

POLICY CONSULTATION REPORT

TO: The University Community

DATE: August 16, 2024

FROM: Niall O'Halloran, Manager, Policy & Privacy

SUBJECT: Student Mental Health Services Policy and Supportive Leave Procedure

BACKGROUND:

Student Mental Health Services Policy

The Ontario government has passed the Strengthening Accountability and Student Supports Act, 2024. The legislation requires the University to have a robust policy in place relating to mental health and wellness supports and services available to students.

The legislation also indicates that regulations or directives may be forthcoming that will specify topics to be addressed or elements to be included in the policy and the date by which they must be addressed or included. This direction has not yet been issued, and may require the University to amend its Policy in the future.

The Student Mental Health Services Policy includes a high-level description of the services and supports available to students. The Policy was developed in consultation with the services and staff that provide these services.

Supportive Leave Procedure and Student of Concern Committee Terms of Reference

The Supportive Leave Procedure provides a non-punitive process by which students whose behaviours may cause significant disruption of their educational experience or that of fellow students can seek a voluntary leave of absence. Alternatively, where a student is unable or unwilling to take a leave, the Deputy Provost can initiate a Supportive Leave. In either case, the Procedure allows for the university to confirm that any conditions which resulted in disruptive behavior have been addressed before the student may return to studies. The procedure and terms of reference have been developed in collaboration with the General Counsel's Office, the Office of Campus Safety, the Deputy Provost's Office, Risk Management and Student Counselling.

OPPORTUNITY TO COMMENT:

- The Office of the Deputy Provost is seeking community comments on the proposed policy instruments. Comments submitted will be considered by the Policy Owner.
- You may submit your feedback and recommendations for any of the posted policy instruments using the [Policy Instrument Feedback Form](#).

NEXT STEPS:

The consultation and approval path for the Policy will be as follows:

- Academic Council (consultation)
 - Administrative Leadership Team (deliberation)
 - President (approval)
-

SUPPORTING MATERIALS:

- Student Mental Health Services Policy (draft)
- Supportive Leave Procedure (draft)
- Student of Concern Committee Terms of Reference (draft)



Classification Number	ADM 13XX
Framework Category	Administrative
Approving Authority	President
Policy Owner	Provost and VP Academic
Approval Date	DRAFT FOR REVIEW
Review Date	
Supersedes	

STUDENT MENTAL HEALTH POLICY

PURPOSE

1. The purpose of this Policy is to describe the programs, policies, services and supports available at the University in respect of student mental health.
2. The University recognizes the significant impact of mental health on academic success, social interactions and overall quality of life. The University is committed to continue providing its students with access to various services and resources for mental health and well-being.

DEFINITIONS

3. For the purposes of this Policy, the following definitions apply:

“Leave of Absence” means a temporary withdrawal from courses at the request of a Student and that is approved under the Supportive Leave Procedure to enable a Student to address health or other issues prior to return to studies.

“Mental Health Needs” comprises of the unique needs for care and support that a student requires to ensure their emotional, social and psychological well-being and to help the student deal with their state of mind and behaviour that adversely affects the student psychologically or emotionally.

“Student” means anyone who is registered in an undergraduate program or in a master’s or doctoral program at the University on either a full-time or part-time basis and **Students** will be interpreted accordingly to refer to more than one Student.

“Student Behaviour Policies” means the University’s policy instruments that regulate student conduct, including the [Student Conduct Policy](#), [Student Sexual Violence Policy](#), [Respectful Campus Policy](#), [Professional Suitability Policy](#), and [Academic Integrity Policy](#) and related procedures.

“Supportive Leave” means a leave directed by the University when a registered Student poses a risk of harm to themselves or others or poses a significant risk of disruption to their own or others educational experience. This may include a state or conduct that prevents them from being able to succeed academically, even with academic accommodations in place.

