

<b>TYPE:</b>	Administrative
<b>TITLE:</b>	Student Well-being and Involuntary Withdrawal
<b>NO.:</b>	ADMIN-227
<b>RESPONSIBILITY:</b>	Vice-President, Academic and Students
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	May 2025

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## 1. Introduction

Durham College takes reasonable steps to ensure the safety of all members of its community and to preserve a work and learning environment free of unhealthy disruption and disturbance. This includes taking proactive measures to engage with students who are displaying behaviours that demonstrate risk.

The College aims to support the success and well-being of students who are experiencing mental health challenges so they can continue to participate in College activities. If risks cannot be managed effectively, however, students may be required to withdraw from study and seek help outside the College. The College will require involuntary withdrawals only when necessary and pursuant to the safeguards set out in this policy.

## 2. Purpose

This policy aims to ensure the well-being and safety of all members of the college community while offering a supportive and fair approach to assisting students who are experiencing significant challenges and require assistance in addressing behaviours that expose the College community to endangerment or disruption.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

## 4. Policy statements

- 4.1. The College will take all reasonable steps to ensure the well-being and safety of all members of the College community and will favour early intervention in addressing student behaviours that demonstrate risk.
- 4.2. The College acknowledges that concerning student behaviours are often caused by complex mental health conditions and is committed to meeting its duty to accommodate under the Ontario Human Rights Code.

- 4.3. The College will engage with students on a cooperative, voluntary basis where possible and will only impose conditions and order a student to be withdrawn from study as necessary.
- 4.4. The College will strive to be well-informed and make decisions that are unbiased and based on reliable information, including reliable information from qualified medical professionals. It will collect information transparently, keep information confidential and use it only for its assessment and policy administration purposes.
- 4.5. Students have a duty to cooperate with the College, including by providing the College with consent to obtain the information it needs to make a proper assessment. Students who do not cooperate may be withdrawn from study pending cooperation.
- 4.6. Students may bring a support person or advisor to meetings provided they notify the meeting host at least one business day in advance. Support persons and advisors are not to present evidence on behalf of a student and are not to otherwise interfere with the meeting proceedings.
- 4.7. Management of behaviours under this policy does not preclude College discipline, and students may be held accountable for misconduct even if they require support from the College in modifying their behaviours or addressing a mental health concern.

## **5. Procedure**

### **5.1. Intake/initiation**

- 5.1.1. Members of the College community should report concerning behaviours to the office of the Dean, Students. College employees are encouraged to first discuss their student concern with their supervisor. The supervisor will then provide relevant information to the Dean, Students. The College will maintain a webpage that includes information on identifying concerning behaviours, appropriate points of contact, and available mental health support resources for students in need.
- 5.1.2. The Dean, Students or a delegate will seek clarification from the person making the report as required and determine whether the report warrants provisional assessment.

- 5.1.3. If the report does not warrant provisional assessment, the Dean, Students will keep a record of the report and its resolution. Resolution may involve advising the student of the report, identifying potential sources of support and recommending that the student seek help.

## 5.2. Provisional assessment

- 5.2.1. If the Dean, Students, determines that a report requires a provisional assessment, they shall gather readily available, relevant information from non-clinical College staff. This information will then be shared with the Director, Office Campus Safety (OCS), the Director, Campus Health and Wellness Centre (CHWC) and the Director, Access and Support Centre (ASC), or their respective delegates. Together, these three individuals will form the Assessment Team responsible for reviewing the information and making further decisions.
- 5.2.2. The Director, CHWC, shall not delegate the Assessment Team duties to any clinician who is engaged in the provision of confidential services to the affected student.
- 5.2.3. The Assessment Team will assess the risks and determine if engagement with the student is warranted.
- 5.2.4. If the Assessment Team determines that engagement with the student is not warranted, the Dean, Students will keep a record of the report and its resolution. Resolution may involve advising the student of the report, identifying potential sources of support and recommending that the student seek help, or informally engaging the student through the campus service areas where they may already be connected.
- 5.2.5. Formal engagement is warranted when the Assessment Team is concerned that there is significant risk that the student will fail to participate effectively in academics and in the College community without endangering others or themselves and without disrupting College operations.

