



The Bader International Study Centre Procedure

Fitness to Study/Students at Risk

Date created: 15/06/2018

Date revised: [Click to enter a date.](#)

PROCEDURE

Name:	Fitness to Study/Students at Risk	
Contact:	<i>Student and Enrolment Services Manager</i>	
Purpose:	In conjunction with the <i>Fitness to Study/Students at Risk Policy</i> , the <i>Fitness to Study/Students at Risk Procedure</i> sets out a framework for senior university officials to interact in a team setting to rapidly and effectively identify, assess and coordinate responses to students at risk.	
Procedure:		
Step:	Instructions:	Person(s) Responsible:
	<p>IDENTIFICATION AND ASSESSMENT</p> <p>While any individual may initially identify a Bader International Study Centre (BISC) student who is potentially at risk, the primary responsibility for the initial evaluation of the situation lies with those individuals or units that have as their primary function student safety and/or health and wellness. These include:</p> <ul style="list-style-type: none"> • Student Services; • Faculty; • Student Counsellors; and • Security. <p>Upon being made aware of a potential student at risk, the above-mentioned departments are responsible for bringing the actions of the student to the attention of BISC administration in accordance with the following criteria:</p> <ul style="list-style-type: none"> • Level 1: URGENT CONCERN: to be reported to Student Services on-call staff member immediately. Situations deemed to be very serious or which involve an imminent risk to the individual or to others, should be reported to Senior Management Team (SMT) immediately. In situations that require external intervention (e.g. an armed intruder or imminent risk of violence or harm) East Sussex Police should be contacted. The SMT will meet within twenty-four (24) hours to review the situation. • Level 2: EMERGENT CONCERN: to be directed to the Student Services for response in a timely manner. For emergent concerns (e.g. the person displays increasingly disruptive or concerning behaviours or poses a threat of self-harm) the Student and Enrolment Services Manager will determine whether consultation with the SMT is required. If it is determined that consultation is required, a 	



SMT meeting will be convened to review the case and make recommendations on how to proceed. If it is determined that a SMT meeting is not required, the situation will be monitored and may be referred to a different procedure or office including counselling, Non-Academic Misconduct or Safeguarding.

- **Level 3: OTHER CONCERNS: to be directed to Student Services as soon as possible.** For behaviours of concern (e.g. expressions or behaviours indicative of self-harm, substance abuse, eating disorders), Student Services staff will determine whether consultation with the Case Review Team (CRT) is required. If it is determined that consultation is required, a meeting will be convened to review the case and the CRT will make recommendations on how to proceed.

In certain circumstances, the ability to define the specific level of threat or risk may be beyond the expertise of the CRT, or the SMT. In this situation, a student may be required to undergo an assessment with specialists independent of the university as a condition of remaining on or returning to campus.

CASE REVIEW TEAM (CRT)

The CRT will provide a coordinated response to students at risk and will meet on an as-needed basis for this purpose. The CRT will include all or a subset of the following as may be appropriate to the specific circumstances under consideration: The Student and Enrolment Services Manager, or designate, the Deputy Academic Director, or designate, a representative from Student Wellness Services (Kingston campus), a senior member of BISC Student Services, and representatives from other units/departments, as appropriate (e.g. Queen's Assessment and Care Team representative, Legal Counsel, BISC Counsellor and/or on-site General Practitioner).

Administrative support to the CRT, including meeting coordination, minutes and appropriate reporting of the incident and all subsequent actions taken will be provided by Student Services.

CONFIDENTIALITY AND PRIVACY



	<p>Reports collected under this policy will be kept with strict confidence and will only be disclosed without consent in emergency or other urgent situations, and in these circumstances, will be disclosed on a need-to-know basis or as required in the event of a police investigation.</p> <p>The CRT will only share the identity of the person who makes the report with the individual being reported, if the reporter provides explicit permission to do so or if required by law or other university policies.</p> <p>CARE REVIEW TEAM RESPONSES</p> <p>The CRT will review the information provided and determine if ongoing monitoring¹ of the behaviour is sufficient or if further information or action is required. Following the initial review by CRT or on the recommendation of the coordinator a case may be referred to other offices or procedures including Students at Risk, Human Rights, Non-Academic Misconduct or Human Resources. If necessary, a case can be referred back to CRT should the situation change and concerning behaviours re-emerge. The CRT may take a range of preventative and/or supportive actions. When necessary, these actions are developed in consultation with health professionals and/or health practitioner.</p> <p>Normally, a member of CRT is encouraged to meet with the student as early in the process as possible, in order to provide the student with an opportunity to respond to the concerns and to provide any additional information the student considers relevant.</p> <p>The student will be encouraged to use the services provided by the Queen’s University Ombudsman and will be apprised that they are entitled to have a friend, advisor² or support person, accompany the student to the meeting.</p> <p>1) Actions that may be applied, in what the CRT considers to be low to medium-risk situations, include, but are not limited to:</p> <ul style="list-style-type: none"> • Referrals to optional/voluntary support services (e.g., Counselling or faith-based support services); 	
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¹ For the purpose of this protocol, the term “monitoring” refers to efforts on the part of University departments to continue to offer services to a student at risk, while providing pertinent information to the ACT as necessary.

