

Regulations of Florida A&M University



2.007 Voluntary and Involuntary Withdrawal.

- (1) **Voluntary Withdrawal.** A student who desires to voluntarily withdraw from the University must report to their assigned academic advisor and explain the circumstances which they feel necessitates the withdrawal. There is a limit on the number of courses from which a student can withdraw in their entire undergraduate career; however, this does not include term withdrawals due to extenuating circumstances including, but not limited to, withdrawals for military service or medical withdrawals.
 - (a) A student may initiate and complete a course or term withdrawal in iRattler after an academic advisor places a positive indicator on the student's record. The withdrawal link in iRattler will be available after the last day of add/drop and will be unavailable after the last day to withdraw. These dates are usually published on the academic calendar for each semester on the Registrar's website www.famu.edu/registrar. Students receiving financial aid (Scholarships, Pell Grants, Loans, etc.) should consult with the Office of Financial Aid before withdrawing below full-time status and complete any appropriate exit interview.
 - (b) Once the voluntary withdrawal process has been initiated, the student is required to complete the Housing and Rattler Card Office cancellation forms. The student must relinquish all residence hall keys to the Residence Hall Director and their meal plan card to the Office of Auxiliary Services after completing the appropriate cancellation forms.

- (c) Any student who voluntarily withdraws from the University during the registration or late registration period will not receive grades at the end of the semester. Those who officially withdraw after the add/drop period but before the withdrawal deadline will receive a grade of “W” at the end of the semester. The “W” grade is not factored in the student’s grade point average (GPA) calculation. A student who stops attending class(es) and fails to officially withdraw will receive a grade of “WF,” which has the same effect as a “F” grade.
- (d) Advisors should contact the Office of Counseling Services for referral to an independent mental health professional, at the student’s expense, should the student show signs of distress.
- (e) Once a course or term withdrawal is finalized, it cannot be reversed.

(2) **Involuntary Term Withdrawal.**

- (a) The University desires to provide equality of educational opportunity in an environment that is safe for the campus community and which facilitates student learning. Students have a responsibility to conduct themselves appropriately and participate in the University community safely. There may be circumstances that create significant and imminent risks and/or that require a level of support that exceeds what would be considered a reasonable accommodation or support customarily provided by the University. In such circumstances, the University may be required to take prompt action to protect the health and safety of the University community, up to and including involuntarily withdrawing a student.
- (b) A student, who due to extenuating circumstances, engages in behavior that poses a significant risk of harm to the health, safety and well-being of the individual student, the University community or property or who is unable to engage in the

basic required activities necessary to obtain an education even with reasonable accommodations, may be involuntarily withdrawn from the University for the term and/or from University Housing by the Dean of Students or designee. Such action may also be taken in consultation with the University Assessment and Care Team (ACT). Involuntary withdrawal is not a disciplinary action. It is a remedial action taken to assist and protect individuals. Students who engage in threats to others or self-injurious behaviors that cause a significant disruption to the University community may also be subjected to Regulation 2.012, Student Code of Conduct.

- (c) Evaluation - Prior to invoking involuntary withdrawal, the Dean of Students or ACT will notify the student, in writing, that an involuntary withdrawal is under consideration, including the reasons for the action and shall refer the student for an objective and individualized assessment by a campus or independent licensed psychiatrist or psychologist to determine if the student's behavior poses a significant risk to the individual student or others. This assessment serves to provide the University with an objective measurement of risk as well as any reasonable modifications that would sufficiently mitigate the risk. The student must schedule an appointment to complete the assessment within ten (10) business days from the date of the referral. A student who fails to schedule or complete the assessment and/or give permission for the results to be shared with the Dean of Students or ACT may be withdrawn on a temporary basis in accordance with section (3) below or referred to the Office of Student Conduct and Conflict Resolution. ACT shall review the results of the assessment and make a determination regarding the proposed involuntary withdrawal.

- (d) After receipt of the required assessment, the ACT will notify the student, in writing, if the University will proceed with involuntary withdrawal or whether there are reasonable modifications that might mitigate the risk without a withdrawal. The student may request, in writing, to meet confidentially with ACT within three (3) business days from the date the student receives the written notice of the decision to proceed with involuntary withdrawal or imposition of reasonable modifications. If the student does not request the meeting, then the student will have waived the opportunity, and as a result, agrees to the involuntary withdrawal or imposition of reasonable modifications. Failure of the student to comply with the reasonable modifications will result in immediate temporary withdrawal.
- (e) Meeting - The Chair of ACT or designee shall exercise active control over the meeting to achieve orderly completion. Any person who disrupts the meeting shall be excluded. This meeting is informal, not subject to formal rules of process, procedures, etc., and shall be recorded.
- (f) Advisor - The student, at their own expense and initiative, may be assisted by an advisor, advocate or legal representative of their choice during the meeting; however, the student is expected to speak for themselves.
- (g) The Chair of ACT or designee shall render a decision in writing regarding the student's involuntary withdrawal or imposition of reasonable modifications within three (3) business days following the meeting.
- (h) Appeal - The student has three (3) business days from the date of written notification of the decision to submit a written appeal to the Vice President for Student Affairs. The Vice President for Student Affairs will review the request for

appeal, record of the meeting and supporting documents for the following purposes:

- (i) To consider new information that was not available at the time of the meeting;
- (ii) To assess whether a significant deviation from this Regulation impacted the fairness or outcome of the meeting; or
- (iii) To determine if the decision does not align with the information provided in the meeting.

