SECTION: 5.0 STUDENTS

SUBJECT: ADMINISTRATIVE STUDENT WITHDRAWAL (INVOLUNTARY)

Title: Administrative Student Withdrawal (Involuntary)

Background: This allows for administration to withdraw students from classes if the College determines that the conduct, or the continued presence of the student, impairs, obstructs, interferes with or adversely affects the mission, processes or functions of the College.

Point of Contact: President,Vice President for Student Affairs, and Director of Student Counseling

Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy: President's Office, Vice President for Student Affairs Office, Student Counseling Office, Registrar & Records, Financial Aid Office, Controller's Office, Residence Life Office (if the student resides on campus), Division Offices (faculty) that offer the courses the withdrawn student was enrolled in.

Date of approval by LC State authority: January 2019

Date of State Board Approval: N/A

Date of Most Recent Review: April 2025

Summary of Major Changes incorporated in this revision to the policy: Updated policy to reflect the enforcement of pre-requisites and maintaining eligibility for participation in programs requiring special admission standards.

Purpose

The Involuntary Administrative Withdrawal Policy was created for the purpose of maintaining a campus environment that is conducive to learning, protects the college's educational purposes, maintains reasonable order on campus, and protects the rights and safety of all members of the college community, while also preserving the rights and safety of individuals who may be subject to an involuntary administrative withdrawal.

1. Background and Definitions

A. The college may order the involuntary withdrawal of a student from the college and/or from college housing in accordance with college policy, as described below.

B. This policy covers conduct described in the LC State Student Conduct Code that occurs on college premises and/or at college-sponsored activities, but may also address off-campus behavior if the college determines that the conduct, or the continued presence of the student, impairs, obstructs, interferes with, or adversely affects the mission, processes or functions of the college. The policy also covers the enforcement of course pre-requisites and maintaining eligibility for participation in programs requiring special admission standards (e.g., nursing, social work, or teacher education).

C. The term "student" includes all persons matriculating at LC State, both full-time and part-time, pursuing undergraduate, non-degree, or non-credit studies who are:

i. currently enrolled;

ii. accepted for admission or readmission;

iii. enrolled in a prior semester or summer session and who are eligible to continue enrollment in the semester or summer session that immediately follows;

iv. not officially enrolled for a particular term, but who have a continuing relationship with the college;

v. suspended from enrollment for prohibited conduct that occurred while the individual was a student at the college; or

vi. currently using college-owned or college-managed facilities or property in connection with LC State sponsored academic activities.

D. In accordance with college policy and applicable federal and state laws prohibiting discrimination based on disability, a student may be involuntarily withdrawn from the college, a class, a program of study, and/or college housing, either temporarily or permanently, if it is determined that a student:

i. Engages, or threatens to engage, in behavior which, disrupts the safety, health and/or well-being of the campus community;

ii. Engages, or threatens to engage, in behavior which would cause significant property damage, which directly and substantially impedes the lawful activities of other members of the college;

iii. Demonstrates an inability to satisfy personal needs (e.g., nourishment, shelter) such that there is a reasonable possibility that serious physical harm or death might occur within a short period of time;

iv. Otherwise commits a violation of LC State's Student Conduct Code and lacks the capacity to comprehend and participate in the college's disciplinary process; and/or

v. Commits a violation of the college's Student Conduct Code and did not understand the nature or wrongfulness of the conduct at the time of the offense.

E. Has not met course or program pre-requisites. In these cases, the instructor-of-record, a division chair, or instructional dean will instruct the registrar, via college email, to withdraw the student from a specific class or from all classes as appropriate. The registrar will inform the student of the withdrawal and will coordinate with other support offices (e.g., financial aid).

F. An involuntary administrative withdrawal:

i. Is not a substitute for appropriate disciplinary action under the Student Conduct Code;

ii. Should not be used to dismiss socially or emotionally "eccentric" students who do not otherwise meet the standards for withdrawal specified in this section.

G. The total withdrawal process may be initiated by the vice president for Student Affairs or his/her designee when:

i. Any member of the college community who reasonably believes that a student may meet one of the involuntary withdrawal standards in Section D contacts the vice president for Student Affairs with his/her concerns about the student; and/or

ii. The student is referred to the vice president for Student Affairs for a possible conduct code violation and the conduct is such that it may meet one or more of the involuntary withdrawal standards.

H. When a student meets the criteria set forth in Section D.i. – D.v., the vice president for Student Affairs will conduct a preliminary, informal review and will schedule a meeting with the student.

