

Virginia State University
Policies Manual

Title: Protocol for Student Administrative Withdrawal for Medical, Emotional or
Psychological Emergencies

Policy: 3000

Purpose

To establish the University's procedures for student Administrative Withdrawals

Authority, Responsibility, and Duties

The decision concerning administrative withdrawal is made by the Vice President of Student Affairs in consultation with the Directors of the University Counseling Center, Student Health Services, Residence Life, or Student Activities (specifically, judicial affairs), the involved faculty member(s), the University's Threat Assessment Team and, when appropriate, other professional medical and psychological resources.

Definitions

Medical, emotional or psychological health condition or emergencies include, but are not limited to:

1. Imminent Dangers Situations

- The student has inflicted harm to self that a reasonable person would regard as serious.
- The student is believed to have ingested substance(s) of an amount and effect of which is uncertain.
- The student has threatened harm to self or others regardless of whether the student has been using any alcohol/drugs.
- The extent of self-injury is unknown and the student is unresponsive to stimuli.

2. Mental Health Disturbances Covered By This Policy

- Self-damaging Behavior: Overt, physical action (including attempted suicide, inflicting harm to self, such as cutting, ingestion of toxic substances, or overdoses of prescribed medications).
- Behavior Disturbances (not self-damaging, but affecting others in the community): A threat or repeated threats of physical harm to others, threats of damage to property of others, on campus and off-campus disturbances of a disruptive or abnormal nature.

3. Medical Emergencies Include But Are Not Limited To

- Profuse bleeding, unconsciousness, broken bones, difficulty breathing, clutching the chest or throat.
- Slurred, confused or hesitant speech, unexplained drowsiness or sweating for no apparent reason.
- Unusual skin color, unusual noises or utterances, unusual body or breath odors.

4. Psychological Emergencies Are Defined As:

- Conduct that is extremely isolated, non-communicative
- Hostile, incoherent, delusional, paranoid.
- Extremely depressed (constant crying or suicidal thinking).
- Consistent non-attendance to classes, alcohol or drug intoxication are also factors in making a psychiatrically impaired determination.

Policy Statements

A student may be administratively withdrawn from the University if it has been determined that the student suffers from a medical, emotional or psychological health condition or emergency which:

- Poses a significant danger or threat of physical harm to the student or to the person or property of others;
- Causes the student to significantly interfere with the rights of other members of the University community or with the exercise of activities or functions of the University or its personnel; or
- Causes the student to be unable to meet institutional requirements for continued enrollment, as defined in the Student Conduct Code (found in the Student Handbook) and other publications of the University.

Enforcement

- Parents of dependent students may be consulted on a medical withdrawal action without the student's permission. Consultation with parents of independent students can occur if necessary to protect the health and/or safety of the student or other individuals.
- Except in emergency situations, a student shall, upon written request, be accorded an appropriate hearing before the final decision concerning his or her continued enrollment at the University.
- In emergency situations where there is an immediate and **foreseeable** danger that the student may be harmful to him/herself or to other individuals, the Vice President of Student Affairs may take immediate protective measures including interim administrative suspension or administrative withdrawal. If a student wishes to appeal, he/she must submit a written letter of appeal within 72 hours upon receiving verbal or written notification of the decision.

When a student is administratively withdrawn under the provisions of this policy, the Vice President of Student Affairs may request that the Registrar consider awarding the grade of "W" (Withdrawal) for all courses in which the student is enrolled for that Guidelines on Hardship Refunds.

The University will evaluate the feasibility of making refunds to students who encounter emergency hardship situations during a term of enrollment. If document evidence exists to prove that these conditions exist, refunds may be made.

(1) Criteria for refund **consideration** include the following:

- Death in the immediate family (sibling, spouse, child, parents of students or parents of student's spouse, legal guardian, or other relative(s) living in the household, e.g., grandparents).
- Medical emergency, including accident, serious illness, or non-elective surgery for self or member of the immediate family as defined above.
- Change in socio-economic conditions resulting in the inability to continue with classes:
 - Loss of job or job transfer
 - Family or child-care dependency crisis
 - Legal action of a non-criminal nature, e.g., divorce, required court appearance, personal or family bankruptcy
 - Other serious situations that prohibit class attendance

(2) Procedures for Hardship Refunds include the following:

- Hardship refund requests are referred to the Vice President of Student Affairs. Preliminary assessment is made regarding possible eligibility for a refund. If the basic criteria are satisfied, the requesting party is asked to submit supporting documentation.

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- The Vice President of Student Affairs will confer with the Registrar as to the appropriate action. **If the request is deemed appropriate**, the Vice President of Students Affairs or designee **will recommend the refund to the Associate Vice President of Administration and Finance**. **If approved**, the student will be notified and the Bursar will process the refund following internal control procedures.
- Refunds to students on financial aid will be returned to the original financial aid source.
- The Registrar will remove the student's name from the class rolls, and no grades will be awarded for the semester.
- If a refund is denied, the Vice President of Student Affairs has the option of **initiating a request to withdraw** the student with letter grades of "W" (Withdrawal). The withdrawal action will be handled consistent with the withdrawal guidelines approved by the Academic Support Services.

Readmission to the University

A student seeking readmission who has been medically withdrawn must reapply, and may not reenter the university without providing competent medical evidence that:

- The medical/psychological condition no longer exists;
- The medical/psychological condition is sufficiently under treatment so as to remove any substantial likelihood of reoccurrence of the situation, which caused medical withdrawal; or
- The student is no longer a direct threat.

In addition to the information that a reapplying student submits, the university may require the student, at the student's cost, to undergo a medical evaluation by a licensed mental health professional of the university's choosing. The results of such evaluation must be disclosed to appropriate university personnel.

References

None

Approval By:


VICE · RECTOR

Date:

