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POLICY STATEMENT

Roosevelt University (hereafter referred to as 'Roosevelt' or 'University') is committed to creating and maintaining a campus environment that is positive and safe for all students and staff. However, we recognize that there may be times where a student’s behavior may cause a direct threat or disturbance to the campus community. This policy outlines the procedures in which a student will need to be involuntarily withdrawn from the University for demonstrating behavior that is a direct threat to any person in the University community or an unreasonable disruption to the educational processes or operations of the university. The procedures of this policy will be followed on a case by case basis; based on an individualized risk assessment made for each student. There may be situations where both this policy and the Roosevelt University Student Code of Conduct and/or other Roosevelt policies are applicable.

REASON FOR POLICY

The purpose of this policy is to inform students of the University’s policy and procedures regarding involuntary withdrawal. Additionally, this policy informs students of their rights within the administrative withdrawal process.
DEFINITIONS

For the purposes of this policy, a “student” is defined as:

- Any person enrolled for courses at Roosevelt, both full-time and part-time;
- Any person who is not officially enrolled for a particular term but whose Roosevelt record indicates a continuing relationship with the University, or;
- Any person who has been accepted into Roosevelt but has not yet enrolled for courses.

ENTITIES AFFECTED BY THIS POLICY

This Policy applies to any person(s) defined as a “student” under the definitions section of this policy.

WEB ADDRESS

https://www.roosevelt.edu/Policies.aspx

IMPLEMENTATION

A student may be subject to involuntary withdrawal if one or both of the following are applicable:

1. The student demonstrates behavior that is a substantial obstruction or disruption of the learning environment, University community, or of other University activities or functions.
2. The student demonstrates behavior that directly threatens or endangers the health or safety of any person in the University community.

When a student exhibits the behaviors listed in the criteria for involuntary withdrawal, Roosevelt will take action to protect the University community. When a student is involuntarily withdrawn from the University, they are banned from accessing all Roosevelt University classes, campus buildings, and activities, whether on or off campus. All communication to members of the campus community should cease with the exclusion of the following offices:
1. Office of Student Conduct and Conflict Resolution (osccr@roosevelt.edu) for questions regarding the interim withdrawal, the appeals process, re-admission after withdrawal, or permission to return to campus for any other matter.

2. Dean of Students for the sole purpose of discussing the students appeal.

Contact with any other University individual or office must be approved and facilitated by the Office of Student Conduct and Conflict Resolution, in coordination with the Office of Campus Safety.

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 will be placed on the student’s academic record to prevent any unauthorized reenrollment by the student.

A student who, under this policy, is allowed to voluntarily withdraw or who is involuntarily withdrawn and owes a balance to the University may petition to have adjustments made to their account. Any adjustments to the student’s balance or fees will be done at the University’s discretion. Final determinations will be made in accordance with applicable University policies and procedures.

PROCEDURES

1. Any student(s) who are displaying behavior(s) explained in the above listed criteria should be reported to the Behavioral Assessment Team (BAT) or the Office of Student Conduct and Conflict Resolution (OSCCR) immediately.

Person of Concern (BAT) Report Form

Student Misconduct Report Form

2. After reviewing the information received, and completing an individualized risk assessment in conjunction with the BAT, OSCCR will determine if the demonstrated behavior is consistent with the criteria for involuntary withdrawal as stated above.
   a. If the behavior is consistent with the stated criteria, OSCCR will contact the Dean of Students (DOS), and inform them of their findings.
   b. OSCCR will inform any student who will be involuntarily withdrawn about the student’s right to appeal the decision to the DOS, and will explain to the student the conditions of their return to Roosevelt in writing.
i. Prior to proceeding with the involuntary withdrawal process, the student will always be encouraged to voluntarily withdraw of their own accord.
c. If OSCCR finds that the behavior is inconsistent with the stated criteria, OSCCR will in conjunction with BAT create a plan to provide institutional resources and supports to the students to mitigate the concerning behaviors.
i. This plan may include, but is not limited to behavioral contracts, university counseling, referral to an external counseling agency, and referral for medical attention.
d. Once OSCCR has exhausted resources for a student, they may decide, after completing an individualized risk assessment, that involuntary withdrawal is the next option.

