I. CALL TO ORDER – Dave Evans

II. ROLL CALL – Susan Slavik

III. APPROVAL OF March 12, 2008 Minutes

IV. EXECUTIVE COMMITTEE REPORT

V. PRESIDENT REPORT

VI. PROVOST AND OTHER ADMINISTRATIVE REPORTS

VII. COMMITTEE REPORTS

Charmaine Tomczyk, Chair, Ad Hoc Task Force to Review and Revise the Faculty Manual will give a report

Darla Domke-Damonte will report from the Strategic Planning Steering Committee

VIII. PENDING BUSINESS

Philip Whalen, Chair, International Programs Committee presents the following recommendation for the Senate’s review/approval. (Page 2)

IX. NEW BUSINESS

Patti Edwards, Academic Affairs presents the Medical/Psychological Withdrawal, Psychological Leave and Return Requirements. (Pages 3 – 7)

X. ANNOUNCEMENTS

XI. GOOD OF THE ORDER

XII. ADJOURNMENT
Philip Whalen, Chair, International Programs Committee
Presents the following Recommendation for Senate review/approval:

In the interest of creating a more cohesive and uniform approach to the development of international study programs at CCU, the International Programs Committee recommends that the Faculty Senate approve the following administrative action:

(1) All new course proposals with a study abroad component will go to the International Programs Committee for review [The existing Academic Affairs New Course form can be amended to forward these to IP.]

(2) IP will review the following three concerns and issue a recommendation to the Academic Affairs Committee or, in the case of courses touching Core goal number 5 (globalization), to the Core Curriculum Committee

   A) Does the proposed course assure participant safety and adherence to CCU ‘Best Practices’ for international study?

   B) Does the international experience dimension of the course either support the pedagogical objective or fulfill the core curriculum globalization goal (# 5)?

   C) When does the home Department anticipate first offering the proposed course?

(3) The International Programs Committee also proposes that this review equally apply to one-time Special Topics courses with a study abroad component.
Revised Medical/Psychological Withdrawal, Psychological Leave and Return Requirements

**PROPOSED SYSTEM**

Proposed System

This procedure replaces the current practice of requiring students to complete the “Request for Total Withdrawal from Courses Due to Extenuating Circumstances” form which requires the signatures of the dean of the college of the student’s major, each instructor, and the chair of the department of the student’s major.

The purpose of this policy change is to revise the process used by students who are requesting withdrawal from all courses for the remainder of the semester. Specifically, the proposed process provides recommendations from Health Services or Counseling Services to the Provost in cases when students are withdrawing for medical or psychological problems.

The following types of student withdrawals from the University are proposed:

1) **Standard University Withdrawal:** Students who withdraw from the University between the first and last day of classes for personal reasons. (Students will initiate this process by meeting with an adviser in the UAC.)

2) **University Withdrawal for Extenuating Circumstances**
   a. Students who withdraw for psychological or medical distress between the first and last day of classes. (Students will initiate this process by meeting with an adviser in the UAC.)
   b. Students who withdraw as a result of other traumatic events during the WF period. (Students will initiate this process by meeting with an adviser in the UAC.)

3) **Crisis Withdrawal:** Students who withdraw from the University because of a psychological or medical crisis and are not able to complete the regular withdrawal process (University staff or family members will initiate this process.)

Standard withdrawals will continue to be handled by the adviser in the UAC. Consultations and/or evaluations can be requested of Counseling Services or Student Health Services at the discretion of the adviser. Often students are unaware of services available to them which can aid them in successfully completing the semester or the potential consequences of withdrawing. The adviser can assist these students in evaluating the consequences of the withdrawal as well as make recommendations regarding services that students might take advantage of to remain in school.

A University Withdrawal for Extenuating Circumstances due to Medical or Psychological reasons will allow a student to receive “W” for all semester grades regardless of whether the withdrawal occurred before or after the beginning of the “assignment of ‘WF for drops or withdrawals” period. These types of withdrawals generally include all registered classes for the student.
Typical conditions that may be considered for a Medical/Psychological Withdrawal are major surgery or prolonged hospitalizations, Major Depressive Disorders, Bipolar Disorders, Psychotic Disorders, Anorexia Nervosa, and Alcohol or Drug Dependence (conditions similar for which one would be disabled from work).