SCOPE AND AUTHORITY

4. This Policy applies to all Students registered with the University in accordance with its academic regulations.

5. The Provost and Vice-President, Academic, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

6. The University is committed to creating and maintaining a safe and supportive environment that promotes the mental well-being of its Students and helps Students thrive emotionally, academically and personally.
7. To this end, the University:
 - 7.1. offers accessible services, programs and workshops to support the Mental Health Needs of Students, and to ensure timely intervention; and
 - 7.2. makes resources related to mental health available to all faculty and staff that are intended to reduce stigma by promoting awareness of Mental Health Needs, and facilitating a greater understanding of basic strategies and resources for supporting individuals experiencing a mental health challenge.
8. The University understands that individual Students have unique needs and aims to provide a range of services that will meet these unique needs with appropriate support and care.

STUDENT MENTAL HEALTH SERVICES AND SUPPORTS

9. Mental Health Services

- 9.1. Student Mental Health Services (“SMHS”) provides a range of mental health services under a Stepped Care approach such as professional short-term counselling and therapy services, as well as appropriate referrals to supports in the community. The approach uses the lowest level of intervention to produce the most effective results.
- 9.2. The University offers the following services:
 - a) [Single Session Supports](#) provided by SMHS –
 - Intake session – one of the Mental Health and Wellness Facilitators will assess the Student’s needs and make recommendations.
 - Distress drop-ins – these are appointments focusing on current distress and may be available only during business hours.
 - b) [Therapy and specialised supports](#) – For Students who need one-on-one support from a mental health counsellor or a referral to a specialized program.
 - c) Students who have been impacted by sexual violence can access trauma-informed treatment and support for their wellness and healing by making an appointment. Mental health workers provide Students who have experienced sexual violence with a safe, therapeutic environment to discuss their experiences
 - d) [Mental Health Groups](#) – Students can participate in a range of groups that will support their mental health.

- e) [Mental Health Peer Mentors](#) – Peer Mentors provide emotional and social support.
 - f) [Workshops](#) – Workshops help Students participate in activities that support their mental health. One such workshop, [Campus Connected](#), helps Students listen with empathy and engage with an attitude of care.
 - g) [Self-Help Resources](#) – Students can explore various ways to improve mental health using the [on-campus and community resources](#), [digital resources](#) and [information regarding helplines](#) accessible on the Student Life webpages. Most of the [community](#) and [digital resources](#) may be accessed by individuals registered in a [continuous learning program](#).
- 9.3. Student members of the Ontario Tech Student Union (“OTSU”) have access to additional services, such as an [e-mental health program](#) and [a wellness centre](#).

10. Health Care Services

- 10.1. The Campus Health and Wellness Centre offers access to confidential and comprehensive services. Their team consists of physicians, nurses, a pharmacist, lab technician, residence outreach coordinators, and administrative staff working together to assist students in managing a healthy lifestyle and support mental well-being.
- 10.2. Student members of the OTSU also have access to [a student health insurance plan](#).

11. Student Support Committee

- 11.1. The University has established a Student Support Committee (the “Committee”) to assess and review matters related to Student behavior that may be influenced by student mental health. The Committee is advisory to the Deputy Provost and the Office of Campus Safety, or other decision-makers under applicable Student Behaviour Policies.
- 11.2. The Committee may assign a designate to provide support to individual Students in accessing resources and ensuring that appropriate Accommodations can be provided. The designate will also assist with any transition to a Leave of Absence or Supportive Leave, and support the Student in a return to learning.

12. Other Student Support Services

- 12.1. Students have access to an [academic advisor](#) whose advice and support may help address stress related to academic performance.
- 12.2. Students living in residence have access to Outreach Coordinators who provide coaching and support.
- 12.3. Student members of the OTSU have access to additional support services, including [resources for financial wellness](#) and student organizations such as [faculty-based societies and clubs](#).

- 12.4. The University provides various other facilities and resources for promoting the overall well-being of its Students. These include resources and facilities for [adopting a healthy lifestyle](#), for [recreation](#), and for Students' [fitness](#).

