



POLICY:  <p style="text-align: center;"><b>Student Discipline</b></p>		POLICY NUMBER:  <p style="text-align: center;">Pending</p>
		PREVIOUS/REPLACES:  <p style="text-align: center;"><b>Student Disciplinary/Suspension, 2011</b></p>
APPROVED BY:  <p style="text-align: center;"><b>Executive Council</b></p>	EFFECTIVE DATE AS OF:  <p style="text-align: center;"><b>April 1, 2016</b></p>	PRIOR VERSIONS:  <p style="text-align: center;"><b>October 5, 2015</b></p>

**1. Policy Statement:**

MITT reserves the right to take appropriate disciplinary action to ensure that any type of disruptive or unacceptable student behaviour ceases immediately and does not create an unfavorable environment for learning and work. As outlined in the Student and MITT Expectations Policy and Student Behaviour Policy, MITT holds all students responsible for conducting themselves in a professional manner and in the best interests of other students, the Institute, and its staff. Depending on the nature and severity of the incident or situation, MITT reserves the right to reprimand a student, require the student to enter into a Student Contract, or to impose a suspension or expulsion from studies at MITT.

**Adult Students and Students Under the Age of Majority or Consent**

MITT operates as a hybrid institution where high school-age students and adults are enrolled in the same programs and have access to the same public and common areas of the Institute. Adult MITT students are expected and required to conduct themselves at all times in an age-appropriate manner when working with and socializing with MITT students under the age of majority or consent.

The ages of the students involved in a discipline issue or incident may be taken into account when disciplinary actions are taken by MITT. MITT will report to the Winnipeg Police Service any incident or activity involving an adult and a minor that is illegal or in violation of the Criminal Code of Canada, including incidents which occur off-campus or outside of regular school hours.

**2. Scope:**

This policy applies to the following full and part-time MITT student categories and programs:

- MITT High School
- High School students from sponsoring school divisions
- Domestic and International post-secondary
- MITT ESL/ESP
- Continuing Education
- Youth Build



### 3. Procedure:

#### a. Warning/Reprimand

- Instructors, Academic or Program Coordinators, Student Advisors, the Academic Dean, as well as the Student Services Manager and Health and Security Officer, will issue a verbal or written warning or reprimand, to any student who is observed to be engaging in, or reported and proven to have engaged in, any inappropriate behaviour as outlined by the Student and MITT Expectations Policy and/or MITT Student Behaviour Policy. The staff person issuing the warning or reprimand shall make the appropriate record of the incident in the student's MITT electronic student information system account.
- Where inappropriate student behaviour involves a violation of the Academic Integrity Policy, a safety concern, or any other serious behavioural issue requiring immediate action, an Instructor, Academic or Program Coordinator, Academic Dean, as well as the Student Services Manager, or Health and Security Officer, are not required to issue a verbal or written warning prior to taking more serious disciplinary action to stop the behaviour.
- Other support staff who observe an unacceptable student behaviour, have the authority and responsibility to take action and require the student to stop the behaviour within the limits of personal safety. Support staff are responsible for reporting their observations to the appropriate Instructor, Academic Coordinator, or to the Academic Dean, Student Services Manager, or Health and Security Officer. The staff person issuing the warning or reprimand shall make the appropriate record of the incident in the student's MITT electronic student information system account.
- If the unacceptable behaviour continues after a verbal/written warning or reprimand, the Instructor, Academic or Program Coordinator, Academic Dean, Student Advisor, or Student Services Manager, will confer with the appropriate Academic team members to review the situation and determine the correct disciplinary action. If not involved previously, a Student Advisor may be included in the team meeting.

#### b. Disciplinary Actions

The following disciplinary actions may be applied where necessary, and as approved by the appropriate level of authority described below:

- i. **Student Contract:** A required, formal agreement between the student and MITT which specifies the conditions and expectations that must be met by the student, and the consequences should the student violate the contract. Consequences may



include, but are not limited to:

- loss of assignment/test/project grade;
- loss of course credit;
- loss of practicum/co-op placement;
- loss of program completion;
- suspension, withdrawal, or expulsion.

A Student Contract may be issued by an Instructor, Academic or Program Coordinator, Academic Dean, Student Advisor or Student Services Manager.

The terms and conditions of a Student Contract will still be in force if the student refuses to sign the contract, or refuses to be an active participant in the contract. In this case, the Student Services Manager or Academic Dean will authorize and sign-off that the student has been given the opportunity to participate but has refused.

ii. **Disciplinary Suspension:** Exclusion from attending or participating in lectures or practical work for a specified period of time. Normally, students will not be permitted on-campus during a suspension. Making up for missed tests, assignments, lectures, or practical time as the result of a suspension will be the student's responsibility, and where a suspension results in the requirement for additional training time, this will be at the student's expense and subject to space availability.

