Status Active   PolicyStat ID 12840390

BLESSING-RIEMAN
College of Nursing
& Health Sciences

Origination 05/1986

Last 03/2023
Approved

Last Revised 03/2023

Next Review 03/2025

Owner   Reta Richmond:
ADMINISTRATIVE
ASSISTANT

Area   Academic
Committee

Course/Program Withdrawal

PURPOSE

To identify guidelines and procedures for withdrawal from a course or program.

POLICY

Students must follow withdrawal guidelines and procedures in order to withdraw from a course or program.

PROCEDURE

Withdrawal Dates

The last day to withdraw from a full semester course:

- Fall-- First Monday in November
- Spring-- First Monday in April

The last day to withdraw from an eight (8)-week course will be the sixth Monday of the course.

Withdrawal Limits

A student is allowed to withdraw and re-enroll in the same course one time. A student must successfully complete the course when enrolled for the second time. Failure to complete/pass the course the second time results in dismissal from the program.

- This includes courses that are offered under different course numbers with the same content.
    - Fundamentals of Nursing (206/207 = 216)
    - Fundamentals of Pharmacology (209/211 = 204)

Once it has been determined a student has an earned a failing grade in a course or clinical, withdrawal from the course/program is no longer an option.

Unofficial/Administrative Withdrawal

Students are unofficially/administratively withdrawn from course(s) when they fail to adhere to the required attendance parameters *after* the add/drop date and have not communicated the reason for absence with college faculty or administration.

The College reserves the right to unofficially/administratively withdraw students. Unofficial/ administrative withdrawals are processed within 14 days of the student's last recorded date of attendance.

Official Withdrawal

Withdrawing from a Course

There is no academic penalty for withdrawing from a course before the deadline.

Students withdrawing from a course after the add/drop date and before the withdrawal deadline receive a "W" on the transcript.

Once the withdrawal deadline has passed, courses not completed result in a grade of "F".

Advisors/eligible students must complete a Change of Registration Form and return the completed form to the Office of the Registrar.

Withdrawal from a Program or the College

Eligible students must complete the following steps to withdraw from a program or the College:

- Obtain and complete a Withdrawal Form
- Return the completed Withdrawal Form to the Office of the Registrar
- Return College and hospital-issued access/ID devices to the Student Services Officer

The date the completed withdrawal form is submitted to the Office of the Registrar is considered the official withdrawal date.

Upon withdrawal from the College:

- The IT Department terminates the student e-mail account
- The CAMS/Blackboard Manager disables student access
- Registrar notifies the partner institution and the Blessing Health System Termination group
- Blessing Hospital disables student access to BAR, NetLearning, and other web-based applications

Withdrawing from a Partner Institution

Students withdrawing from Culver-Stockton College or Quincy University must follow the withdrawal

policy of the partner institution.

Approval Signatures

Step Description	Approver	Date
Approval by College Senate	Reta Richmond: ADMINISTRATIVE ASSISTANT	03/2023
Approval by Academic Chair	Joan Ruhs: ASSISTANT PROFESSOR	03/2023
Approval by Academic Chair	Lacey Petersen: ASSOCIATE PROFESSOR	02/2023