To Whom It May Concern:

Pursuant to the New Jersey Open Public Records Act, I hereby request the following

records:

\* Any annual, quarterly or semesterly logs or reports that detail how often various school therapy services are provided to students. Please provide logs from the academic year beginning in 2014 through the present.

*Atlantic Cape does not offer therapy.*

\* Any reports, logs, or other data that tracks average wait times for students who have sought help for mental health issues. Please provide logs from the academic year beginning in 2014 through the present.

*Atlantic Cape does not maintain logs that would indicate wait times. All students that sign in to see a staff member are seen by someone the same day service is requested.*

\* The budget for mental health services for each year beginning in 2014 through the present.

*Atlantic Cape does not have a dedicated budget for mental health services.*

\* Any reports, logs, or other data that tracks the number of mental-health related accommodations requested each school year, as well as the outcomes of those accommodation requests. Please provide records beginning in 2014 through the present.

*The Center for Accessibility has records beginning in 2016. From fall 2016 there are a total of 415 students who have requested accommodation in the "Emotionally Disturbed" category.*

\* Any and all policies related to mental health, including but not limited to policies governing leaves of absence (voluntary and involuntary) for students, as well as any logs or reports that note the voluntary and involuntary leaves of absences students have taken each year since 2014.

***Policy 218***

***INVOLUNTARY WITHDRAWAL***

*Atlantic Cape Community College (Atlantic Cape) is fully committed to the pursuit of academic excellence, student learning, and providing quality instruction to its students. If the nature of a student's behavior is determined to pose a threat to self or others, the College may invoke a procedure that determines whether a student will be removed from the campus community. While the Student Code of Conduct ultimately governs student behavior, it may not serve as the appropriate venue for adjudication in all cases.  
  
In the event a student's behavior encroaches upon the orderly functioning of Atlantic Cape, the Dean of Students reserves the right to remove a student from the College. The Dean of Students will use his/her discretion to define what is sufficiently threatening and/or disruptive to warrant invoking this procedure.  
  
Whenever possible, a voluntary withdrawal will be encouraged.****Involuntary Medical Withdrawal*** *The Dean of Students, in consultation with the College Nurse and other College representatives that form the Behavioral Assessment Team, will make every attempt to meet with the student to make an individualized and objective assessment to determine if a student needs to be separated from the College to protect the safety of the student and/or others, or the integrity of the College's learning environment.  
  
If such a determination is made, the College will inform the student immediately, in person if possible, but the student will always receive written notification. This written notification will include the reason for the withdrawal and the conditions for reentry if it is an option.****Appeal Procedure for Involuntary Medical Withdrawal*** *If a student believes that a decision for Involuntary Medical Withdrawal is unreasonable or that the procedures and/or information relied upon in making the decision were wrong or unfair, the student may appeal the decision.  
  
The appeal must be in writing to the Dean of Students within five days of the receipt of the written notification. Appeals should clearly state the specific unreasonable, wrong, and/or unfair facts and should present relevant information to support the statements.  
  
If the Dean of Students is not sufficiently convinced that the student should be reinstated, an assessment by a college identified medical provider may be requested, at the student's expense.****Readmission from Involuntary Medical Withdrawal*** *Students seeking readmission will be asked to sign a release form so that College representatives who will be involved in evaluating the student's return can have access to the student's outside health care providers and have the ability to openly discuss relevant aspects of the student's condition.  
  
The student must submit a letter indicating his/her plan to re-enroll in the College. The letter must include a report from a licensed physician that includes discussion of the student's current health status, course of treatment undergone during the leave, as well as specific recommendations for the student and the College with respect to the student's successful return to the College. The report will also address the student's readiness to return to academic and co-curricular activities, the student's on-going treatment needs, the student's readiness to return to competitive sports (if the student is an athlete) and any other suggestions the health care provider deems appropriate.  
  
The Dean of Students, College Nurse and other College representatives will review the information provided by the student and evaluate whether the student is ready to be reintroduced to the College community.  
  
If the student is allowed to return, he/she will meet with the Dean of Students to discuss the conditions of re-entry. If the student does not follow the plan, the College will have the right to revoke its decision to readmit the student and will have the right to require the student to resume his/her medical leave immediately.  
  
If the medical withdrawal is upheld, the student will receive a "W" in all courses. Tuition and fee refunds taken during the course of the semester will be made in accordance with the College's refund policy.  
  
