



Policy Concept Form

All policy proposals including new policy concepts, recommendations to revise, or requests to repeal must be submitted via this form to the University Secretary. The Secretary will forward completed concept forms to the President's Policy Advisory Council for consideration pursuant to I.03.01 Policy on University Policies. When submitting a policy concept form, please keep the following university definition of "policy" in mind:

A University Policy ("Policy") is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University's mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board or the President as a University Policy subject to the Policy- Making Process authorized in section 4. A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.

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Policy Subject Matter (please included existing policy number(s) if available)

Medical Leave Policy 571.023

Statement of Need and Desired Result (please describe what we accomplish with the proposed action)

Original policy was written many years ago. It needed to be revised to update current standards, conform to state and federal guidelines and best practices, correct errors, and be more transparent.

Affected Policy Stakeholders (please list all known impacted stakeholders and the nature of those impacts)

Students are the primary stakeholders. The proposed revised policy was reviewed by the Counseling and Testing Center student advisory board and by the ASUO President and ASUO External Director of Staff .

Proposed Action (i.e., new, revision, repeal)

Revision

Student Medical Leave

Reason for Policy:

This policy outlines matters relating to student medical leave.

~~Entities Affected by this Policy:~~

~~All students and UO employees who interact with students on medical leave.~~

Responsible Office:

For questions about this policy, please contact the ~~Vice President for~~ [Division of Student Life](#): (541) 346-1137.

Enactment & Revision History:

Technical revisions enacted by the University Secretary on September 3, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 571 Division 23.

Policy:

A. Definitions

~~For purposes of Policy 571.023(A) et seq.~~

(1) "Dean's Consultation" occurs when the Vice President convenes a group of professionals to recommend actions and strategies to respond to a student's failure to meet the University's Standards of Responsibility and Self Care.

(2) "Medical Leave" means leave during an academic term, resulting from a student's medical or mental health condition that requires the student to interrupt their enrollment.

~~(3) "Professional Assessment" means an assessment of a student's mental capacity, emotional functioning and psychological well being across all major bio-psycho-social domains performed by one or more mental health professionals trained to perform such an assessment. The objective of a "Professional Assessment" will be to determine a student's current level of dangerousness to self or others by understanding the student's ability to think, reason, care adequately for self and current suicidality. It is limited to gaining information and will not involve treatment interventions such as use of medication or psychotherapy. "Professional Assessment" may also mean gathering information to recommend steps to restore the health and safety of the student or to protect the University community.~~

~~(4) "Suicidal" means potentially self-injurious to oneself with the intent to imminently end one's life.~~

~~"Suicidal" could include suicidal gesturing (mild to moderate attempts to commit suicide) or active suicidal attempts (any deliberate action with potentially life-threatening consequences).~~

~~(5) "Suicide Assessment Team" means a group of professional staff members who have expertise in the area of suicide assessment and referral selected under the sole discretion of the Vice President. Suicide Assessment Team members will include the Director of the University Counseling and Testing Center, the Director of the University Health Center, the Director of Student Life, and, if when appropriate, the Director of Residence Life, or the designees or successors.~~

~~(3) "Standards of Responsibility and Self Care" means that a student in the University community is experiencing a serious medical or mental health condition or emergency that substantially threatens the welfare of self or others and/or significantly disrupts the functioning of University operations.~~

~~(46) "Vice President" means Vice President for Student Affairs-Life or successor or designee.~~

~~(5) "Dean of Students" means the Associate Vice President & Dean of Students or successor or designee.~~

B. Voluntary Medical Leave

Commented [SK1]: Moved the definition of Standards of Responsibility and Self Care from a procedures section to the Definitions Section. Also, deleted the third criteria "or significantly interferes with a student's ability to complete their educational goals" based on recommendation from General Counsel. There are academic policies that address students' academic performance or failure to make progress toward graduation. This criterion is not applied to students separate from those academic policies in any other circumstance and Counsel did not believe it was appropriate to apply it specifically in this policy.

