

Policy Title: Involuntary Withdrawal

Senior Team Member: Dr. Frank Gaytan

Division Responsible for Policy: Student Engagement

Effective Date: July 1, 2024

Contact(s): Elizabeth Fedec, AVP and Dean of Students, Title IX Coordinator

Minority Impact Statement: This policy does not have any disproportionate or unique impact on North Park's students or employees who identify as a minority.

Who Should Read the Policy: All students, administrators, faculty, and staff members.

Policy review cycle: Reviewed every 2 years, or as needed

Reason for Policy

North Park University may at times find itself faced with a situation in which a student's behavior inside and/or outside the classroom demonstrates that they pose a threat of harm or creates a pattern of disruption to the community and others. In these situations, it may be appropriate and necessary to initiate an Involuntary Withdrawal (IW) from the university.

This policy is designed to transition a student to a safer environment when remaining at the University is not in the best interest of the student or campus community.

Scope

It is understood that Involuntary Withdrawal for a student from the campus will be undertaken as a last resort. Every effort will be made to help the student understand the consequences of their behavior, make responsible decisions, and develop skills that will allow them to function within the university community.

The dean of students or designee has the authority to expedite this policy if it is deemed there is an immediate threat to the campus community. In addition, the dean of students or designee has the power to implement interim measures to protect the safety and security of campus members.

North Park University is committed to protecting the community from any physical harm and providing a safe learning environment for students, faculty and staff. The University will maintain confidentiality practices and adhere to the requirements of FERPA, ADA and HIPAA.

Policy Elements

If a student's behavior constitutes a violation of the university's Student Handbook and the Community Standards of Conduct, the case may first be referred to the dean of students or designee for initial

investigation and adjudication. If the student's behavior occurs in the absence of any violation of University policies, such as the student is offered and is unwilling to accept mental or physical health services that are necessary and appropriate, the dean of students or designee, along with the Wellness Team will investigate the situation and the effect of behavior(s) on the student and the university community.

Tuition, housing, and board refunds for students who receive an Involuntary Withdrawal are subject to the guidelines found in the catalog and housing contract. An Involuntary Withdrawal does not guarantee a refund. Involuntary Withdrawal applies to all current and future semesters.

Definitions

Involuntary Withdrawal: Involuntary Withdrawal refers to the removal of a student due to a student's behavior inside and/or outside the classroom that demonstrates they pose a threat of harm or creates a pattern of disruption to the community and others.

Student: Any person enrolled in any program at North Park University for any credits, including an audit.

Wellness Team: The Wellness Team is a multidisciplinary team that works to address concerning or threatening behaviors of North Park University students. The team works to promote the safety and well-being of the university community while providing an institutional framework for limited and appropriate information sharing and the development of support plans for students of concern. The Wellness Team serves as an early intervention team overseeing behavioral assessment, intervention, and response.

Procedure

Procedure to initiate an Involuntary Withdrawal

The Wellness Team will consider, on an individualized case-by-case analysis, relevant factors which may include the likelihood of potential harm; the nature, duration, and severity of the potential harm; the source of the information; individualized circumstances that may be causes of the student's behavior; resolution options; and other relevant information.

The Wellness Team's course of action will first be to develop a support plan that allows the student to remain enrolled or to voluntarily withdraw. The support plan may include compliance with hospital or healthcare professional recommendations such as, but not limited to, counseling, intensive outpatient therapy, and/or medication. The Wellness Team will also take steps to ensure the student's preferred healthcare provider is involved in the process.

However, if the Wellness Team decides an Involuntary Withdrawal from the university is in the best interest of the student and university community then this recommendation is provided to the vice president for student engagement or designee, who is responsible for making the final decision regarding an involuntary withdrawal.

Once a decision is made, the vice president for student engagement or designee, will notify the student via their North Park University email address of the decision. The student will be informed in writing of this determination, appeal rights, and requirements for reinstatement.

Procedure for Re-Enrollment after an Involuntary Withdrawal

The dean of students or their designee will determine readiness to return to university life. Because this Involuntary Withdrawal policy applies to cases in which there is a concern about the safety of the student or others, the dean or their designee may require a student who has been involuntarily withdrawn under this policy to be reevaluated before they are readmitted in order to assure that they present no direct threat to themselves or others. In addition, the dean of students or designee may require the following to grant clearance to return:

- A recommendation from the vice president of Student Engagement, Wellness Team, other campus partner and/or designee
- Written statement(s) from a licensed health care practitioner such as a physician, psychologist, counselor, or treatment facility concerning (1) the student's health status, (2) ability to succeed as a student, and (3) treatment plan compliance
- Completion of a release of information form which gives a health care practitioner permission to share appropriate limited information regarding treatment or care while away from North Park and upon return to North Park to a designated staff member of the Division of Student Engagement

The dean of students or designee may consult with members of the Wellness Team to assist in making decisions regarding readiness to return to college. If clearance and approval to return to campus has been granted, the dean of students or their designee will notify the student, via email, and the proper University offices, such as Residence Life and Housing, Office of International Affairs and/or Financial Aid, so the student can make the proper plans for a successful return to campus.

Appeal

If a student wishes to appeal an Involuntary Withdrawal, restrictions imposed during the Involuntary Withdrawal process or denial of re-enrollment after an Involuntary Withdrawal, they may do so in writing within 5 business days from written documentation from the University. The burden of proof rests with the student to clearly demonstrate that an error occurred during the IW process.

An appeal will be considered upon formal written request and only used for one or more of the following reasons:

- **Due Process:** To determine if the IW process was conducted fairly, information presented, and followed procedures outlined as described in the IW policy. This mainly includes a) Giving the student respondent the IW policy and information. b) Giving the student a reasonable opportunity to prepare and to present information necessary that may impact the IW process and/or reenrollment. Deviations from designated procedures or timelines will not be a basis for sustaining an appeal unless significant prejudice results.
- **Substantial Information:** To review documentation and ensure that the decision regarding the student's appeal was based on all submitted information.

- **New Information:** To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original process, because such information and/ or facts were not known to the person appealing at the time of the original decision.

The Vice President for Student Engagement or designate will promptly consider the appeal. The vice president or designate may affirm, reverse, or, in the event of new information, require that it be reviewed by the original body/person. In making a decision, the vice president or designate may review the case and seek counsel, as they deem appropriate. An appeal outcome letter from the vice president or designate providing the decision of the appeal shall be sent to the student within ten business days after receiving the appeal form. The appeal decision is considered final.

Forms

- Release of Information (ROI)

Related Laws, Regulations, Statutes, and Policies:

- Withdrawal and Withdrawal Policy
- Tuition and Refund policy
- Medical Withdrawal
- Housing Agreement
- Academic Catalog
- Student Handbook and Community Standards of Conduct

Stakeholder review:

- Legal Review: July 2, 2024
- Senior Team members: July 31, 2024; July 10, 2025
- DOS Leadership Team: May 31, 2024, May 30, 2025
- Wellness Team: June 14, 2024; May 30, 2025
- Student Engagement Leadership Team: June 14, 2024; May 30, 2025
- Registrar: June 14, 2024, July 23, 2024; May 30, 2025

Document History:

- Converted and Updated to Policy Template: May 2024
- Last Reviewed: June 2025
- Next Review: June 2027, or as necessary