

CANADORE COLLEGE
OPERATIONAL PROCEDURES MANUAL

NON-ACADEMIC INVOLUNTARY WITHDRAWAL Procedures:**Background:**

Canadore College's Non-Academic Involuntary Withdrawal Policy states that: Canadore College of Applied Arts and Technology (hereafter referred to as "the College"), is committed to providing a positive and safe learning environment. The College has the right and responsibility to address the behaviour of a student-of-concern in order to ensure the student is fit for academic life and/or to protect that student and/or other members of the College or local community from risks or significant impact posed by their behaviour, whether or not a violation under the *Respectful College Community Policy* has occurred. In some circumstances, withdrawing a student may be the most effective and appropriate course of action to address the situation.

Procedures:

- 1.1 As Co-Chairs, Senior Director, Infrastructure and Public Safety & Director, Student Experience & Success, bring forward student behaviours to Assessment and Care Team (ACT) if are perceived to be of a concerning nature.
- 1.2 The College may impose interim measures while a review of the student's case is ongoing and an appropriate response is being formulated. Interim measures may include: completion of a Barring Notice which could prevent or limit a student from being on-campus or participating in College-related activities. The College will make every reasonable effort to support the student to enable them to continue their studies. If a student is being withdrawn, the College will notify the student of its decision in writing. (Refer to Appendix 5 for guidance)
- 1.3 If student would like to challenge the decision to be non-academically involuntary withdrawn then they must submit a request for review in writing to the Vice-President Strategic Infrastructure, Indigenous and Learner Services, within 3 business days of confirmed receipt of the non-academic involuntary withdraw letter, using the appeal forms (Appendix 1 and 2) which are to be filed through the Office of the Registrar/Admissions Office.
- 1.4 Vice-President Strategic Infrastructure, Indigenous and Learner Services or designate will determine if the request for review is accepted and will confirm the decision to proceed with the review in writing within 2 business days after confirmed receipt of the written review request.
- 1.5 A decision to deny a review is final and the student will have exhausted all available means of review at Canadore.

Appeal of Review

- 1.6 The student may request an appeal of the non-academic involuntary withdrawal review committee decision for the following reasons only:
- Substantial procedural error has been committed by the Review Committee which has denied the student a fair hearing
 - New evidence is available that, through no fault of the student, was not available at the time the review was heard by the Review Committee.
- 1.7 If the appeal of review is granted, the Vice-President Strategic Infrastructure, Indigenous & Learner Services, will determine the appropriate committee Chair, with a goal of unbiased process. The student will be informed by the Office Administrator, Registrar and Privacy Office of the process, timing and other details.
- 1.8 The student is informed of the non-academic involuntary appeal of review order of proceedings and of their right to have one (1) support person present for the meeting.
- 1.9 Filing or receiving a review does not stay the decision under review.
- 1.10 If the Vice-President Strategic Infrastructure, Indigenous and Learner Services deems a student to be a risk to themselves or others, the student will not be permitted on campus, with the exception of any designated meetings, until the appeal of review process is completed.
- 1.11 When permitted, the student may resume regular or modified participation in their academic pursuits.
- 1.12 Notices to departments outside of the Registrar and Admissions Office will be of withdrawal only. The Registrar and Senior Director, Enrolment and Student Services and Admissions Office will be notified of the involuntary status of the withdrawal for the purpose of records notations and re-admissions procedures.

Non-Academic Involuntary Withdrawal Review Form

Section A – Review Form

Name: _____ Student Number: _____

REVIEW FEE: \$25.00

A student, with no outstanding debts or obligations to the College, has the right to formally initiate a review concerning their situation which prevents maintenance of registration in the College.

Section B – Appeal of Review Form

APPEAL OF REVIEW FEE: \$25.00

Please check appropriate box to indicate the reason(s) for this Review:

New Evidence of personal condition Missing Information at time of decision

An appeal to review a committee decision may only be requested for the reasons expressed in section 1.6 of PC-28 procedures document.

Student may attach any supporting documentation to this submission

Student Signature

Date

For Registrar's Office Use Only:

Review Fee \$	Receipt Number:	Date:	Date sent to Department
Department:	Date Received:	RO's Signature:	
Level:	Program Number:	Refund Actioned: Yes	No
This form is valid for 5 days and will expire on:			
Outcome of Review to be completed by Review Committee:		Denied:	Approved:
Remarks, if any:			

To formalize compliance with the Freedom of Information and Protection of Privacy Act, Canadore College requires that you read the statement below.

