

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

|                        |
|------------------------|
| SECTION: 11            |
| DATE:<br>June 16, 2015 |

**RECOMMENDATION  
STUDENT MEDICAL WITHDRAWAL POLICY**

**ACTION REQUESTED**

It is recommended that the Board of Regents approve the attached revision to Board Policy 8.7 *Student Involuntary Administrative Withdrawal* and change the name of the Policy to *Student Medical Withdrawal Policy*.

**STAFF SUMMARY**

It is recommended that the Board of Regents approve the *Student Medical Withdrawal Policy*. The policy focuses on the safety of the EMU community, including those members whose medical condition interferes with their ability to succeed at EMU. The policy provides an independent process, separate from the Student Conduct procedure, to address matters related to student medical withdrawal. The process includes review by a multi-disciplinary team with expertise in student well-being and safety. The primary focus of this policy is on working cooperatively with students towards their success at EMU and securing voluntary cooperation if a period of absence is required. Involuntary withdrawal is permitted in accordance with the standards in the policy when voluntary cooperation is not successful.

**FISCAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

The proposed Board action has been reviewed and is recommended for Board approval.

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University Executive Officer  
Gloria Hage  
General Counsel

June 16, 2015  
Date

## Student Medical Withdrawal Policy

### UNIVERSITY POLICY STATEMENT

~~STUDENT INVOLUNTARY ADMINISTRATIVE WITHDRAWAL POLICY~~  
~~UNIVERSITY POLICY STATEMENT~~

~~It is the policy of Eastern Michigan University (EMU) to establish a Student Involuntary Administrative Withdrawal Policy for the purpose of maintaining a campus environment that is conducive to learning, protects the University's educational purposes, maintains reasonable order on campus, and protects the rights and safety of all members of the University community. The University may order the involuntary withdrawal of a student from the University or from on-campus housing in accordance with University policy, as described below. Eastern Michigan University strives to maintain a community that is safe for all of its members.~~

### ~~UNIVERSITY PRACTICE~~

~~The Student Involuntary Administrative Withdrawal Policy, below, outlines the procedures to be utilized in seeking the involuntary withdrawal of a student.~~

When a student's conduct may jeopardize the health, safety or welfare of the community or one of its members, such conduct will typically be addressed through the Student Conduct Code. There are times, however, when the University recognizes that such conduct may be, in whole or in part, the result of a documented medical condition.

In those cases, this Policy may present an alternative to proceeding solely under the Student Conduct Code. Every student's situation will be reviewed and assessed individually to determine if it is appropriate to apply this Policy.

### Section I: Scope of Policy

The ~~policy~~Policy will cover behaviors described in Section II: ~~Standards for Withdrawal, Items "a" through "e",~~ that occur on University premises and/or at University-sponsored activities ~~but, The Policy~~ may also address off-campus behavior if the University determines that the behavior, ~~or the continued presence of the student,~~ impairs, obstructs, interferes with or adversely affects the mission, processes or functions of the University.

For purposes of this ~~policy~~Policy a student is defined as ~~follows~~any of the following:

~~\* Any person enrolled for courses through or at EMU, both full-time and part-time, and any person those who attends attend educational institutions other than EMU but who resides reside in EMU residence-halls residences.~~

~~\* Any person who is not officially enrolled for a particular term but whose EMU record indicates a continuing relationship with the University, or,~~

~~\* Any person who has been accepted into EMU but has not yet enrolled for courses.~~

### Section II: Standards for Withdrawal

In accordance with University policy, and applicable federal and state laws prohibiting discrimination based on disability, a student may be ~~involuntarily~~medically withdrawn from the University and/or ~~on-campus housing~~University residences, either temporarily or permanently, if it is determined that ~~a~~the student ~~suffers from a~~ mental disorder as defined by the current American Psychiatric Association Diagnostic and Statistical Manual, and as a result of the disorder:

~~a. Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, and/or~~ \* Demonstrates behavior that is unreasonably disruptive to the normal education process and orderly operation of the University, and requires an excessive amount of University resources, and/or

~~b. Engages, or threatens to engage, in behavior which would cause~~ \* Demonstrates significant property damage, which directly and substantially impedes the lawful activities of other members of the University, and/or ~~c. Demonstrates an~~ and ongoing inability to satisfy basic personal needs (e.g., nourishment, shelter) such that there is a reasonable possibility that ~~serious physical harm or death might~~ may occur ~~within a short period of time, and/or~~

~~d. \*~~ Commits a violation of the University's Student Conduct Code and lacks the capacity to comprehend and participate in the University's disciplinary process, and/or ~~e. Commits a violation of the University's Student Conduct Code and~~ did not understand the nature or wrongfulness of the conduct at the time of the offense.

