

Student Wellbeing and Safety Policy

Approving authority	Council
Approval date	3 December 2018 (5/2018 meeting)
Advisor	Academic Registrar academic-registrar@griffith.edu.au (07) 373 57334
Next scheduled review	2023
Document URL	http://policies.griffith.edu.au/pdf/Student Wellbeing and Safety Policy.pdf
TRIM document	2018/9006107
Description	This policy details the University's approach to managing a student's enrolment when a concern is raised about the student's health and wellbeing, including behaviours that may be considered unsafe to themselves or others.

Related documents

[Student Wellbeing and Safety Procedures](#)
[Enhancing Student Wellbeing](#) – resources for university educators
[Student Charter](#)
[Students with Disabilities Policy](#)
[Reasonable Adjustments for Assessment – Students with Disabilities Policy](#)
[Griffith University Disclosure Statement](#)
[Assessment Policy](#)
[Student Administration Policy](#)
[Student Misconduct Policy](#)
[Student Misconduct Procedures](#)
[Report a Concern Form](#)
[Code of Conduct](#)
[Griffith Health Code of Professional Practice,](#)
[Inability to Complete Required Components of Professional Qualification Policy](#)
[Academic Standing, Progression and Exclusion Policy.](#)
[Higher Degree Research Policy](#)
[Academic Transcripts Policy](#)
[Role Statement Course Convenor](#)
[Role Statement Program Director](#)
[Student Critical Incident Management Policy](#)
[Student Critical Incident Management Procedures](#)
[Headspace – National Youth Mental Health Foundation](#)

[\[Purpose\]](#) [\[Scope\]](#) [\[Principles\]](#) [\[Definition of Fitness to Study\]](#) [\[Impact on Academic Progress\]](#) [\[Managing Student Wellbeing and Safety Concerns\]](#) [\[Actions and Outcomes\]](#) [\[Involuntary Leave of Absence\]](#) [\[Emergency Decision to Restrict a Student\]](#) [\[Relationship with other University Policies and Processes\]](#) [\[Confidentiality and Recordkeeping\]](#) [\[Review and Appeal\]](#) [\[Returning to Study\]](#)

1. PURPOSE

This policy details the University's approach to managing a student's enrolment when a concern is raised about their wellbeing and/or safety, including behaviours that may be considered unsafe to themselves or others.

The purpose of the policy is one of student support and the intent is, where possible and appropriate, to avoid actions leading to penalties under the *Student Misconduct Policy* or restrictions under the *Inability to Complete Required Components of Professional Qualification Policy*.

In discharging its responsibilities under this policy the University seeks to balance the needs of an individual student against the requirement that the University maintains the academic integrity of its programs and the need to ensure and protect the health, safety and wellbeing of staff, other students and the public.

If a student is in an immediate danger to themselves or others contact emergency services on 000 or Griffith security on 1800 800 707 or 7777 (from any University phone).

2. SCOPE

This policy and its procedures apply to all enrolled students (non-award, undergraduate, postgraduate and research, domestic and international) regardless of the location of those studies and whether they are conducted on-campus or off-campus.

3. PRINCIPLES

Griffith University is committed to supporting a positive health and safety culture and ensuring, as far as practicable, a safe and healthy environment for its staff and students, in which to work and study. The following principles support this commitment.

3.1 Students learn best when their wellbeing and safety is optimised.

In support of this principle the University:

- communicates its commitment to student wellbeing and safety via health and safety information on University websites and in the Course Profile including reference to the *Griffith University Disclosure Statement*.
- encourages student self-disclosure by notifying relevant staff about their own wellbeing and safety, as well as any risks they may pose to others, so reasonable adjustments to the learning environment including the conduct of assessment may be made.
- encourages students who require support to identify this on their enrolment and contact the Health and Medical Services or Disabilities Service prior to commencing studies, as required, and supply supporting documentation about the nature and impact of their health condition on their learning so reasonable adjustments may be made.

3.2 Supportive relationships and reasonable standards of support enable students to manage their wellbeing and safety.

In support of this principle the University:

- provides a range of support services including counselling, disability, welfare and health services.
- makes reasonable adjustments to facilitate effective participation and progress in learning.
- respects an individual's rights to privacy and confidentiality when providing support services ([see 3.4](#)).
- provides self-paced learning modules and online resources for staff and students to build understanding of issues impacting student wellbeing, including healthy eating, mental health and issues of consent.