A student who wishes to be placed on ~~Voluntary~~ ~~Medical~~ Leave from the University shall present a recommendation to that effect from a physician or psychologist to the ~~Vice President for Student Affairs~~ Dean of Students. The ~~Vice President~~ Dean of Students or designee will request the Executive Director of the University Health Center (if the request for leave is based on a medical condition) or the Director of the University Counseling and Testing Center (if the request for leave is based on mental health conditions) or both (if the ~~Vice President~~ Dean of Students believes information from both ~~D~~irectors would be useful) evaluate the information provided. Upon the affirmative written recommendation of the ~~D~~irector conducting the evaluation, the ~~Dean of Students or designee~~ Vice President shall immediately grant the student's request and will work with the student on a plan for return and plan for success upon such return, as appropriate, in accordance with Section I below, regarding Resumption of Student Status.

Commented [SK2]: There are several instances in which we replaced Vice President with Dean of Students. The Vice President is the person to whom a student appeals decisions. It did not seem appropriate to have the person making the decisions be the same person hearing the appeals of those same decisions.

C. University Duties of Refund and Notification

If a student is placed on leave from the University pursuant to the provisions of UO Policy 571.023(B) or (G), the ~~Vice President~~ Dean of Students is authorized to ~~shall~~ instruct the University Registrar to withdraw the student immediately and to initiate the appropriate tuition and fee refund according to the University refund schedule, or implement alternative or additional reasonable accommodations, as may be warranted in the circumstances. ~~If the leave occurs late in the term and incompletes are more appropriate for the student's work, the Vice President, in the Vice President's sole discretion, may seek that action rather than withdrawals from all courses.~~

Commented [SK3]: Added a statement referring to steps that need to be taken for the student to return to the University in order to be transparent about the process and to make clear that the Dean of Students will be involved in working with the student on making plans to return.

D. Standards of Responsibility and Self Care

(1) A student in the University community who does not meet University Standards of Responsibility and Self Care, unless such a student elects voluntary leave, may be referred for a professional assessment or placed on Emergency Temporary Medical Leave or Mandatory Leave.

Commented [SK4]: Deleted sentence about incompletes, since the decision to grant incompletes rests with the instructor/faculty member and broadened the language to state that the Dean of Students will work with the student on reasonable accommodations.

In evaluating whether a student does not meet University Standards of Responsibility and Self Care, the University will make an individualized and objective assessment of the student's ability to participate in the University's programs and activities, based on reasonable medical judgment or the best available objective evidence. The assessment will determine the nature, duration and severity of the risk, the probability that the potential harm will actually occur and, if a qualifying disability exists, whether reasonable accommodations can be implemented to mitigate the risk sufficiently to allow the student to continue to access University programs and activities.

Commented [SK5]: Added actions that may be taken in addition to being referred for a professional assessment.

The involuntary Emergency and Mandatory Leave processes are not a substitute for disciplinary action when there is a violation of the Student Code of Conduct, and the disciplinary process is separate from the process outlined here. Because conduct that gives rise to Emergency or Mandatory Leave might also result in Student Conduct sanctions, it is possible that a student who has met the designated conditions for ~~readmission~~ reenrollment following an Emergency or Mandatory Leave may not be eligible for ~~readmission~~ reenrollment based on the conduct sanction administered. Standards of Responsibility and Self Care. A student in the University community

Commented [SK6]: Added language that aligns with the expectations of Title II and lessons learned from case law.

Commented [SK7]: Moved the definition of Standards of Responsibility and Self Care to the Definitions section.

Commented [SK8]: Moved specific procedures to the Mandatory Leave Procedure section.

Commented [SK9]: Based on recommendation from General Counsel, clarified that this policy does not substitute for the university conduct/disciplinary process and that either or both processes may take place.

Commented [SK10]: Deleted information that was narrowly applied to suicide assessments and a suicide assessment team. The policy is not intended to be applied that narrowly.

who is experiencing a serious medical or mental health condition or emergency that substantially threatens the welfare of self or others, significantly disrupts the functioning of University operations or significantly interferes with a student's ability to complete their educational goals does not meet University standards of responsibility and self care and may be mandated for a professional assessment.

(2) Procedures. The following procedures shall be followed when the Vice President has reason to believe that a student may not meet University standards of responsibility and self care:

(a) The Vice President will consult with the Director of the Health Center (for behavior based on medical conditions or emergencies) or the Director of the Counseling Center (for behavior based on mental health conditions or emergencies) or both (if the Vice President believes information from both Directors would be useful).

(b) Request for a Dean's Consultation. If a student is not meeting the University's standards of responsibility and self care but is not suicidal, the Vice President may convene a dean's consultation to recommend appropriate actions.

