Schedule F. Discipline (Suspension and Expulsion) Policy

1. APPS College of Health Science and Technology (AAPS) reserves the right to enforce a student discipline policy that is not inconsistent with the laws, Regulations, and policy directives enforced by the Ministry of Training Colleges and Universities.

2. AAPS will seek to enforce and uphold a discretionary (at AAPS's discretion) graduated discipline policy, meaning that some forms of student misconduct will not warrant an immediate expulsion. Forms of academic discipline other than immediate expulsion include but are not limited to

   (a) Reduction in grade or "zero" (where appropriate)

   (b) Verbal warning

   (c) Written warning

   (d) Suspension;

3. Objectionable conduct includes (but without limitation): dishonesty (including dishonesty in the application process itself), academic fraud, non-payment of fees, academic failure, non-attendance, discriminatory or repeatedly disruptive conduct, abuse of drugs or alcohol, endangerment of staff, students or employees, or failure to abide by the school's rules, regulations, or code of conduct. More specifically

   (a) Dishonesty: shall be interpreted broadly and shall (without limitation) apply to any deception or dishonest conduct by the student which compromises the integrity of the program or AAPS.

   (b) Non-Payment of Fees: a student may be expelled within days of not having paid any outstanding tuition/fees, but expulsion shall not be the sole and exclusive remedy for non-payment of fees (AAPS may, at its discretion, exercise any remedy to protect itself that does not offend the Ontario Career Colleges Act, 2005 or the Regulations made thereunder).

   (c) Attendance: students who do not meet the attendance requirements for each specific course may be subject to discipline as is reasonable in each circumstance.

   (d) Failing Grade: Students who do not meet the academic requirements of a program may be expelled.

   (e) Discrimination: The school will have a "zero tolerance" policy with respect to harassment and/or discrimination. Students accused of such conduct may be suspended immediately while an investigation is undertaken by the school, and until a final determination is made regarding what (if any) further discipline is warranted.

   (f) Abuse of drugs or alcohol: shall be reviewed on a case by case basis, but under no circumstances will AAPS permit the use of drugs or alcohol on the premises. Nor will AAPS allow the use of drugs and alcohol to compromise the integrity of AAPS' programs or disrupt other students.

   (g) Academic Fraud: Includes, but is not limited to:

      Cheating on a test or assignment that is graded;

      Plagiarism;

      Violation of AAPS's or instructor copyright;

      Unauthorized collaboration of graded work;

      Alteration of academic records of any sort.

4. Students who are suspended or expelled will receive notification in writing, either hand delivered or by registered mail. Specific reasons will be provided for the suspension or expulsion.

5. Students wishing to appeal the suspension or expulsion must file an appeal within three days of notification of such disciplinary action by AAPS. If the student is unsuccessful in appealing the suspension or expulsion, they may be able to appeal to the Ministry of Training Colleges and Universities pursuant to the provisions of the Ontario Career Colleges Act, 2005, so long as the discipline relates to an approved program.

6. Fee refunds will be governed by the provisions of the Ontario Career Colleges Act, 2005, O.Reg. 415/06, and any other laws and/or regulations as administered by the Ministry of Training Colleges and Universities. However, where AAPS has no legal requirement/obligation to refund tuition or any portion of a student's tuition to any student who has been suspended or expelled, the school shall have no obligation to refund tuition or any part of that student's tuition.

7. A suspension or expulsion will be recorded on a student's academic record and transcript, and all forms of discipline may be placed and retained in the student's file.

Schedule G. Hours of Instruction

Refer to the current published **AAPS calendar and schedule of the courses** provided to you at the time of registration.

Schedule H. Program Overview

Refer to the current published **course outline** provided to you at the time of registration.