



Ontario School of Commerce and Technology

211 Watline Ave, Unit 205, Mississauga, ON L4Z 1P3

<https://osoca.ca>

Student Expulsion Policy

1. Scope and Purpose

This document set out the policy and procedure at the Ontario School of Commerce and Technology (hereafter referred to as “OSOCAT” or “the College”) for receiving, reviewing, and responding to student complaints or concerns where no other appropriate policy and procedure address the concern of the grieved party. Students who do not support the academic and ethical goals of the college for themselves and their fellow students may be subject to penalties, up to and including expulsion. In conjunction with this policy, OSOCAT will ensure that students receive and are aware of its code of conduct, plus its academic and attendance policies. Where no specific policy exists, the College should provide sufficient detail to allow the student to comprehend the conditions that will result in expulsion.

Admission at OSOCAT will do its utmost effort to resolve a situation without expulsion. Counseling, verbal warning, written warnings and suspension may precede this final and most serious of actions. Where OSOCAT deems the integrity, safety or wellbeing of other students, staff, visitors, and other guests is in danger then expulsion may be warranted at any point in the process.

OSOCAT is committed to taking all reasonable steps to ensure the students can successfully complete their programs. OSOCAT has a commitment to ensure that, within this general framework, all students are treated fairly and equitably. Students who do not appreciate the academic and ethical goals of the college for themselves and their fellow students, or put the colleagues in a harm way, may be subject to penalties, warning, suspensions, and may be up to the expulsion.

2. Concerning Actions and Conditions

The following conditions and actions by the student might trigger the process and cause of expulsion:

A. Academic Dishonesty

Students may be subject to expulsion at the discretion of OSOCAT for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:

- Cheating
- Plagiarism
- Unapproved collaboration
- Alteration of records



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- Bribery
- Lying
- Misrepresentations.

B. Financial Obligations and Outstanding Fees

Failure to pay tuition or other fees due to OSOCAT is considered theft, and students who fail to remit outstanding fees may be expelled after a written warning has been provided by OSOCAT and the student fails to comply within the stated parameters.

C. Code of Conduct

All students are required to adhere to OSOCAT International Career College's published code of conduct. While the violations do not have the potential to result in physical harm to persons or property, OSOCAT may expel a student who has received suspension for failure to comply and has since violated any of the terms of OSOCAT International Career College's code of conduct. Students who are found under the influence of drugs and/or alcohol, or carrying weapons will be subject to immediate expulsion.

D. Significant Omissions or Errors in Admissions Documentation

OSOCAT has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly or in error misrepresent their applications are subject to immediate expulsion.

E. Academic Failure

Students who fail to achieve the required academic standing in their programs may be expelled from the program. OSOCAT may at its discretion offer alternatives to a student and these are outlined in the academic policies for the program of study.

F. Attendance

Students who do not achieve the required attendance as stated in the college policy are subject to expulsion. Students who are absent from class for more than five consecutive days without sufficient cause will be automatically expelled.

G. Harassment or Discrimination

OSOCAT does not condone harassment or discrimination of any student, staff, client, or visitor to OSOCAT International Career College. Students participating in harassing or discriminatory activities are subject to immediate suspension pending investigation. Expulsion is mandatory for any student who is deemed by the investigation to have engaged in harassing or discriminatory activities.



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In determining what constitutes harassment or discrimination, OSOCAT refers to the Ontario Human Rights Code. Students requiring more specific information may refer to the specific code as posted on the provincial web site.

H. Misuse of College Property

College property is for the provision of college services. Students who damage, misuse, steal, or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.

I. Endangerment of Staff or Students

OSOCAT is committed to the safety of all college staff, students, clients, and visitors. Students who by action or neglect in any way endanger the safety of themselves or others may be expelled.

Prior to expulsion, depending on the severity and nature of the situation, OSOCAT may take intermediate steps at its discretion including:

- Verbal warning
- Written warning
- Suspension
- Expulsion.

3. Notifications – Due Process

Students who are subject to expulsion for any reason will be notified in writing, either via digital communication, hand delivered or registered mail with a return receipt. OSOCAT is not responsible for non-delivery by registered mail if the student has not provided a valid home address where the student currently resides.

The notification will contain a description of the basis for expulsion and the effective date. Student will be given an fair chance to explain the behavior and actions in questions, and justification, which lead to expulsion. Expelled students who dispute the facts of the expulsion must appeal the decision within three days of the notification following the complaints procedure of OSOCAT provided to the student and providing sufficient proof to support the complaint.

Students who file an appeal and are unsuccessful are considered withdrawn from OSOCAT International Career College. Further appeals must be filed through the Complaints process of the Ministry of Training, Colleges and Universities, provided the students are attending a registered program recognized as being protected under the Career Colleges Act 2005.



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A student who is expelled by OSOCAT will be considered withdrawn from their program on the effective date of the expulsion. OSOCAT will officially withdraw the student and settlement of the student's account will be completed under OSOCAT's Fee Refund Policy.

4. Return of Property

A student who is expelled is responsible for the return of any college property in his/her own possession within 10 days and will be held financially responsible for any property not returned in good condition or as outlined in the student contract. However, OSOCAT may 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.

5. Reference

[Accessibility for Ontarians with Disabilities](#)

[Act Occupational Health and Safety Act](#)

[Ontario Human Rights Code](#)

[Personal Information Protection and Electronic Documents Act \(PIPEDA\), 2000](#)

[Ontario Career Colleges Act, 2005, S.O. 2005, c. 28, Sched. L](#)

[Ontario Career Colleges Act, 2005, - O. Reg. 415/06: GENERAL](#)

[Ontario Career Colleges Act, 2005, - O. Reg. 414/06: TRAINING COMPLETION
ASSURANCE FUND AND OTHER FINANCIAL MATTERS](#)

The development of this policy and procedure is defined and refined on the similar policies and procedures developed by Ontario Colleges of Applied Arts and Technology and Ontario registered career colleges.