

ADMINISTRATIVE ACTIONS

RATIONALE

Administrative Actions are interventions imposed on a student by the Dean of Students or his/her/hir designee when there is a significant student behavioral or health and safety concern that requires immediate intervention to preserve and support the general welfare and academic experience of the student and/or University community.

Administrative actions are authorized at the discretion of the Dean of Students or designee. These actions are taken to:

- allow a student time and space to seek support,
- reduce tension,
- clarify expectations for future behavior to deescalate the situation, and
- allow University staff members to bring resolution to the matter.

In some instances, more than one action and/or specific conditions may be imposed with a range of implications that can affect the student's academic, financial, and/or on-campus housing status. The Dean of Students or designee may also recommend the student have a consultation with specific offices or services. Independent of the Dean of Students' administrative actions, other processes (e.g., criminal or civil court actions, restraining order, mandated counseling) may occur.

An administrative action does not presume there is a judicial case pending nor does it bias the outcome of a judicial case, should one occur.

PROCESS

The student will be contacted directly (generally via his/her/hir university e-mail account) regarding the incident or concerning behavior and will be notified of a meeting to discuss the matter. The purpose of the meeting is to provide the student with an opportunity to respond to and be informed of any administrative action being considered. If appropriate, a written letter will follow the meeting containing the imposed administrative action, conditions of the action, and/or recommendations. If the student does not attend the meeting, the administrative actions may be determined without a prior meeting with the student.

DURATION

The duration of an administrative action is determined at the discretion of the Dean of Students, his/her/hir designee, or another university official based on the nature of the incident/concern and type of administrative action. Duration of an administrative action may be:

- for a specified period of time (e.g., through end of the semester, 6 months, etc.),
- until the situation is resolved (e.g., university judicial case), or
- when certain conditions have been met (e.g., medical treatment).

DISCLOSURE

The Dean of Students or designee will notify appropriate university officials and staff members who have a need to know of the administrative action.

Some students wish to engage the support and advice of 3rd parties (e.g., parents, attorneys, faculty advisors). In order to permit the Dean of Students or designee to disclose information to 3rd parties pertaining to the student's record, a waiver of confidentiality must be completed and submitted to the Dean of Students prior to this disclosure.

Please refer to the chart below of administrative actions for a more detailed description and implications of these actions.

RELATED POLICIES

- Alcohol and Other Drug Policy
- Code of Student Rights and Responsibilities
- Family Educational Rights and Privacy Act
- Housing Contract
- Medical Withdrawal
- Personal Safety and Security
- Tuition Refund

ADMINISTRATIVE ACTIONS FOR STUDENTS
2009-2010

Administrative Action (definition)	Implications for Student	Resources
Revoked Admission <i>(Formal admission to the University is permanently or temporarily revoked)</i>	<ul style="list-style-type: none"> • No longer an admitted student • Immediate removal from orientation programs and associated housing • Financial implications (e.g., possible loss of acceptance fee, financial aid, and scholarships) • Hold on ability to register 	<ul style="list-style-type: none"> • Dean of Students Office • Admissions Office • Student Financial Services
Interim Suspension <i>(Temporary separation from the University)</i>	<ul style="list-style-type: none"> • Possible automatic withdrawal from all classes • Hold on ability to register until matter is resolved • Dean of the student's academic college is advised of the interim suspension • Financial implications (e.g., loss of tuition). <i>Refer to tuition refund policy</i> • Trespassed from campus (Restricted access to UVM services, activities, and spaces) • Loss of on-campus housing 	<ul style="list-style-type: none"> • Dean of Students Office • Center for Student Ethics and Standards • Police Services
Involuntary Medical Withdrawal <i>(Separation from the University due to medical concerns)</i>	<ul style="list-style-type: none"> • Cannot enroll until medical clearance is granted • Separation from university for at least a semester • Automatic withdrawal from all classes • Hold on ability to register until matter is resolved • Financial implications (e.g., loss of tuition). <i>Refer to tuition refund policy</i> • Trespassed from campus (Restricted access to UVM services, activities, and spaces) • Loss of on-campus housing 	<ul style="list-style-type: none"> • Dean of Students Office • Center for Health and Wellbeing • Student Financial Services • Residential Life
Administrative Notice <i>(Formal action to address concerning and/or disruptive behavior)</i>	<ul style="list-style-type: none"> • Potential restricted access to UVM services, activities, and spaces (e.g., residence halls, clubs & organizations, buildings) • No contact order may be authorized • Student can still take classes and/or finish finals • Potential student conduct case 	<ul style="list-style-type: none"> • Dean of Students Office
No Trespass Order/Notice <i>(Full or partial restriction of access to University property or buildings, services, activities)</i>	<ul style="list-style-type: none"> • Potential student conduct case 	<ul style="list-style-type: none"> • Police Services • Dean of Students Office

Administrative Relocation (in Residence Halls) <i>(Temporary or permanent move to another campus location)</i>	<ul style="list-style-type: none"> • Potential student conduct case 	<ul style="list-style-type: none"> • Residential Life • Dean of Students Office • Victim’s Advocate
No Contact Order <i>(No verbal, physical, written, electronic communication or any contact with the other party by student or anyone on his/her/hir behalf.)</i>	<ul style="list-style-type: none"> • Can be mutual or unilateral. • Potential restricted access to activities and buildings • May include other actions (e.g., alternative academic and housing arrangements) • Potential student conduct case 	<ul style="list-style-type: none"> • Dean of Students Office • Center for Student Ethics and Standards • Residential Life • Police Services
Psychological/Psychiatric Evaluation <i>(Evaluation conducted by University and/or independent health care provider)</i>	<ul style="list-style-type: none"> • Varies depending upon clinician assessment and recommendations 	<ul style="list-style-type: none"> • Center for Health and Wellbeing • Dean of Students Office
Health and Safety Notice <i>(Formal action taken to address concerning and/or disruptive behavior)</i>	<ul style="list-style-type: none"> • Conditions determined based on nature of concern (e.g., meet weekly with resident director, meet with academic advisor, relocation, restricted access to UVM property and activities) 	<ul style="list-style-type: none"> • Dean of Students Office
Conditions for Reentry <i>(Outline of expectations necessary to reenroll)</i>	<ul style="list-style-type: none"> • Adherence to requirements and recommendations set forth by university health clinicians 	<ul style="list-style-type: none"> • Dean of Students Office • Center for Health and Wellbeing
Behavioral Contract <i>(Formal notice given prior to action being taken to terminate housing)</i>	<ul style="list-style-type: none"> • Outlines parameters for support • Puts student on notice that housing contract could be terminated 	<ul style="list-style-type: none"> • Dean of Students Office • Residential Life
Housing Support Agreement <i>(Formal agreement to address concerning behavior in the residence halls)</i>	<ul style="list-style-type: none"> • Notice outlines behavioral expectations and recommended support resources • Multiple violations of the agreement could result in termination of the housing contract 	<ul style="list-style-type: none"> • Residential Life
Termination of Housing Contract <i>(Loss of on-campus housing)</i>	<ul style="list-style-type: none"> • Loss of room and board payment • Potential student conduct case 	<ul style="list-style-type: none"> • Residential Life