



## Procedures for Involuntary Withdrawal & Re-admission

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Parent Policy link:	<i>Involuntary Withdrawal &amp; Readmission Policy</i>		
Procedure Reference	IWPR_2206N_AD/DS		
Procedure Sponsor:	Dean of Students		
Procedure Contact:	Dean of Students		
Stakeholders:	Students, Employees, Board of Governors		
Approved by:	Executive Team		
Effective Date:	July 1, 2022		
Last reviewed:	June 2023	Scheduled review date:	June 2027

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### 1. Purpose

This Procedure describes the means to review recommendations from the Case Management Group to implement an involuntary withdrawal for a Student.

### 2. Scope and Application

This Procedure applies only to Students who have been involved in a Student Wellbeing Support process that has not been successful and when the Case Management Group believes that the Student cannot sustain their own well-being or safety; cannot meet academic standards with reasonable accommodations and supports; or demonstrate behaviour or a pattern of concerning behaviour that could directly or substantially impede the lawful activities or would interfere in the educational process and orderly operation of the College.

### 3. Procedures

- 3.1 The Case Management Group (CMG) may make a recommendation to the Provost and Vice President Academic (P&VPA) that an Involuntary Withdrawal is appropriate. The CMG must provide evidence to the P&VPA that one or more of the following circumstances exists:
- There is an escalation of behaviours that are disruptive to the Student's learning and/or to the learning of other students;
  - There is significant risk that the Student will harm themselves or others as a result of a medical or mental health condition;
  - The Student cannot meet academic standards even with reasonable accommodations or other supports; or

- d) The Student demonstrated behaviour, or a pattern of concerning behaviour that could directly or substantially impede the lawful activities of others or would interfere in the educational process and the orderly operation of the college.
- 3.2 The P&VPA will meet with the Student to review the CMG recommendations.
- a) The P&VPA may accept the CMG recommendation and recommend to the President to implement an Involuntary Withdrawal; or
  - b) The P&VPA may decline the CMG recommendation and request that the CMG and Student renew efforts to establish a Success Plan for the Student to continue at Okanagan College.
- 3.3 Where an Involuntary Withdrawal includes considerations of safety or disruption to the academic programs or other College activities, the Student may be restricted from campus until such time as the Student is re-admitted to the College.
- 3.4 A Student who is withdrawn from the College will be provided with written instructions about re-admission requirements.
- a) Prior to considering re-admission, the College may require a medical or psychological assessment that stipulates that the Student is well enough to return to campus and to be successful.
- 3.5 When a Student has met the criteria stipulated in an Involuntary Withdrawal notice, the Student may apply to the CMG to return to the College. The CMG will:
- a) Review any medical, psychological, or other documentation provided;
  - b) Assess the Student's likelihood of being able to meet academic standards;
  - c) Assess if, in the opinion of the CMG, the Student can be at the College safely with or without reasonable accommodations;
  - d) Determine if there is a seat available in the Student's program of study for the semester in which the Student is requesting to return; and
  - e) Consult with the Program Dean and/or Department Chair to identify any additional concerns with the Student's return.
- 3.6 Where the CMG makes a decision to allow the Student to return to the College, the CMG will develop a Success Plan in consultation with the Student.
- 3.7 The CMG will monitor Student progress until the Success Plan is completed.

#### **4. Records Retention**

- 4.1 All information and records pertaining to an Involuntary Withdrawal are kept in accordance with the Freedom of Information and Protection of Privacy Act. Records are maintained in the Student Services office separate from student academic files. If a Student is required to withdraw, this record will show on the Student's transcript.
- 4.2 A flag will be placed on the Student's registration record at time of withdrawal to note that the CMG must be consulted before the Student is allowed to register for courses. This flag will be removed when the Student has met the criteria to return and the CMG has implemented a Success Plan with the Student.

#### **5. Related Acts and Regulations**

*College and Institute Act*  
*Freedom of Information and Protection of Privacy Act*

## 6. Supporting References, Policies, Procedures and Forms

*Privacy Policy*

*Sexual Violence and Misconduct Policy*

*Student Non-Academic Misconduct Policy*

*Student Well-being and Support Policy*

*Violent and Threatening Behaviour Policy*

### History / Revisions

Date	Action
2023-08-23	Reviewed. <i>Non-substantive update: job titles of Leadership Council and administrators.</i>
2022-06-29	<i>Approved by Executive Team: Procedures for Involuntary Withdrawal and Re-admission</i>