

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

ACADEMIC

SUBJECT: WITHDRAWAL/LEAVE OF ABSENCE (W/LOA)

REVIEWER(S): Dean of Student Affairs and Enrollment Management*
Provost
Manager of Business Operations
Chair, Academic, Progression and Graduation Committee
Director of Student Records and Information Management

POLICY

Upon entering Carolinas College, students assume the responsibility to complete each course in which they are enrolled. The college adheres to an orderly process that allows students flexibility in planning/changing their schedules but ensures a level of guidance that facilitates smooth program progression. Students are advised that adding, dropping or withdrawing from courses is their responsibility. College faculty and staff make every reasonable effort to retain students who are enrolled in courses/programs. Any student leaving the college prior to graduation is considered withdrawn. Several factors may lead to the decision to withdraw from a program or a course, including difficulty making satisfactory academic progress in the course and/or for excessive absenteeism. Students should consult with their advisor or program chair prior to withdrawing to ensure full awareness of the consequences. A refund calculation, a withdrawal form and an exit survey are completed by or for all exiting students.

PROCEDURE

A. Withdrawal

1. To initiate a withdrawal, students must complete a withdrawal form.
2. The deadlines for non-punitive withdrawals (W) are published in the registration bulletin each semester. Withdrawals after 75% of the course/term has elapsed result in a failing grade.
3. Instructor(s) of the course(s) from which the student wishes to withdraw provide the last date of attendance and a grade (W) up to 75% of the term/course.
4. The director of student records and information management provides students who are withdrawing with a copy of the withdrawal form via email. The consequences of withdrawal are listed on the withdrawal form.
5. If a student involved in an alleged academic integrity violation or facing other disciplinary issues withdraws from the course, program, or college prior to resolution, continuation of the disciplinary process is determined by the dean of student affairs and provost. If a hearing is not pursued upon the withdrawal of the student, the dean of student affairs and provost can reinstate the disciplinary process prior to future readmission or progression. In either case, any disciplinary processes or actions follow normal due process procedures for the offense.
6. Upon withdrawal or LOA/W, the Atrium Health Educational Forgiveness Loan and all federal loans begin their grace periods immediately. These loans may enter repayment depending on leave length. Any return of funds due based on federal aid program requirements are the responsibility of the student.
7. Exceptions to the procedures described below for withdrawals may be made by the Academic, Progression, and Graduation (APG) Committee upon consultation with the dean of student affairs or provost.

B. Withdrawal from a Course

1. Withdrawing from a course can occur after the first week of class (i.e., after the drop/add period). Prior to that, students may add and drop classes at their discretion after consultation with their advisor and submission of the drop/add form. The only exception to this is that students may not drop their last class without completing a withdrawal form.

2. Students withdrawing from a course after the first week of class must obtain the signature of their advisor and the course faculty from which they are withdrawing before submitting the form to the director of student records and information management.

C. Withdrawal from the Program/College

1. Failure to enroll in courses in alignment with the master curriculum without prior approval of the program chair is considered an unsuccessful attempt in the master curriculum and students are considered withdrawn from the program and/or the college.
2. Students withdrawing from the program/college must submit a completed withdrawal form to the director of student records and information management. The signature of the student's advisor and program chair must be obtained prior to completing the withdrawal process. The program chair should conduct an exit interview and may consult with the dean of student affairs and enrollment management if they feel additional counseling is needed.
3. Students withdrawing from a healthcare program are eligible to remain in any general studies courses in which they are enrolled. If the student does not choose to do so, the withdrawal is considered a complete withdrawal from the college.
4. Students who withdraw from the program/college become ineligible for student benefits as of the date of withdrawal.
5. Students surrender their student ID badge and its privileges upon withdrawal from the college.
6. Students who withdraw will be required to vacate on-campus housing. The dean of student affairs and enrollment management will notify the property manager. The date to move-out will be determined by the property manager per the lease.

