

<b>DOCUMENT TITLE</b>	Involuntary Health and Safety Withdrawal Procedure
<b>DOCUMENT NUMBER</b>	E-2.10.1
<b>NAME OF POLICY THE DOCUMENT SUPPORTS</b>	E-2.10 Involuntary Health and Safety Withdrawal
<b>TYPE OF DOCUMENT</b>	Procedure
<b>APPROVAL DATE</b>	January 22, 2025
<b>REPLACES (IF APPLICABLE)</b>	E-2.10 Involuntary Health and Safety Leave of Absence
<b>LAST UPDATE OR AMENDMENT OR REVIEW DATE</b>	NA
<b>HOLDER</b>	Provost and VP Education & Innovation
<b>RESPONSIBLE OPERATIONAL LEADER</b>	Director, Student Affairs

## INVOLUNTARY HEALTH AND SAFETY WITHDRAWAL PROCEDURE

### PURPOSE

This document outlines the procedure that supports the application of the Involuntary Health and Safety Withdrawal policy, including roles and responsibilities of College employees and students, the steps involved in assessing a situation and making a recommendation for withdrawal and the appeal process for a decision made under this policy.

### ROLES AND RESPONSIBILITIES

- **Students:** Students are encouraged to seek advice about the Policy and these Procedures from the Office of Student Support, the College Ombudsperson, and/or Camosun College Student Society
- **Director Student Affairs:** The Director Student Affairs or their designate is responsible for deciding whether to withdraw a student based on the Involuntary Health and Safety Withdrawal policy, based on the recommendation by the Behavioral Intervention Team (BIT), the Threat Assessment Team (TAT), and the Office of Student Support.
- **Behavioural Intervention Team (BIT):** The Behavioural Intervention Team receives reports of disruptive and/or concerning behavior and observes patterns and trends relative to the Student Misconduct Policy and matters of safety. The Behavioral Intervention Team is responsible for information sharing, consulting, advising, guiding, and making recommendations to promote a safe environment for all students, staff, and faculty focused on student learning and development. The Behavioral Intervention Team will be coordinated by the Office of Student Support and Protection Services and includes relevant college partners.
- **Threat Assessment Team (TAT):** The Threat Assessment Team is a multi-disciplinary group of people that assesses the level of risk to the individual and the College based on behaviours of

concern. The Threat Assessment Team may include additional members representing academic and non-academic divisions of the College who will be selected consistent with the unique circumstances of each student's situation.

- **Office of Student Support (OSS):** The Office of Student Support is responsible for coordinating the overall Involuntary Health & Safety Withdrawal Procedures and will actively communicate with students, College and community partners, and the Behavioural Intervention Team and Threat Assessment Team teams. The Office of Student Support is responsible for the investigation procedures, student case management, transition plan co-creation and communication, and re-entry assessment. Where possible, and where requested, a staff member of the Office of Student Support may act in a non-investigative role as a Support Person to the student throughout this process.

## PROCEDURES

### 1. Identification of a Behaviour of Concern

- a. Behaviours of concern may be identified to the Office of Student Support (OSS) by a college employee or student
- b. Whenever possible and appropriate, the OSS will attempt to connect with the student exhibiting concerning behaviours.
- c. If possible and appropriate, during the process of identifying behaviours of concern, a student may have access to appropriate college supports.
- d. The OSS will conduct a preliminary investigation to gather more information about the behaviours of concern. OSS will also liaise with Protection Services to support the gathering of information.
- e. In partnership with OSS, Protection Services, and other relevant internal and external college partners, the college will conduct a risk assessment triage.
- f. If appropriate, the Director Student Affairs, in consultation with appropriate college partners, may implement interim measures to support student and/or community safety. Interim measures may be applied to a person alleged to have compromised the safety or dignity of another member of the College community to ensure the safety of the learning environment, discourage retaliation, prevent further harm, and/or preserve the College's ability to conduct a thorough investigation. Interim measures are temporary, and they are typically in place while the assessment is underway. Example interim measures for students include, but are not limited to:
  - i. A requirement not to have contact with specified individuals;
  - ii. Limited access to specified areas of a particular campus at specified times;
  - iii. Limited access to specified areas of one of more campuses at all times;
  - iv. Change in class schedule;
  - v. Periodic check-ins with Protective Services or Office of Student Support;
  - vi. Any other condition, restriction or requirement that is appropriate and proportionate to the situation, and that meets the above referenced goals.

