



2023-2024 Undergraduate Student Handbook

ACADEMIC AND STUDENT GUIDELINES

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Academic Recovery*/Suspension

Students at Meredith College are expected to maintain both a minimum cumulative and semester GPA. A student’s academic standing is determined by the state of both grade point averages. Possible standings include good standing, academic alert, academic recovery, and academic suspension (definitions below).

Total Hours Attempted	Minimum Expected Meredith GPA
1-59	1.8
60 and above	2.0
Semester Hours Attempted	Minimum Expected Semester GPA
6 or more	2.0

- A student is considered in good standing when the student’s cumulative GPA and semester GPA are above the minimum expected Meredith GPA.
- A student will be placed on academic alert for the following semester their cumulative GPA is above the minimum expected Meredith GPA but their semester GPA is below the minimum.
- When a student’s cumulative GPA falls below the minimum expected Meredith GPA but their semester GPA is above the minimum expected, their academic status will remain the same. Therefore, if they are on academic recovery, they will remain on academic recovery the following semester.
- When a student’s cumulative GPA and semester GPA both fall below the minimum expected Meredith GPA:
 - If in good standing, they will move to academic recovery for the following semester.
 - If on academic recovery, they will move to academic suspension for the following semester.
- If a student fails all courses in a semester in which six or more hours are attempted, they will move to academic suspension for the following semester, regardless of the previous standing.

*Academic recovery may be referred to as Academic Probation in other College publications.

Advisors, Academic

919-760-8088

Each degree-seeking student is assigned a faculty advisor to provide guidance on academic concerns, major requirements, and registration for classes. If students have questions after consulting with their faculty advisors, they may consult Academic Advising for advice and counsel. Academic Advising is located on the first floor of Park Center and is part of the Student Success Center.

Academic advisors assist students in their consideration and clarification of educational goals. Academic Advising may use major check sheets and GPA Calculators as an additional resource in major requirements. Students can schedule meetings with Academic Advising to discuss academic schedule planning, major/minor declaration, summer courses/registration, and off campus credit. Each student is ultimately responsible for their own academic plans.

Advisors, Student

Student advisors are sophomores, juniors, or seniors who have been selected and trained to assist freshmen in working through transitional issues that new students may encounter, particularly during the first few weeks of school. Wings and Transfer Student Advisors assist new adult and transfer students. A Chief Student Advisor and Chief Wings and Transfer Advisor are selected through an application process to lead the student advisor team. Student Advisors must have at least a 2.5 GPA and cannot concurrently hold a major campus office without permission from the FYE office. Students with concerns about their student advisors and students who are interested in applying for student advisor positions are encouraged to contact staff in the First Year Experience Office located on the second floor of the Park Center.

Appeals, Academic Policies

For additional information or assistance with academic appeals:

- Talk to your academic advisor about your concerns. Your advisor will have excellent advice about addressing the problems you have encountered.
- Talk to your professor. In some cases, the professor may not be aware of your difficulty, and your insights may help others in your class.
- Talk to the department head or academic dean. If the professor has not addressed your concerns or if you are not comfortable discussing your problem with your professor, the head of the department offering your course or the dean of that school would be a good person with whom to discuss your issues. Please refer to the Academic Problems complaint procedures on the [Dean of Students student complaints webpage](#) for a list of academic department heads and academic deans and their contact emails.
- Undergraduate students may wish to talk to the Dean of Students or the Assistant Dean of Students. They have resources to help you address confidential personal concerns,

concerns about bias or discrimination, concerns about fellow students, and concerns about the Honor Code. Contact Dean of Students staff at deanofstudents@meredith.edu.

- Graduate students may wish to talk with their program director, academic department head, director of graduate programs, academic dean or a member of the Dean of Students team.

Grade Appeals (or Grade Appeal Process)

Students who are experiencing problems with a grade are encouraged to discuss the matter first with the professor. It is the professor's responsibility to explain fully all grades and requirements of the course. If the problem is not resolved, the student or professor should consult the department head.

Undergraduate Students: Should further action be required, the matter should be taken to the dean of the school. Any grievance concerning a grade that has not been satisfactorily resolved by the instructor, the department head, or the dean may be appealed in a written statement to the Senior Vice President and Provost. This appeal must take place within eight weeks of receiving the grade. Grades may be appealed on the basis of a question concerning (1) clerical or numerical error or (2) personal bias or arbitrary grading.

Graduate Students: If the problem is not resolved, the student or professor should consult the Program Director. Should further action be required, the matter should be brought to the Dean of the school. Any grievance concerning a grade that has not been satisfactorily resolved by the instructor, the Program Director or the Dean may be appealed in a written statement to the Senior Vice President and Provost. This appeal must take place within (8) weeks of receiving the grade or initially experiencing the problem. Grades may be appealed on the basis of a question concerning (1) clerical or numerical error or (2) personal bias or 4 arbitrary grading. Information about academic rules, regulations, and policies can also be found in the [Graduate School Catalogue](#).

Appealing Probation, Suspension, and other Academic Standards issues

Undergraduate Students: If a student wishes to appeal their academic standing or any corresponding requirements, they must submit an appeal in writing to the Academic Standing Appeals Committee by 5:00 p.m. two weeks before classes begin for the next semester (fall or spring). Contact the [Office of the Registrar](mailto:registrar@meredith.edu) at registrar@meredith.edu for more information.

Requesting a Late Withdrawal

Undergraduate Students: Exceptions to the deadline to withdraw will be considered upon appeal for medical or other documented emergencies and must include documentation demonstrating the student's inability to withdraw by the designated deadline. Acceptable documents include, but are not limited to, medical records, a letter from a treating physician or counselor, or documentation of a family medical emergency. If a student wishes to appeal the deadline for withdrawing from multiple courses, they must submit a written appeal via email to the provost. If a student wishes to appeal the deadline for (1) withdrawing from an individual course, (2) adding or dropping of an individual course, or (3) changing the grade status of a

course, they must submit a written appeal to the academic dean of the school in which the course resides.

Graduate Students: Exceptions to the deadline will be considered upon appeal for medical or other documented emergencies and must be appealed to the Senior Vice President and Provost, to whom the student will provide documentation demonstrating his/her inability to withdraw by the designated deadline. Acceptable documents include, but are not limited to, medical records, a letter from a treating physician or counselor, or documentation of a family medical emergency.

