

Volume S1: Student Affairs	S1.1 Involuntary Student Withdrawal Effective Date: 06/28/2012	Responsible Office: Student Affairs
		Responsible Officer: Vice President

POLICY STATEMENT

Northeastern Illinois University (NEIU) reserves the right to involuntarily withdraw a student whose behavior suggests a significant risk of harm to self or others. Involuntary student withdrawal may or may not include plans or contingencies that condition the return of a student to the University.

PURPOSE OF THE POLICY

Northeastern Illinois University seeks to maintain an environment that is conducive to learning, maintains reasonable order on campus, and protects the rights and safety of all members of the University community. This policy sets out procedures to enable appropriate University administrators to take action to protect the University community when a student demonstrates behavior that threatens to cause harm to self or others, damage to property, or extreme disruption to the conduct of University business, or demonstrates the inability of a student to manage herself/himself on campus. Inappropriate student behavior that does not reach this level of prospective danger or disruption is managed through the [Student Conduct Code](#).

WHO IS AFFECTED BY THIS POLICY

The University community: faculty, staff, and students.

DEFINITIONS

Student behavior that may cause concerns is deemed *dangerous*, *disruptive* or *disturbed*. These definitions are not mutually-exclusive and behavior may exhibit several of these characteristics simultaneously.

Dangerous behavior is defined as that which distinctively and imminently threatens serious harm to self or to others members of the University community. Examples include acts or threats of violence, aggression toward others in the University, as well as suicidal behavior or serious acts of self-harm.

Disruptive behavior is defined as that which significantly impairs University operations or its ability to carry on its academic mission. Examples include behavior that significantly impedes the ability of faculty members to teach their classes, offices to carry out University business, disruptions of other students' attempts to learn in an educationally-conducive environment, as well as repeated inappropriate behavior which requires inordinately large amounts of University personnel or resources to manage.

Disturbed behavior is defined as that which demonstrates extreme emotional instability, severe anxiety or depression, delusional behavior, or an inability to regulate or manage oneself independently in the University.

PROCEDURES

1. INVOLUNTARY WITHDRAWAL

1. In cases of *dangerous* and *life threatening* situations, University Police should be called immediately.



2. Instances of student behavior which cause or threaten to cause harm to the student, other persons, or property, or which create a pattern of extreme disruption, or indicate an extreme inability of a student to cope with her/his own needs, should be reported to the Behavioral Concerns Team (BCT) at: <http://www.neiu.edu/university-life/student-rights-and-responsibilities/behavioral-concerns-team>
3. The BCT will assess the situation and may consult with appropriate individuals on and off-campus that may be in a position to provide information relevant to the student's behavior and/or condition.
4. An informal conference may be scheduled with members of the BCT and the student to discuss the situation and to elicit as much information as possible. The BCT may include other individuals at the meeting, as appropriate for the situation.
5. Based upon this investigation, the BCT will make a preliminary determination as to whether the matter is primarily one of *dangerousness*, *disruption* or *disturbed*. Depending on this preliminary assessment, the matter will be handled as follows:
 - **Dangerous Behavior:** Matters of a student's behavior implying a distinct and imminent threat are managed by University Police and the Director of Student Rights and Responsibilities. They will consult and formulate a plan to either remove the student from campus or manage his/her behavior, regardless of the psychological state of the student. This may involve arrest, immediate suspension, and immediate temporary sanctions through the *Student Conduct Code*, restriction or other methods of reducing the threat to the University community. In these instances, the operating principle is that dangerous or threatening behavior is not tolerated, regardless of what motivates this behavior. The goal is to immediately reduce or remove the threat.
 - **Disruptive Behavior:** Matters of a student being unreasonably disruptive to the University fall into the domain of the *Student Conduct Code*, regardless of the psychological state of the student. These are disciplinary issues and typically, the faculty or administrator who observed and was affected by the disruption informs the misbehaving student that the disruptive conduct must cease, then informs the Director of Student Rights and Responsibilities and if appropriate University Police. If the behavior continues, the responsible party will file a disciplinary complaint with the office of Student Rights and Responsibilities. If necessary, immediate temporary sanctions may be imposed per the *Student Conduct Code*. Additionally, in cases where the disruptions take place in the confines of an academic course, the *Classroom Disruption Policy* should be implemented.

