



Involuntary Student Leave

POLICY STATEMENT

When there is an actual or the threat of a community disruption, Cornell University may place a student on an involuntary leave of absence.

REASON FOR POLICY

The university is committed to protecting the learning environment. Separation of a student from the university and its facilities may be necessary if there is sufficient evidence that the student is engaging in or is likely to engage in behavior that disrupts the learning environment of others.

ENTITIES AFFECTED BY THIS POLICY

- Ithaca-based locations
- Cornell Tech campus
- Weill Cornell Medicine campuses

WHO SHOULD READ THIS POLICY

- Deans, directors, and department heads
- Department administrators
- Students
- Student services representatives
- Director and clinical staff of Cornell Health

MOST CURRENT VERSION OF THIS POLICY

- <https://www.dfa.cornell.edu/policy/policies/involuntary-student-leave-reasons-community-safety>

POLICY 7.2

Involuntary Student Leave

CONTENTS

| | |
|--|----|
| Policy Statement | 1 |
| Reason for Policy | 1 |
| Entities Affected by this Policy | 1 |
| Who Should Read this Policy | 1 |
| Web Address for this Policy | 1 |
| Related Resources | 3 |
| Contacts | 4 |
| Definitions | 5 |
| Responsibilities | 6 |
| Principles | 7 |
| Overview | 7 |
| Procedures | 8 |
| Placing a Student on Involuntary Leave of Absence | 8 |
| Implications of an Involuntary Student Leave of Absence for Reasons of Personal or Community Safety | 9 |
| Request for Re-enrollment | 11 |

Cornell Policy Library
Volume: 7, Student Services
Responsible Executive: Vice
President for Student and
Campus Life
Responsible Office: Student
and Campus Life
Originally Issued: May 1989
Full Review: February 28, 2017
Last Updated: October 17,
2018

POLICY 7.2

Involuntary Student Leave

RELATED RESOURCES

University Policies and Documents

[University Policy 7.1, Voluntary Leave of Absence for Students](#)

[Campus Code of Conduct](#)

[Courses of Study](#)

Cornell Policy Library
Volume: 7, Student Services
Responsible Executive: Vice
President for Student and
Campus Life
Responsible Office: Student
and Campus Life
Originally Issued: May 1989
Full Review: February 28, 2017
Last Updated: October 17,
2018

POLICY 7.2

Involuntary Student Leave

CONTACTS

Direct any general questions about this policy to your college or unit administrative office. If you have questions about specific issues, contact the following offices.

| Subject | Contact | Telephone | E-mail/Web Address |
|-----------------------------|---|------------------|---------------------------|
| Policy Clarification | Office of the Vice President for Student and campusLife | (607) 255-7595 | |

Cornell Policy Library
Volume: 7, Student Services
Responsible Executive: Vice
President for Student and
Campus Life
Responsible Office: Student
and Campus Life
Originally Issued: May 1989
Full Review: February 28, 2017
Last Updated: October 17,
2018

POLICY 7.2

Involuntary Student Leave

DEFINITIONS

These definitions apply to terms as they are used in this policy.

| | |
|---|--|
| Involuntary Student Leave of Absence | The separation of a student from the university and its facilities that is prescribed by the vice president for student and campus life. |
|---|--|

POLICY 7.2

Involuntary Student Leave

RESPONSIBILITIES

The major responsibilities each party has in connection with this policy are as follows:

| | |
|---|--|
| Cornell University Police | Where appropriate, impose a <i>persona non grata</i> order on a student who has been placed on involuntary leave. |
| Dean | With the vice president for student and campus life or a designee, approve or deny requested re-enrollment of a student. |
| Director, Cornell Health | Communicate with the vice president for student and campus life or a designee if there is reason to believe that a student's behavior is disruptive to the university learning environment. Consult with the vice president for student and campus life or a designee, when appropriate, to consider a student's request for re-enrollment. |
| Provost or Provost's Designee | Receive from a student an appeal of the decision of the vice president for student and campus life imposing an involuntary leave of absence, and issue a final decision in writing to the student. |
| Student | Abide by the decision made by the vice president for student and campus life or a designee to take an involuntary student leave of absence. Submit in writing an appeal of the decision of the vice president for student and campus life regarding the involuntary leave of absence to the provost or provost's designee within five days of receiving the decision. Submit a formal request for re-enrollment to the university after an involuntary student leave of absence. |
| Vice President for Student and Campus Life | Consult with designated administrators to formulate a plan for and provisions of a student's involuntary leave of absence. Communicate to the student the outcome of the proceedings and the terms of the leave of absence. In consultation with the dean of the student's college or school, approve or deny requested re-enrollment of a student. |

POLICY 7.2

Involuntary Student Leave

PRINCIPLES

Overview

This policy is meant to be invoked only in extraordinary circumstances, when a student is unable or unwilling to request a voluntary leave of absence, and such a leave may be necessary because the student's behavior disrupts the university's learning environment. Before an involuntary leave is considered, efforts will be made to encourage the student to take a voluntary leave, thus preserving, to the extent possible, confidentiality and privacy.

