MANDATORY LEAVE BY ADMINISTRATION ACTION
Approved by Executive Council 9/26/06

The Dean of Students (designee) upon recommendation from the *Mandatory Leave Committee may approve procedures for the mandatory leave from the College of any full-time, part-time, matriculated, non-matriculated, undergraduate and/or graduate student when the behavior or a medical or psychological condition poses a direct threat to the health or safety of the student or others.

Any faculty or staff member can make referrals in writing to the Mandatory Leave Committee. Referrals are made to the Chair of the Committee. If it is determined by the Committee to be in the student’s best interest, the Committee may inform parents a case is under consideration.

An assessment of a direct threat to the health or safety of the student or others shall be made by the Mandatory Leave Committee and shall be based upon an individualized assessment of the student’s ability to participate in the College's program. Such assessment shall determine the nature, severity and duration of the risk, the probability that injury will occur and whether reasonable modifications of policies and procedures will mitigate the risk.

If the Mandatory Leave Committee makes a determination that there is an immediate health or safety risk to the student or others, the Dean of Students may approve an immediate mandatory leave, provided the student has been given a written notice of this determination, which includes information on the right to appeal this determination.

Except in those circumstances where a determination has been made that there is an immediate health or safety risk, students shall have the right to appear before the Mandatory Leave Committee before final determinations are made. Final determinations of the Mandatory Leave Committee will be provided to students in writing.

Determinations of financial refunds to be made to the student, if any, will be in accordance with existing college withdrawal schedules and policies.

Mandatory Leave Appeal Process
An appeal must be requested in writing within 48 hours after the leave decision has been communicated to the student. Time limit does not include weekends or college holidays.

The student must provide in writing the reason he/she believes the appeal is warranted.

Appeals are to be submitted to the Dean of Students (designee) who will forward them to the Vice President for Student Affairs (designee).

The Vice President for Student Affairs (designee) upon receiving an appeal request will appoint a panel of appropriate professionals to make a recommendation to the Vice President for Student Affairs (designee) who will make the final decision.

*Members of the Mandatory Leave Committee Include:
Director of the Center for Student Health & Psychological Services (designee), Chair;
Members: Assistant Director of Psychological Services (designee), Director of Student Support Services (designee), Chief of University Police (designee), Director of Residence Life (designee), and a Representative from the Provost’s Office (designee)