

Students Leaving Denison

Resources are available to students considering the decision to leave Denison, including the Academic Support & Enrichment Center (Doane 102/740-587-6666); Campus & Residential Life (Doane 101C/740-587-6271); the Dean of Students (Doane 101E/740-587-6271); Counseling Services (Whisler Hall/740-587-6647); the Office of First Year Programs (Higley Hall 119/740-587-6224), the Office of the Registrar (Doane 204/740-587-6296) and/or a student's Faculty Advisor. Students transferring to another institution will be considered as withdrawing from Denison. Any student wishing to leave Denison should meet with the Dean of Students in Doane Hall Room 101E for an exit interview. All students who receive financial aid from Denison University must consult with the Office of Financial Aid (Beth Eden, 3rd floor/740-587-6279) before withdrawing.

There are two broad classifications for students who wish to leave Denison, followed by implications for each type of leave.

I. WITHDRAWAL

A. *Student-Initiated Withdrawal*

Students choose to withdraw from Denison for a variety of reasons, but a withdrawal signifies the intent of a permanent separation from the University.

1. Academic Implications
 - a. A student withdrawing from Denison before the end of a given semester will not earn academic credit for that semester.
 - b. If a student withdraws before the end of the 4th week of classes, there will be no record of enrollment on his/her transcript.
 - c. If a student withdraws between the start of the 5th week and the end of the 7th week of classes, "W"s will be recorded on his/her transcript
 - d. If a student withdraws after the 7th week of the semester, faculty will be contacted to assess the student's academic performance at the time of departure and the transcript will reflect a "WP" (withdrawal passing) or "WF" (withdrawal failing). Typically, WF grades are not calculated into the grade point average but can be at the discretion of the Registrar's Advisory Board.
 - e. The student is not eligible to pre-register within his/her registration window for the following semester. If the student is already enrolled in courses for the following semester prior to his/her withdrawal, his/her withdrawn status will forfeit his/her course registration.
 - f. Students who withdraw to attend off-campus study programs not endorsed by Denison, or who go on an off-campus study program without the approval of Denison, may not have their course credits transferred (See Section II C #2).
2. Financial Implications
 - a. All students who receive financial aid from Denison University must consult with the Office of Financial Aid before withdrawing. The grace period on federal student loans begins as soon as a student withdraws.
 - b. Enrollment Deposit Information

- i. The withdrawal deadline is June 1 for the ensuing fall semester and November 1 for the ensuing spring semester for continuing students. For entering first-year or transfer students, the deadline is May 1.
 - ii. Students must officially withdraw by the deadline for the enrollment deposit to be refunded to their student account.
 - iii. If the withdrawal date is after the deadline, but on or before the first day of classes, the enrollment deposit will be forfeited.
 - iv. If the student's withdrawal date carries a forfeiture of tuition for the semester (i.e. beginning with the second day of classes), then the enrollment deposit will be refunded to their student account.
 - c. Tuition and Fee Refund/Forfeiture Information
 - i. Students who withdraw on or prior to the first day of classes will have their charges refunded to their account at 100%. Starting with the second day of classes, charges are prorated according to the published refund schedule.
 - ii. The refund schedule can be found in the Handbook (see "Refund or Forfeiture of Charges") under the Financial Regulations section at <http://www.denison.edu/offices/studentaffairs/handbook/ar03s02.html>, or in the Catalog (see "Refund or Forfeiture of Tuition, Activity Fee, Student Health Fee and Room and Board") under the Annual Costs section at <http://www.denison.edu/academics/catalog/annualcosts.html>.
 - iii. The official withdrawal date determines the refund percentage of the tuition, activity fee, and health center fee. Fees for applied music lessons or other course fees are not refunded after the fourth week of classes.
 - iv. The official date the student (and personal possessions) vacates University premises upon withdrawal determines the refund percentage of the room.
 - v. Board is charged a daily rate through the date the student vacates University premises and discontinues use of University facilities and services upon withdrawal. **The Dean of Students will determine these dates.**
- 3. Housing Implications
 - a. Once withdrawn, students have 48 hours to vacate their current housing space, unless provided other instructions by the University. Students who are granted time beyond the 48 hours should be aware that this has financial implications as their room and board will be prorated based upon the actual date the student leaves campus.
 - b. Students who withdraw from Denison do not participate in the housing lottery. If they are already housed for the coming semester prior to their withdrawal, their withdrawn status will forfeit their housing assignment.
- 4. Returning to Denison
 - a. Students who withdraw from Denison do not intend to return. However, students who withdraw voluntarily may subsequently apply for readmission.
 - i. In order to return to Denison from a withdrawn or leave status, a student must *make a request in writing* to the Office of Campus & Residential Life. The University reserves the right to require, review and approve documentation that the student is qualified and ready to return to

