Title of the Policy: Involuntary Withdrawal Policy

Functional Area: Student Affairs
Applies To: Students
Policy Reference(s): Code of Student Integrity
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Responsible Person
The Associate Vice President for Student Affairs/Dean of Students in conjunction with the Vice President for Student Affairs is responsible for administration and maintenance of this policy.

Purpose / Rationale
This protocol applies to any student who withdraws or is withdrawn from Armstrong for behavioral reasons. These reasons may or may not be a result of a medical condition (including psychological conditions). This protocol is used to help transition a student to a safer or healthier environment when remaining at the University may not be in the best interests of the student or the university community. This policy may be enacted when a student’s behavior is significant enough to pose a threat to the greater Armstrong community.

Definitions

Communication
All communication from the University concerning this process will be to the student’s Armstrong email address.

Days
In terms of this policy, a day is considered to be any week day that the University is open.

Dean of Students
In terms of this policy, Dean of Students means the Associate Vice President for Student Affairs/Dean of Students or his/her designee.

Relationship to Student Integrity Proceedings
The Involuntary Withdrawal process has no bearing on Student Integrity Proceedings. Both processes may run parallel to each other, with neither process impacting the other. Both processes are administrative in nature.
Policy

Voluntary Withdrawals
Students may withdraw themselves for any reason prior to the Last Day to Withdraw from a Class without an Automatic Grade of WF date without any academic penalty. Students should consult the academic calendar located on the Office of the Registrar’s website to determine this date. Hardship withdrawals after the deadline mentioned above are managed through the Provost’s Office. More information on that process can be found here.

Involuntary Withdrawals
Upon receipt of a report that a student’s behavior is threatening or perceived to be threatening to the life, health, safety, or welfare of any member of the University community or to University property, the Dean of Students may initiate the Involuntary Withdrawal process. The Dean of Students will determine, after an individual analysis, what behaviors warrant initiating this process.

Initial Measures
When the Involuntary Withdrawal is initiated, one of three initial measures may be enacted. These measures do not preclude other actions that may be taken, based on a specific situation. The Dean of Students, in consultation with the Behavioral Assessment Team, will make this decision.

1. No change in status. Armstrong may take no action if it is decided, based on review of the referral information or other information presented, that the student may be allowed to continue with no restrictions. In those cases, the student will be advised of the different accommodation and support services that are available.

2. Conditional Continuance at University. The University may require a student to meet certain conditions regarding the student’s behavior while enrolled. Such conditions include, but are not limited to, ceasing classroom or community disruptiveness, attending meetings with a Dean of Students Office Case Manager, removal from housing, or attendance at an assessment with a medical provider, including a medical provider or licensed mental health professional.

3. Interim Suspension. In accordance with Chapter 7 of the Code of Student Integrity a student may be interimly suspended from the University. A temporary ban from all Armstrong property (including residence halls, Liberty Center, Armstrong Center) is a condition of this Interim Suspension. A student is entitled to a meeting with the Vice President of Student Affairs or designee before the Interim Suspension is enacted. If enacted, an Interim Suspension is effective immediately.

Students with Disabilities
Armstrong will remain in full compliance with all Americans with Disabilities Act requirements. When determining if a student’s behavior is threatening or perceived to be threatening to the life, health, safety, or welfare of any member of the University community or to University property, the University will base this decision on the behavior in question. Any disclosed documented disability and its impact on behavior may be considered a mitigating factor and could result in reasonable accommodations being made. All students of Armstrong are held to the same standards of behavior.

Referral for Evaluation
The Dean of Students may refer or mandate a student for evaluation by an approved medical provider (medical doctor, psychiatrist, or other licensed mental health professional). Students will
be referred to the approved medical provider. The cost of the evaluation to the University designated approved medical provider will be covered by the University.

If a student chooses to go to a different medical provider, this provider must be pre-approved by the Dean of Students and will be at the student’s own expense. As part of this pre-approval process, Armstrong will consult with and evaluate the credentials of the outside medical provider. Any evaluation from a non-approved medical provider will not be accepted.

This evaluation must be completed within ten (10) days of the notice, unless an extension is granted by the Dean of Students. Failure to complete this evaluation, provide the results, and sign the release form will be seen as non-compliance. This non-compliance may result in additional actions.