13. Academic Accommodations

- 13.1. The University is committed to creating a campus community that is inclusive of all individuals. The University provides academic accommodations for qualified Students with disabilities in accordance with the [Procedures for Academic Accommodation for Students with Disabilities](#).

14. Interruption of Studies or Withdrawal

- 14.1. A Student may decide to withdraw, temporarily or permanently, due to Mental Health Needs in accordance with the University's applicable policies and procedures.
- 14.2. The University will continue to offer such a Student access to mental health services and support until such withdrawal.

15. Conduct

- 15.1. Mental Health Needs do not exempt Students from complying with the University's Student Behaviour Policies.
- 15.2. Mental Health Needs may be considered as a mitigating factor in disciplinary or misconduct proceedings. When a Student is affected by Mental Health Needs, the decision makers and the recommending bodies under the University's Student Behaviour Policies may acknowledge it as a mitigating factor, and must refer to appropriate support and approach the situation with due sensitivity.

16. Confidentiality of Disclosures

- 16.1. All disclosures made by Students regarding Mental Health Needs will be considered confidential and handled in accordance with applicable legislation and the University's Access to Information and Protection of Privacy Policy or Privacy Policy: Personal Health Information Collection, Use and Disclosure, as applicable.
- 16.2. The University encourages Students to access these mental health services and to disclose Mental Health Needs to allow for early intervention. The University recommends such disclosure when they substantially impact the day-to-day activities of a Student. This enables the University to offer appropriate support at an early stage.

MONITORING AND REVIEW

17. A report will be submitted to the Board of Governors every year on the implementation and effectiveness of this Policy in the preceding year.

18. This Policy will be reviewed as necessary and at least every three years. The Provost and Vice-President, Academic, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

19. Strengthening Accountability and Student Supports Act, 2024
Freedom of Information and Protection of Privacy Act
Personal Health Information Privacy Act

RELATED POLICIES, PROCEDURES & DOCUMENTS

20. Accommodation Policy
Accessibility Policy
Procedures for Academic Accommodation for Students with Disabilities
Respectful Campus Policy
Student Conduct Policy
Student Sexual Violence Policy
Academic Integrity Policy & Procedures
Access to Information and the Protection of Privacy Policy
Privacy Policy: Personal Health Information Collection, Use and Disclosure
Policy on the Recognition of Student Organizations
Student Association Accountability Policy



Classification Number	<i>To be assigned by Policy Office</i>
Parent Policy	Student Mental Health Policy
Framework Category	Administrative
Approving Authority	Administrative Leadership Team
Policy Owner	Deputy Provost
Approval Date	DRAFT FOR REVIEW
Review Date	
Supersedes	

SUPPORTIVE LEAVE PROCEDURE

PURPOSE

1. In alignment with the University’s commitment to providing appropriate support and care to meet the unique needs of its Students, this document provides a pathway for Students who are struggling and require assistance in addressing behaviours that may pose a risk of harm to themselves or other University Members, or result in significant disruption of their educational experience or that of fellow students.
2. This Procedure intends to:
 - a) identify and support Students with behaviours that pose a risk to themselves or others or cause significant disruption of their educational experience or that of fellow students in order to promote academic success and well being for University Members;
 - b) assess the level of risk Students may pose to themselves and to other University Members,
 - c) provide a non-punitive process by which Students can seek a Leave of Absence or undertake a Supportive Leave and;
 - d) educate the University community on the Student Support Committee function and the role the community plays.

DEFINITIONS

3. For the purposes of this Procedure, the following definitions apply:

“Administrative Fairness” means that University Decision-Making Processes result in Decisions that are arrived at fairly, in accordance with the standards set out in the Fair Processes Policy.

“Decision” means:

 - a decision to place a Student on a Supportive Leave;
 - the imposition of Interim Measures;
 - a decision rejecting the Student’s application to return from a Supportive Leave;

“Interim Measures” means the set of interim actions recommended by the Student Support Committee in cases where it believes reasonably that the Student may harm themselves and / or others, damage the university property, or their continued presence on University campus may disrupt the operation of the University.

