

Policy Procedure: Involuntary Withdrawal

Procedure Number: 610P

Contact Information: studentservices@nvcc.edu

Forms: <https://www.nvcc.edu/wellness/report.html>

Last Reviewed Date: 10/20/2021

1. Report
 - a. Any member of the NOVA community, guest, or visitor may submit a report about a student for demonstrating behavior that threatens the health or safety of any member of the college community or others, or that unreasonably disrupts the learning environment. Reports may be submitted on the Office of Wellness and Mental Health <https://www.nvcc.edu/wellness/report.html>
2. Referral
 - a. When a report suggests that a student may pose a direct threat, the Threat Assessment Team (TAT) will conduct an assessment and make a recommendation to refer the matter to either the Case Manager or the Dean of Student Rights and Responsibilities. When the report involves substantial disruption without direct threat, the Dean of Student Rights and Responsibilities will manage the process but may consult with the Case Manager as appropriate.
 - b. The Dean of Student Rights and Responsibilities or Case Manager will meet with the student to:
 - i. review available information concerning the behavior and/or incidents which have caused concern
 - ii. provide the student an opportunity to explain his/her behavior
 - iii. discuss options available to the student, including counseling, voluntary withdrawal and evaluation for involuntary withdrawal.
3. Evaluation
 - a. If the student is unwilling to withdraw voluntarily from the College, and the Dean of Student Rights and Responsibilities continues to have reasonable cause to believe the student meets one or more of the criteria for involuntary withdrawal, he/she may request that the student be evaluated by an appropriate health care professional or other appropriate professional.
 - b. The evaluation must be initiated by the student within five business days after notification to the student.
 - i. Prior to the evaluation, the student will be asked to sign a written release authorizing the exchange of relevant information among the health professional(s) (or other professional) and the College.
 - ii. Upon completion of the evaluation, copies of the evaluation report will be provided to the NOVA Cares Case Manager or designee and to the student.
 - c. The evaluation shall include a determination of the nature, duration and severity of the risk posed by the student to the health or safety of himself/herself or others, the probability that a potentially threatening incident will occur, and whether

reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk.

- d. The Case Manager will review this information with the Threat Assessment Team and/or the Dean of Student Rights and Responsibilities. The College shall make an individualized and objective assessment of the student's ability to participate safely in the College's program, based on the best available objective evidence.
 - e. If the student is unwilling to submit to an evaluation, the College will make its assessment based on the available information.
4. Meeting with the Dean of Students Rights and Responsibilities
- a. The Dean of Student Rights and Responsibilities will meet with the student in order to review the results of the professional evaluation, allow the student to present any relevant information, and determine whether involuntary withdrawal should be initiated.
 - i. The student may be accompanied by an adviser of their choice. The advisor's role is not to represent the student. The advisor may not speak for the student.
 - b. Before initiating involuntary withdrawal, every effort will be made to encourage the student to withdraw voluntarily. The meeting may result in one of the following outcomes:
 - i. If the evaluation results in a determination that the student's continued attendance presents no significant risk to the health or safety of any member of the College community, or to the educational processes and orderly operations of the College, no further action shall be taken to withdraw the student from the College.
 - ii. If the evaluation results in a determination that the continued attendance of the student presents a significant risk of direct threat to the health or safety of any member of the College community, or substantial disruption to the educational processes and orderly operations of the College, the student may be involuntarily withdrawn from the College.
 - iii. The student may agree to withdraw voluntarily from the College. Conditions for re-enrollment may apply.
 - c. The student will be informed in writing within five business days of the outcome, of his/right to appeal the determination of involuntary withdrawal, and of any conditions necessary for re-enrollment.
5. Appeal
- a. The student may appeal the determination of involuntary withdrawal to the Associate Vice President for Student Services. The appeal must be in writing and must be submitted within five business days of receiving the determination. The only grounds for appeal are:
 - i. A procedural error occurred that significantly impacted the outcome
 - ii. To consider new evidence, unavailable during the original assessment, that could substantially impact the outcome. A summary of this new evidence and its potential impact must be included.
 - b. The Associate Vice President will issue a decision within five business days. That decision is final.
6. Effect of Involuntary Withdrawal

- a. Students who have been involuntarily withdrawn from the College are not permitted to be present on College property or participate in College events without the permission of the Dean of Student Rights and Responsibilities.
 - b. A student who is involuntarily withdrawn after the census date will be given a grade of W for all currently enrolled courses. Standard College policies regarding tuition refunds and financial aid will apply.
7. Interim Action
- a. The College may take interim action to remove a student from the College pending a decision on whether to initiate involuntary withdrawal if such action is deemed necessary for the safety of the College community. Interim action may be deemed necessary when there is imminent danger of serious physical harm to any member of the College community or others.
 - b. When possible, alternative arrangements will be made for the student to continue to meet academic requirements during an interim removal.
8. Re-Enrollment
- a. A student who has satisfied the conditions for re-enrollment outlined at the time of his or her voluntary or involuntary withdrawal will be considered for readmission to the College.
 - b. Re-enrollment conditions will be individually tailored so as to be appropriate to each student but will always be premised on the notion that the student no longer poses a direct threat to the health or safety of any member of the College community, and/or no longer demonstrates behavior that is substantially disruptive to the normal educational processes and orderly operation of the College. Specific conditions for readmission might include:
 - i. Appropriate documentation indicating that the student no longer demonstrates the behavior which led to the involuntary withdrawal.
 - ii. A treatment plan from a health professional or other appropriate care provider and/or verification from the provider that the student is complying with a treatment plan (or has been satisfactorily complying with a treatment plan for a designated length of time).
 - c. Students wishing to re-enroll must call or email to schedule a meeting with the Dean of Students at least six weeks before their desired return to discuss the student's compliance with, and appropriate documentation of, the designated conditions for readmission.
 - d. All determinations as to whether the conditions for re-enrollment have been satisfied will be made by the Dean of Student Rights and Responsibilities. These determinations are final.
 - e. Because conduct that gives rise to an involuntary withdrawal under this Policy might also result in sanctions in accordance with the Student Code of Conduct, it is possible that a student who has met the designated conditions for re-enrollment following an involuntary withdrawal might still not be eligible for re-enrollment at the College.

Definitions

Direct Threat: Behavior which poses significant risk to the health or safety of any member of the College community or others.

Significant Risk: Behavior which has a high probability (not just a slightly increased, speculative, or remote risk) of substantial harm, given information concerning the behavior that is available at the time of consideration.

Substantial Disruption: Behavior which continually and considerably interferes with other students' participation in academic, work, extracurricular, or other college-related activities, or that impedes the orderly operation of College activities.