

**Title: Protocol for Student Administrative Withdrawal
for Medical, Emotional or Psychological Emergencies**

Policy: 3000

Purpose

To establish the University's procedures for student Administrative Withdrawals

Authority, Responsibility, and Duties

The decision concerning administrative withdrawal is made by the Vice President of Student Affairs in consultation with the Directors of the University Counseling Center, Student Health Services, Residence Life, or Student Activities (specifically, judicial affairs), the involved faculty member(s), the University's Threat Assessment Team and, when appropriate, other professional medical and psychological resources.

Policy Statements

A student may be administratively withdrawn from the University if it has been determined that the student suffers from a medical, emotional or psychological health condition or emergency which:

- Poses a significant danger or threat of physical harm to the student or to the person or property of others;
- Causes the student to significantly interfere with the rights of other members of the University community or with the exercise of activities or functions of the University or its personnel; or
- Causes the student to be unable to meet institutional requirements for continued enrollment, as defined in the Student Conduct Code (found in the Student Handbook) and other publications of the University.

Enforcement

- Parents of dependent students may be consulted on a medical withdrawal action without the student's permission. Consultation with parents of independent students can occur if necessary to protect the health and/or safety of the student or other individuals.
- Except in emergency situations, a student shall, upon written request, be accorded an appropriate hearing before the final decision concerning his or her continued enrollment at the University.
- In emergency situations where there is an immediate and **foreseeable** danger that the student may be harmful to him/herself or to other individuals, the Vice President of Student Affairs may take immediate protective measures including interim administrative suspension or administrative withdrawal. If a student wishes to appeal, he/she must submit a written letter of appeal within 72 hours upon receiving verbal or written notification of the decision.

When a student is administratively withdrawn under the provisions of this policy, the Vice President of Student Affairs may request that the Registrar consider awarding the grade of "W" (Withdrawal) for all courses in which the student is enrolled for that Guidelines on Hardship Refunds.

The University will evaluate the feasibility of making refunds to students who encounter emergency hardship situations during a term of enrollment. If document evidence exists to prove that these conditions exist, refunds may be made.

(1) Criteria for refund **consideration** include the following:

- Death in the immediate family (sibling, spouse, child, parents of students or parents of student's spouse, legal guardian, or other relative(s) living in the household, e.g., grandparents).
- Medical emergency, including accident, serious illness, or non-elective surgery for self or member of the immediate family as defined above.
- Change in socio-economic conditions resulting in the inability to continue with classes:
 - Loss of job or job transfer
 - Family or child-care dependency crisis
 - Legal action of a non-criminal nature, e.g., divorce, required court appearance, personal or family bankruptcy
 - Other serious situations that prohibit class attendance

(2) Procedures for Hardship Refunds include the following:

- Hardship refund requests are referred to the Vice President of Student Affairs. Preliminary assessment is made regarding possible eligibility for a refund. If the basic criteria are satisfied, the requesting party is asked to submit supporting documentation.
- The Vice President of Student Affairs will confer with the Registrar as to the appropriate action. **If the request is deemed appropriate**, the Vice President of Students Affairs or designee **will recommend the refund to the Associate Vice President of Administration and Finance**. **If approved**, the student will be notified and the Bursar will process the refund following internal control procedures.
- Refunds to students on financial aid will be returned to the original financial aid source.
- The Registrar will remove the student's name from the class rolls, and no grades will be awarded for the semester.
- If a refund is denied, the Vice President of Student Affairs has the option of **initiating a request to withdraw** the student with letter grades of "W" (Withdrawal). The withdrawal action will be handled consistent with the withdrawal guidelines approved by the Academic Support Services.

References

Medical, emotional or psychological health condition or emergencies include, but are not limited to:

(1) **Imminent Dangers Situations**

- The student has inflicted harm to self that a reasonable person would regard as serious.
- The student is believed to have ingested substance(s) of an amount and effect of which is uncertain.
- The student has threatened harm to self or others regardless of whether the student has been using any alcohol/drugs.
- The extent of self-injury is unknown and the student is unresponsive to stimuli.

