

WITHDRAWING FROM COURSES OR THE PROGRAM

POLICY

Withdrawing from a Course

Any individual course dropped after the last drop date is considered a withdrawal and receives a “W” on the transcript. To withdraw from a course, the instructor’s approval and signature are required. There is no academic penalty for withdrawing from a course before the deadline. Once the withdraw date has passed, any course not finished results in a grade of “F.”

Withdraw Dates

The last day to withdraw from a full semester course will be the first Monday in November (fall semester) and the first Monday in April (spring semester). The last day to withdraw from an eight (8)-week course will be the sixth Monday of the course. The last day to withdraw from a five (5) week or fewer week course will be the second Monday of the course.

Limits on Withdrawing from a Nursing Course

Students are only allowed to withdraw and re-enroll in the same nursing course one time. Students must complete the course when enrolled in it for the second time. Failure to complete the course for the second time may result in dismissal or suspension from the program. Failure to pass the course after re-enrolling may also result in dismissal from the program.

Once students are notified that they will be failing a nursing course, they no longer have the option to withdraw from the course.

Withdrawing from the Nursing Program

Any student who no longer is enrolled in nursing courses at the College, with the exception of a dismissal/suspension, must complete a withdrawal form. Reasons for withdrawing include transferring to another program, leaving college, or changing majors.

Withdrawing from a Partner Institution

A student who wishes to withdraw from Culver-Stockton College obtains and processes the appropriate form through the Culver-Stockton College Registrar’s Office.

A student who wishes to withdraw from Quincy University obtains and processes the appropriate form through the Quincy University Registrar’s Office.

PROCEDURE

A student who wishes to withdraw from the College is to:

1. Obtain a Withdrawal Form from the College’s Registrar’s Office and collect all the signatures specified on the form.
2. Return the completed Withdrawal Form to the College’s Registrar’s Office.

Students are to be aware that the following events occur when withdrawing from the College:

- The Student Services Office collects the student’s badge backer, mailbox key, and Blessing Hospital identification badge.
- The College’s Information Technology Coordinator terminates the student’s e-mail account.
- The CAMS/Blackboard Manager disables the student’s access to these online services.
- Blessing Hospital disables the student’s access to BAR, NetLearning, and other web-based applications.
- The College’s Registrar notifies the partner institution and the Blessing Health System’s Termination group.