

## **PROCEDURES FOR THE MEDICAL WITHDRAWAL AND READMISSION PROCESS.... *for Rice undergraduate students and their families***

### **WITHDRAWAL PROCESS**

Student withdraws voluntarily or involuntarily from Rice University for medical/psychological reasons, *after having met with a Rice Counseling Center counselor if the problem is psychological in nature or a Rice Health Services physician if the problem is a medical one. The student or student's family also notifies the Dean for Undergraduates of the request to withdraw.* **Depending upon circumstances, students are expected to wait out the following semester (Fall or Spring) after their withdrawal before they may reapply for readmission.**

The Dean's Office will send a follow up letter to the student, which includes:

- announcement of the withdrawal;
- the "Procedures for the Medical Withdrawal and Readmission Process" outline, and the earliest date in which they may reapply to Rice;
- the Rice Counseling Center form to be completed by student's treating professional at the time of a request for readmission to Rice;
- reminder that student must meet with the Director of the Center or a designate as part of readmission process;
- notice to student that a Medical Withdrawal Committee makes recommendations to the Dean regarding the decision to readmit student.

### **READMISSION PROCESS**

Student initiates request in writing for readmission to the University via the Dean for Undergraduates Office. Student's letter must include: Evidence of effective functioning since the withdrawal (examples: being employed, taking courses at another university, etc.) and specific plans for follow up treatment in Houston.

***For Spring Semester readmission, students must have all their paperwork into the Dean's Office and the Counseling Center no later than November 1st of the preceding semester. For Fall Semester readmission, all paperwork must be in the Dean's Office and the Counseling Center no later than July 1 of the preceding summer.***

- The Dean for Undergraduates sends copy of student's request to the Counseling Center and other members of the Medical Withdrawal Committee. \*
- Student's treating professional sends completed Readmission Form and accompanying letter to the Counseling Center
- Center Director or her designate contacts professional via phone to discuss the treatment documentation, student's readiness to return to Rice University and recommended follow up treatment plan.
- Student makes appointment to discuss the readmission decision with the Center Director or a designate. If appropriate, student also has a conversation with the college master regarding desire to return to the University.
- The Medical Withdrawal Committee meets to discuss and make a decision regarding student's request for readmission. Director of the Counseling Center or a designate writes a letter to the Dean for Undergraduates, outlining the recommendation by the Medical Withdrawal Committee to support/not support a decision for student's return to the University, accompanied by reasons and recommendations related to either decision, as needed.

- The Dean for Undergraduates makes the final readmission decision. The Office of the Dean notifies student of the decision and sends a NOTICE OF READMISSION notice to relevant campus offices. If student is not readmitted, Dean provides a letter documenting that fact and outlines student actions needed for future readmission requests.

\* The membership of this committee includes university officials who have a role to play in the decision to readmit students' who were withdrawn from the University for medical/psychological reasons, whether voluntarily or involuntarily. These members typically include the Director of the Counseling Center or her designate, the Director of Student Health Services if the case is medical, not psychological in nature; the Dean for Undergraduates, and may also include a college master and resident associate. In some situations, it may be prudent to include the Director of Disability Support Services and/or a faculty member who may have played a key role in the student's withdrawal process.

*Rev. August 1, 2005*