At the end of this informal review the vice president may do one or more of the following:

i. Determine that the student does not meet the standard for involuntary withdrawal and terminate this process. If warranted, the student's conduct will be handled by the vice president for Student Affairs under the regular disciplinary process;

ii. Require the student to schedule an evaluation by a qualified, licensed, health and/or mental health professional outside the college within five (5) calendar days. The student will be responsible for any costs associated with the evaluation;

iii. Allow a student who meets the conditions for an involuntary withdrawal to voluntarily withdraw from the college and waive the right to further procedures under this policy. If future reenrollment at the college is an option, the vice president will provide the conditions necessary for consideration of reenrollment to the student in writing (see "Conditions for Reenrollment" section of this policy).

If the student does not respond to the request for a meeting and/or does not arrive to participate in the meeting, the vice president may proceed with the withdrawal process.

I. After completing the informal review as described in the above section, the vice president for Student Affairs may refer a student to a hearing with the college's Behavior Response Team for assessment and recommendations. The team will include the:

i. vice president for Student Affairs or his/her designee;

ii. director of Residence Life, or his/her designee;

iii. director of Student Counseling or his/her designee;

iv. director of Human Resource Services or his/her designee;

v. director of Public Safety or his/her designee; and the

vi. coordinator of Title IX.

J. The role of the Behavior Response Team is to conduct an individualized risk assessment and to evaluate and make a determination whether the student should be involuntarily withdrawn from the college and/or college housing or whether the student can remain in school and/or continue to live in college housing under specified conditions. The recommendation by the Behavior Response Team will require the concurrence of any two of the following three team members: vice president, Residence Life, and counselor/faculty.

K. The vice president for Student Affairs will arrange for the Behavior Response Team to meet with the student and will notify the student in writing of his/her referral to a hearing and inform the student of the time, date and location of the hearing. If the vice president for Student Affairs has ordered a psychological assessment, the Behavior Response Team will not be convened until the evaluation has been completed and the written psychological assessment has been submitted to the college.

Notice of the hearing will be considered adequate if it is sent to the student's last known address registered with the college, is hand delivered to the student at least three business days in advance of the meeting date, or is sent to the student's official college-issued email account.

L. The Behavior Response Team will conduct a hearing with the student in order to determine an appropriate course of action under this policy. The following guidelines will govern the hearing:

i. The student will have the right to be present throughout the entire hearing, unless the student becomes disruptive;

ii. The hearing will be conducted even if the student fails to attend the hearing or if the student is removed during the hearing for disruptive behavior;

iii. A family member and/or a qualified mental health professional may accompany the student to the hearing. Legal counsel will not be permitted at this hearing. The student will be expected to speak on his/her own behalf whenever possible;

iv. The student will have the right to review all case information before the hearing with the exception of personal or confidential notes of college officials regarding the case. The information will be made available to the student for review in the Office of the Vice President for Student Affairs during normal business hours at least two (2) days before the scheduled hearing;

v. The hearing shall be conversational and non-adversarial, whenever possible. Formal rules of evidence will not apply, except that the chair may exclude evidence that is not relevant or is cumulative;

vi. The student has the right to question all witnesses at the hearing and comment on all documents presented;

vii. The hearing will be closed to the public and all testimony and evidence will be considered confidential;

viii. The hearing will be recorded by the college. Recordings will remain the property of the college and will serve as the official record of the proceedings. The college will retain the recording for a period of two years after a final determination has been issued and all appeals have been exhausted under this policy. After the expiration of this two year period, the college may erase or discard the recording.

M. Upon completion of the Behavior Response Team hearing, the Team will submit its written findings to the vice president for Student Affairs within three (3) business days. This document will include the recommendation of the team, the reason(s) for the recommendation, and:

i. If the team recommends an involuntary withdrawal, whether the student is eligible to be reconsidered for reenrollment, including the conditions the student must meet, such as compliance with a behavioral contract or recommended medical treatment plan, and any length of time that must pass before the student can apply for reenrollment; or

ii. If the team does not order an involuntary withdrawal, any conditions that the student must meet in order to remain enrolled in school and/or remain in college housing;

iii. The vice president for Student Affairs will notify the student in writing within three (3) business days after receiving the team's written findings and will inform the student of his/her right to appeal the team's recommendation. If the student chooses not to appeal, or if after the appeal the recommendation is still to allow the student to remain enrolled in school and/or remain in college housing, the student will meet with the vice president for Student Affairs, within five (5) calendar days, to formalize the recommendation into a behavioral contract between the college and the Student.

