University-Mandated Leave Process

**Threshold for Invoking Policy**

The Vice-Provost, Students will review information to determine if initial action under the *Policy* is needed.

**If Proceeding Under Policy**

**Student Support Team**

The purpose of a Student Support Team is to bring together multi-disciplinary expertise to assist in a nuanced and comprehensive analysis of the student’s needs.

**Student Case Manager**

The purpose of a Student Case Manager is to engage with the student, liaise with the student’s division, and assist the student in accessing resources and accommodations.

**Review by Provost**

The Student may seek a review of the decision of the Vice-Provost, Students.

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Any decision made by the Vice-Provost, Students to place a student on mandated leave of absence may be reviewed by the Provost at the request of the student. The student’s request must be in writing and submitted no later than ten (10) business days following the decision of the Vice-Provost, Students. The Provost will consider any written submissions from the student, as well as any new or additional information the student wishes to submit. The Provost may vary or confirm the decision of the Vice-Provost, Students, or refer the matter back to the Vice-Provost, Student for further consideration with whatever guidance the Provost deems appropriate.

A decision by the Provost to confirm the decision of the Vice-Provost, Students, to place a student on a mandated leave of absence, may be appealed to the Senior Chair (or delegate), or the Associate Chair (or delegate) of the Discipline Appeals Board of the University Tribunal. In such a situation, the student has to file a written notice of appeal, together with any submissions they wish to be considered, within twenty (20) business days of the Provost’s decision. The Provost may also make submissions in response to the appeal.

While the decision is under appeal, the terms and conditions of the mandated leave of absence shall continue to apply.

The Senior Chair (or delegate), or Associate Chair (or delegate) will hear and decide the appeal and their decision is final.

Appeal Granted

Appeal Denied