

Subject: Short Term Absence / Administrative Withdrawal: Medical / Mental Health Reasons	
Initiated by: PSpear May 2011 Reviewed by: NT,RD,CP	Reference: www.dhhs.state.nh.us/DHHS/CDCS
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Purpose:

To define the administrative policy for an absence or withdrawal from the college due to a medical or mental health issue, including health or behavioral concerns that may pose a risk to the student or others in the community. An absence or withdrawal may be made in cases in which the condition(s) prevent a student from continuing in his/her classes.

Procedure:

I. Reasons for Absence or Withdrawal

a. Communicable Disease

In the event that a Colby-Sawyer College student develops a communicable disease, the disposition of each case will be determined by guidelines dictated by the New Hampshire Department of Health and Human Services (NHDHHS), the director of health and counseling, and the consulting physician. The college will work with NHDHHS to develop treatment, containment and communication plans.

b. Psychological and Physical Disorders

A student may have a physical or psychological situation that requires the student to temporarily be away from the college. It is expected that the time a student takes away from the college is used for treatment and recovery.

c. Behavioral Intervention

In the event that a student is determined to be at risk to him/herself or to the community, he/she may be asked to leave the college. Examples of this may include attempts of suicide, threatening behavior to self or others, disordered eating, excessive anger, etc. Conditions for return to the college may require treatment and recovery.

II. Absence / Withdrawal

Colby-Sawyer College is an academic institution equipped to support the needs of diverse college students, and reasonable efforts will be made to meet student needs. Health and Counseling Services and the Offices of Student Development are limited in their ability to provide long-term care or supervision for students with psychological or physical disorders (e.g. attempted suicide disordered eating, medical conditions) requiring extended treatment or constant medical care. This may also be true for students that have been identified as posing a risk to them or others while at college.

- A student may elect to leave the college for a short term absence or withdraw of their own accord for a specific condition.
- A student may be required by the college to take an administrative leave or withdrawal under specific conditions if risk factors exceed the capability of college services.

The college reserves the right to require students to enter into a health care or behavioral contract contingent on their return to the college. Students may be required to fulfill specific requirements and may not return to campus grounds without prior approval from the Dean of Students or designee. *Nothing in this section shall be deemed to constitute grounds for discrimination against handicapped individuals capable of functioning effectively in the college community.*

a. Short Term Absence

If a student must be absent from class for an extended period, it is the student's responsibility to notify their professors, and to provide the reason for the absence and the expected date of return. This absence should be coordinated with Baird Health and Counseling Center and/or Student Development offices that may help the student to notify faculty members of the absence. This notification is not to be construed as an "excused" absence for the student. The student is still responsible for arranging to complete work missed. If the student or college determines that their situation requires more than a short term absence from the college, they may work directly with faculty to determine if they can make provisions for Incomplete grades (see details in the College Curriculum Guide) or "as arranged" provisions. If a student is unable to keep up with the work through traditional or alternative means, they may be required to withdraw from the class or the college.

b. Withdrawal

The student or college administrator may initiate a withdrawal from the college by completing a "Withdrawal" form available from the Registrar's office. If applicable, a designee of Student Development may document conditions that must be met prior to the return to college. To maintain confidentiality, the information provided to the Registrar will be limited to a "Hold" pending approval from the designated college office or personnel. It will be the student's responsibility to adhere to any prescribed conditions and provide supporting documentation as requested for re-admittance to the college. If the student registers for classes within one year, he/she is not required to reapply to the college for admission, (re: College Curriculum Guide).

III. Return to College

In consultation with appropriate personnel and with the authorization of the Vice President and Dean of Students or designee, responsibilities of the student to return to college may include, but are not limited to the following:

1. To require a student to submit to a psychological/psychiatric/physical evaluation to gain additional professional information so that the Vice President and Dean of Students may determine if that student's behavior/condition constitutes a hazard to herself/himself, other students, or the campus community.
2. To enter into a contract with the student which stipulates the conditions including but not limited to time frame and treatment required for re-enrollment after a period of stability.