² For the purpose of this protocol, an “advisor” may include legal counsel.



	<ul style="list-style-type: none"> • Referrals for assessment; • Encouraging the student to submit a request for academic consideration; • Non-association/no contact directives; • Encouraging the student to voluntarily withdraw, to address any possible health issue(s) without incurring formal consequences; and • Implementation of a behavioural contract. <p>At this stage the BISC Academic Director, if not previously involved would be informed that there are concerns about the student's fitness to study.</p> <p>These actions, if taken, will be outlined in a Decision Letter to the student from the Student and Enrolment Services Manager or other senior university official.</p> <p>Students will be advised in the Decision Letter on how to appeal the decision and that they will continue to be governed, and must abide, by all academic regulations.</p> <p>2) Actions that may be applied in what the CRT considers to be a higher-risk situation may include, but are not limited to:</p> <ul style="list-style-type: none"> • Notice of Prohibition³ • Referrals to optional/voluntary support services (e.g., Counselling or faith-based support services); • Referrals for assessment; • Encouraging the student to submit a request for academic consideration; • Encouraging the student to review their academic course load to maximize the opportunity for academic success; • Non-association/no contact directives; • Residence relocation; • Encouraging the student to voluntarily withdraw, to address any possible health issue(s) without incurring formal consequences; and • A recommendation to temporarily suspend the student from the BISC. <p>VOLUNTARY WITHDRAWAL</p>	
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³ Notice of Prohibition is a notice to a particular individual that they have been prohibited from all or part of the Bader International Study Centre or Queen's University campus.



	<p>Students at risk may be encouraged to consider Voluntary Withdrawal from the BISC due to one or more health conditions, for either a specific period of time or until specified conditions are met. If this option is chosen by the student, the university will endeavour to mitigate the impact the withdrawal from the BISC may have on the student’s academic program including consultation with the appropriate department at Queen’s to determine whether it is possible to accommodate the student through Distance Studies as in some situations a student will not return to studies at the BISC.</p> <p>If continuing in Distance Studies is not possible, then the Faculty will coordinate with the BISC to make reasonable accommodation for the student to sit any remaining tests or examinations and to receive any written course materials.</p> <p>Students who voluntarily withdraw will normally be eligible for return to studies at Queen’s main campus and will be provided with information regarding the Queen’s Return to Campus Process and Appeal procedures. They will be encouraged to avail themselves of the services provided by the University Ombudsman or an advisor from their home campus if studying on a letter of permission.</p> <p>Return to Campus Procedures – Voluntary Withdrawal</p> <p>1) Following a Voluntary Withdrawal, the withdrawn student must apply in writing to the Queen’s Assistant Dean Support Services and Community Engagement, or designate, to return to campus. The student’s <i>Return to Campus</i> application may require the following to be considered:</p> <ul style="list-style-type: none"> • Evidence that all terms and conditions associated with the Voluntary Withdrawal have been addressed and met; • If requested, the completion of a <i>Health Care Practitioner “Return to Campus” Questionnaire Form</i>; and • Evidence that the student is aware that they must abide by all academic regulations of their home faculty/school that govern a return to studies following a voluntary withdrawal. <p>2) Completed <i>Return to Campus</i> applications will be submitted to the Queen’s Assessment and Care Team (ACT) for consideration. At any time during its review of an application, the</p>	
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	<p>Queen's ACT may require the student to provide additional documentation, including but not limited to, documentation from the treating Health Care Professional(s).</p> <p>3) If the student's academic record is such that they are also required to withdraw on academic grounds, or because of a departure from academic integrity, the student must also meet all the academic requirements and appeal processes of their home faculty/school to return to studies.</p> <p>4) If the <i>Return to Campus</i> application is accepted by the Queen's ACT, in conjunction with the student's home faculty or school, the team will develop a Return to Campus Management Plan.</p> <p>The Assistant Dean Support Services and Community Engagement, or designate, shall inform the student of the decision. The Coordinator of the Queen's ACT, or designate, will further meet with the student to review the Return to Campus Management Plan. The student, must agree to and sign the Return to Campus Management Plan for the student to return to campus. The Plan may include ongoing conditions with which the student must comply. The purpose of these conditions is to assist the student in successfully completing the academic program.</p> <p>5) If the student's <i>Return to Campus</i> application is denied, the Queen's ACT, will communicate that decision to the student in writing in consultation with appropriate senior leadership. This document will include an explanation of the basis for the decision and information regarding the support mechanisms available to the student.</p> <p>6) Upon returning to Queen's University, the student will be provided with a designated support person who will assist the ACT in reviewing the <i>Return to Campus Management Plan</i>. This support person will be responsible for reporting the student's status to ACT on an ongoing basis.</p> <p>Financial Reimbursement – Voluntary Withdrawal</p> <p>In the event a student voluntarily withdraws from their studies after the university's financial withdrawal date, financial reimbursement will be considered on a case-by-case basis by the BISC.</p>	
	<p>Academic Studies - Voluntary Withdrawal</p>	