academic work. The student's account must be in good standing, and the \$300 enrollment deposit must be paid. This will reactivate the file and allow financial aid papers to be filed and the assignments process to occur.

B. Administrative Withdrawal and/or Suspension

An Administrative Withdrawal occurs when a student simply leaves campus without conducting an exit interview, is suspended for academic or disciplinary reasons, does not return from a leave of absence, is deemed ineligible to continue enrollment because of an outstanding account balance or is placed under Required Administrative Withdrawal.*

1. Academic Implications
 - a. If a student is withdrawn before the end of the 4th week of classes, there will be no record of enrollment on his/her transcript.
 - b. If a student is withdrawn between the start of the 5th week and the end of the 7th week of classes, "W"s will be recorded on his/her transcript
 - c. If a student is withdrawn after the 7th week of the semester, faculty will be contacted to assess the student's academic performance at the time of departure and the transcript will reflect a "WP" (withdrawal passing) or "WF" (withdrawal failing). Typically, WF grades are not calculated into the grade point average but can be at the discretion of the Registrar's Advisory Board.
 - d. The student is not eligible to pre-register within the registration window for the next semester. If the student is already enrolled in courses for the following semester prior to his/her withdrawal, his/her withdrawn status will forfeit his/her course registration.
2. Financial Implications
 - a. All students who receive financial aid from Denison University should consult with the Office of Financial Aid before leaving campus. The grace period on federal student loans begins as soon as a student is withdrawn.
 - b. Enrollment Deposit Information
 - i. If a student is administratively withdrawn for academic, disciplinary, or financial reasons, or is placed under Required Administrative Withdrawal, then the enrollment deposit is refunded.
 - ii. If a student simply leaves campus without conducting an exit interview, then the enrollment deposit is forfeited, unless the date deemed to be the student's withdrawal date carries a forfeiture of tuition for the semester (i.e. beginning the second day of classes).
 - c. Tuition and Fee Refund/Forfeiture Information
 - i. Students who are withdrawn on or prior to the first day of classes will have their charges refunded to their account at 100%. Starting with the second day of classes, charges are prorated according to the published refund schedule.
 - ii. In the event of an administrative withdrawal, the medical withdrawal schedule will apply. A student who stops attendance without completing an exit interview or notifying the Office of Campus & Residential Life of their withdrawal is not entitled to a refund of charges.