The information gathered through this document is collected under the legal authorization of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The information is used for educational, administrative and statistical purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. Administrative purposes may include the disclosure to or on behalf of the Canadore Student Representative Council for the purposes of the activities of the Association or to establish qualifications for benefits such as drug plan cards, Transit passes, Alumni Association or for the Key Performance Indicators Survey. The College publishes the names of students who graduate and/or achieve academic excellence. For questions related to this policy, please contact the Registrar at (705) 474-7600. Under the Privacy Act, individuals can request access to their own, individual information held on federal banks, including those held by Statistics Canada. Students who do not wish to have their information used may ask Statistics Canada to remove their identification and contact information from the national database. Further information on the use of this information can be obtained from Statistics Canada's website: <http://www.statcan.ca> or by writing to the Postsecondary Section of Statistics Canada, Centre for Education Statistics, 17th Floor, R.H. Coates Building, Tunney's Pasture, Ottawa, K1A 0T6.



Authorization to Release Personal Information

Please Print

Name

Student Number

Program

I _____ authorize The College to release information to the appeal committee for this proceeding.

Signature

Date

NON-ACADEMIC INVOLUNTARY REVIEW COMMITTEE TERMS OF REFERENCE

Purpose:

The Non-Academic Involuntary Review Committee (hereinafter referred to as Review Committee) is to provide the student with a final, neutral forum to present a review of a Non-Academic Involuntary Withdrawal at a hearing. The Review Committee will review the decision being challenged by the student, the grounds the student is using for the review and hear all evidence relevant to the case.

Ad-Hoc Membership:

The membership for the Review Committee will consist of:

- A Director or equivalent who will serve as Chair of the Review Committee
- Two Support Staff
- Two Full-Time Students

Conflict of Interest:

No member of a Review Committee is to have any prior involvement with the case. Any involvement will constitute a conflict of interest and must be declared to the Chair of the Review Committee as soon as possible but no less than three working days prior to a hearing. If in the opinion of the Chair of the Review Committee, a conflict of interest is present, the member will be replaced.

Secretarial Support:

The Office Administrator, Registrars Office and Privacy Office, is responsible for providing secretarial support, or designate where conflict is declared.

Functions:

The Review Committee is to consider the application of various policies at the College, School, Department and Program levels and other factors that have an impact on the decision being reviewed.

The Review Committee, upon completion of its review, is authorized to uphold, modify or reverse the academic decision being reviewed.

NON-ACADEMIC INVOLUNTARY REVIEW ORDER OF PROCEEDINGS

1. The Chair is to stress that all information presented at the Review is to be kept confidential. Attendees may exit at this point if conflict is declared or if consent to confidentiality is not provided.
2. Introduction of attendees and opening remarks of the Chair of the Review Committee to explain the procedure.
3. The Chair will ask the student and the administrator who made the initial involuntary withdrawal recommendation to present their information and any statements in the following order:
 - 3.1 The student will present their case.
 - 3.2 Questioning of the student by the Review Committee members. Any question the administrator may have of the student is to be directed to the Chair.
 - 3.3 The administrator will present their case.
 - 3.4 Questioning of the administrator by the Review Committee members. Any question the student may have of the administrator is to be directed to the Chair.
 - 3.5 At the discretion of the Chair, the student and/or the administrator may provide a rebuttal.
 - 3.6 The student makes a closing statement.
 - 3.7 The administrator makes a closing statement.
4. The order can be amended with the agreement of the parties or by the Chair if they determine that such amendment(s) will not prejudice the student or the administrator and will ensure the fair determination of the review.
5. The student and the administrator each have up to 30 minutes to present their information. If there is more than one student or administrator presenting information, they have to share the 30 minutes. With the agreement of the Committee, the Chair can extend the presentation limit for complex situations.
6. No other documents may be introduced at the time of the hearing unless the Review Committee agrees.
7. The Chair will then conclude the meeting and advise the student and all other persons present how and when a decision will be communicated to them.
8. The Chair will issue the decision directly to the student in a letter to their preferred e-mail or physical address; the letter will be cc'd to the Vice President Strategic Infrastructure, Indigenous and Learner Services, the Vice President Academic, the office of the Registrar and applicable program or service area where required. Individuals and departments cc'd on the decision letter will be limited in order to maintain the student's privacy, and balanced to ensure that appropriate supports are put in place for the student while maintaining the safety of the College community.

