



EXPULSION/INCOMPLETE COURSE POLICY

A student may be dismissed from the Zavcor Training Academy if any of the following situations arise:

- A student is caught cheating on a test or exam.
- A student's whose attendance is below 95% or has been absent for more than 5 consecutive days without sufficient cause will be expelled.
- A student shows a very poor academic standing and Zavcor Training Academy feels insufficient efforts have been made on the part of the student to improve his/her standing.
- A student exhibits conduct that is not in keeping with Zavcor Training Academy standards; ex. Disrespect shown to fellow students, instructors; unprofessional behaviour including, but not limited to, loud and boisterous behaviour and/or foul language.
- A student is found to be in possession of weapons on Zavcor Training Academy property.
- Any unsafe or illegal operation of the vehicle.
- Any student is found destroying the property of others or the property of Zavcor Training Academy.
- Students who disrespect the rights of others on the basis of race, ethnicity or sexual orientation.
- A student is found using drugs or drinking on Zavcor Training Academy property.

COURSE INCOMPLETE

- A student will receive "Incomplete" as a final mark if they are caught cheating, receive a mark of less than 80% and does not complete a particular assignment deemed incomplete or missed, or if any requirements of theory, lab or practical have not been met.
- Students with an "Incomplete" will not receive a Certificate of Achievement until all course requirements have been met.
- Students who need to meet requirements after the end date of the course they are enrolled in will require the Customer Service Rep's and/or Director's written authorization prior to being re-scheduled.