- iii. The refund schedule can be found in the Handbook (see “Refund or Forfeiture of Charges”) under the Financial Regulations section at <http://www.denison.edu/offices/studentaffairs/handbook/ar03s02.html>, or in the Catalog (see “Refund or Forfeiture of Tuition, Activity Fee, Student Health Fee and Room and Board”) under the Annual Costs section at <http://www.denison.edu/academics/catalog/annualcosts.html>.
 - iv. The official withdrawal date determines the refund percentage of the tuition, activity fee, and health center fee. Fees for applied music lessons or other course fees are not refunded after the fourth week of classes.
 - v. The official date the student (and personal possessions) vacates University premises upon withdrawal determines the refund percentage of the room.
 - vi. Board is charged a daily rate through the date the student vacates University premises and discontinues use of University facilities and services upon withdrawal. **The Dean of Students will determine these dates.**
3. Housing Implications
- a. Once withdrawn, students have 48 hours to vacate their current housing space, unless provided other instructions by the University. Students who are granted time beyond the 48 hours should be aware that this has financial implications as their room and board will be prorated based upon the actual date the student leaves campus.
 - b. Students who are withdrawn from Denison do not participate in the housing lottery. If they are already housed for the coming semester prior to their withdrawal, their withdrawn status will forfeit their housing assignment.
4. Returning to Denison
- a. Students who are suspended from Denison for academic reasons must follow the reinstatement protocol outlined by the Office of the Registrar (http://www.denison.edu/offices/registrar/reinstatement_petitions.html).
 - b. Students who are suspended from Denison for conduct reasons must follow the protocol outlined in their suspension letter. More specific information about returning to Denison following a suspension is available on the Office of Community Rights & Standards’ website at <http://www.denison.edu/offices/standards/>.
 - c. When withdrawn, a student will likely lose his/her originally assigned Slayter mailbox. Denison cannot guarantee that a student will retain the same Slayter box number upon his/her return.
 - d. In addition to the above, a reinstated student’s account must be in good standing and the \$300 enrollment deposit must be paid. This will reactivate the file and allow financial aid papers to be filed and the assignments process to occur.

** REQUIRED ADMINISTRATIVE WITHDRAWAL FOR NON-ACADEMIC REASONS*

Denison University is committed to the well-being and safety of its community members and the integrity of its learning environment. The University may require a student to take an administrative withdrawal if there is a sufficient showing that the

student is engaging or is likely to engage in behavior that presents a real danger of substantial harm to self or others or substantially disrupts the learning environment and activities of the campus community. This policy and associated procedures do not take the place of disciplinary action associated with a student's behavior that is in violation of University policies, standards, or regulations. This policy is to be invoked in extraordinary circumstances in which, in the discretion of the Vice President for Student Affairs, the Dean of Students, or designee, the regular disciplinary system cannot be applied or is not appropriate. This policy may be invoked when a student is unable or unwilling to request a voluntary withdrawal and the Vice President for Student Affairs, the Dean of Students, or designee deems a withdrawal necessary to protect the health and safety of the student or others, or the integrity of the learning environment and campus community. Examples of such extraordinary circumstances include, but are not limited to: suicidal threats, self-starvation or purging behavior, ongoing substance abuse or addiction, serious threats of harm to others, or other destructive behavior. Before a required administrative withdrawal is considered, the Vice President for Student Affairs, Dean of Students or designee will encourage the student to take a voluntary withdrawal.

II. LEAVE OF ABSENCE

A. *Medical Leave of Absence*

Students may apply for a *medical leave of absence (MLOA)* from Denison when such a leave is necessitated by the student's medical or psychological condition which renders him/her unable to fulfill his/her academic responsibilities or function as a student within the campus community. Ordinarily, such a leave is taken for one or two semesters. In order to be eligible for a medical leave, the student must submit a medical leave application and provide documentation from his or her treating healthcare professional, stating the reason for the leave and the expected duration of the leave.

1. Academic Implications

- a. A student taking a medical leave of absence from Denison before the end of a given semester will not earn academic credit for that semester.
- b. If a student takes a medical leave before the end of the 4th week of classes, there will be no record of enrollment on his/her transcript.
- c. If a student takes a medical leave between the start of the 5th week and the end of the 7th week of classes, "W"s will be recorded on his/her transcript.
- d. If a medical leave is taken after the 7th week of the semester, faculty will be contacted by the Registrar's Office to assess the student's academic performance at the time of departure and the transcript will reflect a "WP" (withdrawal passing) or "WF" (withdrawal failing). Typically, WF grades are not calculated into the grade point average but can be at the discretion of the Registrar's Advisory Board.
- e. Students who take a medical leave after they have registered for courses for the following semester may retain their course schedule. This does not guarantee that the student will be permitted to return.
- f. If a student intends to return to Denison but has not submitted his/her return application materials by the posted deadline (August 1 for anticipated

