

## **POLICY 169 - APPENDIX C RECORD OF TERMINATION**

### **Background:**

As per [Senate Policy 169 - Experiential Learning](#), Toronto Metropolitan University reserves the right, at any point, to remove a student from and/or terminate an experiential learning (EL) opportunity where there is reasonable basis that the student presents a risk to themselves or others and/or engages in persistent or significant unprofessional behaviour. In the event that an EL opportunity is terminated for these reasons, either by Toronto Metropolitan or the EL provider, the responsible Faculty and/or Functional Area is responsible for completing the attached Record of Termination. Please refer to section 5 of the policy and section 9 of the procedures section of the policy for more details.

### **Purpose:**

If, in the course of completing an academically relevant EL opportunity, a student presents a risk to themselves or others and/or engages in unprofessional behaviour and the EL opportunity is terminated by a Toronto Metropolitan staff, faculty, administrative member or EL provider, it is incumbent upon the Faculty and/or Functional Area who is responsible for facilitating the EL activity to keep formal written record of the circumstances surrounding the termination.

The following form has been developed by Toronto Metropolitan's General Counsel and Board Secretariat (GCBS) office, in conjunction with the Experiential Learning (EL) Hub, to be used in such circumstances. This form is not required to be completed when student's are terminated from their EL opportunity for reasons outside of what the policy addresses.

### **Instructions:**

Should a student's EL opportunity be terminated early, an appropriate staff or faculty member in the Faculty and/or Functional Area is required to complete the attached record of termination to the best of their ability. As with all other student records and documentation, this record of termination should be kept confidential and should only be accessible to others on a need to know basis. A copy of the record of termination should be kept on file at the departmental level for a period as outlined in [Toronto Metropolitan's Records Retention Schedule](#). Questions about storage of this document should be sent to [recordsmanagement@torontomu.ca](mailto:recordsmanagement@torontomu.ca).

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RECORD OF TERMINATION  
CONFIDENTIAL WHEN COMPLETED**

**Date of Termination**

This Record of Termination is effective as of \_\_\_\_\_, 20\_\_\_\_.

**Required Information**

Student Full Name	
Program of Study	
Faculty / Functional Area	
EL Provider Name	
Supervisor Name	
Date EL activities started	
Date of Termination	
Student Job Title	

**Terminated By:**

- \_\_\_\_\_ (Experiential Learning provider)
- Toronto Metropolitan University
- Student

**Nature of Termination:**

- Voluntary termination
- Involuntary termination

**Academic Credit Given:**

- Student will receive full academic credit for this EL activity
- Student will receive partial academic credit for this EL activity in the amount of (#) \_ hours
- Student will not receive any academic credit for this EL activity
- Not Applicable

**Briefly describe the circumstances leading to the termination:**

For example, please describe the nature and seriousness of the risk to self or others and/or misconduct in question, the nature of the relationships in question, whether there has a breach of any relevant Toronto Metropolitan policies, procedures, or guidelines, or law, and whether any other departments at Toronto Metropolitan have been consulted (i.e. Human Rights Services, Consent Comes First, Student Learning Support, Academic Integrity Office, Student Conduct Office), and any other relevant factors, information or circumstances.

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**Experiential Learning Contract (Placement, Practicum Agreement) attached?**

- Yes
- No

\_\_\_\_\_  
Toronto Metropolitan Liaison  
Signature

\_\_\_\_\_  
Toronto Metropolitan Liaison  
Name

\_\_\_\_\_  
Date

Toronto Metropolitan Liaison completing this form (please identify which category you identify with):

- Staff Member (OPSEU, MAC)
- TFA Member
- Contract Lecturer (CUPE 1 or 3)