Class Attendance

Class attendance is essential to success in a course. Students are expected to prepare for and attend each class meeting, including conferences and other academic appointments, and to participate fully in the learning process. Instructors may include class attendance in the calculation of the course grade. The effect of class attendance on the grade will be clearly specified in writing by the instructor at the beginning of the course.

The student is responsible for contacting professors regarding any absence.

Classification

Students are classified according to the following number of successfully completed credit hours:

Freshman	1-25 semester hours completed
Sophomore	26-59 semester hours completed
Junior	60-89 semester hours completed
Senior	90 and above semester hours completed

Committees with Student Representation

Many academic departments at Meredith have advisory committees that include students in their membership. Also, a majority of College standing committees have student members.

Cooperating Raleigh Colleges

Maura DiColla, Director, 919-346-6169, director@crcaleighcolleges.org

Website: www.crcaleighcolleges.org

Full-time students at Meredith College, North Carolina State University, William Peace University, Shaw University, Saint Augustine's University and Wake Tech Community College can take approved courses on each other's campuses for free during fall and spring semesters. There is no additional cost to students if they are paying full time tuition at their home institution. Students do pay special course fees (labs, etc.) just as all students do in courses with special fees. Start with approval from your advisor followed by signatures from the academic

department head and academic dean. Check out course schedules on the college websites and get registration details from Meredith's Office of the Registrar. The [approval form](#) to obtain needed signatures can be found on the CRC website under "Student Resources." Also, be alert to other ways the CRC campuses collaborate on special projects; details can be found on the website.

Exams

A student is considered to have an exam conflict if she is scheduled for two exams at the same time or three exams within a 24-hour period. In the case of two exams at the same time, the student and instructors should negotiate for a mutually convenient time to reschedule one of the exams. In the case of three exams during a 24-hour period, the student may choose to reschedule the third exam of the three at the mutual convenience of the instructor and student.

Grade Point Average

Students have their grade points averaged in two ways: a semester average and an overall average (also known as cumulative GPA). Each semester hour with a grade of A carries four quality points; B, three; C, two; D, one; F, none. The grade point average or quality point average is calculated by dividing the number of quality points earned by the number of semester hours attempted, whether passed or not. Transfer credits do not count into the calculations of a student's grade point average. (Also, see Academic Recovery (Probation)/Suspension above.)

Grading System

Each course receives one official semester grade that represents an evaluation of the entire work of the student during the semester. Grades are made available to the student through Self-Service. For further information on the grading system and guidelines for incomplete grades see "Grading System" in the [College Catalogue](#).

Graduate and Professional Studies

Office of Graduate Programs, 919-760-8423

Website: graduate@meredith.edu

Please click on links below for specific information and contact person for each program:

[Graduate and certificate programs](#), open to women and men, are coordinated through the John E. Weems Graduate School. Graduate and certificate programs are available in business, criminal justice, digital communication, education, industrial and organizational psychology, nutrition, paralegal, and pre health fields. To receive information on any of these programs, email graduate@meredith.edu specifying which graduate or post baccalaureate program is of interest.

Pre-Professional Programs

The [Accelerated MA in Criminal Justice](#) is a 3+2 program that will allow Meredith College undergraduate students to earn a graduate degree in just one additional year, saving both time and money. Qualified students will complete 114 hours (including all requirements for General Education and their undergraduate major) to be admitted into the MA program. The student will finish their undergraduate degree after completing the first 10 hours in the MA program. The student will then be able to complete the Meredith MA in Criminal Justice in two additional semesters or the Meredith MA in Criminal Justice with a concentration in Behavioral Forensics in three additional semesters (assuming the student enrolls in 9 graduate hours each semester). Contact MA Faculty Advisor at brownlo@meredith.edu to learn more about how to enroll in the Accelerated MA in Criminal Justice program.

The [Accelerated MBA](#) is a 4+1 program that will allow Meredith College undergraduate students to earn a graduate degree in just one additional year, saving both time and money. Qualified students will complete a core set of business courses during their first three years at Meredith. During their senior year, students in the program will take two MBA courses that will count toward their undergraduate and graduate requirements. After earning their undergraduate degree, students will be able to complete the Meredith MBA with two semesters and two summer sessions. Contact MBA Admissions Coordinator Ele Roberts at 919-760-8471 or mba@meredith.edu to learn more about how to enroll in the Accelerated MBA program.

The [Early I-O Psychology Program](#) is available to qualified seniors who are considering a Master of Arts degree in Industrial-Organizational Psychology. While completing their bachelor's degree, students may apply to the Early I-O Psychology MA program and take up to two specified graduate courses during their senior year. If a student is accepted into the Early I-O Psychology Program and later applies and is accepted into the Master of Arts in Industrial-Organizational Psychology Program at Meredith College, the graduate courses taken in the Early I-O Psychology Program will count as credit toward the MA degree. Students interested in applying to the Early I-O Psychology Program should contact both their faculty advisor and the Department of Psychology & Social Work before spring registration of the junior year. This program is also open to CRC students. Contact Doreen Donnelly at 919-760-8723 or iopsy@meredith.edu to learn more about how to apply for the Early I-O Psychology Program.

The [Early MAT Program](#) is available to qualified students in their final two semesters of their undergraduate degree who are interested in pursuing a teaching career in Elementary Education, English as a Second Language, or Special Education (General Curriculum). Students may take up to two specified graduate courses in the Master of Arts in Teaching (MAT) Program, one in each of their final two semesters. After graduating with a bachelor's degree, the student can then apply to the MAT Program with the completed courses counting toward their MAT. Contact the program Admissions Counselor at 919-760-8316 or gradeducation@meredith.edu to learn more about how to apply for the Early MAT program. This program is also open to CRC students (should be linked to <http://crcraleighcolleges.org/>).

Graduate Degree Programs

[Master of Arts in Criminal Justice](#): This program assists in developing leadership, business and supervision skills that will enhance working in management and executive positions in corrections, law enforcement, court systems, and security organizations, including behavioral forensics. Focus is on applications of various theories, policies, programmatic ideas, technologies and leadership skills relevant to the broad career opportunities in the criminal justice and security industries to meet these changing demands.

[Master of Arts in Psychology](#): Industrial/Organizational Psychology concentration prepares graduates to use the methods of scientific psychology to improve the effectiveness of organizations and the work-life quality of employees.