Consequences are governed by student behavior, not a student's motivation or psychological state. While a referral to counseling or psychotherapy may be recommended by the Director of Student Rights and Responsibilities in consultation with the Director of Counseling & Psychological Services, as a way of helping a student control his/her behavior, the primary focus is on controlling or prohibiting disruptive behavior. The operating principle is that students should not disrupt the campus environment, regardless of motivation or cause. Continuous or repeated disruptive behavior may lead to the involuntary suspension of the student, as detailed in 6.a., below.
 - **Disturbed Behavior:** Matters of disturbed students (including depressed, suicidal, anxious or delusional students), will be managed by the Director of Student Rights and Responsibilities in consultation with the Director of Counseling and Psychological Services, who may first try to convince the student to seek psychological help. In some instances, this may also involve asking the student to voluntarily leave campus in order to receive intensive psychological assistance before being able to return to their studies and effectively manage herself/himself in the campus environment. If a student refuses these recommendations and remains or becomes disruptive, the guidelines for "disruptive behavior" apply. If a student is seen as presenting a clear and imminent danger to herself/himself or others, then the guidelines for "dangerous behavior" apply.
6. The plan developed through the procedure above will be conveyed to the student in writing by the Director of Student Rights and Responsibilities.
 - a. If involuntary withdrawal is found to be necessary, the student shall be sent written notice of the decision by the Director of Student Rights and Responsibilities, with copies to appropriate involved parties. The withdrawal will go into effect on the date indicated on the written notice.



- b. The student may petition in writing to the Vice President for Student Affairs, within 5 working days after receipt of the notice, for review of the involuntary withdrawal and request a meeting with the Vice President for Student Affairs. If so requested, a meeting may be held by the Vice President for Student Affairs before determining whether or not to rescind the involuntary withdrawal. The Vice President shall notify the student of her/his decision in writing.

2. VOLUNTARY WITHDRAWAL

- a. If at any time during this process the student voluntarily withdraws from the University, the withdrawal shall remain in effect until such time as the student petitions for readmission. Readmission is granted by the Vice President for Student Affairs. Any readmission following such a voluntary withdrawal shall follow the same readmission procedure as specified for involuntary suspensions, as detailed in section 3, below.
- b. In the event that a voluntary withdrawal is initiated by the student, the awarding of grades and tuition refunds shall be in accordance with established University procedures and deadlines as outlined in the Schedule of Classes, consistent with the effective date of the withdrawal.

3. READMISSION

A student of whom an involuntary withdrawal has been imposed or who has voluntarily withdrawn from the University on the basis of dangerous, disruptive, or disturbed behavior, may petition for readmission to the Vice President for Student Affairs by providing documentation prepared by a Licensed Clinical Psychologist or Psychiatrist that attests to the fact that the student's behavior is successfully under control and that it is probable that the student will be able to function within the University environment, and will not engage in behavior which causes or threatens to cause harm to the student, other persons, or property, or disrupts the normal activities of the University. In consultation with the Director of Student Rights and Responsibilities and the Director of Counseling and Psychological Services, the Vice President for Student Affairs may approve or deny readmission with or without conditions.

GUIDELINES

It is understood that an involuntary withdrawal of a student from the University is undertaken in accordance with the provisions of this policy only as a last resort. Reasonable effort will be made to help students understand the consequences of their behavior, make responsible decisions, and develop skills that will allow them to function effectively in the NEIU community.

HISTORY

Formerly Administrative Memorandum No. 61 – Involuntary Administrative Withdrawal of Students, effective dated 03/01/1995

RELATED POLICIES, DOCUMENTS, AND LINKS

[Student Conduct Code](#)
[Classroom Disruption Policy](#)
[Behavioral Concerns Team](#) (BCT)

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Vice President for Student Affairs	(773) 442-4600	d-lopez@neiu.edu



DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.