3.3 University policies and procedures support decision making that optimises student wellbeing and safety.

3.3.1 In support of this principle in relation to the student's own decision-making, the University:

- extends special consideration to students in respect of their course and any assessment item in the course on the grounds of a health condition as specified in Section 9.1.1 of the *Assessment Policy*.
- provides an application process for deferred assessment for students prevented from undertaking an assessment item on the grounds of a health condition and/or disability as specified in Section 9.3 of the *Assessment Policy*.
- considers requests for withdrawal from a course/s due to special circumstances on the grounds of a health condition or disability as specified in Section 7.6 of the *Student Administration Policy*.
- provides students with the opportunity to voluntarily discontinue their enrolment by requesting a period of leave of absence and approves periods of leave of absence as specified in Section 9.2 of the *Student Administration Policy*.
- may extend the maximum period for completing a program on the basis of exceptional circumstances affecting the student's progress in the program as specified in Section 10.1 of the *Student Administration Policy*.

3.3.2 In support of this principle in relation to institutional decision-making, the University:

- may require a student, about whom wellbeing and safety concerns have been raised to attend a medical assessment to determine their fitness to study. This action may be taken in addition to and notwithstanding any medical or other documentation the student may have provided.
- may, where it considers a student unfit to continue their study, place a student on an involuntary leave of absence from their program of study where there is documented medical advice to support such a decision.
- may, where it finds a student unfit to continue their study, terminate the enrolment of a student where there is documented medical advice to support such a decision.
- adheres to the principles of natural justice (also known as procedural fairness) in making decisions about students.
- treats students fairly, impartially, equitably and with compassion.
- recognises the role and obligations of registered health professionals in its decision-making processes.
- provides a Manager, Student Integrity to support decision-makers in managing fitness to study concerns.

3.4 Personal information is collected and treated confidentially for the purpose of supporting student wellbeing and safety.

In support of this principle the University:

- collects, stores and uses personal information for the purpose of exercising its duty of care to its students, staff and others.
- stores all personal information in accordance with the University's Privacy Plan and will not disclose it to a third party without the student's consent, unless required to do so by law or where the safety of the student or others are at risk.
- maintains academic records that contain only the necessary personal information for academic purposes.

4. DEFINITION OF FITNESS TO STUDY

Fitness to Study¹ is defined as fitness to participate and to function in University life; this includes but is not limited to:

¹ [Definition adapted from the University of Sheffield <https://www.sheffield.ac.uk/ssid/sos/fitness-to-study/definition>](https://www.sheffield.ac.uk/ssid/sos/fitness-to-study/definition) retrieved 24 January 2017

- Students' continued enrolment in their studies should not put their mental or physical wellbeing and safety at risk.
- Students should be able to benefit from their program of enrolment by studying for the required period, and within the maximum time to complete the program, with a reasonable chance of progression.
- Students' behaviour should not unduly disrupt or adversely impact the learning, research, or work of others in the University community.

Students may be deemed to be unfit to study (including for a defined period) for the purpose of this policy in situations where they demonstrate through their behaviours that:

- their capacity to study, and/or to function in University life is significantly impaired and cannot be assisted through reasonable adjustments or support services.
- their continued enrolment may pose a risk to their own or others' wellbeing and/or safety.
- their continued enrolment may disrupt the ability of others to work or study.

Examples of behaviour that may impact upon a student's wellbeing and/or safety and that may amount to a Fitness to Study concern include, but are not limited to:

- disturbing, disruptive or aggressive behaviour, agitation, intoxication or substance abuse, harassment of others, forceful refusal to cooperate or frivolous and vexatious complaints;
- significant problems interacting with others, appearing withdrawn, mood swings, fatigue, talking about suicide or death, recent suicide attempts or other at risk behaviours; and threatening the wellbeing of or causing distress to others; and
- failure to make academic progress (see section 5).

5. IMPACT ON ACADEMIC PROGRESS

A decision maker ([see 6.1](#)) in determining Fitness to Study concerns may take into consideration a student's continued failure to make academic progress:

- due to course withdrawals (W – Withdrawal and WF – Withdrawal with Failure);
- consistent achievement of amber status for academic standing; and/or
- insufficient course credit to demonstrate any likelihood of achieving the degree in the maximum completion time,

and/or continued failure to engage with the requirements of the program of study:

- not enrolled in courses that form the requirements of the program to which they have been admitted;
- failure to complete sufficient components of a course to receive a grade (RW – Result Withheld and FNS – Fail No Assessment Submitted);
- failing the same courses multiple times; and/or
- inability to participate in or complete any required work-integrated learning activities.