[Master of Arts in Teaching \(MAT\)](#): MAT program for those wishing to become teachers offers Elementary Education, English-as-a-Second Language (ESL), and Special Education (general curriculum).

[Master of Business Administration](#): (MBA) with optional concentrations in Human Resource Management, Project Management, Entrepreneurship and Family Business, and Innovative Management.

[Master of Education](#): (M.Ed.) program for licensed teachers offers concentrations in Elementary Education, English as a Second Language (ESL), Literacy, and Special Education (general curriculum), as well as add-on licensure options in ESL, Literacy, Special Education, and Curriculum and Instructional Specialist (CIS).

[Master of Science in Nutrition](#): Three options available:

- (1) Accelerated Community Track. The Accelerated Community Track is designed to be completed in one-year, but a part-time option is also available.
- (2) Didactic Program in Dietetics. Successful DPD program completion enables students to compete for placement into an accredited dietetic internship program (DI), a required step in becoming a registered dietitian nutritionist (RDN).
- (3) Accelerated Dietitian Nutritionist Track (ADNT). This track combines the didactic coursework with supervised experiential learning hours with the Dietetic Internship into one program.

Post-Baccalaureate Certificate Programs

[Business Foundations](#): The Business Foundations Certificate program is designed for men and women seeking to sharpen their knowledge of fundamental business concepts such as quantitative analysis and statistics, economics, accounting, and finance. The part-time, evening program accommodates the busy schedules of career-oriented professionals.

[Criminal Justice and Substance Use Disorder Certificate](#): This certificate includes one course in the CORE curriculum and three electives that will be offered regularly. A major need in criminal justice is personnel who have training in dealing with issues around substance use disorder,

trauma and mental illness. Police, courts and corrections all are facing major issues with these aspects of substance use disorder. This certificate will bridge a current gap in the field between substance use disorder professionals and basic criminal justice trained professionals.

[Criminal Justice Graduate Certificate](#): This 18-hour graduate certificate in criminal justice is open to students interested in gaining more skills and knowledge to further their career within the criminal justice sector without completing a full master's degree. This certificate will also be useful for students interested in community college or vocational teaching in the criminal justice field. Students with a master's degree or a Ph.D. in another subject may take 18 hours of masters-level courses and are then qualified to teach Criminal Justice at a college level.

[Dietetic Internship](#): The Meredith College Dietetic Internship Program builds on the academic preparation of the Didactic Program in Dietetics by providing supervised practice experiences in clinical nutrition, public health nutrition, and food service management. The program cultivates entry-level registered dietitian nutritionists who are eligible for the Commission on Dietetic Registration credentialing exam. Using evidence-based learning and application, Dietetic Interns will strive for professional competence, leadership roles, and service to the community.

[Digital Communication](#): Digital communication is a growing field encompassing videography, image manipulation, professional writing, social media management, and web design. Designed for individuals with a bachelor's degree, this flexible program allows you to gain key technical knowledge that complements the skills you already have. We offer a 16 credit hour interdisciplinary option for those wanting a shorter option, and a more advanced 25 credit hour option for those wanting to gain more digital capital.

[Paralegal](#): Women and men in Meredith's paralegal program develop skills to lead with integrity in today's fast-changing legal environment. Paralegal students set their own professional development goals while completing a rigorous schedule. Our flexible course scheduling and central location in Raleigh, N.C., help students maintain a work-life balance.

[Pre-Health](#): Meredith's Pre-Health Post-Baccalaureate Certificate Program is designed for individuals with a bachelor's degree who are interested in either preparing to enter a healthcare field—through 8 medical school or other allied health programs—or enhancing their credentials for application to medical school or other allied health programs.

Honors Program

Dr. Cece Toole, *Director*, 919-760-2268

The Meredith College Honors program challenges the academically gifted and ambitious student to reach their full intellectual potential through a rigorous interdisciplinary course of study that engages the mind and the imagination. Each year, academically qualified high school seniors are invited to apply and interview for a spot in the Honors program. Additionally, current Meredith College first year students with outstanding academic records may apply and interview

for the opportunity to join the program at the beginning of the Spring semester. (Look for announcements of Honors “mid-year admission” in November.)

A significant benefit of Honors is its cohort of students who share a passion for learning. They develop friendships, goals, and interests with other Honors scholars who value learning, discovering, creating, leading, serving, and speaking up and out. These friendships are formed by activities inside and outside of the classroom. Several times each year, Honors students join Focus on Excellence excursions to local cultural events, including plays, concerts, musicals, and a variety of on campus activities. Honors students engage with other high level academic achievers by attending state and national conferences. The annual fall trip is a highlight of the Honors student’s school year. Honors students along with Honors faculty embark on a weekend excursion to a student selected location where they participate in place based minicourses and enjoy a variety of culture experiences and build comradery with their Honors peers.

The Honors curriculum complements the student’s entire four-year academic experience at Meredith College. Numerous Honors requirements overlap with courses in general education or in the student’s major or minor. To remain in good standing, students complete two to three Honors-related courses per year and maintain a minimum overall grade point average of 3.25. Students typically complete Honors writing and Honors science lab (with the co-requisite lecture) during the first year. In subsequent years, the student completes two Honors colloquia with some of the college’s very best and most innovative faculty (often team taught focusing on interdisciplinary topics); two Honors electives; and two Honors in major courses. As the culmination of their education at Meredith College, the Honors student works closely with a professor to create a high-level thesis or artistic/performance project.

Honors students are among the most prominent student leaders on campus. The Honors program provides a framework for the bright motivated student to seek out challenges to expand their power of thinking analytically, critically and creatively; to reach into the unknown and increase their knowledge; to stretch their imagination; to work collaboratively and improve their communication skills; to achieve a clear sense of life purpose and direction; and to develop as an authentic individual and self-advocate. Their Honors status is recognized on the transcript, in the graduation program, and with the Honors graduates’ distinctive cords adding luster and bling to Commencement Day celebration in May.

Interested students (including transfer and Wings students) may contact the Honors director, Dr. Cece Toole at toolecec@meredith.edu for more information, talk to a current Honors student, or visit www.meredith.edu/honors.

