

INVOLUNTARY LEAVE OF ABSENCE AND CONDITION OF ENROLLMENT POLICY

The University is committed to fostering a learning environment that supports students throughout their time at the University and at the Carey Business School. This policy is not intended to be disciplinary in nature, and is designed to allow the University to respond to certain student behavior and/or communications of concern.

Occasionally, students may experience a disruption in their academic journey due to physical, mental or emotional health difficulties that may necessitate a Leave of Absence. If a student declines to take a Leave of Absence voluntarily, the Involuntary LOA Committee may nevertheless convene and determine if a mandatory Involuntary LOA should be invoked.

The Involuntary LOA Committee has the authority to place a student on an Involuntary Leave of Absence based on behavior and/or communication that the Involuntary LOA Committee reasonably believes:

- May harm or threatens harm to the health or safety of the student or others;
- May cause or threatens to cause significant damage to the property or resources of the University;
- Evidences chronic and/or serious drug or alcohol abuse; and or
- Disrupts the functioning of the University community.

If a student with a disability known to the University exhibits the above behavior or communication, before placing the student on a mandatory leave of absence, the University will do an individualized assessment to determine if there are reasonable accommodations that would permit the student to continue their academic journey at Carey without taking a LOA.

The Executive Director of the Student Services Office (or designee) will call upon the Involuntary LOA Committee to review the request. The Involuntary LOA Committee will include, as needed, the Director of Academic Advising, the Registrar, the Director of Programs, and/or other Johns Hopkins representatives such as a Johns Hopkins Student Assistance Program (JHSAP) representative (or designees), and be chaired by the Executive Director of Student Services (or designee). The Involuntary LOA Committee could consult with the Office of General Council (OGC) as needed.

1. Involuntary Leave of Absence Procedure

When the Involuntary LOA Committee becomes aware, by whatever means, of the potential need for action, the following procedures may be initiated:

- a. The Involuntary LOA Committee will contact the student and describe the issues of concern. If this discussion alleviates concerns appropriately, no further action is needed. Alternatively, procedures outlined below may also be initiated.
- b. The Involuntary LOA Committee may mandate a mental health or physical evaluation of the student. After consulting with others charged with oversight of the student's academic program and the Director of the Student Assistance Program, the Involuntary LOA Committee may take one of the following actions:

- Permit the student to remain at the University, and specify the conditions under which the student is allowed to remain at the University.
 - If a Leave of Absence is indicated, and the student is in agreement and willing to take a Leave of Absence, the Involuntary LOA Committee will provide the student with written notification outlining the steps required for re-entry into the academic program and also noting other pertinent information regarding the student's status while on leave.
 - If a Leave of Absence is indicated and the student is not willing to take a Leave of Absence, the student may be placed on an Involuntary Leave of Absence.
- c. In urgent situations, the Involuntary LOA Committee may initiate an Involuntary Leave of Absence immediately.

2. Process for Returning from an Involuntary Leave of Absence

A student seeking reinstatement after an Involuntary Leave of Absence will undergo a "fitness for return" evaluation by the Johns Hopkins Student Assistance Program (JHSAP) and/or the appropriate health service (University or Occupational Health Services). The Involuntary LOA Committee will review all relevant documents and recommendations to determine the student's readiness for reinstatement. The Involuntary LOA Committee may impose conditions under which the student will be allowed to return to and remain at the University (as described in Section 1B). The Involuntary LOA Committee will provide written notice to the student of such conditions and will notify the student as to the decision regarding reinstatement. If a student is cleared for reinstatement, the student's Academic Advisor will work with the student to ensure a smooth return.

3. Appealing Denial of Reinstatement

In the event that a student's request for reinstatement is denied on grounds of health or safety, the student may appeal the reinstatement decision in writing to the Vice Dean for Education within five (5) business days of the date of the notice of the decision. The student may not remain on campus during this time. The appeal may be filed on the sole grounds of:

- New information is available
 - Incorrect facts were used to determine the decision
 - Procedural impropriety
- The student should provide documentation to support his or her appeal.

4. Confidentiality

All records related to student leaves of absence and conditions placed on continuing enrollment will be maintained in accordance with applicable law and policy.