(c) Request for evaluation in cases of suicidal ideation or behavior. When a student's behavior suggests it is warranted, the Suicide Assessment Team may conduct a review. Based on its review, the Suicide Assessment Team will recommend appropriate actions, which may include a mandatory professional assessment.

E. Mandatory Professional Assessment Appointment

(1) Mandatory professional assessment. If based on the Suicide Assessment Team's recommendation, the Vice President determines that the student should be required to attend a mandatory professional assessment appointment completed by an individual or individuals identified by the Suicide Assessment Team, the Suicide Assessment Team will attempt to reach the student by phone and will send a letter to the student requiring the student to attend the appointment within 3 days of the date of the letter. A student who is required to attend a mandatory professional assessment appointment may choose, consistent with the provisions of the policy, to have the mandatory assessment completed by an individual or individuals identified by the Suicide Assessment Team or, instead, by a psychologist, psychiatrist or other qualified, credentialed mental health professional, approved by the Suicide Assessment Team.

(a) A student who chooses to have a mandatory professional assessment performed by a mental health professional other than the individual or individuals selected by the Suicide Assessment Team as provided in this policy, must sign a release to allow information to be shared between the person performing the assessment and the Suicide Assessment Team. The information provided must be adequate to allow the Suicide Assessment Team to report to the Vice President the nature of any substantial threat to the welfare of the individual, other members of the University community, or the educational processes of the University.

(b) The Suicide Assessment Team will report to the Vice President regarding the student's ability to maintain their own safety and well-being, any threat to other members of the University community or the educational processes of the University. The report shall also contain recommendations concerning the necessity for medical leave for the student.

(2) Weekly Professional Assessment Appointments. Any student who is required to attend a mandatory professional assessment appointment must, if recommended as an outcome of the initial assessment, subsequently attend three professional assessment appointments after their initial appointment. Any student who fails to attend a professional assessment appointment, either the initial appointment or a subsequent one, will have failed to meet the University's standards of responsibility and self-care.

F. Emergency Interventions

(1) Transfer to Institutional Care. If a physician or psychologist on the staff of the University Health Center or University Counseling and Testing Center, after conferring with the Vice President, determines that a student's medical or mental health condition poses an immediate emergency warranting institutional care, such physician or psychologist shall act as the representative of the University in emergency cases requiring immediate action to transfer a student pursuant to Oregon Laws, to an appropriate community or state health agency. Upon transfer to institutional care, the student shall be placed on medical leave from the University. If, within seven days of taking action to initiate such a transfer, the emergency has abated and the Director of the University Health Center or University Counseling and Testing Center so recommends to the Vice President, the Vice President may cancel the medical leave, require a mandatory medical assessment or, if the student elects and the Vice President concurs, place the student on voluntary medical leave for the remainder of the current term.

(2) Refusal to Participate. If, after requested by the Suicide Assessment Team, a student fails to attend any mandatory professional assessment appointment, the student will not meet the University's standards of responsibility and self-care and will be subject to emergency procedures.

(3) Involvement of Family Members. The Vice President may seek the cooperation and involvement of family members of students who are experiencing medical or mental health emergencies. Involvement may include requesting family members to assist in persuading the student to seek appropriate professional assistance, such as an evaluation from a psychologist or other appropriate mental health professional. The decision to notify a student's family members in the case of a medical or mental health emergency will be weighed carefully against the student's privacy rights.

(4) Mandatory Leave. If the Vice President believes the medical or mental health condition of a student substantially threatens the welfare of self or others, significantly disrupts the functioning of University operations or significantly interferes with a student's ability to complete their educational goals or if a student fails to attend a mandatory professional assessment, the Vice

~~President may place a student on mandatory leave after following the procedures identified Section G.~~

E. Emergency Temporary Leave

(1) The Dean of Students may take emergency action to place a student on Emergency Temporary Leave when necessary to secure the health or safety of the student or others. At the time that the emergency action takes place, the Dean of Students shall (A) inform the student of the reason for the emergency action, (B) give the student the opportunity to explain why emergency action need not be taken, and (C) inform the student that the meeting outlined in the Mandatory Leave Procedure section below will take place within three (3) business days of the Emergency Action if the student is available, or if the student is unavailable for medical reasons, within three (3) business days after the student becomes available.