Learning Center

Dr. Tina Romanelli, Director, 919-760-2800, learningcenter@meredith.edu,
Location: *Carlyle Campbell Library, Room 020*

The Learning Center, part of the Student Success Center, provides free, one-on-one or small group tutoring to any Meredith student who needs assistance with world languages, mathematics, science, or writing for any class. We also provide embedded tutoring in select courses where the professor has requested this service. Help in other subjects varies by semester.

All tutors in the Learning Center are Meredith students who have excelled in their coursework and have been trained to assist their peers. The Learning Center is a collaborative learning environment that benefits all students.

Students may schedule an appointment online at MyMeredith or walk in to receive tutoring. Online sessions are available whenever the Learning Center is open. The Learning Center is located on the ground floor of the Carlyle Campbell Library.

Plagiarism

Plagiarism is the dishonest use of another's words, thoughts, ideas or organization. Honest work in no way precludes using another's work; it requires that another's work be properly acknowledged.

Plagiarism results when a student copies from another student's paper or from books and other print or online sources and fails to acknowledge such borrowing.

Whether source materials are quoted directly or are paraphrased, all such borrowing must be acknowledged clearly in the final paper or oral report through the use of footnotes or source tags.

If a student discovers that she has made a mistake in acknowledging sources in a paper already submitted, she should make this error known to her instructor.

A plea of ignorance will not be accepted as an excuse by the Honor Council.

As the educational purpose of papers differs from classroom to classroom, it is the joint responsibility of the instructor and the student to clarify what constitutes plagiarism in keeping with the purposes outlined for a particular paper or project. Each instructor should state specifically the extent and limits of available sources a student may employ in writing her paper. A student who is uncertain about an assignment and sources to be used should consult with her instructor for clarification before completion of the paper.

The use of AI Tools in consideration of Academic Dishonesty violations: The use of artificial intelligence (AI) text generation tools may be considered a violation of the Honor Code. AI tools should not be used in the completion of academic work unless an instructor specifically authorizes their use in a specific course or assignment. Students should refer to course syllabi and follow instructions by course instructors to determine appropriate use, if permitted.

If a student has used an AI tool when this has not been explicitly permitted by the instructor, this would be considered as a form of academic dishonesty in the “use of an unauthorized aid.” Additionally, if the AI tool is not cited as a source, this would also be considered as plagiarism since it represents the work of another that has not been acknowledged or cited.

(Please note that the use of one’s own old high school or collegiate papers is discouraged, but if used, must be acknowledged as a source.)

Pre-Registration

Pre-registration is the process of requesting space in classes for the next term. It is open only to students who are in a prescribed program of study at Meredith such as a degree or teacher licensure program. Preregistration is held during the last half of the prior semester. No payment is required for class reservation, but payment must be made by the stated due date to avoid cancellation of pre-registered classes. After the tuition due date, students who are not registered for at least one credit must provide a paid tuition receipt or registration clearance card in order to pre-register. Information on the pre-registration process is available from the Office of the Registrar.

Progress/Mid-Term Report

Midway into each semester, instructors provide the Office of the Registrar with progress/midterm reports for those students whose performance in class indicates work at the “D” or “F” level. Not a permanent grade, this report is an indication of the student’s progress thus far in the current semester. Midterm progress reports are available on Self-Service.

Re-Admission

A degree-seeking student who was previously enrolled at Meredith but who did not complete the semester immediately preceding the term they wish to enter must apply for readmission. The [Re-Admission Application](#) is available on the Admissions website. Exceptions are students on a valid leave of absence and those visiting another institution with the approval of Meredith College. Readmission is not guaranteed.

Records, Access to (FERPA)

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law requiring Meredith College to protect the confidentiality of student educational records. Meredith College has adopted the policies outlined below to comply with the law, inform students of their privacy rights, and to maintain the protection of student educational records.

Although student educational records are protected, Meredith College is not required to protect information that is classified as “directory” information. Meredith College will comply with FERPA

to protect student educational records from unauthorized access. Questions concerning FERPA can be answered in the Office of the Registrar, Johnson Hall, or 919-760-8593.

The Family Educational Rights and Privacy Act (FERPA)

Any student who would like her directory information protected under the same guidelines as educational records should submit a written request to the following office: The Registrar's Office. This written request must be submitted in person by the 20th classroom day of the fall or spring semester. It is not retroactive.

Meredith College is permitted by law to release and share your student educational records and personally identifiable information without your prior consent to the following parties:

- Meredith College employees with a legitimate education purpose.
- Officials of other schools in which the student seeks admission.
- Federal or state officials as defined in paragraph 99.37 of the Family Educational Rights and Privacy Act of 1974.
- State and local officials authorized by state statutes.
- A third party designated by federal or state authorities to evaluate a federal or state-supported education program or to researchers performing certain types of studies.
- Organizations conducting studies for, or on the behalf of, Meredith College for the purpose of assisting in accomplishing the College's stated goals.
- Accrediting organizations, to carry out their functions. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954 (Written consent may be allowed from either of these separated or divorced parents subject to any agreement between the parents of court order. In the case of a student whose legal guardian is an institution, a party independent of the institution, appointed under state and local law to give parental consent, may be allowed to do so).
- In compliance with judicial order or subpoena.
- Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health or safety of a student or other person.

NOTE: *With the exception of Meredith College employees and companies with whom the College has a contract to provide a service to the College in which student data is stored who have been determined by the College to have a legitimate educational purpose, all individuals and agencies who have requested or obtained access to a student's records (other than directory information) will be noted in a record which is kept with each student's educational records. A request must be in writing stating the purpose of the request. This record will also indicate specifically the legitimate interest that the person or agency had in obtaining the information. Meredith College will comply with FERPA to protect student educational records from unauthorized access.*

Students have the right under FERPA to inspect and review their education records and to appeal to the appropriate office to have any incorrect information corrected. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by Meredith to comply with the Act.

Procedures for Accessing Education Records

Meredith College, in compliance with FERPA, permits students to have access to their educational records. Students wanting access to their educational records should file a written request to the Registrar's Office. The student may ask for an explanation and/or view a copy of any record. If there seem to be corrections needed to the educational record requested by the student, the student may submit an appeal in writing for a formal hearing. The President of the College will appoint an Appeals Committee which must meet within 45 days of the receipt of the written appeal. The committee will allow the student to present evidence to substantiate the appeal and shall render a written decision to the student within 45 days of the hearing.

Definitions

Educational Records are those records, files, documents and other materials which (1) contain information directly related to a student; and (2) are maintained by Meredith College or by a person or company acting for the College.

