


PROCEDURE

Subject	Involuntary Student Leave for Reasons of Community Safety	Number: 4.10.02
Source	Vice President, Academic Affairs	Reference (Rule #) 6HX14-4.10
President's Approval/Date:	 6/20/2017	

I. Overview

PRINCIPLES:

This policy is meant to be invoked only in extraordinary circumstances, when a student is unable or unwilling to request a voluntary leave of absence, and such a leave may be necessary because the student's behavior poses a direct threat to the safety of others or where the student's behavior is disruptive of the college's learning environment. Before an involuntary leave is considered, efforts will be made to encourage the student to take voluntary leave, thus preserving, to the extent possible, confidentiality and privacy.

This policy and these procedures do not take the place of disciplinary actions that are in response to behavior that violates the Student Code of Conduct, nor do they preclude the removal or dismissal of students from the college or college-owned facilities as a result of violations of other university, college, or unit regulations.

II. Placing a Student on Involuntary Leave of Absence

PROCEDURES:

The Dean of Students, or designee may be alerted to a student's threatening or disruptive behavior from a variety of sources on campus (such as the student's advisor, a department chair, Campus Life, or a mental health care professional). If the Dean deems it appropriate, these procedures will be initiated.

1. The Dean of Students, or a designee, will notify the student that an involuntary leave is under consideration and the reason(s) why an involuntary leave is under consideration. The student will have the opportunity to respond.
2. The Dean of Students, or a designee, will discuss with the student the implications of any procedures relating to an involuntary leave of absence. A copy of this policy will be provided to the student. Whenever possible and appropriate, Dean of Students, or a designee will encourage the student to take a voluntary leave of absence, thereby eliminating the need to complete the process for involuntary leave.

3. The Dean of Students, or a designee, will confer as feasible and when appropriate in a particular matter with the following individuals or their designees regarding the need to complete the process for an involuntary leave of absence:
 - a. The chairperson/program manager of the student's academic department
 - b. The student's academic advisor
 - c. The Manager of Public Safety
 - d. The leadership of the CARE Team
 - e. The Office of Disability Resource Services
 - f. Such other individuals as may be appropriate in a particular matter
4. During these consultations, these individuals will pay particular attention to the criteria for invoking an involuntary leave, specifically whether the student's behavior is disruptive of the college's learning environment and whether the behavior poses a direct threat to the safety and well-being of the college community. Consideration will also be given to arrangements that may reasonably be provided that will mitigate the need for involuntary leave.
5. The Dean of Students, or a designee, may require a mental or physical individualized risk assessment, at the college's expense, if he or she believes it will facilitate a more informed decision.
6. Following these consultations, the Dean of Students, or a designee, will make a decision regarding the involuntary leave of absence, and must provide written notice of this decision to the student.
7. Within five (5) working days of receiving the decision of the Dean of Students, the student may submit an appeal of the decision in writing to the Vice President, Academic Affairs. Within ten (10) working days of receiving the appeal, the Vice President, Academic Affairs, or a designee, will thoroughly review the matter and issue a written decision.
8. If involuntary leave is imposed, the Dean of Students, or a designee, will inform the student, along with the notice of the decision, as to steps that must be taken when the student wishes to re-enroll (see the "*Request for Re-enrollment*" segment of this document).
9. If involuntary leave is not imposed, the Dean of Students, or a designee, may impose other conditions and/or requirements under which the student is allowed to remain at the college.

III. Implications of an Involuntary Student Leave of Absence for Reasons of Personal or Community Safety

Leave in effect	Until the student complies with the pre-requisites to enrollment mandated by the Dean of Students. An individualized assessment will be made for the student to determine if the pre-requisites have been satisfied.
Duration of leave	To be determined by the Dean of Students based on the facts and circumstances leading to the imposition of the involuntary leave.
Students must leave campus	Within the time frame set forth by the Dean of Students, or a designee.

Student may visit campus	Only as authorized in writing by the Dean of Students, or a designee, for the duration of the leave.
Notification	The Dean of Students, or a designee, reserves the right to notify a parent, guardian, or other person, if notification is deemed appropriate. In addition, the parent, guardian, or other person may be asked to make arrangements for the safe removal of the student from the college environment.
Transcript Notation	Would read "Leave of Absence. "W "
Registration Hold	Would remain in place until a formal request for re-enrollment.

♦ **Caution:** A student taking leave of absence still has certain financial obligations. The Dean of Students should consult with the Director of Financial Aid Services to ascertain financial complications to the student and the college prior to implementing an involuntary leave of absence.

IV. Request for Re-enrollment

A formal request for re-enrollment must be submitted to the Dean of Students a minimum of thirty (30) working days prior to the first day of a Fall, Spring, or Summer term. The student's re-enrollment request will be reviewed by the Vice President, Strategic Enrollment Services, or a designee, who, with the Dean of Students and the Vice President, Academic Affairs must approve the re-enrollment.

The Dean of Students, or a designee, may consult with one or more of the following individuals regarding the re-enrollment decisions and may impose such conditions as they may recommend to help ensure the student's successful return to the college:

1. The chairperson/program manager of the student's academic department
2. The student's academic advisor
3. The Manager of Public Safety
4. The leadership of the CARE Team
5. The Office of Disability Resource Services
6. Such other individuals as may be appropriate in a particular matter

The Dean of Students, or a designee, may require a mental or physical individual assessment if he or she believes it will facilitate a more informed decision that the student is able to return to the college and to fulfill the fundamental responsibilities and requirements of SCF's academic and conduct standards.