



## ADMINISTRATIVE WITHDRAWAL POLICY

**Overview.** Wake Forest University provides a range of support services for students exhibiting physical and emotional distress. On occasion, students may require a level of support and resources that exceeds what the University and surrounding community can appropriately provide such that academic progress can be made. In such circumstances, students may be advised to consider voluntary medical/mental health withdrawal or Continuous Enrollment Status.

An undergraduate student may be administratively withdrawn from the University when, in the judgment of the Director of the Student Health Service, the Director of the University Counseling Center, and Dean of Students (DOS) the student:

- cannot adequately be helped by the available resources in the University and surrounding community,
- refuses to accept recommended self-care responsibilities, other recommendations, or to voluntarily withdraw from the University
- based on behavioral indicators is unable to function effectively in the residential or College community,
- threatens or engages in behavior that poses a reasonable possibility of significantly effecting the safety, health, or well-being of any members of the university community including its visitors; and/or significantly disrupts the activities or functions of the University.

Such decisions may be appealed in writing to the Vice President for Campus Life. If however, the continued presence of an individual at the College presents an immediate danger to the fulfillment of the educational mission of the College or to the life, health, welfare, safety, or property of any member(s) of the College community, the individual may be subject to the Interim Suspension Policy. Students enrolled in Wake Forest University Graduate or Professional programs that exhibit physical or emotional distress will be subject to policies in those respective schools.

This policy sets forth the process that will guide an administrative withdrawal.

- 1. Investigation.** Information that a student has behaved in the manner described above will be provided to the DOS or designee, who will conduct an investigation to confirm the facts, which may include an interview with the student.

**2. Individualized Evaluation.** If the information is confirmed, the DOS or designee will conduct an individualized evaluation to determine if resources are available that would render the student able to function in the university community without threatening to engage or engaging in behavior that poses a reasonable possibility of significantly affecting the health, safety, or well-being of members of the university community, including its visitors, and/or significantly disrupts the activities or functions of the University.

This evaluation may involve consultation with appropriate campus partners and/or require a medical/psychiatric evaluation by a qualified professional acceptable to the DOS. The student will be offered an opportunity to provide additional relevant information and to discuss the behavior with the DOS.

**3. Remedial Plan.** After consideration of the above, and in consultation with the Director of the University Counseling Center and/or the Director of the Student Health Service, the DOS or designee will design an appropriate remedial plan based on the outcome of the individualized evaluation. The plan will be intended to sufficiently minimize the likelihood of future similar behavior. The protection of members of the University community will also be a factor in this determination. The remedial plan may also include additional conditions, including but not limited to:

- social probation, which may limit pursuit of non-curricular activities up to and including student employment
- limitation of participation in research projects not related to the student's academic program
- limitation of participation in Wake Forest University Study Abroad programs
- modification of academic requirements or schedule with faculty permission
- termination of the student's housing contract

The DOS may modify, extend or terminate the remedial plan based on new information. If this is the case, the student will have the opportunity to provide additional relevant information prior to making this determination.

**3a. Off-Campus Services.** If on campus services are not appropriate for any reason, or if the student requests it, the DOS may approve a referral to an off campus provider as part of the remedial plan. The expense for this will be borne by the student.

**3b. Confidentiality of Information.** The student will authorize any professional performing an evaluation or providing services as part of the individualized evaluation or within an approved remedial plan to release relevant information concerning the student to the DOS. The DOS will take reasonable steps to keep the information confidential and will disclose only in accordance with FERPA guidelines. The student will sign the necessary written authorizations upon request.

**4. Involuntary Administrative Withdrawal.** If after consideration of the above, and in consultation with the Director of the University Counseling Center and/or the Director of the Student Health Service, the DOS determines that:

- 4a. the student cannot be adequately assisted by an acceptable remedial program;
- 4b. the student fails to comply with the individualized evaluation process, the remedial plan, and/or
- 4c. the student doesn't adequately address the behaviors as required by the remedial plan.

the student will be administratively withdrawn from the University.

- 5. **Final Determination.** The decision concerning administrative withdrawal is considered final unless a written appeal is submitted to the Vice President for Campus Life within five business days of the decision. Grounds for the appeal will be limited to procedural or substantive errors that significantly impact the outcome. No further appeal of the decision will be considered. The appeal process shall be limited to a review of the file and supporting documents. The Vice President for Campus Life may, using his or her discretion, meet with the student and/or the Dean of Students.
- 6. **Relation to Student Conduct Process.** If the student's conduct also falls within the jurisdiction of the Student Conduct process, the DOS will determine if the matter is to be referred to this administrative withdrawal process. Referral will suspend the Student Conduct process until such time as the DOS deems appropriate.
- 7. **Returning to the University.** For students who have been administratively withdrawn, it will be understood that readmission generally can be accomplished no earlier than one semester or 90 days in the future depending upon the time of year in which the student was administratively withdrawn. In all such instances, the student must meet the requirements for return to the University as outlined by the Office of the Dean of the College Medical Withdrawal.
  - 7a. Appropriate and adequate treatment of the condition that led to the administrative withdrawal must be documented by the physician or therapist who provides treatment after the administrative withdrawal was implemented.
  - 7b. The physician or therapist must provide a letter giving an opinion concerning whether the student should be readmitted at Wake Forest and explain why the student is ready to be readmitted.
  - 7c. This information will be reviewed by the Director of the Student Health Service and the Director of the University Counseling Center (when appropriate). The Director(s) will make an independent recommendation to the Dean (and the Committee on Academic Affairs) concerning readmission based on the information provided by the therapist or physician as well as based on the student's medical and psychological history prior to the administrative withdrawal.
  - 7d. All students who are authorized to be readmitted following an administrative withdrawal will be required to follow the recommendations of the physician or therapist who provides care after the administrative withdrawal was implemented as well as the recommendations of the Student Health Service and the University Counseling Center.

- 7e.** In addition to the recommendations of the physician or therapist who cared for the student, each student must be re-evaluated by the Student Health Service or the University Counseling Center within one month of return to classes after readmission (ideally, this should be about 3 weeks after classes begin for the semester). This will ensure that the transition back to the university is going well and that no additional resources or additional treatment(s) are necessary. Students who fail to follow this procedure will be reported to the Office of the Dean of Students
- 7f.** The final decision concerning readmission rests with the appropriate dean and/or faculty committees (e.g., the Committee on Academic Affairs of the College).
- 7g.** Medical information concerning returning to school should be sent to:

Cecil D. Price, M.D.  
WFU Student Health Service  
P.O. Box 7386  
Winston-Salem, NC 27109-7386  
336-758-5218 (phone)  
336-758-6054 (fax)

- or -

James Raper, Ph.D.  
WFU Counseling Center  
P.O. Box 7838  
Winston-Salem, NC 27109-7838  
336-758-5273 (phone)  
336-758-1991 (fax)