

Title	College-Mandated Student Leave of Absence
Number	E1006
Category	Student Services

1. PURPOSE

The purpose of this policy is to outline Langara College's commitment to provide accommodation, support, and referral to students whose ability to participate in core educational activities and meet the College's behavioural expectations is undermined by personal, health, or similar issues, and where normal College approaches to student discipline may not be suitable.

Langara College is committed to providing accommodation, support, or referrals to students to enable their successful participation at the College.

Langara College recognizes that the success of those measures is largely dependent on the cooperation and participation of the student.

Where accommodation, support or referrals are unable to address concerns around:

- Student safety and the safety of others,
- Behaviour that negatively and substantially impacts the learning and working environment of others, or
- Behaviour that shows an inability to engage in basic activities required to function in a College setting, including the ability to function appropriately, professionally, and/or safely in a practicum, Co-op, or work placement,

Langara College may implement a College-mandated Student Leave of Absence.

2. DEFINITIONS

Assessment – a process of considering information from multiple and diverse sources to develop a deep understanding of a situation or person leading to a decision or action.

Accommodation – a change in the allocation of College resources, College procedures, or in teaching or evaluation procedures which are designed to meet the individual needs of a student.

Leave of Absence Review Committee – College representatives authorized to assess a student's situation, refer a matter to the Student Support Team, implement a mandatory leave of absence, approve a return to the College following a leave of absence, and set terms and conditions for a return to the College.

College-mandated Student Leave of Absence – a non-punitive, non-disciplinary separation of a student from the College implemented by the College.

Student – an individual who has been granted admission to the College.

Student applicant – an individual who has applied for admission to the College.

Support person – an individual who attends a meeting with a student to provide emotional support.

Student Support Team – a team with multi-disciplinary expertise to assist in planning and coordinating supportive interventions, services, and referrals for a student.

Supportive referrals – a referral made to on-campus or off-campus services intended to enable a student to independently obtain support, guidance, resources, or similar.

Urgent situations – circumstances where there is a significant and immediate risk to the safety of the student or others, damage to College property is likely to occur, or where the continued presence of the student would significantly disrupt the legitimate operations of the College.

3. POLICY

Scope

- 3.1 This policy applies to all students and student applicants as defined above. Any future reference in this policy and procedures to ‘student’ includes both students and student applicants.

General

- 3.2 This policy does not preclude the application of the voluntary withdrawal policy. A student may voluntarily withdraw from the College at any time during this process. The Leave of Absence Review Committee (the Committee) may implement a mandatory Student Leave of Absence in situations where:
- a) Normal student discipline is not a suitable or appropriate option;
 - b) The student may benefit from time away from the College to focus on remedies that would ultimately enable them to successfully complete their studies;
 - c) Support measures that would assist a student to fully realize their academic aspirations are unsuccessful or declined by a student; or
 - d) The situation requires immediate separation of the student from the College.
- 3.3 Within the intent of this policy, the Committee will respond to students whose behaviour causes concern regarding their own safety and the safety of others; whose behaviour negatively and substantially impacts the learning or working environment of others or shows an inability to engage in basic activities required to function in a college setting, including the ability to function appropriately, professionally, and/or safely in a practicum, Co-op or work placement.
- 3.4 The Committee has the authority to implement a full or partial leave of absence, set conditions for continuance or return to studies, authorize full or partial fee refunds, assess a student’s readiness to return to the College, monitor a student’s participation in the educational environment, and any other actions necessary to meet the purpose of this policy.
- 3.5 The Committee will seek the student’s cooperation and encourage the student’s participation in accommodation or supportive referrals prior to invoking this policy.

- 3.6 A decision to invoke this policy will be made by the Office of Student Conduct and Academic Integrity, following consultation with the Associate Vice-President Students.
- 3.7 A College-mandated Student Leave of Absence under this policy is not disciplinary.
- 3.8 Nothing in this policy precludes Langara College from acting independently of this policy in any urgent and/or serious situation where there is a risk or potential risk of serious harm of any kind to any members of its community, the student, or to the public.
- 3.9 Nothing in this policy precludes the operation of any other College policies including, but not limited to, the **Student Code of Conduct**, the **Academic Integrity Policy**, the **Sexual Violence or Misconduct Policy**, and College policies for assessing academic achievement and progress.

