



Title: Withdrawal from the College	Policy No.: ADM 1.61	Date: 6/9/08 Rev.: 7/6/11
Areas Affected: All BSMCON Faculty & Students		Page 1 of 2

**POLICY STATEMENT:**

A student who leaves the program permanently, unofficially or is dismissed is considered withdrawn from the College.

**DEFINITIONS:**

**COURSE DROP:** a student ceases to attend a course during the first week of the semester. The course will no longer appear of the student’s schedule or transcript.

**COURSE WITHDRAW:** a student ceases to attend a course after the Add/Drop period but before the end of the course.

**DISMISSAL:** A student is permanently removed by the College for academic or administrative reasons.

**MEDICAL LEAVE:** Medically necessitated absence (granted for up to 120 days), because a student is unable to perform the Essential Functions of a Nursing Student. If a student does not return from a medical leave within the prescribed time, the withdrawal from the College date is the first day of the Medical Leave.

**WITHDRAWAL FROM THE COLLEGE:** A student ceases to be enrolled in courses.

- **PERMANENT WITHDRAWAL:** A student voluntarily ceases to take courses at the College and neither the College nor the student expects the student to return.
- **TEMPORARY WITHDRAWAL:** A student is not enrolled in courses for a defined period of time and both the College and the student expect the student to return. Student status is maintained.
- **UNOFFICIAL WITHDRAWAL:** A student fails to provide the College with official notification of intent to cease attendance.

**WITHDRAWAL DATE** (as defined in 34 CFR 668.22):

1. the date the student began the College’s withdrawal process or officially notified the College in writing of intent to withdraw;
2. for a student who withdraws from the College without notifying the College, the date the College determines is related to the circumstances beyond the student’s control, or the midpoint of the semester; or,
3. the student’s last date of attendance (LDA) at a documented academically related activity.

Reference Policy # \_\_\_\_\_

<b>Approved by:</b>		
_____	<u>Assistant Dean of Student Services</u>	_____
_____	<u>Provost/VP</u>	_____
Signature	Title	Date
<b>Approval History:</b>		
Committees and Dates:		
Director of Registration – 6/11		
Policy Committee – 7/6/11		

For a student who withdraws from the College without providing notification to the College, the College must determine the withdrawal date no later than 30 days after the end of the earliest of the payment period), the academic year, or the educational program.

## **POLICY:**

### Withdrawal from the College

1. A student planning to withdraw from the College must submit a Withdrawal Form to the Director of Registration and Enrollment and complete the Withdrawal Checklist.
2. When withdrawing from the College, the student is not required to withdraw from general education courses taken at another college. However, the student must follow that institution's policy if course withdrawal is desired.

### Dismissal

1. The College reserves the right to retain only those students who demonstrate the requirements of scholarship, health, and personal suitability for enrollment in the College.
2. A student may be dismissed from the College at any time for reasons including, but not limited to:
  - a. Academic failure (class or clinical/practicum).
  - b. Physical or emotional problems that prevent the student from carrying out the essential functions of a student nurse.
  - c. Endangering the safety and welfare of patient – potential or actual.
  - d. Conduct that discredits or injures the College.
  - e. Documented misuse of alcohol, chemicals, or drugs.
  - f. Violation of local, state, or federal laws.
  - g. Destruction, removal, or damage of College property.
  - h. Unprofessional or disruptive conduct.
3. The student's course grades will be recorded as Withdrawn Passing (WP) or Withdrawn Failing (WF) depending upon academic standing at the time of dismissal.
4. The student must return library materials, College I.D., and make arrangements for any financial obligations.
5. The student may continue in enrolled general education courses at other colleges, if she/he chooses.
6. A dismissed student has the right to appeal a decision of dismissal (See Dismissal Appeal Procedure).

### Medical Leave

1. A student may be placed on mandatory medical leave if it is medically determined that the student is unable to perform the essential functions of the student's program. Prior to return, the student must provide documentation from a private healthcare provider indicating clearance for return to fulfill the essential functions of the student's program.
2. The returning student must present to the Dean of the applicable program the intent to return. Return from medical leave is not automatic and may be denied.
3. The student must provide evidence of all student compliances as required by the College.
4. The student may be required to repeat or audit courses if curriculum changes occur during the medical leave.
5. A student who does not return from a medical leave within the specified time, not to exceed one hundred twenty days (120 days), must follow the procedure for withdrawal from the College. The student will be classified as withdrawn and must re-apply if readmission is desired.
6. Students taking a Medical Leave should review ADM 3.34: Satisfactory Academic Progress.