



Frederick Community College Procedure

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| Section 5.00 Student Procedures | Procedure Number | 5.11c |
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| Administrative Withdrawal and Mandatory Evaluation | Policy Number | 5.11 |
| | Approved | 9/10/08 |

A. Administrative Withdrawal

1. This Procedure is intended to address those circumstances in which a student is unable or unwilling to request a voluntary withdrawal from the College and a mandatory withdrawal is determined to be necessary to protect the health, safety, or property of that student and/or others or the integrity of the learning environment. This could include, but not be limited to, situations such as suicidal threats, self-injurious behavior, threats of bodily harm to, or damage to the property of, another person, and disruption to the normal operations and activities of the College, its students, faculty, or staff.
2. This Procedure is not intended to take the place of disciplinary actions that are in response to violations of the Code of Student Conduct, nor does it preclude the suspension or dismissal of students from the College as a result of such violations.
3. Before an administrative withdrawal is considered, the student will be encouraged to take a voluntary withdrawal from the College. In the event that a student does not take such a voluntary withdrawal within 24 hours of notification that the College recommends that he/she does so, the steps described in this Procedure will be implemented.

B. Determinations with Respect to Administrative Withdrawals

1. The Associate Vice President of Student Development or his/her designee may recommend to the Vice President for Learning Support or his/her designee an administrative withdrawal from the College of any student whose behavior poses a risk of harm to the health, safety, or property of such student or others or causes, or threatens to cause, a disruption to the normal operations and activities of the College, its students, faculty, or staff. When making a recommendation about an administrative withdrawal, the Associate Vice President of Student Development or his/her designee will take into consideration the nature and severity of the harm or potential harm, the imminence of the potential harm, the likelihood that the potential harm will occur, the duration of the risk, the ability to mitigate the risk, and the impact of the behavior in question on others in the campus community. The Associate Vice President may consult with other College administrators as appropriate, including the Executive Director of Counseling and Advising, the Director of Services for Students with Disabilities, the Executive Director of Risk Management and Public Safety and any other staff determined to have a "need to know".
 - a. The Associate Vice President of Student Development or his/her designee will notify the student in writing and by telephone and/or e-mail that an administrative withdrawal is under consideration.
 - b. The Associate Vice President of Student Development or his/her designee will discuss the administrative withdrawal procedures with the student and provide the student with a copy of this Procedure. Whenever possible and appropriate,

the Associate Vice President will encourage the student to take a voluntary withdrawal from the College.

- c. The Associate Vice President of Student Development or his/her designee may require a student to undergo a psychological and/or medical evaluation, if he/she believes it will facilitate a more informed decision. If the student fails to initiate such evaluation or refuses to undergo such an evaluation within 48 hours of notification by the Associate Vice President of Student Development or his/her designee that an evaluation is required, the College may automatically withdraw the student from the College.
- d. Following consultation with appropriate campus administrators, the Associate Vice President of Student Development will make a recommendation to the Vice President for Learning Support or his/her designee regarding an administrative withdrawal.
- e. If the decision is to institute an administrative withdrawal, it will be instituted immediately, and the Associate Vice President of Student Development or his/her designee will inform the student in writing of the decision, as well as the specific requirements for reenrollment.
 - (1) The specific length of time that the student is to be withdrawn from the College will be determined on a case-by-case basis.
 - (2) The Vice President for Learning Support or his/her designee reserves the right to notify the affected student's parent, guardian, or other appropriate person of the administrative withdrawal, if notification is deemed appropriate.
 - (3) The student's transcript will reflect a grade of "W" for each course in which the student was enrolled that semester, regardless of whether the withdrawal occurred within the College's specified withdrawal period.
 - (4) The Registrar will be notified by the Vice President of Learning Support or his/her designee that the student's record should have a service indicator preventing reenrollment without authorization from the Vice President for Learning Support.
 - (5) Instituting an administrative withdrawal will not relieve the student of any and all financial responsibilities associated with his/her attendance at the College that semester.
 - (6) Following institution of the administrative withdrawal, the student will not be permitted on the College's campus or to attend any off-campus

College activity, unless and until the student subsequently is permitted to reenroll at the College.