“Leave of Absence” means a temporary withdrawal from courses at the request of a Student and that is approved under this Procedure to enable a Student to address health or other issues prior to return to studies.

“Online University Environment” means all online media including websites, email, social media accounts, online learning tools and applications provided, managed or self-identified as belonging to the University. This includes but is not limited to the University’s website, branded social media events (i.e. Facebook Live and X), as well as online learning and collaboration tools such as Google Apps for Education.

“Return to Campus Plan” means a plan prepared to facilitate the return of a Student who had been on Leave of Absence or Supportive Leave, to the University and the relevant academic program.

“Student” means anyone who is registered in an undergraduate program or in a master’s or doctoral program at the University on either a full-time or part-time basis and **“Students”** will be interpreted accordingly to refer to more than one Student.

“Student Behaviour Policies” means the university’s policy instruments that regulate student conduct, including the [Student Conduct Policy](#), [Student Sexual Violence Policy](#), [Respectful Campus Policy](#), [Professional Suitability Policy](#), and [Academic Integrity Policy](#) and related procedures.

“Student Support Committee” or **“Committee”** means a committee established under the Student Mental Health Policy to assess and review matters related to Student behavior that may be influenced by an individual’s mental health needs. The Committee is advisory to the Deputy Provost or other decision-makers under applicable Student Behaviour Policies.

“Supportive Leave” means a leave directed by the University when a registered Student poses a risk of harm to themselves or others or poses a significant risk of disruption to their own or others educational experience. This may include a psychological state or conduct that prevents them from being able to succeed academically, even with academic accommodations in place.

“University Members” means any individual who:

- is employed by the University or holds an appointment with the University, including paid, unpaid and/or honorific appointments (“Employee”);
- is a Student;
- Is otherwise subject to University policies by virtue of the requirements of a specific policy (e.g. Booking and Use of University Space) and/or the terms of an agreement or contract.

SCOPE AND AUTHORITY

4. The Provost, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration, interpretation and application of this Procedure.
5. This Procedure will be interpreted and applied in conjunction with the University’s Student Behaviour Policies and the Student Mental Health Policy. Where appropriate, certain administrative decisions taken under this Procedure may supersede other University policies or procedures, particularly with respect to health and safety.

6. This Procedure applies to all individuals who are registered as a Student, in accordance with the academic regulations of the University, or were at the time behaviours occurred.

PROCEDURE

7. The University acknowledges that some Students, either for their own well-being and academic success or that of other University Members, may need care and support which, in some cases, may exceed what the University can provide with respect to accommodative, mental health or other resources or supports and is best provided if the Student is not actively engaged in studies. In these exceptional circumstances, the potential disciplinary approach of Student Behaviour Policies may not be suitable.
8. Actions taken under this Procedure are supportive in nature and will not be considered disciplinary actions. Any action must respect Student rights, including rights to integrity, and rights regarding the protection of personal information. However, the University will seek to balance the rights of the Student and the rights of other University Members when assessing the conduct and making decisions with respect to the Student.
9. This Procedure will be invoked only in extraordinary circumstances such as, but not limited to, situations where a Student is unable and/or unwilling to take steps to request a Leave of Absence, as applicable. Such inability could for example occur due to a Student's mental health condition which may impede their ability to have insight into their behaviour.
10. Before a Supportive Leave is considered, efforts will be made to ensure the Student has been offered appropriate accommodations and to encourage the Student to avail themselves of a Leave of Absence at their election.
11. A Student may be required to take a Supportive Leave in situations where the Student's physical and/or mental state and/or related conduct is such that it poses a risk of harm to themselves, other University Members or significant disruption to the educational experience. This may include a state or conduct that prevents them from being able to succeed academically, even with academic accommodations in place.
12. Concerns received about conduct off-campus or in the Online University Environment will be considered by the University on a case-by-case basis, taking into account factors including whether there is an external body that is better positioned to address the concern in question.
13. **Student Support Committee**
 - 13.1. The Student Support Committee ("Committee") will meet to review matters that have been referred to it.
 - 13.2. The Committee will meet on an urgent basis to consider reports of Students referred to it that may be considered high-risk, and will provide recommendations to the Office of Campus Safety regarding Interim Measures.
 - 13.3. The Committee will provide recommendations to the Deputy Provost or designate, as to supportive measures required, up to and including a Supportive Leave.
 - 13.4. The Committee may assign a designate to provide support to individual Students in accessing resources and ensuring that appropriate accommodations can be

