

Expulsion Policy

1. Introduction

NetSoft College of Technology values its students and seeks to make every effort to ensure their success. NetSoft equally encourages students to reach personal and professional goals. NetSoft promotes equality, strives to treat each student fairly, and strongly adheres to stringent academic principles. NetSoft expects all students to comply with the policies in the *Student Handbook*; those that do not will be penalized and possibly expelled.

To encourage academic achievement, NetSoft may make determinations regarding some instances of noncompliance with policies on a case-by-case basis. Other instances deemed as conduct for which NetSoft has zero tolerance due to adverse impact and severity may result in mandatory expulsion. This policy specifies conduct and/or actions for which NetSoft has zero tolerance.

NetSoft will first seek to remedy less severe situations through means such as verbal or written warnings or suspension. NetSoft will opt for expulsion if the case review reveals that the student's actions have compromised NetSoft's integrity and/or threatened to endanger individuals in or affiliated with the college. All students will receive a copy of NetSoft's *Expulsion Policy* during orientation. NetSoft requires each student's signature to confirm receipt and understanding of the *Expulsion Policy*.

NetSoft students may be expelled for the following reasons:

- a. **Academic Dishonesty:** NetSoft defines academic dishonesty as "any means (written, verbal, or electronic) performed individually or collectively and used by the student(s) to gain an unfair advantage or to enhance performance individually or collectively regarding any direct or indirect academic component." This includes but is not limited to: cheating, plagiarism, falsifying or altering records manually or electronically, lying, and bribery. Categorized as conduct for which NetSoft has zero tolerance, academic dishonesty will result in mandatory expulsion.
- b. **Outstanding Fees:** Failure to meet financial obligations as specified in the *Student Contract* may result in expulsion. Students will receive a written warning and must arrange to pay overdue fees within five business days. Guidelines specified under NetSoft's *Fee Refund Policy* as per the *Private Career Colleges Act, 2005* will be used to settle unpaid student accounts. The expulsion date will be considered the student's final day of attendance.
- c. **Noncompliance with NetSoft's Code of Conduct:** NetSoft's *Code of Conduct* provides guidelines pertaining to students' rights and responsibilities and the manner in which NetSoft expects students to govern themselves. NetSoft seeks to ensure that all students maintain high standards. NetSoft may expel students at any time for failing to comply with the *Code of Conduct*. NetSoft has a zero-tolerance policy regarding substance abuse (alcohol and/or illegal drugs) and weapons on the premises. Students found in violation will be expelled immediately.
- d. **Documentation Falsification:** NetSoft defines documentation falsification as "students knowingly omitting information or otherwise forging or misrepresenting any documents or records submitted to the institution." Categorized as conduct for which NetSoft has zero tolerance, documentation falsification will result in mandatory expulsion.
- e. **Academic Failure:** Students who fail to maintain the minimum requirements as listed in NetSoft's course outline may be subject to expulsion. NetSoft will make every effort to aid struggling students using a variety of methods, including tutorials.

- f. **Attendance:** Students failing to meet the minimum 80 percent attendance requirements may be expelled. Students who require extended leaves of absence due to medical conditions must submit the relevant documentation to NetSoft.
- g. **Harassment or Discrimination:** NetSoft has a zero-tolerance policy regarding harassment and discrimination. Any student performing acts deemed as harassment or discrimination will be subject to mandatory expulsion. NetSoft employees may be subject to termination. Visitors or other individuals directly or indirectly affiliated with NetSoft also will be penalized appropriately, based on recommendations from NetSoft's Governing Board. NetSoft defines racial discrimination as "any action or comment that bothers, threatens, or promotes unfair treatment of any individual based on race, ethnicity, religion, citizenship, or language." NetSoft defines sexual harassment as "any sexual or gender-related action or comment that bothers or threatens an individual." Actions may include offensive jokes, inappropriate touching or references, verbal abuse, and/or the display of sexually offensive items such as photos. NetSoft does not condone sexual discrimination due to a person's sexual preferences. This includes jokes, offensive pictures, and hints or comments regarding the individual's sexual preferences.

