

INVOLUNTARY WITHDRAWAL PROCEDURES

These procedures implement Policy 03-14.00 – *Withdrawal Policy*, incorporate the definitions in that policy, and may be amended from time to time without the need to amend that policy.

I. Initial Intervention

Towson University’s (“TU”) Assistant Vice President (“AVP”) of Student Affairs (or designee) may take action to intervene when they perceive a student exhibiting behavior that poses a possible danger to the safety or well-being of the University Community, demonstrating an inability to satisfy basic personal needs, or substantially impeding the lawful activities of others or TU’s orderly operations. In making such a determination, the AVP of Student Affairs (or designee) shall consider information reasonably available to them and determine whether a preponderance of the evidence supports the conclusion that the student’s behavior necessitates an Involuntary Withdrawal.

- A. The AVP of Student Affairs (or designee) oversees an initial review to explore a potential solution short of an Involuntary Withdrawal. To do so, they gather information about the circumstances. In order to have the most current medical information, the AVP of Student Affairs (or designee) may ask the student to consent to a medical and/or psychiatric evaluation. The evaluation will be at University expense by a health professional designated by the University.

During the initial review, the AVP of Student Affairs (or designee) attempts to communicate with the student directly. In addition, they may convene a meeting or a discussion with the student (and/or their family), staff (such as those from the Counseling Center, Housing and Resident Life, etc.), and faculty. TU’s ultimate goal is to engage with the student to reach a voluntary and mutually agreeable resolution short of an Involuntary Withdrawal.

- B. If the parties cannot reach agreement, the AVP of Student Affairs (or designee) may require the student be Involuntarily Withdrawn.

II. Appeals

- A. A student may appeal the decision of the AVP of Student Affairs (or designee) that they be Involuntarily Withdrawn. To file an appeal, the student must submit a written statement to the Office of the Vice President of Student

Affairs within ten (10) business days after receipt of the decision by the AVP of Student Affairs. The written statement should include, at minimum, the following elements:

1. Student's name;
2. Student's University ID number;
3. The grounds for the appeal;
4. A short and plain statement, including relevant documents or evidence, explaining why the decision requires reversal; and
5. If circumstances require that a third party (e.g., parent, guardian, spouse, or other person) submit an appeal on behalf of a student, please include a statement describing why the student cannot complete the appeal process.

B. Valid grounds for an appeal are limited to the following:

1. Procedural errors serious enough to affect the decision;
2. New information not available at the time of the hearing or decision which would materially impact the decision; and/or
3. The decision was not supported by the evidence.

C. Upon receiving a student's appeal, the Vice President of Student Affairs (or designee) shall designate staff and/or faculty members to serve on a review team. The review team shall then promptly set a hearing date. The hearing will follow the procedures set forth below:

1. The hearing will follow a discussion format and formal rules of evidence do not apply.
2. The Chair of the review team may exclude irrelevant or cumulative information or documents.
3. The student may:
 - a. Be present for the entire hearing (provided they are not disruptive to the hearing process); or
 - b. Waive the right to a hearing and provide a written statement to the AVP of Student Affairs (or designee).

4. The hearing will occur even if the student does not attend.
 5. The student may bring one support person to the hearing, though the student is expected to speak on their own behalf.
 6. The student may review those documents considered by the review team and will receive copies of the documents used or considered at the hearing at least two business days in advance.
 7. The student has the right to present relevant evidence, submit questions for witnesses to the review team, and comment on the information the review team considers.
- D. Information the review team may consider as part of a student's appeal includes, though is not limited to, objective and observable behaviors of the student, current medical information, and educational records. Such information may be provided by the student, faculty, staff, and/or others with knowledge of the facts and circumstances.
- E. The review team will assess the facts and circumstances presented at the hearing and submit its written findings to the Vice President of Student Affairs within five (5) business days. Those findings will include the review team's decision, reasons supporting it, and any related recommendations.

The review team may decide to:

1. Order an Involuntary Withdrawal; or
 2. Not order an Involuntary Withdrawal; and/or
 3. Make recommendations, including conditions that the student must meet in order to return or remain enrolled at TU. Examples of such conditions include, though are not limited to, providing medical documentation demonstrating readiness to return to the academic environment; successfully completing a treatment program; restrictions from certain on-campus locations; and/or completion of an academic reintegration plan.
- F. The review team's decision is final and the Office of the Vice President of Student Affairs will provide a copy of the review team's written findings to the student within five (5) business days.

III. Refunds

This procedure statement does not address tuition and fee refunds. Please contact the Office of the Bursar regarding refunds of tuition and fees.