

**TITLE: Student at Risk and Intervention (SARIT) Procedure**

**Date of Approval: May 17, 2018**

**Mandatory Review  
Date: May 2023**

**Approved By:  
Student Affairs**

**Effective Date: June 18, 2018**

SARIT does not respond directly to emergencies. If any member of the Sheridan community is reporting an emergency situation, such as imminent risk of suicide, immediate risk to the safety of others, weapons, violent behaviour or medical emergencies, please immediately contact Campus Security and/or call 911.

## 1. PURPOSE

The purpose of this Procedure is to outline the framework for responding to Students who meet the definition of a Student at Risk, and to implement the Student at Risk and Intervention (SARIT) Policy. The Sheridan College Institute of Technology and Advanced Learning (“Sheridan”) is committed to fostering the success and safety of its Students. Sheridan will take all reasonable steps to ensure individual needs are taken into consideration, and periods of crisis and/or distress do not hinder a Student’s academic progress.

## 2. SCOPE

This Procedure applies to all Sheridan Students who meet the definition of a Student at Risk. This Procedure will assist SARIT to support Students in working towards their educational and developmental achievements, in a manner that balances institutional goals and individual rights. Whenever possible, Sheridan will encourage and support Students to continue their education by making reasonable Accommodations and Interventions (as defined below) without hindering a Student’s academic progress.

## 3. DEFINITIONS

“**Accessible Learning**” facilitates equitable access for eligible Students with disabilities by coordinating reasonable academic accommodations and support services.

“**Accommodations**” are adjustments and/or modifications to Sheridan’s educational processes tailored to correspond with the needs of each Student.

**“Case Coordinator”** manages all aspects of SARIT cases and assists Students who have been referred to SARIT. They participate in the assessment and planning of Interventions and Accommodations of Students at Risk.

**“Intervention”** means strategies (including interim and continuing) to address the concerns posed by a Student at Risk (as defined below) and intended to manage the immediate and/or continuing risk of harm posed by the Student.

**“Involuntary Withdrawal”** means removal of a Student from campus, academic programming and/or Sheridan Residence for a period of time as a result of the at risk behaviour. An Involuntary Withdrawal is a non-punitive measure.

**“Student”** means any individual who is admitted, enrolled or registered for study at Sheridan. Individuals who are active in a program, but not enrolled in classes for a particular term (e.g. on a vacation, or coop term) are considered to have a continuing Student relationship and are included in the definition of a Student.

**“Student at Risk”** is defined as a Student whose mental health, emotional state and/or other factors are such that their behaviour may or has demonstrated a risk to themselves (i.e. self-harm), the educational processes, and/or whose distressed or worrisome behaviour causes concern for the Sheridan community.

**“Student at Risk and Intervention Team [SARIT]”** or “The Student Care Team” is a non-punitive team designed to support Students experiencing, mental health, emotional difficulties and/or other factors which may result in issues of risk. SARIT is a multi-disciplinary group of professionals that will provide a coordinated response and meet on a regular or as-needed basis to facilitate the identification and management of Students at risk while encouraging access to supports and resources.

**“Working day”** means the days between and including Monday to Friday, excluding statutory holidays or days that Sheridan campuses are closed for any reason.

#### **4. PROCEDURES FOR RESPONDING TO STUDENTS AT RISK**

##### **I. Reporting**

Sheridan community members have a responsibility to support one another. If there is any doubt as to whether a Student’s behavior meets the definition of a Student at Risk as defined by the associated Policy, questions for guidance and advice can be directed to [sarit@sheridancollege.ca](mailto:sarit@sheridancollege.ca) so that a determination can be made regarding whether any intervention is required. A request for guidance or advice should not delay the reporting of at risk or emergency situations.

All community members who through observation or communication, reasonably believe that a Student has exhibited distressed or worrisome Student behaviours, are encouraged to report concerns as per Appendix A: *How to Report Concerning Student Behaviours and Activity* resource. All community members who have taken action as per Appendix A, should also email [sarit@sheridancollege.ca](mailto:sarit@sheridancollege.ca) to inform SARIT of the actions taken.

SARIT does not respond directly to emergencies. In the event of an emergency, individuals should contact Campus Security and/or 911 immediately.

## **II. Referrals**

All related community members, including but not limited to the referral source, the Student in question, and employees, may be contacted to provide relevant information in an effort to complete a concise case review for SARIT.

SARIT will also review supporting information from all sources across Sheridan including, but not limited to: academic records, attendance and performance, Sheridan database information and all other relevant information as deemed necessary to ensure safety.

### **Upon receipt of the referral the following timelines may apply:**

The Case Coordinator will confirm receipt of the referral with the referral source and request any follow-up information required. Once all relevant information related to the concern has been collected, Students will be referred to SARIT for assessment and determination if they fall in the scope of this Procedure and associated Policy. SARIT utilizes structured risk assessment tools when needed to determine the level of risk and most appropriate intervention strategy.

#### **Meets the definition of a Student at Risk:**

The Case Coordinator and/or SARIT Co-Chairs (who are the Managers of SRRO) will review the information and assess the level of risk, within one (1) Working Day of receiving a referral (unless a delay is caused by exceptional circumstances).

