



2.0.002 Emergency Administrative Action

Effective date: N.D. as “Administrative Withdrawal”
Last revision date: September 22, 2025
Approvals: Dean of Students Office
Responsible office: Dean of Students Office
Policy contact: Dean of Students

I. PURPOSE and SCOPE

This policy describes the actions to be taken by the university if a student poses a threat to themselves or the university community or causes significant disruption to the university operations where all reasonable measures have been taken to stop and prevent such behavior from reoccurring. The University may take emergency administrative action or require conditions for continued attendance and enrollment under the following circumstances when the student exhibits behavior that:

- harms or threatens to harm the health or safety of the student or others;
- causes or threatens to cause significant property damage; or
- significantly disrupts the educational and/or operational functions and/or other activities of the University Community and all those within it.

II. RELATED POLICIES

General Behavior Policies; Disruption of Academic or Operational Functions of the University; Community Standards with the Student Code of Conduct; Medical Leave of Absence

III. DEFINITIONS

None

IV. POLICY STATEMENT

Should an individual pose an immediate danger to, or severely disrupt the university community or endanger any individual or themselves, emergency administrative action may be taken to:

1. relocate an individual within the residence halls,
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2. restrict activities of the individual on campus, and/or
3. remove the individual from all or part of the university community (e.g., residence halls, classroom) pending the outcome of disciplinary procedures.

The University will comply with Section 504 of the Americans with Disabilities Act in its application of the "direct threat" standard by applying the standard uniformly to all students. Before the university engages in the necessary steps for emergency administrative action, the MSOE Campus Assessment, Response and Education (CARE) Team will assess:

1. The nature, duration and severity of the risk;
2. The probability or likelihood that potential injury or harm will occur; and
3. Whether reasonable accommodations will sufficiently mitigate the risk.

Further, the minimum due process standards shall be offered.

The decision whether to take emergency administrative action is vested solely within the discretion of the Associate Vice President for Student Affairs and Dean of Students or their designee in collaboration with the MSOE CARE Team.

V. PROCEDURE

For Emergency Administrative Action to occur, a student CARE case must be filed, and the following steps must occur:

1. meet with the student, to the extent appropriate and possible, regarding the matter and counsel the student about a voluntary medical withdrawal;
2. consult with University CARE Team and involved persons as deemed appropriate;
3. contact the student's parent(s), guardian(s), emergency contact(s), and/or appropriate authorities, consistent with law and when appropriate and necessary;
4. document the findings of the review process and any relevant recommendations;
5. discuss with student, when possible, the decision and outcome of the CARE Team review of administrative action and issue outcome letter; and
6. inform the Vice President of Student Affairs and Campus Inclusion of student administrative action.

When appropriate, the CARE Team will work toward a mediation approach to a decision in concert with the student and their parents/guardians and other supportive personnel involved. It is important to note that a leave of absence should be taken if further student participation in the academic or university programs and activities would fundamentally alter the program or activity.

Process for Student Return

Upon the determination that it is appropriate and safe for the student to return, the student will be eligible to re-enroll for the start of the next semester. Depending on the student's

situation, MSOE may request documentation that supports that the student is safe and appropriate to return to campus.

If the student returns in fewer than two years, no admissions application will be required. Students would need to complete the following steps to re-enroll at MSOE.

1. Contact the Registrar's Office to let them know you wish to return and request a registration date and time.
2. Contact their academic advisor to discuss what classes they should register for and get their advising hold removed.
3. Register at their appropriate date and time. Student Accounts remain active for 180 days after the student's enrollment has concluded. If the student's account is still active, they can register online at MyMSOE. If their MSOE account has been disabled, they can contact the registrar's office and complete a registration form to be manually registered for classes.

If the student wishes to return and has been not enrolled at MSOE for a period longer than two years, the student will need to go through the admissions process for readmission.

If the student will require reasonable accommodations to support them when due to a documented disability, they should reach out to Student Accessibility Services to submit the paperwork to request accommodations.

VI. EXCEPTIONS/APPEALS

Students who wish to appeal the decision of emergency administrative action must do so in writing within three (3) business days of the date of the decision letter. The appeal must be submitted to the Vice President of Student Affairs and Campus Inclusion. The student may bring an advisor to the appeals meeting; however, the advisor may not speak for the student. The student must notify the Vice President of Student Affairs and Campus Inclusion within two (2) business days if they intend to bring an advisor who is an attorney. The student will be informed by the Vice President of Student Affairs and Campus Inclusion of the outcome as soon as possible. This decision is effective upon issuance and date of the appeals outcome letter and will be final.

The Committee will only deny reinstatement if it finds the student cannot safely return to school, even with reasonable accommodations. The Committee will not base its reinstatement decision on speculation, stereotypes, or generalizations about individuals with medical conditions or disabilities.

VII. APPENDICES

None

VIII. ASSOCIATED LEGISLATION/REGULATIONS/ACCREDITATION STANDARD

Higher Learning Commission (HLC) Core Component 3.D

This section to be completed by the Records Manager:

Due date for review

Biennially or as needed

Public Location

MSOE Policy Library, Online Student Handbook.

Version History

- **2025, September 22:** Significantly rewritten as “Emergency Administrative Action.”
- **N.D.:** Initial approval as “Administrative Withdrawal”

Records Manager

Assistant VP of Curriculum & Knowledge Management