

POLICIES AND PROCEDURES FOR DEALING WITH STUDENTS DISPLAYING DISRUPTIVE BEHAVIOR DUE TO EMOTIONAL DISTURBANCE

The intent of the following policies and procedures is to support an appropriate living and learning environment at Western Kentucky University for faculty, staff, and students. Incidents of disruptive behavior brought on by emotional disturbances will be assessed and treated with care for their effects upon the student displaying the behavior and the total University community.

Western Kentucky University recognizes the fact that emergencies may arise due to what appears to be a student displaying disruptive behavior due to emotional disturbances. Such emergencies may create a threat to the student or others, but must be evaluated by competent medical professionals. When emergencies of this nature occur, they are reported to the Office of Student Life. Once the report is filed, the Associate Vice President for Student Affairs and Development, or a designate, will assess the emergency and determine whether a professional health evaluation of the student is in order. If the circumstances indicate that such an evaluation is in the best interest of the student and the University, the Associate Vice President for Student Affairs and Development, or his designate, shall contact one of two local psychiatrists, who are on retainer with the University.

Based on the request made by the Associate Vice President for Student Affairs and Development, or his/her designate, the psychiatrist may admit the student to one of the local hospitals for treatment. Assistance may be obtained from the University Counseling and Testing Center and the WKU Police in handling such cases.

The psychiatrist will advise the University and the student of suggested further treatment after the student has an overnight stay in the hospital. After consultation with the psychiatrist and the review of past behavior of the student, the Associate Vice President for Student Affairs and Development will determine if withdrawal procedures should be initiated. The purpose of these procedures would be to remove the student from campus housing and/or from the University for the future safety of the student and the University.

A. Behavioral Evaluation Requirements

When a student's behavior is sufficiently disruptive due to emotional disturbances to cause University staff members to question whether or not the student can benefit from the educational programs at Western Kentucky University, or if the student poses a potential danger to himself/herself or others, the University will require an evaluation. The evaluation will be conducted by an appropriate professional outside the University who shall serve in an advisory capacity to the University. When necessary, the cost of this required evaluation shall be the responsibility of the University. Should a student desire a second evaluation or an evaluation by a professional of his/her choice other than that provided by the University, then the student shall bear the cost of such.

The student does have the choice of obtaining the required evaluation or leaving the University. A student choosing to leave the University prior to receiving the evaluation will be withdrawn from the University under the University policy governing withdrawals. In accordance with the University Student Record Policy, the Associate Vice President for Student Affairs and

Development, or his designate, may inform the student's parents, spouse, or some other member of the family regarding concerns of the student's safety or the safety of others.

Should the student choose not to meet for an evaluation, a conference of appropriate staff shall be convened to determine what action should be taken. First, the student will be informed by the Associate Vice President for Student Affairs and Development or his designate that the student could be withdrawn from the University. If a dependent student still refuses an evaluation, his/her parents or immediate family may be informed, when appropriate, of the refusal to meet with the appropriate professional. When appropriate and on a "need to know" basis, certain University officials and staff, such as residence hall staff, the student's academic dean, or other University personnel, shall be notified of the concern about the student and the student's refusal to withdraw or to be evaluated by an appropriate person. In the final analysis, the University has the authority to withdraw a student whose behavior is sufficiently disruptive due to emotional disturbances even though an evaluation interview with the student has not been held because of the student's unwillingness to be evaluated.

In the event that the student complies with the request for evaluation, then one of five actions will follow based upon the results of the evaluation:

- (1) The student may be allowed to remain enrolled at the University with no treatment;
- (2) the student may be allowed to remain enrolled at the University with treatment and be allowed to remain in on-campus living;
- (3) the student may be allowed to remain enrolled at the University with treatment but not be allowed to live in a residence hall or other University owned or controlled property; and/or they may be restricted from other areas of campus as appropriate;
- (4) the student may withdraw from the University voluntarily; or
- (5) the student may be withdrawn from the University involuntarily.

