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Capitalized terms used herein are defined in the [Student Involuntary Leave of Absence](#) Policy.

### Procedures

#### 1. Initiating an Evaluation

When faculty, administrators, Campus Living staff, advisors, coaches, other employees, or any person becomes aware that a Student may meet the criteria outlined in Section I.A. of the *Student Involuntary Leave of Absence* Policy, they should submit this information to the Dean of Students. The Dean will review and determine if initiating an involuntary leave evaluation is appropriate.

#### 2. Interim Action

- a. At any point during the evaluation process when safety is an immediate concern, the Dean may take action, including but not limited to, restricting the Student's access to the University campus, housing, services, and/or activities, as appropriate for an interim period. If interim action is taken, the Student will be notified in writing. The notice will include information regarding the Student's right to request a review of the decision to implement interim action.
- b. A Student notified of an interim action may request a review of the decision by the Vice President for Student Affairs. The Student must submit the written request for a review and any supporting materials within five University business days of the notice's date. The interim action will remain in effect during the review. After consideration of the request, the Vice President will notify the Student in writing of the decision regarding the interim action. This is a final decision. No additional appeal or grievance procedure is available.

#### 3. Written Notice

When the Dean determines that placing a Student on involuntary leave may be appropriate, the Dean will issue a written notice to the Student that the evaluation portion of the involuntary leave process has been initiated. The Dean's notice will include:

- a. the reason(s) why the Student is being considered for involuntary leave;
- b. any interim actions taken by the Dean and information regarding the Student's right to request a review of the decision to implement interim action;
- c. an invitation for the Student to both provide relevant information and meet with the Dean regarding the concerns within a specified timeline;

- d. information regarding the Student's right to reasonable accommodations in the process;
- e. contact information for Disability Resources;
- f. information regarding the option to take voluntary leave from the University at any time prior to a decision to impose an involuntary leave of absence;
- g. a copy of the *Student Involuntary Leave of Absence* Policy and these procedures; and
- h. a description of the role of and contact information for the Process Facilitator.

#### 4. Evaluation

- a. The Dean will conduct an individualized evaluation of the Student using all available relevant information, including information provided by the Student, to determine if any of the three criteria for imposing an involuntary leave of absence have been met:
  - 1. the Student's continued presence in the University community poses a serious risk to the safety of the Student or any other person or property; **or**
  - 2. the Student has engaged, or threatened to engage, in conduct that has caused, or is likely to cause, serious disruption to the University environment or its customary functions, including by impeding the rightful activities of others; **or**
  - 3. the Student is unable to function as a student.
- b. The Dean will consult with staff from Disability Resources, Counseling Services, and/or any other persons as appropriate given the individual circumstances.
- c. The Dean may ask the Student to execute a health records release to provide appropriate University personnel temporary authority to obtain information from the Student's treatment provider(s) regarding issues relevant to the involuntary leave of absence decision.
- d. If a Student does not execute a health records release, provide other relevant information to the Dean, meet with the Dean, or respond within the timeframe established by the Dean, the Dean may proceed with the evaluation based on the information that is reasonably available at the time.

#### 5. Recommendation

The Dean will submit one of the following recommendations and the reasons for it in writing for consideration by the Vice President:

- a. the Student may remain at the University without conditions; **or**

- b. the Student may remain at the University with conditions, which if violated would cause a reevaluation of the Student's status; **or**
- c. the Student should be placed on involuntary leave with or without conditions for return to the University, if the Student does not elect to take voluntary leave.

#### 6. Decision

- a. The Vice President will issue a written notice of the decision to the Student. The Vice President will notify the Dean and other University officials of the decision as appropriate.
- b. If the Vice President decides that the Student must adhere to conditions to remain enrolled, the notice will include:
  - 1. the basis for the decision;
  - 2. the conditions the Student will need to satisfy to remain enrolled;
  - 3. a timeframe for when the Student must adhere to conditions;
  - 4. information regarding the Student's right to reasonable accommodations in the process;
  - 5. contact information for Disability Resources and the Process Facilitator; and
  - 6. information regarding the Student's right to request a final review.
- c. If an involuntary leave of absence is imposed, the notice of decision to the Student will include:
  - 1. the basis for the decision;
  - 2. a timeframe for when the Student must leave the University and when the Student may be eligible to return;
  - 3. any conditions and/or requirements the Student will need to satisfy to become eligible for return;
  - 4. information regarding the Student's right to reasonable accommodations in the return process;
  - 5. contact information for Disability Resources and the Process Facilitator; and
  - 6. information regarding the Student's right to request a final review.

#### 7. Request for Review

- a. A Student who must adhere to conditions to remain at the University or is placed on involuntary leave may request a review of the decision by the Chief of Staff. The Student must submit the written request for a review and any supporting materials within five University business days of the notice's date. The conditions to remain at the University or the involuntary leave will remain in effect during the review.
- b. The Chief of Staff will issue a final written decision. No additional appeal or grievance procedure is available.

#### 8. Voluntary Leave of Absence

While an involuntary leave evaluation of a Student is underway, the Student must notify the Dean in writing if they elect to take a voluntary leave of absence.

#### 9. Requesting Permission to Return

- a. A Student on voluntary or involuntary leave must submit a written request to the Dean to return to the University. Prior to being permitted to return, a Student on involuntary leave with conditions for returning to the University must submit any relevant documentation demonstrating the satisfaction of those conditions.
- b. The Dean will conduct an individualized evaluation and provide a recommendation to the Vice President, who will make the final determination in permitting a Student to return. The Vice President will notify the Student in writing of the decision and of the Student's right to request a review of the decision.
- c. A Student denied permission to return to the University or permitted to return with conditions may request a review of the decision by the Chief of Staff. The Student must submit the written request for a review and any supporting materials within five University business days of the notice's date. The Chief of Staff will issue a final written decision. No additional appeal or grievance procedure is available.