

Policy No. & Title: A135: DIRECTED WITHDRAWALS

Policy Sponsor: Executive Director, Student Success

Reference Cte: College Council

Effective: 2016-09-28

Next Review: 2021-09-28

Approvals: 2016-09-28/CC-16-01

Where there is an act of violence, crisis situation or other ongoing emergency, immediately call 911 and Campus Security Services (519-452-4430 x4242).

1. PURPOSE

The purpose of this policy is to establish the principles and a framework for an effective and efficient response protocol in cases of student behaviour of concern. The objective is to foster and facilitate student success while maintaining a safe, respectful College environment conducive to learning.

2. DEFINITIONS

Behaviour of concern (BoC): Behaviour that diminishes, or appears to diminish, an individual's capacity to participate appropriately in College life, and includes behaviour that may be worrisome, disruptive or that impacts others is also known as "at risk" behaviour. Generally, a series of acts is required to be considered behaviour of concern; however, a single severe act may constitute behaviour of concern and engage this policy.

Behaviour of concern may include the following types of situations:

- Significant risk of harm to self or others;
- Conduct that is interfering or disruptive to others in the educational process;
- Significant concern regarding a student's fitness to engage in the basic activities required to actively participate in their education and campus life;
- Behaviour that significantly interferes with the lawful and proper functions or activities of the College, its staff or other members of the College community;
- Where it appears that the student is not appropriately managing their health issues, which is negatively impacting the student's ability to manage their educational and campus life; and
- Significant risk of harm to property or property rights of others;

College life: Includes both the academic and non-academic aspects of a student's experience at and with the College.

Student of concern: A student who is displaying, or appears to be displaying, behaviour of concern.

3. APPLICATION

In the course of delivering on our mandate to provide educational and other services, Fanshawe College has a duty to provide members of the College community with a safe and respectful environment. At the same time the College has a duty to promote freedom of expression, to protect individual privacy and to accommodate persons with disabilities, including mental health disorders.

This policy applies in cases where a student is displaying, or appears to be displaying, behaviour of concern and appears not to have the capacity to participate appropriately in College life.

4. POLICY

The College responds to student behaviour of concern to avert or minimize adverse effects either on the student of concern or other members of the College community. In seeking these outcomes, the College addresses the rights and needs of the student of concern to maximize, to the extent reasonably possible, the student's opportunity to be successful in their College life.

The Executive Director, Student Success, in collaboration with the Executive Director, Facilities Management and Community Safety, and in consultation with College academic leadership, develops, maintains and oversees implementation of a response protocol to achieve the objectives of this policy. The protocol is centred on timely, effective and efficient assessment by and decisions and recommendations from an Assessment and Care Team (ACT). The protocol complies with relevant legislation and is informed by best practices among Ontario post-secondary institutions.

5. MULTIPLE PROCEEDINGS

Where the behaviour of concern is more appropriately dealt with under another College policy (e.g., the Student Code of Conduct) the College may exercise discretion not to deal with the matter under this policy and to deal with it under the other policy.

Where the subject matter of an allegation under another College policy is also the subject matter of this policy, or vice versa, the College may, at its discretion and at any time, initiate an investigation and proceeding under another appropriate College policy, concurrently or separately from action under this policy, or vice versa.

6. REFERENCES

Legislation

Mental Health Act of Ontario

Ontario Human Rights Code

Freedom of Information and Protection of Privacy Act

Personal Health Information Protection Act

College Policies:

[A101: Accommodation of Applicants and Students with Disabilities](#)

[A106: Academic Withdrawal and Termination](#)

[A130: Student Code of Conduct](#)

[A132: Student Fees](#)

[C207: Residence Operations](#)

[P103: Safe College Campus](#)

[P104: Sexual Violence and Sexual Assault](#)

[TOR19: College Residence Committee](#)

7. ADDENDA

Guideline A: ASSESSMENT AND CARE TEAM

Guideline B: RESPONSE PROTOCOL

Guideline C: PROCESS FOR DIRECTED WITHDRAWAL

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Policy No. & Title: A135: STUDENT BEHAVIOUR OF CONCERN

Addendum: **Guideline A: ASSESSMENT AND CARE TEAM**

Issued by: Executive Director, Student Success

Effective: 2016-09-28

1. MISSION

The Assessment and Care Team (ACT) mission is to assess cases of apparent student behaviour of concern (BoC) and where appropriate, to develop a support plan aimed at averting or minimizing adverse effects either on the student of concern or other members of the College community. In seeking that outcome, the ACT respects the rights and needs of the student to maximize, to the extent reasonably possible within College capacity, the student's opportunity to be successful in their College life.

2. MEMBERSHIP

ACT membership is designed to result in a team that is agile, able to react in a timely fashion, and that collectively has the knowledge and expertise required to properly assess and address BoC. ACT membership includes the following incumbents or their designates:

- Senior Manager, Counselling and Accessibility Services (ACT Chair)
- Assistant Manager, Campus Security Services
- An academic manager appointed by the Senior Vice-president, Academic

The ACT Chair may, as applicable to the circumstances, consult or request the attendance of, resource persons such as a School/Campus Chair or representatives from a College residence, the International Centre, the First Nations Centre or College legal counsel. In the case of a hospitalization resulting from a BoC, the ACT Chair serves as the College point of contact, as required, relating to the student's follow-up support.