(2) Mandatory Leave. If the Dean of Students believes a student's medical or mental health issues substantially threaten the welfare of self or others and/or significantly disrupts the functioning of University operations, the Dean of Students may place a student on mandatory leave after following the procedures identified in Section H.

F. Involvement of Family Members

The Dean of Students may seek the cooperation and involvement of family members of students who are experiencing medical or mental health emergencies. Involvement may include requesting family members to assist in persuading the student to seek appropriate professional assistance, such as an evaluation from an appropriate mental health or medical professional. The decision to notify a student's family members in the case of a medical or mental health emergency will be weighed carefully against the student's privacy rights and will be done consistent with the requirements of state and federal law and university policy.

G. Mandatory Leave Procedure

(1) If the ~~Executive~~ Director of the University Health Center or the Director of the University Counseling and Testing Center believes the standard for mandatory leave has been met by a student's behavior, ~~a student's medical or mental health condition meets the standard for mandatory leave,~~ the ~~d~~Director will recommend ~~to the Vice President that the Vice President~~ that the Dean of Students initiate mandatory leave. In some instances, both the Mandatory Leave and Student Conduct procedures may be triggered by the student's conduct. The Student may also be placed on emergency temporary suspension in the interim, pursuant to the Emergency Action provisions of the Student Conduct Code or the Emergency Temporary Leave provision, discussed above. The ~~D~~irector may confer with any individuals the ~~d~~irector believes can assist in making a recommendation.

~~(2)~~ (2) Prior to placing a student on mandatory leave, the Vice President ~~The Dean of Students~~ will request the ~~d~~irector prepare a report containing a summary of the steps already taken to

Commented [SK11]: Deleted the section on Mandatory Professional Assessment Appointment. This was too specific to students with suicide risk - steps taken to address suicide risk, along with other relevant behavioral issues, are covered in the sections relevant to Standards of Responsibility and Self Care and the Voluntary and Mandatory Leave Procedures.

Commented [SK12]: Deleted the original (1) Transfer to Institutional Care. Health Center medical staff and Counseling Center psychological staff take the appropriate medical and psychological steps to address medical and mental health conditions based on their professional roles (including assisting in hospitalizing a student), when students are in treatment at either clinic. They do not share information with the Vice President or Dean of Students or initiate the procedures outlined in the Standards of Responsibility and Self Care since this would be in contradiction to their ethics and state privacy laws. The directors of the Counseling Center and Health Center are involved when students come to the attention of the Dean of Students through many channels – however, the Health Center and Counseling Center physicians and psychologists do not report to the VP or Dean of Students when they have assisted in the hospitalization of a student.

Commented [SK13]: The original section F (Emergency Interventions) was separated out into two sections: E: Emergency Temporary Leave and F: Involvement of Family Members.

Commented [SK14]: Deleted (2) Refusal to Participate – again this section was too narrowly focused on suicide. Instead, focused on the rationale for placing a student on emergency temporary leave or mandatory leave and the due process steps taken when emergency temporary leave is taken.

Commented [SK15]: Moved this information into its own section and added language about complying with state and federal law and university policy.

Commented [SK16]: Added language to clarify that the standard is met based on student's behavior – not just having a particular medical or mental health condition.

respond to the student's medical or mental health ~~condition~~issues, a list of individuals who have relevant information regarding the student's medical or mental ~~condition~~health issues, and the basis for recommending mandatory leave.

(3) The ~~d~~Director will set a date and time for a meeting with the student prior to making a final recommendation regarding ~~M~~andatory ~~L~~leave and provide the student written notice. The notice shall include:

(a) The date, time and place of the meeting;

(b) That the purpose of the meeting is to consider if the student should be placed on ~~M~~andatory ~~L~~leave;

(c) That the standards for making the final decision are whether the student's medical or mental health ~~condition~~issues substantially threatens the welfare of self or others, ~~or~~ significantly disrupts the functioning of University operations; ~~or significantly interferes with a student's ability to complete their educational goals; and~~

(d) That the student has the opportunity to attend, to participate in the meeting, and to be accompanied by a personally-selected representative. ~~Should the student elect not to attend the meeting, the process will proceed without the benefit of the student's input, with the ~~d~~Director's evaluation based on the information otherwise available.~~

