



## International Student Study Permit Revocation (Section 3.3): A Guide for Advisors at St. Peter's College

### Background

On June 1<sup>st</sup>, 2014, the Citizenship and Immigration Canada (CIC) International Student Program (ISP) regulations will be changed in a manner that will directly affect international students and staff and faculty who advise, support or supervise international students.

The three major changes to be aware of as faculty and staff are that, as of June 1<sup>st</sup>, 2014:

- 1) The Off-Campus Work Permit (OCWP) Program will be folded into the Study Permit Program. This means that degree seeking international students will no longer need to apply to CIC separately for an OCWP. As long as an international student is eligible for a study permit, the international student will also be eligible to work both on and off-campus, following the guidelines set by CIC. This excludes ESL/FSL and general interest programs and does not pertain to specialized/preparatory courses that have previously fallen under the co-op work permit program.
- 2) International students must remain enrolled and in good standing at a provincially designated post-secondary institution in order to remain in compliance with their study permit conditions. Provincial designation through the Ministry of Advanced Education includes the requirement for a "high level revocation process," which is the purpose of this document.
- 3) St. Peter's College will be required to report to CIC students who are no longer in compliance with the conditions of their study permit.

The Student Services Office is the first point of contact for international students, staff and faculty regarding these regulatory changes and requirements. The Student Services Officer serves as the Designated Institutional Representative (DIR) for CIC.

This document outlines the process that will be followed in cases where St. Peter's College will be required to initiate CIC's study permit revocation process for international students who are no longer in compliance with their study permit conditions. It is important to note that **only CIC can revoke an international student's study permit.**

### Overview of document

This document provides a high level overview of how international student study permit revocation initiation will be handled at St. Peter's College. The document includes the following sections:

- 1) Relevant policies, regulations and procedures that will guide the revocation initiation process.
- 2) Grounds for initiating revocation
- 3) Stages of initiating study permit revocation.
- 4) Supporting international students who are in non-compliance and may be reported
- 5) Ongoing review and assessment of process .

## Relevant policies, regulations and procedures

St. Peter's College policies, regulations and procedures that guide the initiation of study permit revocation are as follows:

- 1) Student Appeals of Evaluation, Grading and Academic Standing
- 2) Standard of Student Conduct in Non-Academic Matters and Regulations and Procedures for Resolution of Complaints and Appeals (Graduate and Undergraduate students)
- 3) Regulations on Student Academic Misconduct (Undergraduate students)

## Grounds for Initiating Revocation

There are four grounds that St. Peter's College will base the initiation of CIC study permit revocation for international students. These are as follows:

- 1) *Requirement to Discontinue*: St. Peter's College would report an international student for study permit non-compliance if the student was required to discontinue their program and had no other program options at St. Peter's College to pursue. Any appeal processes must have been completed before St. Peter's College would report non-compliance to CIC.
- 2) *Suspension or Expulsion*: St. Peter's College would report an international student for non-compliance if the student was suspended for longer than one term (8 months or more) or expelled due to a decision made under the Standard of Student Conduct in Non-Academic Matters.
- 3) *Voluntary Withdrawal*: St. Peter's College would report an international student who voluntarily withdrew from their program through established college-level procedures and has not transferred to another designated post-secondary institution.
- 4) *Non-Registration*: St. Peter's College would report an international student who has not registered for the minimum period of study and study course load, as outlined in CIC study permit regulations.

## Stages Leading to the Initiation of Study Permit Revocation

The initiation of study permit revocation will include a minimum of four stages:

- 1) **Stage One: Change in student "good" standing**
  - The first stage involves any internal process that is undertaken at the College level that changes a student's good standing, as per university/college policy, regulations and process.
- 2) **Stage Two: Pre-CIC reporting**
  - The second stage involves ISSAC emails to all international students and one-on-one student advising for international students who have had a change in their student standing, as per university/college policy, regulations and process.
  - This stage also includes reviewing the CIC list of all St. Peter's College international students under the new ISP regulations and contacting any students who may be violating their study permit conditions through inactive registration.

- 3) **Stage Three: CIC reporting**
  - The third stage involves formal reporting based on the CIC list of St. Peter's College international students who fall under the new ISP regulations.
- 4) **Stage Four: Post-CIC reporting**
  - The fourth stage involves international student support provided through ISSAC for all international students who have been reported to CIC for non-compliance.

### **Supporting International Students**

Coordinated, sustained international student support is a central principle for St. Peter's College in relation to the initiation of study permit revocation. This support is a shared responsibility including but not limited to, college advisors, graduate student supervisors/graduate program chairs and ISSAC international education officers. The following outline student supports at each stage leading to the initiation of study permit revocation.

- 1) **Stage One Support: Change in student "good" standing**
  - Referral and access to student advocacy in relation to any charges of academic or non-academic misconduct
  - Supportive academic advising that aims to guide students to their best areas of study and pursue alternative options within the U of S, where possible and appropriate.
  - Encouragement by academic advisors / graduate supervisors or graduate chairs to contact an ISSAC international education officer for international students whose "good" standing may be in jeopardy. For example, this can be done as part of any formal documentation sent to international students who may be required to discontinue.
- 2) **Stage Two Support: Pre-CIC reporting**
  - Where there aren't any potential internal St. Peter's College alternative academic options for international students who are facing RTD, extended suspension or expulsion, alternative external academic pathway advising should be provided. This is provided by ISSAC international education officers, but may also be provided through college academic advising offices.
  - In advance of CIC reporting, ISSAC will contact international students are found to no longer be eligible for a study permit due to the *grounds for initiating revocation*. ISSAC will request a meeting with the students to discuss their situation and provide guidance on how to maintain compliance with their study permit conditions. This support includes, but is not limited to:
    - Assisting students in finding alternative approved institutions with suitable and comparable programs
    - Address student transfers, student records and financial issues (i.e. tuition refunds)
    - Provide support to international students transferring to approved alternate post-secondary educational institutions
- 3) **Stage Three Support: CIC reporting**
  - All students who are reported to CIC as being non-compliant with their study permit conditions will be notified by ISSAC with the offer of ongoing support.

4) **Stage Four Support: Post-CIC reporting**

- ISSAC international education officers will continue to provide support for international students who have been reported to CIC for non-compliance in relation to their study permit conditions. This support will be provided until the international student has successfully transferred to another institution or made plans to return home.

*Exceptional circumstances:* There are always exceptional circumstances that need to be accounted for in relation to supporting international students. Cases may involve serious accidents and injury, physical or mental illness or tragedy involving family or loved ones. Each case will be dealt with individually, in accordance with CIC regulatory guidelines.

**Ongoing review and assessment**

The new ISP regulations create a different institutional relationship with international students. Our goal is to ensure that these changes to the ISP provide a catalyst to adapt and improve our international student support. This is an ongoing relationship with our international students, with CIC and with the Ministry of Advanced Education. St. Peter's College is committed to ongoing review and assessment of its processes related to the initiation of study permit revocation.