

Policy Name:	Student-At-Risk Policy
Originating/Responsible Department:	Vice President (Students and Enrolment)
Approval Authority:	Senior Management Committee
Date of Original Policy:	December 2025
Last Updated:	December 2025
Mandatory Revision Date:	December 2030
Contact:	Associate Vice-President (Student Health & Wellness)

Policy Statement:

Carleton University, through this policy, affirms its right and responsibility to respond to student behaviours or actions that may pose a risk to the individual or to others. The University is committed to promptly and effectively identifying, assessing, and coordinating appropriate responses to such situations.

The Student-at Risk-Evaluation Team (SARET) plays a key role in ensuring that these responses are carried out in a timely, compassionate, and effective manner. This policy serves as a guiding framework for the University's approach to supporting students who may be identified as potentially at risk.

A student is considered at risk when such factors hinder their ability to engage with the academic curriculum and/or lead to violations of university policies.

The SARET reviews matters where a student's actions have caused harm to oneself and/or others—or have the potential to cause—physical, emotional, or psychological harm to the student or to the safety and well-being of the broader university community.

Purpose:

The purpose of the Student-at-Risk Policy is to guide the university's response in situations where a student may be at risk of harming themselves or others, and/or is experiencing significant emotional, psychological, or behavioral difficulties that interfere with their ability to function within the University setting.

This policy provides a non-punitive, proactive, and supportive approach, aimed at promoting student wellness, facilitating timely and appropriate interventions, and ensuring the safety and well-being of the University community.

Scope:

The Student-at-Risk Policy applies to all Carleton University students, whether in undergraduate or graduate programs. It provides a framework for coordinated action when a student may be at risk of harming themselves or others, or struggling with issues that significantly impact their functioning within the university environment.

Procedure:

Definitions

Care Conference: A structured, student-centered meeting held as a initial step to address concerns about a student's wellbeing, safety, or behavior. When a referral is made to the SARET, a care conference is typically recommended to engage the student early, assess their needs, and coordinate support in a proactive, respectful, and collaborative way. While the care conference is not disciplinary, participation is mandatory. It serves as a critical opportunity to open dialogue, address potential risk factors, and explore personalized strategies to support their academic and personal success.

Coordinated Care Plan: A plan designed to coordinate and simplify student support, ensuring a holistic approach that promotes the student's well-being and facilitates a successful return to studies.

Interim Measures: Temporary measures put in place to protect the safety and well-being of the parties and/or the community during the process. Interim measures may be implemented at any time during the process and pending a final decision.

Registration Hold: A hold on a student account that limits the ability to register for classes.

Student means:

- a person who is currently enrolled in a course of study; or
- a person engaged in any academic work which leads to the recording and/or issuance of a mark, grade or statement of performance by the appropriate authority of the University or another institution, including those institutions who are hosting Carleton students on international exchange; or
- a person who is entitled to a valid student card, who is between sessions and who is entitled to use University facilities.

Student-at-Risk: A student who may be at risk of harming themselves or others, or struggling with issues that significantly impact their functioning within the university environment.

Support Person: a person who supports a student in the student conduct process, arranged by the student. The support person's role is not to act or speak on behalf of the student. They may guide the student through the process, help the student formulate questions, and help the student understand the Policy. The support person may be a friend, family member, peer, faculty, or university staff (e.g. Ombudsperson). The support person cannot be a witness of, or party to, the conduct at issue.

Trespass Order: As per the Student and Visitor Trespass from University Property Policy, Carleton reserves the right to issue trespass orders that may be temporary or permanent in duration, which deny the affected individual access to all University lands, equipment, facilities, services, activities, programs, meetings or events or those held by, on, or any such activities that are in association with the University. For the full scope of this policy please consult the Student and Visitor Trespass from University Property Policy available on the University Governance Secretariat website.

Privacy and Confidentiality

Carleton University is subject to provincial legislation regarding privacy and access to personal information. Any sharing of personal information, including personal health information, must be made

in accordance with the [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#) and the [Personal Health Information Protection Act \(PHIPA\)](#).

While the University will attempt to respect the privacy of personal information in carrying out these procedures, FIPPA permits disclosure of personal information in compelling or emergency circumstances affecting the health or safety of an individual. FIPPA also allows for disclosure “in compassionate circumstances, to facilitate contact with the spouse, a close relative or a friend of an individual who is injured, ill or deceased.”

PHIPA also allows for the disclosure of personal health information if the health information custodian “believes on reasonable grounds that the disclosure is necessary for the purpose of eliminating or reducing a significant risk of serious bodily harm to a person or group of persons.” PHIPA also permits disclosure “for the purpose of contacting a relative, friend or potential substitute decision-maker of the individual, if the individual is injured, incapacitated or ill and unable to give consent personally.”

Records will be maintained in accordance with the Carleton University Retention Schedule and legal requirements.

Student At Risk Evaluation Team (SARET)

The SARET is responsible for providing a coordinated, multi-disciplinary response to students identified as potentially at risk. The SARET meets regularly and/or on an as-needed basis to assess concerns and determine appropriate actions or interventions.

The SARET is chaired by the Associate Vice-President (Student Health & Wellness) (AVP (SHW)), and is composed of representatives from key University departments and services, including:

- Campus Safety Services
- Health and Counselling Services
- Housing and Residence Life Services
- Paul Menton Centre for Students with Disabilities
- Registrar's Office
- Office of Student Affairs

In situations where academic input is relevant to inform or support the SARET decisions, academic leadership (such as a Dean or Associate Dean) may be invited to participate in discussions.