Section ~~III~~III: Premises Underlying This Policy

The Involuntary Medical Review process will include consideration of the following information:

\* the objective and observable behaviors exhibited by the student;

\* current medical information; and

\* the student's educational record.

An involuntary ~~administrative~~medical withdrawal:

~~a. \*~~ Is not a substitute for appropriate disciplinary action under the Student Conduct Code. b. The University reserves the right, in all cases, to address conduct under the Student Conduct Code.

\* Should not be used to dismiss socially or emotionally "eccentric" students who do not otherwise meet the standards for withdrawal specified in ~~this section~~Section II.

~~e. \*~~ Should only be initiated after when:

o reasonable attempts to secure ~~voluntary~~ cooperation for a ~~psychological evaluation or~~ voluntary withdrawal have been exhausted or ~~if~~

o the student refuses to agree to or doesn't adhere to reasonable conditions established for his/her continued presence on campus and/or in ~~on-campus housing~~ University residence.

Section IV: Procedures Under this Policy

Commencement of the Process

This process may be initiated ~~by the Director of Student Conduct and Community Standards (SCCS)~~ when:

~~a.\*~~ Any member of the University community ~~who~~ reasonably believes that a student may meet one of the involuntary medical withdrawal standards in Section II ~~contacts the Director of Student Conduct and Community Standards with and reports~~ his/her concerns about the student, ~~and/~~ or ~~b.\*~~ The student ~~is referred to Student Conduct and Community Standards for~~ has committed a possible conduct code violation and the conduct is such that it may meet one or more of the involuntary medical withdrawal standards in Section II.

~~Informal Review by Student Conduct and Community Standards~~

The ~~Director~~Chair of ~~the~~ Student ~~Conduct and Community Standards will~~ ~~conduct a preliminary, informal~~Intervention Team (SIT) or his/her designee will review information as outlined in Section III and ~~will~~ schedule a meeting with the student.

At the end of this informal review, the ~~Director~~Chair may do one or more of the following:

~~a.\*~~ Determine that the student does not meet the standard for involuntary medical withdrawal and terminate this process. If warranted, the student's conduct will be handled by Student Conduct and Community Standards under the regular disciplinary process.

~~b.\*~~ Require the student to ~~schedule~~undergo an evaluation by a ~~qualified, licensed mental health professional outside~~fully-licensed psychologist or psychiatrist designated by the University ~~within five calendar days.~~ ~~The student will be responsible for any costs associated with the evaluation.~~ ~~c.~~ ~~Refer the student to the Student Intervention Team (SIT) for an assessment and recommendation under this policy. Any pending disciplinary action against the student will be postponed until the Student Intervention Team completes this process.~~ The cost of the evaluation will be borne by the University. If the student refuses to undergo an evaluation or to provide any release of requested information for the review and/or evaluation, the Involuntary Medical Withdrawal process will continue without the benefit of the medical evaluation.

~~d.\*~~ Allow a student who meets the conditions for an involuntary medical withdrawal to voluntarily withdraw from the University and waive the right to further procedures under this policy. If future reenrollment at the University is an option, the ~~Director~~Student Intervention Team will provide the conditions necessary for consideration of reenrollment to the student in writing (see "Conditions for Reenrollment" section of this policy).

\* Refer the student to the Involuntary Withdrawal Review Team (IWRT) to proceed with the hearing process.

