

## STUDENT PROCEDURE

### SA104 – Withdrawal Policy

<b>No./Title:</b> SA104 – WITHDRAWAL POLICY	<b>Resp. Office:</b> STUDENT AFFAIRS <b>Approval Body:</b> CASA	<b>Effective Date:</b> 03/19/2013
<b>Category:</b> Students	<b>Last Review:</b> 05/16/2017	<b>Next Review:</b> 05/16/2020
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<b>Related Policies &amp; Information:</b>	<a href="#">Attendance Policy</a> <a href="#">Academic Standing Policy</a> <a href="#">Catalog and Continuous Enrollment Policy</a> <a href="#">Course Drop/Add Policy</a> <a href="#">Grading Policy</a> <a href="#">Satisfactory Academic Progress</a> <a href="#">Repeat Course Policy</a> <a href="#">Refund &amp; Repayments Policy</a>	

## POLICY

During a student's tenure, breaks in Continuous Enrollment may be necessary. Any break in a student's continuous enrollment is considered a Withdrawal.

## RATIONALE AND EXPLANATION

All degree-seeking University of Tennessee Health Science Center (UTHSC) students are expected to make a full commitment to their graduate and professional study in order to ensure they can complete all degree requirements without unnecessary delay. Students are therefore required to maintain an active status through Continuous Enrollment from the time of enrollment (first term of entry) until graduation. Continuous Enrollment is maintained by registering and enrolling in a minimum of one credit hour per semester (excluding the Summer, when applicable, unless stipulated otherwise by the Program or Department). The minimum enrollment for international students may be different and international students always need to confirm with International Affairs in order to determine what minimum enrollment they need to maintain in order to satisfy all enrollment requirements attached to their specific visa.

Students are advised to review the [University Attendance Policy](#), as well as attendance and participation policies of their colleges/programs carefully when an absence is necessary and seek permission from their Dean or designee when an absence precludes attendance and participation in coursework. Prolonged absences, which exceed the requirements of the program or class as published in the syllabus, may require that a student be withdrawn from the university.

Withdrawing from courses will have an adverse effect on financial aid, scholarships, loan deferments, health insurance, veteran's benefits, degree requirements, or other areas. A

Withdrawal affects eligibility for loan deferment. If students are unable to complete a term for which aid has been received, he/she may also be required to repay some or all of the aid received for that term. Students are advised to consult with the Office of Financial Aid regarding financial obligations related to Withdrawal (break in Continuous Enrollment).

Students who are Withdrawn suspend their active study and are not able to make any formal progress toward their degree. In addition, they may not use instructional services and/or university facilities.

Students who withdraw, with a subsequent break in Continuous Enrollment, must apply for Reinstatement to return to the University and be subject to the policies and procedures found in the Catalog at the time of return.

## **PROCEDURE**

Note that it is the Dean or designee's responsibility to inform the Office of the Registrar as soon as possible when a student withdraws to assure appropriate documentation of student status. Grades will be assigned according to the Grading Policy.

Once notified of a Withdrawal, the Office of Financial Aid and the Bursar's Office determine whether the student is required to return financial aid or is eligible for a refund of some or all of their tuition and fees (see Bursar's web site for refund policy - [http://www.uthsc.edu/finance/bursar/pdfs/refundsrepay\\_2010\\_2011.pdf](http://www.uthsc.edu/finance/bursar/pdfs/refundsrepay_2010_2011.pdf)). Colleges are advised that Withdrawals must be processed immediately. Otherwise, the student will stand accountable for any fees/tuition charged.

## **TYPES OF WITHDRAWALS**

There are four different types of Withdrawal. Each has conditions for eligible return to the University.

**Student-Initiated Withdrawal** - In instances in which a student needs to withdraw from an academic program, the student must provide written notice to the Dean or designee of the college in which they are enrolled. Students are strongly encouraged to consult with their program, advisor, and Director of their academic unit in order to determine whether a Withdrawal is the most appropriate action. Prior to requesting Withdrawal, students should always explore alternatives which would allow them to make progress toward the degree. Students who are Withdrawn suspend their active study and are not able to make any formal progress toward their degree.

