

9-1-2018

Withdrawals and Leaves of Absence from the College

Saint Mary's College of California

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Recommended Citation

Saint Mary's College of California (2018) "Withdrawals and Leaves of Absence from the College," *Student Handbook*: Vol. 2018 , Article 48.

Available at: <https://digitalcommons.stmarys-ca.edu/undergrad-handbook/vol2018/iss1/48>

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Withdrawal and Leaves of Absence from the College

There are two general categories of consideration when circumstances require a student to discontinue enrollment from all classes, for a semester, or longer due to reasons other than academic disqualification. These categories are **Withdrawal from the College** and **Leave of Absence**. This section of the handbook will describe each category and the variations within each category.

(Note: for any voluntary or involuntary departure from the College, under these definitions that follow for withdrawal or leave of absence, students CANNOT live on-campus. Students who live-on campus must be full-time enrolled students. Students will need to work with the Campus Housing Office for proper move-out procedures and in the timeframe that is approved. Please also note that an involuntary departure could be an Administrative Withdrawal, Interim Suspension, College Suspension, or Expulsion).

Withdrawal from the College

There are two types of Withdrawal from the College; Withdrawal and Administrative Withdrawal.

Withdrawal: an enrolled student may request to withdraw from the College at any point prior to the end of a semester in which they are enrolled. The process requires that the student complete the Withdrawal from the College form that is available on the Registrar's website:
<http://www.stmarys-ca.edu/office-of-the-registrar/student-resources/forms>.

When a student withdraws from the College all courses will continue to be listed on the student's transcripts. The designation of "W" will appear in place of a grade. A withdrawal will not impact the student's GPA. Tuition credit/refund is given only after the formal withdrawal process is completed and approved, and in accordance with the following schedule: 85% tuition up to the end of the first week of classes; 80% tuition to the end of the second week of classes; 75% tuition refund to the end of the fourth week of classes. No credit or refund will be given after the fourth week of the semester.

In instances when a student has registered for classes for the subsequent semester or term, the course registration will be dropped. Students wishing to return to Saint Mary's College following a withdrawal must submit an application for readmission through the College Registrar's Office. The readmission application is also available on the Registrar's website as noted previously.

Administrative Withdrawal: an Administrative Withdrawal is initiated by an appropriate administrator for the College and not at the request or choosing of the student. An Administrative Withdrawal may be executed when a student stops attending Saint Mary's without notification, or when a student poses a direct threat of harm to others or self that cause a significant disruption to the community and which causes the College to have a legitimate safety concern for the community. Generally, but not necessarily in all circumstances, either the Registrar or the Dean of Students is the College official who will execute an Administrative Withdrawal.

The Registrar will execute an Administrative Withdrawal when a student does not return to classes following a subsequent academic term of enrollment, and has not otherwise formally withdrawn or taken a Leave of Absence. Students seeking reinstatement to Saint Mary's College following a Registrar's Administrative Withdrawal must submit an application for readmission through the College Registrar's Office. The form is available on the Registrar's website; <http://www.stmarys-ca.edu/office-of-the-registrar/student-resources/forms>.

The Dean of Students, or designee, may execute an Administrative Withdrawal when the Dean of Students is notified of a student who appears to have a serious behavioral, physical, psychological, or emotional disorder which offers reasonable cause to believe they may be a danger to others, or may disrupt proper activities of the College community and its members.

The Dean of Students will contact the student and seek voluntary resolution of the situation through investigation and review. Administrative withdrawals, when possible, take into account the participation of the student and their family in the process. Depending upon circumstances, an immediate professional assessment of the student's condition by the appropriate medical or mental health specialist, or both, or other appropriate resources may be required, including a report of the findings by the Behavioral Intervention Team (see Behavioral Intervention Team section of this Student Handbook). A student who fails to meet the conditions for evaluation may be subject to an Administrative Withdrawal or Immediate Interim Suspension by the Dean of Students.

Students who agree or are required to undergo an assessment will be scheduled to participate in a general review of status by the Behavioral Intervention Team. This normally includes a personal interview of the student by members of the Team. Members of the Team may also interview other individuals who have prior knowledge of the matter.

Additional assessments including, but not limited to, psychological testing, medical examination, or referral for psychiatric consultation may be required. The student must sign an authorization of release allowing any attending medical or behavioral health professional to release the records and allow them to discuss these records with the Behavioral Intervention Team.

The Behavioral Intervention Team will receive all medical, psychological, discipline, or observational reports submitted with regard to or on behalf of the student as may pertain to determining health and behavioral status. Treatment and evaluative reports should include information pertaining to diagnosis, treatment, and prognosis.

Within a reasonable period of time after all personal interviews and other possible assessments are conducted and reviewed, the Behavioral Intervention Team will render a decision. The written communication to the student shall include a rationale, the conditions and requirements that must be met and the process by which the student requests readmission. The Dean of Students will inform the Registrar of a student who has been administratively withdrawn from the College. When a student is placed on an Administrative Withdrawal, the student will be withdrawn from all classes and a Dean of Students Hold is noted. Tuition and room and board reimbursement will be in accordance with established College withdrawal policy (see *Catalog of Courses*).

