

College Initiated Administrative Withdrawal Policy

I. SCOPE

This policy applies to all undergraduate students.

II. STATEMENT OF POLICY

Goucher College intends to apply this policy in a nondiscriminatory manner and will make determinations based on observations of a student's conduct, actions, and statements, and not merely on knowledge or belief that a student is an individual with a disability or has a physical or mental health condition.

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 transpires¹:

- The student significantly disrupts the activities of the college community;
- The student poses a direct risk to the health or safety of 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.

¹ 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. 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 the final decision of the college.

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 these policies.
- D. Goucher has implemented a policy regarding [Academic Progress Toward a Degree](#) ("APTD" policy) for full-time students. An administrative withdrawal may affect the student's ability to meet the requirements of that policy and the student may be subject to suspension and/or dismissal under that policy.
- E. A student who is granted a medical or compassionate withdrawal will have a hold placed upon their registration by the ODOS, pending a successful request to return to the college.

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. RESPONSIBLE OFFICIAL

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