

Expulsion Policy

Institute Policies and Regulations

ETHICAL STANDARDS

Toronto Film School is committed, both globally and locally, to the promotion of social awareness, to the exercise of its social responsibilities, and to conducting its business affairs in a manner that affirms this commitment, consistent with the educational mission of the Institute. TFS will not, accordingly, knowingly engage in or support business practices that are contrary to the fulfillment of its social responsibilities, nor rest content with unknowingly engaging in or supporting such practices. In all its business affairs and relations, the Institute will:

- make itself actively aware of the social consequences of its actions.
- exercise thoroughness in gathering information regarding these consequences; and
- develop policies and practices that are the product of balanced reflection and intellectual honesty, and which affirm the Institute's commitment to the exercise of its social responsibilities.

The TFS Governing Board accepts responsibility for ensuring that business practices are fair, honest, and ethical. Responsibilities include, but are not limited to, the following assurances:

- Recruitment policies follow fair business practices.
- The Institution and its programs and policies are represented accurately and honestly.
- Each advertisement and piece of promotional literature is truthful and refrains from giving any false, misleading, or exaggerated impression with respect to the Institution, staff, courses and services, or the occupational opportunities for its graduates.
- Faculty and administration have the appropriate educational credentials and competencies to provide academic programs that will assist students in successful attainment of diplomas and degrees.
- Programs, course content, length of instruction and instructional methods are of the nature and quality to reasonably ensure that students will develop the education necessary to obtain employment in the occupation for which instruction is offered.
- Facilities are in compliance with laws and regulations relative to health and safety, and the Institution provides adequate classroom space, laboratories, and equipment that is in good working order and appropriate to instruction.
- Each student is provided with an academic calendar containing key information on the organization, programs, admission requirements, tuition and fees, and policies covering attendance, satisfactory academic progress, conduct, and refunds.

The Institute recognizes that conflicts may arise regarding ethical standards. Any conflicts between faculty and administration are dealt with in Section B, 8.3 – Faculty Policy 3.5 – Conflict Resolution Policy.

ACADEMIC FREEDOM AND ACADEMIC RESPONSIBILITY POLICY

All members of the TFS community have a right to academic freedom, which is defined as the freedom, individually or collectively, to pursue, to develop and to transmit knowledge through research, study, discussion, documentation, production, creation, teaching, lecturing and writing, regardless of prescribed or official doctrine and without constriction by institutional censorship.

ACADEMIC FREEDOM CONSTRAINTS

While faculty, students and staff are not asked to sign or adhere to a statement of faith and/or a code of conduct that might constitute a constraint upon academic freedom, TFS does reserve the right to establish the educational mission and the goals of the curriculum. Faculty are required to address the course terminal objectives, which define the scope and level of their courses. In that context, faculty are encouraged to develop effective teaching strategies and methods for their classes, to seek ways of enriching the educational experience of their students, and to participate collegially in the continuing improvement of courses and programs.

In the classroom, both the discussion of issues and the use of written or visual materials must be conducted in an impartial spirit and must be accompanied by tolerance for differing views and by discretion regarding the sensibilities of students and others.

Academic freedom does not include the right to use one's position to promote particular ideologies or religious beliefs. In expressing personal opinions and views, faculty must make clear that they are not representing the position of The Toronto Film School.

NON-DISCRIMINATION POLICY

TFS is an educational institution that admits academically qualified students without regard to gender, age, race, national origin or disability and affords students all rights, privileges, programs, employment services and opportunities. Toronto Film School complies with all Canadian and provincial laws and regulations in this area.

INTELLECTUAL PROPERTY POLICY

Toronto Film School recognizes and values the contribution of employees and students in the works they produce and seeks to balance the rights of the creators with the interests of the Institute while encouraging educational innovation and creativity.

