



OFFICIAL COLLEGE POLICY

STUDENT PROFESSIONAL UNSUITABILITY FOR CAREER AND TECHNICAL PROGRAMS (7210-23)

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Division or Sector: Academic Dean
Responsibility: Academic Dean

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TABLE OF CONTENTS

Purpose	1
Policy Statement	1
Overview of Procedures	1
Procedures	1
Remediation	2
Removal from Program	2
Appeal Process	3

PURPOSE

Students in the Faculty of Careers and Technical Programs are being educated for a specific profession and therefore must demonstrate conduct appropriate to their profession as defined by the Program Committee. Academic performance is therefore not the only criterion for evaluating a student's professional suitability. Conduct and ethical behaviour are also considered in evaluating a student's suitability for a specific career, profession, or technology. This policy establishes guidelines for remediation and/or for the removal of students from a career or technology program who have exhibited conduct or behaviour deemed by the program to be professionally unsuitable.

POLICY STATEMENT

Students within the Faculty of Careers and Technical programs are required to demonstrate appropriate conduct and ethical behavior suitable for the associated career, profession, or technology.

OVERVIEW OF PROCEDURES

- The Program Committee will notify new students in writing of the standards and criteria of appropriate conduct and ethical behavior required by the program.
- If an incident occurs, the Program Coordinator is responsible for notifying students in writing of indications of unsuitability for the profession.
- Written notification must include specific remediation measures designed to assist the student to overcome the identified problem(s).
- Students may be removed immediately from their class, stage, clinical, or fieldwork course while the plan for remediation is being fulfilled.
- If the circumstances demonstrate that remediation is not appropriate (for example, safety issues, criminal offenses, and ethical concerns, as defined by the program), the Faculty Dean, on recommendation from the program, may remove a student from the program immediately.
- The student may make a request to appeal the decision to the Academic Dean.

PROCEDURES

The Program Committee will notify new students in writing of the standards and criteria of appropriate conduct and ethical behavior required by the program.

The teacher will inform the Program Coordinator within two school days (including stage days) of a report of an incident of professional unsuitability. The Program Coordinator is

responsible for notifying students in writing of indicators of unsuitability for the profession within five school days of becoming aware of the reported offence.

A student may be removed immediately from their class, stage, clinical, or fieldwork course if the student is exhibiting behaviour unsuitable to the profession.

REMEDIATION

1. If remediation is deemed appropriate, the Program Coordinator or the Stage Coordinator and the course teacher will meet with the student within five school days of notifying the student.
2. The Program Coordinator/ or the Stage Coordinator and the course teacher will present the student, in writing, with the remediation plan within five school days of the initial meeting. The remediation plan must
 - a. identify the concerns to be addressed;
 - b. formulate a probationary timeline for addressing the issues; and
 - c. establish the means for monitoring the progress.
3. The Faculty Dean will be notified in writing of the student's professional unsuitability and the remediation plan.

Possible Outcomes

1. Remediation is successful and the student is informed by the Faculty Dean that they may remain in the program.
2. The student is making progress but the probationary period needs to be extended.
3. Remediation has been attempted but the student continues to exhibit behaviour unsuitable to the profession. The Faculty Dean, on the recommendation of the Program Coordinator, requires the student to withdraw from the program.

REMOVAL FROM PROGRAM

1. In the case that the Program Coordinator recommends immediate removal or if remediation has not been successful, a meeting with the Faculty Dean will be held in order to inform the student of the decision.
2. The Faculty Dean will encourage the student to make use of the Academic Advising and Counselling services of the College to help make the appropriate transition to a more suitable program.
3. The Faculty Dean will inform the student of the right to appeal the decision that they be removed from the program.

APPEAL PROCESS

1. If a student decides to make an appeal, the Academic Dean shall establish an Appeal Board. The Appeal Board will consist of
 - a. the Academic Dean;
 - b. one member from the department/program involved;
 - c. one teacher from a related program in the faculty; and
 - d. one external professional involved directly with the student, if warranted.
2. The Appeal Board shall establish the procedures to be used in hearing the appeal, but the procedures must include the following:
 - a. The Appeal Board must meet within ten school days of the student making an appeal.
 - b. The Appeal Board must notify the student of the meeting at least two school days in advance.
 - c. The student has the right to be accompanied by a member of the College community.
3. The Academic Dean will forward the decision of the Appeal Board, in writing, to the student, the Department, the Faculty Dean, Registrar, and Student within seven school days of its final meeting. The decision of the Appeal Board is final and binding on both the student and the College.