Records are information records in any medium. Educational records do not include: (1) personal notes, (2) records available only to law enforcement personnel, (3) employment records, unless the student's status is a condition of employment or (4) medical and psychiatric records, (5) directory information previously defined.

School officials or employees are persons employed by the College, elected to the Board of Trustees, or employed by or under contract to the College to perform a special task, such as an attorney, auditor, a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Legitimate educational purpose is the performance of a job-related task related to a student's education, performance of the task related to the discipline of a student, or providing a service or benefit related to the student, or student's family, such as health care, counseling, job placement, or financial aid.

Students are persons who are or have been enrolled at Meredith College. Applicants who do not enroll or who are declared ineligible to enroll have no inherent right to inspect their files. Whenever "student" is used in reference to personal rights, an eligible parent or a dependent student has similar rights.

Eligible parents are those who have satisfied Section 152 of the Internal Revenue Code of 1954 and who present such proof to the Registrar's office. Normally the proof will be a certified copy of the parent's most recent Federal Income Tax Form.

Exclusions

FERPA does not give students access to the following records or information:

- Financial records of parents or any information therein;
- Confidential letters and statements or recommendation which were placed in the education record prior to January 1, 1974;

- Records to which access has been waived by the student. (This exclusion applies only if a student, upon request, is notified of the names of all persons making confidential recommendations and if such recommendations are used solely for the purpose for which they were intended.)

Destruction of Education Records

Meredith College will retain student educational records as long as information is valid and useful. Student educational records will be destroyed when the records are no longer of use to the institution. Any such records will be destroyed by means of confidential disposal.

Registrar

The Office of the Registrar is responsible for scheduling classes, maintaining academic records, conducting registration for courses, and certifying graduation requirements. The Office of the Registrar is located on the first floor of Johnson Hall-East Wing and can be reached at 919-760-8593 or registrar@meredith.edu.

Summer School

Meredith offers summer courses on a variety of schedules. Registration begins in early spring each year. On-campus housing is available to Meredith students in The Oaks apartments. Check the summer school website at <https://www.meredith.edu/summer-school> for more information.

Students may also take courses at other institutions during the summer. All such courses must be approved by Meredith prior to enrollment and must be followed by an official academic transcript upon completion of the course(s) before they can be added to the academic record. The [Off-Campus Credit Application](#) is available in the Office of the Registrar and on the [Meredith website](#).

Transcripts

Students may receive official copies of their Meredith College transcript from the Office of the Registrar through Myhub at <https://www.myhub.org/> or www.getmytranscript.org. Transcripts are available in a digital format and paper. Prices vary and there is an additional charge for walk-in service. The student's signature and the transcript fee are required before a transcript can be released. Requests cannot be accepted by phone. All services in the Office of the Registrar are contingent upon satisfactory College accounts and other College obligations.

The Office of the Registrar does not provide unofficial transcripts. Current students may download a copy of their unofficial transcript from Self-Service and graduates may order an official transcript through [Myhub](#).

Undergraduate Research Program

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The Undergraduate Research Program at Meredith College offers direction and support for students who are ready to be original, to push at the boundaries of the classroom and the textbook, and to connect with others who share their interests.

The Undergraduate Research Program promotes collaborative projects involving students and faculty from throughout campus. Students in all academic programs are eligible to earn course credit for approved research. Academic advisors and faculty who share a student's interest can offer further information and guidance.

Meredith offers many opportunities for students to participate in and present original research, such as:

- Celebrating Student Achievement Day
- Research and Travel Grants
- Summer Research Stipends

Wings – Adult Education at Meredith

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Women 23 and older wishing to begin or resume academic coursework leading to their first baccalaureate degree, and those pursuing a second undergraduate degree, apply as Wings students. They receive additional support, coaching, and advising as needed for successfully transitioning to college life at Meredith and helping identify and access tools and resources for finishing strong. To learn more about Wings, visit <http://www.meredith.edu/adult-education>. You may also review Wings admission information in the [Meredith College Catalogue](#).

Withdrawal or Leave of Absence

Withdrawal

A student wishing to withdraw from all of their courses prior to the end of the semester consults with their advisor and submits a completed [withdrawal form](#) to the Office of the Dean of Students to withdraw from the College, or to the Office of the Registrar to request a [Leave of Absence](#) from the College (if they plans to return within 180 days). These forms can be found on the [Office of the Registrar website](#) or in the Office of the Registrar (Johnson Hall-East Wing) or Dean of Students (2nd floor Park Center). Tuition, fees and financial assistance adjustments are determined based on the date the withdrawal form is received in the Dean of Students office or the leave of absence form is received in the Office of the Registrar.

Students who withdraw or request a leave of absence from the College in the first five days of the semester, during the add/drop period, will be dropped from all of their or his classes. Classes that are dropped within the first five days of the semester (during the add/drop period) do not appear on an academic transcript. Classes dropped after the first five days of the semester and before the last day to drop a class with a “W” are dropped with a grade of “W”. The grade of “W” on the academic transcript will indicate withdrawal from a course. A grade of “W” does not affect a student’s GPA or earned hours. A grade of “W” is included in the calculation of attempted hours for academic standing and financial assistance eligibility. The deadline to withdraw or request a leave of absence from the College and receive grades of “W” is the “last day to drop a class with a grade of “W” as published in the academic calendar.

Students who cease attendance in registered classes and fail to turn in either the withdrawal form or the leave of absence request will receive the calculated final grades earned at the end of the semester. Exceptions to the deadline to withdraw will be considered upon appeal for medical or other documented emergencies and must include documentation demonstrating their inability to withdraw by the designated deadline. Acceptable documents include, but are not limited to, medical records, a letter from a treating physician or counselor, or documentation of a family medical emergency. If a student wishes to appeal the deadline for withdrawing from multiple courses, they must submit a written appeal to the provost. If a student wishes to appeal the deadline for (1) withdrawing from an individual course, (2) adding or dropping of an individual course, or (3) changing the grade status of a course, they must submit a written appeal to the academic dean of the school in which the course resides.

A student who withdraws or receives an approved leave of absence from the College and lives on campus is expected to vacate their residence within 48 hours or through arrangement with Residence Life. TheyShe must also return any college loaned equipment issued during their attendance. If the student has appealed the drop deadline, the time to vacate their residence and return their equipment begins when the decision concerning their appeal is communicated to them.

