



## **STUDENT DISMISSAL & REQUIRED TO WITHDRAW (RTW) STATUS**

Instances and penalties associated with “academic misconduct” are defined and outlined in the *Academic Misconduct* policy.

Prior to any decision resulting from academic misconduct, an investigation and inquiry will have taken place. The initiator of investigation will be dependant on the nature of the violation. All allegations of academic misconduct will be reported to the Director or Registrar in addition to all substantiating documentation and evidence. The student will be advised of any allegation against them. The student will be provided the opportunity to state their account of the situation. Once all documentation and evidence has been reviewed a decision should be rendered by the Director or Registrar. Students will be advised in writing of the decision. Students have the right to appeal all decisions affecting their education at alive Academy. Appeals must be submitted in writing and returned to alive Academy within 30 days of the date indicated on the letter which states the final decision.

“Required to Withdraw” status will be given to students who are required to leave their course/program of study from alive Academy who have been found guilty of Academic Misconduct or other forms of misconduct by the Director or Registrar.