



Student Dismissal Policy

1. Policy Statement

The Institute is committed to ensuring that all academic and non-academic dismissal decisions are conducted through **fair, transparent, and well-documented procedures**. This policy safeguards student rights by ensuring that dismissal processes are applied equitably, based on clear criteria, supported by documented evidence, and subject to appropriate review. Through consistent application and periodic review, the Institute upholds institutional integrity, accountability, and continuous improvement in decision-making.

2. Policy Statement

- a. The Guru Nanak Institute of Global Studies (GNI) is a certified private post-secondary institution regulated by PTIRU. All students are expected to comply with GNI's academic, behavioural, and ethical standards as outlined in institutional policies and the Student Code of Conduct.
- b. Dismissal is considered a last resort, applied only after all reasonable attempts at resolution, remediation, or warning have been exhausted.
- c. This policy ensures that all dismissals—academic, attendance-related, or non-academic—are handled fairly, consistently, and in accordance with due process.
- d. Students are strongly encouraged to seek clarification from the Director of Human Resources and Internal Affairs or the Senior Education Administrator (SEA) if they are unsure about any disciplinary or academic policy.
- e. Violations of institutional policies, including the Academic Integrity and Misconduct Policy (SP-012) and the Sexual Violence & Misconduct Policy (SP-014), may result in disciplinary action up to and including dismissal.

3. Purpose

- a. To define the circumstances and procedures under which a student may be dismissed from GNI.
- b. To ensure that decisions are consistent, fair, evidence-based, and compliant with regulatory standards.
- c. To provide students with clear information on their rights, obligations, and available avenues for appeal.

- d. To ensure timely communication, documentation, and administrative follow-up for all dismissal decisions.

4. Scope and Application

- a. This policy applies to all students enrolled in any GNI program—certificate, diploma, or degree—regardless of delivery mode (in-person, online, or hybrid).
- b. It applies to dismissals arising from:
 - i. Academic failure or integrity violations;
 - ii. Non-attendance or non-participation; or
 - iii. Non-academic misconduct, behavioural, or financial issues.

5. Grounds for Dismissal

5.1 Academic Dismissal

- a. Students may be dismissed for failure to maintain satisfactory academic performance as defined in program-specific policies or repeated failures in required courses.
- b. Students found guilty of **academic misconduct** (plagiarism, cheating, falsification, etc.) under **SP-012** may be subject to dismissal following due process.
- c. Before dismissal, GNI must:
 - i. Provide written warning(s) outlining deficiencies;
 - ii. Offer reasonable academic support (advising, tutoring, or study skills workshops);and
 - iii. Document all interventions and communications.
- d. The academic transcript will include the notation “**Dismissed – Academic.**”
- e. Students dismissed for academic reasons may reapply **after one (1) year**, subject to:
 - i. Meeting current admission standards; and
 - ii. Submission of evidence of academic readiness and a written statement explaining how the issue has been addressed.
- f. Students dismissed more than once are ineligible for readmission.

5.2 Dismissal for Failure to Attend

- a. Students who fail to attend **three (3) consecutive sessions** or **three (3) consecutive weeks** of scheduled classes without approved justification may be dismissed.
- b. The SEA must attempt to contact the student through email, phone, and registered mail prior to dismissal.
- c. If the student remains unresponsive, a dismissal recommendation is submitted to the CEO with documentation of contact attempts.
- d. The transcript will record “**Dismissed – Failure to Attend.**”
- e. Students remain financially responsible for all fees accrued until the dismissal date.

5.3 Non-Academic Dismissal

- a. GNI reserves the right to dismiss a student for non-academic reasons, including but not limited to:
 - i. Breaches of the Student Code of Conduct (harassment, threats, or disruptive behavior);
 - ii. Violation of the Sexual Misconduct Policy (SP-014);
 - iii. Failure to comply with institutional policies or instructions from authorized personnel;
 - iv. Fraudulent documentation or misrepresentation during admission or enrolment; or
 - v. Financial delinquency (overdue accounts exceeding twenty-one (21) days without justification).
- b. In cases of serious safety or security risks, the SEA or CEO may authorize **immediate suspension pending investigation**.
- c. Transcripts will note **“Dismissed – Non-Academic.”**
- d. Readmission for non-academic dismissal may be considered after **six (6) months** at the SEA’s discretion, provided the underlying issue has been resolved and supporting documentation is provided.