A student who has withdrawn from the College must submit an application for readmission to re-enter the College. Students who receive an approved leave of absence will remain as active students and do not need to reapply for readmission to return to the College if returning within 180 days of their approved leave.

Leave of Absence

A currently enrolled student may request from the Office of the Registrar a leave of absence for up to 180 days (typically one semester) without having to apply for readmission as long as they are in good academic, social, and financial standing at Meredith. If a student should decide to take college work elsewhere while on leave, they must apply for off-campus credit through the Office of the Registrar at Meredith. A student on leave of absence who does not re-enroll within the allotted leave time will be officially withdrawn from the College. After any withdrawal or noncompliance with the leave policy, a student must follow the readmission procedure described in the Undergraduate Catalog.

A student is in good academic standing if they will not be on academic probation at the end of the term in which they apply for the leave of absence. They are in good social standing if they are not on social probation and if there is no Honor Council case pending that would involve probation, suspension, or expulsion. To be in good financial standing, a student must have paid all tuition, fees, and other charges in the accounting office.

Involuntary Withdrawal from a Course

Introduction: Meredith College is committed to the safety and health of the campus community and preserving the integrity of its learning environment. Students are expected to conduct themselves in a manner that does not disrupt the educational pursuits of others. Removing a student from a course is rare. It happens only when the student's behavior significantly disrupts the learning, teaching, or working environment of others and the student is not willing to withdraw voluntarily.

Consistent with Meredith College's Non-Discrimination Policy, the College prohibits unlawful discrimination on the basis of any type of disability or any other protected characteristic. The College offers support, resources, and reasonable modifications, and students are encouraged to access campus services.

This policy applies to all course modalities.

Temporary Removal/Restrictions: The College may, on an interim basis, immediately remove, suspend, or restrict a student from any class for significant disruption. If a disruptive student is asked to leave class by the faculty member, the removal is immediate and the student may no longer attend the class until further notice. The faculty member will inform the academic department head and the dean of the school immediately following class. The academic dean will inform the Dean of Students within 48 hours.

The student may be required to stay out of a course while the assessment and decision-making processes are completed. If this is the case, the student will receive further communication from the academic dean of the school or the Dean of Students, or designee. The interim restrictions may be in place until:

- an assessment and decision are made related to the consideration of an involuntary withdrawal from the course, or
- the reason for imposing the interim measures no longer exists, or
- the situation is adequately addressed through reasonable modifications.

During the time that a student is involuntarily withdrawn from a course, the student is restricted from participating in related course events and activities, unless the student requests and is granted permission from the academic dean or designee.

Behavior that poses a significant threat to campus or allegations of serious criminal behavior by law enforcement authorities may result in a removal from campus and an issuance of a campus

trespass order issued by Campus Police at the request of the dean of students or theirher designee.

Involuntary Course Withdrawal Process: Once a student has been temporarily removed from a course, the academic dean or designee will meet with the student, in person or virtually, as soon as is practicable to discuss the behavior that has been reported. A student may sign releases giving the dean access to confidential reports or may provide documentation relevant to the situation. Additionally, a student may request accommodations related to a disability.

If the student is unable or unwilling to meet, the academic dean will proceed in making a decision about the withdrawal based on information in the dean's possession at the time.

The academic dean will confer with the Dean of Students or designee before making a decision about whether to withdraw a student from the course officially. The dean may also meet with staff in health services, the counseling center, or disability services to consider potential accommodations and/or modifications that could mitigate the need for the involuntary withdrawal. An example of a reasonable modification might be disability services certification and appropriate academic accommodations.

Any conditions that are imposed should be reasonable and individualized for the student's situation. The decision must be based on an assessment of 1) the probability, nature, frequency, duration, and severity of the disruption/s or threat/s; and 2) whether reasonable modifications of policies, practices, or procedures can mitigate the risks of allowing the student to remain enrolled.

Possible decision outcomes are 1) continued enrollment in the course with no conditions; 2) continued enrollment in the course with restrictions and conditions outlined in writing, which if violated would cause a re-evaluation of the student's status; or 3) involuntary withdrawal of the student from the course. The dean of the school will communicate the decision in writing to the student, the faculty member, the department head, and the Dean of Students. The dean of the school will also notify the faculty advisor, the registrar, financial aid, and international programs. The case will also be referred to the Office of the Dean of Students, for consideration of violation of College policies or the campus Honor Code. The Office of the Dean of Students will determine if the policy of Involuntary Removal and Withdrawal from the College should apply.

The student will receive a W for the course from which the student has been involuntarily withdrawn.

If the student decides to voluntarily withdraw from the course before the decision is made, the involuntary withdrawal process will be suspended. Voluntary withdrawal from a course will not terminate any pending disciplinary action that may be considered for violation of College policies or the campus Honor Code. Even if a student voluntarily withdraws from the course, the student must still reapply to take the course. (See "Applying to Retake the Course" below.)

Students enrolled in Meredith College faculty-led or affiliate study abroad programs will follow the policies and procedures outlined in the student study abroad handbook, the Study Abroad Assumption of Risk Form, and program-specific materials. The Office of International Programs and Dean of Students will work together on cases of potential involuntary removal and withdrawal from study abroad programs.

A student who has been involuntarily withdrawn from a course will work with the dean of the school to determine appropriate pathways for continuing towards graduation, if the circumstances allow.

The established College policies and procedures for tuition, financial aid, and fee refunds for students who withdraw will apply to students who are involuntarily withdrawn from a course by the College. International students (F-1 and J-1 Visa holders) involuntarily withdrawn from a course must speak with a staff member in the Office of International Programs regarding visa implications and consequences according to US government regulations. Following established College policies, withdrawal from a course may also impact eligibility to reside in on-campus housing. The registrar will place a hold on the student's record indicating the student must apply and be approved to retake the course.

Appeal Process: If a student has been removed from a course only, the student may appeal in writing to the Provost within two business days following the delivery of the decision to the student. The written request for appeal must specify the basis for the appeal. The only grounds for appeal are:

- a procedural error that significantly impacted the outcome,
- the consideration of new evidence unavailable during the original assessment that could substantially impact the outcome, and
- personal bias.