provided. The designate will also assist with any transition to a Leave of Absence or Supportive Leave, and support the Student in a return to learning.

14. University Commitments

- 14.1.** The University will make every reasonable effort to support a Student to enable the successful completion of studies.
- 14.2.** The Deputy Provost, or designate, will endeavor to work with Students that are directed to take a Supportive Leave or elect to take a Leave of Absence to help minimize academic and/or financial impact as much as possible.

15. Protection of Privacy

- 15.1.** The University is committed to compliance with legislation dealing with the protection of privacy, including the Freedom of Information and Protection of Privacy Act and the Personal Health Information Protection Act. Collection, use, and disclosure of personal information including personal health information pursuant to this Procedure must be in accordance with relevant law.
- 15.2.** Personal information or Personal Health Information collected or used under this Procedure will be used only for the purposes of administering this Procedure, or for mitigating the Student's risk to self or other University Members, and will be disclosed only on a need-to-know basis. Subject to applicable law, personal information or personal health information collected, used and disclosed under this Procedure will otherwise be kept confidential, and will be stored and disposed of in accordance with the applicable legislation and Ontario Tech University's [Records Management Policy](#).
- 15.3.** It is understood that safety considerations are paramount, and privacy and confidentiality rights must be weighed against potential risks to the health and safety of individuals and the University community. In certain circumstances, specific and limited disclosure of personal information or personal health information must be made to mitigate risks, including where the University is obliged by law to disclose the information. Examples include where:
 - a)** an individual is at risk of imminent and/or serious physical or psychological harm to themselves or others;
 - b)** members of the University community may be at risk of harm; and/or
 - c)** reporting or investigation is required by law.

16. Student Support Committee Process

- 16.1.** Individuals who have concerns that a Student is exhibiting behaviours that may pose a risk of harm to themselves or other University Members, or result in significant disruption of their or others' educational experience should report these concerns to the relevant Dean.

16.2. Where the Dean believes that the Student's behavior is such that they may benefit from a Supportive Leave, they may refer the matter to the Deputy Provost or designate, for consideration under this Procedure.

16.3. The notification to the Deputy Provost or designate, should generally include the following information:

- a)** Description of events/incidents, including location, behaviour, and any other information relevant to the assessment of whether the threshold has been met and to the assessment of the possibility of a leave;
- b)** Additional relevant information such as other people involved and/or any witnesses;
- c)** Supportive resources offered or engaged, accommodations if any, and interventions taken to date; and,
- d)** Any other information that may assist the Deputy Provost, or designate in making an informed assessment and a fair engagement with the Student who is the subject of the notification.

16.4. After receipt of a report of a Student, the Deputy Provost or designate, will review it to make a preliminary determination of the risk level. Where there is a severe level of risk, the Student Support Committee will convene as soon as possible to discuss the case, normally, within two working days.