- fall semester return; December 1 for anticipated spring semester return), he/she forfeits his/her course schedule.
2. Financial Implications
 - a. Enrollment Deposit Information
 - i. Students on an approved Medical Leave of Absence will have their enrollment deposit held for up to two semesters. If a student does not return from an approved MLOA within two semesters, the MLOA reverts to a Withdrawal and the enrollment deposit is forfeited.
 - b. Tuition and Fee Refund/Forfeiture Information
 - i. Students on an approved MLOA will be regarded as withdrawn for the purposes of computing refund or forfeiture of charges. Students taking an MLOA on or prior to the first day of classes will have their charges refunded to their account at 100%. Starting with the second day of classes, charges are prorated according to the published refund schedule. In the event of an approved MLOA, the medical withdrawal schedule will apply.
 - ii. The refund schedule can be found in the Handbook (see “Refund or Forfeiture of Charges”) under the Financial Regulations section at <http://www.denison.edu/offices/studentaffairs/handbook/ar03s02.html> , or in the Catalog (see “Refund or Forfeiture of Tuition, Activity Fee, Student Health Fee and Room and Board”) under the Annual Costs section at <http://www.denison.edu/academics/catalog/annualcosts.html>.
 - iii. The official withdrawal date determines the refund percentage of the tuition, activity fee, and health center fee. Fees for applied music lessons or other course fees are not refunded after the fourth week of classes.
 - iv. The official date the student (and personal possessions) vacates University premises upon withdrawal determines the refund percentage of the room.
 - v. Board is charged a daily rate through the date the student vacates University premises and discontinues use of University facilities and services upon withdrawal. **The Dean of Students will determine these dates.**
 - c. Students who are granted a medical leave by the Office of Student Affairs will be eligible for a ninth semester of financial aid. This financial aid package will be adjusted from the norm based on the federally mandated loan proration, if applicable.
 - d. For students who receive a medical leave of absence and have federal need based aid, their aid eligibility is treated as though they have withdrawn from the university. Their withdrawal status is reported to the Direct Loan servicer and they may enter the grace period of their federal loan repayment.
 3. Housing Implications
 - a. Once the medical leave is approved, students have 48 hours to vacate their current housing space, unless provided other instructions by the University. Students who are granted time beyond the 48 hours should be aware that this has financial implications as their room and board will be prorated based upon the actual date the student leaves campus.

- b. Once a space is vacated by a student on MLOA, his/her space might be utilized by the Office of Campus & Residential Life to house other students as necessary.
 - c. Students on a Medical Leave of Absence during the fall semester may retain their housing assignment for the following semester at the discretion of the Office of Campus & Residential Life. On a case by case basis, the Office of Campus & Residential Life will consider written requests for students to retain their former housing space if approved to return during the same academic year. Having a housing assignment does not guarantee that the student will be permitted to return; proper documentation must still be provided.
 - d. Students who are approved to return from a Medical Leave of Absence will receive their housing assignment once the approval to return is granted, if their housing assignment was not determined at the time of their leave.
 - e. If a student intends to return to Denison but has not submitted his/her return application materials by the posted deadline (August 1 for anticipated fall semester return; December 1 for anticipated spring semester return), he/she forfeits housing placement options.
4. Returning to Denison
- a. When a student on medical leave is able to return and live independently at Denison, he or she must submit an application and supporting materials.
 - b. A student's application must include the following items:
 - i. A form or letter in which the student reviews the circumstances that led to the medical leave of absence; the activities and pursuits the student engaged in during the leave; the progress in recovery that indicates that the student is ready to return to living independently at Denison; and the specific new behaviors and actions that might ameliorate the conditions that led to the medical leave of absence.
 - ii. A completed Medical Leave of Absence Application to Return to Denison
 - iii. Documentation from the student's treating healthcare professional confirming that he or she is able to return and perform the essential activities expected of Denison students
 - c. The Director of Counseling Services will review the letter(s) and documentation submitted and the Dean of Students will make the final decision regarding a student's approval to return. After all offices have cleared the student for return, the application for return will be processed and the Office of Campus & Residential Life will notify the other offices of the student's reinstatement and will provide notification to the student of his or her clearance for return to Denison.
 - d. In addition to documentation requirements and review processes, the student's account must be in good standing, and the \$300 enrollment deposit must be paid. This will reactivate the file and allow financial aid papers to be filed and the assignments process to occur.
 - e. When on a MLOA, a student will likely lose his/her originally assigned Slayter mailbox. Denison cannot guarantee that a student will retain the same Slayter box number upon his/her return.