Threshold for Invoking the Policy

- 3.10 This policy will be invoked when:
 - a) A student's behaviour:
 - i. Poses a significant and serious risk of harm to self, or
 - ii. Poses a threat or risk of harm to others including, but not limited to, a risk of imminent or serious physical or psychological harm.
 - b) There is no discernible risk of harm to self or others, but the student's behaviour may be related to personal, health, or other issues and:
 - i. Shows an inability to engage in basic activities required to function in a college setting, notwithstanding the deployment or offer of accommodation, support, or referrals, or
 - ii. Where the student has not cooperated with interventions or supportive referrals.

Leave of Absence Review Committee

- 3.11 The Leave of Absence Review Committee (the Committee) will take steps necessary to meet the purpose of this policy including:
 - a) Interventions and/or referrals that may enable a student to remain at the College, or
 - b) Impose a College-mandated Student Leave of Absence when such a leave is deemed necessary.

Student Support Team

- 3.12 The Student Support Team will seek to enable a student to participate in accommodation or support services that would help them engage in basic activities required to function in a college setting.
- 3.13 The Student Support Team is composed of members of Langara College with knowledge and expertise associated with the student's circumstances and area of study.

Support Person

- 3.14 The student is entitled to have one support person in attendance at any meeting with the Committee or the Student Support Team.

Special Circumstances – Practicum, Co-Op, and Work Placements

- 3.15 Students registered in a practicum, Co-op, external project, or work placement governed by professional or employment standards, may be subject to removal from the placement if:
- a) The student fails to meet the requirements of the practicum, Co-op, external project, or work placement, either through unsatisfactory attendance or participation, or through unprofessional or unsafe behaviour in fulfilling course requirements.
 - b) The student's performance is assessed to disrupt the safe functioning of the placement.
 - c) The placement agency refuses to continue to provide the student with a placement, due to unsafe or unprofessional behaviours.
 - d) The student jeopardizes the well-being of clients or others at the placement.
 - e) The student fails to meet professional or employment standards mandated by the relevant professional or employment body governing the placement.

Return Following a College-mandated Student Leave of Absence

- 3.16 The student may apply to return to the College by making a request to the Committee. A decision to approve a request to return will be based on an assessment of a student's ability to return to full academic life.
- 3.17 Students who are approved to return to the College may be required to comply with conditions of return. A breach of such conditions may constitute a breach of the Student Code of Conduct.

Confidentiality

- 3.18 The Committee recognizes that privacy and maintaining dignity and control of personal information is important. Any personal information collected and maintained under this policy is subject to the *Freedom of Information and Protection of Privacy Act*.
- 3.19 All those involved in the process will make reasonable efforts to maintain the confidentiality of all persons involved in any process under this policy. Limited information may be shared where it is required by law or to ensure all procedures are conducted fairly.
- 3.20 Confidentiality cannot be ensured in the following circumstances:
- a) When a person is at imminent risk of significant and serious self-harm.
 - b) When a person is at imminent risk of harming another.
 - c) When it is reasonable to believe that others in the College or wider community may be at risk of harm.

d) Where there is a legal duty to report or disclose.

Appeal

3.21 A student may appeal a decision to implement a mandatory leave of absence from the College by following the steps outlined in the College-mandated Student Leave of Absence Appeal procedures.

4. RESPONSIBILITY

For inquiries relating to this policy, contact the Director, Office of Student Conduct and Academic Integrity or the Associate Vice-President Students.

5. REGULATIONS/PROCEDURES

[College-Mandated Student Leave of Absence Procedures](#)
[College-Mandated Student Leave of Absence Appeal Procedures](#)
 College-Mandated Student Leave of Absence Process Flowchart

History/Revision	
Origination Date	May 24, 2016
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