

**Calvin College**  
**Process for Placing Students on an**  
**Administrative Withdrawal**

**Policy Statement**

The college retains the right to make an administrative determination (outside of the processes outlined in the Student Conduct Code) to place a student on administrative withdrawal when the student is unwilling or unable to make the decision to take a voluntary medical withdrawal or leave of absence. The college would take this action when:

- 1) The student poses a significant risk of imminent danger to self or to others within the campus community OR
- 2) The student, although not posing significant or imminent danger to self or others, disrupts the daily functioning of community members, or has needs which exceed the level of care and supervision that the college community can provide.
- 3) The student has not cooperated with the Medical Clearance process after a medical intervention or hospitalization.

Student Life deans and the Vice President of Student Life have the authority to review the facts of a student situation and make a decision to place a student on administrative withdrawal or leave of absence. As appropriate to the specific situation, The Student Life dean will work in consultation with the Calvin College Care Team, Residence Life staff, Campus Safety, Calvin Student Health Services, Broene Counseling Center, and/or Student Academic Services to understand the facts of the situation. Initially, the staff member will meet with the student and discuss the issues and concerns and try to persuade the student to take a medical withdrawal or leave of absence. If necessary, the student life dean has the authority to impose an administrative withdrawal or leave of absence. The Student Life dean will review with the student, any specific re-admission conditions, the medical clearance policy, and will inform the student that the Academic Review Committee will make a separate determination regarding the student's return to Calvin.

When a student is identified as posing an immediate or serious threat of harm to self or others, appropriate designated administrators will be contacted as well as Campus Safety, local emergency response personnel, and/or local law enforcement agencies as appropriate.

If the student's behavior is determined to be an immediate or serious threat, the student may be placed on interim Leave of Absence effective immediately by the Vice President of Student Life or by the Dean of Students for Judicial Affairs.

Interventions to ensure the safety of the student and/or the community will be implemented and the student will be referred for proper evaluation and/or treatment, as indicated by the situation.

The student will be notified in writing by the Student Life dean that an Interim LOA is in place and of the restrictions on his/her contact with community members and any restrictions regarding access to the Calvin campus.

The Student Life dean will evaluate the situation and access available information from the student if possible, and from campus and local resources. The Student Life dean will decide whether an in- person

meeting with the student is possible or recommended. If the Student Life Dean determines that meeting with the student is not feasible then the dean may opt to implement an administrative withdrawal or leave of absence. The Student Life dean will prepare a letter or email to the student which: 1) notifies the student that an administrative withdrawal has been implemented, 2) informs the student of any restrictions on access to campus and/or community members 3) outlines the conditions and documentation required for re-admission to Calvin 4) refers the student to the medical clearance policy 5) informs the student that the Academic Review Committee will also review his/her request for return to Calvin.