(4) The ~~d~~Director shall conduct the meeting in an informal manner that provides the ~~d~~Director with an opportunity to gather information relevant to the final decision and provides the student with an opportunity, if the student wishes, to provide information the ~~d~~Director ~~or student~~ believes will be useful in making a final recommendation. The student's opportunity to participate in the meeting shall include the opportunity to provide information from others who may have knowledge regarding whether the student's medical or mental health ~~condition~~issues substantially threatens the welfare of self or others, ~~and/or~~ significantly disrupts the functioning of University operations or significantly ~~disrupts the functioning of University operations. interferes with a student's ability to complete their educational goals.~~

(5) If, ~~following the meeting with the student,~~ the ~~d~~Director concludes that the student's medical or mental health condition does not substantially threaten the welfare of self or others, ~~nor~~ significantly disrupts the functioning of University operations, ~~the ~~d~~Director will so advise the Dean of Students in writing. The Dean of Students will decide whether to enforce the mandatory leave and inform the student of the decision, or significantly interfere with the student's ability to complete their educational goals, the Director will so inform the student and the Vice President in writing, and no further action will be taken.~~

(e) If, following the meeting with the student, the ~~d~~Director concludes that the student's medical or mental health condition substantially threatens the welfare of self or others, ~~or~~ significantly disrupts the functioning of University operations ~~or significantly interferes with the student's~~

Commented [SK17]: Clarifies that the student will be notified about the decision by the Dean of Students.

~~ability to complete their educational goals, the dDirector will so inform the student and advise the Vice PresidentDean of Students in writing, and may recommend the student be placed on mandatory leave. The Dean of Students will decide whether to enforce the mandatory leave and inform the student of the decision.~~

Commented [SK18]: Clarifies that the Dean of Students informs the student, not the director of the Counseling Center or Health Center.

~~(f) A student may appeal the Dean of Student's determination regarding Mandatory Leave or the conditions placed on the Student's return, pursuant to I below, to the Vice President. Such an appeal must be filed within 14 days. The Vice President shall review all available information provided by the Dean of Students and the affected student and may request an opportunity to request additional information from the Dean of Students and the affected student. (f) The Vice President will review the Director's recommendation and will notify the University General Counsel or designee or successor, prior to placing the student on mandatory leave. The Vice President shall notify the student of the Vice President's decision and of the requirements for resumption of student status contained in this Policy. The Vice President's decision is final.~~

Commented [SK19]: Provides more specific information about the appeal process.

H. Resumption of Student Status

(1) Prior to returning to the University or enrolling at the University, a student who has been placed on leave as a result of emergency procedures, ~~voluntary leave, or mandatory leave~~ must produce a plan in writing that delineates how the student will resume their status at the University.

(2) The plan must respond to the condition that gave rise to the need for the student's leave (i.e., need for ongoing psychological or medical care; ability to maintain a standard of responsibility and self care; ability to assume class participation.) If the student will reside in the residence halls, the plan must also state how the student will transition back into this community.

~~(3) The Dean of Students and cCounseling (for psychological conditions) or hHealth (for medical conditions) cCenter dDirector or their designees will review the student's plan and meet with the student. The student will be asked to authorize the cCounseling Center or hHealth cCenter dDirector or designee to consult with the student's recent/current mental health or medical providers about mental health issues relevant to the student's readiness to return to the University. After the Dean of Students and cCounseling or hHealth cCenter dDirector have reviewed the student's plan, the Executive Director of the University Health Center (for behavior based on medical issues or emergencies) or the Director of the University Counseling and Testing Center (for behavior based on mental health issues or emergencies) or both (if the Dean of Students believes information from both dDirectors would be useful) will make a recommendation to the Dean of Students, who will decide if the student's request to re-enroll at that time shall be granted or denied.~~

Commented [SK20]: Deletes language that is too narrowly focused on suicide risk and describes the process for determining whether a student is ready to return to the university subsequent to voluntary or mandatory leave.

~~(3) The Suicide Assessment Team will review the student's plan. After the Suicide Assessment Team has reviewed the student's plan, the Director of the Health Center (for behavior based on~~

~~medical conditions or emergencies) or the Director of the Counseling and Testing Center (for behavior based on mental health conditions or emergencies) or both (if the Vice President believes information from both Directors would be useful) will make a recommendation to the Vice President who will decide if the student's request to re-enroll at that time shall be granted or denied. The Vice President's decision is final.~~

Student Medical Leave

Reason for Policy:

This policy outlines matters relating to student medical leave.