A final written decision will be issued within five (5) business days after receipt of the appeal or the Vice President for Student Affairs shall notify the student that additional time is necessary to consider the appeal.

(3) Immediate Temporary Term Withdrawal.

- (a) The Dean of Students or designee may implement an immediate temporary withdrawal from the University for the term when necessary to protect the health, safety or property of a student or the University community or when a student fails to complete an objective assessment, release the results of the assessment, or comply with the reasonable modifications in accordance with section (2)(b) above.
- (b) A student subject to immediate temporary withdrawal shall be notified in writing. The student shall also have the opportunity to meet with the Dean of Students or designee within three (3) business days from the effective date of the withdrawal provided in the written notice. Upon receipt of the written notice, the student should contact the Office of the Dean of Students, in writing, to schedule the meeting. If the student does not request a meeting, then the student will have

waived the opportunity, and as a result agrees to the temporary withdrawal. The student must fully comply with section (6) of this Regulation in order to return to the University.

- (c) Meeting - The meeting with the Dean of Students or designee shall review the following issues only:
 - (i) The reliability of the information concerning the student's behavior;
 - (ii) Whether or not the student's behavior poses a significant risk of causing substantial, serious harm to the student or others; causing property damage; or directly impeding the lawful activities of others; and/or
 - (iii) Whether or not the student has completed an objective assessment and provided the results thereof or is following the reasonable modifications imposed in accordance with section (2)(b) above.
- (d) Advisor - The student, at their own expense and initiative, may be assisted by an advisor, advocate or legal representative of their choice during the meeting and the student is expected to speak for themselves.
- (e) The Dean of Students or designee shall render a written decision on the immediate temporary withdrawal within three (3) business days following the meeting. This decision shall be final and is not subject to further appeal.
- (4) Failure of a student to take the opportunity to respond at the time and in the manner provided shall not affect the validity of or delay any decision made under this Regulation.
- (5) **Refund.** A student subject to involuntary withdrawal or immediate temporary withdrawal shall receive a refund of fees as provided in Florida A&M University Regulation

3.009(5).

(6) Return to the University.

(a) A student who is involuntarily withdrawn shall have an administrative hold placed on their account, and the University may impose conditions for return to the University including but not limited to the following:

- (i) Another objective, written assessment from the student's treating physician, independent licensed psychiatrist or psychologist stating that the student is no longer a legitimate safety risk or direct threat to the safety, health, or well-being of the individual student or the University community and is otherwise qualified to safely participate in the University's educational program;
- (ii) An objective, written assessment from a licensed psychiatrist or psychologist of the University's choice stating that the student is no longer a legitimate safety risk or direct threat to the safety, health, or well-being of the individual student or the University community and is otherwise qualified to safely participate in the University community;
- (iii) A written agreement from the student to attend and participate in any treatment, programs, meetings, etc. recommended by the student's treating physician, independent psychiatrist or psychologist;
- (iv) Completion of any other conditions outlined in writing to the student at the time of the withdrawal and/or any related conduct sanctions imposed; and/or

- (v) A determination by ACT that the student has met the conditions for return and that the University has appropriate resources to support and meet any ongoing needs of the student.
- (b) A student may submit a written request to the ACT at any time to return to the University. The request and all supporting documentation must be submitted at least thirty (30) days prior to the semester in which the student is seeking to return.
- (c) ACT may approve the request, provide additional stipulations for return or deny the request, including the reasons for the denial, within fourteen (14) business days after receipt of the request. Approval to return to the University is not automatic readmission to the student's program of study. Students must also comply with any terms of re-admission to the University's limited access programs.
- (d) Students who remain on leave from the University for three (3) or more consecutive semesters will need to apply for re-admission to an ad hoc review board appointed by the Vice President for Student Affairs.

Specific Authority 1001.74(4) FS. Law Implemented 1001.74(4) (10) FS. History—New 10-1-75, Amended 7-19-85, Amended 7-20-86, Formerly 6C3-2.07. Amended June 29, 2006, Amended 4-29-15, Amended June 11, 2016, Amended August 23, 2023.