

NORTHWOOD TECHNICAL COLLEGE
PHLEBOTOMY
STUDENT POLICIES

WITHDRAWAL FROM PHLEBOTOMY PROGRAM COURSEWORK

Northwood Tech student policy allows for the withdrawal from a course at any time up to eighty percent (80%) of the course completion. Course withdrawals may be completed through the student web portal. Students should be advised to meet with the campus Financial Aid advisors prior to withdrawing from the course to ensure understanding of the impact of course withdrawal. Financial reimbursement for course withdrawals is available only during the first two weeks of class and is prorated over the two weeks' time. Details may be found in the Northwood Tech Student Handbook.

When a student withdraws from a course, a grade of "W" (withdrawal), "WE" (extenuating circumstances withdrawal), "WF" (failure withdrawal), or "WN" (no show-withdrawn) will be entered into the grade record. A "W", "WE", "WF", or "WN" is not calculated into grade point average but is reflected on the student's official transcript. After the final day to withdraw from the course has passed, the student will earn whatever grade the student has achieved at the end of the semester.

If a Phlebotomy student withdraws from the same course two times, the two withdrawals will be considered a failure in that course. The course failure will then apply to the Phlebotomy fail/repeat policy.

Withdrawal and Program Reentry

If a student withdraws from a Phlebotomy clinical or skills-based course, they will be considered a reentry student and must comply with Phlebotomy program reentry policy and processes. This applies to courses taken at Northwood Tech or through any other WTCS college, either in class or online.

Withdrawal from Courses that are Co-requisite to Other Courses

Students seeking withdrawal from a course that is a co-requisite for another course (e.g., Medical Terminology and Basic Lab Skills) must be cautioned as to timing of the withdrawal. If the student withdraws from the co-requisite course, the student may not continue in the other course. For example, if a theory-based course is a pre/co-requisite for the clinical course and the student withdraws from the theory-based course, the student may not continue in the clinical course unless the student has met all of the course requirements for the clinical course. This occasionally occurs in the curriculum when a clinical course is completed prior to the usual 16-week semester.

Students taking a theory-based course at another WTCS college that is pre/co-requisite to the clinical course must adhere to this policy and notify the instructor of the clinical course of the timing of their withdrawal from the theory-based course at the other college. If the student does not inform the instructor of their withdrawal from the theory-based course at another college and it is found that the student continued in the clinical course despite the requirement that the theory-based course is pre/corequisite, the student will be found in violation of the Academic Dishonesty policy and may fail the clinical course and/or be dismissed from the Phlebotomy program.

DISMISSAL FROM PHLEBOTOMY PROGRAM

The student will be dismissed from the Phlebotomy program if any of the following occurs:

- Failing the same core course more than one time
- Failing a total of three core courses
- Failure to meet clinical performance expectations
- Failure to complete all course requirements
- Academic dishonesty

This policy reflects concerns for appropriate Phlebotomy program standards from the Phlebotomy faculty and Advisory Committee. This policy has become a typical standard in all Phlebotomy programs throughout the state of Wisconsin.

REENTRY INTO THE PHLEBOTOMY PROGRAM

Reentry Process

In the event that a Phlebotomy student who is matriculated into clinical or skills-based courses has to temporarily leave the program, the student will be considered a "reentry" student. This may occur because the student:

- Must temporarily take a leave from clinical or skills-based Phlebotomy courses due to personal or other reasons that do not allow the student to continue in the program at the current time. This includes military service.
- Failed, *and is eligible* to repeat a clinical or skills-based Phlebotomy science, or general studies course that is prerequisite for the following semester.
- Withdrew from a clinical or skills-based Phlebotomy, science, or general studies course that is prerequisite for the following semester.

Upon determination that a student can be classified as a Reentry Phlebotomy student, they will be required to complete the reentry process as described on the program page on the Northwood Tech website. The student will have one year to reenter the program with a priority status.

The student who has withdrawn from the program for military service will be given reentry priority for one year after returning from active duty. All other aspects of the Phlebotomy student's leave from Northwood Tech for military service are described in the Northwood Tech Student Handbook.