	<p>In situations of Voluntary Withdrawal, the Assistant Dean, Support Services and Community Engagement, or designate, will work with the appropriate academic officer of the student’s home faculty/school, in an attempt to facilitate the withdrawal of the affected student with the appropriate transcript designation that reflects an academic result appropriate to the circumstances. This may include advising the student on the appropriate academic appeals process (e.g. late drops of courses, credit or aegrotat standing in courses etc.) that could be made to the home faculty/school.</p> <p>TEMPORARY SUSPENSION</p> <p>In the circumstance that a student’s situation or condition is such that they cannot safely remain at the BISC, the university may impose a Temporary Suspension from studies (with or without a <i>Notice of Prohibition</i>). A recommendation to impose a Temporary Suspension will be made by the CRT and will be conveyed to the Vice-Provost and Executive Director (VPED) or designate.</p> <p>The CRT may also recommend a Temporary Suspension if it finds that there is a reasonable basis to conclude that the student is likely to harm themselves or others, either physically or psychologically.</p> <p>When feasible, the student will be provided with advance notice that the BISC is considering imposing a Temporary Suspension.</p> <p>Decision Notification – Temporary Suspension</p> <p>If, after considering the information provided by the CRT and VPED, the Queen’s Provost and Vice-Principal (Academic), or designate, is in agreement with a Temporary Suspension recommendation, the VPED will meet with the student to advise them of the requirement to withdraw from the BISC. If a student is temporarily suspended from the BISC they will normally not return to studies at the BISC and will need to apply to complete their studies at Queen’s main campus.</p> <p>The student will be encouraged to avail themselves of the services provided by the University Ombudsman and will be apprised that a friend a d v i s o r⁴ or other support person, is entitled to accompany the student to the meeting.</p> <p>Following the meeting, the VPED, or designate, will notify the student, in writing, of the decision and any additional terms and</p>	
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⁴ For the purpose of this protocol, an “advisor” may include legal counsel.



