INVOLUNTARY WITHDRAWAL PROCESS FLOWCHART

A student exhibits disruptive behavior in an instructional setting. Contemporaneously, the instructor uses the *Disruptive Behavior Incident Report* form to describe and document the objectionable behavior and transmits a copy to the student and their department chair (or administrative equivalent). The instructor thereby formally notifies the student that if the disruptive behavior continues, the student may face involuntary withdrawal from the course.

The student ceases the disruptive behavior. The issue is resolved.

The disruptive behavior continues. As initially, the instructor documents each occurrence and transmits the incident report to the student and their department chair. The instructor attempts to work with the student to resolve the issue and may seek support from Counseling Services or Disability Resources to do so. The instructor may also seek to engage the student in a voluntary mediated process in an attempt to address the problem.

The instructor concludes that a student's disruptive behavior is unresolvable. The instructor submits a proposed *Notice of Involuntary Withdrawal* to their department chair for review. The department chair approves or denies the request within two business days.

The request is denied. The student remains in the course.

The request is approved. The instructor and the department chair sign the *Notice of Involuntary Withdrawal* and transmit a copy to the student. The student is involuntarily withdrawn from the course, is barred from the class, and notified of their right to appeal within two business days.

The student accepts the involuntary withdrawal and receives a grade of "W". The issue is resolved.

Prior to the deadline, the student files an *Involuntary Withdrawal Notice of Appeal* with the Office of the Provost.

The Provost appoints a panel of one faculty member from the instructor's college and one faculty member from a different college to investigate the appeal. The appeal panel operates in a time-sensitive manner that will allow the student to successfully return to and complete the course should the student's appeal prevail. The student and the instructor may submit written statements. The investigators meet separately with the student and the instructor and prepare a written recommendation as to whether the involuntary withdrawal should be upheld or overturned. The student and instructor receive a copy of the recommendation and any written statements. The Provost reviews all case materials and determines whether the appealing student will be involuntarily withdrawn from the course. The Provost's decision is final.

The Provost overturns the involuntary withdrawal decision. The student rejoins the class.

The Provost upholds the involuntary withdrawal decision. The student is withdrawn from the course with a grade of "W".