Within five (5) days of receiving the written decision of the Behavioral Intervention Team, if a student disagrees with the decision regarding involuntary withdrawal or readmission, the student

may appeal to the Vice Provost for Student Life. The student shall state in writing the specific points the student wishes the Vice Provost to consider. The Vice Provost's decision is final.

Students seeking reinstatement to Saint Mary's College following a Dean of Students Administrative Withdrawal must receive clearance by providing the Dean of Students written evidence from a licensed medical or mental health professional that the student is no longer a direct threat to others or a legitimate safety concern, and is otherwise qualified to participate in the College's educational programs. The Dean of Students will consider the student's request based on a review of the entire record including any and all new information relevant to the matter, and may impose conditions on the student's readmission. Any other conditions outlined in accordance with this policy and/or conduct sanctions must also be completed. The Behavior Intervention Team may interview the student but is not required to do so.

Leave of Absence

Any matriculated student who is not in probationary status may request a Leave of Absence from the College. The leave may be for one fall semester, one January term, one spring semester, or for up to a full academic year.

The student must submit a request for a leave of absence to the Registrar's Office no later than the fourth week of the semester/term during which the leave takes effect. Students on leave will be kept informed of pertinent information, deadlines, and activities for the subsequent term, including registration information. Readmission is guaranteed assuming the student returns after no more than two full terms from the start date of the leave. The student will also be eligible to register for classes during the normal registration period while on leave. Students who do not return within the above specified time period will be withdrawn from the College and required to apply for readmission.

To initiate a leave of absence, submit an [Application for Leave of Absence](#) with the Registrar.

To return from a leave of absence, student must register within the allowable time period. If student fails to do so (within two full terms), they will be withdrawn from the college and considered INACTIVE.

Medical Leave of Absence

When a medical condition or circumstance is the reason for requesting a Leave of Absence from the College, the student may submit a petition for Medical Leave of Absence to the Assistant Vice Provost for Student Success after the standard Leave of Absence period (weeks 1-4 of a semester). The Assistant Vice Provost will provide the student with a medical documentation form to be completed by an appropriate health care provider. The health care provider must then send the completed form directly to the Assistant Vice Provost. The form cannot be returned to the student for submission to the College. Student petitions for medical withdrawals must be submitted at the time of the medical occurrence, or as soon thereafter as medically and reasonably possible. The health care provider who completes the form **must be the treating, licensed, relevant, non-familial health care provider.**

The Assistant Vice Provost will review the student's petition and the medical documentation, and render a decision to approve or deny the request for a Medical Leave of Absence within ten business days following the receipt of both the petition and the medical documentation. The Assistant Vice Provost may consult with appropriate professional resources, such as the Directors

of the Health and Wellness Center, Counseling and Psychological Services, and Student Disability Services prior to rendering a decision. The decision will be communicated to the student, and copied to the College Registrar via email to the student's Saint Mary's College email address. If the student's petition for a Medical Leave of Absence is denied, the student may choose to pursue a standard withdrawal from the College.

When a student is approved for a medical leave all courses will continue to be listed on the student's transcripts. The designation of "W" will appear in place of a grade. A withdrawal will not impact the student's GPA. Students on medical leave will be kept informed of pertinent information, deadlines, and activities for the subsequent term, including registration information. Readmission is guaranteed assuming the student returns within the specified period of time. The student will also be eligible to register for classes during the normal registration period while on leave. Tuition credit/refund is given only after the formal medical leave process is completed and approved, and in accordance with the following schedule: 85% tuition up to the end of the first week of classes; 80% tuition to the end of the second week of classes; 75% tuition refund to the end of the fourth week of classes. No credit or refund will be given after the fourth week of the semester. If a student or student's family has purchased medical tuition insurance, the Assistant Vice Provost will provide necessary confirmation of an approved medical leave to the insurance provider at the written request of the student.

In instances when a student has registered for classes for the subsequent semester or term, the course registration will be maintained. Students wishing to return to Saint Mary's College following a medical leave must notify the Assistant Vice Provost for Student Success at least one month prior to return.

To initiate a leave of absence, submit an email request to Assistant Vice Provost for Student Success to start the process. Request must be submitted ***as soon as reasonably possible after the medical occurrence***.

To return from a medical leave of absence, student must register within the allowable time period. If student fails to do so (within two full terms), they will be withdrawn from the college and considered INACTIVE.

Immediate Interim Suspension of Privileges

In certain circumstances, the Dean of Students, or designee, may impose an Immediate Interim Suspension of Privileges to immediately remove an individual from the College community for any of the following reasons: (1) to ensure the safety and well-being of members of the College community or to preserve College property; (2) to ensure a student's own safety or well-being; or, (3) if a student poses a threat of disruptions or interference with the normal operations of the College. Every attempt will be made by the Dean of Students, or designee, to meet as soon as possible with the student before implementing an Immediate Interim Suspension. If the student is to be suspended, the decision will be communicated in writing to the student. During the period of the Immediate Interim Suspension of Privileges, the student may be denied access to College activities, facilities and/or classes or other privileges for which the student might otherwise be eligible, as the Dean of Students, or designee, may determine to be appropriate. The Immediate Interim Suspension of Privileges shall remain in effect until the Dean of Students, or designee, determines that the reason for imposing the suspension no longer exists.