

APolicy Title	Add/Drop/Withdrawal from a Course
Policy Number:	ADM 3.08
Department:	BSMCON
Functional Area:	Student Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2025
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 3

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

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

III. Purpose

The purpose of this policy is to describe circumstances under which a student may add, drop or withdraw from a, or all course(s).

IV. Scope

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

V. Policy Details

POLICY STATEMENT

Add/Drop Period

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 or 8-week Term (Module). 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 8-week Term (Module) 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 policy. Once the withdrawal period has ended (60% point in the Semester, or 8-week Term (Module)), the student will receive a final grade for the course(s). Students should reference ADM 5.01 Financial Refunds policy.

- **Lack of attendance**

If a student is withdrawn from a course due to lack of attendance as described in ADM 2.08: College Attendance policy, 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 link located at www.bsmcon.edu. 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 8-week Term (Module) as indicated on the academic calendar. There is not a maximum to the number of courses a student may withdraw from per Semester, or 8-week Term (Module); however, two Semesters, or 8-week terms (modules) 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 or 8-week Term (Module).

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 link located at www.bsmcon.edu, 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 credit hours 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 or 8-week Term (Module).

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

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

VI. Definitions

Semester

Is the standard measurement used to group weeks of instructional time in the academic year. Specifically, Undergraduate (i.e., Pre-Licensure BSN and Post-Licensure RN-BSN) students, A semester is generally a period of enrollment that includes fall and spring (16-17 weeks) and summer (8 weeks).

For Title IV purposes, a Semester also denotes a Payment Period.

Term (Module)

It is specific to Graduate (i.e., DE-MSN) students and is an eight (8) week period of enrollment and instructional time.

For Title IV purposes, Term (Module) also denotes a payment period.

VII. Attachments

N/A

VIII. Related Policies and Procedures

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

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON), a department operated and controlled by Bon Secours Memorial Regional Medical Center, LLC, and any party. BSMCON, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	8/25/2008	N/A	New Template and Revisions	N/A	Dean of Student Services
2.0	4/26/2021	N/A	Revisions	1.0	Dean of Student Services
3.0	5/10/2022	N/A	Revisions	2.0	Dean of Student Affairs
4.0	5/19/2025	5/19/2028	New Template and Revisions	3.0	Dean of Student Affairs
1	5/19/2025	5/19/2028	Version Changed – BSMH Template Adopted	3.0	Dean of Student Affairs

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy

Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.