- **An Instructor may suspend a student for up to 2 school-days** as a result of a discipline or behaviour issue or incident. The Academic Dean will be notified of any suspensions issued by an Instructor. (Refer to the Suspension/Expulsion Procedure and Letter Template)
- **The Academic and Program Coordinators, and the Student Services Manager may suspend a student for up to 2 school-days** as a result of a discipline or behaviour issue or incident when an Instructor or the Academic Dean are not available or are not considered the appropriate authority. The Academic Dean and/or the VP Academic will be notified of any suspensions issued by a Coordinator or the Student Services Manager.
- **The Academic Dean or designate, may suspend a student up to the student's program end date** as a result of a discipline or behaviour issue or incident. The VP Academic will be notified of any suspensions issued by the Academic Dean.

iii. **Expulsion:** The VP Academic or a designate from the MITT Executive has the authority to expel a student. An expulsion includes being permanently removed



from the current program of study, as well as being prohibited from registering in any future programs at MITT.

**c. Suspension/Expulsion Procedure**

When a student has been suspended or expelled, the issuing authority will, as soon as practical, meet with the student in the presence of another staff member, preferably a Student Advisor, the Student Services Manager, or an Academic or Program Coordinator. The following shall be presented to the student in writing as soon as practical (see Suspension Letter Template):

- Reason for suspension/expulsion;
- Effective date of suspension/expulsion;
- Length of suspension and date of return to studies;
- If suspended, outline any requirements for returning to studies: re-entry meeting, Student Contract, etc.

**d. Academic Dishonesty**

For definitions and examples of academic dishonesty, refer to the MITT Academic Integrity Policy. The following are the actions to be taken under the Student Discipline Policy in a case of academic dishonesty:

- Any student found to have committed an act of academic dishonesty during a test or examination will not be permitted to complete the test/examination, and/or will be assigned a grade of zero. The student will then be subject to any of the Disciplinary Actions outlined previously.
- Any student found to have committed an act of academic dishonesty when submitting an assignment, project or any other graded work may, at the discretion of the Instructor, receive a grade of zero, or some other appropriate grade penalty, and may be subject to any of the Disciplinary Actions outlined previously.
- Academic dishonesty does not demonstrate the employability skills which are core to the values of MITT. As such, students found to have committed an act of academic dishonesty may, at the discretion of the Academic Dean, become ineligible to participate in the practicum and/or co-op in their program. This would result in an incomplete program of study with no graduation or Certificate of Completion.



**e. Secondary Students/Students Under the Age of Majority**

When disciplinary action involves a student under the age of 18, the student's guardian or parent(s) must be contacted and informed in writing of the incident, and the action taken by MITT.

MITT will notify the respective sponsoring school or agency (where applicable) in writing of any disciplinary action taken at MITT.

In the event of an immediate suspension or expulsion during regular class hours, the student's guardian or parent(s) must be informed and must provide a transportation plan for the student to leave MITT prior to the normal daily dismissal.

MITT may opt to follow and enforce any disciplinary action taken when a student is suspended or expelled by a sponsoring high school (i.e. a student will not be allowed to attend MITT if they are suspended/expelled from their sponsoring school).

**4. Administration:**

All MITT instructors and support staff are responsible for taking action for stopping or preventing any type of unacceptable student behaviour.

**5. Review:**

This policy will be reviewed as required by Academic Council and will be reviewed by Executive Council every five years.

**6. Reference:**

Student and MITT Expectations Policy  
MITT Student Behaviour Policy  
MITT Academic Integrity Policy

**7. Definitions:**

**Disciplinary Suspension:** When a student is prevented from attending or participating in lectures or practical work for a specified period of time. A suspension will include a specified start and end date.

**Expulsion:** When a student is permanently removed from their current program of study and is prohibited from registering in any future programs at MITT.



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## Suspension Letter Template

**STUDENT NAME**

**STUDENT ADDRESS**

**DATE**

Mr./Ms./Mrs. **STUDENT NAME**,

This letter is to inform you that you have been suspended from studies at MITT beginning **DAY/MONTH/YEAR** to **DAY/MONTH/YEAR** inclusive. While suspended, you are not permitted to attend classes or be on-campus, unless granted prior permission.

This suspension is a result of (**REASON FOR SUSPENSION – DESCRIPTION OF INCIDENT**).

In addition to being suspended from studies, you will (**AS REQUIRED: LOSE COURSE CREDIT, LOSE PRACTICUM/CO-OP PLACEMENT, GRADE PENALTY, ETC.**).

You are permitted to return to studies on **DAY/MONTH/YEAR/TIME**. Prior to re-joining your program, you are required to (**AS REQ'D: HAVE A RE-ENTRY MEETING WITH A STUDENT ADVISOR/ACADEMIC COORDINATOR/DEAN/INSTRUCTOR/OTHER, SUBMIT XXX ASSIGNMENT, SIGN CONTRACT, ETC.**)

**SIGNATURE**

**TITLE OF ISSUING AUTHORITY**

**(AS REQ'D):**

cc: **NAME** Program Instructor  
**NAME** Academic Dean/Principle  
**NAME** Academic Coordinator  
**NAME** VP Academic  
**NAME** Student Advisor  
**NAME** Student Services Manager  
**NAME** Registrar (for MITT Student File)  
**NAME** Sponsor/Sending School  
**NAME** Parent/Guardian