## 5.3. Formal student engagement

- 5.3.1. To initiate formal engagement, the Dean, Students will send a written notice to the student that:
  - Sets out the behaviours of concern;
  - Requests cooperation and explains what may happen if the student does not cooperate;

- Directs the student to comply with any restrictions or conditions that the College deems necessary pending completion of the assessment procedure; and
- Invites the student to contact a Case Manager who is available to help the student navigate this policy and procedure

#### 5.4. Assessment procedure and decision

- 5.4.1. After engaging with the student, the Assessment Team may gather additional information and take related steps to better understand the risk and how the College may best manage the risk and provide help to the student. This may entail inviting others from the College who know the student and/or the applicable success factors to join the Assessment Team on an ad hoc basis. It may also entail enlisting the services of outside medical or threat assessment experts.
- 5.4.2. The Assessment Team will gather and assess information only as it deems necessary for its purposes. It will do so expeditiously and transparently, and will obtain the student's express consent to gather any medical evidence from their healthcare provider or providers. It will make the full membership of the Assessment Team and any expert involvement known to the student.
- 5.4.3. Following the gathering of necessary information, the Assessment Team will decide:
  - Whether there is a significant risk that the student will fail to participate effectively in academics and in the College community without endangering others or themselves and without disrupting college operations; and
  - Whether the implementation of a Success Plan with certain elements would render the risk acceptable.
- 5.4.4. Prior to making this decision, the Assessment Team will meet with the student along with their assigned Case Manager to address the information known to the Assessment Team to discuss the pending decision.

5.4.5. There are three potential outcomes:

- Recommendation only – If the Assessment Team determines that the risk is not significant, it will not impose a Success Plan but may identify potential sources of support and recommend that the student seek help.
- Success Plan or voluntary withdrawal – If the Assessment Team determines that the risk is significant but can be managed with a Success Plan, it will require participation in a Success Plan. If the student does not wish to participate, in the Success Plan, they may voluntarily withdraw for a minimum six-month period.
- Involuntary withdrawal – If the Assessment Team determines that the risk is significant and cannot be managed with a Success Plan, it will require the student to withdraw from study and establish conditions for re-enrolment. It will do so by providing a written notice of involuntary withdrawal. The Assessment Team will require involuntary withdrawals sparingly, only when necessary.

## 5.5. Management

5.5.1. Students who agree to participate in a Success Plan will receive a receive a summary of their meeting with the Assessment Team from the Dean, Students. The Case Manager will work with the student, and Assessment Team in implementing a Success Plan, including monitoring its effectiveness. The Case Manager and Assessment Team may adjust the Plan as needed. If the Plan is no longer required to support the student, they may recommend that it be discontinued. The Dean, Students is responsible for approving the termination of any Success Plan that is deemed no longer necessary.

5.5.2. If a Success Plan is not effective in addressing the risk, the Dean, Students may reconvene the Assessment Team so it can meet with the student and make a decision about how to proceed, including about whether to require an involuntary withdrawal.

5.5.3. Students who withdraw (whether voluntarily or involuntarily) may not re-enrol without an Assessment Team's approval. Return to study following an involuntary withdrawal will be in accordance with any conditions established by the Assessment Team and set out in the notice of withdrawal. Re-enrolment decisions will be made

fairly, ordinarily after meeting with the student. If re-enrolment is denied, the Assessment Team may impose new conditions for re-enrolment, including a time limitation on a subsequent re-approval request. The Dean, Students will guide the student through these processes and work with the Registrar's Office to coordinate the administrative steps involved in both withdrawal and re-enrolment.

- 5.5.4. The office of the Dean, Students will keep a record that includes the initial report, the information relied upon by the Assessment Team and all formal correspondence with the student.

## **6. Accessibility for Ontarians with Disabilities Act considerations**

This policy and procedure was developed to comply with Accessibility for Ontarians with Disabilities Act (AODA) standards. The College is committed to upholding the AODA standards as demonstrated by its Multi-Year Accessibility Plan.

## **7. Non-compliance implications**

Failure to properly report or act on student well-being issues may place members of the College community at risk and could result in damage to an external or internal member of the campus community and to the College through financial or reputational loss.

## **8. Related forms, legislation or external resources**

- Accessibility for Ontarians with Disabilities Act
- Freedom of Information and Protection of Privacy Act
- Ontario Human Rights Code
- Personal Health Information Protection Act
- Workplace Safety and Insurance Act