Objective:
To list requirements for withdrawal from undergraduate coursework in the School of Nursing.

Policy:
Withdrawals (grade of W) are issued to students wishing to withdraw from any or all courses during designated periods in the academic term.

Students must abide by the deadline dates posted by the registrar for each campus. A grade of W will appear on student transcripts when students self-withdraw during the electronic drop (edrop) period.

Following this, students wishing to withdraw must complete the official withdrawal form for each course and obtain the appropriate signature; with the faculty assigning a grade of W or F, per university policy. If the student performance was at a C level or satisfactory in a pass/fail course, a grade of W will be assigned, whereas students not passing at the time of withdrawal will be assigned an F grade. The instructor and campus dean/associate dean/designee will determine if the grade of W will be issued. A grade of F will be recorded on the official transcript if a student stops attending but does not officially withdraw from a class.

Students withdrawing from nursing course work must complete this work prior to progression in the program.

Students enrolled in non-standard nursing courses may withdraw according to the following guide:
- Students may withdraw with an automatic grade of W during the first 50% of the term.
- Students withdraw with appropriate signature any time after the first 50% of the term, up until a full 75% of the term is complete. Withdrawals during this period are assigned a W or an F, according to university policy (delineated above).
- Calendar start and stop dates posted with the registrar are adhered to for non-standard terms, regardless of the proportion of work completed via self-scheduled or self-paced clinicals or courses of study.

Withdrawal from a required didactic nursing course requires withdrawal from co-requisite nursing practicum course(s), unless a full 75 percent of the practicum course has been completed. Withdrawal from a required practicum nursing course requires withdrawal from co-requisite nursing didactic course(s), unless a full 75 percent of the didactic course has been completed.

Withdrawal from nursing program courses constitutes a disruption in progression and requires that a student seek reinstatement to the program. Students withdrawing from required nursing course work will be considered out-of-sequence students. The date of graduation for out of sequence students is not guaranteed.
Students who withdraw from the nursing major in the first semester without beginning coursework, must seek readmission to the program (i.e. students who do not show up for the program at the start of the term).

More than three academic withdrawals in a semester are considered lack of progress toward the degree. If a student withdraws from a course that requires automatic withdrawal from a corequisite course, this withdrawal from the two courses will be counted as one withdrawal. A pattern of multiple withdrawals across more than one semester (more than four in over two semesters, or a similar pattern) may be considered lack of progress toward the degree by the Admission, Progression, and Graduation committee and may influence a request for consideration of reinstatement to the nursing program.

**Procedure:**

1. List all of these policies under School of Nursing Academic Policies in the bulletin.
2. Under BSN Program Policies, create a Withdrawal heading and state: Withdrawals: All withdrawal policies listed under "School of Nursing Academic Policies" in the first section of this bulletin will apply to BSN students.