

WITHDRAWAL FROM HIT PROGRAM COURSEWORK

Northwood Tech student policy allows for the withdrawal from a course up until 80% of the course has been completed.

Notes:

- A student may lose eligibility for financial aid the following term
- A student should meet with a Northwood Tech financial aid advisor before withdrawing
- A student should inform their instructor before withdrawing

Withdrawals from HIT program courses are discouraged and should only occur under extenuating circumstances, which prevent the HIT student from finishing the semester successfully.

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a grade of "W" (withdrawal), "WE" (extenuating circumstances withdrawal), "WF" (failure withdrawal), or "WN" (no show-withdrawn) will be entered into the grade record.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-Requisites to Other Courses

Students seeking withdrawal from a course that is a co-requisite for another course should take caution as to the timing of the withdrawal. If a student withdraws from a co-requisite course, the student may not continue in the other course. For example, if a student is enrolled in General Anatomy and Physiology and ICD Diagnosis Coding, and a student chooses to withdraw from General Anatomy and Physiology, that student must also withdraw from ICD Diagnosis Coding.

Withdrawal Form

If you choose to withdraw from a course, be sure to complete the "[Withdrawal from the HIT Program](#)" form. This will help us to gather information regarding your decision to withdraw, which is a useful in HIT planning processes.

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