

CCTCM Academic Probation and Dismissal Policy

Status	Draft — approval pending receipt of Ministerial consent
Approving Body	Academic Council
Date Adopted	Pending
Effective Date	Pending
Date of Last Review	N/A
Supersedes	N/A

1. Purpose

This policy establishes procedures for academic probation, suspension, and dismissal at the Canadian College of Traditional Chinese Medicine (CCTCM). It ensures students maintain satisfactory academic performance, professional conduct, and compliance with institutional requirements. The policy provides clear standards, fair processes, and opportunities for students to remedy deficiencies before more serious measures are imposed.

2. Scope

This policy applies to all students enrolled in CCTCM programs. It addresses academic performance, attendance, professional conduct, financial obligations, and academic integrity.

Where a student's conduct is subject to investigation under the *Sexual Violence and Harassment Policy*, that process takes precedence. Any consequences for academic standing arising from such conduct will follow from the findings of the investigation conducted under that policy.

3. Academic Probation

Definition

Academic probation is a formal notice that a student must improve unsatisfactory academic performance, attendance, behaviour, or compliance with institutional requirements. Probation provides students with an opportunity to remedy deficiencies while continuing their studies under specified conditions.

Grounds for Academic Probation

Students may be placed on academic probation for the following reasons:

Academic Performance. Failure to achieve the minimum passing grade established in the program's grading scheme in any course, unsatisfactory academic or clinical performance, or failure to maintain required academic standards.

Attendance. Attendance below 80% in any course, unless otherwise excused in accordance with the Attendance and Evaluation Policy.

Professional Conduct. Disruptive, unprofessional, or inappropriate behaviour that violates the Student Rights and Responsibilities Policy or fails to meet professional standards expected of healthcare practitioners.

Financial Obligations. Failure to meet financial obligations to CCTCM, including tuition, fees, or other charges, according to established payment schedules.

Academic Integrity. Academic dishonesty or misconduct, including plagiarism, cheating, unauthorized collaboration, fabrication, or other violations of the Academic Integrity Policy.

Probation Procedures

When a student is placed on academic probation, the Academic Dean (or designate) will provide written notice that includes:

- The specific nature of the issue or deficiency
- The conditions and terms of probation that must be satisfied, documented in a Mandatory Learning Contract signed by both the student and the Academic Dean
- The timeline for meeting probation requirements
- The evaluation process and timeline
- The consequences of failing to meet probation conditions
- Available support resources and services

Students on academic probation have the right to meet with the Academic Dean to discuss their probation status, develop an improvement plan, and access appropriate support services. The Academic Dean or designate will conduct an evaluation at the conclusion of the probation period to determine whether the student has satisfied the probation conditions.

Upon successfully meeting the terms specified in the Learning Contract, the probation will be lifted and the student will be notified in writing. Students who fail to satisfy probation conditions may be subject to academic suspension or dismissal.

4. Academic Suspension

Academic suspension is the temporary removal of a student from CCTCM for one or more academic terms. The Academic Dean recommends suspension to the President, who makes the final decision. Suspension may be imposed when a student:

- Fails to satisfy probation conditions as set out in the Learning Contract
- Commits serious violations of institutional policies
- Demonstrates patterns of unsatisfactory performance or conduct that warrant temporary removal

Students who are suspended will be notified in writing of:

- The suspension decision and the authority under which it was made
- The duration of suspension
- Conditions for readmission following suspension
- Their right to appeal under §9 of this policy

During suspension, students are not enrolled in courses and may not participate in College activities or access College facilities except as specifically authorized. Students seeking readmission following suspension must apply according to established procedures and demonstrate that conditions for readmission have been met.

For information about tuition refund eligibility during suspension or dismissal, students should refer to the CCTCM Refund Policy and their Student Enrolment Contract.

5. Academic Dismissal

Academic dismissal is the permanent separation of a student from CCTCM. The President makes all dismissal decisions, in consultation with the Academic Dean. Dismissal may be imposed when a student:

- Fails to satisfy suspension conditions
- Demonstrates sustained inability or unwillingness to meet academic or professional standards
- Commits serious violations that warrant permanent removal
- Poses a risk to the health, safety, or welfare of the College community

Students who are dismissed will be notified in writing of the dismissal decision, the reasons for dismissal, and their right to appeal under §9 of this policy. Dismissed students are permanently separated from CCTCM and are not eligible for readmission except in extraordinary circumstances as determined by the President.