**2. Office of Student Support Case Analysis**

- a. Depending on the level of risk associated with Behaviour of Concern, the Office of Student Support will determine if the issue goes to the Behavioural Intervention Team (BIT) or the Threat Assessment Team (TAT). Repeated or escalated history of concerning behaviours at BIT will then be referred to TAT. Some behaviours of concerns may be referred to TAT directly without a BIT review due to safety and security concerns.
- b. OSS will make efforts to connect with students and employees affected by these behaviours of concern and wherever possible provide supports that may be appropriate.

**3. Threat Assessment Team Risk Assessment and Recommendation**

- a. The Threat Assessment Team convenes to conduct a risk assessment of the student's behaviour based on the Office of Student Support's case analysis. Assessment will consider (but is not limited to) issues like severity of potential harm to student and/or the college community, availability of supports to students that may mitigate risk, and best practices used to address such behaviours.
- b. If the process of risk assessment determines that a student may be involuntarily withdrawn from the College, then TAT and/or any other relevant member of the risk assessment team will invite the student to provide additional information for consideration. The student, though not required, may want to submit medical or mental health documentation that may assist TAT with the risk assessment and arrive at a range of recommendations. If submitted, such medical information will be kept strictly confidential and only used for the purpose of the TAT process.

**4. Threat Assessment Team Recommendation Considered by Director Student Affairs and Decision**

- a. The Director Student Affairs or their designate considers all the recommendations from TAT and determines the best course of action for the student and the college-at-large. The Director of Student Affairs decides whether to implement an involuntary withdrawal for the student.
- b. A letter is given to the student or designate, in whatever means appropriate, to inform them of the Director's decision.

**5. Transition Plan**

- a. The Director Student Affairs, in partnership with the Office of Student Support, Counselling Services, and other appropriate College partners develops a Transition Plan for the student. To the extent possible, the Transition Plan will consider elements, such as the student's personal circumstances, international student status in Canada, and the availability of community resources. The Transition Plan will include the conditions the student must meet for re-entry into the College after an Involuntary Withdrawal and the earliest date the student is able to ask the College for an assessment for re-entry. The conditions and earliest date for re-entry will be specific to each student.
- b. Once the student is presented with the Transition Plan the Office of Student Support will communicate the outcome of this process to the Registrar's Office, the School, and

others who are impacted directly by the student's involuntary health and safety withdrawal.

- c. When the student would like to consider returning to the College, the student may contact the Office of Student Support to discuss options

## APPEALS PROCESS

The student has the right to appeal the Director Student Affairs' decision to implement an Involuntary Withdrawal. The student has the right to seek out a [Support Person](#) to help them navigate the appeals process.

### 1. Grounds for an Appeal

The student can appeal the Director Student Affairs' decision under the following grounds:

- a. A substantial procedural error has been made in the Involuntary Withdrawal process;
- b. Evidence, not reasonably available at the time the decision was determined is available and the new evidence may change the decision;

### 2. Appeals Process

- a. The student must appeal via the [Involuntary Health and Safety Withdrawal Appeal Form](#). The form must be submitted to the Provost and Vice President Education & Innovation or designate. The student has **ten (10) working days** from receiving the decision letter to appeal the Director Student Affairs' decision, unless the student can demonstrate extenuating circumstances that precluded them from adhering to this deadline.
- b. The Provost and Vice President Education & Innovation will request the Director Student Affairs to provide all relevant documents related to their decision.
- c. The Provost and Vice President Education & Innovation will consider the appeal within **ten (10) working days**. The Provost and Vice President Education & Innovation will decide whether to allow the appeal or deny the appeal and uphold the Director's decision.
- d. The Provost and Vice President Education & Innovation may dismiss the appeal if it does not meet the grounds articulated in this procedure.
- e. If the Provost and Vice President Education & Innovation grants the appeal, they may overturn the Involuntary Withdrawal decision and permit the student to return to the College, or they may substitute another remedy in their sole discretion.
- f. The decision of the Provost and Vice President Education & Innovation is final and cannot be appealed.

## LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [Office of the Ombudsperson](#)
- [E-2.10.2 Involuntary Health and Safety Withdrawal Appeal Form](#)
- [Guidelines: Camosun College Support Person](#)