Referral to the ~~Student Intervention~~Involuntary Withdrawal Review Team (IWRT)

~~After completing the informal review as described in the above section, the Director of Student Conduct and Community Standards may refer a student to a hearing with the University's Student Intervention Team for assessment and recommendations. The team will include:~~

~~\* One member at large appointed for a two-year term by the Vice President for Student Affairs and Enrollment Management~~

~~▲ The Director of Counseling and Psychological Services, or his/her designee~~

~~▲ The Director of Residence Life, or his/her designee~~

~~The chair of the Student Intervention Team will be appointed to a two-year term by the Vice President for Student Affairs and Enrollment Management.~~

The role of the ~~Student Intervention Team~~ is to determine whether the student should be involuntarily withdrawn from the University and/or ~~on-campus housing~~ University residences or whether the student can remain in school and/or continue to live in ~~on-campus housing~~ University residence under specified conditions. ~~The recommendation by~~

\* The Involuntary Withdrawal Review Team will include:

o The Chair of the Student Intervention Team will require the concurrence of any two of the three team members.

o Two additional members of the Student Intervention Team (excluding General Counsel).

~~The Director of Student Conduct and Community Standards~~ \* The SIT Chair will arrange for the ~~Student Intervention Team~~ team to meet with the student and will notify the student in writing by email of his/her referral to a hearing and inform the student of the time, date and location of the hearing. ~~If the Director of Student Conduct and Community Standards has ordered a psychological assessment, the Student Intervention Team will not be convened until the evaluation has been completed and the written psychological assessment has been submitted to the University.~~ Notice of the hearing will be considered adequate if it is ~~sent to the student's last known address registered with the University or is hand~~ delivered to the student at least three business days in advance of the meeting time.

~~Student Intervention~~ Involuntary Withdrawal Review Team Hearing

The ~~Student Intervention Team~~ IWRT will conduct a hearing with the student in order to determine an appropriate course of action under this policy. The following guidelines will govern the hearing:

~~a.\* The student will have the right to~~ may be present throughout the entire hearing, unless the student ~~becomes disruptive~~ is not able to participate effectively.

~~b.\* The hearing will be conducted even if the student fails to attend the hearing or if the student is removed during the hearing for disruptive behavior~~ does not attend.

~~e. A family member and/or a qualified mental health professional may accompany the~~ \* The student may be bring one support person to the hearing. ~~Legal counsel will not be permitted at this hearing.~~ The student will be expected to speak on his/her own behalf ~~whenever possible.~~

~~d.\* The student will have the right to review all case information before the hearing with the exception of personal or confidential notes of University officials regarding the case. The information will be made available to the student~~ in the Student Conduct and Community Standards

~~office during normal business hours~~ at least 2 business days before the scheduled hearing.

e.\* The hearing ~~shall be conversational and non-adversarial,~~ will follow a discussion format whenever possible. Formal rules of evidence will not apply, ~~except that the~~ The Chair may exclude ~~evidence~~ information that is not relevant or is cumulative.

f.\* The student has the right to question all witnesses ~~at the hearing~~ and comment on all documents presented.

g.\* The hearing will be closed to the public, and ~~all testimony and evidence~~ information will be considered confidential to the extent permitted by law.

h.\* The hearing will be ~~tape~~ recorded by the University. ~~Tapes will remain the property of the University and will serve as the official record of the proceedings. The University will retain the tape recording for a period of two years after a final determination has been issued and all appeals have been exhausted under this policy. After the expiration of this two-year period, the University may erase or discard the tape recording.~~

Disposition of the Case

Upon completion of the ~~Student Intervention Team~~ hearing, the ~~Team~~ IWRT will submit its written findings to the ~~Director~~ Associate Vice President of Student ~~Conduct and Community Standards~~ Affairs or his/her designee within ~~three~~ 3 business days. This document will include the recommendation of the ~~Team,~~ IWRT, and the reason(s) for the recommendation, ~~and:~~

1. ~~If the Team recommends an~~ A recommendation of involuntary medical withdrawal, whether will include the conditions the student ~~is~~ must meet to be considered for reenrollment, ~~including the conditions the student must meet and any, and the~~ length of time that must pass before the student can apply for reenrollment, ~~OR,~~

2. ~~If the Team does not order an involuntary withdrawal, any conditions that the student must meet in order to remain enrolled in school and/or remain in on-campus housing.~~

~~The Director of Student Conduct and Community Standards will notify the student in writing within three business days after receiving the Team's written findings and will inform the student of his/her right to appeal the Team's recommendation. If the student chooses not to appeal or if, after the appeal, the recommendation is still to allow the student to remain enrolled in school and/or remain in on-campus housing, the student will meet with the Director of Student Conduct and Community Standards, within~~

~~five calendar days, to formalize the recommendation into a behavioral contract between the University and the Student.~~

