University-Initiated Withdrawal Policy

Document Number: DEAN-0019 **Date Published(sys):** 9/16/2025

General Description

Policy Summary:

Trinity University is committed to the health and safety of all students and the campus community as a whole. There may be instances when a student's behavior becomes a threat to self or others, disrupts the educational environment, and/or obstructs the student's ability to participate in learning or the faculty's ability to provide instruction.

Purpose:

This policy outlines procedures, criteria, and processes by which the University can initiate an involuntary withdrawal.

Scope:

This policy applies to all active students.

Exceptions:

None.

Policy Content

INTRODUCTION

The University may withdraw a student if the Associate Vice President for Student Affairs and Dean of Students determines that the student's behavior 1) constitutes a direct threat, 2) poses a significant disruption to the educational environment or the rights of others, or 3) renders the student unable to participate in learning or prevents the faculty's ability to provide instruction.

Before initiating an involuntary withdrawal, the University will consider whether there are alternative measures or reasonable modifications that would allow the student to remain enrolled. Furthermore, the University will make reasonable efforts to address the issues that led to the student being considered for involuntary withdrawal. In this vein, the University will work

to help students understand the consequences of their behavior, make responsible decisions, and develop skills that could allow them to return to and function in the Trinity community.

INVOLUNTARY WITHDRAWAL PROCESS

The Associate Vice President for Student Affairs and Dean of Students or their designee oversees the Involuntary Withdrawal process.

REVIEW PROCESS

When a student's behavior escalates and there is concern about threat to self or others, ongoing significant disruption to the educational environment and/or the student is perceived to be unable to independently participate in educational activities, the AVP for Student Affairs and Dean of Students or their designee will initiate a review process. The University will use the Risk Rubric published by the National Association for Behavioral Intervention and Threat Assessment (NABITA) to assess the student's behavior.

The *Review Process* may include:

- Meeting with the student of concern, and/or Trinity community members who have been impacted by the student's behavior.
- Review of the student's behavioral conduct or honor code violations.
- Review of student behavioral records through TUHEART, Student Success Team, Residential Life, and Case Management through the Dean of Students office.
- Review of Educational Modifications in which the student has participated and the outcomes of those modifications.
- Review of a summary of threat provided by a member of the Integrated Health, Wellness and Counseling team and/or 3rd party assessment specialist.

Throughout the *Review Process,* the University may put into place interim measures which could include:

- Interim-suspension from campus, which includes loss of access to educational activities.
- Removal from the residence halls
- No contact order(s)
- Family or Emergency Contact Notification

INVOLUNTARY WITHDRAWAL NOTIFICATION

If the student meets the criteria for an involuntary withdrawal based on the Review Process, the University will initiate the involuntary withdrawal process:

1.Formal Written Notice: The student will receive a formal written notice stating the reasons for the determination.

2.Length of Involuntary Withdrawal: Time away from campus.

3.Criteria for Return to the University Community: The notification will include information concerning the conditions for reinstatement.

4.Student Rights: A copy of the conduct standards and the involuntary withdrawal procedures, which includes the appeal process, will also be included.

5.Family or Emergency Contact Notification: The student's family and/or emergency contact will also be notified as soon as possible. The University will request that the family member or emergency contact assume responsibility for the student's care when the student will be removed from campus.

Students who have been removed from campus are not allowed to attend class or access the campus or University sanctioned/sponsored events or services.

CRITERIA FOR REINSTATEMENT

Students who have left under the above conditions may be reinstated to the University only after meeting with and being approved by the AVP for Student Affairs and Dean of Students or their designee. Approval for reinstatement will typically be based on the student's ability to demonstrate a period of responsible behavior outside the University.

Responsible behavior may be demonstrated by the following:

The University may require a statement from a qualified mental health professional that the student is ready to return to Trinity and is likely to succeed in a rigorous academic setting In cases where the University has determined the student to be a direct threat, the student must provide written documentation from a mental health professional that illustrates the threat is sufficiently mitigated.

- The student may be asked to develop a mental health plan which includes a description of specific goals, meetings, and supportive steps the student will implement to help reduce the risk of further threatening behaviors.
- If a student has been assessed as a direct threat and a mental health professional states that a particular course of treatment will mitigate the threat, the University can require the student to participate in this treatment as a condition of reinstatement.

The AVP for Student Affairs and Dean of Students or their designee, in consultation with other University personnel as appropriate, will examine the information presented to determine if the student has met the criteria for reinstatement. If the student has been asked to present a mental health plan of care, the AVP for Student Affairs and Dean of Students or their designee will consult with the director of Counseling Services or their designee to review the plan of care and either approve it or specify areas needing revision. The decision to reinstate could include one of the following options:

1. Immediate return to the campus, providing the student follows an approved plan for care with on-campus and/or off-campus providers, if requested. Failure to follow the approved plan mayresult in the immediate suspension of the student.
2. Student's return to campus is deferred until additional assessment or treatment can be obtained.
3. Student's return to campus is deferred indefinitely due to significant and specific concerns about continued danger to themselves or any member of the University community or others, significant disruption to the community, and/or inability to independently participate in learning.

The decision of the AVP for Student Affairs and Dean of Students or their designee is subject to appeal to the Vice President for Student Affairs.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Active Student	An active student is an individual who is currently enrolled or has been enrolled in credit-bearing coursework within the past academic year and has not graduated, formally withdrawn, or been administratively separated from the University.
Significant Disruption	Behavior that interferes with the normal operation of University activities, including classes, events, community, residential living, or administrative functions.

Term:	Definition:
Direct Threat	A Direct Threat is defined as threatened or actual behavior which poses a direct and significant risk to the health and safety of the student or others. Threat is assessed using the National Association for Behavioral Intervention and Threat Assessment (NABITA) Risk Rubric, Third Party Assessments, and Trinity University's Holistic Evaluation and Response Team (TU HEART).
Educational Environment	The educational environment includes the academic, residential, and co-curricular settings that support student learning, research, career development, well-being, and community life on and off campus. It reflects the University's commitment to providing intentionally inclusive and productive spaces for all students to flourish.
Educational Activities	University sponsored activities that may occur in the educational environment.
Reasonable Modifications	Reasonable modifications refer to changes in classes, housing assignments, treatment plans, agreements, or support services to mitigate factors that would otherwise interfere with educational activities or the educational environment.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.0	8/21/2025 10:40 AM	Pamela Mota
v1.0	7/16/2019 10:49 AM	Christina Castillo

Vice President Approval:

Name:	Title:
Andrew Wells	Vice President for Student Affairs