6. MANAGING STUDENT WELLBEING AND SAFETY CONCERNS

Students are primarily responsible for their own wellbeing and safety. The University undertakes to support students in their studies, but it can do so only if students identify and actively engage with the relevant staff and support services. Managing the impact that a disability has on the wellbeing and safety of a student on a student's university studies is shared by the student, the University, the relevant health system and registered health professionals.

6.1 Decision Maker

The Program Director is the decision maker in terms of wellbeing and safety and/or any Fitness to Study concerns for all students other than HDR candidates. The Dean (Griffith Graduate Research

School GGRS) is the decision maker in terms of wellbeing and safety and/or any Fitness to Study concerns for all HDR candidates. In making such decisions the Program Director or the Dean (GGRS) will receive internal and/or external professional expertise organised by the Manager, Student Integrity about any health condition and reasonable adjustments. The Program Director or the Dean (GGRS) is also able to seek guidance from the Academic Registrar as required.

6.2 Responsible Staff Members

Responsible staff members include those undertaking roles that include student support for e.g. academic roles such as - Course Convenor, Placement Officer, Program Advisor or in the case of students living in residential accommodation - the Director, Campus Life or nominee, international students - Griffith International Student Advisors or more generally, the Academic Registrar or nominee.

6.3 Roles and Responsibilities

The following have a role in addressing student wellbeing and safety concerns:

Students are expected to be aware of and contribute to their own safety and wellbeing, the wellbeing of their peers and the collective wellbeing of the University's student community. In so doing students are provided with opportunities to exercise choice in the context of self-regulation, self-determination, ethical decision making and responsibility. A student may choose to self-identify by registering with the Health Service and Medical Services or the Disabilities Service or by providing the completed *Griffith University Disclosure Statement* to the Course Convenor, Placement Officer or Program Director.

Students concerned about a fellow student may choose to notify the University if they believe a student poses a risk to their own or other/s' wellbeing and safety by submitting the *Report a Concern Form* ([section 6.4](#)).

University staff are expected to support student wellbeing and safety through the provision of accessible information, resources and services underpinned by the application of clear policies and processes. All University staff have an important role in informally reporting student wellbeing and safety concerns to a responsible University staff member. Student services is available to support staff in raising reports about student wellbeing and safety concerns.

Manager, Student Integrity is the University staff member responsible for maintaining a record of all reported concerns about student wellbeing and safety, determining the responsible staff member for consideration of an informal concern or whether a matter should be referred to the Level 3 Decision Maker and recording the actions/outcomes decided. The duties of the Manager include providing information and support resources to any member of the University community who is concerned about a student's wellbeing and/or safety.

Student Services provides a range of student health and wellbeing services from access for students with disabilities, counselling and chaplaincy, to budgeting and health and medical services. These services are voluntary, confidential, and professional and, except in special circumstances are at no cost to students. Student Services will support staff in raising reports about student wellbeing and safety concerns.

Director, Student Services ensures the resources of student services are used to best meet individual and collective student need. The Director, Student Services may identify appropriate external medical or health practitioners to undertake medical assessments where they are required to establish a student's fitness to study.

Course Convenor provides assistance and support to students on course related matters including the accepted standards of academic conduct in the area of the course, for example behaviour in the learning environment and whilst on a professional, work integrated or service learning placement. The Course Convenor is a decision maker in relation to deferred assessment, special consideration in relation to assessment, and academic decisions in relation to course enrolment.

Program Director provides assistance and support to students in the form of academic advisement and in terms of the personal and professional behaviours that are integral to student learning and graduate outcomes. The Program Director is a decision maker for academic standing and progress, for participation in or completion of professional practice, involuntary leave of absence and eligibility to graduate. The Program Director is also a complaints handler in relation to the conduct of students other than HDR candidates. The Program Director is the Level 3 Decision Maker who deals with Fitness to Study concerns.

Dean (GGRS) provides assistance and promotes activities to enhance the pastoral care of HDR candidates. The Dean (GGRS) is a decision maker for matters related to candidature progress (extension of candidature over six months full-time equivalent and special leave of absence), termination of HDR candidature and eligibility to graduate. The Dean (GGRS) is also a complaints handler in relation to the provision of student services to HDR candidates.

