



## INVOLUNTARY WITHDRAWAL & RE-ADMISSION POLICY

Policy Area:	Board		
Policy Number:	IWPL_2206N_BG/DS		
Policy Sponsor:	Dean of Students		
Policy Contact:	Dean of Students		
Stakeholders:	Students, Employees, Board of Governors		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Board of Governors		
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Replaces or New:	New		
Last reviewed:	June 2023	Scheduled review date:	June 2024

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Procedures: *Procedures for Involuntary Withdrawal and Re-admission*  
*Procedures for Student Well-being Support*

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### 1. Policy Statement

Okanagan College is committed to the success of all Students, including those with mental health or related conditions. It is understood that from time to time, some Students may demonstrate problematic behaviours related to a decline in their well-being and be unable to continue in their academic program. In most cases, Students will manage their registration and withdrawal effectively through standard procedures. In some instances, however, the College may have concerns that a Student is not fit to continue their studies and an alternate process is required.

### 2. Purpose

The purpose of this Policy is to facilitate a withdrawal and subsequent return to campus for Students who, due to an underlying mental health condition, 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 interfere in the educational process or orderly operation of the College.

### 3. Scope and Application

- 3.1 This policy applies to all Okanagan College Students.
- 3.2 This Policy does not replace the Okanagan College Admissions Policy or Withdrawal Regulations.
- 3.3 The Policy does not replace any other College policies, including without limitation, the *Student Non-Academic Misconduct Policy*, the *Sexual Violence and Misconduct Policy*, the *Academic Integrity Policy* or the *Violent and Threatening Behaviour Policy*.
- 3.4 Any applicable College policy will be enforced in response to a Student's behaviour; however, the application of these policies may be modified, as determined appropriate by the College, where an underlying mental health disorder is at issue.

### 4. Definitions

<b>Case Management Group (CMG)</b>	Means a subgroup of the team designated to assess and respond to violent incidents or threats and consists of the Dean of Students, the Manager, Security & Crisis Management, and one Campus Administrative Manager.
<b>Cause for Concern Behaviours</b>	Means Student behaviours, communications, or a pattern of activity which alert a member of the College Community to the possibility of an underlying mental health condition. These behaviours may include, without limitation: <ol style="list-style-type: none"><li>a) Student is deliberately injuring themselves or others or damaging property;</li><li>b) Student is in a condition such that it is reasonable to believe they are incapable of taking the necessary measures to ensure their own basic care or safety or to be mindful of the safety of others;</li><li>c) Student is refusing or failing to appropriately manage their health condition[s];</li><li>d) Student's conduct is disorderly, lewd, or indecent; and</li><li>e) Student is demonstrating a consistent pattern of behaviours of concern that are disruptive to others or the educational process, even if not threatening.</li></ol>
<b>Student</b>	Means any person enrolled as a student at Okanagan College.
<b>Success Plan</b>	Means a mutual agreement between the student of concern and the Case Management Group (CMG) that specifies institutional and external supports that the Student will access, behavioural expectations of the Student, and goals for academic outcomes and personal well-being.

## 5. Confidentiality and Privacy

- 5.1 Confidentiality is an important principle in creating an environment where those who have experienced or witnessed behaviours of concern can feel safe to disclose and seek support.
- 5.2 All individuals involved in the Involuntary Withdrawal Policy and Procedure must keep confidential all information received about the Student, except as expressly set out in this Policy, or as required by law.
- 5.3 Where reasonably necessary, the Dean of Students may disclose such information to the appropriate individuals in order to:
  - a) protect health and safety;
  - b) ensure a full and fair consideration of the Student's well-being;
  - c) obtain legal advice; or
  - d) inform law enforcement of reasonably suspected criminal activity or serious risk of bodily harm to an individual in keeping with privacy legislation.

## 6. Policy Principles

- 6.1 Okanagan College will:
  - a) encourage Students to seek assistance or treatment for their own well-being and will assist with referrals and support as appropriate;
  - b) work to enable Students whose mental health conditions may be interfering with their academic success, to continue their education by making reasonable accommodations; and
  - c) facilitate a successful return to academic programs after unexpected or involuntary withdrawals.
- 6.2 An Involuntary Withdrawal will only be considered after a Case Management Group has implemented the Student Wellbeing Support Procedures and provides evidence to the Vice President Students that one or more of the following circumstances exists:
  - a) There is an escalation of behaviours that are disruptive to the Student's learning and/or to the learning of other Students, or to the orderly operation of the College
  - b) There is significant risk that the Student will harm themselves or others; or
  - c) The Student cannot meet academic standards even with reasonable accommodations or other supports.

### ***Application***

- 6.3 Where the Dean of Students supports the recommendation of the Case Management Group, the *Procedures for Involuntary Withdrawal and Re-admission* shall be implemented.
- 6.4 A return to campus for a Student who was required to withdraw by the College will be overseen and facilitated by the Case Management Group.

## 7. Records Retention

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.

**8. Review of Policy**

The Policy will be reviewed annually.

**9. Related Acts and Regulations**

*Freedom of Information and Protection of Privacy Act*

**10. Supporting References, Policies, Procedures and Forms**

*Privacy Policy*

*Sexual Violence and Misconduct Policy*

*Student Housing Handbook*

*Student Non-Academic Misconduct Policy*

*Student Wellbeing and Support Policy*

*Violent and Threatening Behaviour Policy*

**11. History / Revisions**

Date	Action
2023-08-23	Reviewed. <i>Non-substantive update: job titles of Leadership Council and administrators.</i>
2022-06-22	<i>Approved by Board of Governors:</i> Involuntary Withdrawal and Re-admission Policy