N. A student may appeal any of the following decisions rendered under this policy:

i. An involuntary withdrawal from the College and/or from college housing recommended by the Behavior Response Team;

ii. The conditions such as following a recommended treatment plan or agreed to behavioral contract recommended by the Behavior Response Team in order for the student to remain enrolled and/or continue living in college housing;

iii. A denial of the student's request for reenrollment by the Behavior Response Team;

iv. An involuntary withdrawal implemented in accordance with the "Student's Failure to Comply" section of this policy;

v. The student must submit a written appeal to the office of the president within seven (7) calendar days of the date of the decision being appealed. After reviewing the student's case and after meeting with the student, the President or his/her designee will render a written decision as it relates to the student's appeal within seven (7) calendar days. This decision will be final.

O. A student who voluntarily withdraws or is involuntarily withdrawn under this policy may be subject to conditions for reenrollment. These will be provided to the student in writing and may include but are not limited to the following:

i. Submission of any medical records by a qualified medical provider and or a psychological assessment by a qualified mental health professional indicating readiness to return to school;

ii. Requirement to continue ongoing medical treatment and/or counseling;

iii. Continued medication compliance;

iv. Restriction against on-campus housing;

v. Successful completion of college courses at another college;

vi. Review by the Behavior Response Team.

P. A student seeking reenrollment must do so by notifying the vice president for Student Affairs (before submitting an application) of his/her desire to reenroll and must provide the office with documentation of adherence to all required conditions for reenrollment. The vice president for Student Affairs will refer the request to the Behavior Response Team.

Reenrollment is not guaranteed. After reviewing the case and meeting with the student, the Behavior Response Team will conduct a reasonable and individualized assessment related to the conditions of reenrollment, designate any further conditions for returning to college and will make a decision on the student's request, and notify the student in writing within five (5) calendar days after meeting with the student.

Q. A student may be involuntarily withdrawn and/or disciplined under the conduct code if he/she:

i. Fails to attend any required meeting under this policy; and/or

ii. Fails to provide documentation of timely attendance at a medical appointment or psychological assessment if it was required as part of the student's conditions to return by the vice president for Student Affairs; and/or

iii. Fails to adhere to any conditions placed on him/her in order for him/her to remain enrolled in the college and/or remain in college housing.

R. An emergency interim withdrawal may be implemented immediately by the vice president for

Student Affairs, after approval of the president, if the vice president reasonably believes that the student may be suffering from a medical condition and/or mental disorder and there is reason to believe that the student's behavior poses a substantial risk to the safety, health and/or well-being of the campus community, threatens or endangers college property, or disrupts the stability and continuance of normal college operations and functions.

i. A student may be notified of the emergency interim withdrawal either orally or in writing. It takes effect the day it is issued by the vice president for Student Affairs.

ii. A student withdrawn on an emergency interim basis will be given the opportunity to meet with the president or his/her designee within forty-eight (48) hours from the effective date of the emergency interim withdrawal to discuss the following issues only:

a) The reliability of the information concerning the student's behavior; and/or

b) Whether the student's continued presence on campus poses a substantial risk to the safety, health and well-being of the college community, threatens or endangers college property, or disrupts the stability and continuance of normal college operations and functions.

iii. At the conclusion of this meeting, the president or his/her designee may either uphold or cancel the interim emergency withdrawal. Regardless of whether the emergency interim withdrawal is upheld or cancelled, the president or his/her designee will direct the vice president for Student Affairs to continue with the involuntary administrative withdrawal process as outlined in this policy. However, if the interim emergency withdrawal is to remain in effect, the vice president for Student Affairs will make every effort to expedite the process in an effort to minimize any possible negative impact on the student.

S. A student who, under this policy, is allowed to voluntarily withdraw or who is involuntarily withdrawn will be given a "W" grade for each course in which he/she is currently enrolled. An administrative hold through the Student Affairs' Office will be placed on the student's academic record to prevent any unauthorized reenrollment by the student.

T. A student who, under this policy, is allowed to voluntarily withdraw or who is involuntarily withdrawn may request a refund of tuition, fees, housing payments and any other amounts. Refunds will be made in accordance with applicable college policies and procedures. Return to Title IV (R2T4) calculations for any financial aid received will be made in accordance with Federal regulations and applicable college policies and procedures.

U. The president and vice president for Student Affairs are responsible for the overall implementation, administration and interpretation of the policy and may appoint a designee to oversee appeals brought forth under this policy.