Works owned by the Institute

As an employer, the Institute claims ownership of copyright in works created by employees in the normal course of their employment. Such works include:

- a. the Curriculum which includes but is not limited to:
 - i) teaching support materials,
 - ii) teaching/learning resources produced on assignment,
 - iii) instructional by-products and
 - iv) curriculum support materials.

- b. administrative materials; and
- c. professional, technical and artistic works produced on assignment.

Works owned by employees

The Institute recognizes the ownership of copyright in works created by employees on their own initiative and own time where an extensive use of TFS facilities, resources or funds are not used in the creation or reproduction of the works. Such works include:

- a. teaching/learning resources.
- b. professional, technical and artistic works.
- c. personal works; and
- d. works produced on sabbatical leave where the prime purpose of the sabbatical leave was not to create the works.

Works owned by students

Students own the copyright to the works they produce. The Institute does not claim ownership of any works created by students, except where:

- a. the student received compensation as an employee of the Institute for the creation of the work; or
- b. the creation of the work required the extensive use of Institute facilities, resources or funds.

Toronto Film School will automatically be licensed to present student-produced works for instructional purposes in TFS courses for up to five years after the creation of the works. The use of these works for non-instructional purposes (e.g. Institute publicity) or for instructional purposes beyond the five-year period requires the consent of the creators of the works.

Sanctions/Actions/Appeals

Potential consequences of non-compliance with this Policy will depend upon the specific situation and may range from having the issue dealt with by administration at the Institute to formal legal action.

ACADEMIC HONESTY

All members of the Institute have the obligation to maintain the highest standards of academic honesty, to follow acceptable standards of academic conduct and to foster it in others.

Toronto Film School strives to build a community of students, faculty, staff and administrators within which academic integrity is a guiding principle. Academic integrity is not simply a set of rules but rather a consistency of thought and action that creates a supportive environment for teaching and learning and shapes the community's attitude toward its members, its potential members and the broader public. TFS provides a clear and accurate representation to potential students of admissions standards as well as the ongoing application of academic standards as students progress toward their educational goals. Finally, through its firm expectations of academic honesty within the entire community, the Institute seeks to achieve the goal of equitable treatment of all constituents, consistent with the values and behaviour of the higher education community at large. Neither prejudicial nor preferential treatment nor the relaxation of standards, regardless of how well intentioned, ultimately serves this goal.

The Academic Integrity Policy is designed to ensure the fair and impartial application of standards by

which violations of student academic honesty can be identified and resolved. The Institute further expects that all members of its community will follow the principles of honesty expressed in the policy.

As applied to student behaviour, the policy is based on the premise that academic honesty is violated when students gain advantage over other students through unfair means. The policy provides a list of definitions of academic dishonesty. Although not all-inclusive, the list constitutes the minimum basis against which academic honesty will be measured. Instructors may establish additional standards based on the nature of their courses and the settings in which course material is delivered or applied so long as these are consistent with the provisions of the Student Academic Integrity Policy and they are communicated to the students.

Academic Integrity Policy

Ideas and learning form the core of the academic community. In all centers of education, learning is valued and honoured. No learning community can thrive if its members counterfeit their achievements or seek to establish an unfair advantage over their fellow students. The academic standards at TFS are based on a pursuit of knowledge and assume a high level of integrity in every one of its members. When this trust is violated, the academic community suffers injury and must act to ensure that its standards remain meaningful. The vehicle for this action is the Student Academic Integrity Policy.

This academic integrity policy is designed to foster a fair and impartial set of standards by which academic dishonesty will be judged. All students are required to adhere to these standards and all members of the TFS community are expected to uphold the policy. The policy defines dishonest acts as those that are cited. This list is not all-inclusive, and instructors may establish certain other standards based upon the nature of the course or the setting in which the course material may be delivered or applied.

The complete Academic Integrity Policy is available on the Institute's website:
<https://campus.mytfs.ca/course/view.php?id=18243#section-0>

Rules and Enrolment Conditions

TFS expects mature and responsible behaviour from students and strives to create and maintain an environment of social, moral and intellectual excellence. The Institute reserves the right to dismiss students whose work or conduct is unsatisfactory.

