

Toronto Institute for Contemporary Psychoanalysis

427 Vaughan Road, Toronto, M6X 2P1

Phone: 416.288.8060

admin@ticp.on.ca

Candidate Expulsion Policy

We are committed to taking all reasonable steps to ensure students have the opportunity to successfully complete their studies. The 3-Year Diploma Program maintains a professional environment and all students, faculty, and supervisors are treated fairly and equitably. Students who do not support the academic and ethical standards of the program may be suspended or terminated for inadequate performance and unacceptable actions.

We will attempt to resolve situations amicably; however, we won't tolerate actions that risk the integrity, safety or well being of students, faculty, supervisors, administrator, visitors, or guests of the Program.

The following outlines the conditions under which a student may be terminated from the program with cause:

1. Students may be subject to immediate termination for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s), including:
 - a) cheating
 - b) plagiarism
 - c) unapproved collaboration
 - d) alteration of records
 - e) bribery
 - f) lying
 - g) misrepresentations
 - h) use of aids which have not been expressly permitted
 - i) theft or solicitation of another student's assignments or papers, unadministered tests, or other academic work and/or material
 - j) intentionally helping or attempting to help another student to commit any act of academic dishonesty
2. Outstanding Fees – A student is expected to be in full compliance with the Payment Fee Schedule. Students may be terminated from the program if fees are not paid.
3. Misconduct - The Program expects mature and professional behaviour on the part of its students both on Campus and while attending related activities off campus including respect for peers and the learning environment; keeping the campus clean and the work areas tidy; not engaging in malicious actions towards the faculty members/supervisors, administrators, students or property; and not engaging in any action that is disruptive, unethical, unlawful or contrary to the best interest of the training environment. The following acts of misconduct can be reasons for expulsion from the program:

4. Acts of dishonesty, including:
 - a) Giving false information to any official, Instructor, or the Administrator
 - b) Forgery, alteration, or misuse of any Program document, record, or instrument of identification
 - c) Computer piracy - Copying software, copyright infringement, and unauthorized computer entry
 - d) Disruption of teaching, administration, disciplinary proceedings, and other activities.
 - e) Physical abuse, verbal abuse, threats, intimidation, harassment, including but not limited to, sexual harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
 - f) Attempted or actual theft of and/or damage to property of the Program, student, faculty, or supervisor or public property.
 - g) Unauthorized possession, duplication, use of keys or unauthorized entrance to Program premises.
 - h) Use, possession, or distribution of controlled substances (e.g., drugs and alcohol), except as permitted by law.
 - i) Illegal or unauthorized possession of any weapon(s) on premises or sponsored activities.
 - j) Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, encouraging, or inducing another person to violate the Student Code of Conduct.
 - k) The use of profane language, rowdiness, fighting, or other disturbances on Program property or at sponsored activities.
5. Significant Omissions or Errors in Admissions Documentation - Students who knowingly or in error misrepresent their applications are subject to immediate expulsion.
6. Academic Failure - Students who fail to achieve the required academic standing in their programs may be terminated from the program.
7. Harassment or Discrimination - Students participating in harassing or discriminatory activities are subject to suspension pending investigation. Eggregious harassment or discrimination is subject to termination.
8. Misuse of Property - Students, who damage, misuse, steal or otherwise use the property in a way that is prohibited may be terminated and will be required to make restitution.
9. Endangerment of Staff or Students - Students who by action or neglect in any way endanger the safety of themselves or others may be terminated.
10. Endangerment of Vulnerable Population – Students who by action or neglect in any way endanger the safety of members of vulnerable populations may be suspended and/or terminated.

Notification

Students who are expelled will be notified in writing. The notification will contain a description of the basis for termination and the effective date.

Appeal Procedure

Students who dispute the facts of the termination must appeal the decision to the Ethics Committee within five days of the notification. Students must provide sufficient proof to support

the dispute. A review decision will be made within five business days of receipt of the appeal paperwork and the student will be notified accordingly. Students who file an appeal and are unsuccessful are considered withdrawn from the Program.

Fees

A student terminated by the Diploma program will be considered withdrawn from their program on the effective date. The 3 Year Program will officially withdraw the student and the student account will be resolved as per the refund policy outlined in the Private Career Colleges Act, 2005 and its regulations.

Policy details can be found here: www.ticp.on.ca