NetSoft also adheres to details as specified in the Ontario Human Rights Code. See the Provincial website (ohrc.on.ca/english/code/index.shtml) for additional information.

- h. **Misuse of College Property:** NetSoft may expel students who damage, misuse, or steal property belonging to the institution. If an expelled student possesses NetSoft property, it should be returned within 10 business days following the expulsion. Charges will be added to the student's account if the property is not returned or if its condition is deemed unsatisfactory.
- i. **Endangerment of Staff or Students:** NetSoft seeks to ensure the safety of all students and individuals directly or indirectly affiliated with the institution. Any student may be expelled immediately for threatening the safety of other students or others affiliated with NetSoft. Prior to expulsion and at the discretion of the Governing Board, the student may receive a verbal warning, written warning, or suspension. Categorized as conduct for which NetSoft has zero tolerance, endangerment of staff or students will result in mandatory expulsion.
- j. **Criminal Conduct or Activity:** Students individually or collectively engaging in criminal conduct or activity may face criminal charges and penalties according to the law. Criminal conduct or activity also will result in mandatory expulsion from NetSoft. Students who have performed criminal acts prior to enrolling at NetSoft should disclose information pertaining to the charges and required retribution as requested on the *Student Enrollment Contract*. Failure to report prior criminal acts will be viewed as document falsification (see point d, Document Falsification for more information).

2. Notification

NetSoft will provide written notification to any student subject to expulsion. Notification will be hand-delivered or sent via registered mail. It is the student's responsibility to ensure that NetSoft has a current mailing address on file. NetSoft will not be responsible for returned mail that is addressed according to its records.

NetSoft's expulsion notification will include the reasons for the decision, the effective date, and the appeal procedure and deadlines.

3. Appeals

Students can request an appeal within 10 business days of the Governing Board's final decision. In the case of an appeal, the student should email info@netsoftcollege.com or send a written letter of appeal via registered

mail to NetSoft's Governing Board, addressing the CEO. The student will receive an email within two business days acknowledging receipt of the appeal request.

This letter should specify the grounds for the appeal request. The student also should provide any supporting documentation, relevant facts, and names and addresses of additional witnesses. The Governing Board will review the letter and set a hearing date for the student. The student should bring all documentation and ask witnesses to appear at the hearing. The Governing Board may find it necessary to obtain additional information prior to making a determination.

NetSoft will provide decisions in writing to the student, the Instructor, and any other appropriate party within 30 business days of the appellate hearing. An official copy also will be retained as a part of the student's file. During an appeal, the student must provide details that at least one of the following grounds has occurred and may have attributed to the unfavourable determination:

- a. An error or violation of their rights
- b. Prejudice by a member of the Governing Board
- c. New information that was not presented during the interviews conducted prior to the decision

An appeal of disciplinary action can only be made on the basis of one of the aforementioned grounds. NetSoft will dismiss any appeal that fails to meet at least one of the three criteria.

Students who file an appeal and are unsuccessful:

- a. Are considered withdrawn from NetSoft on or after the effective date of expulsion.
- b. Will have their suspension or expulsion recorded on their academic record and transcript, and all forms of discipline may be placed and retained in the student's file.
- c. Will be refunded their paid fees as per the tuition fee refund policy.
- d. Will not be issued any NetSoft credentials or awards.
- e. Will be financially responsible for the replacement costs of any NetSoft property not returned in good condition.
- f. Will be responsible for legal and other costs regarding the personal injury of others or themselves as well as any damages to NetSoft property.

4. Institutional Appeal

NetSoft's Governing Board, composed of three members, including faculty appointed by the CEO, will make the decision. One individual will serve as the Chair, and members will serve two-year terms. If a decision is deadlocked, the Chair's vote is final.

The student will receive written notification, either hand-delivered or sent via registered mail, within 10 business days. The notification will include a list of reasons regarding the final resolution.

The Governing Board may concur with, amend, or reverse the initial decision. The decision becomes final when approved by the CEO. It also becomes part of the student's record. The information will be kept confidential and can only be accessed by appropriate authorities.