#### APPEAL PROCESS

~~A student may appeal any of the following decisions rendered under this policy:~~

- ~~a. An involuntary withdrawal from the University and/or from on-campus housing recommended by the Student Intervention Team.~~
- ~~b. The conditions recommended by the Student Intervention Team in order for the student to remain enrolled and/or continue living in on-campus housing.~~
- ~~c. A denial of the student's request for reenrollment by the Student Intervention Team.~~
- ~~d. An involuntary withdrawal implemented in accordance with the "Student's Failure to Comply" section of this policy.~~

~~The student must submit a written appeal to the Vice President for Student Affairs and Enrollment Management office within seven calendar days of the date of the decision being appealed. After reviewing the student's case and after meeting with the student, the Vice President or his/her designee will render a written decision as it relates to the student's appeal within five calendar days. This decision will be final. A recommendation of no involuntary medical withdrawal may still include conditions that the student must meet in \* order to remain enrolled in school and/or University residences.~~

~~\* A student who voluntarily withdraws or is involuntarily withdrawn under this policy may be subject to~~

~~conditions for reenrollment. These will be provided to the student in writing and which may include, but are not limited to the following:~~

- ~~a. Submission of a psychological assessment by a qualified mental health professional, indicating readiness to return to school.~~
- ~~b. Continued counseling or therapy.~~
- ~~c. Continued medication.~~
- ~~d. Restriction against on-campus housing.~~
- ~~e. Successful completion of college courses at another college or university.~~
- ~~f. Review by the Student Intervention Team.~~

~~o Restrictions from on-campus residences~~

~~o Academic reintegration plan~~

~~\* The Associate Vice President of Student Affairs or his/her designee will make a determination within 3 business days after receiving the JWRT recommendation(s).~~

~~\* The Associate Vice President of Student Affairs or his/her designee will inform the student of the decision and the right to appeal in writing within 3 business days.~~

~~\* The student will have 3 business days to notify the Associate Vice President of Student Affairs or his/her designee of their choice to either accept or appeal the decision in whole or in part. The decision will go into effect if the student fails to respond within 3 business days.~~

#### Reenrollment Process

~~\* Reenrollment requests must be submitted in writing to the Office of the Associate Vice President of Student Affairs 30 days prior to the desired date of return or as indicated in the decision letter.~~

~~A student seeking reenrollment must do so by notifying the Director of Student Conduct and Community Standards of his/her desire to reenroll and must provide the office with documentation \* Reenrollment requests must include documentation of adherence to all required conditions for reenrollment as indicated in the decision letter. The Director of~~

~~Student Conduct and Community Standards will refer the request to the Student Intervention Team.~~

~~\* Reenrollment is not guaranteed. After reviewing the case and meeting with the student, the Student Intervention Team~~The Associate Vice President of Student Affairs or his/her designee will make a decision on the ~~student's request for reenrollment, stipulate any~~which may include further conditions for reenrollment ~~and notify the student in writing within five calendar days after meeting with the student.~~

~~\* The student will receive written notification within 5 business days after meeting with the student.~~

### Appeal Process

#### ~~Student's Failure to Comply~~

~~The student may appeal any of the actions taken under this policy, provided a written appeal is received by the Office of the Provost within 5 business days from the date of the decision. The following are the only grounds for appeal:~~

~~\* There were procedural errors in the hearing or disposition of the case serious enough to affect the outcome.~~

~~\* There is new information not available at the time of the hearing which would have materially affected the outcome.~~

~~\* The decision of the IWRT was not supported by the information presented at the hearing.~~

~~A student may be involuntarily withdrawn and/or disciplined under the conduct code if he/she:~~

~~Possible outcomes of the appeal are:~~

~~\* Remand to the IWRT for further review~~

~~\* Modification of the decision~~

~~The Provost and Executive Vice President of Academic and Student Affairs or his/her designee will issue a written decision within 5 business days. This decision will be final.~~

~~1. Fails to attend any required meeting(s) under this policy, and/or  
2. Fails to timely schedule and/or appear at a psychological assessment requested by the Director of Student Conduct and Community Standards, and/or~~

~~3. Fails to adhere to any conditions placed on him/her in order for him/her to remain enrolled in the University and/or remain in on-campus housing.~~