Registered Health Professional is a person registered with a professional body to provide a specialised medical or psychiatric service and/or opinion. A registered health professional may be required to provide advice to student services and/or the Director Student Services in relation to wellbeing and safety concerns and/or a Fitness to Study concern.

Student Organisations – The Griffith University Student Representative Council, the Gold Coast Student Guild, the Griffith University Postgraduate Students Association, the Gold Coast Association of Postgraduates and HDR Advocates are able to provide assistance and advice to students throughout the process as outlined in the *Student Wellbeing and Safety Procedures*.

6.4 Process for Student Wellbeing and Safety Concern

The process of managing a concern is governed by the *Student Wellbeing and Safety Procedures*.

The levels of intervention are:

- *Level 1 – Informal Student Wellbeing and Safety Concern*
- *Level 2 – Referral to Director, Student Services*
- *Level 3 - Fitness to Study Concern*

A student, staff member, member of the public or personnel in professional placement or work integrated learning setting (**Concerned Person**) should review the *Student Health and Wellbeing Procedures* to determine what level of action may be appropriate. The three levels of intervention have linked actions and outcomes, but do not have to be applied in consecutive order. The seriousness or perceived seriousness and the attendant risk will influence the level at which to initiate the process.

If a staff member is unsure whether a student should be managed under this or the *Student Misconduct Policy* or is unsure whether a matter should be dealt with under Level 1, 2 or 3, they should consult the Academic Registrar for advice.

6.5 Anonymous Concerns

It is recognised in some instances students may choose to report a concern anonymously. The Academic Registrar shall determine the actions to be taken in relation to an anonymous concern about a student's wellbeing and/or safety.

7. ACTIONS AND OUTCOMES

7.1 Level 1 Actions and Outcomes

The Responsible Staff Member or Concerned Person may:

- 7.1.1 Refer the student to University support services such as counselling, disability, learning services or online resources or to external agencies to access support.
- 7.1.2 Advise the student about processes to disclose their health condition for the implementation of reasonable accommodations or adjustment.
- 7.1.3 Advise the student about applying for special consideration in relation to course or assessment tasks.
- 7.1.4 Advise the student about applying for withdrawal from the course due to special circumstances as per Section 7.6 of the *Student Administration Policy*.
- 7.1.5 Advise the student about applying for voluntary interruption of studies as per Section 9.2 of the *Student Administration Policy*.
- 7.1.6 Refer the matter to the Director, Student Services.

7.2 Level 2 Actions and Outcomes

The Director, Student Services may:

- 7.2.1 Take any of the actions set out at Level 1.
- 7.2.2 Request further information from the student's treating registered health professional to establish the student's fitness to study.
- 7.2.3 Identify appropriate external medical or health practitioners to undertake medical assessments to establish a student's fitness to study.
- 7.2.4 Develop an action plan to manage the concerns.
- 7.2.5 Refer the matter to the Level 3 decision maker.

7.3 Level 3 Actions and Outcomes

The decision maker may:

- 7.3.1 Take any actions set out at Level 1 or 2.
- 7.3.2 Refer the student to the Director, Student Services.
- 7.3.3 Refer the matter for management under other policies – *Student Misconduct Policy, Inability to Complete Required Components of Professional Qualification Policy, Academic Standing, Progression and Exclusion Policy.*
- 7.3.4 Require the student to submit to a medical assessment conducted by an independent external registered health professional at no cost to the student. The Manager, Student Integrity is responsible for arranging the medical assessment.
- 7.3.5 If supported by medical evidence, determine the student is unfit to study for a specified period and impose an involuntary leave of absence, with conditions for the student's return to study.
- 7.3.6 If supported by medical evidence, determine the student is unfit to study for the foreseeable future and enrolment in the program is terminated.

8. INVOLUNTARY LEAVE OF ABSENCE

8.1 Imposing an Involuntary Leave of Absence

The University recognises that there are some instances where a voluntary discontinuation of study and/or leave of absence under the *Student Administration Policy* is not sufficient for students who are experiencing acute, chronic or persistent wellbeing and safety issues.

An involuntary leave of absence may be imposed by the Level 3 decision maker if:

- medical evidence regarding the student's wellbeing and/or safety indicates that the student is not currently fit to continue their enrolment; and
- there are no reasonable adjustments that can be made; and
- the student is unwilling to engage with support services or access the leave of absence provisions under the *Student Administration Policy*; or
- the student's behaviour or condition poses a serious concern for the welfare or safety of either themselves or others, or is disruptive to the community in which they are learning.

