



## Operating Procedures: Series A 1-10 Student Supportive Leave

### Policy Administrator:

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### Procedures created by:

Director of Community Wellness

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### Procedures:

- 1) A Student Care Alert is initiated and/or Behavioral Intervention (BI) Team referral is received.
- 2) BI Team reviews for the purpose of determining if criteria for Supportive Leave are met.
  - a. BI Team Membership includes:
    - Director of Community Wellness (Chair) or designate.
    - Executive Director of The Learning commons or designate.
    - Director of Residence and Student Conduct or designate.
    - Manager of Security & Parking Services or designate.
  - b. Input from student and relevant staff and/or faculty elicited (e.g., Grad Studies Department, Residence Life).
- 3) Recommendation for or against the Student Supportive Leave made within 3-5 business days.
  - a. Students for whom the Supportive Leave is not recommended may be directed to other relevant campus resources or other academic options (e.g., Late Course Withdrawal).
- 4) Director of Community Wellness meets with the student (in-person preferred, remote if appropriate) with another staff member present to communicate one of the following:
  - a. A voluntary supportive leave is recommended. The student is given a specific amount of time to respond which is considered in setting the effective date.

OR
  - b. A mandated supportive leave has been recommended, the effective date of the leave, and details regarding the appeals process.

Either option includes written notification within 24 hours after the meeting. In the event a synchronous meeting is not possible, written communication will be the primary source of

notification. Written notification recipients include the student, the Provost's Office, and the Registrar, with Housing and the Director of Residence Life included for resident students.

- 5) Return to student status requirements must be provided to the student in writing within 10 business days of their supported leave notification/effective date. The letter will include:
  - a. The requirement for the student to notify the University of their Intent to Return to Study form **at least 30 days prior to the desired return date.**
  - b. Written documentation from a qualified health professional that the student is ready to return to their studies.
  
- 6) Mandated Leave appeal process
  - a. Student must notify the Appeal Officer (who is not part of the BI Team) identified in their leave notification of their desire to appeal within 5 business days.
  - b. Upon receipt of the appeal request, the Appeal Officer must complete their review and communicate their final decision within 5 business days.
  
- 7) Supported Return process
  - a. Facilitated by the BI Team and any additional employees identified (ex. Office of the Registrar, Housing, specific faculty, or program staff, etc.) and should, wherever possible, include input from the student.
  
  - b. Student submits Intent to Return Form
    - i. This includes permission to contact the qualified healthcare professional they have identified to request documentation.
  
  - c. Director of Community Wellness requests the qualified healthcare professional complete the Readiness to Return Assessment.
  
  - d. Upon receipt of all the documentation the BI Team reconvenes with any additional employees to review.
    - i. Includes communication with the student's Faculty or program of study to determine how to best initiate their studies based on where they were prior to the leave.
    - ii. May request a meeting with the student directly if more information is needed.
  
  - e. The BI Team decides to either support the student's return or does not support the student's return at that time. If the request is denied or deferred, that decision must include the path forward toward resumption of their studies.
  
  - f. The Director of Community Wellness informs the student of the decision via letter.
  
  - g. Preparation for the student to return includes:
    - i. Review for possible academic accommodations via CAL or temporary concessions;

- ii. Setting up academic coaching for the duration of the student's first semester upon return; and
- iii. An interdisciplinary team meeting with academic and non-academic staff and faculty involved in supporting the student and the student prior to their study date to review expectations and other service needs.