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Policy Name:	Add/Drop/Withdrawal from a Course
Policy Number:	ADM 3.08
Title of Policy Owner:	Dean of Student Services
Approved by:	Policy Committee/Administrative Cabinet
Effective Date:	08/01/2021
Version:	2.0
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

V. Policy Details

**POLICY STATEMENT:**

1. The Add/Drop Period begins on the first day of the semester as indicated on the College's Academic Calendar and continues until midnight, 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 (Campus Nexus/Student Portal, My Academics, Forms: drop/withdrawal, and submit) Courses dropped during the Add/Drop Period are removed from the student's schedule and 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.

2. Once the Add/Drop Period has ended, a student can initiate withdrawal from a course by completing the electronic Withdrawal form, to be submitted to the Office of the Registrar. Each 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 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 session; however, two semesters or sessions is the maximum a student can receive a grade or grades of “W” while enrolled in the program. A grade of “W” (Withdraw) is not calculated in the GPA; however, it is calculated in credits attempted as described in ADM 2.06: Satisfactory Academic Progress. If a student is withdrawn from a course due to lack of attendance as described in ADM 2.08: College Attendance, this will count towards one of the above withdrawal stipulations. If a student withdraws (or is withdrawn) from a course with required co-requisite(s), the student will also be withdrawn from all applicable courses(s) and receive a grade of “W” (Withdraw). This includes students withdrawing from a course with an associated practicum course. See ACA 3.01 Prerequisites and Co-requisites
3. A student with extenuating or mitigating circumstances may request to withdraw from all courses by submitting a written request with supporting documentation to the Associate Dean of Academic Affairs. If approved, the student will receive a grade of “WA” (Administrative Withdraw) 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 withdraws are not counted in the maximum number of withdraws noted above.
4. Applicable dates as outlined above are published in the College’s current Academic Year version of the BSMCON College Catalog.
5. Students must also comply with standards written in ADM 2.06 Satisfactory Academic Progress and ACA 2.02 Academic Progression policies
6. If a student is enrolled in a general education course at another institution as part of their curriculum plan at Bon Secours Memorial College of Nursing, the student must follow that institution’s course withdrawal procedures in addition to notifying the Office of the Registrar at the College. The student must make arrangements for an official transcript to be sent from the host college to the College at the end of the semester.

## VI. Attachments

**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**

- a. 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		New template and revisions	Dean of Student Services
2.0	4/26/2021	Revisions	Dean of Student Services