- f. If the decision is not to institute an administrative withdrawal, the Associate Vice President of Student Development in consultation with the Vice President for Learning Support or his/her designee may impose other conditions and/or requirements under which the student is allowed to remain enrolled at the College. The student will be notified in writing of the decision and any conditions and/or requirements to remain enrolled.

2. Interim Removal of a Student from Classes and/or Campus

During the period of time that the Associate Vice President of Student Development or his/her designee is seeking to make a determination about an administrative withdrawal, the student in question may be suspended from classes and/or campus as an interim measure pending the Associate Vice President's or designee's determination. Specifically, if, in the opinion of the Vice President for Learning Support or his/her designee, and with the concurrence of the President or his/her designee, the presence on campus of the student in question (a) is considered to be an immediate danger to the health, safety, or property of any member of the College community or the public and/or (b) may result in serious disruption to normal College operations, then, the student may be suspended from classes and/or campus as an interim measure pending the results of the determination by the Vice President for Learning Support or his/her designee about an administrative withdrawal.

3. Right to Appeal Administrative Withdrawal

- a. A student for whom an administrative withdrawal has been instituted may appeal the decision. The student must submit a written request to the Vice President for Learning Support within five calendar days from the date of receipt of the written notification of the administrative withdrawal. Failure to file a request within the specified time presumes the student's acceptance of the administrative withdrawal and constitutes a waiver of his/her right to further appeal. The appeal will not stay the administrative withdrawal.
- b. Upon receipt of the student's request for an appeal of the administrative withdrawal, the Vice President of Learning Support will notify the student, in writing, of the date, time, and location of the appeal hearing. The hearing will be scheduled no more than fifteen calendar days after receipt of the written request for an appeal.
- c. Prior to the hearing, the student will be:
 - (1) Provided with a written statement of the reasons for the administrative withdrawal.
 - (2) Allowed to examine, in advance, any written evidence or exhibits which the College plans to submit; reciprocally, the student will allow the College to examine, in advance, any written evidence or exhibits the student plans to submit.
 - (3) Advised of the right to argue in his/her behalf and present evidence.

- (4) Advised of the right to appear alone or with an advisor who may advise the student but not otherwise participate in the hearing; legal counsel is not permitted during the appeal process.
- d. Decision of the Vice President for Learning Support in consultation with the College President is final.

4. Request for Reenrollment

Students who have been administratively withdrawn must submit a formal request for reenrollment to the Vice President for Learning Support. Students must present evidence that they have satisfied all conditions of reenrollment that were established at the time the administrative withdrawal was instituted. The Vice President for Learning Support or his/her designee must approve the reenrollment. In approving a request for reenrollment, the Vice President or his/her designee may impose conditions and/or requirements under which the student will be allowed to reenroll. A student will be notified in writing of the decision regarding his/her request for reenrollment, including any conditions and/or requirements under which the student will be allowed to reenroll.

5. Right to Appeal Reenrollment Decision

- a. A student whose application for reenrollment has been rejected may appeal the decision. The appeal must be submitted in writing to the President's Office within seven calendar days following receipt of the Vice President's decision. Failure to file a written appeal within the time period presumes the student's acceptance of the Vice President's decision and waives his/her right to further appeal.
- b. If a student files a written appeal with the President, a furnished copy of any hearing files and records of the student will be provided to the President.
- c. Within seven calendar days of receipt of the student's appeal, the President will notify the student of the date, time, and place of a meeting for the appeal.
- d. Within seven calendar days following the meeting between the student and the President, the student will be notified in writing of the President's decision regarding the appeal. The decision of the President is final.

C. Medical and/or Psychological Evaluation Procedure

- 1. In connection with his/her making a determination about an administrative withdrawal, the Associate Vice President of Student Development or his/her designee may require a student to participate in a medical and/or psychological evaluation to assess:
 - a. Whether the student's behavior poses a risk of harm to the health, safety, or property of the student or others or causes, or threatens to cause, a disruption to the normal operations and activities of the College, its students, faculty, or staff and if so, the nature, duration and severity of the risk.
 - b. Whether the risk of harm to the health, safety, or property of the student or others or disruption, or threatened disruption to the normal operations and activities of the College, its students, faculty, or staff would likely continue, if the

student were to remain enrolled at the College.

