SON OP 40.670: Withdrawal Policy

PURPOSE:
The purpose of this policy is to provide a formal mechanism for students to withdraw from the Graduate Program.

REVIEW:
All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

1.0 Policy
Withdrawal from all courses or non-registration during a fall, spring or summer semester constitutes withdrawal from the School of Nursing. A student who does not plan to register for any courses in the next fall, spring or summer semester is expected to withdraw from the program or take a leave of absence (see Leave of Absence Policy). Students who withdraw from the Graduate Program are required to go through the full application process should they desire to return to the Program. Withdrawal for students enrolled in the School of Nursing is processed through the TTUHSC Registrar’s Office.

2.0 Procedure
1. After talking with his/her advisor and making the decision to withdraw, the student accesses the School of Nursing Withdrawal Form from the School of Nursing website.

2. The student completes and signs the School of Nursing Withdrawal Form and submits it to the TTUHSC School of Nursing Student Affairs Office.

3. The Student Affairs staff processes the Withdrawal Form by having it signed by the appropriate Department Chair and submitting it to the TTUHSC Registrar’s Office.

4. In the event the student withdraws during a semester in which they are currently enrolled, the grade of W or WF are recorded in keeping with the Grading Practices Policy in the School of Nursing Student Handbook based on the student’s standing on the last day of enrollment in each course in which he/she is enrolled.

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Revised: NR/MAL:mpm/bf/7/94; LLO/bs 10/02; BC:gb 2/08; BJC:gb 12/08; BJC/MSN Council 12.2014; MSN Council 12/2016; Graduate Program Council 11/26/2018