



UNIVERSITY of
DENVER

Crisis Assessment Risk Evaluation (CARE) Team
Mandatory Withdrawal Policy

Introduction

The University of Denver's Crisis Assessment Risk Evaluation (CARE) team is committed to providing care and access to resources to create a safe and secure environment for our campus community to maintain their safety, health, and well-being. To ensure safe and productive learning conditions, the University must address the needs of the individual and the community in determining when disruptive behavior warrants separation of a student from the institution.

Policy Statement

In extraordinary circumstances, a student may be subject to a mandatory withdrawal if the CARE team determines the student exhibits behaviors that substantially impede the student's academic success and/or significantly disrupts the learning environment of others.

The Mandatory Withdrawal policy will be invoked only in one of the following circumstances:

1. Prior to placing a student on a mandatory medical leave of absence for reasons relating to a disability, the University will:
 - conduct an individualized assessment and give careful consideration to the opinions and recommendations of the student's healthcare provider(s), along with the opinions and recommendations of the healthcare professional(s) consulted by the University, and any other information the student chooses to provide;
 - protect the student's privacy and only require the student to provide a medical release for access to the student's health records as reasonably necessary to complete an individualized assessment;
 - determine on an individualized basis whether and what reasonable accommodations through the Disability Services Program can be made that would be effective to allow the student to continue to attend classes and participate in the educational programs offered by the institution while seeking treatment for, or recovery from, any health condition(s); and,
 - place a student on a mandatory withdrawal only if (a) the University concludes after conducting the individualized assessment that the student's continued participation would require accommodations that would be unreasonable or fundamentally alter the nature of the educational programs; (b) the student rejects all reasonable accommodations offered and cannot meet the essential eligibility requirements of the program; or (c) even with all reasonable accommodations offered, the student cannot meet the essential eligibility requirements of the programs.

2. The student's behavior is of such a serious nature that the continued presence of the student at the University is judged to be a safety threat or hinders the ability of that student or others to engage in customary functions and activities at the University.

Process for a Mandatory Withdrawal

Except in emergencies (see *Interim Emergency Withdrawal policy*), the student will be given at least five business days advance notice if they are being considered for a Mandatory Withdrawal.

When possible, notification of consideration will be made by the Director of Student Outreach & Support or the Director of Graduate Student Services or their designee. At the time of the meeting, the director or designee will review the student's current status and discuss all relevant information with the student.

If the student has been asked to undergo a formal *Individual Assessment please see the Individual Assessment Policy*, the Director of Student Outreach & Support or the Director of Graduate Student Services will request the results to be included to assist the CARE team in reviewing this situation for a Mandatory Withdrawal. If the student has been asked to follow a *Behavioral Expectation Letter and subsequent action plan*, it will be included in the decision-making process.

After at least five business days, an informal hearing will be held with the Chair(s) and designees from the CARE team, wherein the student will have the opportunity to review and discuss the results of the individual assessment. The student may be accompanied by a medical or mental health professional, faculty member, or another person of the student's choice who may serve as a support person.

A decision regarding continuance or withdrawal from the University will be made by the Vice Chancellor for Campus Life and Inclusive Excellence for undergraduate students and the Associate Provost for Graduate Studies for graduate students or designee, in consultation with but not limited to the Executive Director of the Health and Counseling Center or designee and the Associate Director of Campus Safety or designee. A statement of rationale will be made and filed with the student's record for any decision requiring a student's mandatory withdrawal from the University. This statement will include the requirements for re-admission to the University.

Reconsideration and Appeal Process

Appellate officers for students is the Vice Chancellor of Campus Life and Inclusive Excellence or designee and/or the Provost or designee.

Undergraduate and graduate students may appeal the withdrawal by submitting a written appeal within five (5) business days of the date that the withdrawal is issued. The submission must state the specific grounds for reconsideration/appeal. Where the reconsideration/appeal is on the grounds of new, previously unavailable information, the information must be submitted with the written appeal.

Reconsideration/appeals under these procedures will be considered on the following grounds:

- The existence of procedural error(s) including concerns of bias or discrimination on the part of the decision makers, or presentation of new and significant information which was not reasonably available at the time of the initial review and would likely alter the decision.
- Mere disagreement with the decision is not grounds for reconsideration/appeal.

Appellate officers will issue their determinations in writing within five (5) business days of the requested appeal. In extenuating circumstances, the appellate officer may notify the parties in writing that additional time is needed to issue a determination. For concerns of bias and retaliation based upon a protected class, the

grievance will be referred to the Equal Opportunity Office, which may alter the timeline and process. Appeal determinations are final.

Returning from the Mandatory Withdrawal

Any student subject to a mandatory withdrawal may submit a written request to return to the University in a term following the student's withdrawal per the undergraduate and graduate re-entry policies. Approval will be considered when the Associate Vice Chancellor for Campus Life and Inclusive Excellence for undergraduate students and the Associate Provost for Graduate Studies for graduate students or designee, in consultation with but not limited to the Executive Director of the Health and Counseling Center or designee and the Associate Director of Campus Safety or designee determines that the conditions that led to the withdrawal are no longer present. The process may require documentation or evaluation when considering re-entry.

Courses Dropped

Each course that is dropped after the first week of the quarter will result in a withdraw notation ("W") on the student's transcript regardless of the reason for the drop. A "W" is an appropriate registration status indicating that a student withdrew after the first week of the quarter. "Ws" are not factored into the student's G.P.A.

Student Records

Information provided to the University as part of the mandatory withdrawal from classes will be considered confidential and will be released only in circumstances described by the Family Educational Rights and Privacy Act (FERPA).

Financial Obligations

The student will be responsible for meeting all financial obligations to the University by published deadlines. Failure to do so could mean that the student would not be eligible to register upon return to the university and/or to have transcripts/diplomas released until the obligation has been met.

Health Insurance Information

Students subject to mandatory withdrawal from classes in the first 31 days of class are not eligible for Student Health Insurance Plan coverage. All degree-seeking students enrolled for one or more hours of graded credit and who are actively attending classes or completing other required course work toward a degree are eligible to enroll in the DU Student Health Insurance Plan. However, students must actively attend classes for at least the first 31 days after the date for which coverage is purchased. If United Healthcare Student Resources (UHCSR), the current company underwriting the Student Health Insurance Plan, discovers the eligibility requirements have not been met, its only obligation is to refund the premium.

Mandatory Interim Emergency Withdrawal

An interim emergency withdrawal may be implemented immediately by the Vice Chancellor for Campus Life and Inclusive Excellence for undergraduate students and the Associate Provost for Graduate Studies for graduate students or designee if any of the following conditions are deemed present:

- The student's behavior poses an immediate threat
- The student suffers an accident or acute medical condition that causes functional impairment which inhibit the student from attending class and/or completing coursework.
- The student is impeding the lawful activities of other members of the campus community