If the student fails to cooperate or is unwilling to cooperate with requests to produce medical evidence or attend a medical assessment, the Level 3 decision maker can make a decision under the *Student Wellbeing and Safety Policy* based on existing medical evidence. Alternatively, the Academic Registrar may determine that the *Student Wellbeing and Safety Policy* is no longer appropriate for managing the student's ongoing enrolment with the University and instead apply the *Student Misconduct Policy*.

Where the Level 3 decision maker is considering imposing an involuntary leave of absence they must consider whether the student has completed their courses for a given trimester/teaching period and whether an application for withdrawal from a course due to special circumstances in accordance with Section 7.6 of the *Student Administration Policy* would be a more appropriate outcome for the student.

8.2 Length of an Involuntary Leave of Absence

The length of the involuntary leave of absence is at the discretion of the Level 3 Decision Maker informed by medical evidence within the following guidelines:

- maximum period of up to eight standard trimesters (equivalent to 4 calendar years); and
- the period of the absence continues to allow the student sufficient time to complete the program within the maximum period for obtaining credit as per Section 10 paragraphs 3 and 4 of the *Student Administration Policy*.

The Level 3 Decision Maker will need to be guided by specific leave of absence provisions within the *Student Administration Policy* in relation to international students.

The length of an involuntary leave of absence will be determined based on all information made available to the University regarding the wellbeing and/or safety concern including, but not limited to:

- information maintained by the Manager, Student Integrity;
- medical evidence provided to the University;
- information contained in the completed *Report a Concern Form*;
- information provided by the affected student (including medical information); or
- information provided by staff members and information on the student record.

The student is able to return to study in accordance with Section 13 of this policy.

8.3 Noting Periods of Leave of Absence

All periods of leave of absence will be noted on the student's academic transcript but the noting will not distinguish between voluntary and involuntary leave of absence. Where the decision to impose a period of involuntary leave is subsumed by a disciplinary decision to exclude the student, the latter decision shall be noted in accordance with the *Academic Transcripts Policy*.

9. EMERGENCY DECISION TO RESTRICT A STUDENT

If a staff member receives information about the wellbeing or safety of a student, and forms the view that there are reasonable grounds that:

- any person including students, University staff, or a member of the public may be at risk; or
- the staff member believes the actions of the student are of such seriousness as to present a risk to the reputation of the University and/or its professional practice providers;

the staff member is to handle the immediate situation by one or more of the following actions:

- requiring a student to leave the class or the location of the incident;
- terminating their interactions with the student at that point in time e.g. leave the service point, terminate the phone call, terminate the meeting, indicate in an e-mail that there will be no further correspondence;
- seeking assistance from a supervisor, another staff member or security staff (extension 7777 or 1800 800 707) in managing a situation;
- contacting any specialist professional expertise that may be required e.g. Student Services or Health Services; or
- by referring the matter to be dealt with under this policy.

Once the immediate situation is under control the Academic Registrar has the authority to advise a student, if necessary, as to any conditions that may be imposed on their participation in the University community until the concern is managed under this policy or the *Student Health and Wellbeing Procedures*.

10. RELATIONSHIP WITH OTHER UNIVERSITY POLICIES AND PROCESSES

When managing concerns raised under this policy it may become apparent that the student is also subject to provisions under another University policy, including but not limited to the *Student Misconduct Policy*, *Student Misconduct Procedures*, *Code of Conduct*, *Griffith Health Code of Professional Practice*, *Inability to Complete Required Components of Professional Qualification Policy*, *Student Academic Misconduct Policy* and *Academic Standing, Progression and Exclusion Policy*. A concern about a student may be managed under more than one University policy at the same time at the discretion of the Academic Registrar. This policy is to be implemented in conjunction with other University policies and does not replace other policies.

11. CONFIDENTIALITY AND RECORD KEEPING

11.1 Confidentiality

All documentation relating to student wellbeing and safety and fitness to study concerns will be kept confidential and shall be disclosed only to those persons who have a right to the information by virtue of their role in the process, or as required by law.

Written records need not be extensive but should contain such information as is necessary for others to gain a clear understanding of the grounds upon which a concern was determined and the actions taken to address it. Staff should be aware that reports submitted may be made available to the student concerned for the purpose of review and the opportunity to respond.

