



RU Policy No. 3.12

Responsible Division: Student Affairs

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Revised Effective Date: 01/2018

Involuntary Withdrawal Policy

Policy Statement

Roosevelt 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 University community. This Policy outlines the circumstances under which a student will be involuntarily withdrawn from the University for demonstrating behavior that is a direct threat to any person in the University community or an unreasonable disruption to the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. There may be situations where both this Policy and the Roosevelt University Student Code of Conduct and/or other Roosevelt policies are applicable. To that end, the purpose of this Policy is to inform students of the University's policy regarding involuntary withdrawal and of their rights within this process.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the term "Employee" as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.

For the purpose of this Policy, "Student" means (1) any person currently enrolled for courses at the University, whether full-time, part-time, or as a continuing student; (2) any person who is not officially enrolled for a particular term, but whose University record indicates a continuing relationship with the University, or (3) any person who has been accepted to the University but has not yet enrolled for courses.

Policy

A Student shall be subject to involuntary withdrawal if the University (through the Dean of Students Office ("DOSO")) determines that:

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

(hereinafter “Involuntary Withdrawal Criteria”). Any Employee or Student who observes behavior that they reasonably believe satisfies the Involuntary Withdrawal Criteria shall immediately submit a report with the DOSO or with the Behavioral Assessment Team. An Employee who violates this Policy will be subject to disciplinary action, up to and including termination. A Student who violates this Policy will be deemed to have violated the Student Code of Conduct and will be subject to disciplinary action, up to and including expulsion.

If the DOSO reasonably believes that the Student *will* meet the Involuntary Withdrawal Criteria, but has not yet completed its investigation of the matter, the DOSO shall immediately suspend the Student on an interim basis until either (i) the DOSO concludes its investigation and reverses its decision to remove the Student, or (ii) the Student successfully appeals the interim suspension.

Once the DOSO has determined that the Student meets the Involuntary Withdrawal Criteria, the Student shall be involuntarily withdrawn from the University. The Student shall be given a “W” grade for each course in which they are enrolled. An administrative hold shall be placed on the Student’s academic record to prevent any unauthorized reenrollment by the Student. If the Student owes a balance to the University, the Student may petition to have adjustments made to their account. Any adjustments to the Student’s balance or fees are at the University’s sole discretion, and shall be made subject to any applicable University policies and procedures.

In addition, the University will take the following further actions to protect the University community:

1. The Student shall be banned from accessing all University classes, campus buildings, and activities, whether on- or off-campus.
2. The Student shall cease communication with all members of the University community, except for:
 - a. The Dean of Students Office (DOS@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; and
 - b. The Assistant Vice President for Student Affairs (“AVPSA”), for the sole purpose of discussing the Student’s appeal.

Contact with any other University individual or office must be approved and facilitated by the Dean of Students Office, in coordination with the Office of Campus Safety.

Appeal Rights

A Student who has been suspended or involuntarily withdrawn pursuant to this Policy shall be permitted to appeal the decision so long as it is submitted to the Dean of Students Office within seven (7) calendar days of the date of the decision.

The Student's appeal shall be in writing and shall include the reason for the appeal. It may, at the Student's discretion, also include any other information the Student would like the AVPSA to consider (*e.g.*, personal statements, external medical or psychological recommendations).

The AVPSA shall review the Student's appeal and any additional information provided, along with all information used by DOSO and BAT to make the decision, and shall determine whether the Student satisfied the Involuntary Withdrawal Criteria. The AVPSA shall communicate their decision to the Student within a reasonable time period after receiving the appeal. No other appeal options shall be available to the Student after this point.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

RU Procedure No. 3.12 (Involuntary Withdrawal Procedure); the Roosevelt University Academic Catalog; the Roosevelt University Student Handbook.

Revision and Implementation

The Vice President of Student Affairs shall have the authority to revise this Policy and Procedure, subject to the approval of the President's Executive Council.

The following shall have the authority to establish any procedures necessary to implement this Policy and Procedure:

- The Vice President of Student Affairs;
- The Provost and Executive Vice President for Academic Affairs (and/or, as authorized by the EVP, the University Registrar); and
- The Vice President of Finance and Administration (and/or, as authorized by the VP, the Associate Vice President of Campus Planning and Operations and/or the Director of Campus Safety and Transportation).