- c. Whether reasonable modifications of policies or procedures would mitigate the risk.
 - d. Whether the student requires assistance or referral to appropriate support or treatment services.
2. The Associate Vice President of Student Development or his/her designee shall inform the student of this mandated referral for evaluation in writing and provide a copy of this Procedure.
 3. At the discretion of the Vice President for Learning Support or his/her designee, any pending disciplinary action may be stayed until the evaluation is completed.
 4. The evaluation must be completed within 10 calendar days from the date that the student is notified of the requirement to participate in an evaluation, unless an extension is granted by the Associate Vice President of Student Development or his/her designee. The student shall sign a release authorizing the results of the evaluation to be provided to the College representatives who are involved in the decision making process, as identified by the Associate Vice President of Student Development or his/her designee.
 5. Should the evaluation result in a determination that there is no risk of harm to the health, safety, or property of the student or others or of disruption, or threatened disruption to the normal operations and activities of the College, its students, faculty, or staff, the Associate Vice President of Student Development and/or his designee may take that into consideration in making a determination with respect to the student about an administrative withdrawal.
 6. Should the evaluation result in a determination that there is risk of harm to the health, safety, or property of the student or others or of disruption, or threatened disruption to the normal operations and activities of the College, its students, faculty, or staff, that the behavior is likely to continue, and that reasonable modifications of policies or procedures are not likely to mitigate the risk, it shall be conclusive to the Associate Vice President of Student Development or his/her designee that an administrative withdrawal may be instituted.
 7. If the student refuses or fails to participate in the mandatory evaluation process, the College may automatically withdraw the student from the College.
 8. If a student withdraws from the College, or leaves the College prior to participating in a mandatory medical and/or psychological evaluation, which shall be sufficient grounds for the College automatically to withdraw the student from the College, he/she will be prohibited from reenrolling or returning until the Vice President for Learning Support or his/her designee has received and evaluated documents from a qualified professional which expressly states that the student no longer poses a risk of harm to the health, safety, or property of such student or others, or of disruption, or threatened disruption to the normal operations and activities of the College, its students, faculty, or staff.

D. Response to Suicidal Behavior

1. When a student, while on campus, engages in suicidal behavior, the College will arrange emergency transportation for the student to an appropriate medical facility. The Vice President for Learning Support or his/her designee will institute an administrative withdrawal effective immediately. Since the student's safety and well-being are at stake, the College will notify the student's parent, guardian, or other appropriate person.
2. Any request for reenrollment following an administrative withdrawal will require that the student provide the College with an appropriate, written statement from a licensed mental health professional, which confirms that the student sought and received, and if required or recommended by the mental health professional, will continue receiving, treatment that enables the student to return to the College without further risk to his/her safety or welfare. The Vice President for Learning Support or his/her designee will review this information with appropriate mental health professionals and with other College administrators as appropriate, including the Executive Director of Counseling and Advising, the Director of Services for Students with Disabilities, the Executive Director of Risk Management and Public Safety, the Associate Vice President of Student Development, and any other staff determined to have a "need to know". The Vice President for Learning Support or his/her designee will determine any additional conditions a student will need to fulfill in order to be reinstated at the College.
3. When a student, while on campus discusses suicide in a manner which reasonably suggests that he/she is considering engaging in such behavior, the College may refer the student for evaluation under the Student Counseling Program or other mental health or medical provider, mandate a medical/psychological evaluation, arrange emergency transportation for the student to an appropriate medical facility, and/or contact the student's parent, guardian, or other appropriate person and ask him/her to make arrangements for the student's transportation home or to a medical facility or other medical or psychological treatment provider.
4. Where appropriate, the Vice President for Learning Support or his/her designee will recommend an administrative withdrawal. Any request for reenrollment following an administrative withdrawal will require that the student provide the College with an appropriate, written statement from a licensed mental health professional, which confirms that the student sought and received, and if required or recommended by the mental health professional, will continue receiving, treatment that enables the student to return to the College without further risk to his/her safety or welfare. The Vice President for Learning Support or his/her designee will review this information with appropriate mental health professionals and with other College administrators as appropriate, including the Executive Director of Counseling and Advising, the Director of Services for Students with Disabilities, the Executive Director of Risk Management and Public Safety, the Associate Vice President of Student Development, and any other staff determined to have a "need to know". The Vice President for Learning Support or his/her designee will determine any additional conditions a student will need to fulfill in order to be reinstated at the College.