

# Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy

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## Candidate Expulsion Policy

The Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy (heretofore "CICAPP") is committed to taking all reasonable steps to ensure candidates have the opportunity to successfully complete their studies. The CICAPP maintains a professional environment and all candidates and staff are treated fairly and equitably. Candidates who do not support the academic and ethical standards of the CICAPP may be suspended or expelled for inadequate performance and unacceptable actions.

The CICAPP will attempt to resolve situations amicably. However Canadian Institute for Child and Adolescent Psychoanalytic Psychotherapy will not tolerate actions that risk the integrity, safety or well being of candidates, faculty/supervisors, administrator, visitors, or guests of the CICAPP. Verbal and written warnings will be issued when deemed necessary. Further actions, including suspension and expulsion, will be applied at the CICAPP's discretion.

The following outlines the conditions under which a candidate may be expelled with cause:

1. **Academic Dishonesty** - Candidates may be subject to immediate expulsion at the discretion of the Campus Director 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 candidate(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 candidate's assignments or papers, unadministered tests, or other academic work and/or material
  - j) intentionally helping or attempting to help another candidate to commit any act of academic dishonesty
2. **Outstanding Fees** - Failure to pay tuition or other fees due to the CICAPP is considered to be theft, and candidates may be expelled if fees are not paid after the CICAPP has provided written warning. A candidate is expected to be in full compliance with the Payment Schedule and Procedure.
3. **Misconduct** - The CICAPP expects mature and professional behaviour on the part of its candidates both on Campus and while attending CICAPP 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 CICAPP, faculty members/supervisors, administrator, candidates or property; and not engaging in any action that is disruptive, unethical, unlawful or contrary to the best interest of the CICAPP and the training environment. The following acts of misconduct will not be tolerated:
  - a) Acts of dishonesty, including but not limited to:
    - I. Giving false information to any official, Instructor, or the Administrator

II. Forgery, alteration, or misuse of any CICAPP document, record, or instrument of identification

III. Computer piracy - Copying software, copyright infringement, and unauthorized computer entry

- b) Disruption of teaching, administration, disciplinary proceedings, and other CICAPP activities.
- c) 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.
- d) Attempted or actual theft of and/or damage to property of the CICAPP, a staff member, other candidates, or public property.
- e) Unauthorized possession, duplication, or use of keys to any CICAPP premises, or unauthorized entry to or use of CICAPP property.
- f) Use, possession, or distribution of controlled substances (e.g. drugs and alcohol), except as permitted by law.
- g) Illegal or unauthorized possession of any weapon(s) on CICAPP premises or CICAPP-sponsored activities.
- h) Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, encouraging, or inducing another person to violate the Candidate Code of Conduct.
- i) The use of profane language, rowdiness, fighting, or other disturbances on CICAPP property or at CICAPP-sponsored activities.

- 4. **Significant Omissions or Errors in Admissions Documentation** - Candidates who knowingly or in error misrepresent their applications are subject to immediate expulsion.
- 5. **Academic Failure** - Candidates who fail to achieve the required academic standing in their programs may be expelled from the program. The CICAPP may at its discretion offer alternatives to a candidate depending on their program of study.
- 6. **Attendance** - Candidates who are absent from class for more than five consecutive days for any reason may be subject to expulsion.
- 7. **Harassment or Discrimination** - Candidates participating in harassing or discriminatory activities are subject to suspension pending investigation. Expulsion is mandatory for any candidate who is deemed by the investigation to have engaged in harassing or discriminatory activities.
- 8. **Misuse of CICAPP Property** - Candidates, who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and will be required to make restitution.
- 9. **Endangerment of Staff or Candidates** - Candidates who by action or neglect in any way endanger the safety of themselves or others may be expelled.
- 10. **Endangerment of Vulnerable Population** – Candidates who by action or neglect in any way endanger the safety of members of vulnerable populations may be suspended and/or expelled.

### **Notification**

Candidates who are expelled for any reason will be notified in writing, either hand delivered or by registered mail. The CICAPP is not responsible for non-delivery by registered mail if the candidate has not provided a valid home address where the candidate currently resides. The notification will contain a description of the basis for expulsion and the effective date.

### **Appeal Procedure**

Expelled candidates who dispute the facts of the expulsion must appeal the decision within five days of the notification. Candidates 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 candidate will be notified accordingly. Candidates who file an appeal and are unsuccessful are considered withdrawn from the CICAPP.

## **Fees**

A candidate who is expelled by the CICAPP will be considered withdrawn from their program on the effective date of the expulsion. The CICAPP will officially withdraw the candidate and the candidate's account will be resolved as per the refund policy outlined in the Private Career CICAPPs Act, 2005 and its regulations.