



PROCEDURE OVERVIEW

The Fit for Learning Procedure supports the implementation of Student Fit for Learning Policy 414. It outlines the steps the College will take when a student's functional readiness to participate safely, respectfully, and effectively in learning activities may be temporarily affected and an instructional or support-based response is required. More specific operational steps, forms, documentation requirements, and role-based guidance are outlined in the related Standard Operating Practice.

Being Fit for Learning means demonstrating the functional readiness to participate safely, respectfully, and effectively in learning activities. Functional readiness is determined by a student's observable ability to engage in learning without posing a safety risk to themselves or others or significantly disrupting the learning environment. This procedure is grounded in dignity, respect, wellness, early support, collaborative problem-solving, and student choice wherever possible.

For students enrolled in programs where Northlands College is not the credit-granting institution, the policies and procedures of the credit-granting institution may apply and will take precedence where conflicts exist.

FIT FOR LEARNING VS. STUDENT CODE OF CONDUCT

Northlands College will use the policy pathway that best aligns with the primary concern.

Decision rule: Use Fit for Learning when the immediate concern is the student's readiness to participate safely, respectfully, and effectively. Use the Student Code of Conduct (Policy 404) when the primary concern is behaviour that may breach College expectations or require accountability. Where both concerns are present, address immediate safety first, then coordinate the appropriate support or conduct process.

- Fit for Learning focuses on immediate readiness, safety, support, and continuity of learning.
- The Student Code of Conduct (Policy 404) focuses on behaviour, accountability, conduct expectations, and corrective or disciplinary processes where required.
- Fit for Learning responses are based on observable information and are not disciplinary on their own.
- Responses should prioritize dignity, respect, wellness, early support, fairness, safety, and student wellbeing.
- Documentation, consultation, and escalation should occur as required by the situation.

Substance-related concerns will be addressed based on the primary issue, including readiness to participate, safety, conduct, legal requirements, and support needs.



ROLES AND RESPONSIBILITIES

Students:

- Participate in learning activities in a safe, respectful, and effective manner
- Follow applicable College expectations, program requirements, and legal requirements
- Communicate barriers that may affect participation, learning, or safety
- Engage with available supports, accommodations, and return-to-learning planning where appropriate

Instructors:

- Identify and respond to observable concerns that may affect safe, respectful, and effective participation
- Take appropriate immediate action to support safety, dignity, and continuity of learning
- Consult, refer, and document concerns as required

Program Coordinators:

- Support program-level coordination, consultation, and decision-making
- Provide guidance on participation, instructional planning, documentation, and return-to-learning considerations
- Seek consultation or escalation where concerns are complex, high risk, or may result in significant action

Student Advisors / Student Services:

- Lead student follow-up, support coordination, and readiness-related assessment
- Coordinate and support, accommodations, case management, and return-to-learning planning where required
- Support consultation, confidentiality, safety planning, and escalation where required

Out-of-Scope Program Supervisors:

- Provide oversight and consultation for complex, high-risk, or escalated matters
- Support consistent, fair, and appropriate application of relevant College policies and procedures
- Support documentation and decision-making in significant matters

Vice President, Academics is responsible for:

- Provide overall academic oversight for the instructional application of Policy 414
- Support consistency, alignment, and accountability across academic programs



Vice President, Student Services is responsible for:

- Provide overall oversight for Student Services follow-up, support coordination, and readiness-related processes
- Support fairness, consistency, student wellbeing, and escalation in complex or high-risk situations

FIT FOR LEARNING RESPONSE

Step 1: Identification

A Fit for Learning response may be initiated when observable concerns suggest a student may not be ready to participate safely, respectfully, and effectively in learning activities. The immediate response will prioritize safety, dignity, support, appropriate referral, and documentation based on observable information.

Step 2: Instructor Response

Upon observing a potential Fit for Learning concern, the instructor or staff member will assess the situation, determine whether the concern relates to Fit for Learning or Student Code of Conduct requirements, and take immediate action as necessary to maintain safety. The instructor may permit continued participation, modify participation, or temporarily remove the student from the learning activity where safety concerns exist. The instructor will consult with the Program Coordinator, refer the matter to Student Services for follow-up and support planning, and ensure appropriate documentation is completed and submitted. Where a student is asked to leave College property, safe transportation arrangements must be coordinated with Student Services before the student departs.

Step 3: Instructor/Staff Immediate Response

Student Services will review Fit for Learning referrals and coordinate follow-up, support planning, risk assessment, consultation, or escalation where required.

Step 4: Situation Assessment

The Program Coordinator and Student Services assess the situation and next response.

Step 5: Support and Return-to-Learning Planning

Student Services develops a support plan for the student.

Step 6: Return-to-Learning

After return to learning, the College will provide appropriate follow-up, monitor participation, and coordinate any further support required.



Step 7: Ongoing Monitoring

After a student return to learning, the College will continue to monitor participation, provide follow-up support, document relevant concerns or progress, and adjust supports or escalate the matter if additional concerns arise.

CREDIT-GRANTING INSTITUTION:

If a Fit for Learning concern involves a student enrolled in a program where Northlands College is not the credit-granting institution, the Program Coordinator must consult the credit-granting institution as early as possible. This consultation is intended to confirm the applicable authority, policies, reporting requirements, processes, timelines, and next steps. Where the credit-granting institution has authority over the matter, its policies and procedures take precedence.

APPEALS

Students may appeal decisions made under this Procedure in accordance with the Student Appeals Policy (Policy 304), where the decision is appealable under that Policy. Students must be advised of their appeal rights, applicable timelines, and any applicable credit-granting institution appeal process.

RECORDS MANAGEMENT

Fit for Learning documentation will be maintained in accordance with college records retention requirements, privacy legislation, and applicable institutional requirements.

Records will be stored securely, shared only with authorized individuals who require the information to perform their duties, and managed in accordance with college records management and privacy requirements.

AUTHORITY

Authority for the instructional application of this Policy is vested in the Office of the Vice President responsible for Academic Programs.

Student Services is responsible for follow-up, support coordination, and ongoing assessment of student readiness and wellbeing, including coordination of supports and case management where required.

Both areas collaborate to ensure safe, supportive, and appropriate responses to student readiness concerns.



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Accountable Officer: Vice President responsible for Academic Programs	Responsible Officer: Vice President responsible for Student Services, Student Services Staff, Program Coordinators, and Out-of-Scope Administrators