Short Term Absence or Withdrawal: Medical / Mental Health Reasons

**Purpose:** To define the administrative policy for an absence or withdrawal from the college or course due to a medical or mental health issue, that may pose a risk to others in the community and fall outside of the student Code of Conduct policy. An absence or withdrawal may be made in cases in which the condition(s) prevent a student from continuing in his/her classes successfully. Because a medical withdrawal can affect many aspects of a student’s academic progress, students are encouraged to first consider other options that may enable continued enrollment in a class or the college (i.e. reducing course loads, or taking incompletes). Academic policies for add/drop and the deadline to withdraw from classes apply to this policy. This policy further addresses a withdrawal after the deadline to withdraw from classes that may result in a negative impact on the student’s academic standing.

Colby-Sawyer College is an academic institution equipped to support the needs of diverse college students, and reasonable accommodations will be made to meet the needs of students. Health and Counseling Services, Access Resources, and the Offices of Student Development may however be limited in their ability to provide services that exceed reasonable accommodations and/or long-term care or supervision for students with psychological or physical disorders. Students that are not otherwise qualified, as defined by Section 504 of the Rehabilitation Act, and by reasonable provisions of the college may be subject to periods of absence or withdrawal from courses or the college.

- A student may elect to leave the college for a short term absence or withdraw
- of their own accord for a specific condition.
- The college may recommend that a student leave or withdraw under specific conditions if the student’s needs exceed the capability of college services.

A student may request provisions under exceptional health related circumstances that would allow withdrawal from a course after the withdrawal period without academic penalty. Any such condition will be reviewed as an individual case and determination will be made by the Academic Dean in consultation with appropriate offices of the college as to whether the standard withdrawal policy will be waived due to special circumstances. The student may be required to grant authorization to college officials to speak with health care providers associated with the student’s care to consult on disposition of withdrawal policy waiver.

The college reserves the right to require students to enter into an agreement contingent on their return to the college under special circumstances. It may be recommended or required that a student fulfill specific requirements and not return to campus grounds without prior approval of the designated college office. *Nothing in this section shall be deemed to constitute grounds for discrimination against students with a disability capable of functioning effectively in the college community.*
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), Colby-Sawyer College’s director of health
and counseling, and the student’s consulting physician. The college will follow NHDHHS
guidelines to develop treatment, containment and communication plans.

b. Medical Concern
   A student may have a medical situation that requires him/her to temporarily be away from the
college. It is expected that the time a student takes away from the college is used for support,
treatment and recovery.
   A student may have a disability that temporarily prevents him/her from completing some
portion of his/her course requirements.

c. Psychological Concerns
   A student may have a situation that is difficult psychologically that requires him/her to
temporarily be away from the college. It is expected that the time a student takes away from
the college is used for support, treatment and/or recovery.
   A student may have a psychological difficulty that temporarily prevents him/her from
completing some portion of his/her course requirements.

II. Absence / Withdrawal

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 (as soon as they are able to do so) and to provide the reason for the
absence and the expected date of return. This absence should be coordinated with Baird Health
& Counseling Center and/or the Director of Access Resources and/or Student Success and
Retention office that may help the student 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
his/her 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. If withdrawal is after the withdrawal from class deadline, the student
may ask for consideration for withdrawal without penalty.

b. Withdrawal
   The student or college administrator may initiate a withdrawal from the college or class by
completing a “Withdrawal” form available from the Student Success and Retention office. If
applicable, an office of the college 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” in Power Campus 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 return to the college. If the student registers for classes within one year of withdrawal, he/she is not required to reapply to the college for admission.

III. Return to College
In consultation with appropriate personnel and with the authorization of the Academic Dean’s office and/or the Department of Student Services, 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 relevant psychological/psychiatric/physical evaluation to gain additional professional information so that in consultation with the Vice President and Dean of Students or designee a determination may be made 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 return after a period of stability.
Request for Short Term Absence / Withdrawal for Medical or Mental Health Concerns

Student Name ___________________________________________ DOB: ___/___/____

Person completing request: ___________________________ Date of Application: ___/___/____

Period of Absence or Withdrawal Requested: __________________________________________

Why is consideration of academic policy waiver being requested?

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<thead>
<tr>
<th>Request - (check what applies and class name and professor:</th>
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<tr>
<td>☐ Consideration to complete classes remotely</td>
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<tr>
<td>To be completed by Requestor</td>
<td>To be completed by faculty or retention administrator</td>
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<td>Class #</td>
<td>Professor</td>
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| ☐ Consideration for Incomplete grades                    | |
| To be completed by Requestor                            | To be completed by faculty or retention administrator         | To be completed by Academic Dean |
| Class # | Professor | Faculty Response | Status: Approve/Deny |
|         |           |                  |                     |
|         |           |                  |                     |

| ☐ Consideration for withdrawal from class(es) without penalty | |
| To be completed by Requestor                            | To be completed by consulting faculty or staff               | To be completed by Academic Dean |
| Class # | Professor | Reason for consideration of w/d - “W” | Status: Approve/Deny |
|         |           |                                              |                     |
|         |           |                                              |                     |
Constraints (to be completed by Administration)

☐ The student may return to Colby-Sawyer without special consideration

☐ The student may return to Colby-Sawyer upon the following conditions (specify below):

Reviewed by: _______________________________ Date: ________ / _______ / ___________