

ADMINISTRATIVE WITHDRAWAL OF A STUDENT

Introduction

Denison is committed to assisting a student persevere during difficult times and has policies, programs, and personnel in place to help assist and retain students. However, the University reserves the right to administratively withdraw a student when it is in the interest of the Denison community or individual student to do so. This typically, but not always, follows reasonable attempts by the University to intervene to assist the student in being successful in meeting University expectations and requirements. Students who fail to make satisfactory progress toward degree requirements, fail to comply with basic requirements related to living and learning at Denison, substantially disrupt the living and learning environment for others, or fail to seek or take advantage of necessary and appropriate care or resources that will support their own well-being and success can pose a risk to academic success and/or well-being for themselves or others. The goal of Denison staff will be to approach such situations with great care to act fairly and to address the interests of both individual students and our community at large.

Withdrawal due to Code Violations or Suspension

The University may administratively withdraw a student for significant violations of the Student Code of Conduct or Code of Academic Integrity; that process is detailed in those Codes. The University also may withdraw a student for reasons relating to academic suspension, which typically follows from a failure to meet minimum GPA requirements or other stated academic progress standards.

Withdrawal for Financial Reasons

The University may administratively withdraw a student for failure to resolve an outstanding student account balance for tuition, room and board, or other fees.

Withdrawal for Failure to Meet Basic Academic Engagement Expectations

There are times when the behavior of a student fails to meet the University's expectations for a learning community and necessitates administrative withdrawal. If any enrolled Denison student is functioning, with or without reasonable accommodations, in such a manner that the student is not meeting academic standards for participation in the academic life of the University (e.g., an extended period of not attending classes or submitting assignments) in ways that are essential to the mission of the University, Denison may initiate an administrative withdrawal. Parent or guardian involvement in these decisions is typically requested and valued by University staff, and thus reasonable attempts will be made to seek the student's permission to engage parents or guardians in most cases.

Withdrawal for Health Reasons

Consistent with applicable law, Denison may administratively withdraw a student for health-related reasons. Such withdrawal will be based on an individualized assessment, including consultation with medical professionals and the best available objective evidence. Denison supports students' decisions to prioritize their well-being in these cases by providing a voluntary medical leave option. Denison typically first will discuss the voluntary option and encourage a student to initiate a voluntary request for withdrawal when a serious medical condition or behavioral health concern appears to warrant such a leave from campus.

However, Denison reserves the right to institute an involuntary medical withdrawal of a student when it has reason to believe that, with or without reasonable accommodations, the student poses a risk to the student's self or others, or where the student's condition prevents him or her from meeting the academic standards requisite to admission or that are essential to student instruction. Essential functions for Denison students include those tasks and responsibilities an individual student is required to perform in order to remain enrolled at the University, and are tasks considered to be consistent with educational necessity. Such functions include, without limitation: mental and psychological requirements such as communication, emotional control, stress management, and concentration; performance requirements such as academic progress and attendance; and appropriate interpersonal relationships and conduct.

Normally, the process Denison will follow when considering an administrative withdraw for health reasons is as follows:

1. Denison becomes aware, either through direct observation or information provided by a community member, of substantial concerns about a student's condition or behavior, and that information is then shared with the Dean of Students or other University official. Behaviors that typically prompt review under this policy include:
 - Failure to follow recommended treatment or care plans for a significant health diagnosis
 - Significant difficulty managing and maintaining control over emotions
 - Inability to communicate effectively, both verbally and non-verbally, and to receive communication and respond to feedback effectively
 - Failure to attend and participate in Denison classes and required meetings with University faculty and staff
 - Failure to meet academic/administrative deadlines
 - Failure to complete assigned tasks
 - Inability to remember information and details

- Inability to demonstrate appropriate interactions with others, including faculty, staff and fellow students
2. The Dean of Students convenes a team to consider the information and to begin behavioral intervention efforts with the student.
 3. An individualized assessment will be made by the team regarding the student's fitness to remain on campus. The team will consider available medical evidence, including where applicable the opinion of the student's treating health care provider(s) and the opinions and recommendations of health care professionals consulted by authorized University staff, including the appropriate Clinical Director at Denison. Consideration may also be given to whether the student requires a level of care from the University community that exceeds the resources and staffing that the University can reasonably be expected to provide for a student's well-being. Throughout this process the University will respect the student's confidentiality and will only request medical releases that are necessary to complete the individualized assessment.
 4. The Associate Dean of Students/Director of Academic Resource Center or designee will serve as a liaison to the team and to the student. If relevant to the behavior observed, the student can share with the Dean information about any disability that may need to be considered, how it impacts learning and behavior, and any potential reasonable accommodations that may be available to help address any related issues.
 5. The Dean will discuss voluntary withdrawal with the student (and family representative with permission of the student) before considering administrative withdrawal, which may be against the wishes of the student or family.
 6. An administrative withdrawal recommendation may be instituted if:
 - a. Based on the individualized assessment, Denison concludes that there are no available reasonable accommodations that would allow the student to meet essential educational requirements; or
 - b. The student rejects all such accommodations; or
 - c. Even with all reasonable accommodations, the student still fails to meet essential requirements during a defined period
 7. A review panel of Denison officials will consider the administrative withdrawal recommendation. This panel will consist of select members of the team connected to the case, the Associate Provost, and the Director of Advising. The Dean of Students will convene the panel to consider the administrative withdrawal recommendation and will then communicate the decision to the student.
 8. Once the student is notified of the administrative withdrawal, departure from campus is to occur within 48 hours. The student may appeal a decision by submitting a written

response to the Vice President for Student Development. The student will normally be provided 5 business days to submit the appeal.

9. Following any administrative withdrawal, the Dean of Students Office will serve as the primary contact for the student about the reinstatement process. An individualized assessment, making use of current opinions by treating medical professionals, will be required during the reinstatement process. The student will complete the return portion of the medical withdraw packet available on Denison's website. A reinstatement committee, led by the Dean of Students and the appropriate Clinical Director at Denison, will conduct the review of materials, and will notify the student of the result and any conditions upon return to campus.

Where the institution withdraws a student for medical reasons, it is considered an administrative act, separate and distinct from any academic or disciplinary action.

Denison is a fully residential living and learning environment. The residential component is unique and core to the University's mission. Denison leads with compassion and a belief that students can be successful in such an environment. Nonetheless, sometimes student health or other personal matters must be prioritized over academic progress on campus until such point a student can return to campus fully able to meet academic goals and educational requirements.

Questions about the application of this Administrative Withdrawal of a Student policy can be directed to the Office of the Dean of Students.