



STUDENT DISMISSAL POLICY

Approved by: Associate Director, Quality Assurance

Revision Date: September 21, 2024

Effective Date: October 1, 2024

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Institution Number: ID-03111

The College expects all students to uphold a code of conduct throughout their program of study, both on campus and during work experience placements. The following code of conduct outlines, but is not limited to, the specific grounds for which a student may face dismissal. Students are encouraged to familiarize themselves with these guidelines. If any clarification or additional information is needed, students should contact the Manager, Administration for assistance.

Code of Conduct

Multihexa offers all students, staff, and visitors a safe environment for learning, where respect, tolerance, and understanding of all individuals are mandatory. With that in mind, Multihexa expects students to meet and adhere to the code of conduct set out below while completing their program of study. Students who fail to abide by the code of conduct may be dismissed from a program. All students shall:

- Act in accordance with Multihexa values and treat all students and staff in a manner that promotes integrity, respect, and equality for all individuals.
- Abide by all Multihexa's policies and procedures and comply with all federal, provincial, and municipal laws.
- Treat all company assets and property with care.
- Refrain from any action or inaction that threatens or endangers personal health, well-being, safety, and dignity, as well as that of others.
- Refrain from academic misconduct. Academic misconduct includes dishonesty in scholarly and practical work, such as plagiarism, cheating, falsification, fabrication, unauthorized modification of academic documents or records, resubmission of work, improper research practices, aiding and abetting, or obstructing the academic or training activities of others.
- Attend classes in accordance with the Attendance Policy:
 - a. Complete all assignments and examinations as scheduled.
 - b. Participate and be active in all training sessions.

- Notify Multihexa of any changes to their contact information, name, or circumstances that may affect successful completion of the program.
- Refrain from unauthorized use of the Multihexa brand, name, assets, or property.

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary/suspension period:

- Sexual assault.
- Physical assault or other violent acts committed against any student.
- Conviction of a criminal act while in attendance at the College.
- Verbal abuse or threats.
- Vandalism of College property.
- Theft.
- Being under the influence or in possession of any illegal drugs, alcohol or prohibited mood altering substance on campus or during College activities, such as field trips.

Students who do not meet the expectations outlined above will be subject to the procedures detailed below, which may include immediate dismissal from the program depending on the severity of the misconduct.

The following section describes the process by which a student may be dismissed from Multihexa:

- All concerns related to student misconduct should be directed to the Manager, Administration. Concerns may be raised by staff, students, work experience hosts, or members of the public. In the absence of the Manager, Administration, concerns may be reported to the Administrative Coordinator.
- Once a complaint is received, the student involved may be immediately suspended from attending classes pending an investigation, if the Manager, Administration deems the severity warrants suspension.
- Within five days of receiving a complaint, the Manager, Administration will investigate and arrange a resolution meeting with the student and/or complainant to discuss and attempt to resolve the concerns.
- If the student attends the resolution meeting and the outcome is favorable (i.e., the student did not violate the code of conduct, or the student violated the code of conduct but the impact is minor, manageable, and the student is remorseful), a written summary of the investigation and outcome will be recorded and retained in the student's file.
- If the student fails to attend the resolution meeting or if the outcome is not favorable (i.e., the student has clearly violated the code of conduct with no remorse), the Manager, Administration will determine whether the student

should receive a warning, be placed on probation or suspension, or be dismissed.

- In the case of a **warning**, a warning letter will be issued by the Manager, Administration, outlining acceptable means to counsel and support the student to prevent recurrence and detailing the consequences of further misconduct.
- If the outcome is **probation** or **suspension**, the Manager, Administration will issue a probation/suspension letter outlining the reason, duration, conditions, and acceptable means for reinstating the student into the program.
- If the outcome is **dismissal**, the Manager, Administration will issue a dismissal letter detailing the reason(s) for dismissal.
- If a student is dismissed, a calculation of any refund due or tuition owing will be made, depending on the status of the student's financial account with the College and in accordance with the College's Tuition Refund Policy.
- If a refund is due to the student, Multihexa will issue a refund within 30 days of the dismissal. If the student owes tuition or other fees to Multihexa, the College will initiate the collection of the outstanding amount.
- All documents related to the resolution or dismissal process will be retained in the student's file.
- The student cannot appeal a warning or probation/suspension.
- If a student wishes to appeal a dismissal, they may do so by submitting a written appeal to the Senior Manager, Learning Innovation within five days of receiving the dismissal letter.
- The Senior Manager of Learning Innovation will contact the student within five days of receiving the written appeal and may, at their discretion, reopen an investigation that led to the dismissal.
- If a student fails to attend classes for 60 consecutive days without having requested an authorized leave or excused absence, the student will be automatically dismissed. This dismissal is final. If the student wishes to re-enroll in the program, they must reapply.

Contact Information

| Name | Title | Email |
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| Arafath Mohammad | Manager, Administration | arafath.mohammad@innivec.com |
| Ruxshin Thakkar | Administrative Coordinator | ruxshin.thakkar@innivec.com |

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| Izabela Bachmeier | Senior Manager, Learning Innovation | izabela.bachmeier@innivec.com |
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