

## E1006 – COLLEGE-MANDATED STUDENT LEAVE OF ABSENCE POLICY

### PROCEDURES

#### Referral to the Office of Student Conduct and Academic Integrity

1. Where a member of the College community believes that the student's behaviour meets the threshold described in the College-Mandated Student Leave of Absence Policy, the individual may refer the matter to the Office of Student Conduct and Academic Integrity (SCAI) for review.
2. SCAI will consult with the Associate Vice-President Students to determine if the threshold for invoking the policy has been met.
3. When the behaviour does not meet the threshold outlined in policy, SCAI may address the matter under another College policy or refer the matter to other campus services.
4. When the behaviour meets the threshold outlined in policy, SCAI will:
  - a) Establish a Leave of Absence Review Committee (the Committee) composed of three (3) members of the College.
  - b) Composition of the Committee will include representation from SCAI (Chair) or designate, and, as suitable to the circumstances, previously uninvolved senior representatives from two (2) of any of the following groups:
    - i. An academic unit
    - ii. Registrar and Enrolment Services
    - iii. Health and Safety
    - iv. Student Services
  - c) The Committee may, at its discretion, invite participation from other relevant College members when such participation is needed to respond to a given situation.
  - d) Assign a Case Lead from the Student Support Team whose role is to communicate with the student as to the process, and how accommodation, supports, or referrals may enable the student to remain at the College without requiring a leave.

#### Notification to the Student

5. As soon as possible after receipt of the referral, the Committee Chair will notify the student in writing that a mandatory student leave of absence is being considered and give reasons for the consideration.

#### Assessment

6. Before making their assessment, the Committee will seek to obtain all relevant information, consult with health professionals, as required, and consult with the student Case Lead.
7. The Committee will assess the student's circumstances, including the nature, scope, severity, and/or frequency of the concerning behaviour, as soon as possible after receiving the referral.
8. At any time in the process, the student will have the opportunity to provide relevant additional information to the Case Lead who will provide this information to the Committee.

9. Where consent is needed to access a student's personal information, the Case Lead will seek written consent from the student.
10. If the student does not or is unable to provide information and/or consent within time frames set by the Committee, the Committee will rely upon available information for the assessment.
11. The Committee may, at its discretion, invite the student to meet with the Committee.
12. In urgent or high-risk situations, the Committee may temporarily require an enrolled student to cease attendance until sufficient information is available to identify and understand the student's situation.
13. A decision to implement a mandatory student leave of absence will result in a cancellation of the enrolled student's registration. There will be no academic penalty.
14. A decision to implement a mandatory student leave of absence will result in the cancellation or suspension of a student applicant's application.

### **Support Person**

15. A student who wishes to have a support person attend a meeting to provide emotional support must make independent arrangements:
  - a) The student must provide the name of the support person and their relationship to the student before a meeting.
  - b) A support person who is a member of the College community can be a peer, a faculty member, or a staff member.
  - c) A person who is not a member of the College community may not attend a meeting without the prior consent of the Chair.
  - d) A support person does not participate in or provide comments during the meeting unless invited to do so.

### **Threat Assessment Referral**

16. The Committee may, at its discretion, refer a matter to the Violence Threat Risk Assessment Team (VTRA) for an assessment.

### **Student Support Team Referral**

17. Where the Committee determines that a referral to a Student Support Team may enable a student to remain at the College without requiring a leave, the Committee will seek agreement from the student for such a referral.
18. Where the student agrees to the referral, the Committee will obtain written consent from the student to share information between the Committee and the Student Support Team.
19. The Committee will notify SCAI to request that a Student Support Team be established.
20. Where the student declines a referral to a Student Support Team, the Committee will consider implementation of a College-mandated Student Leave of Absence.

## Student Support Team

21. As soon as practical, the Case Lead will review the referral and notify the Student Support Team.
22. The Case Lead will act as point of contact with the student and will facilitate communication with relevant parties.
23. The Case Lead will notify the student in writing of the referral to the Student Support Team and provide the student with an opportunity for a discussion.
24. The Student Support Team may, at its discretion, and in keeping with the student's unique needs and circumstances:
  - a) Assess the student's situation and unique needs.
  - b) Communicate verbally or in writing as required with the student, other affected individuals, or internal and external support services.
  - c) Obtain written consent from the student to share and/or collect information as needed.
  - d) Make referrals; devise intervention strategies; develop case management plans; set conditions for continuance of studies; seek health or background information; review voluntary withdrawal and deferral options; undertake case monitoring; conduct follow up; or any other measures deemed suitable by the Student Support Team.
25. The Case Lead will inform the Committee of the Student Support Team's actions, plans, strategies, recommendations, or challenges within ten (10) business days of receiving the referral.
26. The Committee will review the provided information and inform the Student Support Team of any requirements needed to assist the student to successfully return to studies.
27. When the following occurs, the Committee will consider implementing a College-mandated Student Leave of Absence:
  - a) The student's behaviour meets the threshold for invoking the policy;
  - b) Reasonable efforts have been made to enable the student to continue their studies and to deploy accommodations, supports, or referrals, but such efforts have not been successful and/or the student has not participated in or cooperated with offered accommodation, supports, or referrals; and
  - c) The student has not opted for a voluntary withdrawal.

