

STUDENT INITIATED INSTITUTIONAL WITHDRAWAL

Reviewed and Revised:

July 2018

Student-Initiated Institutional Withdrawal

The decision to withdraw from the Divinity School is significant academically and financially. Therefore, the Divinity School urges students to consult with the Associate Dean for Academic Affairs prior to taking action. In all cases of withdrawal related to physical or mental health concerns, students are subject to clearance procedures related to the medical/behavioral health issues that must be addressed prior to returning to academic or residential life. It is important to inform the Associate Dean for Academic Affairs if a withdrawal is medically-related so the student can be assisted appropriately upon returning to the Divinity School.

Concerns about the safety, health, or well-being of any individual may be referred to the Assistant Dean for Common Life, or the Dean. This includes, but is not limited to threats, verbal references, or behaviors indicative of the possibility of suicide and/or self-mutilation; behaviors indicating purging, self-starvation or withdrawal of sustenance, chronic and/or serious abuse of alcohol or other drugs; demonstrated inability to satisfy reasonable expectations of self-care; and/or a serious medical condition for which a licensed physician recommendations indicate in-patient or specialized treatment. Students who wish to withdraw in order to seek attention, can initiate the process with either the Assistant Dean for Common Life, or the Associate Dean for Academic Affairs. There is no retribution or punishment for seeking care of self. The institution reserves the right to institute processes as noted at the end of this policy statement.

Students who withdraw voluntarily sever their connection with the Divinity School. Students may withdraw by notifying the Dean or Associate Dean for Academic Affairs. Students are responsible for dropping all classes in which they are enrolled.

Students who fail to register for two consecutive semesters without notifying the Divinity School will be considered withdrawn.

Clearance Procedures for Hospitalizations And/Or Withdrawals Relating To Medical Or Behavioral Health Issues

Students who withdraw voluntarily or who are withdrawn administratively from the Divinity School for medical or behavioral health issues may request to return. The Divinity School, however, reserves the right to require sufficient documentation indicating the student's ability and readiness to resume studies and/or residency. In cases of hospitalization or any withdrawal related to a physical or mental health condition, the following is **required**:

- The student **must** submit written letters from her or his health care provider(s); this may include a physician, psychiatrist, clinical social worker or licensed therapist, clearly indicating treatment, prognosis **and** an informed professional recommendation as to:
 - a. whether the student is qualified and ready to resume academic work, and/or live in Divinity School housing;
 - b. any specific recommendations necessary for academic success.
- A current waiver of confidentiality form **will be required**, allowing the Dean to discuss the student's return and matters related to treatment compliance with Divinity School officials, or other clinical or mental health professionals with whom the student has or is currently working with, in order to assess whether the student is qualified and ready to return to Brite Divinity School.
- An on-campus interview with the Dean and/or University health professional(s) may be required.

After consulting with health professionals and/or other appropriate Brite officials, the Dean will make a decision and notify the student in writing of the decision. Decisions under this policy may be appealed to the President of the Divinity School.