I. Guiding Principles

1. Trent University is committed to the success of all students, including those with significant mental health or related conditions.

2. Trent University will:
   a) acknowledge but not stigmatize mental health or related conditions;
   b) encourage students to seek help or treatment that they may need and provide appropriate support and referrals;
   c) ensure that personal information is treated strictly in accordance with the Trent University Privacy Policy, FIPPA (Freedom of Information and Protection of Privacy Act) and, where applicable, PHIPA (Personal Health Information Protection Act).
   d) work to enable students with mental health conditions or mental illness to continue their education as normally as possible by making reasonable accommodations; and
   e) refrain from discrimination against students with mental illnesses or psychiatric disabilities*.

*For the purposes of this policy, “mental health condition” or “mental illness” is distinguished from “psychiatric disability” on the basis that a diagnosis of mental illness alone does not constitute a psychiatric disability. A psychiatric disability must have documented medical evidence of ongoing, functional impairment in an important area of daily life, such as academics. A mental health condition is a medical condition that has a negative impact on mental health and functioning, but does not result in ongoing functional impairment.

A. Counselling and Mental Health

1. Students are encouraged to seek, and will be referred to, Counselling Services or other resources for mental health counselling when:
   a) the student exhibits academic, behavioural or other difficulties that appear to be due to a mental health condition, or
   b) the student has made a suicidal gesture or is known by a campus official to have contemplated suicide.

2. Counselling and mental health services are available to members of the campus community affected by a student’s mental health as well as to the student through Counselling Services (students) or the Employee Assistance Program (staff and faculty).
3. Emergency mental health services are available to support students at all times through the Peterborough Regional Hospital and the 4 County Crisis Response Program.
4. All services are provided on a voluntary basis and it remains the student’s decision whether or not to seek services. In exceptional circumstances, the University may stipulate treatment as a condition of continued or renewed registration, in consultation with counselling and legal professionals.

B. Confidentiality

1. Counselling is confidential. Subject to the terms of this Policy, Counselling Services will not share information about a student with faculty, staff, administrators or others unless the student consents. (See Consent to Disclose Personal Information form.)
2. The student, not Trent University, is the client of Counselling Services.
3. As permitted by law, Counselling Services may disclose information about a student to protect the student or others from a serious risk of bodily harm. (See Counselling Centre Confidentiality Agreement)

C. Accommodations

1. Trent University will provide reasonable accommodations for students with a diagnosed psychiatric disability. Students are encouraged to register with the Disability Services Office to facilitate any appropriate accommodations.
2. Absences for treatment of a psychiatric disability, documented by a registered medical practitioner, including absence for hospitalization, will be considered excused absences. Despite registering with the Disability Services Office, any considerations for late withdrawal, incomplete or aegrotat standing, must be approved through the appropriate process (either Petitions or Appeal). Supporting documentation must be provided.
3. When a student leaves the University as a result of a mental health condition or mental illness the student will be permitted to withdraw from each class in which he/she is enrolled. Despite registering with the Disability Services Office, any considerations for late withdrawal, incomplete or aegrotat standing, must be approved through the appropriate process (either Petitions or Appeal). Supporting documentation must be provided.
4. The student need not have disclosed his/her condition prior to requesting an accommodation or withdrawal. However, documentation from a registered health professional (physician, psychiatrist, psychologist, social worker or psychotherapist) will be required at the time of the request.

D. Withdrawals

1. Undergraduate students may withdraw from the University at any time by following the Withdrawal from the University process as stated in the Academic Calendar.
E. Leave – Graduate Students

1. Graduate students may apply for a leave by following the Leave of Absence process as stated in the Academic Calendar.

II. Involuntary Withdrawal

1. In the event that a student cannot safely remain at Trent University or meet academic standards even with reasonable accommodations, in the case of a psychiatric disability, and other supports, Trent University may require an Involuntary Withdrawal.

2. Decisions whether to impose an Involuntary Withdrawal will be made by the Case Management Committee.

   a) Membership: The Case Management Committee includes the Interim Associate Vice President of Student Services, the Associate Dean of Arts and Science (Undergraduate Studies), or the Associate Vice President and Dean of Graduate Studies where the student is a graduate student, and the Director of Counselling Services, who may consult with the Mental Health and Disability Advisory Committee. Additional staff may be consulted where appropriate, including but not limited to the Manager of Disability Services, the University Registrar, the Human Rights Office, Senior Tutors, faculty, the Director of the Trent International Program, or the Aboriginal Counsellor.

   b) In the event that any member of the Case Management Committee has a conflict of interest related to the student whose case is being reviewed, an alternate member will be appointed for the case review.

3. A Case Management Committee is convened at the request of the Associate Vice President of Student Services. The request is initiated by the frequency or severity of reports received in the Office of Student Affairs that pertain to a student’s behaviour.

4. The Committee may impose an Involuntary Withdrawal if it finds that there is a significant risk that the student will harm him/herself or others either physically or psychologically, or that the student cannot successfully meet minimum academic and administrative criteria through reasonable accommodation. A decision to impose an Involuntary Withdrawal must have consensus of the Committee members.

