

DISCIPLINE AND EXPULSION POLICY

1. MTM reserves the right to enforce a student discipline policy that is not inconsistent with the laws, Regulations, and policy directives enforced by the Ministry of Training Colleges and Universities (the "**Ministry**").
2. MTM will attempt to enforce and uphold a discretionary *graduated* discipline policy, meaning that some forms of student misconduct will not warrant an immediate expulsion. Forms of academic discipline, other than immediate expulsion, include but are not limited to:
 - (a) Reduction in grade or "zero" (where appropriate);
 - (b) Verbal warning;
 - (c) Written warning (a "Pink Slip");
 - (d) Academic Probation; and
 - (e) Suspension.
3. Objectionable conduct includes, but is not limited to: dishonesty, academic fraud, non-payment of fees, academic failure, non-attendance, discriminatory or repeatedly disruptive conduct, abuse of drugs or alcohol, endangerment of staff, students or employees, or failure to abide by the school's rules, regulations, or code of conduct. More specifically:
 - (a) *Dishonesty*: shall be interpreted broadly and shall (without limitation) apply to any deception or dishonest conduct by the student which compromises the integrity of the program or MTM (including dishonesty in the application process itself).
 - (b) *Non-Payment of Fees*: a student may be suspended from classes after failing to pay any tuition installment within two school days of the payment due date. A student may be expelled from MTM after failing to pay any tuition installment within 14 days of the payment due date, but expulsion shall not be the sole and exclusive remedy for non-payment of fees (MTM may, at its discretion, exercise any remedy to protect itself that does not offend the Act).
 - (c) *Academic Failure*: students who do not meet the academic requirements of a program may be required to repeat the failed portion of the program or expelled.
 - (d) *Attendance*: students who do not meet the attendance requirements for each specific course may be subject to discipline as is reasonable in each circumstance.

MAXINE SCHACKER - Director **TINA SEEMANN** - Animation Director

Max the Mutt College of Animation, Art & Design
952 Queen Street West, Suite 300, Toronto, ON M6J 1G8 Canada
Toll-free: 1-877-486-MUTT Phone: (416) 703-6877 Fax: (416) 703-3930
www.maxthemutt.com info@maxthemutt.com

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- (e) *Discrimination*: MTM will have a "zero tolerance" policy with respect to harassment and/or discrimination. Students accused of such conduct may be suspended immediately while an investigation is undertaken by MTM, and until a final determination is made regarding what (if any) further discipline is warranted.
 - (f) *Abuse of drugs or alcohol*: shall be reviewed on a case by case basis, but under no circumstances will MTM permit the use of drugs or alcohol on the premises. Nor will MTM allow the use of drugs and alcohol to compromise the integrity of MTM's programs or disrupt other students.
 - (g) *Academic Fraud*: includes, but is not limited to:
 - (i) Cheating on a test or assignment that is graded;
 - (ii) Plagiarism;
 - (iii) Violation of MTM's or instructors' copyright;
 - (iv) Unauthorized collaboration of graded work; and
 - (v) Alteration of academic records of any sort.
4. Students who are suspended or expelled will receive notification in writing, either hand delivered or by registered mail. Specific reasons will be provided for the suspension or expulsion.
 5. Students wishing to appeal the suspension or expulsion must file an appeal within three days of notification of such disciplinary action by MTM. If a student is unsuccessful in appealing the suspension or expulsion, they may be able to appeal to the Ministry pursuant to the provisions of the *Act* so long as the discipline relates to an approved program.
 6. Fee refunds will be governed by the provisions of the *Act*, O. Reg. 415/06 and any other laws and/or regulations as administered by the Ministry. However, where MTM has no legal requirement/obligation to refund tuition or any portion of a student's tuition to any student who has been suspended or expelled, the school shall have no obligation to refund tuition or any part of that student's tuition.
 7. A suspension or expulsion will be recorded on a student's academic record and transcript, and all forms of discipline may be placed and retained in the student's file.

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