3. OSCCR’s determination to involuntarily withdraw a student is immediate, and remains in effect unless and until an appeal reverses their original decision, or the student successfully petitions for re-admission.

**Appeal**

1. A student may appeal OSCCR’s determination regarding involuntary withdrawal.

2. A student who has been involuntarily withdrawn will have seven (7) calendar days in which to file an appeal with OSCCR. Appeals can be submitted to osccr@roosevelt.edu.

3. Once an appeal has been received, OSCCR will forward the appeal to the Dean of Students.

4. Within a reasonable timeframe of being received by the University, the DOS will review all of the available information regarding the student’s involuntary withdrawal. This will include:
   a. All information used by OSCCR and BAT to make the initial determination;
   b. Any subsequent information that OSCCR and BAT have learned since making the initial determination;
   c. Any information provided by the student, which may include but is not limited to, personal statements, external medical or psychological recommendations;
   d. The DOS, at their discretion, may deem it necessary to meet with the student and ask additional questions.

5. Once the DOS has reviewed all of the available information outlined above, they will assess whether the student has or has not met the criteria for involuntary withdrawal from the University as stated above.
6. The decision of the DOS will be communicated in writing to the student by the DOS, and will be a final determination. No other appeal options are available to the student beyond this point.

**Interim Suspension Prior to Involuntary Withdrawal**

1. Interim suspension prior to involuntary withdrawal may be invoked when a completed assessment of the student is pending, and the student exhibits behavior that is immediately and significantly disruptive to the learning environment, University community, or of other University activities or functions; or who the University reasonably believes poses an immediate and direct threat to the health or safety of any person in the University community.

2. A student, who OSCCR reasonably believes will meet the criteria for involuntary withdrawal, may be suspended from the University on an interim basis by OSCCR.

3. The student’s right to more fully address the evidence and provide additional information will be delayed until it has been determined that there is no imminent threat or that the threat has been mitigated.

4. The interim suspension is immediate, and remains in effect unless and until OSCCR reverses their decision to remove the student, either through following all of the procedural steps or by appeal.

**Readmission**

1. Readmission to the University is at the discretion of OSCCR.

2. Readmission conditions will be individually tailored to address the specific reasons for withdrawal.

3. Re-admission will be granted on the grounds that the student no longer poses a direct threat or endangers the health or safety of any person in the University community; and/or no longer demonstrates behavior that is substantially obstructive or disruptive of the learning environment, University community, or other University activities or functions.

4. Specific conditions for consideration of readmission may include, but are not limited to the following:
   a. Students may be asked to provide the University with appropriate documentation from a licensed medical care provider that the student no
longer demonstrates, or is highly unlikely to demonstrate, the behavior which led to the involuntary withdrawal.

b. Students may be asked to provide documentation that the student has taken steps to reduce the previous threat (i.e. followed a treatment plan, submitted periodic reports, granted permission for the University to talk to the treating professional).

5. Any student who wishes to be re-admitted to the University must meet with OSCCR and discuss the student’s compliance with the requirements for re-admission.

6. The determination of whether the student has completely satisfied the requirements for readmission will be made by OSCCR. The student’s readmission to the University is conditional and will be determined based on the student’s fitness to be a productive member of the campus community.

7. If a student fails to meet the requirements for re-admission, they may, at the discretion of OSCCR, re-apply at a later date. That timeline will be stipulated by OSCCR in writing to the student.

8. As mentioned in the purpose of this policy, certain behaviors that lead to involuntary withdrawal under this Policy may also result in sanctioning in accordance with the Student Code of Conduct. It is possible that a student who has met the designated requirements for re-admission, following an involuntary withdrawal, may not be eligible for enrollment at the University due to a conduct sanction. The University Student Code of Conduct will take precedence in this area.

OSCCR, BAT, and the DOS may make reasonable exceptions to this policy and these procedures as circumstances may require, provided that the fundamental elements of fairness and due process are observed.

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**ONLINE RESOURCES AND FORMS**

Student Handbook

Person of Concern (BAT) Report Form

Student Misconduct Report Form
Recommended by:

[Signature]
Associate Vice President for Student Affairs/Dean of Students

Approved by:

[Signature]
Provost

[Signature]
University President

6/27/2016
Date

6/27/16
Date

6/27/16
Date