



Champlain College is committed to the safety and well-being of its community members and to the integrity of the living and learning environment. Our goals, therefore, are to maintain the health and safety of each individual in our community and to enable all enrolled students to participate fully in the life of the College.

VOLUNTARY MEDICAL WITHDRAWALS

We recognize that from time to time, students may need to take a voluntary medical withdrawal from their studies as a result of medical or mental health issues that compromise their ability to continue in an academic program. A student may apply for a Medical Withdrawal at any time after enrolling at the College. To request a Medical Withdrawal, students must complete the Medical Withdrawal Form, receive written documentation from a health care provider, and obtain a signature from a staff member in Student Health Services after they review the documentation.

If the student chooses to take a voluntary Medical Withdrawal and is unable to process that request due to their medical condition, the Assistant VP of Student Life or designee will assist with processing this request. Once the Medical Withdrawal has been approved, the student will receive grades of "W" for all classes in which they are enrolled. (This applies to involuntary Medical Withdrawals as well.)

Any student who is granted a Medical Withdrawal will be asked to complete the Medical Clearance Reentry Form as a requirement of returning to the College. This form will be reviewed and evaluated by our Student Health and Wellness team who will make a recommendation to the Assistant VP of Student Life about the student's readiness to return. Students who are medically cleared to return to campus will still need to follow standard readmission policies and procedures, which are overseen by the Registrar's Office.

INVOLUNTARY MEDICAL WITHDRAWAL

In instances in which a student's mental or medical health poses a threat to others, becomes a barrier to appropriate or prescribed levels of self-care, or causes significant disruption to the activities of the College community, they may be required to take an involuntary medical withdrawal from the College.

In instances when a student's mental, physical or emotional health may pose a direct, imminent threat to the safety and well-being of the Champlain community, a student has been admitted to a health care setting to undergo intensive medical or psychological treatment (hospitalization, intensive outpatient or inpatient program), the Assistant VP of Student Life or designee, as an interim measure, can place the student on an involuntary medical withdrawal from the College. When applicable, the student will be informed in writing of the actions that led to the Medical Withdrawal and directed to the process for returning to campus. The student's parent/guardian/emergency contact person may be notified that the student is in a potentially dangerous situation.

Any student placed on a medical withdrawal will not be allowed to remain on campus. This includes living in a residence, attending classes and participating in Champlain-sponsored events.

In circumstances where a student has not met direct threat/inpatient criteria, the Assistant VP of Student Life or designee may, based upon observable/recorded behavior, still require the student to undergo an individualized psychological and/or medical assessment in order to make an informed decision regarding the student's ability to meet the academic, social and emotional requirements of being a Champlain student. This evaluation can be conducted by a member of the College's clinical staff or by the student's external health care provider. The student will be required to sign a release that gives permission to the College's designated clinical personnel to speak with the external evaluating health care provider and to allow for the release of any relevant medical reports as part of the assessment. If the student chooses not to engage in the process listed above, then the student will be required to take an involuntary medical withdrawal and, if applicable, be removed immediately from the residence halls.



INVOLUNTARY MEDICAL WITHDRAWAL – CONTINUED

If, following the evaluation, a medical withdrawal is deemed unnecessary, the Assistant VP of Student Life or designee may impose other conditions and/or requirements that the student would be required to complete as a condition of continued enrollment at the College.

In any instance in which a medical withdrawal is required, the Assistant VP of Student Life or designee will provide written notice to the student, including the specific requirements that must be met as a condition of eligibility for reenrollment, the time line for initiating and completing the return process, as well as the procedure for appealing the decision. In most instances, the parent(s) or guardian(s) of the student will be included in this notice. Students are strongly encouraged to discuss the need for a voluntary or involuntary medical withdrawal with their parent(s) or guardian(s) prior to and/or during the leave process.

In both voluntary and involuntary medical withdrawals, the duration of the absence is typically no fewer than six full months, although the specific length of the leave will be based on the student's individualized assessment. The student will complete the Medical Clearance Reentry Form as a requirement of returning to the College. This form will be reviewed and evaluated by the College's Student Health and Wellness team who will make a recommendation to the Assistant VP of Student Life about the student's readiness to return. Students who are medically cleared to return to campus will still need to follow standard readmission policies and procedures, which are overseen by the Registrar's Office.

When a student takes a medical withdrawal before the end of a semester, whether voluntary or involuntary, Champlain will review each situation in order to determine the appropriate refund of tuition and residence hall fees. Financial aid awards may be adjusted, in accordance with federal regulations, based on the date of the withdrawal. As mentioned above, students will be assigned grades of "W" in all cases of medical withdrawals.

APPEAL PROCEDURE

Students have the right to appeal decisions made about involuntary medical withdrawals. All appeals must be made in writing and sent to the Office of Student Conduct (communitystandards@champlain.edu) and must specify the reasons for the appeal. An appeal of a decision must be received within two business days after the student has been informed of the decision. Appeals may be heard by an appeal officer or by an Appeal Committee. A student may appeal if there was a procedural error that unfairly affected the outcome of the hearing, if new information that was not reasonably available at the time of the hearing becomes available, or if the sanctions imposed are disproportionate to the nature and severity of the behavior that led to the involuntary withdrawal.

The Appeal Committee will consist of faculty and/or staff. The responsibility of the Appeal Committee or the officer hearing the appeal is to determine a fair course of action in light of evidence presented. When the appeal is complete the matter shall be deemed fully resolved without further recourse.



PART 1: GENERAL INFORMATION

Name _____ Student ID# _____

Phone # _____

PART 2: WITHDRAWAL INFORMATION

___ I expect to return to Champlain College. Expected Semester of Return (*Spring/Fall and Year*) _____

___ I do not plan to return to Champlain College.

PART 3: MEDICAL DOCUMENTATION

Written medical documentation from your health care provider or a member of the Champlain College Student Health and Wellness Team must be received within 15 days of the withdrawal date and should be sent to the Champlain College Student Health Center for review. A completed Medical Reentry Clearance Form and medical documentation will be needed when you are ready to return to Champlain. The complete Medical Withdrawal Policy is available in the College Catalog under Academic Information and Polices. Find the Undergraduate Catalog at catalog.champlain.edu.

Champlain College Student Health Center
Whiting Hall
203 South Willard Street
Burlington, VT 05401
Phone: 802.860.2711
Email: healthservices@champlain.edu
Fax: 802.860.2761

PART 4: SIGNATURES

To officially withdraw from the College, it is necessary for you to clear your status by securing signatures as indicated below.

Financial Aid _____ Date _____

Perkins Loan Officer _____ Date _____

Residential Life _____ Date _____

Student Accounts _____ Date _____

Student Health Services _____ Date _____

Student _____ Date _____

Registrar's Office _____ Official Withdrawal Date _____

International Student Services (F-1/J-1 Visas) _____ Date _____

The official withdrawal date will be determined by the Registrar's Office based on the student's first notification to the College or the effective date, whichever is latest.

Return completed form to the Registrar's Office, Perry Hall, Rm. 322.