STUDENT DISCIPLINARY

MINOR BREACH

Unacceptable behaviour or actions that contradict the College's expectations of professionalism.

The **staff member** that observes the behaviour will have a conversation with the student.

Support may be sought from the Team Leader.

Staff member enters notes into the student's file in Selma.

Tutor is informed.

Disciplinary process ends here if student behaviour improves however, continued poor behaviour could impact participation in off-site visits, study tours and assistance with employment.

CONCERNING BREACH

Unacceptable behaviour or actions that may warrant disciplinary action such as a warning.

Tutor and/or **Team Leader** investigates behaviour.

Support may be sought from the Campus Manager.

Team Leader schedules a meeting with the student.
Student may bring a support person.

Note: Students under 18 must have a parent/guardian invited.
Disabled students must have a support person.

Team Leader issues a **Concerning Breach** letter.

Team Leader enters notes and a copy of the letter into Selma.

Tutor and **Campus Manager** are informed.

International Student Support
Officer is informed if the concern
is related to or impacts an
international student's
attendance.

Disciplinary process ends here if student behaviour improves.

Student fails to meet requirements as stipulated in the Concerning Breach letter

MAJOR BREACH

Unacceptable behaviour or actions that may warrant a final warning/suspension OR expulsion/termination of enrolment.

Team Leader and/or Campus

Manager investigates behaviour
and decides on appropriate action
- final warning or expulsion.

Student may be stood down in the interim.

Support may be sought from the Head of Operations.

FINAL WARNING

Campus Manager schedules a meeting with the student.
Student may bring a support person.

Note: Students under 18 must have a parent/guardian invited.
Disabled students must have a support person.

Campus Manager issues a **Major Breach** letter.

Campus Manager enters notes and a copy of the letter into Selma.

Tutor and **Team Leader** are informed.

International Student Support
Officer is informed if the concern is
related to an international student.

Disciplinary process ends here if student behaviour improves.

Student fails to meet requirements as stipulated in the Major Breach letter

EXPULSIONRefer to Withdrawal procedure

^{*} Refer to the Student Handbook for examples of unacceptable behaviour and/or actions.