
ADMINISTRATIVE HOLDS AND WITHDRAWALS

PURPOSE: To provide the University with a legal procedure to cancel a student's current enrollment and to STOP a student from re-enrolling or changing educational records because of: (1) failing to fulfill an academic, financial or legal obligation, agreement or requirement with the University; or (2) disruptive or dangerous behavior and Code of Conduct sanctions.

I. Policy Statement

A student may be administratively withdrawn from the University or may be denied re-enrollment, after legal notification by certified mail, for one or more of the following reasons:

- A. Infractions requiring an Administrative HOLD - A "HOLD" can be placed on a student's enrollment denying class changes or future registration for, but not restricted to, the following:
 1. library fines, lost or destroyed books, documents, etc.;
 2. outstanding financial obligations such as delinquent loans, notes or other bad debts;
 3. overdue accounts or repayment agreements with any of the University auxiliary enterprises, i.e.; Bookstore, Housing, Student Union, Child Care, Outdoor Recreation, etc.;
 4. lost or broken institutional equipment, supplies, property, uniforms, instruments, keys, etc.;
 5. unpaid parking tickets; and
 6. failure to sign a note (such as a Perkins Loan).
- B. Delinquent Financial Accounts - An Administrative Withdrawal and/or "HOLD" can be initiated for failing to pay an indebtedness to the University. This may include but is not limited to:
 1. not paying fees, deferred fee payments or other charges at the time of registration or on contractual due dates;
 2. stop payment, account closed, insufficient funds check;
 3. canceled financial aid, scholarship, athletic grant, etc.; and
 4. discontinued payments on loans, rents, child care, etc.
- C. Incomplete Admissions File - An Administrative Withdrawal and/or "HOLD" can be initiated for failing to submit required documents, certification, proof of eligibility, etc., to meet minimum state standards for regular or provisional admission to the University and for failing to meet specific program entrance and/or retention requirements. For example:
 1. did not submit one or more of the following documents for regular/provisional admission in the time allowed:
 - a) a completed application for admission;
 - b) high school transcripts or GED Certificate;
 - c) college transcripts for transfer students; and/or
 - d) ACT or SAT; or
 2. falsification or omission of information with intent to deceive on the application for admission or on any official University record.

- D. Maintaining Academic Standards and Regulations - An Administrative Withdrawal or "HOLD" can be initiated for failing to meet the minimum academic grade point, credit hour, probation, or attendance standards. For example:
 - 1. not complying with or maintaining the conditions of academic reinstatement while enrolled on probation;
 - 2. re-enrolling after dismissal for grades without an official reinstatement by the University Academic Appeals Committee; or
 - 3. not meeting college or course entrance requirements or not attending class (BSU 4190, "Faculty Initiated Withdrawal") - applies to situations where a drop from one or two classes constitutes a complete withdrawal.
- E. Code of Conduct Sanctions - An Administrative Withdrawal and/or "HOLD" can be initiated for failing to meet standards of conduct appropriate for members of an academic community. For example:
 - 1. violations of the Code of Conduct that invoke sanctions of expulsion or suspension from the University;
 - 2. dismissal from a class by an academic dean under BSU 2050, "Maintaining Order"; or
 - 3. failing to respond to an official summons or notification.
- F. Exhibiting behavior which constitutes a danger to oneself, to others or to property can result in an Administrative Withdrawal and/or "HOLD." See Section IV, Dangerous Behavior, Responsibility and Procedure of this policy.
- G. Record Errors and Miscellaneous - An Administrative Withdrawal can be initiated to correct administrative/clerical student record errors; closing a deceased student's file; verified past semester withdrawals or record changes.
- H. Admission and Retention Requirements for Specialized Programs - An Administrative Withdrawal can be initiated for failing to meet specific admission or retention requirements for a college, school or department professional/vocational training program such as, but not restricted to:
 - 1. malpractice insurance;
 - 2. chest x-ray;
 - 3. physical examination;
 - 4. license or certificate;
 - 5. personal evaluation, recommendation or background check; or
 - 6. demonstrated proficiency.

II. Responsibility

The Vice-President for Student Affairs has the authority and responsibility to enforce this policy.

- A. The Vice-President for Student Affairs designates the following University officers to be responsible for authorizing, verifying and monitoring all requests for an administrative withdrawal. Each administrative officer is responsible for a specific area under Section I. "Policy Statement", Paragraphs A.- H. of this policy.
 - 1. Vice-President for Student Affairs - All areas (Paragraphs A. - H.) Is the only authority for Paragraphs E. and F.
 - 2. Dean of Admissions - Paragraphs A., C., G., and H.
 - 3. Director, Financial Aid - Paragraphs A., B.3, 4., C.3, and G.
 - 4. Director, Administrative Services and Student Loan Manager, Deferred Fees - Paragraphs A., B., C.3., and G.