**Communication with Medical Provider**
As part of this referral/mandate, the student will be required to provide the results to the Dean of Students as well as sign a release authorizing the medical provider to speak with a University official before, during, and after the evaluation.

**Involuntary Withdrawal Hearing**
Upon receipt of the medical evaluation, a hearing will be scheduled before the Dean of Students. All pertinent documentation (incident reports, witness statements, medical evaluation) will be included as part of this hearing. The student will be notified at least five (5) days in advance of the hearing. The student will be able to schedule a time with the Dean of Students before the hearing to review all materials. The student will also be notified of any witnesses that will present information at the hearing and must notify the Dean of Students in advance of any witnesses he or she will bring.

While the hearing is an official hearing, it will be informal in nature. The hearing is an opportunity for the student to provide information and any supporting witnesses, documentation, etc. The hearing will be recorded and will become part of the record for the case.

Upon conclusion of the Involuntary Withdrawal hearing, the Dean of Students will compile a case report, which summarizes all information pertaining to the case. The Dean of Students will then present all information to the Behavioral Assessment Team (BAT). The BAT will review the information and make a formal recommendation on action to the Dean of Students. The Dean of Students will make the final determination on if a student is to be involuntarily withdrawn under this policy.

The Dean of Students will schedule a meeting with the student to communicate the decision and answer any questions the student may have. If a decision is made to involuntarily withdraw a student, this decision is effective immediately upon notification. If the student does not schedule or attend the meeting, notification will be delivered to the student’s Armstrong email address.

If a student is involuntarily withdrawn, they will receive WHs in classes for the affected semester. Communication concerning the involuntary withdrawal will be sent to the Office of the Registrar, Office of the Bursar, and Office of Financial Aid.

**Role of Advisors**
A student may have an advisor (including an attorney) at any point in this process. The role of the advisor is to advise the student. The advisor may not actively represent the student or disrupt the process. Any advisor that repeatedly disrupts the process or the hearing will be removed.
Appeals
The decision of the Dean of Students is subject to appeal to the Vice President of Student Affairs or designee. This appeal must be received in writing in the Office of the Vice President for Student Affairs within five (5) days of the delivery of the Dean of Student’s Decision Letter.

If the Vice President of Student Affairs or designee determines one or more of the bases for appeal below have been met, he or she will conduct a review of all related case materials. Except to explain the basis of new information, appeals are typically limited to a review of the hearing and all associated case materials. At the discretion of the Vice President of Student Affairs or designee, the student or other witnesses may be called to clarify information contained within the original record. Any calling of the student or witnesses will be recorded and become part of the record.

Appeals will only be considered based on one of the following reasons:
1. To determine whether the original hearing was conducted fairly and in conformity with prescribed procedures.
2. To determine whether the decision of the Dean of Students was consistent with the weight of the information.
3. To determine whether new information, not available to the student at the time of the hearing, is relevant to or sufficient to alter the decision.

The Vice President of Student Affairs or designee may:
1. Affirm the decision of the Dean of Students.
2. Modify or rescind the withdrawal determination and associated requirements.
3. Remand the case back to a hearing with a different decision maker.

The decision of Vice President for Student Affairs can be appealed to the President of the institution. Appeals will only be considered based on one of the following reasons:
1. To determine whether the original hearing was conducted fairly and in conformity with prescribed procedures.
2. To determine whether the decision of the Vice President for Student Affairs was consistent with the weight of the information.
3. To determine whether new information, not available to the student at the time of the hearing, is relevant to or sufficient to alter the decision.

The President or designee may:
1. Affirm the decision of the Vice President for Student Affairs.
2. Modify or rescind the withdrawal determination and associated requirements.
3. Remand the case back to a hearing with a different decision maker.

The decision of the President is the final institutional action.

Reinstatement to Armstrong
Any student seeking reinstatement after being involuntarily withdrawn must apply for readmission through the Office of Admissions. The Student must then submit to the Pre-Admission Conduct Review process. Further information on this process can be found here.
In addition to any requirements set forth under this protocol, a student seeking reinstatement must also follow general readmission policies and procedures of the University and specific academic programs.

**Related Procedures**

None