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Owner Faculty Organization  
Policy Area College of Nursing CNG  
Applicability MVHS

## Withdrawal Policy, CNG-100.49

### PURPOSE

To define the College of Nursing process for withdrawing from St. Elizabeth College of Nursing

### SCOPE

Administration, Faculty, Staff, Students and Prospective Students

### REFERENCES

Middle State Commission on Higher Learning

The Accreditation Commission for Education in Nursing (ACEN)

### DEFINITIONS / ABBREVIATIONS

LOA: Leave of Absence

SECON: St. Elizabeth College of Nursing

SUNY Poly: SUNY Polytechnic Institute, Utica, NY

### PROCEDURE / DIRECTIVE

The Faculty and Administration of SECON will provide every assistance for students to complete the program. However, in the event that a student wishes to withdraw from all courses for which they are currently enrolled, during any semester, the student must follow the formal withdrawal procedure.

The Last date to officially withdraw from any nursing course is prior to 80% of the course being completed. This would be at the end of week twelve (12) of a sixteen (16) week course. If a student

withdraws from a course prior to the deadline, they will receive a grade of “WP” (Withdraw Passing) or “WF” (Withdraw Failing), consistent with the student’s progress at the time of withdrawal. The “WP” or “WF” will not be included in the cumulative grade point average. However, these grades will be included in the attempted hours. The “WF” grade will count as one (1) nursing failure. Withdrawal after the official deadline will result in a grade of “F” regardless if student is passing or failing at time of withdrawal. Waivers to this policy because of extenuating circumstances may be granted by the college Administration.

### 1. Student Voluntary Withdrawal

- A. Schedule an “exit” interview with the Dean of Student & Faculty Development
- B. Schedule a meeting with the Director of Finance to clear all financial obligations (e.g. student loans, student accounts)
- C. Return all library books and/or college borrowed materials
- D. Turn in Student ID badge

### 2. Student Administratively Withdrawn

- A. Students administratively dismissed from SECON for violation of the Code of Student Conduct will not be permitted to re-apply. (Refer to Code of Student Conduct in the Student Handbook)
- B. Schedule a meeting with the Director of Finance to clear all financial obligations (e.g. student loans, student accounts)
- C. Return all library books and/or college borrowed materials
- D. Turn in Student ID badge

### 3. Student Requesting a Leave of Absence (LOA)

- A. Student must be in good academic (passing) and financial standing at the time of request for a LOA.
- B. Meet with the Dean of Student & Faculty Development and complete a SECON “Leave of Absence Request Form.”
- C. Schedule a meeting with the Director of Finance to clear all financial obligations (e.g. student loans, student accounts)
- D. Return all library books and/or college borrowed materials
- E. Turn in Student ID badge
- F. Students must contact the Admissions Office in writing at least four (4) months prior to start of semester they wish to resume the nursing courses.
- G. Students must resume nursing courses at the beginning of the course sequence level no later than one (1) year from approved LOA date.
  - 1. Exceptions will be made for any student fulfilling a military service requirement, or otherwise required by law.
- H. Students must not matriculate at any other college during their approved LOA.
- I. Students must successfully pass all admission-related examinations, including but not limited

to, health & drug screen tests and background investigations as required by SECON.

- J. Students that do not meet the above criteria will lose their matriculation status and will be involuntarily withdrawn from SECON.

#### 4. Financial

##### A. Tuition Refund Schedule

1. Withdrawal Date	Refund Percentage
2. Prior to start of classes	100%
3. During the first full week of classes	75%
4. During the second full week of classes	50%
5. During the third full week of classes	25%
6. NO REFUNDS will be issued after the beginning of the fourth week of classes. NO REFUNDS will be made without formal withdrawal. NO REFUNDS will be made on any student fees after classes have begun.	

##### B. Title IV Refund Policy

1. In accordance with the Higher Education Amendments of 1998, a portion of Title IV grant or loan funds must be returned to the Title IV Program upon a student's withdrawal from college. This may result in a student incurring a liability to St. Elizabeth College of Nursing after the Title IV funds are returned. Once the institution has determined an official withdrawal date, regulation provides a formula for the calculation of the amount of Title IV aid that the student has "earned" and the school may retain. This will depend on the percentage of the enrollment period that the student has completed up to withdrawal. This percentage is calculated by dividing the number of calendar days (not weeks) completed by the total number of calendar days in the period. Up through the 60% point of the enrollment period, the student is eligible for the actual percentage of aid the calculation provides. After the 60% point of the semester, 100% of the Title IV aid is considered "earned" by the student.

a. Order by which federal funds will be returned to Title IV programs:

- i. Unsubsidized Direct Loans
- ii. Subsidized Direct Loans
- iii. Parent PLUS Direct Loans
- iv. PELL Grants

- C. Withdrawal from any semester may render a student ineligible for federal and/or state financial aid in future semester

#### 5. Clinical Courses

- A. Students who wish to withdraw from a clinical course who are not meeting 80% of the clinical objectives or bolded behaviors, will be withdrawn with a clinical failure and will not be considered for reentry to the SECON nursing program.

# Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	3/27/2024

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## Applicability

MVHS

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