**Medical** – UTHSC is concerned for the general safety, health and well-being of the campus

community as well as the safety and well-being of patients and staff encountered during clinical training. On occasion, a student may experience a medical situation that significantly limits their ability to function successfully or safely as a student, or the student no longer meets the minimum technical standards of the program, or the student is so severely disruptive as to interfere with the academic pursuits and other activities of the academic and/or clinical community.

**a. Voluntary Medical Withdrawal**

Students seeking a Voluntary Medical Withdrawal must present confirmation from the student's treating physician.

**b. Involuntary Medical Withdrawal**

Although a Voluntary Medical Withdrawal is preferable, a college's Dean (or designee), with the concurrence of the Vice Chancellor for Academic, Faculty and Student Affairs, may place such a student on an Involuntary Medical Withdrawal.

Prior to placing a student on Involuntary Medical withdrawal:

- (i) UTHSC shall conduct an individualized assessment of the student and will give careful consideration to the opinions and recommendations of the student's treating physician or mental health professional, if available, along with the opinions and recommendations of the healthcare professionals consulted by UTHSC.
  - a. UTHSC will encourage the student to provide any other additional information that the student believes is relevant to the determination.
  - b. UTHSC will respect the student's confidentiality, and only require the student to provide a medical release for access to the student's medical and mental health records as reasonably necessary to complete its individualized assessment.
- (ii) Based on that individualized assessment, UTHSC will determine whether, and what, reasonable modifications can be made that would be effective to allow such student to continue to attend classes or engage in clinical training and otherwise participate in its educational programs while seeking treatment for, or recovering from, any related medical or mental health conditions.
- (iii) However, in the event that UTHSC also considers *whether the student poses a direct threat to the health or safety of others*, UTHSC will make an individualized assessment based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.
- (iv) UTHSC will require an Involuntary Medical Withdrawal for a student only if:
  - a. after the individualized assessment, consultation with SASSI, and careful review and consideration, UTHSC concludes that the student's continued participation in its educational programs would require modifications that would be unreasonable or would fundamentally alter the nature of those programs;
  - b. the student rejects all reasonable modifications offered by UTHSC and the student cannot meet UTHSC's essential eligibility requirements and technical

- tandards to continue to participate in its educational programs, or
- c. even with the provision of all of the reasonable modifications offered by UTHSC, the student cannot meet UTHSC's essential eligibility requirements and technical standards;
  - d. if UTHSC decides to impose an Involuntary Medical Withdrawal, UTHSC will advise the student in writing (via: official UTHSC email) of the leave and duration, any restrictions from coming on campus or entering a clinical site, and available academic appeals procedures; UTHSC shall document the decision as well as the underlying facts, assessments and determinations;
  - e. an Involuntary Medical Withdrawal is an academic decision and is not a disciplinary action, however, separate disciplinary action may result from the underlying behavior of the student pursuant to the Student Rights and Responsibilities.

**IMPORTANT NOTE:** In **emergency situations**, the Dean or designee and Vice Chancellor of Academic, Faculty, and Student Affairs (AFSA), in the exercise of reasonable judgment, may bypass some or all of the above steps and considerations [except for (iv)(d)], in order to ensure campus or clinical safety and/or the safety of students or patients. Nothing in this or other policies shall be construed to prevent UTHSC from requiring students to, at all times, meet the college/program essential eligibility requirements and technical standards.

**Military** - UTHSC complies with all State and Federal guidelines regarding the mobilization of National Guard, reservists, or other military service personnel who are attending classes. UTHSC is committed to supporting its students qualifying for these services. Students called to active duty or mobilized for any reason should contact the Registrar's Office and their College (even if they aren't receiving VA benefits) for information and further instruction.

**Administrative** – The University may administratively withdraw a student as a result of (a) an academic decision by the Dean or designee; (b) a non-academic dismissal, such as a violation outlined in the Student Code of Conduct; or (c) non-attendance.

