

NORTHWOOD TECHNICAL COLLEGE  
ASSOCIATE DEGREE NURSING  
STUDENT POLICIES

## **WITHDRAWAL FROM ADN 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-week period. 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a grade of "W" (withdrawal), "WE" (extenuating circumstances withdrawal), "WF" (failure withdrawal), or "WN" (no show-withdrawn) will be entered into the grade record.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 student withdraws from the same course **two times**, the two withdrawals will be considered a failure in that course. Any withdrawal type counts towards the two times. The course failure will then apply to the fail/repeat policy.

### **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., an ADN theory-based course and an accompanying ADN clinical course) 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. However, if the student has met the course requirements for the co-requisite course, then the student may remain in the course. For example, if a theory-based course is a pre- or 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 the course requirements for the clinical course.

Students taking a theory-based course at another WTCS college that is pre- or 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- or co-requisite, the student will be found in violation of the Academic Dishonesty policy and may fail the clinical course and/or be dismissed from the ADN program.