Explanations of the student code of conduct, disciplinary process and grievance/appeals process are provided in this section of the Calendar.

STUDENT CODE OF CONDUCT

Students are responsible for adhering to all rules, regulations and policies as outlined in the Academic Calendar. TFS expects and assumes mature behaviour of its students and strives to create and maintain an environment of social, moral and intellectual excellence. In order to maintain the highest possible education standards, the Institute reserves the right to initiate formal disciplinary action and to impose, if necessary, disciplinary sanctions upon any student whose work or conduct is deemed unsatisfactory.

Any member of the Institute community may file charges against any student for misconduct. Charges shall be prepared in writing and should be submitted as soon as possible after the event takes place. Judicial Advisor may conduct an investigation to determine if the charges have merit and/or if they can be resolved by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor (such as mediation).

All charges shall be presented to the accused student in written form. A time shall be set for a hearing and all parties are notified. The student will be afforded the opportunity to select either a hearing by the full judicial body or a hearing by the Judicial Advisor. The Judicial Advisor may require a hearing by the full judicial body when he/she believes that such a procedure is in the best interest of the Institute. If the evidence presented supports the charges, sanctions will be imposed upon the student.

The specific articles of the Student Code of Conduct are available on the TFS Institute of Technology website: <https://campus.mytfs.ca/course/view.php?id=18243#section-0>

SUBSTANCE ABUSE POLICY

TFS considers the use, possession, distribution, or sale of drugs (hallucinogens, narcotics, stimulants, depressants) that are illegal, except when taken under a doctor's prescription, as contrary to the welfare of the Institute's community. Students in violation of federal, provincial or other municipal regulations with respect to illegal drugs may be subject to both criminal prosecution and campus disciplinary action.

REPRODUCTION OF COMPUTER SOFTWARE

Reproduction of copyrighted software in violation of TFS's license agreement with the software owner or the copyright laws is illegal and is prohibited. Students who make, acquire or use unauthorized copies of computer software will be disciplined as appropriate under the circumstances. If there are any questions, contact the Dean of Students.

THE INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

The IT Acceptable Use Policy confers on all students the right to use IT services, facilities and equipment to support learning. Balancing these conferred rights is a set of responsibilities which require a standard of conduct from all who use these resources. This standard stipulates acceptable use for students who use IT services to meet learning needs. In so doing, all students become responsible for abiding by the terms of the Information Technology Acceptable Use Policy. The full policy is available on the TFS website: <https://campus.mytfs.ca/course/view.php?id=18243#section-0>

DISCIPLINARY ACTION

Students who breach Institute rules or conduct standards are referred to Student Services. Facts surrounding the situation will be investigated. Students will be advised of the facts disclosed and given the opportunity to question evidence and present witnesses and evidence on their behalf.

A designated representative may dismiss the case; give an official warning; or process a formal probation, suspension or expulsion action. Disciplinary action varies by violation and may be appealed.

Disciplinary action and proceedings records are confidential. Permanent records are maintained only upon a student's expulsion from the Institute.

GRIEVANCE PROCEDURES

TFS is committed to the maintenance of an academic environment free of discrimination that complies with the federal and provincial laws of civil rights. The President will have the responsibility to review charges and complaints from any student. The President will have the dual function of safeguarding the rights and safety of the Institute community. To ensure that fairness prevails, a procedure to file grievances through a committee has been developed. Full details of the grievance procedure are available on the Institute website: <https://campus.mytfs.ca/course/view.php?id=18243#section-0>

General student complaints should be addressed to the administrator of the department at which the complaint is directed. For complaints regarding other students, see Student Code of Conduct.

Complaints regarding academic issues should first be addressed to the faculty. Academic problems remaining unresolved should then be addressed to the appropriate program chair. (Also see Academic Appeal/Petition.)