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| Student Dismissal & Code of Conduct Policy | |
| 1. Policy Statement | SAE Students are expected to meet and adhere to the code of conduct set out in this policy while completing a program of study at SAE Institute Vancouver (the “Institute”). Breaches of this policy may lead to student dismissal from the Institute. |
| 2. Purpose | This policy outlines the expectations of students whilst enrolled at SAE and the possible consequences of actions which may breach the expectations outlined in this policy. |
| 3. Scope | This policy applies to staff and students of SAE Institute Inc. operating as SAE Institute Inc. DBA: SAE Institute Vancouver, SAE Vancouver. “Student” means a person who is presently enrolled at, and if applicable, including students participating in work experience placements. |
| 4. Associated Policies & Procedures | <ul style="list-style-type: none"> ● Student Enrolment Contract ● Health and Policy ● Student Discipline Resolution Policy ● Student Refund Policy |
| 5. Associated Documents | <ul style="list-style-type: none"> ● Private Training Act ● Private Training Regulation ● Canadian Criminal Code |
| 6. Policy | <p>6.1 Definitions & Scope Students are expected to meet and adhere to the code of conduct set out in this policy while completing a program of study at SAE Institute Vancouver (the “Institute”). If necessary, students should request clarification from the Campus Director.</p> <p>“Student” means a person who is presently enrolled at, and if applicable, including students participating in work experience placements.</p> <p>6.2 Code of Conduct While on the premises of SAE Institute Vancouver or in the course of activities or events hosted by the institute, students:</p> <ol style="list-style-type: none"> a. must comply with all applicable policies and procedures set forth by the institute; b. must treat all students and staff with respect and must not engage in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behaviour; c. must not steal, misuse, destroy or deface institute property; d. must not consume, possess or distribute alcohol or controlled or restricted substances; and |

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| | <ul style="list-style-type: none"> e. must not contravene any provision of the Canadian criminal code or any other federal, provincial, or municipal statute or regulation. f. must not participate in acts of academic misconduct. violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, will not be tolerated. g. academic misconduct includes, but is not limited to, the following acts: <ul style="list-style-type: none"> i. cheating: the act of deception by which students misrepresent that they or others have mastered information or a skill in an academic exercise. ii. fabrication: the intentional use of false information or the falsification of research or other findings with the intent to deceive. iii. plagiarism: the intentional unacknowledged use of someone else’s words, ideas, concepts or data. when a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references in a style appropriate to the area of study. in all cases where the statements of others are used “verbatim”, quotation marks or block formatting will be used to identify the “quoted” material. by placing their names on work submitted for credit, students are certifying the originality of all work not otherwise identified by appropriate acknowledgements. <p>The above list sets out examples of prohibited conduct, it is intended to help students understand the type of conduct that will be subject to discipline and is not exhaustive.</p> <p>6.3 Breaches to the Code of Conduct Students who violate the code of conduct will be subject to the procedures and discipline outlined below, which may include immediate dismissal from the Institute.</p> <p>Discipline Procedure:</p> <ul style="list-style-type: none"> a. all concerns relating to student misconduct may be brought by staff, students or the public and shall be directed to the campus director. b. the campus director will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. if the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the campus director will meet with the student as soon as is reasonably possible. c. following the meeting with the student, the campus director will conduct whatever further enquiry or investigation is |
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| | <p>necessary to determine whether the concerns are substantiated.</p> <ul style="list-style-type: none"> d. any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student. e. the campus director will meet with the student and do one of the following: <ul style="list-style-type: none"> i. determine that the concern(s) were unsubstantiated. ii. determine that the concern(s) were substantiated, in whole or in part, and either: iii. give the student a warning setting out the consequences of further misconduct; iv. set a probationary period with appropriate conditions; or v. recommend that the student be dismissed from the Institute. <p>The Campus Director will prepare a written summary of the determination. A copy shall be given to the student, and the original will be placed in the student file.</p> <p>If the student is issued a warning or placed on probation, the Campus Director and the student will both sign the written warning or probationary conditions and the student will be given a copy. The original document will be placed in the student's file.</p> <p>If the recommendation is to dismiss the student, the Campus Director will meet with the student to dismiss him/her from study at the institution. The Campus Director of the institution will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, in accordance with PTIB bylaws.</p> <p>If a refund is due to the student, the refund will be forwarded to the student within 30 days of the dismissal. For more information please refer to the Student Refund Policy.</p> <p>If the student owes tuition or other fees to the institution, the Institute may undertake the collection of the amount owing.</p> <p>6.4 Right of Appeal Students will be provided procedural fairness in all matters. A student may appeal the decision only on the grounds that they have not provided procedural fairness. In such cases, a student must write to the Campus Director where the matter will be raised to the Senior Director and/or Dean of SAE for review, in line with the steps outlines in the Student Dispute Resolution Policy.</p> |
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Administrative Information & Version Control

| Date | Summary of Changes | Approved by |
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| 01/02/2017 | Initial Version | |
| 30/05/2019 | Revised for new format & right of appeal information clarified. | L.McMillan. Dean. |