

## **Reinstatement Policy**

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Policy Title: Reinstatement Policy  
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The purpose of this policy is to document the procedures for a student returning to a course of study at Antioch College after a leave of absence, withdrawal, suspension, or dismissal. These procedures are intended to outline the general process by which a student applies for reinstatement, but may not cover all possible circumstances. This policy makes no assumptions about nor offers any insights into the possibility of the success of a student's reinstatement. However, it should be noted that the final authority for reinstatement lies with the appropriate decision making bodies as enumerated below. Simply following any of these procedures does not guarantee reinstatement.

Reinstatement, if successful, does not guarantee access to particular courses, co-ops, or financial aid. Registering for courses, arranging for a co-op, and assessing financial aid eligibility are processes that are unique from reinstatement. It is the responsibility of the student to contact the appropriate offices to make arrangements for these services. Registering for courses, arranging for co-ops, and determining financial aid eligibility takes time. It is in the student's best interest to submit their application well before the deadline.

In all cases of reinstatement in which the student was out of school for a full calendar year or more, the registrar in consultation with the student's advisor and/ or APRC will determine whether the student will continue with the degree requirements in effect when they first enrolled, or with the requirements in effect at the time of reinstatement.

Because of the periodic way in which study terms and co-op terms alternate and the economical way in which courses are scheduled at a small institution like Antioch College, a leave of absence can have a profound effect on a student's progress toward graduation. In order to help ensure that the student is prepared to recover from this interruption in their education, when the student plans a leave of absence the student is required to work with their advisor to update their degree plan. A copy of the updated plan must be submitted to the Registrar's Office along with the request for the leave. Students who wish to plan a leave but have not yet declared a major are encouraged to declare their major before taking the leave. Students who are not prepared to declare a major at the time a leave is being planned may submit a copy of their degree audit prepared by the registrar.

A student who withdraws from Antioch College for personal reasons rather than face disciplinary charges that are pending against that student will not be eligible for reinstatement, re-enrollment, or an Antioch College degree, and a notation to this effect will be entered on the transcript.

### **Returning to School after a Leave**

Leaves of absence are, generally, approved to last for one term or only a part of a term. The student must return to school immediately after the approved end of the leave for a leave that involves only a part of a term. In the case of a leave approved for an entire term, the student must return to school at the start of the next term. Students who fail to return on time will be withdrawn from Antioch College and will have to apply for reinstatement by submitting an Application for Enrollment Reinstatement to the Registrar's Office (see Reinstatement after an Undocumented Withdrawal).

Students who fail to return to school within one year of the approved end date of the leave will have to reapply for Enrollment through the Office of Admissions. This does not apply to military leaves (see Reinstatement Following a Military Leave).

### **Reinstatement after a Personal Leave**

Students who take a personal leave from the College must submit an Intent to Re-Enroll form to the Registrar's Office no later than the last day of the seventh week of the quarter prior to the quarter for which the student wishes to return. No exceptions will be made. Forms received after this deadline will not be considered for the next quarter. Instead, they may be considered for the following quarter. Intent to Re-Enroll forms are available from the Registrar's Office.

### **Reinstatement after an Academic Leave**

Students who take an academic leave from the College must submit an Intent to Re-Enroll form to the Registrar's Office no later than the last day of the seventh week of the quarter prior to the quarter for which the student wishes to return. No exceptions will be made. Forms received after this deadline will not be considered for the next quarter. Instead, they will be considered for the following quarter. Intent to Re-Enroll forms are available from the Registrar's Office.

### **Reinstatement Following a Medical Leave**

Students who take a leave of absence for medical reasons must submit an Intent to Re-Enroll form to the Registrar's Office no later than the last day of the seventh week of the quarter prior to the quarter for which the student wishes to return. No exceptions will be made. Forms received after this deadline will not be considered for the next quarter. Instead, they will be considered for the following quarter.

A student seeking to re-enroll after a medical leave must demonstrate to the College that the student's health permits the successful completion of studies. Documentation needed to support this finding will be determined by Health Services or its designee, but will generally include information from the student's clinician as well as an assessment by Health Services or its designee. The decision whether to permit a student to re-enroll is within the sole discretion of the College. Intent to Re-Enroll forms are available from the Registrar's Office.

### **Reinstatement Following a Military Leave**

Students who take a leave of absence for military service must submit an Intent to Re-Enroll form to the Registrar's Office no later than the last day of the seventh week of the

quarter prior to the quarter for which the student wishes to return. No exceptions will be made. Forms received after this deadline will not be considered for the next quarter. Instead, they will be considered for the following quarter. Intent to Re-Enroll forms are available from the Registrar's Office.

The student must also submit a copy of their military release certificate or a resident certificate with the Intent to Re-Enroll form. Either of these documents will include the duration of service and the date of discharge. The end date of the leave is not necessarily the date confirmed by the leave of absence form, but the end of the quarter in which the date of discharge occurs. (Typically, the end-date of the leave will not be known to the student at the time the leave is requested.)

Students who fail to return to school within three years of the approved end-date of the leave will have to reapply for Enrollment through the Office of Admissions. Students who are recovering from injuries incurred during active duty will have an additional two years (a total of five years) to return to Antioch College.

#### **Reinstatement after Voluntary Withdrawal**

Students who voluntarily withdraw from the College and wish to return before one calendar year has passed since the date of their withdrawal must submit an Intent to Re-Enroll form to the Registrar's Office no later than the last day of the seventh week of the quarter prior to the quarter for which the student wishes to return. No exceptions will be made. Forms received after this deadline will not be considered for the next quarter. Instead, they will be considered for the following quarter. Intent to Re-Enroll forms are available from the Registrar's Office.

