

Section 7 – Student Warning, Suspension and Dismissal Policy

- Policy Statement

At Canadian Aviation College (CAC), we are committed to fostering a learning environment built on respect,

professionalism, and personal accountability. This policy outlines the processes for issuing warnings,

suspensions, and dismissals when students fail to meet CAC's behavioural, academic, or safety standards. While

CAC prioritizes guidance and correction; severe or repeated misconduct will result in dismissal.

- Definition of Dismissal

"Dismissal" refers to the process by which CAC provides formal written notice advising a student that they are dismissed (terminated) from their program and are ineligible to re-enroll for a minimum of two years from the date of dismissal.

CAC is committed to supporting students to succeed. Where appropriate, students will be offered guidance,

counselling referrals, or academic support to correct behaviours or performance concerns before dismissal is.

considered. Immediate dismissal may still occur in cases of severe misconduct or safety violations.

- Misconduct Tiers and Consequences

3.1 Tier 1 - Minor Misconduct

Consequences: Verbal Warning or Written Warning Examples:

- Tardiness or repeated late arrivals.
- Disrespectful behaviour towards staff or fellow students.
- Careless damage to CAC property.
- First-time failure to follow attendance procedures.

3.2 Tier 2 - Serious Misconduct

Consequences: Suspension pending investigation Examples:

- Signing in for another student (fraud).
- Academic dishonesty (cheating, plagiarism).
- Unsafe behaviour during ground or flight training.
- Misrepresentation of information to CAC.
- Unauthorized use of CAC's name, brand, or property.
- Repeated Tier 1 offences (second occurrence).

3.3 Tier 3 - Severe Misconduct

Consequences: Immediate Dismissal Examples:

- Violence, harassment, or threats.
- Criminal activity on campus.
- Severe safety violations (including endangering self/others in aircraft).

Repeated Offences

- Tier 2 offences.
- Repeated Tier 1 offences (third occurrence).
- Absence without communication for thirty consecutive days.

CAC retains the right to escalate any misconduct directly to suspension or dismissal depending on the severity of the case, even on a first offence. CAC also retains discretion to make exceptions and may dismiss a student.

Who is not progressing through the program or is unable to meet academic, safety, or professional?

expectations despite support and corrective measures.

Reporting and Investigation Process

Reporting Concern:

- Any staff member, student, or member of the public may report misconduct to the Office Administrator. In the
- Administrator's absence, reports may be made to the CFI.

Initial Action:

- Upon receiving a report, the Office Administrator may suspend the student from training if the severity.
- warrants.
- Investigation & Resolution Meeting (within 7 business days):

Administrator will investigate and arrange a meeting with:

- The student
- A CAC Witness (e.g., Instructor)
- A Student -appointed support person (optional)
- Outcomes of Resolution Meeting:

Favorable Outcome:

No violation found, or minor issues resolved with a warning.

Unfavorable Outcome:

- Escalation to Management with a recommendation for further action (Warning, Suspension, or
- Dismissal).
- Final Decision (within 14 business days if escalated):
- CFI will review the investigation and meet with the students.
- Suspension or Dismissal letters will be issued if applicable.

- Documentation and Record Keeping

All investigation records, meeting summaries, and outcome letters will be retained in the student's file.

Documents will be made available to the student, PTIB, or legal authorities upon request. Outcome letters may be sent to a parent/guardian if the student is under nineteen.

Dismissals that may affect a student's study permit compliance or regulatory reporting obligations will be.

reported to the appropriate authorities in accordance with PTIB and IRCC guidelines.

- Appeals

Students may not appeal a Warning or Suspension.

Students may appeal a Dismissal by submitting a written 'Dismissal Appeal Request' to Student Services

within ten business days.

Student Services will respond within 30 business days and may choose to reopen the investigation into them.

discretion.

- Final Notes
- Absence from CAC for 30 consecutive days without communication or approved leave will result in automatic.
- dismissal.
- Students dismissed for misconduct are ineligible to re-enroll in any CAC program for two years from the
- dismissal date.
- Students who fail to progress through their program due to consistent poor attendance, lack of skill development, or inability to meet CAC's academic and professional expectations may be reviewed for dismissal.
- by the CFI and Student Services Lead. These cases will follow a formal review meeting process, providing the
- student with an opportunity to discuss barriers and potential solutions prior to any dismissal decision.

Policy Review

This policy is reviewed annually to ensure alignment with:

PTIRU requirements

EQA standards

IRCC compliance

Transport Canada expectations.