

	Responsible Executive: Vice President for Student Affairs	
	Responsible Office: Dean of Students	
	Effective Date: 03/12/2020	Last Revised: 5/22/2025
	Policy Title: Student Involuntary Leave of Absence (Interim)	

Definitions

Dean or Dean of Students: the Dean of Students or designee.

Process Facilitator: a University official separate from the decision-making process but with the knowledge necessary to serve as a neutral resource available to help guide, counsel, and support a student involved in the involuntary leave process from initial referral through the Student's potential return to the University.

Student: any person who is currently admitted or registered or who participates in a pre-term university function in anticipation of enrollment, or who was enrolled in a previous term or who is or was registered for a future term, including a faculty member or other employee so admitted, registered, or enrolled.

Vice President or Vice President for Student Affairs: the Vice President for Student Affairs or designee.

Policy

An involuntary leave of absence is intended to permit a Student to address the issues that led to the need for the leave of absence, so that they may later return to the University with an enhanced opportunity to achieve their educational goals. An involuntary leave of absence is not a disciplinary sanction and may not be intended or interpreted as punitive in nature. At any time prior to the decision to place a Student on involuntary leave, the Student may choose to voluntarily withdraw from the University for a period of time.

Section I: Placing a Student on Involuntary Leave

A. Conditions for Involuntary Leave

The University may place a Student on involuntary leave when the available information provides a reasonable basis to believe that:

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. Initiating an Evaluation

1. Faculty, academic leaders, advisors, Campus Living staff, coaches, administrators, or any other person should transmit information regarding a Student who may meet the criteria for involuntary leave to the Dean of Students. When the Dean determines that doing so is appropriate, the Dean will initiate the process to evaluate whether the Student should be recommended for involuntary leave.
2. The Dean of Students will inform the Student under consideration for involuntary leave in writing of the Student's option to consult with, and the contact information for, the University's involuntary leave Process Facilitator, who will support the Student by serving as a neutral resource available to answer the Student's questions regarding the process from referral through return to the University.

C. Notification

At any time during the involuntary leave process, the Dean of Students may notify a Student's parent, guardian, emergency contact, or other individual, in a manner consistent with applicable law and policy, when the Dean determines that such notification is appropriate.

D. Interim Action

1. When safety is an immediate concern, the Dean of Students may take action, including but not limited to, restricting the Student's access to the University campus, housing, services, and activities, as appropriate, for an interim period before a final determination of the matter.
2. The Dean of Students will inform the Student in writing of the decision to implement action for an interim period.
3. The interim action will remain in effect until a final decision has been made or until the Dean determines that the reasons for imposing the interim action no longer exist.

4. The Student who is subject to interim action may contest the decision to the Vice President for Student Affairs within five University business days of the notice date.

E. Evaluation

1. The Dean of Students is responsible for conducting an individualized evaluation of the Student. The Dean will consult with Disability Resources, Counseling Services, and/or other individuals or departments as appropriate. All members of the University community will respond immediately to the Dean's requests for information and will otherwise cooperate fully and in a timely fashion.
2. The Dean of Students will review all available relevant information including, but not limited to, information provided in a timely manner by the Student.
3. When appropriate, the Dean of Students may ask the Student to execute a health records release to authorize direct communication between and among the Dean of Students (or designee) and the Student's health care provider(s) regarding issues relevant and appropriate to the consideration of an involuntary leave of absence. If the Student declines to provide requested information and/or authorizations, the Dean will complete the individualized evaluation after considering the available information.

F. Recommendation

1. Based on a review of the relevant documentation and information available, the Dean of Students will submit one of the following recommendations and the reasons for it in writing for review and consideration by the Vice President for Student Affairs:
 - 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 re-evaluation 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.

G. Decision

1. Upon receiving the Dean of Student's recommendation, the Vice President for Student Affairs will decide whether:

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

2. The Vice President's decision will be provided in writing to the Student.

H. Request for Review

A Student allowed to remain at the University with conditions or placed on involuntary leave may request, within five University business days of the date of being notified of the decision, a review of the decision by the Chief of Staff.

Section II: Involuntary Leave

A. Leaving the University

Unless otherwise authorized in writing by the Dean of Students, a Student placed on involuntary leave must promptly vacate University housing and leave University property within the allotted time, may not continue to participate in Student activities or use University facilities, and may not re-enroll or return to University property or participate in University activities until authorized in writing to do so.

B. Academic Status

The University will make no distinction on a Student's transcript between a voluntary and an involuntary leave of absence.

C. Refunds

Students who qualify for involuntary leave and elect to take voluntary leave and Students who are placed on involuntary leave will be entitled to refunds of tuition, fees, and room and board charges as appropriate and feasible given the timing of the required leave. Generally, when the University mandates a leave of absence, for the purpose of determining the Student's financial obligations to the University, such leave will be retroactive to the beginning of the semester or term, as determined by the Vice President for Student Affairs.

D. Student Conduct

An involuntary leave of absence does not preclude the application of University discipline resulting from a violation of the Student Code of Conduct or other applicable policy.

Section III: Rejoining the University Community

A. Involuntary Leave Effective Dates

An involuntary leave of absence will remain in effect until the Vice President for Student Affairs determines, following an individualized evaluation conducted by the Dean of Students based on the available information, that the Student is i) able to return in person to the University; ii) has complied with any University requirements applicable to all Students returning from time away from the University; and iii) has complied with conditions mandated by the Vice President for Student Affairs in writing.

B. Requesting Permission to Return

1. The Student who elects to take a voluntary leave of absence or is placed on involuntary leave under this policy must submit a written request to the Dean of Students to return to the University. Generally, the Student will not be allowed to return until at least one full semester (or other term as may be appropriate) has elapsed. The Student's involuntary leave notification may specify any minimum term of the leave that is mandated and any conditions related to the involuntary leave that must be satisfied by the Student before the Student's return to the University.
2. When the Student requests permission to return to the University, the Dean of Students will conduct an individualized evaluation and provide a recommendation to the Vice President for Student Affairs, who will make the final determination. The Student seeking to return from involuntary leave must submit required documentation related to meeting the conditions, if any, for return from the involuntary leave.
3. The Dean of Students may require the Student to provide information that the Student has sufficiently addressed the issues that previously established the criteria for imposing an involuntary leave of absence as set forth in Section I.A. of this policy. The Dean may also ask, confer with, or seek information from others to assist in making a recommendation.
4. All Students returning from an involuntary leave of absence, or a voluntary leave of absence taken at the Student's option, must meet the essential eligibility requirements and any technical standards of the University and, if applicable, the relevant college, school, department, or academic program. If the Vice President for Student Affairs is not satisfied that the Student is ready

to return to the University or places conditions on the Student's return, the Student will be notified of the Vice President's reasons for the decision in a timely manner.

5. A Student denied permission to return to the University may request, within five University business days of the date of being notified of the decision, a review of the decision by the Chief of Staff.

Related Information*

Procedures: [Placing a Student on Involuntary Leave](#)

[Authorization for Use, Disclosure and/or Release of Protected Health Information](#)

[Student Code of Conduct](#)

[Nondiscrimination and Anti-Harassment](#)

Policy History*

05/22/2025 Interim policy revised.

01/12/2025 Policy revised. Approved as an interim policy.

03/12/2020 Origination date.

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.