



POLICIES AND PROCEDURES

INVOLUNTARY STUDENT WITHDRAWAL POLICY

BOT Approved: March 21, 2017
Reviewed: 2019; SL&SC-3/20/26 (*minor updates*);
CC-4/10/2026.
Next Review: March 2027 (SL&SC/CASC)

PURPOSE:

This policy gives the administration the authority to withdraw a student from the College as an action of last resort in order to protect the safety of the student and/or others and the integrity of the College's learning environment. This policy provides the reasonable, yet urgent means necessary, to remove a student from the College under extreme and extraordinary circumstances. These extreme and extraordinary circumstances encompass the student exhibiting signs of being a threat to themselves and/or others, or should the student be unable to discern his/her surroundings, and/or if the student is/or has attempted self-harm, and/or has attempted harm to others, etc.

POLICY STATEMENT:

Students can be involuntarily withdrawn from the College by the administration:

- To protect the safety of the student and/or others or to protect the integrity of the College's learning environment when the student is not able or unwilling to withdraw.
- Under extraordinary and/or unforeseen circumstances.
- After an academic or disciplinary action that has indicated a specified return date and the student has failed to return by the specified time.

The College President will designate those administrative officials who have the authority to administratively withdraw students from the College.

The College may take action in the form of an Involuntary Student Withdraw after a three-day time period has passed following the initial notification to the student of recommendation to withdraw and the student has not requested a withdraw of his or her own volition.

Any student withdrawn by means of this policy will have a reasonable period of time in which to respond to and/or appeal to the decision of the College as outlined in the attending procedures.



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PROCEDURES:

1. A staff or faculty member may recommend a student for an Involuntary Student Withdrawal by contacting the Campus Assessment, Response, and Evaluation (CARE) Team. If the CARE Team concurs, the student is notified and has three days to either voluntarily withdraw or have the case reviewed for action by an administrator designated by the President. The CARE team recommendation should come after all available and reasonable resources have been exhausted or refused by the student. Support for this recommendation must explain, in detail, the nature of the request, list any specific circumstances that may support the request, provide available documentation, and fall within the limits of the following criteria:
 - a. Involuntary withdrawal may be used to protect the safety of the student and/or others or to protect the integrity of the College's learning environment when the student is not able or willing to withdraw from courses.

Note: Examples of safety of the student and/or others may include, but are not limited to:

 - i. *Displays signs of harm to self;*
 - ii. *Displays signs of harm to others: and/or*
 - iii. *Exhibits the appearance of mental illness.*
 - b. Involuntary withdrawal may be used under extraordinary and/or unforeseen circumstances (as exemplified above) and it is necessary to protect the safety of the student and/or others.
 - c. Involuntary withdrawal may be used after academic or disciplinary action that has a specified return date and the student has not returned by the specified time.
2. Upon receipt of a request for Involuntary Student Withdrawal, the designated administrator will review appropriate documentation and make a decision regarding the student's status. The administrator may require a meeting with the student as well as staff members that have observed the student's circumstances to render this decision.
 - a. If the administrator determines that the student should leave the College, the said official or his/her designee will inform the student in writing and may inform the student's parent, spouse, or other close relative.
 - b. If the administrator determines that the student should not leave the college, the said official; will confer with the recommending staff member and determine next steps.
3. If the Involuntary Student Withdrawal is approved, the student may receive a pro-rated refund of tuition* depending upon the specific student's circumstances. Fees are non-refundable. Eligibility is determined by the administrator and the level of tuition refund is determined by the Dean of Administrative Services after consultation with the Business Office and Financial Aid Office.

*(*Federal funds will be returned per Title IV calculations).*



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4. Involuntary Student Withdrawal is not a substitute for appropriate disciplinary action.
5. If the student resides in the residence halls, an approved Involuntary Student Withdrawal will remove the student from on-campus housing effective immediately. The student will be immediately notified and must move out within 24 hours of the effective withdrawal. The student may request a pro-rated refund of their housing charges* depending upon the specific student's circumstances. (**Federal funds will be returned per Title IV calculations*).

APPEAL PROCEDURE:

1. A student may appeal an Involuntary Student Withdrawal in writing to the designated administrator listed in the withdrawal letter within ten (10) calendar days after the withdrawal. The student's letter must explain the nature of the appeal and include any supporting evidence.
2. The designated administrator will review the original recommendation of Involuntary Student Withdrawal, review the student's written appeal request, meet with student and staff members that have observed the student's circumstances, and render a decision within 48 hours of receipt of the appeal.
3. If the administrator determines that the student should leave the College, the said official or his/her designee will inform the student in writing and may inform the student's parent, spouse, or other close relative.

RE-ENROLLMENT PROCEDURE:

1. A student wishing to reenroll following an Involuntary Student Withdrawal may do so immediately the following semester by completing the Application for Readmission.
2. After receiving the Application for Readmission, the student will be scheduled for an appointment for re-enrollment interview with a designated College administrator in order to determine the readiness to return. The administrator may require additional documentation based on the student's circumstances.
3. After the interview and evaluation of documents, recommendations will be provided to the Chief Student Affairs Officer where the final decision regarding the student's re-enrollment will be made and the student will be notified. All appropriate offices will also be notified (i.e. Student Affairs/Development, Enrollment Services, Business Office, and Residence Life).

CONTACT INFORMATION:

Chief Student Affairs Officer at: Robert.kerns@garrettcollege.edu; Phone: 301-387-3003.