The Provost or designee will review all of the relevant information and the appeal letter from the student and consult with appropriate administrators within two business days of receiving the appeal from the student. The decision of the Provost will be communicated in writing to the student via the student's Meredith College email. The decision of the Provost is final.

If the student has been involuntarily withdrawn from the college, the appeal process for involuntary withdrawal from the college will supersede the Involuntary Withdrawal from a Course appeal process.

Applying to Retake the Course: A student who has been involuntarily withdrawn from a course may not request to re-enroll in the course during the same semester. To enroll in a later semester in a course from which a student has been removed, the student must apply in writing to the academic dean at least 90 days prior to the start of the 17 semester in which the student is seeking to re-enroll and be granted permission from the academic dean. To apply for permission to enroll in the course, the student must first satisfy the conditions as outlined in the involuntary course withdrawal decision letter. The student may submit documentation to show

that the conditions have been satisfied. The documentation may be different for each student, as the reasons prompting the withdrawal will vary. The academic dean and other appropriate administrators will review the documentation provided. The dean may also contact appropriate faculty, staff, and administrators who have knowledge of the past behavior to request information about their support of the student's request to re-enroll. The academic dean and other appropriate administrators may also meet with the student. Permission to re-enroll will be granted if it is determined that the conditions outlined in the involuntary course withdrawal letter have been satisfied.

A student who is not approved to re-enroll may appeal the decision to the Provost. The decision of the Provost is final.

The involuntary course withdrawal process does not dismiss or waive any other student responsibilities at the College, and the student should settle all outstanding holds and accounts.

For questions about applying to take a course from which the student has been involuntarily withdrawn, contact the academic dean of the school in which the course was offered.

Involuntary Removal and Withdrawal from College

Introduction: Meredith College is committed to the safety and health of the campus community and preserving the integrity of its learning environment. Students are expected to conduct themselves in a manner that does not disrupt the educational pursuits of others. If there is sufficient evidence that a student is engaging in behavior that poses a danger and/or significantly disrupts the learning, living, teaching or working environment of others and the student is not willing to take a voluntary withdrawal, the College will consider the involuntary withdrawal of a student.

Requiring a student to withdraw is rare and only happens when current objective evidence indicates that there is a significant risk to the student's health and safety or the health and safety of others, or the student's behavior significantly disrupts the campus environment, and no reasonable modifications can adequately reduce the risk or disruption. Consistent with Meredith College's Non-Discrimination Policy, the College prohibits unlawful discrimination on the basis of any type of disability or any other protected characteristic. The College offers support, resources and reasonable modifications, and students are encouraged to access campus services.

This policy and process apply to all students enrolled in undergraduate and graduate and professional programs at Meredith College.

The College may involuntarily withdraw a student from the College or specific parts of academic and campus life when a student:

- poses a significant risk to the health and safety of others; or
- poses a significant risk to the student's own safety and the student is unable or unwilling to carry out substantial self-care obligations; or

- significantly disrupts or obstructs the campus environment, teaching or services; or
- causes or threatens to destroy campus property
- and the student does not choose to take a voluntary withdrawal

When significant disruption occurs in a classroom, lab or course-related activities, the Involuntary Withdrawal from a Course policy (see above) will be followed. The case will also be referred to the Office of the Dean of Students, for consideration of violation of College policies or the campus Honor Code. The Office of the Dean of Students will determine if this policy of Involuntary Removal and Withdrawal from the College should apply.

Temporary Removal/Restrictions: The College may, on an interim basis, immediately remove, suspend, or restrict a student from campus, classes, campus housing, campus activities, etc. The interim restrictions may be in place until an assessment and decision is made related to the consideration of an involuntary withdrawal or the reason for imposing the interim measures no longer exists or are adequately addressed through reasonable modifications. The student may be required to remain off campus while the assessment and decision-making processes are completed. If a student is removed or restricted on an interim basis, a report will be sent to the Dean of Students for review and consideration of disciplinary action or involuntary withdrawal process.

For example, if a student disrupts a campus event, the student may be required to leave the event and a report will be communicated to the Office of the Dean of Students for next steps through this policy.

Behavior that poses a significant threat to campus or allegations of serious criminal behavior by law enforcement authorities may result in a removal from campus and an issuance of a campus trespass order issued by Campus Police. Parents, guardians, and/or emergency contacts may be notified at the discretion of the Dean of Students or designee.

Involuntary Withdrawal Process: The Dean of Students may receive notifications and reports about a student who meets the criteria of an involuntary withdrawal from a variety of sources, including, but not limited to, the student, a campus employee, residence life staff, Campus Police, an academic department or academic dean, a director of a campus office or department, or a member of the [College's Care Assessment Team](#). If the Dean of Students deems it appropriate, involuntary withdrawal procedures will be initiated.

Involuntary withdrawal determinations are based on assessment of current available documentation, which may include campus incident reports, reports from off-campus law enforcement, and documentation of observable conduct that affects the health, safety or welfare of the campus community. The individualized assessment of behavior and risk will be conducted by the Dean of Students or designee in consultation with the Meredith College Care Assessment Team (CAT) and other appropriate undergraduate and graduate campus administrators.

The student may be asked to complete the appropriate releases so that campus administrators (such as, but not limited to, the Dean of Students or directors of health services, counseling, disability services) may obtain information from the student's healthcare providers. Information that is gathered from the student's healthcare providers would be relevant and appropriate to the consideration of an involuntary withdrawal when there is a need for the College to have access to that information as part of the individualized assessment. If a student refuses to complete the releases, the Dean of Students may proceed with the assessment based on information in the Dean's possession at the time. The College may require a student to undergo an additional evaluation by an on-campus or off-campus provider if additional information is needed to make a more informed decision.

The Dean of Students or designee will meet with the student as soon as is practicable to discuss the behavior that has been reported and observed and the reason for the possible withdrawal based on relevant campus and classroom policies. A student may request that a member of the campus community serve as a support person at the meeting. A support person may not speak on behalf of the student. Additionally, a student may also request accommodations related to a disability. If the student is unable or unwilling to meet, the Dean of Students will proceed in making a decision about the withdrawal. If the student is unable to meet in person with the Dean of Students, the student may opt to participate in a virtual meeting with the Dean of Students or submit a written statement to be considered.