6. Dismissal Procedures

6.1 Reporting and Initial Review

- a. Allegations or concerns may be raised by instructors, staff, students, or members of the public.
- b. All reports must be directed in writing to the Director of Human Resources and Internal Affairs.
- c. The Director (or designate) shall meet with the student—either in person or via Zoom—within five (5) business days of receiving the report.
- d. In urgent or high-risk cases, the meeting may be expedited.
- e. The Director must complete an initial investigation and fact-finding process within five (5) business days following the meeting.

6.2 Determination and Outcomes

After review, the Director and the SEA will determine the appropriate course of action:

- a. **Unsubstantiated Complaint:** No further action; record retained for reference.
- b. **Substantiated Misconduct:** The following sanctions may apply:
 - i. Written Warning – outlining the violation and expected corrective action;
 - ii. Probationary Period – with clear terms and conditions for continued enrollment; or
 - iii. Recommendation for Dismissal – forwarded to the CEO for final approval.
- c. The student will receive a written summary of findings and the final decision within ten (10) business days of the initial report.
- d. Both the student and SEA must sign and date written warnings or probationary notices, and a copy will be placed in the student’s academic file.

- d. If dismissal is approved, the student will receive:
 - i. A formal dismissal letter stating the reason, effective date, and appeal rights;
 - ii. A calculation of any refund or fees owed; and
 - iii. Information on transcript status and reapplication options.
- di. Refunds, if applicable, will be processed within thirty (30) days of dismissal per the Tuition Refund Policy (SP-007).

7. Appeal Rights

- a. A dismissed student has the right to appeal the decision in writing to the **Vice-President, Academic & Quality Assurance (VPAQA)** within **five (5) business days** of receiving the dismissal notice.
- b. The appeal must state the grounds (procedural error, new evidence, or misapplication of policy) and include supporting documentation.
- c. The VPAQA will review the case, may meet with the student, and render a written decision within **ten (10) business days**.
- d. The VPAQA’s decision is final within the institution and will be recorded in the student’s file.
- e. Students who believe they have been misled about a significant aspect of their approved program may also file a complaint with PTIRU at with PTIRU at www.privatetraininginstitutions.gov.bc.ca.

8. Recordkeeping and Confidentiality

- a. All records related to dismissal investigations, outcomes, and appeals will be:
 - i. Documented in writing and stored securely in the student’s academic file for five (5) years; and
 - ii. Maintained by the Registrar’s Office in compliance with the Freedom of Information and Protection of Privacy Act (FIPPA) and ADM-009 Student Record Retention and Disposal Policy.
- b. Access to dismissal records is restricted to authorized personnel only.
- c. Aggregated, de-identified data on dismissals will be reviewed annually as part of GNI’s Institutional Quality Assurance Report (IQAR).

9. Roles and Responsibilities

Role	Responsibilities
Instructor / Staff	Report misconduct or academic concerns promptly and provide supporting evidence.
Director of HR & Internal Affairs	Lead investigations, ensure due process, and prepare dismissal recommendations.
Senior Education Administrator (SEA)	Oversee academic dismissals, communicate with students, and authorize disciplinary actions.
President / CEO	Approve final dismissal decisions and ensure compliance with policy and regulations.

Registrar	Record all actions, update academic transcripts, and manage refund processing.
VPAQA	Review appeals, monitor dismissal trends, and ensure policy alignment with DQAB standards.

10. Quality Assurance and Continuous Improvement

- a. The VPAQA, in coordination with the SEA, will analyze dismissal data annually to identify trends related to student performance, conduct, and program delivery.
- b. Findings will inform faculty training, student support services, and potential revisions to policy or procedures.
- c. Dismissal trends and corrective measures are documented in the annual **IQAR** submitted to the Academic Council and Board of Directors.

11. Related Policies and Documents

- SP-007 Refund & Withdrawal Policy
- SP-010 Student Rights and Responsibilities Policy
- SP-012 Academic Integrity and Misconduct Policy
- SP-014 Sexual Violence & Misconduct Policy
- SP-024 Student Dispute Resolution and Appeals Policy
- ADM-004 Institutional Quality Assurance Policy
- ADM-009 Student Record Retention and Disposal Policy

12. Review and Amendment

- a. This policy will be reviewed every **three (3) years**, or sooner if changes occur in PTIRU or DQAB standards, legislation, or institutional structure.
- b. Amendments require Academic Council approval and ratification by the Board of Directors.