, other candidates, the faculty or the staff might be endangered.
3. If the final disposition of the Director of Studies is not acceptable to the candidate, he/she may follow the Complaints and Appeals Procedures.

Procedure

Step 1

Disciplinary action against a candidate is first acted upon at the level of the member of the College staff. Prior to the decision to impose any penalty as provided above, the staff member shall discuss the matter with the candidate involved and afford the candidate the opportunity to explain his/her conduct. If the candidate disputes the action taken by the staff member, the candidate may initiate complaints/appeals as outlined in the Complaints and Appeals Procedure.

Step 2

If the staff member believes the candidate's action warrants other disciplinary action, they should contact the Director of Studies as outlined below. The party bringing a complaint against a candidate shall file a written complaint with the Director of Studies stating his/her assertion that additional penalty is warranted. Upon receipt of the information regarding the candidate misconduct, the Student Services Officer shall provide the candidate with a copy of the complaint. The Director of Studies may dispose of the case if it does not carry the penalty of probation or suspension in one of the following manners:

- dismiss the allegation and notify the party bringing the complaint
- assign a counsellor (from staff or the Student Services Officer) to the case if the case requires counselling
- conduct a private hearing with the candidate and the party bringing the complaint to resolve the matter

Step 3

If the candidate's action is serious enough to carry the penalty of probation or suspension, the candidate shall be notified in writing of the specific complaint against him/her, which may justify probation, suspension or dismissal from the College. Such notification shall include names of witnesses against him/her, a report of facts to which these witnesses will testify, and shall request the candidate to appear for a hearing (time and date specified) at which he/she may defend himself/herself and produce oral testimony or written affidavits of witnesses on his/her behalf.