



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: STUDENT DISCIPLINE

|                       |                  |                          |                    |
|-----------------------|------------------|--------------------------|--------------------|
| <b>Procedure No.</b>  | LS-202-PR        | <b>Division</b>          | Learner Services   |
| <b>Supersedes</b>     | n/a              | <b>Board Policy Ref.</b> | n/a                |
| <b>Related Policy</b> | LS-202<br>LS-201 | <b>Effective Date:</b>   | July 16, 2008 (R1) |

## PROCEDURE

The imposition of a sanction shall be at the sole discretion of the relevant and authorized College personnel. In all instances, the student shall be notified, in writing, within twenty-four (24) hours of the decision to impose a sanction.

Said notice shall contain, minimally, a description of the policies, procedures or regulations allegedly breached, a summary of the offensive behaviour and the sanction being imposed. Copies of the breached policies, procedures or regulations and the Student Appeals Policy (LS-203) shall also be referenced in and attached to the notice.

Six categories of discipline are prescribed herein for breaches of policies, procedures or regulations. The penalties specified in this policy and the College personnel authorized to impose them are as follows:

### **1.0 Retroactive Amendment of A Test Score Or Course Grade**

Retroactive amendments to students' test scores or course grades shall be issued to students in writing. A copy of this notice shall be placed in the student's file.

Instructors may issue retroactive amendments to students' test scores or course grades. The Registrar (or designate) and the Campus Administrator shall be immediately notified in all cases.

**2.0 Reprimand**

Reprimands shall be issued to students in writing. A copy of this notice shall be placed in the student's file.

Only Campus Administrators (or designates) may issue reprimands.

**3.0 Restricted Privileges**

Restricted privileges shall be described in detail and issued to students in writing. A copy of this notice shall be placed in the student's file and distributed to all personnel directly affected by said restrictions.

Only Campus Administrators (or designates) may issue restrictions of privileges.

**4.0 Suspension**

Students may be suspended from a course, subject or a total program of studies for a prescribed period of time. The details of such suspension shall be described in detail and issued to students in writing.

Only Campus Administrators (or designates) may issue suspensions. The Vice President of Academic and Learner Services and the President shall be immediately notified in all cases.

**5.0 Amendment of a Student's Official Record**

The amendment of a student's official record shall be described in detail and issued to the student in writing. A copy of this notice shall be placed in the student's file and distributed to the Registrar (or designate).

Only Campus Administrators (or designates) may amend a student's official record. The Vice President of Academic and Learner Services and the President shall be immediately notified in all cases.

**6.0 Expulsion**

Students may be expelled from the College indefinitely or for a prescribed period of time. The details of such expulsion shall be described in detail and issued to the student in writing.

Only Campus Administrators (or designates) may expel a student. The Vice President of Academic and Learner Services and the President shall be immediately notified in all cases.

Approval History

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|-----------------------|-------------------|
| Approved by President | June 25, 1997     |
| Revision 1            | November 28, 2002 |
| Reviewed              | July 16, 2008     |
| Next Review           | July 2012         |