

Policy Name: Add/Drop/Withdrawal from a Course
Policy Number: ADM 3.08
Title of Policy Owner: Dean of Student Affairs
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
Effective Date: 08/01/2025
Version: 4.0
Policy Status: Approved

I. Policy

It is the policy of Bon Secours Memorial College of Nursing (BSMCON) to effectuate the add, drop, or withdrawal from a course in accordance with this policy and related federal, state, and/or accrediting requirements.

II. Purpose

The purpose of this policy is to describe circumstances under which a student may withdraw from a course.

III. Scope

The policy applies to all students of Bon Secours Memorial College of Nursing.

IV. Definitions

None

V. Policy Details

POLICY STATEMENT:

Add/Drop: The Add/Drop Period begins on the first day of the semester as indicated on the College's academic calendar and continues through 10 calendar days after the first day of the semester. A student may add or drop courses during the Add/Drop Period through the College's Student Information System. Courses dropped during the Add/Drop Period are removed from the student's schedule, are not reflected on the transcript, and do not result in charges for Tuition and Fees as further described in ADM 5.01 Financial Refunds policy.

Withdraw: Between the end of the Add/Drop Period and completion of 60% of the semester or summer session as indicated on the academic calendar, a student may initiate withdrawal from a course(s) by completing the electronic Withdrawal form, to be submitted to the Office of the Records and Registration. The grade "W" will be assigned to the course(s) from which a student withdraws. A grade of "W" is not calculated in the GPA; however, it is calculated in credit hours attempted as described in ADM 2.06: Satisfactory Academic Progress. Once the withdrawal

period has ended (60% point in the semester or summer session), the student will receive a final grade for the course(s).

- **Lack of attendance:** If a student is withdrawn from a course due to lack of attendance as described in ADM 2.08: College Attendance, this will count toward one of the withdrawal stipulations.
- **Co-requisite course requirements:** If a student withdraws (or is withdrawn) from a course with required co-requisite(s), the student will also be withdrawn from all applicable course(s) and receive a grade of “W” (Withdraw). This includes students withdrawing from a course with an associated practicum course. Students can request an exception for a co-requisite (s) by completing a waiver form, See ACA 3.01 Prerequisites and Corequisites. This form is located in the Student Portal. Waivers will be reviewed by the Program Chair (or designee).
- **Maximum number of withdrawals:** A student is allowed to receive a grade of “W” (Withdraw) one time in each course after the add/drop period but prior to the completion of 60% of the semester or summer session as indicated on the academic calendar. There is not a maximum to the number of courses a student may withdraw from per semester or summer session; however, two semesters or summer sessions is the maximum a student can receive a grade or grades of “W” while enrolled in the program.
- **Administrative Withdrawal:** An administrative withdrawal may be considered in the case of unforeseen extenuating circumstances of debilitating health problems (mental or physical), a family emergency (such as the death of an immediate family member), and unexpected financial difficulties (such as a partner/spouse losing their job) that has significant detrimental impact to a student during the semester.

The following are not acceptable stand-alone reasons for petitioning:

- Poor performance in class/GPA protection
- Failure to attend/participate in class on a regular basis
- Failure to abide by withdrawal deadlines

The student may initiate this request by submitting the online *Petition to Receive an Administrative Withdrawal* form, with appropriate supporting documentation. This form is located on the website with the Office of Records and Registration forms. Such requests will be reviewed by the Dean of Academic Affairs in collaboration with the Dean of Student Affairs (or designees). If approved, the student will receive a grade of “WA” (Administrative Withdrawal) as described in ACA 3.06: College Grading System policy. A grade of “WA” is not calculated in the GPA; however, it is calculated in credits attempted as described in ADM 2.06: Satisfactory Academic Progress. Administrative withdrawals are not counted in the maximum number of withdrawals noted above.

Students receiving an administrative withdrawal must be withdrawn from all courses in the requested semester.

Applicable dates as outlined above are published in the College’s current Academic Year version of the BSMCON College Catalog.

Students must also comply with standards written in ADM 2.06 Satisfactory Academic Progress and ACA 2.02 Academic Progression policies.

VI. Attachments

None

VII. Related Policies

ADM 2.06 Satisfactory Academic Progress
 ADM 2.08 College Attendance
 ADM 5.01 Financial Refunds
 ACA 3.01 Prerequisites and Co-requisites
 ACA 2.02 Academic Progression
 ACA 3.06 College Grading System

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	8/25/2008	New Template and Revisions	Dean of Student Services
2.0	4/26/2021	Revisions	Dean of Student Services
3.0	5/10/2022	Revisions	Dean of Student Affairs
4.0	5/19/2025	New Template and Revisions	Dean of Student Affairs