~~The official case file will be retained by the Associate Vice President of Student Affairs' Office for a period of 7 years from a final determination date.~~

### Section V: Emergency Interim ~~Withdrawal~~Suspension

~~\* An emergency interim ~~withdrawal~~suspension may be implemented immediately by the ~~Director of Student Conduct and Community Standards, after approval of the~~Associate Vice President for Student Affairs and Enrollment Management or his/her designee, if the ~~Director reasonably believes that the student may be suffering from a mental disorder and there is reason to believe that~~or his/her designee upon recommendation~~



~~of IWRT, if the student's behavior poses a substantial threat of harm to oneself or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions~~ an imminent threat to the health, safety or welfare of the community or one of its members, such that the timelines contained in Section IV: Procedures Under this Policy cannot be adhered to.

\* A student ~~may~~will be notified of the emergency interim suspension either orally or in writing. ~~It~~

\* Emergency interim suspension takes effect ~~the day it is issued by the Director of Student Conduct and Community Standards~~ immediately.

\* A student ~~withdrawn~~suspended on an emergency interim basis will be given the opportunity to meet with the Associate Vice President ~~for of~~ Student Affairs ~~and Enrollment Management~~ or his/her designee within ~~forty-eight (48) hours~~ 2 business days from the effective date of the emergency interim withdrawal to ~~discuss~~appeal the ~~following issues-~~ only: decision.

- ~~1. The reliability of the information concerning the student's behavior, and/or~~
- ~~2. Whether the student's continued presence on campus poses a substantial threat of harm to oneself or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions.~~

~~At the conclusion of this meeting, the Vice President or his/her designee may either uphold or cancel the interim emergency withdrawal. Regardless of whether the emergency interim withdrawal is upheld or cancelled, the Vice President or his/her designee will direct the Director of Student Conduct and Community Standards to continue with the involuntary administrative withdrawal process as outlined in this policy. However, if the interim emergency withdrawal is to remain in effect, the Director of Student Conduct and Community Standards will make every effort to expedite the process in an effort to minimize any possible negative impact on the student.~~

## ~~Section VI: Transcripts and Refunds~~

### ~~Transcripts~~

~~A student who, under this policy, is allowed to voluntarily withdraw or is involuntarily withdrawn will be given a "W" grade for each course in which he/she is currently enrolled. An administrative hold will be placed on the student's academic record to prevent any unauthorized reenrollment by the student.~~

### ~~Refunds~~

~~A student who, under this policy, is allowed to voluntarily withdraw or is involuntarily withdrawn may request a refund of tuition, fees, housing payments and any other amounts. Refunds will be made in accordance with applicable University policies and procedures.~~

#### ~~RESPONSIBILITY FOR IMPLEMENTATION~~

~~The Vice President for Student Affairs and Enrollment Management is responsible for the overall implementation, administration and interpretation of the policy and may appoint a designee to oversee appeals brought forth under this policy. The Director of Student Conduct and Community Standards is responsible for the daily administration of the policy.~~

#### ~~SCOPE OF POLICY COVERAGE~~

~~This policy applies to all students as defined in Section I of the Student Involuntary Administrative Withdrawal Policy.~~

~~\* Whether the emergency interim suspension is upheld or cancelled, the Associate Vice President of Student Affairs or his/her designee will direct the IWRT to proceed with the Involuntary Medical Withdrawal Process as outlined in this policy.~~

3/3/2015

# 8.7. Student Medical Withdrawal Policy

Effective Date: 6-17-2003

Revision Date: 12-15-2011

Revision Date: 6-16-15

## **UNIVERSITY POLICY STATEMENT**

Eastern Michigan University strives to maintain a community that is safe for all of its members.

When a student's conduct may jeopardize the health, safety or welfare of the community or one of its members, such conduct will typically be addressed through the Student Conduct Code. There are times, however, when such conduct may be, in whole or in part, the result of a documented medical condition, and/or the behavior is not appropriately addressed through the Student Conduct Code. In those cases, this Policy may present an alternative to proceeding solely under the Student Conduct Code. Every student's situation will be reviewed and assessed individually to determine if it is appropriate to apply this Policy.

### **Section I: Scope of Policy**

The Policy will cover behaviors described in Section II that occur on University premises and/or at University-sponsored activities. The Policy may also address off-campus behavior if the University determines that the behavior impairs, obstructs, interferes with or adversely affects the mission, processes or functions of the University.