17. Risk Mitigation

17.1. The Committee may recommend actions to address and mitigate risk to the Student, affected University Members and/or to the campus community. Multiple actions may be recommended, including, but not limited to:

- a)** no further action,
- b)** assigning a Committee delegate to assist the Student in accessing university or community supports,
- c)** continued monitoring of the Student's behaviour,
- d)** participation in on- or off-campus counselling,
- e)** a professional assessment, including a psychiatric or psychological assessment or violence threat assessment,
- f)** a referral to the Student Mental Health Services and/or Student Accessibility Services,
- g)** a referral to academic and non-academic supports offered by the university, including academic advising, the Student Learning Centre, and advocacy and support services for Equity and Inclusion.
- h)** a referral to another internal or external agency,
- i)** modification of the academic course load,

- j) a recommendation of a Leave of Absence until such time the Student can address health issues without incurring formal consequences,
- k) relocation within residence,
- l) eviction from residence,
- m) suspension from residence,
- n) a non-contact directive,
- o) suspension of privileges,
- p) restricted movement on campus (including but not limited to issuance of a no-trespass order),
- q) agreement and compliance with a behavior contract including a residence behaviour contract,
- r) a Supportive Leave.

18. When reasonable grounds exist, and less intrusive measures are unfeasible or have been exhausted, a professional assessment, including a psychiatric or psychological assessment or violence threat assessment, may be requested by the University. Failure to produce results of the evaluation that demonstrates the Student's fitness to remain on campus may result in a Supportive Leave or the Student may elect a Leave of Absence.

19. Failure to comply with the risk mitigation strategies communicated to the Student may result in additional risk mitigation strategies being implemented, including but not limited to a Supportive Leave or the Student may elect a Leave of Absence.

20. Interim Measures

20.1. In cases where there is reasonable apprehension that the safety of self and/or others is endangered, damage to university property is likely to occur, or where the continued presence of the Student(s) would be disruptive to the legitimate operations of the University, the Committee may recommend interim actions for consideration by the Office of Campus Safety. The director of Campus Safety, or delegate is authorized to immediately implement Interim Measures as necessary.

20.2. A Student may apply to the Deputy Provost or delegate to vary the terms of the Interim Measures within ten working days of receiving the notification, and provide any additional relevant information for consideration. The Deputy Provost will render a final decision on any Interim Measures within three business days.

20.3. Any Interim Measures will be reviewed on a regular basis.

21. Responses

21.1. Leave of Absence

A Leave of Absence occurs when a Student agrees to temporarily withdraw from the University due to mental or physical health reasons. A request for a Leave of Absence requires the appropriate medical documentation and is considered by the

Student Support Committee, with recommendations made to the Deputy Provost, or designate.

Students should complete the appropriate forms from the Registrar's Office to avoid academic penalties in advance of the Leave of Absence, or as soon as reasonably practicable. The Committee will assign a designate to assist the Student in this process. A Leave of Absence may also involve conditions (as recommended by the Committee, who may consult with a health care professional) that must be fulfilled should the Student wish to return to the University, that will be set out in a Return to Campus Plan recommended by the Committee and approved by the Deputy Provost, or designate.

21.2. Supportive Leave

Prior to the Committee arriving at a recommendation for a Supportive Leave, a University representative will endeavor to meet with the Student to obtain relevant information from the Student's perspective.

If the Committee recommends a Supportive Leave to the Deputy Provost, or designate, the Student will receive notice that their file has been referred for decision under this Procedure and the reasons why this recommendation was made. The Student will be afforded an opportunity to present their views on the matter to the Deputy Provost, or designate, prior to a final decision, and be offered an opportunity to avail themselves of a Leave of Absence.

If the Deputy Provost or designate accepts the recommendation for a Supportive Leave, the Student will not be permitted on campus or to participate in any University activities until the University determines that the Student is fit and safe to return to campus in accordance with the terms and conditions of the Supportive Leave and the Return to Campus procedure.

21.3. Decision Notification

If the Deputy Provost, or designate, decides a Supportive Leave is appropriate, the Student will be notified in writing of the Decision to their ontariotechu.net and personal email address on file and via a meeting (when possible). The Student will be provided with the terms and conditions associated with the Supportive Leave, rationale for the Decision, a review of the process leading to this Decision, appeal procedures under section 23 herein and information on the Return to Campus Procedure.