1. Remaining Enrolled at the University with no Treatment

Based upon the results of the evaluation and solely at the discretion of the University, the student may be allowed to remain enrolled at the University with no treatment. Any behavior problems will be corrected by the student immediately. A period of time may be designated during which the student's behavior is under review.

2. Remaining Enrolled at the University with Treatment and Remaining in On-Campus Living

Based upon the results of the evaluation, the University has the right to require the student to meet certain conditions of treatment. The cost of any treatment (such as counseling/therapy) required of the student shall be the student's/parents' responsibility.

If the student is allowed to continue enrollment, a probationary period may be appropriate. Solely at the discretion of the University, a student may have their behavior under review for a period of time while undergoing treatment. The University will require that any behavior problem be corrected and/or terminated and/or that corrective medical or therapeutic action be taken.

3. Remaining Enrolled at the University with a Facilities Restriction

At times, the students who remain enrolled at the University and in treatment, maybe required to leave a University residence hall and/or be restricted from using other University facilities. Requiring a student to leave the environment of a university residence hall and to live at home or in a more appropriate place while seeking treatment and, (in some cases, carrying reduced course loads) as a commuting student may be appropriate. Furthermore, the behavior of the student may be sufficiently disturbed and disturbing in a residence hall environment to make it essential that the family or others assume responsibility for the student's care; yet, the student's classroom behavior is sufficiently controlled and that he/she can be permitted to continue class work at a reduced load level. The student's behavior will be under review during this time to insure appropriate conduct.

The intention of this policy is to provide another option for the student so that the student can receive treatment and still maintain an appropriate level of course work.

If the student agrees to engage in counseling as required and to leave the University residence hall voluntarily, the Director of Housing and Residence Life, or his/her designate, is informed and will implement the withdrawal from the residence hall. If the student is required to engage in counseling and/or to leave the residence hall and is unwilling to do so, the Associate Vice President for Student Affairs and Development or his/her designate will implement involuntary withdrawal from the residence hall and/or the University as provided in the involuntary withdrawal section.

4. Voluntary Withdrawal From the University for Disruptive Emotional Health Reasons

A voluntary withdrawal is defined as one in which the recommendation to withdraw a student for disruptive behavior related to emotional disturbance has been made by the off-campus evaluator, and the student concurs with the withdrawal recommendation. The professional staff is concerned with attempting to insure continued therapeutic help for the student outside the University community; therefore, the student's parents, spouse, or some other member of the family may be informed of the withdrawal and the need for arrangements for additional therapeutic care.

Normally, the Associate Vice President for Student Affairs and Development or his designate will reach a decision about withdrawal in discussions with the student and the student's family. The decision is then conveyed to the Office of the Student Life to authorize preparation of the University withdrawal form.

5. Involuntary Withdrawal from the University for Disruptive Emotional Health Reasons

An involuntary withdrawal is defined as one in which the recommendation of withdrawal for disruptive emotional reasons has been made by the off-campus evaluator and the student does not choose to accept this recommendation.

When the withdrawal recommendation is not accepted by the student, the Associate Vice President for Student Affairs and Development will convene a Review Panel to meet with the student to review any new pertinent information. The student has three (3) business days to provide any new information to be considered. The Review Panel will consist of the Associate Vice President for Student Affairs and Development, the Director of Housing and Residence Life, the Director of Health Services, and the Director of the University Counseling and Testing Center. The Review Panel will be convened and chaired by the Associate Vice President for Student Affairs and Development. The involvement of other University professionals as appropriate and necessary may be requested. The conference shall be treated by the professional staff as a priority since time may be a crucial element in implementing the withdrawal procedure in the most helpful way for the student.