Once the decision has been made, the student will be notified in writing. This decision will be final.****Involuntary Mental Health Withdrawal*** *The Dean of Students, in consultation with the Director of Counseling and other College representatives that form the Behavioral Assessment Team, will make every attempt to meet with the student to make an individualized and objective assessment to determine if a student needs to be separated from the College to protect the safety of the student and/or others, or the integrity of the College's  
If such a determination is made, the College will inform the student immediately, in person if possible, but the student will always receive written notification. This written notification will include the reason for the withdrawal and the conditions for reentry if it is an option.****Appeal Procedure for Involuntary Mental Health Withdrawal*** *Follow the same appeal procedures for Involuntary Medical Withdrawal.****Readmission from Involuntary Mental Health Withdrawal*** *Students seeking readmission will be asked to sign a release form so that College representatives who will be involved in evaluating the student's return can have access to the student's outside health care providers and have the ability to openly discuss relevant aspects of the student's condition.  
  
The student must submit a letter indicating his/her plan to re-enroll in the College. The letter must include a report from a licensed psychiatrist that includes discussion of the student's current mental health status, course of treatment undergone during the leave, as well as specific recommendations for the student and the College with respect to the student's successful return to the College. The report will also address the student's readiness to return to academic and co-curricular activities, the student's on-going treatment needs, the student's readiness to return to competitive sports (if the student is an athlete) and any other suggestions the health care provider deems appropriate.  
  
The Dean of Students, Director of Counseling and other College representatives that form the Behavioral Assessment Team will review the information provided by the student and evaluate whether the student is ready to be reintroduced to the College community.  
  
If the student is allowed to return, he/she will meet with the Dean of Students to discuss the conditions of re-entry. If the student does not follow the plan the College will have the right to revoke its decision to readmit the student and will have the right to require the student to resume his/her involuntary mental health leave immediately.  
  
If the involuntary mental health withdrawal is upheld, the student will receive a "W" in all courses.  
  
Tuition and fee refunds taken during the course of the semester will be made in accordance with the College's refund policy.  
  
Once the decision has been made, the student will be notified in writing. This decision will be final.****Involuntary Behavioral Withdrawal*** *The Dean of Students, in consultation with the College Judicial Officer and other College representatives that form the Behavioral Assessment Team, will make every attempt to meet with the student to make an individualized and objective assessment to determine if a student needs to be separated from the College to protect the safety of the student and/or others, or the integrity of the College's learning environment.  
  
If such a determination is made, the College will inform the student immediately, in person if possible, but the student will always receive written notification. This written notification will include the reason for the withdrawal and the conditions for reentry if it is an option.****Appeal Procedure for Involuntary Behavioral Withdrawal*** *Follow the same appeal procedures for Involuntary Medical Withdrawal.****Readmission from Involuntary Behavioral Withdrawal*** *Students seeking readmission will be asked to sign a release form so that College representatives who will be involved in evaluating the student's return can have access to the student's outside health care providers and/or other professionals involved in the student's care and have the ability to openly discuss relevant aspects of the student's condition.  
  
The student must submit a letter indicating his/her plan to re-enroll in the College which includes a statement of his/her understanding and acceptance of the College's Code of Conduct. The letter must include a report from the student's outside health care providers and/or other professionals with whom the student worked. The report should include a discussion of the student's current health status, course of treatment undergone during the leave, as well as specific recommendations for the student and the College with respect to the student's successful return to the College. The report will also address the student's readiness to return to academic and co-curricular activities, the student's on-going treatment needs, the student's readiness to return to competitive sports (if the student is an athlete) and any other suggestions the health care provider deems appropriate.  
  
The Dean of Students, the College Judicial Officer and other College representatives that form the Behavioral Assessment Team will review the information provided by the student and evaluate whether the student is ready to be reintroduced to the College community.  
If the student is allowed to return, he/she will meet with the Dean of Students to discuss the conditions of re-entry. If the student does not follow the plan the College will have  
the right to revoke its decision to readmit the student and will have the right to require the student to resume his/her involuntary behavioral leave immediately.  
  
If the involuntary behavioral withdrawal is upheld, the student will receive a "W" in all courses. Tuition and fee refunds taken during the course of the semester will be made in accordance with the College's refund policy.  
  
Once the decision has been made, the student will be notified in writing. This decision will be final.*

*There have not been any voluntary or involuntary leaves of absences since 2014.*

I also request that, if appropriate, fees be waived as I believe this request is in the public interest. The requested documents will be made available to the general public free of charge and is not for commercial usage.

In the event that fees cannot be waived, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not. If these records exist in electronic format, I request that those electronic records be provided (not, for instance, that those electronic records be printed then digitized to create images of the printouts).

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Madison Karas