6. Review Process

The Academic Dean will review all cases of academic probation and make recommendations regarding probation conditions and timelines. The President, in consultation with the Academic Dean, will review all cases involving academic suspension or dismissal. This review will consider:

- The student's complete academic record
- The nature and severity of the issues
- Any mitigating circumstances
- The student's efforts to address deficiencies
- The student's potential for successful completion of the program

7. Student Rights and Procedural Fairness

Students facing probation, suspension, or dismissal have the right to:

- Written notification of allegations or concerns with sufficient detail to permit a response
- Reasonable time to respond to allegations and provide evidence
- Access to their academic records
- Representation by a support person during meetings
- Appeal decisions in accordance with the Student Complaint and Appeal Policy (§9)

8. Return to Good Standing

Students who successfully complete their probation or return from suspension are restored to Good Standing. A permanent record of the probation or suspension remains in the student's file but is not noted on the official transcript unless required by a specific regulatory body.

9. Appeals

Students may appeal probation, suspension, or dismissal decisions by following the procedures established in the Student Complaint and Appeal Policy. Appeals must be submitted in writing within ten (10) business days of receiving notification of the decision.

Appeals may be based on:

- Procedural error that materially affected the outcome
- New evidence not reasonably available at the time of the original decision
- Disproportionate sanction relative to the nature and severity of the issue
- Bias or a reasonable apprehension of bias in the decision-making process

10. Record Keeping and Confidentiality

Records of probation, suspension, and dismissal will be maintained in accordance with the Student Records Management Policy and applicable privacy legislation. Information regarding a student's academic standing will be kept confidential and shared only with those who have a legitimate educational need to know.

11. Related Policies

- Academic Integrity Policy
- Attendance and Evaluation Policy
- Refund Policy
- Sexual Violence and Harassment Policy
- Student Complaint and Appeal Policy
- Student Records Management Policy
- Student Rights and Responsibilities Policy

12. Policy Review

This policy shall be reviewed every three (3) years, or sooner as necessitated by changes in regulatory requirements or institutional circumstances.

13. Contact Information

For questions about this policy or academic standing:

Academic Dean's Office

Canadian College of Traditional Chinese Medicine
Phone: 905-606-0062

Email: dean@cctcm.ca

Appendix A: Notice of Academic Standing

Canadian College of Traditional Chinese Medicine

TO	[Student Name]
STUDENT ID	[ID Number]
DATE	[Current Date]
PROGRAM	[Program Name]

1. Standing Status

Check one:

- ☐ **ACADEMIC PROBATION:** You remain enrolled but must satisfy the conditions of a Mandatory Learning Contract. Failure to improve may lead to suspension or dismissal.
- ☐ **ACADEMIC SUSPENSION:** You are temporarily removed from the program for [number] semester(s). Your expected return date is [date], subject to meeting the conditions for readmission.
- ☐ **ACADEMIC DISMISSAL:** You are permanently separated from CCTCM. Your registration is terminated effective immediately.

2. Grounds for This Action

- ☐ **Academic Performance:** Failure to achieve the minimum passing grade in [Course Name].
- ☐ **Attendance:** Failure to meet the 80% mandatory attendance requirement.
- ☐ **Clinical Safety:** Violation of safety or patient confidentiality protocols.
- ☐ **Professional Conduct:** Breach of the Student Rights and Responsibilities Policy.
- ☐ **Prior Terms:** Failure to meet the terms of a previous Learning Contract.

Detailed Rationale:

3. Mandatory Next Steps

Meeting Date and Time:

- ☐ **For Probation:** You must schedule a meeting with the Academic Dean to review and sign a Mandatory Learning Contract.
- ☐ **For Suspension:** You must return all College property and schedule an exit interview with the Registrar.

- ☐ **For Dismissal:** Your access to CCTCM facilities and clinical platforms is revoked effective immediately.

4. Right to Appeal

You have the right to appeal this decision in accordance with the **Student Complaint and Appeal Policy**.

- A written appeal must be submitted within ten (10) business days of this notice.
- Appeals must be directed to the Academic Dean (for probation decisions) or the President (for suspension or dismissal decisions).
- Appeals must be based on procedural error, new evidence, disproportionate sanction, or bias.

5. Authorization

Signature: _____

Name and Title: _____

Date: _____

Signature Authority

Probation: Academic Dean

Suspension: Academic Dean

Dismissal: President