

## **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 Any student leaving the college prior to graduation is considered withdrawn.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 may be completed by or for all exiting students.

### **PROCEDURE**

#### **A. Withdrawal**

1. To initiate a withdrawal, students must contact their advisor and complete the 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 (WF).
3. Instructor(s) of the course(s) from which the student wishes to withdraw shall provide the last date of attendance and a grade (W) up to 75% of the term/course.
4. The registrar's office creates and maintains the college withdrawal request form which is available to college teammates and students. 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 is 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. The first week of each term is the schedule adjustment or drop/add period. The students may drop courses during the schedule adjustment period without financial penalty. The schedule

adjustment period is only for the first week of the term. This is to ensure the college census and award amounts are accurate. Students may drop or add classes during the schedule adjustment period by meeting with their advisor and completing the drop/add form. Students may not drop their last class without completing a withdrawal form.

2. After the schedule adjustment period students may withdraw in accordance with the academic calendar and the refund schedule would apply.
3. 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. Students withdrawing from the program, or the college must submit a completed withdrawal form to the registrar's office. The signature of the student's advisor and program chair must be obtained prior to completing the withdrawal process. During the withdrawal form completion, the advisor or 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.
2. Students withdrawing from a healthcare program are eligible to remain in any general studies courses in which they are enrolled for that semester. If the student does not choose to do so, the withdrawal is considered a complete withdrawal from the college.
3. Students who withdraw from the program or college become ineligible for student benefits as of the date of withdrawal.
4. Students surrender their student ID badge and its privileges upon withdrawal from the college.
5. If a student withdraws from the program or college and decides to return, they must reapply to the college in accordance with the college's admission process.

D. Leave of Absence/Withdrawal (LOA/W)

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. An LOA is used when a break is needed for all classes at the college for at least one semester that cannot be addressed with an incomplete.
3. The Dean of Student Affairs and Enrollment Management in consultation with the program chair will approve or deny the LOA request.
4. A student must reenter no later than one year from the last successfully completed course. Applied/Clinical 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 will be withdrawn from the program and reapply.
5. Students may request a LOA/W at any point during their enrollment but may not exceed a total of 12 months on leave per program enrollment.
6. An LOA/W is at the college level and pauses all course enrollment while the leave status is active. A student requesting a withdrawal or suspension of coursework from an applied/clinically based healthcare program while maintaining regular enrollment in general studies classes in a subsequent semester must follow the progression policy for that program.
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 student should complete the LOA/W request form or letter of request with either their advisor or program chair.

- b. The form or letter of request is submitted to the Dean of Student Affairs and Enrollment Management.
  - c. The Dean of Student Affairs and Enrollment Management will discuss the request with the program chair. If the program chair and Dean of Student Affairs and Enrollment Management both agree on the decision, a decision notice will be sent to the student. If the Dean of Student Affairs and Enrollment Management and the chair disagree on the decision the college APG committee may be asked to make the final decision. As part of the APG decision making, the student may be interviewed or asked for more details.
  - d. The student is notified in writing of approval or denial by the Dean of Student Affairs and Enrollment Management.
  - e. If granted, the length of the LOA is determined on an individual basis and is contingent upon space in courses but will not exceed one year. The program may also identify conditions upon return depending on the length of leave and program curriculum.
  - f. When a student notifies the registrar that they intend to return from the LOA/W, the registrar may request any supporting documentation that is needed for review by the Dean of Student Affairs and Enrollment Management to verify readiness to return. Students are required to submit the paperwork to return by the deadline included in the decision letter. Late submission of paperwork may delay the student's reentry.
8. If the length of the leave results in a gap of enrollment of more than one semester from a clinical program, a health assessment, background check, and urinary drug screen may be conducted within 30 days of return. CPR, clinical skills check, and ARL modules are reviewed for currency based on desired reentry date and program requirements.

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

#### **Related Form(s):**

- Student Withdrawal Form
- Leave of Absence/Withdrawal Request Form