3. ACT PROCEDURES

ACT meetings are called by the ACT Chair on an as-needed basis. ACT makes decisions for all matters within its mandate except directed withdrawal and readmission, for which ACT makes recommendations to the Vice-President, Student Services. Before making decisions and recommendations regarding a student of concern, ACT provides the student of concern an opportunity to make submissions to ACT regarding the BoC and how it should be addressed.

ACT decisions and recommendations are achieved by consensus. The ACT Chair documents ACT decisions and recommendations including:

- The substance of and reasons for the decision or recommendation.
- Names of ACT members and resource persons involved;

- A summary of the information considered in arriving at the decision or recommendation;
- A summary of any submissions from the student of concern; and

ACT recommendations regarding student withdrawal or readmission are submitted to the Vice-President, Student Services for decision. The Vice-President may return a recommendation to ACT for reconsideration

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Addendum: **Guideline B: RESPONSE PROTOCOL**

Issued by: Executive Director, Student Success

Effective: 2016-09-28

1. PURPOSE

The purpose of this guideline is to establish the steps required to assess and respond to incidents of apparent student behaviour of concern (BoC) to achieve the objectives of this policy.

2. PROTOCOL STEPS

Protocol implementation generally follows these steps:

2.1. When Campus Security Services (CSS) or Counselling and Accessibility Services (CAS) becomes aware of a possible case of BoC, they jointly assess the behaviour as necessary and determine whether the occurrence constitutes a case of BoC.

2.2. If it is NOT a case of BoC:

The managers of CSS, CAS, the College residence (if applicable) and the student's academic unit address the behaviour in an appropriate fashion in accordance with any other applicable College policy.

If it is a case of BoC:

- At the sole discretion of ACT, resolution may include, but is not limited to:
 - No further action;
 - Perform a wellness check on the student;
 - Seek agreement with the student for general counselling or a specific type such as anger management;
 - Implementation of a wellness agreement;
 - If the student is in College residence, consider alternate accommodation;
 - Reduction of student's course load;
 - Development of an individualized plan to address student's needs;
 - The option of voluntary withdrawal from the College;
 - Directed withdrawal of the student from the College
- If appropriate, the Assessment and Care Team (ACT) develops a support plan. A student of concern is advised that this process is occurring, the related reasons and is provided with the opportunity to make a submission to the ACT.

- Subject to any applicable law, ACT may inform the student's parents or other close relatives of the BoC, where ACT is of the opinion that it is in the best interests of the student of concern to do so.
 - ACT makes every reasonable effort to support the student in ways that allow the student to continue their studies. ACT utilizes all reasonable accommodations available prior to considering a decision or recommendation.
- 2.3.** CAS and CSS jointly assess each ACT support plan to determine whether implementation of the plan may be achieved within College capacity. Where the plan is clearly beyond College capacity, the ACT makes a recommendation to the Vice-President, Student Services that the student be directed to withdraw.
- 2.4.** Implementation and monitoring of a support plan is undertaken by the managers of CAS and/or CSS in consultation with the manager of the student's academic unit, and, if applicable, the managers of the College residence, the International Centre or the First Nations Centre. Plan progress is shared with the ACT in a timely and confidential fashion. The ACT evaluates plan effectiveness on a timely basis and redevelops the plan as necessary.
- 2.5.** The ACT assesses a student of concern prior to consideration of directed withdrawal or consideration of readmission. An ACT recommendation for withdrawal or readmission is directed to the Vice-President, Student Services for decision.
- 2.6.** Prior to implementation of directed withdrawal or readmission, CAS and/or CSS meets with the student to explain and document the decision and any attached conditions.

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Addendum: **Guideline C: PROCESS FOR DIRECTED WITHDRAWAL**

Issued by: Executive Director, Student Success

Effective: 2016-09-28

1. INTRODUCTION

Directed withdrawal refers to a circumstance in which a student is directed by the College to formally withdraw from their College program or course(s), either because the student's needs exceed the College capacity intended to address such needs, or because the College determines that the student is not capable to participate appropriately in College life. Such a direction is mandatory and not subject to appeal.

2. PROCESS

- 2.1. Warning: Where circumstances permit, prior to requesting or directing withdrawal, the manager(s) of Counselling and Accessibility Services (CAS) and/or Campus Security Services (CSS) issue a written warning to the student advising of the possibility of being asked or directed to withdraw.
- 2.2. College Decision: A College decision to direct withdrawal is made by the Vice-President, Student Services based on an ACT recommendation arising from the ACT's assessment of the case. ACT arranges for appropriate College support of the student of concern throughout the withdrawal process. College policies regarding fee refunds and the academic consequences of withdrawal apply in the normal way.
- 2.3. Meeting and Notice: CAS and/or CSS representative(s) meet with the student to explain the College decision and provide a written document that includes:
 - The College decision and rationale;
 - Notice that the student may apply for readmission on condition that the student provides relevant assessment documentation from a qualified medical professional indicating that the student is capable to actively participate in College life;
 - Notice of any other conditions that may need to be met to be considered for readmission;
 - Notice that College policy A132: Student Fees includes provisions for partial fee refund and a fee appeal procedure;
 - Notice that College policy A106: Academic Withdrawal and Termination includes provisions regarding academic consequences following withdrawal; and
 - Notice that the College decision regarding withdrawal is not subject to appeal.
- 2.4. Monitoring: The School/Campus Chair of the student's academic unit is informed if the decision is to direct withdrawal. The College advises the Student Union if a directed withdrawal has occurred.