Additional representatives from other departments, including the Centre for Indigenous Support and Community Engagement, may be invited to participate based on the nature of the case.

Carleton University is committed to supporting the academic and personal success of all students, including those experiencing significant mental health challenges. In accordance with this commitment, the University will:

- Recognize and respond to mental health concerns without stigma;
- Prioritize self-harm prevention and/or at-risk behaviour;
- Encourage students to seek help and provide timely referrals and support; and
- Support continued academic participation through reasonable accommodations where possible.

The SARET also administers the temporary trespass process as outlined in the Student and Visitor Trespass from University Property Policy.

Identification and Initial Response

A student-at-risk may be identified by any individual or organizational unit within the University community. This includes, but is not limited to, faculty, staff, fellow students, and departments.

While the identification of a potentially at-risk student can originate from any source, the primary responsibility for initial assessment and response lies with University departments whose mandates include student and employee safety, health and wellness services.

These departments include:

- Office of the Associate Vice-President (Student Health & Wellness)
- Campus Safety Services
- Equity and Inclusive Communities
- Care & Support Team
- Health and Counselling Services
- Housing and Residence Life Services
- Human Resources
- Paul Menton Centre
- Student Affairs

When a department or individual identifies a student as potentially at risk—either through direct interaction or as a result of reported behaviour—they are responsible for notifying the office of the AVP (SHW).

Notifications should be made in accordance with the following criteria and should include relevant information to support timely assessment and intervention:

- On an as-soon-as possible basis where there is the appearance of a *high risk, severe or chronic* situation that may trigger the university's duty of care.; or
- Where there is the appearance of a lower risk situation, but there is a concern that the action or behaviour may be repeated and a response may be required.

Under no circumstances should this policy prevent or delay a university official from taking appropriate and immediate actions to address an emergency. The emergency should first be addressed using established procedures, then referred to the SARET in accordance with to this policy.

SARET Responses

The SARET may respond with a range of responses to address the concerns presented. The response chosen is influenced by the severity of concern and could include but is not limited to:

- Referrals to voluntary support services (e.g., Health and Counselling Services, the Paul Menton Centre for Students with Disabilities (PMC), academic support services, and Care and Support programs);

- Referrals for medical or psychological assessment;
- Requirement to have medical forms completed such as the "Return to Studies Treating Provider Form";
- Development and implementation of a Safety Plan;
- Requirement to complete a Release of Information with a third party i.e. Next of Kin
- Convening a Care Conference with relevant parties;
- Development and implementation of a Coordinated Care Plan;
- Ongoing monitoring of the student's well-being by support units such as Care and Support, Health and Counselling Services, and/or the PMC.
- Suspension of student privileges (e.g., access to residence or athletic facilities);
- Restriction or limited access to University property;
- Imposition of a Registration Hold from academic studies;
- Issuance of a temporary trespass from University property.

Students may have a support person, such as a friend, family member or Ombuds Services, involved throughout the entire process.

Registration Holds

A registration hold is a restriction on a student's account that prevents them from registering for classes, whether on-campus or virtual. The SARET may impose a registration hold in situations where a student:

- is experiencing significant mental health concerns or behavioural challenges;
- is unable to meet academic requirements despite accommodations and supports;
- poses a risk of harm to themselves or others.

Once a registration hold is imposed, it will be communicated to the Registrar's Office and any other relevant campus offices to ensure appropriate coordination and support.

Return to Studies

A student who is on a registration hold and wishes to return to studies must initiate the process by writing to the AVP(SHW), and submitting the required documentation as outlined by the SARET. The AVP(SHW), or their delegate, will review the submitted materials and present the case at a SARET meeting, where a decision will be made regarding the removal of the registration hold and any necessary next steps. Examples of required documentation may include medical documentation, third-party release forms, next of kin identification, safety plans, and/or other relevant items depending on the nature of the concerns.

If the student is approved to return, a Return to Studies Plan will be developed to support the student's successful re-entry into academic life and course registration. A SARET designated individual will oversee the implementation of this plan and monitor the student's progress throughout the process. As a condition of returning, the student may be required to sign a Behavioural Contract or a similar agreement. Regular updates on the student's status will be provided to the SARET by the responsible monitoring individual to ensure ongoing support and accountability.

Appeals of SARET Decisions

Students may appeal decisions made under the Student-at-Risk Policy by submitting an appeal to the Vice-President (Students and Enrolment) within ten (10) calendar days of receiving notice of the imposed condition(s).

Appeals may be considered on the following grounds:

- There is evidence of bias in the decision-making process;
- The severity of the conditions imposed is disproportionate to the nature of the behaviour, as supported by the student's submission.

For appeals of temporary trespass orders issued by the SARET, please refer to the Student and Visitor Trespass from University Property Policy or the Sexual Violence Policy, as applicable.

Note: If new evidence becomes available that was not considered by the SARET during its original review, the matter may be referred back to the SARET for further consideration and decision.

Roles and Responsibilities:

Associate Vice-President (Student Health & Wellness): Chair of the SARET and decision-making authority

Vice President (Students & Enrolment): Appeal body for SARET decisions

SARET members: Assess concerns and determine appropriate actions and interventions

Contacts:

Associate Vice-President (Student Health & Wellness)

Links to related Policies:

Sexual Violence Policy

Student and Visitor Trespass from University Property Policy

Student Rights and Responsibilities Policy (SSR)