A student wishing to initiate a Withdrawal for Extenuating Circumstances due to medical reasons must make an appointment with the Director of the Student Health Services office. Similarly, a student wishing to initiate a Withdrawal for Extenuating Circumstances due to psychological reasons must make an appointment with the Director of the Counseling Services office. Recommendations for Medical/Psychological Withdrawal will only be made for debilitating physical or mental illnesses. If the student is not being seen or treated by Student Health Services or Counseling Services, the student may be asked to present detailed supporting medical, psychiatric, or psychological records or documents to the Health Services Director for medical conditions or to the Counseling Services Director for psychiatric or psychological conditions. The Director will use this information as part of his/her evaluation. Because evaluating the student in person and/or reviewing the relevant documents, as well as speaking with other professionals involved in the student’s care is a time consuming process, two weeks are needed to determine the appropriateness of recommending a Medical/Psychological Withdrawal.

In each case, the Director will forward his/her recommendation to the Provost’s Office, where a determination will be made. If a Medical/Psychological Withdrawal is granted, a withdrawal will be specified on the student’s transcript without the words “Medical/Psychological”.

If a Medical/Psychological Withdrawal is granted, the student will be withdrawn from all current semester classes, all future semester pre-registrations, and a “hold” will be placed on the student’s account that will prevent any new registrations until the Director who recommended the withdrawal agrees to recommend the removal of the “hold”. Two weeks or more time is needed before a decision can be made about removing the Medical/Psychological Withdrawal “hold” once this is requested by the student.

Students needing Crisis Withdrawal are generally unable to work with an adviser in the UAC due to hospitalization or other circumstances that prevent them from being present on campus. Counseling Service personnel or Student Health Service personnel serve as the adviser to facilitate the withdrawal.

**Medical/Psychological Withdrawal Procedures**

A student initiating a Withdrawal for Extenuating Circumstances due to Medical or Psychological reasons must complete a “Medical/Psychological Withdrawal Request” form during their initial meeting with the Director of Student Health Services (for medical conditions) or the Director of Counseling Services (for psychiatric or psychological conditions). The student will be required to sign a release of information allowing the Director to communicate with other professionals related to the student’s case. The Director will conduct a medical or psychological evaluation of the student and review supporting medical or psychological records.

When the Director evaluates the student, the following will occur:
- A medical or psychological evaluation will be completed.
- Treatment recommendations will be made.
- Requirements for return from the withdrawal will be discussed.

The Director will complete his/her portion of the “Medical/Psychological Withdrawal Request” form and send the form to the Provost (or Provost’s designee). Ultimately, the decision regarding the granting of the withdrawal lies with the Provost’s Office. If the Provost’s Office finds it necessary, the student will need to sign a release of information form to allow the Counseling Services or Student Health Services staff to speak with the representative from the Provost’s Office. The Provost (or Provost’s designee) may choose to meet with the student and/or consult with the instructors of the courses in which the student is enrolled prior to making the decision. If a Medical/Psychological Withdrawal is granted, a “hold” is placed on the student’s record to prevent him/her from registering for future classes until requirements have been met.

Crisis Withdrawal students may be incapacitated or involuntarily hospitalized and unable to meet with the Director. In such cases the student’s designated next of kin may request the withdrawal on the student’s behalf by submitting the “Medical/Psychological Withdrawal Request” form. The Director will communicate withdrawal implications and return requirements to the next of kin. The Director will then submit the Medical/Psychological Withdrawal Request form to the Provost’s Office for approval.

If a student (or next of kin) requests a Medical/Psychological Withdrawal, he/she agrees that the student will:

- Pursue on-going treatment with a medical professional for medical conditions or licensed mental health professional for psychological/psychiatric conditions to address the issues which led to the withdrawal;
- Have a substantial period of time of medical or psychological stability which is documented by their treating clinicians and agreed upon by the appropriate Director. This normally requires staying out of the University for at least 3-6 months; and
- Meet the requirements for Return from Medical/Psychological Withdrawal.

**Partial Medical/Psychological Withdrawal**

A student has the ability to drop some (but not all) of their courses at any point in the regular semester up to and including the last day a class meets. Students may not drop courses during examination week. A student wishing to drop all courses (i.e. total withdrawal) must utilize the in-person total withdrawal process.

During the first few days of each semester, a “drop with no academic record” period exists (as defined in each semester’s Academic Calendar) where a student may drop individual courses via the web without the courses becoming part of the student’s transcript record.

When the “drop with no academic record” period ends, courses may no longer be dropped via the web and students must use the in-person withdrawal process. A student must meet with his or her
adviser to discuss the academic implications of dropping and obtain an adviser’s signature on a registration form that indicates all of classes the student will drop. The student must submit the completed form to the Registrar’s Office for processing.