B. Non-medical Leave of Absence

Leave of Absence (LOA) is granted by the University in cases where students decide to take time away from campus due to personal life issues. Some examples would include financial hardship, family illness, and other personal reasons. The leave must be approved by the Office of Student Affairs, in consultation with other appropriate university offices. A Leave of Absence may be for one or two semesters. A one-semester leave may be extended for an additional semester if approved by the Dean of Students.

1. Academic Implications
 - a. A student taking a leave of absence from Denison before the end of a given semester will not earn academic credit for that semester.
 - b. If a student takes a leave of absence before the end of the 4th week of classes, there will be no record of enrollment on his/her transcript.
 - c. If a student takes a leave of absence between the start of the 5th week and the end of the 7th week of classes, “W”s will be recorded on his/her transcript.
 - d. If a leave of absence is taken after the 7th week of the semester, faculty will be contacted by the Registrar’s Office to assess the student’s academic performance at the time of departure and the transcript will reflect a “WP” (withdrawal passing) or “WF” (withdrawal failing). Typically, WF grades are not calculated into the grade point average but can be at the discretion of the Registrar’s Advisory Board.
 - e. Students who take a leave of absence after they have registered for courses for the following semester may retain their course schedule. This does not guarantee that the student will be permitted to return.
 - f. If a student intends to return to Denison but has not submitted his/her return application materials by the posted deadline (August 1 for anticipated fall semester return; December 1 for anticipated spring semester return), he/she forfeits his/her course schedule.
2. Financial Implications
 - a. Enrollment Deposit Information
 - i. Students on an approved Leave of Absence will have their enrollment deposit held for up to two semesters. If a student does not return from an approved LOA within two semesters, the LOA reverts to a Withdrawal and the enrollment deposit is forfeited.
 - b. Tuition and Fee Refund/Forfeiture Information
 - i. Students on an approved LOA will be regarded as withdrawn for the purposes of computing refund or forfeiture of charges. Students taking an LOA on or prior to the first day of classes will have their charges refunded to their account at 100%. Starting with the second day of classes, charges are prorated according to the published refund schedule. In the event of an approved LOA, the standard withdrawal schedule will apply.
 - ii. The refund schedule can be found in the Handbook (see “Refund or Forfeiture of Charges”) under the Financial Regulations section at <http://www.denison.edu/offices/studentaffairs/handbook/ar03s02.html> , or in the Catalog (see “Refund or Forfeiture of Tuition, Activity Fee,

Student Health Fee and Room and Board”) under the Annual Costs section at

<http://www.denison.edu/academics/catalog/annualcosts.html>.

- iii. The official withdrawal date determines the refund percentage of the tuition, activity fee, and health center fee. Fees for applied music lessons or other course fees are not refunded after the fourth week of classes.
 - iv. The official date the student (and personal possessions) vacates University premises upon withdrawal determines the refund percentage of the room.
 - v. Board is charged a daily rate through the date the student vacates University premises and discontinues use of University facilities and services upon withdrawal. **The Dean of Students will determine these dates.**
- c. For students who receive a leave of absence and have federal need based aid, their aid eligibility is treated as though they have withdrawn from the university. Their withdrawal status is reported to the Direct Loan servicer and they may enter the grace period of their federal loan repayment.
3. Housing Implications
- a. Once the LOA is approved, students have 48 hours to vacate their current housing space, unless provided other instructions by the University. Students who are granted time beyond the 48 hours should be aware that this has financial implications as their room and board will be prorated based upon the actual date the student leaves campus.
 - b. Once a space is vacated by a student on LOA, his/her space might be utilized by the Office of Campus & Residential Life to house other students as necessary.
 - c. Students taking a Leave of Absence during the fall semester may retain their housing assignment for the following semester at the discretion of the Office of Campus & Residential Life. On a case by case basis, the Office of Campus & Residential Life will consider written requests for students to retain their former housing space if approved to return during the same academic year.
 - d. Students on a Leave of Absence are not recognized as students in the lottery system. Students on LOA who are hoping to return to Denison will not receive a lottery number, but can be pulled into a housing space for the following semester. Students on LOA should contact the Office of Campus & Residential Life if they are returning and need to be housed for the following semester.
 - e. If a student intends to return to Denison but has not submitted his/her return application materials by the posted deadline (August 1 for anticipated fall semester return; December 1 for anticipated spring semester return), he/she forfeits housing placement options.
4. Returning to Denison
- a. Re-admittance following a leave may be subject to review by the Office of Student Affairs and/or Health and Counseling Services staff.

