

South Carolina State University
INVOLUNTARY WITHDRAWAL PROTOCOL



Students may voluntarily withdraw from South Carolina State University (SCSU) at any time during his/her matriculation. However, situations as described below may arise when the University determines on an individualized, case-by-case basis that a student may need to be involuntarily withdrawn from the University.

When a student demonstrates conduct that violates SCSU standards or other policies, that conduct will be addressed through the appropriate disciplinary processes under SCSU's Student Code of Conduct.

The Involuntary Withdrawal Policy is not intended to be disciplinary in nature. Rather, this Policy outlines the criteria and procedures for when and how a student may be involuntarily withdrawn from the University for demonstrating behavior that creates a direct threat to the safety or health of the student or others or that unreasonably disrupts the normal education processes and orderly operation of the University. There may be situations in which both this Policy and/or other SCSU policies are applicable.

I. Criteria for an Involuntary Withdrawal

A student may be involuntarily withdrawn from SCSU if the university determines on an individualized, case-by-case basis, in accordance with the procedures listed below, that the student:

- a. Demonstrates behavior that is unreasonably disruptive to the normal education processes and orderly operation of the University;
- b. Demonstrates behavior that endangers him/herself, or that creates an imminent and direct threat that the student may endanger him/herself, or;
- c. Demonstrates behavior that endangers others, or that creates an imminent and direct threat that the student may endanger others.

A student should not be subject to involuntary withdrawal under these procedures when judicial, academic or other responses are available and the student's circumstances can best be addressed through those responses. When possible and appropriate, efforts should be made to persuade a student to withdraw voluntarily under appropriate procedures before initiating the involuntary withdrawal process. If reasonably possible, the Vice President of Student Affairs, or designee, will meet with the student, giving notice to the student of the meeting and providing an opportunity for the student (and his/her family if the student has a signed waiver indicating permission to share information) to provide evidence to the contrary and/or to make suggestions for reasonable accommodation(s) short of involuntary withdrawal from the university.

If the student maintains that he/she would like to remain enrolled, the Vice President of Student

Affairs, or designee, will consult with appropriate on or off-campus medical professionals, including members of the Crisis Management Team, regarding the evidence presented by the student. The Vice President of Student Affairs, or designee, will also consult with other University officials as appropriate.

II. Interim Involuntary Withdrawal

A student may be involuntarily withdrawn on an interim basis when that student is a direct and imminent threat posed by the student to him or herself, another student, or a member of the campus community. Interim involuntary withdrawal is a preliminary action taken to protect the health and safety of the student withdrawn, or of others, and is not a penalty. The Vice President of Student Affairs shall designate an appropriate university official to collect all available information obtained from incident reports, conversations with students, faculty and staff, and the expert opinions of appropriate medical professionals and to make a determination of whether an interim involuntary withdrawal is warranted. Written notice of the interim involuntary withdrawal shall be provided via the student's e-mail account or via hand-delivery.

A student can file a petition for review within two (2) days after notice of the interim withdrawal to the Vice-President of Student Affairs to show cause why he or she should not be involuntarily withdrawn on an interim basis. The VP of Student Affairs may either continue or cancel the interim involuntary withdrawal.

If the interim medical involuntary withdrawal is cancelled, the procedures described in this policy regarding involuntary withdrawal may still proceed. If the interim involuntary withdrawal remains in effect, the next stages of this procedure will be followed. The interim withdrawal will remain in effect until a final decision is made under this process.

III. Crisis Management Team

SCSU has established a Crisis Management Team to assist in evaluating whether students meet the criteria for involuntary withdrawal.

The Crisis Management Team will often include representatives from the Division of Student Affairs, including Health Services, Counseling and Psychological Services, Residence Life and Housing and Public Safety, as well as the Office of the General Counsel. Other members may be added at the discretion of the Vice President of Student Affairs. The members of the team to review a particular case will depend upon the specific circumstances; however, an appropriate health professional, and a representative of the Student Affairs Office (who may be the VP of Student Affairs or designee) must participate in any review.

IV. Involuntary Withdrawal Process

Any member of the university community who has reason to believe that a student may meet the criteria for involuntary withdrawal may contact the Vice President of Student Affairs or designee. An appropriate official designated by the Vice-President of Student Affairs will conduct an inquiry to determine whether a recommendation of involuntary withdrawal is warranted.

If it is recommended that a student be involuntarily withdrawn, and that student does not agree to

withdraw voluntarily, the VP of Student Affairs shall forward the recommendation of involuntary withdrawal to the Crisis Management Team which will complete a review of the recommendation within seven (7) business days of receipt of the recommendation. At the discretion of the VP of Student Affairs, no more than three (3) additional days shall be added to the review by the Crisis Management Team.

Prior to review of the recommendation for involuntary withdrawal by the Crisis Management Team, the student will ordinarily be required to undergo a medical or psychological evaluation at the university's expense by a health professional designated by the university. The evaluation will be provided to the Crisis Management Team and other administrators involved under these Guidelines and the student will sign any releases deemed necessary. A student who refuses to undergo an evaluation and provide any consents necessary for consideration of the evaluation may be subject to Interim Involuntary Withdrawal and/or disciplinary action

The Crisis Management Team will engage in a determination on an individualized, case-by-case basis and will apply the direct threat analysis, taking into consideration the nature, duration and severity of the risk and the likelihood, imminence and nature of the future harmful conduct, either to the student or to others in the university community before making rendering any conclusions/findings.

The Committee will render a decision and present that decision to the student in writing. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be contained within the withdrawal letter.

V. Appeal of Involuntary Withdrawal

Should the student choose to appeal the Committee's decision, s/he will make such written appeal to the Vice President for Student Affairs within three (3) business days of the date of the withdrawal letter for an informal proceeding to review the determination.

The Vice President for Student Affairs or designee shall conduct the informal proceeding within seven working days of receipt of the written appeal. The student will be provided with all the following:

- a. the opportunity to review any psychological or medical evaluations relied upon by the Senior Student Affairs Administrator or designee;
- b. a written statement providing a detailed explanation of the reasons for involuntary withdrawal and the information relied upon; and
- c. the opportunity to be assisted by appropriate counsel which may include a parent / guardian, a health professional of the student's choice, a faculty or staff member or legal counsel.

At the conclusion of the informal proceeding, the Vice President for Student Affairs or designee shall determine whether to (a) uphold the withdrawal; (b) reinstate the student; or (c) reinstate the student subject to specified conditions that may include without limitation participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a housing relocation, reduced course load or any combination thereof. The Vice President for Student Affairs or designee may also modify the conditions of readmission. The decision of the Vice President for Student Affairs or designee shall be final.

VI. Readmission

Prior to returning to or enrolling at the University, a student who has been voluntarily or involuntarily withdrawn must submit a written plan that identifies how the student will resume his/her status at the University in accordance with the conditions of readmission. The plan must respond to the condition that gave rise to the need for the student's involuntary withdrawal (i.e., need for ongoing medical or psychological care, ability to maintain a standard of responsibility and self care; ability to assume class participation). If the student will reside in the residence halls, the plan must also state how the student will transition back into this community.

In consultation with the Crisis Management Team and appropriate academic officials at the university to determine the student's eligibility for readmission, the Vice President of Student Affairs, or designee, will review the student's plan to determine on an individualized, case-by-case basis whether or not the student's request to re-enroll at that time shall be granted or denied by taking into consideration all of the relevant factors and information presented.

The Vice-President should make every attempt to meet with the student and/or his or her parents prior to re-enrollment to discuss the student's transition back to campus.