











- The student has the right to be assisted by an advisor he/she chooses, at his/her own expense. While the student is responsible for presenting his/her own case, the advisor may make representations on behalf of the student to the Appeal Committee.
- s/ In hearings involving more than one student, the Chair of the Discipline Appeal Committee at his/her discretion may permit the hearings concerning each student to be conducted separately.
- s// The Disciplinary Appeal Committee, at the discretion of the Chair, may accept pertinent records, exhibits and written statements as evidence for consideration. All such evidence will be presented 48 hours in advance of the hearing and shared with all parties.
- s/// Witnesses, who may be subject to questions from anyone in the room, can be asked to participate but must be identified in the letter requesting the Appeal.
- /y After the hearing, the Discipline Appeal Committee shall determine, by majority vote, whether the original disciplinary decisions and/or sanctions should be upheld, modified or overturned. In case of a tie, the Chair will cast the tie breaking vote)
- y The decision of the Disciplinary Appeal Committee shall be rendered within five (5) school days and communicated to the student and, if appropriate, the necessary College departments in writing. This decision is **final**.
- y The Chair of the Committee shall be responsible for the preparation of written record of the appeal hearing. The records shall be the property of the College.
- XII. All information will be treated confidentially to the extent permitted by law and in accordance with the Freedom of Information and Protection of Privacy Act. Records of all appeals will be maintained and secured by the Academic Director.

## 6. Returning after Suspension or Expulsion

- 6.1. The following process is intended to create a supporting environment for students and faculty and is in place to ensure the successful re-entry of students into the academic environment following a suspension or expulsion.
- 6.2. Once a student has completed their suspension or expulsion period and they wish to re-enroll at Hanson the student must:
- Submit in writing a request for re-admission to the Manager of Records and Registration at least two (2) months prior to the intended re-enrolment date.
  - Demonstrate in writing, with documented evidence, that all of the conditions of their suspension/expulsion have been satisfied.
- 6.3. **Approval for re-admission**
- 6.3.1. The college will determine if the conditions, outlined above, have been satisfied.
- 6.3.2. If the college is satisfied, the student must:

- 6.3.2.1.** Gain admission into the program through the regular application process (the student should note that requesting readmission two (2) months prior to the intended re-enrolment date does not guarantee admission).
- 6.3.2.2.** If the student gains admission, then the student will meet with the Academic Director of the school they are entering, and the Student Services Director to sign a Behavioural Contract for their return. The Directors and the student will be given copies of the Behavioural Contract, signed all present. The Academic Director will notify all faculty that will be instructing the student, for the full duration of the student's behavioural contract, and make faculty aware of the conditions of the behavioural contract and the reason(s) for the original suspension/ expulsion. Should the student change campuses the Academic Director will inform the Academic Manager of the campus to which the student has transferred and that Academic Manager at the new campus will inform his/her faculty as above.