Responsible Office:

For questions about this policy, please contact the Vice President for Student Life: (541) 346-1137.

Enactment & Revision History:

Technical revisions enacted by the University Secretary on September 3, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 571 Division 23.

Policy:

A. Definitions

(1) "Dean's Consultation" occurs when the Vice President convenes a group of professionals to recommend actions and strategies to respond to a student's failure to meet the University's Standards of Responsibility and Self Care.

(2) "Medical Leave" means leave during an academic term, resulting from a student's medical or mental health condition that requires the student to interrupt their enrollment.

(3) "Standards of Responsibility and Self Care" means that a student in the University community is experiencing a serious medical or mental health condition or emergency that substantially threatens the welfare of self or others and/or significantly disrupts the functioning of University operations.

(4) "Vice President" means Vice President for Student Life or successor or designee.

(5) "Dean of Students" means the Associate Vice President & Dean of Students or successor or designee.

B. Voluntary Medical Leave

A student who wishes to be placed on Voluntary Medical Leave from the University shall present a recommendation to that effect from a physician or psychologist to the Dean of Students. The Dean of Students will request the Executive Director of the University Health Center (if the request for leave is based on a medical condition) or the Director of the University Counseling and Testing Center (if the request for leave is based on mental health conditions) or both (if the Dean of Students believes information from both directors would be useful) evaluate the information provided. Upon the affirmative written recommendation of the director conducting the evaluation, the Dean of Students shall immediately grant the student's request and will work with the student on a plan for return and plan for success upon such return, as appropriate, in accordance with Section I below, regarding Resumption of Student Status.

C. University Duties of Refund and Notification

If a student is placed on leave from the University pursuant to the provisions of UO Policy 571.023(B) or (G), the Dean of Students is authorized to instruct the University Registrar to withdraw the student immediately and to initiate the appropriate tuition and fee refund according to the University refund schedule, or implement alternative or additional reasonable accommodations, as may be warranted in the circumstances.

D. Standards of Responsibility and Self Care

(1) A student in the University community who does not meet University Standards of Responsibility and Self Care, unless such a student elects voluntary leave, may be referred for a professional assessment or placed on Emergency Temporary Medical Leave or Mandatory Leave.

In evaluating whether a student does not meet University Standards of Responsibility and Self Care, the University will make an individualized and objective assessment of the student's ability to participate in the University's programs and activities, based on reasonable medical judgment or the best available objective evidence. The assessment will determine the nature, duration and severity of the risk, the probability that the potential harm will actually occur and, if a qualifying

disability exists, whether reasonable accommodations can be implemented to mitigate the risk sufficiently to allow the student to continue to access University programs and activities.

The involuntary Emergency and Mandatory Leave processes are not a substitute for disciplinary action when there is a violation of the Student Code of Conduct, and the disciplinary process is separate from the process outlined here. Because conduct that gives rise to Emergency or Mandatory Leave might also result in Student Conduct sanctions, it is possible that a student who has met the designated conditions for reenrollment following an Emergency or Mandatory Leave may not be eligible for reenrollment based on the conduct sanction administered.

E. Emergency Temporary Leave

(1) The Dean of Students may take emergency action to place a student on Emergency Temporary Leave when necessary to secure the health or safety of the student or others. At the time that the emergency action takes place, the Dean of Students shall (A) inform the student of the reason for the emergency action, (B) give the student the opportunity to explain why emergency action need not be taken, and (C) inform the student that the meeting outlined in the Mandatory Leave Procedure section below will take place within three (3) business days of the Emergency Action if the student is available, or if the student is unavailable for medical reasons, within three (3) business days after the student becomes available.

(2) Mandatory Leave. If the Dean of Students believes a student's medical or mental health issues substantially threaten the welfare of self or others and/or significantly disrupts the functioning of University operations, the Dean of Students may place a student on mandatory leave after following the procedures identified in Section I.