At any point in the process, the student may request a voluntary withdrawal from the College. If the request is granted, the involuntary withdrawal process will cease; however, voluntary withdrawal will not terminate any pending disciplinary action that may be considered for violation of College policies or the campus Honor Code. After a student completes the withdrawal form, the student is subject to the usual procedures for returning from a withdrawal through the readmission process of the College no sooner than the following semester.

The Dean of Students will also confer with staff in health services, counseling center, and disability services to consider potential accommodations and/or modifications that could mitigate the need for the involuntary withdrawal. An example of a reasonable modification might be disability services certification and, subsequently, academic or housing accommodations.

Any conditions that are imposed should be reasonable and individualized for the student's situation. This decision must be based on an assessment about 1) the probability, nature, frequency, duration and severity of the disruption or threat; and 2) whether reasonable modifications of policies, practices or procedures can mitigate the risks of allowing the student to remain enrolled.

Possible decision outcomes are these: 1) continued enrollment at the College with no conditions; 2) continued enrollment at the College with restrictions and conditions outlined in writing, which if violated, would cause a re-evaluation of the student's status; or 3) involuntary withdrawal of the student from the College. The decision will be communicated in writing to the student, in addition to any oral communication of the decision. Parents/guardians of

traditional-aged students will also be notified of the decision, at the discretion of the Dean of Students. The decision will include any conditions for Return to Campus, information regarding exclusions from campus (including restrictions from campus), how to request permission to be on campus, and any information related to the appeal process.

The student will receive a W for the courses from which the student has been involuntarily withdrawn.

Note: students enrolled in Meredith College faculty-led or affiliate study abroad programs will follow the policies and procedures outlined in the student study abroad handbook, the Study Abroad Assumption of Risk Form, and program-specific materials. The Office of International Programs and Dean of Students will work together on cases of potential involuntary removal and withdrawal from study abroad programs. If a student lives on campus, the student must vacate on-campus housing by a designated time.

The established College policies and procedures for tuition, financial aid, and fee refunds for students who withdraw, as described in housing contracts and other college policies, will apply to students who are involuntarily withdrawn by the College. International students (F-1 and J-1 Visa holders) placed on involuntary withdrawal must speak with a staff member in the Office of International Programs regarding visa implications and consequences according to US government regulations. If involuntarily withdrawn from Meredith College, F-1 and J-1 visa holders will be considered out of status by the US government and in many cases, will have to return to their home country.

During the time that students are involuntarily withdrawn from the College, they are restricted from participating in Meredith College events and activities, unless they request and are granted permission from the Dean of Students or designee. A hold will be placed on the student's record through the Office of the Dean of Students that will indicate that a student must go through the Request for Return process before being permitted to apply for readmission to the College.

Appeal Process: A student may appeal an involuntary withdrawal decision or conditions in writing to the Vice President for College Programs within three business days following the delivery of the decision to the student. The written request for appeal must specify the particular substantive basis for the appeal and must be made on grounds other than dissatisfaction with the decision. The Vice President for College Programs or designee shall confer with the Provost or designee on academic matters. The Vice President for College Programs will review all of the relevant information and the appeal letter from the student and consult with appropriate administrators within ten business days of receiving the appeal from the student. The decision (for upholding, modifying, or reversing the withdrawal or conditions) of the Vice President for College Programs will be communicated in writing to the student via the student's Meredith College email, and a hard copy will be mailed to the student's campus and off-campus mailing addresses. The decision of the Vice President is final. In addition to the written decision being delivered to the student, the Vice President may also consider mailing a letter to the student's

parent/guardian (as appropriate if the student is of traditional age) with notification of the decision.

Request for Return: The Request for Return consideration/decision generally can be accomplished no earlier than one semester or 90 days in the future depending upon the time of year in which the student was withdrawn. Students seeking to be permitted to return to an activity, an organization, on-campus living, or another aspect of college life must send a written request to the Dean of Students at least 90 days prior to the start of the semester. The written request should be accompanied by appropriate documentation demonstrating compliance with the conditions outlined in the original decision letter.

Students desiring to apply for readmission to Meredith College following an involuntary withdrawal from the College must first satisfy the conditions as outlined in the involuntary withdrawal decision letter. The consideration of the Request for Return process will not begin until a written request and relevant documentation are submitted to the Dean of Students. For students who have been involuntarily withdrawn, the Request for Return consideration/decision generally can be accomplished no earlier than one semester or 90 days in the future depending upon the time of year in which the student was withdrawn. Once the student's Request for Return has been approved, the student can then initiate the readmission process.

Students wishing to apply for readmission to the College should submit all documentation to the Dean of Students as outlined in the involuntary withdrawal decision letter at least 90 days prior to the start of the semester in which they are seeking readmission. There is no set level of required documentation, and that documentation may be different for each student as the reasons prompting the withdrawal will vary. The Dean of Students will review the request and meet with the Meredith College Care Assessment Team (CAT) and other appropriate administrators to review the documentation provided by the student, including a personal statement from the student and letters or documentation from treating clinicians about the student's readiness to return to a rigorous academic environment and campus community. The Dean of 21 Students will also contact appropriate faculty, staff and administrators who have knowledge of the past behavior to request information about their support of the student's request to return to campus/classes. The Dean of Students and members of the Care Assessment Team may also meet with the student in person or via phone/virtually and can only grant approval of the request to return to the College if it is determined that the behavior that caused the resulting involuntary withdrawal will not continue or can be managed or mitigated with reasonable support and modifications.

If the Dean of Students approves a student's request to return to the College, the Dean of Students' hold on the student's account will be lifted and the student is eligible to apply for readmission to the College through the Office of Admissions. Readmission to the College is not guaranteed. The College may also impose conditions on the student as part of the return decision based on the student's particular situation such as eligibility to return to on-campus living, participate in clubs or committees, etc. The Dean of Students may also provide resource referral information to the student, as needed or requested.

A student who is not approved to return to campus or re-enroll may appeal the decision to the Vice President for College Programs or designee. For academic matters, the Vice President for College Programs will consult with the Provost or designee. The decision of the Vice President for College Programs is final.

The involuntary withdrawal process does not dismiss or waive any other student responsibilities at the College, and the student should settle all outstanding holds and accounts. If a student has any pending Honor Council cases or sanctions, the student should resolve these prior to applying for readmission. Students are not guaranteed housing upon readmission.

For questions about the Request to Return process, contact the Office of the Dean of Students, 2nd floor Park Center, 919-760-8521; deanofstudents@meredith.edu.