When an elevated risk of harm to the Student is identified, SARIT will convene within two (2) Working Days for assessment and review of the concern (unless a delay is caused by exceptional circumstances).

When no immediate risk of harm has been identified but there are reasonable concerns, the case will be presented to SARIT at the next scheduled meeting. SARIT will determine the most appropriate options for referral, and recommend Intervention strategies on an individualized basis that meet the needs of the Student.

### Does not meet the definition of a Student at Risk:

When behaviour does not meet the definition of a Student at Risk, Students may be referred to internal resources for support and/or resolution, including but not limited to Counselling Services, Health Services, Accessible Learning, Sheridan Residences, Academic Faculties and International Services. Students may also be referred to external resources and supports as required.

### **III. Accommodations**

In all cases, the SARIT Chair will approve Intervention strategies.

SARIT may:

- Connect a Student to Counselling Services and encourage they seek treatment;
- Recommend a Student visit Health Services for treatment or assessment;
- Liaise with the Accessible Learning to facilitate Accommodations for eligible Students;
- Assist a Student to liaise with other Sheridan areas for support, including but not limited to Financial Aid, Advisement, Tutoring Services and International Services;
- Consult with the applicable Associate Dean for requests related to academics on an individual basis; and/or
- Coordinate supports in consultation with health professionals outside of Sheridan's professional service providers.

### **IV. Interventions**

In making its recommendation, SARIT may:

- Consider whether there are Accommodations that would allow the Student to meet academic coursework and remain safely in school;
- Consider the nature and severity of the risk, the probability that harm will actually occur, and whether accommodations can sufficiently mitigate the risk to personal safety; or
- Request recent mental health information.

Possible Interventions will be designed to mitigate risk of harm to a Student, while factoring in the impact of the behaviour on the Sheridan community. The Interventions may include a range of preventative and/or supportive strategies. Interventions may be used depending upon the level of risk associated with the behaviour, the situation, and the student's engagement.

The following Interventions which may be initiated by SARIT, include but are not limited to:

- Ongoing monitoring of the Student's behaviour;
- Referrals to, and coordination with internal and external supports, as required;
- Referrals for assessment;
- Plans for success developed with the Student;
- No communication/no contact directives;
- Limits to campus access;
- Recommendation of voluntary withdrawal; or
- Recommendation of Involuntary Withdrawal.

Students are encouraged to engage with SARIT to develop appropriate Interventions. In the absence of the Student's participation, SARIT will make recommendations and provide the Student with internal and external resources.

## **V. Withdrawals**

Any Student who withdraws, whether voluntarily or involuntarily, must follow protocols established through the Office of the Registrar and will be afforded the same refunds that are available to all Students.

Involuntary Withdrawal will be used when the risk of harm cannot be managed or reduced to an acceptable level through reasonable Accommodations and Interventions. SARIT may recommend an Involuntary Withdrawal to the Dean of Students, or designate when there is a significant risk that the Student may harm themselves and/or negatively impact the learning environment.

In the event that SARIT intends to recommend an Involuntary Withdrawal, they will:

- Provide the Student with reasonable notice of the intention to recommend Involuntary Withdrawal and reasons for this recommendation; and
- Present the student with an opportunity to provide input concerning the recommendation before it is considered by the Dean of Students, or designate, where appropriate.

Once the Dean of Students, or designate has issued a decision regarding the Student's Involuntary Withdrawal, they will be notified of the decision in writing. The Student will also be provided return-to-campus conditions which must be fulfilled prior to or upon re-enrollment as directed. Involuntary Withdrawal may last for one academic semester, or longer at the discretion of the Dean of Students, or designate. During this time, the Student's access to campus, resources and services may be restricted.

## **VI. Return to Campus**

After an Involuntary Withdrawal, the Student whom was withdrawn may request to return via email at: [sarit@sheridancollege.ca](mailto:sarit@sheridancollege.ca).

If return-to-campus conditions were imposed at the time of Involuntary Withdrawal, the Student must outline the steps that have been taken to fulfil these conditions which will assist in the re-enrolment consideration.

Upon return following an Involuntary Withdrawal, Sheridan may require Students to comply with any of the Interventions, including but not limited to those listed above in section IV as part of a return to campus plan.

## **VII. Appeals**

There is no right of appeal for a decision made under this Procedure.

## **VIII. Authority**

The responsible office who shall have authority to interpret, administer and/or approve this Procedure shall be the Student Rights and Responsibilities Office under the direction of the Dean of Students.

## **5. RELATED POLICIES AND PROCEDURES**

[Student at Risk and Intervention \(SARIT\) Policy](#)

[Student Code of Conduct](#)

[Student Code of Conduct - Adjudication Process and Appeals Procedure](#)

[Residence Community Living Standards](#)

[Health and Safety - Occupational Health And Safety Policy](#)

[Threat Assessment Policy](#)

[Social Media Policy](#)

[Academic Standing Policy](#)

[Admission Policy](#)

[Sexual Assault and Sexual Violence Policy](#)

[Harassment and Discrimination Policy](#)

[Ontario Human Rights Code](#)

[Free Speech Policy](#)