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## Discipline Policy

- 1) All students are expected to conduct themselves in a dignified and professional manner.
- 2) Students may be suspended or dismissed/expelled, depending on the severity and/or degree of their “Misconduct”: Misconduct is defined as, and without limitation:
  - a) conduct which disrupts or in any material respect compromises the Institute or any of its students,
  - b) including the administration of the program (including but without limitation any act or threatened act
  - c) of violence, failure to cooperate with an inclusion or accommodation policy of the Institution);
- b) student performance bringing discredit on the professional, academic, or ethical standards of the institution;
- c) academic failure;
- d) poor attendance i.e., attendance which falls below any program approval requirements, or poor participation (without medical excuse that gives rise to the legal need for accommodation);
  - d) conduct which interferes with the legal rights of other students and/or the Institution, its staff, agents, or employees
  - e) repeated contravention of the Institute’s policies as set out in this Student Enrolment Contract and amended from time to time as the Institution deems necessary, or pursuant to applicable laws and/or regulations;
- g) failure to pay required fees as set out in the student’s signed contract;
- h) contravention of the performance requirements or other rules and/or guidelines as they may apply to the student; and
  - i) distribution of materials within the campus and to the Institute’s students that have not been approved by the Institute (such as brochures, 3rd party advertisements, promotional materials,

political or  
religious materials, etc.)

- 3) Repeated failure to abide by Institute's policies, which may be amended from time to time as the Institution deems necessary or pursuant to applicable laws and/or regulations, is grounds for dismissal/withdrawal. Note that contravention of some school's policies may lead to immediate dismissal/expulsion from the program depending on the severity of the contravention (see paragraph 5 below).
- 4) The Institute may, at its sole discretion and consistent with applicable laws and/or regulations, consider a Suspension prior to the possible dismissal/expulsion of the student.
- 5) Certain types of serious misconduct will lead to the immediate dismissal/expulsion of the student on a "zero tolerance" basis. Such conduct includes, but without limitation,
  - a) the use of alcohol or drugs;
  - b) violent and/or threatening behavior toward another student, employee, faculty member, or visitor on or off campus;
  - c) dishonesty by the student relating to academic testing or credentials, or any dishonesty going to the academic integrity of the Institution.
- 6) Harassment or Discrimination – LLI does not condone harassment or discrimination of any student, staff, employees, or agents. Students who engage in harassing or discrimination are subject to immediate suspension pending investigation. Any student deemed by LLI of Canada's investigators as having engaged in harassing or discriminatory activities contrary to any applicable laws and regulations may be subjected to immediate dismissal/expulsion.

- 7) Students who damage, steal and misuse property may be expelled and will be required to make restitution to replace or fully repair the property.
- 8) Fee refunds will be governed by the provisions of this policy and applicable laws and/or regulations as prescribed. However, where LLI has no legal requirement/obligation to refund tuition or any portion of a student's tuition to any student who has been expelled (or suspended, where the suspension is long enough such that the student has lost a significant amount of time or opportunity that would otherwise have been spent in course study), LLI will have no obligation to refund tuition or any part of that student's tuition.
- 9) A sanction of suspension or dismissal/expulsion may be recorded on a student's academic record and transcript.
- 10) Notification: Students who are expelled for any reason will be notified in writing. The notification will describe the basis for dismissal/expulsion and the effective date.
- 11) Appeal procedure: Expelled students who dispute the facts of the dismissal/expulsion must file their appeal with the Institution within 5 days of the notification having been received by the student
- 12) LLI may, at its sole discretion, determine that a restorative process is warranted in lieu of or in tandem with any of the above forms of discipline that it seeks to impose. A restorative process is one which emphasizes repairing the harm caused or revealed by unjust behavior through an inclusive or cooperative process.