

College Initiated Administrative Withdrawal Policy

I. SCOPE

This policy applies to all undergraduate & graduate students.

II. STATEMENT OF POLICY

This policy will be applied in a nondiscriminatory manner and Goucher College officials make determinations based on observations of a student's conduct, actions, and statements. Decisions are not made based on student's disability status or physical or mental health conditions.

III. COLLEGE INITIATED ADMINISTRATIVE WITHDRAWAL PROCEDURE

The College may administratively withdraw a student from classes, remove a student from residence halls, and/or require conditions for continued enrollment when one of the following transpires:

- The student significantly disrupts the activities of the college community.
- The student poses a direct risk to the health or safety of self or others.
- The student demonstrates evidence of significant impairment such that they are not able to participate safely and successfully in the academic and/or residential life of the College and are unable to make an independent determination that a voluntary leave is needed.

In the circumstances described above, the Office of the Dean of Students (ODOS), in consultation with appropriate medical, psychological, or academic resources, may administratively withdraw a student from their classes, remove the student from the residence halls, and/or place conditions on the student's continued enrollment. This decision must be based on an assessment about 1) the probability, nature, duration, and severity of the disruption, risk, and/or impairment; and 2) whether reasonable accommodations can mitigate the risks of allowing the student to remain enrolled. Under certain circumstances, either before or after making a decision to administratively withdraw the student, the ODOS may mandate that the student undergo a psychological or medical assessment to assist in evaluating the student's ability to participate successfully in college life. A student who is subject to this administrative withdrawal procedure may also be adjudicated for their conduct pursuant to the Student Code of Conduct.

The ODOS's determination regarding administrative withdrawal and the reasons supporting that determination will be shared in written form with the student and respective offices, including but not limited to the Office of Residential Life, Student Financial Services, the Office of the Registrar, Campus Safety, the Office of the Associate Provost for Undergraduate Studies, and the Office of the Associate

Provost for Curriculum. The written notification shall include a determination regarding the length of separation from the College and describe the conditions under which the student may seek to return.

A student may appeal a college initiated administrative withdrawal determination in writing, and provide supporting documentation, within forty-eight (48) hours, to the Vice President and Dean of Students whose decision is final.

IV. IMPACT OF COLLEGE INITIATED ADMINISTRATIVE WITHDRAWAL

- A. Students who are administratively withdrawn from classes will receive a “W” for all courses attempted during that semester, unless a final grade for the course has been posted on the transcript prior to the administrative withdrawal. The W will be reflected on the student’s official transcript.
- B. Students who are administratively withdrawn are subject to the College’s [Refund Policy](#) in the same manner as students who voluntarily withdraw from the College.
- C. Goucher maintains a [Satisfactory Academic Progress](#) (SAP) requirement, and a [Return of Federal Title IV Funds](#) requirement, both of which are mandated by federal financial aid regulations. A withdrawing student must consult with the Office of Financial Aid to determine the effect of withdrawal on financial aid under this policy.
- D. Students are expected to continue to make satisfactory academic progress towards a degree each term. Full-time students are expected to achieve this through the cumulative GPA requirements and successful credit load. An administrative withdrawal may affect the student’s ability to keep satisfactory academic progress and the student should contact the Office of [Financial Aid](#) and discuss a plan of action with faculty or success advisor for when they return (if applicable).**

A medical or compassionate withdrawal is not the same as a college initiated administrative withdrawal. Please see appropriate [policy](#). Students seeking reinstatement to the College after administrative withdrawal must follow the same procedure outlined for students seeking reinstatement after [voluntary withdrawal for medical reasons](#).

All records concerning administrative withdrawal will be kept separately from the student’s academic record in accordance with college policy on the confidentiality of student records.

V. ADMINISTRATIVE WITHDRAWAL FROM THE COLLEGE

Students who have not enrolled in courses and have not submitted leave of absence paperwork by the end of the add period for a semester, will be withdrawn from the College by the Registrar. Students are limited to a total of two terms of leave of absence during the pursuit of their undergraduate degree at Goucher, and students who exceed this limit will also be withdrawn by the Registrar. Students who are administratively withdrawn from the College must be reinstated in order to return (see [form](#)).

VI. RESPONSIBLE OFFICIAL

The official responsible for this policy is the [Office of the Dean of Students](#). Questions can be addressed to that office.

For Administrative Withdrawal (section V) contact the registrar@goucher.edu.

VII. HISTORY

Adopted: August 2019; Updated: January 2020; February 2024.