



Involuntary Withdrawal

Purpose

This policy outlines the conditions in which a student may be withdrawn without their consent.

Persons Affected

This policy applies to all students and staff members of the Dean of Student's office.

Definitions

Behavior Assessment Team (BAT): a team composed of University professionals who review and evaluate reported Student behavioral situations that are concerning to evaluate the Student's observed conduct and actions. In addition to the evaluation of qualified Mental Health and medical providers, the team may evaluate the Student's risk level utilizing standardized threat assessment measures. Membership of the BAT may vary depending on the nature of the situation.

Dean of Students: the Assistant Vice President of Student Affairs and Dean of Students is the chair of the Behavioral Intervention Team and is the staff member responsible for the application and review of this policy, as designated by the Vice President of Student Affairs and the University President.

Involuntary Withdrawal Committee: a subset group of the Behavioral Assessment Team that meets with Students that are involved in the application of this policy and process. This team will compile all information and present it to the Behavioral Assessment Team.

Mental Health Provider: a professional licensed by a state-recognized board to offer mental health services in Texas or in another state if the Student returns to another state for evaluation and/or treatment.

Student: an individual who is enrolled or is eligible to enroll in classes with the University.

Student Conduct Administrator/Conduct Officer: any person or persons authorized by the Vice President of Student Affairs or Designee to administer the Student Code of Conduct.

University: is Stephen F. Austin State University or SFA.

Policy

Reporting

Anyone with knowledge of a Student displaying behaviors that pose a disruption or imminent risk or danger to the University should report these behaviors to one of the following offices. Behaviors that put an individual or the University community in imminent risk or danger should be immediately referred to the SFA University Police Department (UPD). UPD will coordinate the response to these reports. Behaviors that do not pose an imminent danger or risk to an individual or the University community should be referred to the Dean of Students Office in a timely manner.



The Dean of Students Office will coordinate the response to these reports.

General

The University may withdraw a Student involuntarily if it is determined the continued presence of the Student in the University community poses a serious risk to the safety of the University community, another person, or property. An involuntary withdrawal is intended to allow the Student to take time to address the behaviors that led to the involuntary withdrawal. At any time prior to the decision to involuntarily withdraw a Student, the Student may voluntarily withdraw themselves from the University for a period of time. If it is determined this process should continue, a registration hold will be placed on the Student's account to prevent them from registering. This temporary hold will remain in place through the conclusion of this process.

This Involuntary Withdrawal process is separate from the Student Conduct Process under the Student Code of Conduct and one may have no bearing on the other. An involuntary withdrawal is not considered a sanction and is not subject to any Student Conduct Process.

The possible outcomes from this process are: Student remains at the University with no conditions; Student remains at the University but has certain conditions put in place; Student is involuntarily withdrawn from the University if they have decided to not withdraw voluntarily.

If a Student is involuntarily withdrawn, they must promptly (typically within 48 hours) vacate their on-campus residence (if applicable) and leave campus in the allotted time and may not participate in Student activities, University events, or use University facilities. In certain situations, and at the discretion of the Dean of Students, Students may be asked to vacate immediately or be escorted by the University Police Department while on-campus. Students involuntarily withdrawn may not reenroll in classes and may not return to University property unless authorized to do so in writing by the SFA University Police Department Chief or Deputy Chief.

Interim Measures

In situations where the Student's behavior poses an imminent threat to a person or the University community, the Student Conduct Administrator/Conduct Officer, in consultation with the Dean of Students, may involuntarily withdraw a Student on an interim basis. The Student may request a meeting with the Student Conduct Administrator/Conduct Officer within three (3) business days to discuss the interim involuntary withdraw. After this meeting, the Student Conduct Administrator/Conduct Officer will either uphold the interim involuntary withdrawal or remove it. Removal of the interim involuntary withdrawal does not stop the full involuntary withdrawal process.

Procedures

Process

The Student in the Involuntary Withdrawal process will be notified in writing to their University email address of the initiation of the process, the rights they have as a Student, and the expectations placed upon them. The Student will also be informed of their right to a meeting with the Involuntary Withdrawal Committee. This meeting will review the information related to the issue (including information provided by the Student) and is also an opportunity for the Student to respond to the information and answer any questions from the Involuntary Withdrawal Committee. The meeting will occur within five (5) business days of the process notification. If Interim Measures



have been put in place, the Student may appear before the Involuntary Withdrawal Committee via remote options or in-person with written permission from the Chief of Police or Deputy Chief. If a student elects to attend in-person, they may be escorted by University Police while on-campus. The meeting will be recorded in audio and/or video format and this recording will become part of the information for this case and will be the property of the University.

Depending upon the circumstances, the Involuntary Withdraw Committee may require the Student meet with a Mental Health Provider for an evaluation. The Student will be required to sign all appropriate releases to allow the Mental Health Provider to discuss in-full the Student with the chair of the Involuntary Withdrawal Committee.

The Student has the following rights:

- To be present, either remotely or in-person, during the presentation of information
- To be accompanied by an advisor
- To present pertinent witnesses and information
- To question any information presented through the chair of the committee.

At the conclusion of the meeting, the Involuntary Withdrawal Committee will meet in private session to discuss the information and determine their recommendation. This discussion and recommendation will assess all available information and information garnered as part of this process. The Involuntary Withdrawal Committee will present their information to the Behavioral Assessment Team for discussion. The Behavioral Assessment Team will draft a recommendation to be submitted to the Vice President of Student Affairs.

The recommendation will be:

- To involuntarily withdraw the Student until certain specified conditions are met (if applicable)
- To allow the Student to continue at the University, under specified conditions, or
- To not involuntarily withdraw the Student and put no conditions in place

The recommendation will be sent to the Vice President of Student Affairs within five (5) business days of the meeting with the Student. After receipt of the recommendation from the Behavioral Intervention Team, the Vice President of Student Affairs will assess all information pertaining to the process, including any information provided by the Student, and will make a decision. This decision will be:

- To concur fully with the recommendation of the Behavioral Assessment Team
- To modify the recommendation of the Behavioral Assessment Team, or
- To dissent with the recommendation of the Behavioral Assessment Team

The Vice President of Student Affairs will notify the Student to their SFA email address of their decision within three (3) business days of receipt of the Behavioral Assessment Team's recommendation.

Requesting a Review of Decision

The Student as part of this process may request a review of the Vice President of Student Affairs' decision. This review will be conducted by the Executive Vice President and Provost. If a Student wishes to request a review, this request must be submitted in writing to the Executive Vice



President and Provost within three (3) business days of receiving the Vice President of Student Affairs' decision. This request should outline the reasons the Student believes a review is necessary. Failure to submit a request within three (3) business days will result in the decision of the Vice President of Student Affairs being final and that there is no further level of review.

The Executive Vice President and Provost will review all information associated with this issue and render a decision within three (3) business days. This decision may be to:

- Uphold the decision of the Vice President of Student Affairs
- Uphold the decision with modifications, or
- Overturn the decision.

The decision of the Executive Vice President and Provost is final and there is no further level of appeal.

Retention of the Record and Privacy

Records pertaining to this process will be kept, separate from a Student's conduct record. These records will not be disclosed unless compelled to by state or federal law or at the request of the Student.

Non-Discrimination

Decisions under this policy will be made based on observed behaviors and all best-available information. No decision will be made based upon a Student's actual or perceived disability.

Related Statutes or Regulations, Rules, Policies, or Standards

None

Responsible Executive

Vice President of Student Affairs

Forms

None

Revision History

September 1, 2023 (original)