The Phlebotomy faculty advising the student upon withdrawal or failure from a course will inform the student of the steps to follow.

If the student does not return to Phlebotomy coursework within the one-year priority reentry status time limit, they will no longer have reentry priority status.

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Prioritization of Reentry Students

Reentry students will be eligible to reenter to the Phlebotomy program as space is available. Reentry students will take precedence over any other student seeking entrance into the Phlebotomy program for one year. The priority of the reentry is for one time only. Should the student refuse the opportunity to reenter the program, their priority status will no longer exist and reentry to the program will be after other students waiting to enter the Phlebotomy program as space is available.

A student who starts and then withdraws from all Semester 1 Phlebotomy courses may be placed as the first alternate for reentering the following year. The withdrawing student must convey their wishes to the Phlebotomy Program Director in order to be placed as the first alternate on the following year.

When multiple students who have failed a course in a prior semester are vying for available spaces, the student who has passed the previously failed prerequisite course will receive priority reentry over a student who is currently taking and anticipating passing the previously-failed prerequisite course.

When multiple students, who have failed a course from a prior semester and have now passed the prerequisite course, are vying for available spaces, the student with the highest grade point average from all courses will receive the priority reentry.

The prioritization of reentry students is based upon academic status and rationale for withdrawal. Priority will be given in the following order:

1. Temporary leave of absence for military duty, regardless of academic standing, will be provided a space in the Phlebotomy program upon return from active duty.
 - Returning students must contact the campus reentry coordinator as soon as possible to make arrangements for their return.
2. Temporary leave of absence from the Phlebotomy program while in good academic standing (e.g., maternity leave, personal issues)
 - The student's reason for the leave must be communicated and documented with the campus reentry faculty person.
 - All coursework to point of leave must be completed and with passing grades.
3. Withdrawal from the course with a passing grade
 - The latest date of withdrawal in the semester receives the highest priority
 - The highest course average receives the highest priority, after date of withdrawal has been applied.
4. Course failure
 - Full completion of the course, but failure, despite attempting all exams and other assignments is required to be considered a "course failure" for priority status
 - If space is limited, reentry will be determined by the student's GPA for all completed courses only. The list will be prioritized based on the highest to lowest GPA of the students who are seeking reentry to that semester. Program required general studies courses will *not* be factored in the GPA determination.

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5. Withdrawal from the course with a failing grade
 - The latest date of withdrawal in the semester receives the highest priority.
 - The highest course average receives the highest priority for reentry after date of withdrawal has been applied.

Reentry of Dismissed Students

Students who have been dismissed from the Phlebotomy program may reenter if the following criteria have been met:

- Provide documentation of working with Northwood Tech Student Services or other service provider to enhance learning abilities and study skills.

Dismissed students will be informed of the reentry process for dismissed students through the letter sent at the time of their dismissal from the Phlebotomy program.

Reentry of dismissed students will be as space is available in the semester of reentry. Prioritization of dismissed students for reentry will be after all other categories of reentry students (withdrawal and passing, course failure, withdrawal and failing) have had the opportunity to reenter.

Students who have been dismissed from the Phlebotomy program for Code of Conduct violations are not allowed to reenter the Northwood tech Phlebotomy program.

Students who have been dismissed from the program may only reenter the Northwood Tech Phlebotomy program one time.

Transfer student applicants dismissed from prior schools of phlebotomy or phlebotomy courses as part of a medical laboratory program

Transfer student applicants who have been dismissed from their prior school of Phlebotomy will not be eligible for entry into the Northwood Tech Phlebotomy program. Transfer student applicants who have transcripts reflecting grades that would dismiss them from the Northwood Tech program would also not be eligible to transfer to the Northwood Tech Phlebotomy program, regardless of if they would be eligible or not at their previous school.

Any student reentering the program 1 year or more after completing any Phlebotomy class will be required to pass all competencies covered in those courses prior to continuation in the Phlebotomy program.