22. Return to Campus Procedure

- 22.1.** Students placed on a Supportive Leave will be required to apply in writing to the Deputy Provost in order to return to campus. The completed application is due at least 45 days prior to the start of the semester the Student wishes to attend.

The application will require the following in order to be considered:

- a) evidence that all terms and conditions associated with the Supportive Leave have been met; and

- b) an assessment has been completed by appropriate treating medical professional(s) in order to demonstrate that the Student does not pose a risk of harm to themselves or others and is capable of participating appropriately in the academic life of the University.

- 22.2. The Office of the Deputy Provost will evaluate completed applications and their accompanying documentation and consult with the Committee. A recommendation regarding whether the Student should be permitted to return to campus and any Return to Campus Plan will be forwarded to the Deputy Provost, normally within 20 working days after receipt of a completed application.
- 22.3. During the review process, the Deputy Provost may require the Student to provide additional documentation from treating medical professional(s). The Deputy Provost will inform the Student, in writing, whether the application has been approved.
- 22.4. If, based on the available information, the Deputy Provost is of the view that the Student is unable to return to studies safely and/or to engage in the essential activities required to pursue an education at the University, the Deputy Provost may continue the Supportive Leave under this Procedure. The Decision of the Deputy Provost is subject to review and appeal as described in section 23.
- 22.5. The University has established time limits for the completion of academic programs. If a student is unable to receive approval to return to campus within the time limit established by applicable policy, or is unable to fulfil terms and conditions of the Supportive Leave or Return to Campus Plan within established timelines, including failure to contact the University at specified times, the University may notify the Student of the University's intention to terminate the Student's registration and/or association with the University and provide an opportunity for the Student to respond. The University must consider any response from the Student including whether an extension should be agreed to prior to proceeding to terminate the Student's registration and/or association.

23. Return to Campus Plan

- 23.1. Where a Student has received approval to return to campus following a Supportive Leave, the Committee will establish a Return to Campus Plan that outlines any terms of the Student's return to campus including recommended support services.
- 23.2. A designate of the Committee will work with the Student and oversee their transition back to campus, including reporting on progress to the Committee. The Return to Campus Plan may also include the disposition of any outstanding non-academic discipline matters and/or sanctions, and allow for accommodation of any disability-related needs to the point of undue hardship.

24. Decision Review

- 24.1.** Students subject to a Decision under this Procedure may request, in writing, a review of the Decision where:
- a)** New evidence exists that was not available to the Student at the time of the original decision (through no fault of their own) that, if considered would likely have altered the outcome of the Decision; or
 - b)** There was a fundamental flaw in the decision-making process that led to the Decision, resulting in a lack of Administrative Fairness.
- 24.2.** A request for review must be submitted in writing to the Office of the Provost within ten working days of the Student having received notification of the Decision from the Deputy Provost, or delegate. The request must include the grounds for the review.
- 24.3.** The Student may request an extension on the time limit for the Student to request a review and the Provost may extend the time limit, if appropriate, having regard to the University's duty to accommodate to the point of undue hardship.
- 24.4.** The Provost will receive and review a copy of the request for review, and all materials gathered in the decision-making process and may consult with the Committee or anyone else the Provost believes may have pertinent information.
- The Provost will issue a written decision within ten (10) working days of the Student's submission.

MONITORING AND REVIEW

- 25.** This Procedure will be reviewed as necessary, and at least annually for the first two years after its introduction. Thereafter this Procedure will be reviewed every three years. The Deputy Provost, or successor thereof, is responsible to monitor and review this Procedure.