D. Leave of Absence/Withdrawal

1. Students may apply for a leave of absence when critical factors beyond the student's control make successful course completion impossible or unlikely. Factors may include extended illness, jury duty, military activation, bereavement (spouse, parent, child) or other extenuating circumstances restricting student attendance and successful completion of courses. The student will first submit the LOA request form and any applicable supporting documentation (i.e. healthcare provider for a medical LOA) to the dean of student affairs and enrollment management.
2. If the request is for up to the maximum of one year and the student is not in academic difficulty (not in progression, on probation, or on an action plan) and there is no resulting grading consequence (i.e. an Incomplete grade), the dean of student affairs and enrollment management, in consultation with the program chair can approve or deny the leave request.
3. If the request is for more than one year (including LOA extension requests), the student has already taken one LOA in the last 12 months, the student is in academic difficulty, or there is a potential grading consequence for the LOA, the APG committee will review the information/documentation provided in support of the request and approve or deny the leave request. A student must reenter no later than one year from the last successfully completed application. Applied courses (i.e., NUR, etc.) must be repeated if the length of time between successful completion of a course and return from the LOA exceeds one calendar year or if substantial curriculum changes have occurred. If the return from an LOA time exceeds 12 months, the student must withdraw from the program and reapply. The student may change their program to another program if applicable and remain enrolled then reapply to their initial program when the student is able to return.
4. Students may request a leave of absence/withdrawal at any point during their enrollment but may not exceed a total of 12 months on leave per program enrollment. Additional LOA/W may be granted by APG in consideration of extenuating circumstances.
5. A student can request a withdrawal or suspension of coursework from a clinically based healthcare program while maintaining regular enrollment in general studies classes.
 - a. If a student withdraws from a clinically based health care program and wishes to maintain enrollment in general studies classes, they must also submit a program change form.

- b. If a student is requesting suspension of clinical coursework for non-academic reasons (illness, injury, etc.) and wishes to remain in general studies classes, they must submit the Course Waiver, Course Sequence Variance, or Suspension of Clinical Coursework for Non-Academic Reasons form.
- 6. Instructors must indicate whether the student is passing the class at the time of the request and whether the student is on an action plan. A student must have a current grade of a "C" or better in all courses from which an LOA/W is requested and must be performing at a satisfactory level in clinical to be considered for a leave of absence. APG may make an exception to this requirement if evidence suggests that the unsatisfactory grade or clinical performance is a direct result of the circumstances of the request for LOA/W.
- 7. An LOA/W is requested by completing the Leave of Absence/Withdrawal Request Form or including all relevant information in a letter of request.
 - a. The program chair submits the completed form to the dean of student affairs and enrollment management for delivery to the chair of the APG committee. The APG committee may ask the student to attend the meeting, if needed for clarification.
 - b. The student is notified in writing of approval or denial by the dean of student affairs.
 - c. If granted, the length of the leave of absence is determined on an individual basis and is contingent upon space in courses but will not exceed one year. Students returning to a clinically based healthcare program must reenter no later than one year from the end of the last successfully completed applied course.
 - d. At the time the leave of absence is granted, Part I of the Leave of Absence/Withdrawal Return Form is completed by the APG committee. To enhance student success and ensure patient safety, the form lists factors identified as indicators of readiness to return, if any, from leave of absence as well as the deadline by which the student must notify the college when he/she intends to return from the LOA/W. The student receives a copy of the partially completed Leave of Absence/Withdrawal Return Form.
 - e. When a student notifies the college that he/she intends to return from the LOA/W, the Leave of Absence/Withdrawal Return Form must be completed and returned to the dean of student affairs. The returned form and any supporting documentation is reviewed by the dean of student affairs to verify readiness to return. Students are required to submit the paperwork to return by the deadline included in the Leave of Absence/Withdrawal form. Later submission of paperwork may delay the student's reentry.
- 8. Leave of absence status ensures the student a place in the program if he/she meets all conditions set forth and returns at the agreed upon date. Changes that occur in the curriculum, college policies, or the Atrium Health Loan Program are binding upon the student returning from a LOA/W.
- 9. If the length of the leave is greater than six months, a teammate health assessment must be submitted prior to the return. Immunizations, background check, CPR, drug screens, clinical skills check, and ACE modules are reviewed for currency based on desired reentry date.

E. The Withdrawal policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policies to Consult

Carolinas College:

ACADEMIC - [Academic Integrity](#); [Academic Satisfactory Progress](#); [Attendance](#); [Grading](#); [Progression](#); [Registration](#); [Readmission to Credit Programs](#)

Related Form(s):

[Withdrawal Form](#)
[Leave of Absence/Withdrawal Request Form](#)
[Leave of Absence/Withdrawal Return Form](#)

[Course Waiver, Course Sequence Variance, or Suspension of Clinical Coursework for Non-Academic Reasons Form](#)