#### **USE OF UNIVERSITY SERVICES WHILE WITHDRAWN**

Students withdrawn from the University will continue to have access to their UTHSC email for one year after the withdrawal date. However, students withdrawn may not use instructional services and/or university facilities. The UTHSC badge, and associated privileges such as parking and facilities access, must be inactivated upon withdrawal.

#### **REINSTATEMENT PROCEDURES**

UTHSC students who have been Withdrawn must first seek approval from their Academic Dean, or designee in order to submit an on-line Application for Reinstatement. The Academic Dean, or designee receives the link from the Office of Admissions and Enrollment Services. The link is sent directly to the student by the Academic Dean, or designee following approval for Reinstatement. Applications for Reinstatement must be submitted online no later than six weeks prior to the start of the semester.

The reinstatement application may require additional documentation from a student, such as a criminal background check, immunization compliance, transcripts from other institutions attended since the student's last enrollment at UTHSC, and/or other documentation required by the College. International students should be aware that additional documentation may be required according to federal guidelines and they should contact International Affairs as soon as they have received approval for reinstatement.

Additional documentation for students with a Medical Withdrawal may be required, as part of an individualized evaluation, to provide evidence that the student is ready to resume studies and academic responsibilities.

Evidence may include:

- Documentation of attempts to resolve issues that led to the leave
- Release of academic records to inform the treating physician
- Release of treatment records
- Consultation with or clearance from University Health Services
- Consultation with SASSI to determine if reasonable accommodations are available
- Demonstrated ability to safely manage the stresses of academic study

All returning students must meet the essential eligibility requirements and technical standards of the college/program. The student will be notified of their application status via the personal email address on file at UTHSC, as well as their UTHSC student email address.

### **Process for Reinstatement**

The following steps are taken concurrently between the student, the Academic Department, and the Office of Admissions.

#### **I. Steps for the Student**

- 1) Student contacts the Academic Dean, or department designee, to request reinstatement
- 2) Once the student has communicated with the Academic Dean, or designee, the student completes the electronic Application for Reinstatement
- 3) To be cleared for registration, students must submit all required Reinstatement documentation to the Office of Admission. Required documentation may include Criminal Background Check, updated immunizations and transcripts from institutions attended while separated from UTHSC.
- 4) Depending on program, the student logs into Self-Service Banner (SSB), registers for the courses required by the program, and pays all fees designated by the University.

#### **II. Steps for the Academic Dean/Designated College Contact**

- 1) Once the student contacts the Academic Dean or designee, the department provides student with a link to the Application for Reinstatement (Supplied by the Office of Admissions Assistant Director)
- 2) An email notification from the Academic Dean, or designee, stating that the student is reinstated into her/his previous program as well as the students academic standing, must be forwarded to the student with a copy sent to the Office of Admissions, Director and Assistant Director of Admissions. The email must include the following instructions to the student if applicable:
  - a. Complete a Criminal Background Checks if you have been separated from UTHSC for six (6) months or more
  - b. Immunization Update (not required for online students)

- c. Submission of new transcripts (if applicable)

### **III. Steps for Office of Admissions**

- 1) Upon receipt of the email approval from the Academic Dean, or designee, the Office of Admissions processes the application for acceptance. This process typically takes 24-48 hours for the student to be visible in Banner.
- 2) Student is reinstated into previous program and is sent an email reminder of their NetID and Student ID.

### **Reinstatement of Students Returning from Military Service**

Students who withdrew from the University as a result of military deployment, mobilizations, or duty changes, are entitled to return without having to re-qualify for admission so long as the students;

- a. Return after a cumulative absence of no more than five years, and
- b. Adheres to policies and procedures of the Office of Admissions of the intent to return to the University no later than (1) one year after the completion of the military service obligation.

The student must provide the University's Offices of Veteran Affairs and Office of Admissions with a copy of the military orders to substantiate the end of duty date.

### **APPROVAL HISTORY:**

Effective: March 19, 2013

Revision: April 16, 2013, Committee on Academic and Student Affairs (CASA)

Revision: November 19, 2013, Committee on Academic and Student Affairs (CASA)

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