



Ohio Administrative Code

Rule 3342-4-02.5 Administrative policy regarding voluntary and involuntary withdrawal for health reasons.

Effective: August 1, 2024

(A) Purpose. When a health emergency or condition renders a student's continued participation in university academics, programs, or services impossible, impractical or unsafe to any member of the university community, the following rules shall apply. The senior vice president for student life is responsible for the administration of this rule.

(B) Voluntary withdrawal procedure. A student who decides to withdraw from the university for health reasons shall follow the office of the university registrar's general procedures for withdrawal or petition for exception to registration, as appropriate. Graduate students may also consider utilizing the "leave of absence for graduate students" procedure found in rule 3342-3-01.12 of the Administrative Code, if applicable. The associate vice president for student life and dean of students (hereinafter referred to as the "dean of students"), student ombuds, or regional campus director of enrollment management and student services may provide guidance to the student to assist with this process upon request.

(C) Involuntary withdrawal procedure.

(1) Individualized assessment. When the dean of students is made aware that a health emergency or condition renders a student's continued participation in university academics, programs, or services impossible, impractical or unsafe to any member of the university community, the dean of students shall consult, review and consider appropriate recommendations and any applicable supporting documentation. This may include recommendations and documentation of the following, as applicable: the student's recent treating health care professional(s) (if available and with necessary permissions); university health care professional(s); the care team; the student (if available); and, when necessary and in accordance with rule 3342-5-08.101 of the Administrative Code, the student's parent or guardian. The dean of students may also consult other applicable resources as appropriate.

(2) Interim action. Depending upon the urgency and severity of the health emergency, an interim action may be necessary while the individualized assessment is ongoing. When the dean of students



has reasonable cause to believe that a student may pose a risk to the safety or well-being of anyone in the university community, the student may be issued an interim action. Interim actions may include but are not limited to: restriction from specific campus facilities or locations; restriction from facilitating or participating in student organization business or activities; suspension of student status; etc. An interim action shall remain in effect until removed or altered by the dean of students or as the result of this policy's process. A student may appeal an interim action in writing to the senior vice president for student life. Failure to comply with an interim action may result in a referral to the office of student conduct and/or the Kent state university police department.

(3) Alternatives considered. During the assessment process above, alternatives to involuntary withdrawal shall be considered. Such alternatives may include, but are not limited to, voluntary withdrawal, reasonable accommodations to any known disabilities, or behavioral contracts.

(4) Notice of withdrawal. If, as a result of the assessment in paragraph (C)(1) of this rule, the dean of students decides that involuntary withdrawal is appropriate, the university shall withdraw the student from all registered courses. The decision will be communicated to the student in writing. The notice shall contain the terms of any interim actions issued pursuant to paragraph (C)(2) of this rule.

(5) Appeal. A student may appeal a decision for involuntary withdrawal in writing to the vice president for student affairs within seven calendar days of receipt of the notice of involuntary withdraw under this policy. The senior vice president for student life, or designee (other than dean of students), will review the appeal and any supporting documentation and provide a decision in writing within seven calendar days. This is the final level of appeal. In the event of extenuating circumstances and at the sole discretion of the senior vice president for student life, the time period in which to submit such appeal may be extended.

(6) Tuition credits and fee adjustments. The student may be eligible for tuition credit or fee adjustments, in accordance with the policies established by the bursars office and other relevant departments (for example, residence services). The dean of students or their designee may provide the student guidance with those processes.

(7) Return to University. A student wishing to return to the university within one year of involuntary withdraw shall not be required to reapply for admission through the admissions office. A student



wishing to return after more than one year of absence may be required to reapply for admission to the university and/or program of study, in accordance with any applicable registration and admission requirements of the program and of the office of the university registrar. The student should contact the dean of students at least thirty calendar days prior to the start of the term the student intends to return to, in order to provide time to review the students request and determine eligibility for re-enrollment. The following procedure shall be followed to determine whether the student shall be re-enrolled:

(a) Depending upon the nature and individual circumstances of the involuntary withdrawal, the dean of students may require one or more of the following in determining whether to approve a request to return:

(i) Documentation from current, relevant healthcare providers supporting the students ability to return and be successful at the university. The university may request the students permission to communicate with any relevant and current healthcare providers to obtain this information. If no such information exists, or if information provided is insufficient, the dean of students may ask the student to complete an assessment with an on-campus health provider.

(ii) A statement from the student describing: the students experience away from the university, including any activities undertaken while away; the students current understanding of the factors that led to the need for the leave, and the insights the student has gained from treatment and time away; and how the student plans to ensure a successful return to the university.

(iii) A meeting with the student to review the student's plan for maintaining health and safety while at the university, including recommendations for ongoing treatment, reasonable accommodations, and campus support options, when applicable.

(iv) Agreement to an individually created ongoing plan for a successful return to the university, created in consultation with the student and pursuant to review of the information and materials listed above, as applicable.

(b) The dean of students shall consider the information and materials presented in paragraph (C)(7)(a) of this rule. The dean of students may also consult with the following, as applicable: the students



recent treating health care professional(s) (if available and with necessary permissions), university health care professional(s), the care team, the student, and any other applicable resources as necessary. A student's failure to comply with any of the dean of students requests in paragraph (C)(7)(a) of this rule may be considered when deciding whether to approve a request to return to the university.

(c) The dean of students shall provide a decision regarding the student's re-enrollment to the student in writing, no more than seven calendar days after the request to return is received. If more time is needed to consider the request, the student shall be notified of such in writing. The appropriate university departments shall also be notified of this decision.

(d) A student may appeal a denial of their request to return under this rule in writing to the senior vice president for student life within seven calendar days of receipt of the request to return. The senior vice president for student life shall review the appeal and any supporting documentation and provide a decision in writing within seven calendar days. This is the final level of appeal.