## Implementation

28. When the Committee determines that a College-mandated Student Leave of Absence is necessary, the Committee Chair will notify the student in writing of the terms and conditions for the leave.
29. Where feasible and appropriate, the Committee will consult with the student as to the terms and conditions for the leave, tailored to the student's individual situation.
30. The terms and conditions of the leave will set out its duration and the process for requesting a return to studies and any conditions that might apply for a successful return.
31. The terms and conditions of the leave will address the consequences of non-compliance with any leave terms and conditions or the return to studies.
32. In drafting the terms and conditions for the leave, the Committee will consider the following as applicable:

- a) Limits on the student's access to College premises or activities.
  - b) Curtailment of the student's involvement in co-curricular and other activities.
  - c) Discontinuation of any College-related paid or voluntary work.
  - d) Tuition reimbursement and/or changes to the status of any awards, stipends, or scholarships.
  - e) Communication methods between the student and College for the duration of the leave.
  - f) Options for academic credit for completed academic work.
  - g) Access to financial support services.
  - h) Access to campus health, counselling, and accessibility services.
  - i) Access to a student immigration advisor.
  - j) Steps the student is required to take while on leave, including any specific forms of treatment, training, counselling, or other interventions and support available to the student while on leave.
  - k) Requests for an independent expert statement.
33. The Committee will notify the Registrar, relevant student services, and relevant academic units of the leave and associated conditions. A registration hold will be placed on the student's account pending a request to return to the College.

### **Special Circumstances – Practicum, Co-op, and Work Placements**

34. Where a student in a practicum, Co-op, or work placement engages in behaviour contrary to the terms outlined in the policy, the relevant department may:
- a) Remove a student from the placement according to departmental standards and protocols.
  - b) Refer the matter to the Committee.
  - c) Make a request to SCAI to request a Student Support Team to assist the student.

### **Urgent Situations**

35. Where the behaviour involves serious threats or violent behaviour, the Committee will not make a referral to a Student Support Team until it is safe to do so.
36. The Committee will determine if immediate removal of the student from the College is necessary to:
- a) Maintain a safe and productive work and study environment.
  - b) Protect the health or safety of any individual including the public.
  - c) Prevent significant disruption to the legitimate operations of the College.
  - d) Prevent imminent damage or destruction of College property, lands, or assets.
  - e) Prevent significant and serious self-harm.
37. A decision by the Committee to temporarily remove a student from the College may be appealed under the associated appeal procedures.

### Returning Following a Mandatory Student Leave of Absence

38. A student may request a return to the College following a mandatory leave of absence by making a written request to the Committee Chair, through the Office of Student Conduct and Academic Integrity.
39. Requests to return to the College following a leave of absence must be submitted no later than sixty (60) calendar days prior to the semester in which the student is seeking to return. Late requests arising from extenuating circumstances will be considered on a case-by-case basis.
40. The Committee will assess the request and available information to determine whether the student will be allowed to return to the College and when. The Committee, at its discretion, may seek expert external or internal assistance to assess the information provided by the student.
41. The Committee may request that the student provide documentation establishing that conditions associated with the leave have been met and/or that the student can successfully return to studies.
42. If the Committee determines that a student will require support or other conditions for a safe and successful return to the College, the Committee may inform the Student Support Team.
43. If the Committee determines that the student can successfully return to studies with or without conditions, the Committee will approve the request for the next semester and notify the student and other College departments in writing as appropriate.
44. If the Committee determines that the student cannot successfully return to studies, the Committee will reject the request to return and will inform the student in writing as to the reasons for the decision. The Committee may extend the College-mandated Student Leave of Absence.
45. When a leave of absence is based, in whole or in part, on safety considerations, the terms and conditions will set out requirements for the student's safe return to the College. These terms and conditions may include:
  - a) A requirement to provide professional verification that the student is safe to return. The student will be required to provide consent to follow-up with the identified professional.
  - b) Notification of any condition(s) associated with the student's return.
  - c) Provisions for the periodic review of the conditions.
  - d) The consequences of non-compliance with the return to study conditions.
  - e) A summary of support(s) available to the student upon return.
46. When a student's request to return to the College is approved, the registration hold on the student's account will be removed. Unless otherwise stipulated, the student will then be permitted to register following normal registration procedures.