F. Involvement of Family Members

The Dean of Students may seek the cooperation and involvement of family members of students who are experiencing medical or mental health emergencies. Involvement may include requesting family members to assist in persuading the student to seek appropriate professional assistance, such as an evaluation from an appropriate mental health or medical professional. The decision to notify a student's family members in the case of a medical or mental health emergency will be weighed carefully against the student's privacy rights and will be done consistent with the requirements of state and federal law and university policy.

G. Mandatory Leave Procedure

(1) If the Executive Director of the University Health Center or the Director of the University Counseling and Testing Center believes the standard for mandatory leave has been met by a student's behavior, the director will recommend that the Dean of Students initiate mandatory leave. In some instances, both the Mandatory Leave and Student Conduct procedures may be triggered by the student's conduct. The Student may also be placed on emergency temporary suspension in the interim, pursuant to the Emergency Action provisions of the Student Conduct

Code or the Emergency Temporary Leave provision, discussed above. The director may confer with any individuals the director believes can assist in making a recommendation.

(2) The Dean of Students will request the director prepare a report containing a summary of the steps already taken to respond to the student's medical or mental health issues, a list of individuals who have relevant information regarding the student's medical or mental health issues, and the basis for recommending mandatory leave.

(3) The director will set a date and time for a meeting with the student prior to making a final recommendation regarding Mandatory Leave and provide the student written notice. The notice shall include:

(a) The date, time and place of the meeting;

(b) That the purpose of the meeting is to consider if the student should be placed on Mandatory Leave;

(c) That the standards for making the final decision are whether the student's medical or mental health issues substantially threatens the welfare of self or others, or significantly disrupts the functioning of University operations: and

(d) That the student has the opportunity to attend, to participate in the meeting, and to be accompanied by a personally-selected representative. Should the student elect not to attend the meeting, the process will proceed without the benefit of the student's input, with the director's evaluation based on the information otherwise available.

(4) The director shall conduct the meeting in an informal manner that provides the director with an opportunity to gather information relevant to the final decision and provides the student with an opportunity, if the student wishes, to provide information the director or student believes will be useful in making a final recommendation. The student's opportunity to participate in the meeting shall include the opportunity to provide information from others who may have knowledge regarding whether the student's medical or mental health issues substantially threatens the welfare of self or others and/or significantly disrupts the functioning of University operations.

(5) If the director concludes that the student's medical or mental health condition does not substantially threaten the welfare of self or others, nor significantly disrupts the functioning of University operations, the director will so advise the Dean of Students in writing. The Dean of Students will decide whether to enforce the mandatory leave and inform the student of the decision.

(e) If, following the meeting with the student, the director concludes that the student's medical or mental health condition substantially threatens the welfare of self or others, or significantly disrupts the functioning of University operations the director will so advise the Dean of Students

in writing, and may recommend the student be placed on mandatory leave. The Dean of Students will decide whether to enforce the mandatory leave and inform the student of the decision.

(f) A student may appeal the Dean of Student's determination regarding Mandatory Leave or the conditions placed on the Student's return, pursuant to I below, to the Vice President. Such an appeal must be filed within 14 days. The Vice President shall review all available information provided by the Dean of Students and the affected student and may request an opportunity to request additional information from the Dean of Students and the affected student. The Vice President's decision is final.

H. Resumption of Student Status

(1) Prior to returning to the University or enrolling at the University, a student who has been placed on leave as a result of emergency procedures, voluntary leave, or mandatory leave must produce a plan in writing that delineates how the student will resume their status at the University.

(2) The plan must respond to the condition that gave rise to the need for the student's leave (i.e., need for ongoing psychological or medical care; ability to maintain a standard of responsibility and self care; ability to assume class participation.) If the student will reside in the residence halls, the plan must also state how the student will transition back into this community.

(3) The Dean of Students and counseling (for psychological conditions) or health (for medical conditions) center director or their designees will review the student's plan and meet with the student. The student will be asked to authorize the counseling or health center director or designee to consult with the student's recent/current mental health or medical providers about mental health issues relevant to the student's readiness to return to the University. After the Dean of Students and counseling or health center director have reviewed the student's plan, the Executive Director of the University Health Center (for behavior based on medical issues or emergencies) or the Director of the University Counseling and Testing Center (for behavior based on mental health issues or emergencies) or both (if the Dean of Students believes information from both directors would be useful) will make a recommendation to the Dean of Students, who will decide if the student's request to re-enroll at that time shall be granted or denied.