	<p>conditions. Notice of the decision will be delivered either</p> <ol style="list-style-type: none"> 1) in person and by email to the student's assigned queensu email address; or 2) by registered mail to the address on file with the Office of the University Registrar, and by email to the student's assigned queensu email address. <p>The decision may include conditions the student must meet in order to return to campus; for example, the student may be required to show evidence that the situation or conditions which led to the suspension is/are being managed effectively and that the student is capable of participating meaningfully and/or appropriately in the academic environment.</p> <p>Notification of a Temporary Suspension will be communicated in writing to all appropriate university departments, including the Registrar's Office. In some cases, where a suspended student is receiving care from BISC counselling or health services, arrangements may be made to continue that care for a defined period of time with Student Wellness Services.</p> <p>Upon notification of a Temporary Suspension, the student will be provided with information regarding the University's <i>Appeal Procedures</i> and <i>Return to Campus Procedures</i> and will be encouraged to avail themselves of the services provided by the University Ombudsman.</p> <p>Return to Campus Procedures – Temporary Suspension</p> <ol style="list-style-type: none"> 1) Following a Temporary Suspension, the withdrawn student must apply in writing to the Queen's Assistant Dean Support Services and Community Engagement, or designate, to return to campus. The student's <i>Return to Campus</i> application may require the following to be considered: <ul style="list-style-type: none"> • Evidence that all terms and conditions associated with the Voluntary Withdrawal have been addressed and met; • If requested, the completion of a <i>Health Care Practitioner "Return to Campus" Questionnaire Form</i>; and • Evidence that the student is aware that they must abide by all academic regulations of their home faculty/school that govern a return to studies following a voluntary withdrawal. 	
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	<p>2) Completed <i>Return to Campus</i> applications will be submitted to the Queen’s Assessment and Care Team (ACT) for consideration. At any time during its review of an application, the Queen’s ACT may require the student to provide additional documentation, including but not limited to, documentation from the treating Health Care Professional(s).</p> <p>3) If the student’s academic record is such that they are also required to withdraw on academic grounds, or because of a departure from academic integrity, the student must also meet all the academic requirements and appeal processes of their home faculty/school to return to studies.</p> <p>4) If the <i>Return to Campus</i> application is accepted by the Queen’s ACT, in conjunction with the student’s home faculty or school, the team will develop a <i>Return to Campus Management Plan</i>. The Assistant Dean Support Services and Community Engagement, or designate, shall inform the student of the decision. The Coordinator of the Queen’s ACT, or designate, will further meet with the student to review the Return to Campus Management Plan. The student, must agree to and sign the Return to Campus Management Plan for the student to return to campus. The Plan may include ongoing conditions with which the student must comply. The purpose of these conditions is to assist the student in successfully completing the academic program.</p> <p>5) If the student’s <i>Return to Campus</i> application is denied, the Queen’s ACT, will communicate that decision to the student in writing in consultation with appropriate senior leadership. This document will include an explanation of the basis for the decision and information regarding the support mechanisms available to the student.</p> <p>6) Upon returning to Queen’s University, the student will be provided with a designated support person who will assist the ACT in reviewing the <i>Return to Campus Management Plan</i>. This support person will be responsible for reporting the student’s status to ACT on an ongoing basis.</p> <p>Financial Reimbursement - Temporary Suspension</p> <p>In the event a student is issued a Temporary Suspension from their studies after the university’s financial withdrawal date, financial reimbursement will be considered on a case-by-case basis by the University Registrar or designate.</p>	
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Academic Studies - Temporary Suspension

In situations of Temporary Suspension, the Deputy Academic Director or designate, will work with the appropriate academic officer of the student's home faculty/school in an attempt to facilitate the withdrawal of the affected student with the appropriate transcript designation that reflects an academic result appropriate to the circumstances. This may include advising the student on the appropriate academic appeals process (e.g. late drops of courses, credit or aegrotat standing in courses etc.) that could be made to the home faculty/school.

APPEALS

Appeals of decisions rendered under the BISC Fitness to Study/Students at Risk Policy and Procedure will be submitted to and heard by the Chair of the University Student Appeal Board (USAB).

The student's appeal submission must be submitted to the **University Ombudsman** within two (2) weeks of the student receiving notification of the decision in question.⁵ If the decision is communicated by email, receipt of notification is deemed to have occurred on the date the email was sent, or, on the following business day if the email was sent after 4:30 p.m. If the decision is communicated by registered mail, receipt of notification is deemed to have occurred on the third business day following the date of mailing.

The responding party will be the BISC VPED, or designate, who will submit a written response to the student's submission within two weeks of receiving the student's appeal from the Chair of the USAB.

The decision under appeal, including any actions and/or preventative measures outlined in the decision, shall remain in effect, pending the appeal.

An oral hearing will be held at the discretion of the USAB Chair.

If the student appeals a decision to impose a Temporary Suspension or a decision to deny the student's *Return to Campus* application, the

⁵ See Queen's Senate Policy on Student Appeals, Rights and Discipline at section 25.



PROCEDURE

	student may request that the USAB Chair expedite the hearing of the appeal pursuant to section 30 & 31) of the <i>Senate Policy on Student Appeals, Rights & Discipline</i>	
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Date Approved:	27/11/2018
Approval Authority:	BISC Senior Management Team
Commencement Date:	01/09/2018
Amendment Dates:	List the dates that this policy has been amended (<i>DD/MM/YYYY</i>)
Date for Next Review:	01/09/2021
Related Documents:	<i>Fitness to Study Policy, BISC Safeguarding Policy, Student Code of Conduct, Academic Consideration for Students in Extenuating Circumstances (2016), Queen's Students at Risk Policy and Procedures, Queen's University Senate Policy on Student Appeals, Rights & Discipline.</i>

