

School of Nursing Policy SON-14

## Withdrawal Process

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### **Effective Date**

Spring 2002

### **Last Revision Date**

4/1/2022

### **Responsible Party**

Students, faculty, and School of Nursing administrators.

### **Scope and Audience**

Students in the School of Nursing.

### **Additional Authority**

BSU: Student Program Changes (Policy 3010), Student Complete Withdrawal from the University (Policy 3110), Limit on the Number of Withdrawals (Policy 3170), Faculty Initiated Withdrawal (Policy 4190)

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## **1. Policy Purpose**

To identify the process by which a nursing student can withdraw or be withdrawn from the School of Nursing.

## 2. Policy Statement

A student may be withdrawn from the Nursing Program in one of two ways.

### Student Initiated Withdrawal

A student may voluntarily withdraw from the Nursing Program. In order to initiate the student withdrawal process, the student must:

1. Meet with Student Services Advisor (undergraduate programs) or Graduate Program Directors (graduate programs) to discuss withdrawal. For undergraduate students, the Student Services Advisor will direct the student to submit a withdrawal letter to the Program Director.
2. Notify the appropriate faculty member(s) (clinical and/or theory class) regarding the withdrawal.
3. Drop the class through the Registrar's Office within the University add/drop time frames.
4. Understand that withdrawal may have implications for progression in the Nursing Program and Financial Aid.

### Faculty Initiated Withdrawal

Faculty members have the right to initiate a student withdrawal from a nursing course(s) per Policy #4190.

### Other Information Pertaining to Withdrawal from the Nursing Program

1. Students who withdraw from the Program after the first semester may apply for readmission to the level they did not complete if space is available. (See Readmission Policy for your program )
2. Students may repeat (one time only) a nursing course from which they have withdrawn or have been withdrawn.
3. A second withdrawal from any nursing course ends the student's progression in the Nursing Program.

## 3. Forms

N/A

#### 4. Related Information

BSU: [Student Enrollment and Class Schedule Changes \(Policy 3010\)](#), [Student Complete Withdrawal from the University \(Policy 3110\)](#), [Limit on the Number of Withdrawals \(Policy 3170\)](#), [Faculty Initiated Withdrawal \(Policy 4190\)](#)

CHS: None.

SON: Undergraduate Progression (Policy UG-03), Undergraduate Readmission (Policy UG-04), Graduate Progression (Policy GRAD-02), Graduate Re-entry and Readmission (Policy GRAD-03)

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#### Last Review Date

4/1/2022

#### Revision History

Spring 2002, Summer 2020, 4/1/2022