

<OIT Student Handbook, Chapter 10>

Involuntary Withdrawal for Medical Reasons

Purpose

OIT is committed to supporting all of its students in their educational pursuits. In some cases, student behavior which is a manifestation of a medical or mental health disorder may interfere with the pursuit of the university's educational mission, endanger the health or safety of university community members, or interfere with an

4. Students referred for evaluation in accordance with point 3 (above) shall be so informed in writing, either by personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The letter will include a reference to the student's right to appear personally before the VPSA in order to challenge the necessity of the evaluation. The evaluation must be completed within five academic days from the date of the referral letter, unless an extension is granted by the VPSA in writing.

5. Prior to any evaluation, the student being evaluated must sign a release of information form that authorizes the university to share appropriate relevant background information with the selected evaluator. Release forms are available through the office of the VPSA. The VPSA will typically then contact the evaluator to provide relevant background information.

6. Upon completion of the evaluation, the treating professional will complete a *Student Medical Leave Evaluation Form* (hereafter referred to as the Evaluation Form) (see Appendix A) provided by the VPSA, which guides the evaluation of any substantial threats the individual poses to self, others, university property, or the educational processes of the institution. The professional must also provide a recommendation concerning the necessity for medical leave for the student. This form will be submitted to the VPSA.

7. Upon review of the Evaluation Form, the VPSA will submit all relevant information to either the Director of the Counseling Service (for mental health disorders) or the Administrative Director of the Student Health Service (for other disorders). This Director will review the information along with other third-party information (e.g., from roommate, family, faculty/staff, etc.) and will provide a recommendation to the VPSA regarding the necessity for medical leave and the basis for this recommendation. The Director involved may also recommend further evaluation as appropriate.

8. Any pending disciplinary action may be withheld until the evaluation is completed, at the discretion of the VPSA.

9. A student who fails to complete the evaluation in accordance with these standards and procedures may be withdrawn on an interim basis as set forth in points 10-14 (below), referred for disciplinary action, or both.

Interim Withdrawal

10. An interim withdrawal may be implemented immediately if a student fails to complete an evaluation or if the VPSA determines that a student may be suffering from a medical or mental

review the following issues only:

(d) The student may be accompanied by a family member, a medical or mental health professional, an OIT faculty or staff member, or by another appropriate support person. Legal counsel may accompany the student, but the role of counsel will be limited to providing legal advice to the student. The university will be represented by the VPSA and at least one of the following: the Director of Counseling Services, the Administrative Director of the Student Health Service, the Director of Equal Opportunity and Affirmative Action, and the Director of Housing and Residence Life.

(e) Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at the informal hearing, as well as to present relevant evidence.

(f) The informal hearing may be conducted in the absence of a student who fails to appear after proper notice.

(g) The medical or mental health professional who completed the Evaluation Form pursuant to point 6 may be asked to appear at the informal hearing, and to respond to relevant questions, upon request of any party, if the VPSA determines that such participation would assist in the resolution of issues in the case.

(h) The VPSA may ask and/or permit a university official to appear at the informal hearing and to present evidence in support of any withdrawal recommendation. Such evidence will not be presented by legal counsel for the university.

(i) The informal hearing shall be tape recorded by the VPSA. The tape(s) shall be kept with the pertinent case file for as long as the case file is maintained by the institution.

(j) A written decision shall be rendered by the VPSA within five academic days after the completion of the informal hearing. The written decision, which should be mailed or personally delivered to the student, shall contain a statement of reasons for any determination leading to Involuntary Withdrawal. The student should also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement.

**APPENDIX A:
OIT Student Medical Leave Evaluation Form**

_____ is a student at Oregon Institute of Technology (OIT). Based on information available to the Vice President for Student Affairs, this student may have a medical or mental health disorder, and, as a result of that disorder, be engaging in, or threatening to engage in, behavior that:

- 1) Poses a significant risk of causing physical harm to self or others; or
- 2) May result in significant property damage; or
- 3) Directly and substantially impedes the educational processes of the university.

The Vice President has required this student to receive a professional evaluation by a psychiatrist, licensed psychologist, licensed clinical social worker, psychiatric nurse practitioner, or other medical doctor (for non-psychiatric conditions) in order to determine the necessity of medical leave for the student. (Medical leave is typically granted or required in situations when a student needs time to engage in treatment or otherwise improve functioning prior to returning to his/her studies.)

Attached to this form is a summary of the college's concerns about this particular student. The evaluator should review this information prior to the evaluation. A release of information form is also attached.

Following the evaluation, this completed form (or a report containing the information requested herein) should be submitted to:

Joe Holliday, Ed.D.
Vice President for Student Affairs
Oregon Institute of Technology
3201 Campus Drive
Klamath Falls, OR 97601

In some cases, OIT will pay the cost for this evaluation, while in other cases the student is responsible for the cost. Please address billing questions to Kris Rich at 541 885-1011. Please address other questions to Dr. Holliday at the same phone number. Thank you for your assistance.

Name of professional conducting the evaluation: _____
(please print)

Indicate occupation: _____ Psychiatrist
_____ Licenses Psychologist
_____ Licensed Clinical Social Worker
_____ Psychiatric Nurse Practitioner
_____ Other Physician (Indicate Specialty, if any _____)

Date of evaluation: _____

(form continued on reverse)

Evaluator's Address: _____

Phone number: _____

Please address the following questions:

1. Does this student have a medical or mental health disorder which involves a significant risk for the student to:

- a. Harm self or others physically? _____YES _____NO
- b. Significantly damage university property? _____YES _____NO
- c. Directly and substantially impede the educational processes of the university community? _____YES _____NO

Please describe the nature of any such risks.

2. Is a period of medical leave from OIT indicated for this student? _____YES _____NO

3. If risks exists (as documented in question 1, above), what treatment, if any, is indicated for this student? How long might such treatment be expected to last?

4 .Is further assessment indicated in order to accurately respond to the above questions? If so, what assessment is indicated?

Signature of Evaluator _____ Date _____

January, 2005