

CANADIAN SCHOOL OF NATURAL NUTRITION
(Represented by Adams Distribution Centre, Inc.)
EXPULSION POLICY

Students may be subject to expulsion:

- If they violate CSNN's copyright and intellectual property of educational materials (legal action may additionally be taken against such violations)
- If they have cheated on a test or an assignment, or if they have allowed their work to be copied by another
- If they perform acts of discrimination or harassment to fellow students, instructors, or administrative staff
- If they physically threaten fellow students, instructors or administrative staff
- If they misrepresent themselves as a practitioner while they are still a student

1. Students who violate CSNN's Code of Conduct will be reported to the Distance Education Program General Manager for purposes of documentation.

2. If another student or instructor witnessed the violation, the General Manager will contact the student or instructor to discuss the incident and will ask for written statements to be documented in the student's file. (if the violation warrants immediate dismissal the student will be put on hold until the Branch Manager is able to look into all details)

3. After investigating all of the details surrounding the incident, the General Manager will do one of the following:

- (a) Determine the violation was not substantiated
- (b) Determine the violation was substantiated in whole or in part, and either:
 - (i) Give the student a warning with details of the consequences should the student be found to violate again
 - (ii) Set a probationary period with appropriate conditions; or
 - (iii) Or determine that the student should be expelled

4. If the General Manager feels that a student should be expelled, she will first provide all documentation to the Registrar and discuss the situation with the Registrar before expelling the Student.

5. Should it be determined that a student should be expelled, the General Manager will prepare a written summary of the determination, the reasons for expulsion, and will include all written documentation of the incident to give to the Student and to be put in the Student's file. The Student's refund will be calculated according to CSNN's Refund Policy. If the Student owes money these monies will be subject to collection.

6. If the Student is given a warning or placed on probation the Branch Manager and the Student will both sign the written warning or the document outlining the probationary conditions. Copies of documents will be given to the Student and the original will be placed in the Student's file.