Students who voluntarily withdraw from the College and wish to return after one calendar year has passed since the date of their withdrawal must reapply for enrollment through the Office of Admissions.

#### **Reinstatement after an Undocumented Withdrawal (failure to attend)**

Students who have been administratively withdrawn from the College for non-attendance and wish to return before one calendar year has passed since the date of their withdrawal must submit an Application for Enrollment Reinstatement to the Registrar's Office no later than the last day of the seventh week of the quarter prior to the quarter for which the student wishes to return. No exceptions will be made. Applications received after this deadline will not be considered for the next quarter. Instead, they will be considered for the following quarter.

The Academic Policy and Review Committee (APRC) will review Applications for Enrollment Reinstatement and any supporting documentation provided by the student. APRC may consult with the student's academic, co-op, or language advisors, previous instructors of courses, or any other persons APRC believes may be able to provide relevant information that will assist in making its decision. After its review, APRC will determine whether or not the student may be reinstated and the conditions under which the student may be reinstated. APRC will notify the student of its decision by letter. A copy of the letter will be included in the student's academic file.

An appeal of APRC's decision may be made by written petition to the Vice President for Academic Affairs no later than two weeks after APRC's decision.

Applications for Enrollment Reinstatement are available from the Registrar's Office.

Students who have been administratively withdrawn from the College for non-attendance who wish to return after one calendar year has passed since the date of their withdrawal must reapply for enrollment through the Office of Admissions.

### **Reinstatement after Academic Suspension**

Students placed on academic suspension must submit an Application for Enrollment Reinstatement to the Registrar's Office no later than the last day of the seventh week of the quarter prior to the quarter for which the student wishes to return. No exceptions will be made. Applications received after this deadline will not be considered for the next quarter. Instead, they will be considered for the following quarter.

The Academic Policy and Review Committee (APRC) will review applications for Enrollment Reinstatement and any supporting documentation provided by the student. APRC may consult with the student's academic, co-op, or language advisors, previous instructors of courses, or any other persons APRC believes may be able to provide relevant information that will assist in making its decision. After its review, APRC will determine whether or not the student may be reinstated and the conditions under which the student may be reinstated. APRC will notify the student of its decision by letter. A copy of the letter will be included in the student's academic file.

An appeal of APRC's decision may be made by written petition to the Vice President for Academic Affairs no later than two weeks after APRC's decision.

Students may apply for reinstatement after only one academic suspension. A second academic suspension will result in automatic dismissal from the College.

Applications for Enrollment Reinstatement are available from the Registrar's Office.

### **Reinstatement after Academic Dismissal**

A student dismissed for academic reasons may petition the college for reinstatement after one calendar year. The student should provide evidence that they have taken steps to correct the problems that contributed to their academic deficiencies. Such evidence may include successful full-time coursework at another institution of higher learning\*, productive work experiences, or other significant achievement. The student should also submit at least two letters of recommendation and the appropriate degree planning sheet for the student's major.

*\* Antioch College students who complete coursework at another college or university with the intent of transferring credit to Antioch College must obtain prior approval from the registrar. Coursework submitted for transfer that has not been pre-approved will not be considered.*

A student who has been dismissed for academic reasons may apply for reinstatement by

submitting an Application for Enrollment Reinstatement to the Registrar's Office no later than the last day of the seventh week of the quarter prior to the quarter for which the student wishes to return. No exceptions will be made. Applications received after this deadline will not be considered for the next quarter. Instead, they will be considered for the following quarter.

The Academic Policy and Review Committee (APRC) will review applications for Enrollment Reinstatement and any supporting documentation provided by the student. APRC may consult with the student's academic, co-op, or language advisors, previous instructors of courses, or any other persons APRC believes may be able to provide relevant information that will assist in making its decision. After its review, APRC will determine whether or not the student may be reinstated and the conditions under which the student may be reinstated. APRC will notify the student of its decision by letter. A copy of the letter will be included in the student's academic file.

An appeal of APRC's decision may be made by written petition to the Vice President for Academic Affairs no later than two weeks after APRC's decision.

Applications for Enrollment Reinstatement are available from the Registrar's Office.

### **Reinstatement after Community Life Issued Suspension**

Students placed on a Community Life issued suspension, either through the Dean of Community Life's office or by the Community Standards Board, must submit an Application for Enrollment Reinstatement to the Registrar's Office no later than the last day of the seventh week of the quarter prior to the quarter for which the student wishes to return. No exceptions will be made. Applications received after this deadline will not be considered for the next quarter. Instead, they will be considered for the following quarter. The Office of Community Life, who will issue a decision, will review the form. The Office of Community Life will notify the student of its decision by letter. A copy of the letter will be included in the student's academic file.

Applications for Enrollment Reinstatement are available from the Registrar's Office.

### **Appeals of Dean of Community Life Decisions**

If a student wishes to appeal a decision made by the Dean of Community life, the process is as follows:

1. These appeals may address the content and consequences of a decision made by the Dean of Community Life.
2. Appeals should be directed to the chair of the Community Standards Board (CSB), who will convene a CSB hearing board comprised of different members of CSB than the initial hearing board. This board will be convened within a week, provided the term does not end before this is possible.
3. The party making the appeal shall appear before the hearing board and explain the reasons for the appeal. The hearing board should also seek information from the dean of community life and others with information pertinent to the decision.
4. The hearing board will decide in closed session whether or not to hear the appeal.

Should the hearing board decide that no appeal is warranted, they shall so state in writing. The reason(s) for not hearing the appeal must be entered in the official record.

5. If the appeal is heard, the hearing board may uphold the decision made by the dean of community life or facilitate, according to CSB procedure, the rendering of a new decision.
6. CSB decisions regarding appeal of a dean of community life decision are final unless other College policies permit further action.