For purposes of this Policy a student is defined as any of the following:

- \* Any person enrolled for courses through or at EMU, both full-time and part-time, and those who attend educational institutions other than EMU but who reside in EMU residences.
- \* Any person who is not officially enrolled for a particular term but whose EMU record indicates a continuing relationship with the University.
- \* Any person who has been accepted into EMU but has not yet enrolled.

### **Section II: Standards for Withdrawal**

In accordance with University policy, and applicable federal and state laws prohibiting discrimination based on disability, a student may be medically withdrawn from the University and/or University residences, either temporarily or permanently, if it is determined that the student:

- \* Demonstrates behavior that is unreasonably disruptive to the normal education process and orderly operation of the University, and requires an excessive amount of University resources, and/or

- \* Demonstrates significant and ongoing inability to satisfy basic personal needs (e.g., nourishment, shelter) such that there is a reasonable possibility that harm may occur, and/or
- \* Commits a violation of the University's Student Conduct Code and lacks the capacity to comprehend and participate in the University's disciplinary process, and/or did not understand the nature or wrongfulness of the conduct at the time of the offense.

### **Section III: Premises Underlying This Policy**

The Involuntary Medical Review process will include consideration of the following information:

- \* The objective and observable behaviors exhibited by the student;
- \* Current medical information; and
- \* The student's educational record.

An involuntary medical withdrawal:

- \* Is not a substitute for appropriate disciplinary action under the Student Conduct Code. The University reserves the right, in all cases, to address conduct under the Student Conduct Code.
- \* Should not be used to dismiss socially or emotionally "eccentric" students who do not otherwise meet the standards for withdrawal specified in Section II.

Should only be initiated when:

- \* Reasonable attempts to secure cooperation for a voluntary withdrawal have been exhausted or
- \* The student refuses to agree to or doesn't adhere to reasonable conditions established for his /her continued presence on campus and/or in University residence.

### **Section IV: Procedures Under this Policy**

#### **Commencement of the Process**

This process may be initiated when:

- \* Any member of the University community reasonably believes that a student may meet one of the involuntary medical withdrawal standards in Section II and reports his/her concerns about the student, or

- \* The student has committed a possible conduct code violation and the Conduct is such that it may meet one or more of the involuntary medical withdrawal standards in Section II.

### **Informal Review**

The Chair of the Student Intervention Team (SIT) or his/her designee will review information as outlined in Section III and schedule a meeting with the student.

At the end of this informal review, the Chair may do one or more of the following:

- \* Determine that the student does not meet the standard for involuntary medical withdrawal and terminate this process. If warranted, the student's conduct will be handled by Student Conduct and Community Standards under the regular disciplinary process.
- \* Require the student to undergo an evaluation by a fully-licensed psychologist or psychiatrist designated by the University. The cost of the evaluation will be borne by the University. If the student refuses to undergo an evaluation or to provide any release of requested information for the review and/or evaluation, the Involuntary Medical Withdrawal process will continue without the benefit of the medical evaluation.
- \* Allow a student who meets the conditions for an involuntary medical withdrawal to voluntarily withdraw from the University and waive the right to further procedures under this policy. If future reenrollment at the University is an option, the Student Intervention Team will provide the conditions necessary for consideration of reenrollment to the student in writing (see "Conditions for Reenrollment" section of this policy) .
- \* Refer the student to the Involuntary Withdrawal Review Team (IWRT) to proceed with the hearing process. Referral to the Involuntary Withdrawal Review Team (IWRT)

The role of the team is to determine whether the student should be involuntarily withdrawn from the University and/or University residences or whether the student can remain in school and/or continue to live in University residence under specified conditions.

- \* The Involuntary Withdrawal Review Team will include: o The Chair of the Student Intervention Team.
- \* Two additional members of the Student Intervention Team (excluding General Counsel).
- \* The SIT Chair will arrange for the team to meet with the student and will notify the student by email of his/her referral to a hearing and inform the student of the time, date and location of the hearing. Notice of the hearing will be considered adequate

if it is delivered to the student at least three business days in advance of the meeting time.