5. Registrar - Paragraphs A., C.3., D., G. and H. Authorizes access to the Student Information System and HOLD program.
 6. Dean, Student Special Services - Paragraphs A.3., B.4., C.3. and G. D.3. and E.2. when applicable. Processes all withdrawals.
- B. Each Administrative Officer is responsible for certifying that all requests for an administrative withdrawal in their area meet the guidelines enumerated under Section III. Procedure of this policy. The Registrar officially authorizes access to the electronic HOLD SYSTEM to prevent readmission or enrollment.

III. Procedures

Only University offices or departments authorized by the Vice-President for Student Affairs can submit a written request for an administrative withdrawal to the appropriate administrative officer (see Section II. above) after placing a "HOLD" on future registration.

- A. A written request or complaint must be filed under Section I., A. - D. above with the appropriate administrative officer and must contain the following information:
1. Date "HOLD" on re-enrollment was placed;
 2. Full name of the student;
 3. Social Security (Student Identification) Number;
 4. Reason for the request (complaint), i.e.,
 - a) insufficient funds check, delinquent account, loan, etc.;
 - b) Library fine, not reinstated, lost equipment, etc., and
 5. Efforts used to contact student, i.e.,
 - a) telephone call, registered mail, in person,
 - b) advisor, called class instructor.
- B. The appropriate administrative officer will confirm the requesting officer's efforts and then notify the student of the possible consequences and impending action by:
1. Mailing a Certified Letter to the student listing the complaint, office involved, student's options and compliance deadline date (the deadline date for compliance will normally be a minimum of ten class days or two calendar weeks);
 2. Retaining copies of all action taken and correspondence; and
 3. Notifying requesting office to remove "HOLD" and cancel request when student corrects the situation or indebtedness.
- C. If no action is taken by the student after the ten day or two week deadline, the appropriate administrative officer will send a written request for an administrative withdrawal to the Dean of Student Special Services with the following information:
1. Student's full name and Social Security Number (ID);
 2. Student's most current address;
 3. Reason for the action and name of requesting office; and
 4. Copy of the Certified Letter sent to student.

Administrative withdrawal requests **MUST** be received by the Student Special Services Office ten days prior to the last day of regular classes.

- D. The Dean of Student Special Services will process a withdrawal and clearance form. Copies will normally be sent to the:
1. Registrar, cashier, appropriate administrative officer, advisor; and
 2. Student by Certified Letter with a copy of the official withdrawal form enclosed.

- E. All documentation in support of the administrative withdrawal action will be retained for two years by the requesting office, administrative officer and Student Special Services Office to verify the action taken in case of an appeal or complaint.

IV. Dangerous Behavior, Responsibility and Procedure

A student may be Administratively Withdrawn from or denied readmission to the University for exhibiting behavior which constitutes a danger to self, to others or to property.

- A. Responsibility - The Vice-President for Student Affairs is responsible for initiating action under Section I. F. of this policy whenever anyone within the University community considers a student to be dangerous to: 1) self, 2) others, or 3) property. A written report will be sent to the Vice-President for Student Affairs indicating a psychiatric withdrawal or "HOLD" on future registration is being requested.
- B. Procedure - Upon receipt of a report requesting a psychiatric withdrawal or "HOLD," the Vice-President for Student Affairs will convene and chair a "staffing" session with the Director of the Student Health Center and an appropriate member of the Psychology Department.
 - 1. If there is a consensus by the "staffing" group that a psychiatric withdrawal of "HOLD" be invoked, the Vice-President for Student Affairs shall initiate such action.
 - 2. If the student challenges the propriety of such action, s/he may request a hearing with the "staffing" group to have the case reviewed.
 - 3. Readmission following a psychiatric withdrawal or "HOLD" on registration will take place only after obtaining a psychiatric clearance that the individual is able to again undertake the pressures of academic life.
 - a) The psychiatric clearance should come from an off-campus qualified psychiatrist or clinical psychologist.
 - b) The psychiatric clearance will be reviewed by the "staffing" group and a decision for approval or denial made at that time.
 - 4. When the student identifies the off-campus psychiatrist or clinical psychologist with whom s/he will be working, the Vice-President for Student Affairs will write to that person indicating what the University desires.

The members of the "staffing" group will be available to the off-campus psychiatrist or clinical psychologist for consultation if such is desired.