

Knox College – Policies & Procedures

Policy: **Dismissal from a Basic Degree Program**

Applies to: BD students

Approval & Responsible Individual:

Reference information:

Policy

It is the policy that Knox College has the right to dismiss any student from its academic programs on the basis set out in the Knox College Student Handbook. (For BD Students see: “Assessment” in particular references to the specific degree program: M.Div. and fitness for ministry, M.Div. Theological and Practical Curriculum Outcomes, and M.Div. Professional and Critical Competencies; M.T.S.; and, M.R.E.)

Process

Decisions to dismiss students from any BD program must be taken by the faculty of Knox College. Students will be informed of this decision and the reasons for the decision in writing within 10 days of the decision being made.

Students who wish to appeal this decision may do so:

1. by presenting in writing to the faculty, within 60 days of receiving the notice of dismissal, the written submissions in support of his or her appeal and whether a hearing before faculty is requested;
2. by indicating their intent to appeal within 30 days of receiving the notice of dismissal.

Students may not be registered in or attend classes while the appeal process is underway.

Students who have requested a hearing before the Faculty will be allowed one hour to present their appeal. The faculty may take additional time to respond to the student. Legal counsel are not permitted at the hearing before the faculty, but the student may have a friend present (although this individual will not act in an advocacy role). The faculty will review the student’s written and oral submission and any new information before making the decision to allow or dismiss the appeal. The Faculty’s decision will be in writing and will be communicated to the student within 30 days after the hearing.