After the “WF” period begins, a student who requests withdrawal from some, but not all, courses for medical/psychological reasons must use the Medical/Psychological Withdrawal process to request a “Partial Medical/Psychological Withdrawal.” Partial Medical/Psychological Withdrawal will only be considered with documentation from a treating professional which specifies: 1) that the student is able to maintain sufficient functioning to successfully participate in the remaining course(s) while pursuing the necessary treatment; and 2) it is in the best interest of the student to remain partially enrolled in the University. After all supporting documentation has been received, the Director of Student Health Services or the Director of Counseling Services will review the materials and make a recommendation to the Provost (or Provost’s designee). The Provost will make a final determination, considering the needs of the student and the needs of the University, and notify the student of the decision.

When a Partial Medical/Psychological Withdrawal is granted, a hold will be placed on the student’s record to prevent the student from any additional registration activity until the “Return from Partial Medical/Psychological Withdrawal” requirements have been met.

**Psychological Leave Procedures**

If a student requires time away from the University due to psychological reasons but wishes to remain enrolled and complete the current semester, it is recommended that he/she meet with a counselor from Counseling Services prior to the leave if he/she is able. The counselor will conduct a psychological evaluation, make treatment recommendations, and if requested, have the Dean of Students inform relevant University personnel of the student’s absence. If the student is not able to meet with a counselor prior to the leave, he/she or his/her next of kin may contact a counselor by phone. The student or student’s next of kin should maintain periodic contact with that counselor so that arrangements can be made for return and/or recommendations can be made regarding pursuit of a psychological withdrawal.

**Return from Medical/Psychological Withdrawal**

When a student wishes to return after a Medical/Psychological Withdrawal, he/she is required to do the following:

- Complete a “Request for Re-Enrollment Following Medical/Psychological Withdrawal” form and submit it to the Director of Student Health Services for medical conditions or the Director of Counseling Services for psychological/psychiatric conditions;
- Request that all professionals treating him/her for medical/psychological conditions during his/her absence from the University complete a “Community Provider Report Form”;
- Meet with the appropriate Director who will evaluate the Community Provider Reports, conduct a medical or psychological evaluation, and make continued treatment recommendations.
The Director will make a recommendation to the Provost (or Provost’s designee) regarding the student’s suitability to return to the University. The Provost will make a decision regarding re-enrollment and lift the “hold” on the student’s record if the student is granted re-enrollment. The student who is readmitted must adhere to the agreed upon follow up treatment plan established by Student Health Services or Counseling Services and must agree to notification of the Vice-President of Student Affairs (or his/her designee) if he/she fails to comply with those recommendations. Failure to comply with recommendations may result in the student being involuntarily withdrawn for medical/psychological reasons.

**Return from Partial Medical/Psychological Withdrawal**

When a student accepting a partial medical/psychological withdrawal wishes to return to full-time status, he/she must follow the same procedures as return from a medical/psychological withdrawal to establish readiness to return to full student status.

**Return from Psychological Leave**

If a student wishes to return to the University after having left the University for psychological reasons during that same semester and wishes to have his/her absences excused, he/she should see a counselor in Counseling Services. The counselor will conduct a psychological evaluation, make treatment recommendations, and if appropriate, provide the student with documentation which may be delivered to the current instructors verifying the psychological condition and dates of absence.

If a student wishes to return to the University after having committed a self-inflicted life-threatening act, he/she must first meet with the Director of Counseling Services before returning to classes or a residence hall. A life-threatening act includes but is not limited to a suicide attempt, significant self-harm behavior, self-starvation resulting in a recommendation for hospitalization, and alcohol/drug over-dose requiring medical treatment. A failure to meet this requirement will result in the student being referred by any University personnel to the Dean of Students for disciplinary action. When the student meets with the Director of Counseling Services, the Director will conduct a psychological evaluation, make treatment recommendations, and if appropriate, provide the student with documentation which may be delivered to the current instructors verifying the psychological condition. The Director will make a recommendation to the Dean of Students regarding requirements for continued enrollment. The Dean of Students will monitor continued compliance with those recommendations.

**Retroactive Medical/Psychological Withdrawal**

Granting general petitions for a change in grades due to psychological or medical conditions should be kept to a minimum and should only be granted when a student was incapacitated to a point of not having an opportunity to pursue a Medical/Psychological Withdrawal during the semester for which the withdrawal is requested.