RELEVANT LEGISLATION

- 26.** Human Rights Code, R.S.O. 1990, c. H.19
Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005
Occupational Health and Safety Act, R.S.O. 1990, c O.1, as amended
Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c F. 31
Strengthening Accountability and Student Supports Act, 2024, S.O. 2024, c. 11

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 27.** Student Conduct Policy
Student Mental Health Policy
Respectful Campus Policy

Procedures to Prevent and Address Discrimination and Harassment by or Against Students

Student Sexual Violence Policy and Procedures

Fair Processes Policy

Accommodation Policy

Accessibility Policy

Procedures for Academic Accommodation for Students with Disabilities

DRAFT

Classification XXXXX

Parent Policy Student Conduct Policy

Framework Category Legal, Compliance and Governance

Approving Authority Senior Leadership Team

Policy Owner General Counsel

Approval Date XXXX

Review Date XXX

Last Updated XXXX

STUDENT OF CONCERN COMMITTEE TERMS OF REFERENCE

- I. **Preamble:** Ontario Tech University is a community that values and promotes respect, integrity, diversity and accountability among all members of the university. These values can only be achieved in an environment that supports and protects the safety and security of its members. Occasionally, students who commit serious misconducts or present acute signs of danger to themselves and/or to others may require coordinated interventions from several university departments to mitigate risk. To facilitate this, the University has established a multi-disciplinary Student Support Committee Committee (“SSC” or “Committee”) to a) promote academic success and well-being, and prevent possible incidence of violence or self-harm; b) assess the level of risk identified/vulnerable students pose to themselves and the University Community, and; c) educate the University Community on the Committee’s role and the part the community plays. The Student Support Committee reports to Provost through the Chair.
- II. **Mission:** The Committee’s main goal is to connect students-at-risk with the appropriate services for their unique situation and within the limits of its expertise, ensure that the University Community continues to be a safe environment where people can reach their academic and personal potential. The committee will always endeavor to ensure a balance between the needs

of the student and the needs of the community. A Committee approach is used to further the University's goal to provide students-at-risk with a more coordinated and consistent response. The Committee is responsible for making recommendations to Provost's Office for handling students-at-risk situations, and is committed to ensuring that appropriate advice and support is provided to those resolving and addressing students-at-risk concerns.

III. Responsibilities:

A. The Committee as a whole:

1. Meets weekly, September to May, or as otherwise determined by the SSC Committee Chair, to discuss new cases, existing cases, and other general topics related to SSC operations and best practices. June to August the SSC Committee Chair will schedule meetings as needed to discuss case activity as needed and/or general topics related to SSC operations and best practices.
2. Assesses, the risk of harm/violence to the student-at-risk or other University Community members by bringing to the task their professional training, experience, and perspective from years of working within the field or students, and within the limits of its expertise. (See appendix A for assessment & recommendation guidelines).
3. Review relevant documentation, making recommendations for support/other action on a case-by-case basis.
4. Determine on a case-by-case basis who within the University community or external to it, needs to be given information in order to better protect the health and safety of the individual student, the University Community, and/or others.
5. Builds the University community's capacity to respond to students-at-risk by educating the campus about appropriate response mechanisms for SSC issues.

B. Committee Chair (Deputy Provost)

1. Calls and conducts meetings.

2. Prepares the agenda in advance of each meeting.
3. Ensures the committee operates according to the Terms of Reference.
4. Typically ensures the committee as a whole considers issues, and reaches decisions.
5. Attends all meetings or have an alternate Chair at the meeting.
6. Keeps the Provost up-to-date on the committee's activities.

C. Committee Secretary

1. Take notes of the meeting, recording the key points and making sure that all decisions and recommendations are recorded; notes agenda items for next meeting as required.
2. Prepare a draft of the minutes and consult the Chair for approval.
3. Sends meeting minutes to all members within 3 working days of the meeting.
4. Send a reminder notice of each decision requiring action to the relevant person.
5. Participate at SSC meetings.

D. Committee Members

1. Make every effort to attend meetings when they are called.
2. Contribute to the case discussion in accordance with their expertise.
3. Complete any assigned action items.
3. Act on the Committee's behalf when requested to do so.

IV. The Committee membership shall consist of the following persons or their Designate:

Deputy Provost (Chair)

Director, Counselling & Accessibility

General Counsel

Director, Office of Campus Safety

Director, Risk Management

The Chair may invite persons (or their Designate) to a meeting when there is a case that relates to their position within the University.