5. Before making a decision, the Committee shall:

   a) Notify the student that the Committee is considering imposing an Involuntary Withdrawal and the reasons for this consideration.

   b) Provide the student and his/her representative the opportunity to appear personally before the Committee to provide relevant information.

6. The Committee may request consent from the student to access recent mental health information and records that are relevant to the student’s current condition.

7. The Committee may determine that Involuntary Withdrawal is not required where the imposition of conditions could permit a student to meet academic standards or be safely at the university, in which case the Committee may impose such conditions of continued registration and may require reporting or other evidence of compliance with the conditions from time to time.
A. Involuntary Withdrawal Administration

1. If the Involuntary Withdrawal includes considerations of safety or disruption to the academic pursuits of other campus members, the student may be restricted from campus and contact with faculty, staff or other students.

2. The Case Management Committee will advise the Fees Office to issue a refund of tuition fees, ancillary fees and levies based on the following:
   a) If fees are paid in full for the semester, the refund will be prorated based on the time left in the semester.
   b) If fees are paid in full for the F/W academic terms, the refund will be prorated based on the time left in the F/W academic terms.
   c) If the account is in deficit, fees will be adjusted to the date of withdrawal.
      i. Any surplus in the account will then be refunded to the student.
      ii. Any deficit will remain on the account.

3. The Committee shall notify the Assistant Registrar (Financial Aid) of the circumstances so that appropriate arrangements may be made if the student has received government loans, scholarships or bursaries.

4. The Committee will notify the University Registrar to place a registration “Block” on the student’s file that cannot be removed until the Committee has approved re-admission.

B. Returning after a Withdrawal

1. A student who is withdrawn from the University under the procedures specified above may file a re-application to the Case Management Committee.

   a) If the Committee determines that the student can meet academic standards or be safely at the university, with or without reasonable accommodations for a psychiatric disability, and the student’s academic eligibility to return is verified by the University Registrar, then return dates will be determined based on the date that the re-application is submitted and the timing in the academic year.

   b) Applications for re-admission must be submitted no fewer than 30 calendar days prior to the term in which the student is applying for re-admission. Applications for re-admission will be accepted a maximum of two times during any academic year.

   c) When the application for re-admission is submitted for a term following the term in which the withdrawal took place, re-admission may be allowed up to the end of the first week of classes of the term. In the case of graduate students, re-admission timing will be established in consultation with the Chair of the academic program in which the student was registered at the time of the Involuntary Withdrawal.

   d) The Committee may determine that a student may be readmitted with conditions that could permit that student to meet academic standards or be safely at the university, in which case the Committee may impose such
conditions of re-admittance and may require reporting or other evidence of compliance with the conditions from time to time.

2. The Case Management Committee will require an opinion from the student’s treating mental health professional (psychiatrist, psychologist, social worker, or psychotherapist) that the student can meet academic standards or be safely at the University, in any event. In the case of a student with a diagnosed psychiatric disability or mental illness, the mental health professional would be asked to provide:
   a) a completed Re-Enrollment Questionnaire and
   b) a statement of recommendation for re-enrollment and a treatment summary on the letter-head of the treating mental health professional.

In assessing a re-application, the Committee may require the applicant to submit to an examination or interview with a registered health professional of the Committee’s choice, at Trent’s expense, in which case the applicant will be required to consent to disclosure of the opinions and diagnoses of that professional.

3. Case Management Committee Procedures The Committee will:
   a) Review the application for re-admission and all supporting documentation from mental health professionals.
   b) Provide the student and, if the student chooses, his or her representative, with the opportunity to appear before the Committee to provide relevant information.
   c) Consider whether there are reasonable accommodations that would allow the student to meet academic standards; and
   d) If safety is an issue, consider the nature and severity of the risk, the probability that injury will actually occur, and whether reasonable accommodations can sufficiently mitigate that risk.
   e) Notify the student of the decision to allow or deny the re-admission.
   f) All decisions of the Case Management Committee are final.
   g) A student’s request to return may be denied only if the committee finds that the student will not be able, upon return, to meet academic standards or be safely at the university, even with reasonable accommodations in the case of a psychiatric disability.

4. A student who desires to return to the University after an Involuntary Withdrawal will not be subject to more rigorous academic standards or procedures than a student who desires to return to the University after taking a leave for physical health reasons.
C. Disciplinary Action

1. Students charged with non-academic misconduct will be afforded the following:
   
a) If a student takes a voluntary leave for mental health reasons, disciplinary proceedings will be stayed until the student returns.
   
b) If the University is considering whether to require an Involuntary Withdrawal under this policy, disciplinary proceedings will be stayed until the decision is made to allow the student to continue or to impose an involuntary withdrawal.
   
c) If an Involuntary Withdrawal is implemented, the stay will continue until the student is readmitted.

D. Information and Education

1. Information about mental health issues, Counselling Services, and the Disability Services Office is provided to students and parents through orientation and via Trent’s website resources.

2. Implementation of this policy occurs in conjunction with other campus policies including, but not limited to, the Campus Violence Policy, the Weapons Policy, the Health and Safety Policy, the Charter of Rights and Responsibilities, and the Policy on Discrimination and Harassment.

Approved: President’s Executive Group (PEG), June 2009