This panel will convene within five (5) business days of the student's decision to reject the recommendation of the off-campus evaluator. The Associate Vice President for Student Affairs and Development or his/her designate will have the authority to take appropriate interim action until the Review Panel can be convened. If the decision for withdrawal remains after the consideration of any new pertinent information presented by the student, the Associate Vice President for Student Affairs and Development will initiate the withdrawal process and will have the authority to take whatever action may be necessary until the student is withdrawn. If necessary, the Associate Vice President for Student Affairs and Development will arrange for a meeting which may include either the student, the student's family, the off-campus evaluator and/or other professional staff involved in the case. The purpose of this meeting is to discuss the rationale for the withdrawal decision with the student and/or family, to make recommendations regarding the appropriate treatment for the student, and to stipulate conditions for possible readmission to the University.

B. Emergency Removal of a Student From the University

Exceptional situations may occur in which a student is judged to be out of contact with reality and unaware of the consequences of his/her actions, or where the student is potentially harmful to himself/herself or others at that time. Action to remove the student from the university is taken by one of the following: Associate Vice President for Student Affairs and Development, Housing and Residence Life staff, University Counseling and Testing Center staff, or Health Services staff, in cooperation with the student's family if possible. Hospitalization may be required. Involving the student in these actions may not be possible because of the nature and degree of the student's illness. These situations are considered emergencies and one of the following offices will coordinate the efforts of the University: the Associate Vice President for Student Affairs and Development, the Office of Housing and Residence Life, the University Counseling and Testing Center, Health Services, outside medical or psychiatric resources.

The Associate Vice President for Student Affairs and Development will be involved in special emergency procedures and is immediately notified of the actions taken. As emergency situations, these cases fall outside the procedures stated above for voluntary withdrawals except that the student will be informed in writing of the rationale for the withdrawal recommendation and of his/her right to present any pertinent information in rebuttal to the withdrawal recommendation for consideration by the aforementioned Review Panel. The Review Panel will be convened and chaired by the Associate Vice President for Student Affairs and Development. Due to the emergency nature of the situation, most often the student will be informed of his/her right to present pertinent information in rebuttal after the student has been removed from campus. The Associate Vice President for Student Affairs will have the authority to take whatever interim action is necessary until the Review Panel can be convened. If after consideration of any pertinent rebuttal evidence presented by the student, the decision for withdrawal remains, the Associate Vice President for Student Affairs and Development will process the withdrawal. The student will have three (3) business days, or three (3) business days after their release from a hospital or other health institution, whichever is longer, to present rebuttal evidence to the panel.

C. Withdrawal Procedures

The following steps are taken in processing all psychological withdrawals:

1. The student's I.D. card must be returned to the Student Life Office. Residential students must be checked out of their rooms and must turn in their room keys.
2. The withdrawal is processed by the Student Life Office recommending appropriate refunds for tuition and other fees. The withdrawal record will show that the student withdrew "for health reasons."
3. Exceptions to the University grading policies may be recommended by the Associate Vice President for Student Affairs and Development when such exceptions are deemed necessary. Final approval for such exceptions will be made by appropriate academic officials.
4. Any conditions for possible readmission to the University (such as psychiatric clearance) and any conditions to be in effect following the student's withdrawal from the University (such as ineligibility to visit the University campus) will be described in a letter prepared by the Associate Vice President for Student Affairs and Development. The Registrar and the Director of Admissions will be notified that the Associate Vice President for Student Affairs and Development or of his/her designate must be contacted if readmission is requested. Final approval for readmission lies with the Associate Vice President for Student Affairs and Development.

D. Readmission Procedures

The Associate Vice President for Student Affairs and Development is to be contacted regarding the application of students whose readmission to the University is subject to psychiatric clearance. The Associate Vice President for Student Affairs and Development will notify the student and the Admissions Office of any information or evaluations which may be required. The

Associate Vice President for Student Affairs and Development may contact the University Counseling and Testing Center or the Director of Health Services to determine if the conditions affecting readmission have been met. The Associate Vice President for Student Affairs and Development will then notify the Admissions Office that readmission may be granted if the student is otherwise eligible.