In accordance with the University's *Records Management Policy*, the *Report a Concern Form*, *Fitness to Study Assessment Form* and any other documentation related to the wellbeing and safety of a student shall be maintained confidentially by the Manager, Student Integrity in a business system. These records are maintained to protect the rights and interests of all parties; explain and justify the actions of the University and its employees; and document and explain the decision-making of the University.

Confidentiality of records submitted to those persons who have a right to the information by virtue of their role in the process and to the student file will be upheld in accordance with the Griffith University Privacy Plan.

11.2 Record Keeping

It is recognised that in some instances, a one-off or minor wellbeing or safety concern or a fitness to study concern may be a precursor to a pattern of behaviour which may extend throughout a student's academic career and, if unchecked, into their professional career. In order to ensure that information is available to future decision makers in the event that fitness to study concerns are raised on more than one occasion, Responsible Staff Members should complete the Student Wellbeing and Safety Assessment Form (refer to Appendix 1 of the *Student Wellbeing and Safety Procedures*) for retention by Manager, Student Integrity in the appropriate business system.

12. REVIEW AND APPEAL

12.1 Student Review and Appeals

The [Student Review and Appeals Policy](#) and [Student Review and Appeal Procedures](#) govern the process of applying for a review and/or appeal of a decision and time limits for seeking a review and/or appeal. In accordance with the [Student Review and Appeals Policy](#) a student may apply for a review of a decision within 10 working days of notification of any of the academic decisions set out in the table below which affect their enrolment.

Decision Type	Decision-Maker	Review Officer	Appeal Body
Unfit to Study and involuntary leave of absence imposed – Non-award, Undergraduate and Postgraduate students	Program Director	Dean (Learning & Teaching)	University Appeals Committee.
Unfit to study and enrolment in the program is terminated – Non-award, Undergraduate and Postgraduate students.	Program Director	Dean (Learning & Teaching)	University Appeals Committee.
Unfit to Study and involuntary leave of absence imposed –HDR Candidature	Dean Griffith Graduate Research School	Senior Deputy Vice Chancellor	University Appeals Committee
Unfit to study and enrolment in the program is terminated –HDR Candidature.	Dean Griffith Graduate Research School	Senior Deputy Vice Chancellor	University Appeals Committee

12.2 External Review

Where the student is dissatisfied with the University's response in handling a fitness to study concern, the student may lodge a complaint with the [Queensland Ombudsman](#). The review and appeal process within the University should be exhausted before a complaint is lodged with the Queensland Ombudsman.

13. RETURNING TO STUDY

At the end of any period of involuntary leave of absence, a student may be required to take appropriate actions, such as:

- provide evidence to their Program Director or Dean GGRS of their fitness to study from a University appointed registered health practitioner;
- demonstrate there is ongoing support from their treating registered health practitioner in managing their studies;
- identify strategies for self-care and monitoring including accessing support services; and/or
- re-enrol in the program.

If the student fails to enrol by the due date, the student's enrolment in the program may be terminated.

13.1 Return to Study – Change of Circumstances

Where a period of involuntary leave of 4 or more standard trimesters (equivalent to 2 calendar years) has been imposed and a student can provide to the Level 3 decision maker evidence of:

- their circumstances having changed whilst on involuntary leave;
- their fitness to study from a University appointed registered health practitioner; and
- support being available from their treating registered health practitioner in managing their studies;

a student may, after 12 months from the date of the involuntary leave, apply to the Level 3 decision maker to return to their studies. In such cases the decision maker may decide to:

- not vary the duration or the conditions of the original period of involuntary leave;
- change the date of the student's return from involuntary leave and retain the conditions of the original period of involuntary leave; or
- impose new conditions related to a reduced period of involuntary leave.

Where the decision maker decides to reduce the period of involuntary leave and allows the student to return to study and the student fails to adhere to any conditions it may result in the decision maker imposing another period of involuntary leave.

13.2 Extension of Maximum Time to Complete a Program

In the circumstance where a student, placed on an involuntary leave of absence, returned to study and is unable to complete the program within the maximum period (Section 10 *Student Administration Policy*), the Program Director or the Dean (GGRS) may:

- consider an application from the student;
- determine there is evidence that the student is likely to complete the program; and
- grant an extension of up to 2 years to the maximum period for completing the program on the grounds that exceptional circumstances related to the student's health and wellbeing affected their progress in the program.