### **Involuntary Withdrawal Review Team Hearing**

The IWRT will conduct a hearing with the student in order to determine an appropriate course of action under this policy. The following guidelines will govern the hearing:

- \* The student may be present throughout the entire hearing, unless the student is not able to participate effectively.
- \* The hearing will be conducted even if the student does not attend.
- \* The student may bring one support person to the hearing. The student will be expected to speak on his/her own behalf.
- \* The student will have the right to review all case information before the hearing with the exception of personal or confidential notes of University officials regarding the case. The information will be made available to the student at least 2 business days before the scheduled hearing.
- \* The hearing will follow a discussion format whenever possible. Formal rules of evidence will not apply. The Chair may exclude information that is not relevant or is cumulative.
- \* The student has the right to question all witnesses and comment on all documents presented.
- \* The hearing will be closed to the public, and information will be considered confidential to the extent permitted by law.
- \* The hearing will be recorded by the University.

### **Disposition of the Case**

Upon completion of the hearing, the IWRT will submit its written findings to the Associate Vice President of Student Affairs or his/her designee within 3 business days. This document will include the recommendation of the IWRT, and the reason(s) for the recommendation.

- \* A recommendation of involuntary medical withdrawal will include the conditions the student must meet to be considered for reenrollment and the length of time that must pass before the student can apply for reenrollment. A recommendation of no involuntary medical withdrawal may still include conditions that the student must meet in order to remain enrolled in school and/or University residences.
- \* A student who voluntarily withdraws or is involuntarily withdrawn under this policy may be subject to conditions for reenrollment which may include, but are

not limited to:

- \* Continued counseling or therapy
- \* Continued medication
- \* Restrictions from on-campus residences or Academic reintegration plan.
- \* The Associate Vice President of Student Affairs or his/her designee will make a determination within 3 business days after receiving the IWRT recommendation(s).
- \* The Associate Vice President of Student Affairs or his/her designee will inform the student of the decision and the right to appeal in writing within 3 business days.
- \* The student will have 3 business days to notify the Associate Vice President of Student Affairs or his/her designee of their choice to either accept or appeal the decision in whole or in part. The decision will go into effect if the student fails to respond within 3 business days.

### **Reenrollment Process**

- \* Reenrollment requests must be submitted in writing to the Office of the Associate Vice President of Student Affairs 30 days prior to the desired date of return or as indicated in the decision letter.
- \* Reenrollment requests must include documentation of adherence to all required conditions for reenrollment as indicated in the decision letter.
- \* Reenrollment is not guaranteed. The Associate Vice President of Student Affairs or his/her designee will make a decision on the request which may include further conditions for reenrollment.
- \* The student will receive written notification within 5 business days after meeting with the student.

### **Appeal Process**

The student may appeal any of the actions taken under this policy, provided a written appeal is received by the Office of the Provost within 5 business days from the date of the decision. The following are the only grounds for appeal:

- \* There were procedural errors in the hearing or disposition of the case serious enough to affect the outcome.
- \* There is new information not available at the time of the hearing which would have materially affected the outcome.

- \* The decision of the IWRT was not supported by the information presented at the hearing.

Possible outcomes of the appeal are:

- \* Remand to the IWRT for further review.
- \* Modification of the decision.

The Provost and Executive Vice President of Academic and Student Affairs or his/her designee will issue a written decision within 5 business days. This decision will be final.

The official case file will be retained by the Associate Vice President of Student Affairs' Office for a period of 7 years from a final determination date.

#### **Section V: Emergency Interim Suspension**

- \* An emergency interim suspension may be implemented immediately by the Associate Vice President for Student Affairs or his/her designee upon recommendation of IWRT, if the student's behavior poses an imminent threat to the health, safety or welfare of the community or one of its members, such that the timelines contained in Section IV: Procedures Under this Policy cannot be adhered to.
- \* A student will be notified of the emergency interim suspension either orally or in writing.
- \* Emergency interim suspension takes effect immediately.
- \* A student suspended on an emergency interim basis will be given the opportunity to meet with the Associate Vice President of Student Affairs or his/her designee within 2 business days from the effective date of the emergency interim withdrawal to appeal the decision.
- \* Whether the emergency interim suspension is upheld or cancelled, the Associate Vice President of Student Affairs or his/her designee will direct the IWRT to proceed with the Involuntary Medical Withdrawal Process as outlined in this policy.