- b. If a student does not return after two semesters, the LOA reverts to a withdrawal (see above), and the enrollment deposit is forfeited.
- c. When withdrawn, a student will likely lose his/her originally assigned Slayter mailbox. Denison cannot guarantee that a student will retain the same Slayter box number upon his/her return.
- d. In order to return to Denison from a withdrawn or leave status, a student must *make a request in writing* to the Office of Campus & Residential Life. The University reserves the right to require, review and approve documentation that the student is qualified and ready to return to academic work. The student's account must be in good standing, and the \$300 enrollment deposit must be paid. This will reactivate the file and allow financial aid papers to be filed and the assignments process to occur.

C. Educational Enrichment Leave of Absence

Students may apply for an Educational Enrichment Leave of Absence (EELOA) in order to pursue structured educational opportunities whose coursework is not applicable to a Denison Baccalaureate degree. Examples of opportunities that students may, depending on the educational rationale, pursue as enrichment include the National Outdoor Leadership School (NOLS), Outward Bound, Semester at Sea, specialized technical or training programs, religious education, or culinary institutes.

Students wishing to pursue an Educational Enrichment Leave are required to meet with and, ultimately, to submit a written rationale to the Director of Off-Campus Study. An Educational Enrichment Leave must be approved by the Director of Off-Campus Study before the first day of classes for the semester during which the leave is taken. The rationale must articulate a clear connection between the student's Denison educational trajectory, broader educational goals, and proposed enrichment program.

1. Academic Implications
 - a. Students on an Educational Enrichment Leave are able to register for the semester following their leave by contacting their Faculty Advisor and the Registrar's Office prior to the registration window.
2. Financial Aid Implications
 - a. Enrollment Deposit Information
 - i. Students on an approved EELOA will have their enrollment deposit held for up to two semesters. If a student does not return from an approved EELOA within two semesters, the EELOA reverts to a Withdrawal and the enrollment deposit is forfeited.
 - b. Tuition and Fee Refund/Forfeiture Information
 - i. The deadline for taking an Educational Enrichment Leave of Absence is before the beginning of the semester. Since this deadline falls before the first day of classes, charges are refunded to the student's account at 100%.
 - c. Since students do not receive Denison academic credit for their enrichment experience, they will therefore be considered withdrawn from Denison

- during their period of leave for the purposes of financial aid and loan deferment.
- d. Students on an Educational Enrichment retain their eligibility for Denison merit scholarships for the semester when they return to Denison University.
3. Housing Implications
 - a. Students on an Educational Enrichment Leave are able to enter the housing lottery by contacting the Office of Campus & Residential Life prior to lottery registration deadlines to determine their class standing status.
 - b. Housing lottery priority is established by a student's class standing, which is determined by the number of total Denison credit hours earned.
 4. Returning to Denison
 - a. Educational Enrichment Leaves are usually for one semester, but may extend to an academic year. If a student does not return after two semesters, the Educational Enrichment Leave reverts to a Withdrawal (see above) and the enrollment deposit is forfeited.
 - b. As noted above, students are responsible for contacting appropriate offices by the posted deadlines.