This policy and these procedures do not take the place of disciplinary actions that are in response to violations of the Campus Code of Conduct, nor do they preclude the removal or dismissal of students from the university or university-owned facilities as a result of violations of other university, college, or unit regulations.

POLICY 7.2

Involuntary Student Leave

PROCEDURES

Placing a Student on Involuntary Leave of Absence

The vice president for student and campus life or a designee may be alerted to a student's disruptive behavior from a variety of sources on campus (such as the student's advisor, a college dean, Campus Life, or the Alert Team). If the vice president deems it appropriate, these procedures will be initiated.

1. The vice president for student and campus life or a designee will notify the student that an involuntary leave is under consideration and the reason(s) why an involuntary leave is under consideration. The student will have the opportunity to respond.
2. The vice president for student and campus life or a designee will discuss with the student the implications of and procedures relating to an involuntary leave of absence. A copy of this policy will be provided to the student. Whenever possible and appropriate, the vice president for student and campus life or a designee will encourage the student to take a voluntary leave of absence, thereby eliminating the need to complete the process for an involuntary leave.
3. The vice president for student and campus life or a designee will confer as feasible and when appropriate in a particular matter with the following individuals or their designees regarding the need for a leave of absence:
 - a. The dean of the student's college or school
 - b. The executive director of Cornell Health
 - c. The director of Counseling and Psychological Services
 - d. The dean of students
 - e. The student's faculty advisor
 - f. The chief of the Cornell University Police
 - g. Such other individuals as may be appropriate in a particular matter
4. During these consultations, these individuals will pay particular attention to the criteria for invoking an involuntary leave, specifically whether the student's behavior is disruptive of the university's learning environment and whether the behavior poses a direct threat to the safety of individual members of the university community or the university community as a whole. Consideration will also be given to accommodations that may reasonably be provided that will mitigate the need for the involuntary leave.
5. The vice president for student and campus life or a designee may require a mental or physical evaluation if he or she believes it will facilitate a more informed decision.

POLICY 7.2 Involuntary Student Leave

PROCEDURES, continued

6. Following these consultations, the vice president for student and campus life or a designee will make a decision regarding the involuntary leave of absence, and must provide written notice of this decision to the student.
7. Within five days of receiving the decision of the vice president for student and campus life, the student may submit an appeal of the decision in writing to the provost or the provost's designee. After reviewing the matter fully, the provost or the provost's designee will issue a written decision, which shall be final.

If Involuntary Leave Is Imposed

The vice president for student and campus life or a designee will inform the student, along with the notice of the decision, as to the steps that must be taken when the student wishes to re-enroll (see "Request for Re-enrollment"). Depending on circumstances, the Cornell University Police may impose a *persona non grata* order to avoid further community disruption.

If Involuntary Leave Is Not Imposed

The vice president for student and campus life or a designee may impose other conditions and/or requirements under which the student is allowed to remain at the university.

Implications of an Involuntary Student Leave of Absence for Reasons of Personal or Community Safety

| | |
|----------------------------------|---|
| Leave in effect | Until the student complies with the pre-requisites to enrollment mandated by the vice president for student and campus life. An individualized assessment will be made for the student to determine if the pre-requisites have been satisfied. |
| Duration of leave | To be determined by the vice president for student and campus life based on the facts and circumstances leading to the imposition of the involuntary leave. |
| Student must leave campus | Within the timeframe set forth by the vice president for student and campus life or a designee. |
| Student may visit campus | Only as authorized in writing by the vice president for student and campus life or a designee, for the duration of the leave. |
| Notification | The vice president for student and campus life or a designee reserves the right to notify a parent, guardian, or other person, if notification is deemed appropriate. In addition, the parent, guardian, or other person may be asked to make arrangements for the safe removal of the student from the university environment. |
| Transcript Notation | Would read "Leave of Absence." |

◆ **Caution:** A student taking a leave of absence still has certain financial obligations. For more information, see the *Courses of Study*. In addition, credit for courses may be granted to a student taking a leave of absence only as specified in the *Faculty Handbook*.

Cornell Policy Library
Volume: 7, Student Services
Responsible Executive: Vice
President for Student and
Campus Life
Responsible Office: Student
and Campus Life
Originally Issued: May 1989
Full Review: February 28, 2017
Last Updated: October 17,
2018

POLICY 7.2
Involuntary Student Leave

PROCEDURES, continued

POLICY 7.2

Involuntary Student Leave

PROCEDURES, continued

Request for Re-enrollment

A formal request for re-enrollment must be submitted to the dean of the student's college or school, with a copy sent to the vice president for student and campus life. The student's re-enrollment request will be reviewed by the vice president for student and campus life or a designee, who, in consultation with a dean of the student's college or school, must approve the re-enrollment.

The vice president for student and campus life or a designee may consult with one or more of the following individuals regarding the re-enrollment decision and may impose such conditions as they may recommend to help ensure the student's successful return to the university:

1. The dean of the student's college or school
2. The executive director of Cornell Health
3. The director of Counseling and Psychological Services
4. The dean of students
5. The student's faculty advisor
6. The chief of the Cornell University Police
7. Such other individuals as may be appropriate in a particular matter