

NORTHWOOD TECHNICAL COLLEGE  
MEDICAL CODING SPECIALIST  
STUDENT POLICIES

## **WITHDRAWAL FROM MCS 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 MCS program courses are discouraged and should only occur under extenuating circumstances, which prevent the MCS student from finishing the semester successfully.

If a MCS student withdraws from the same course two times, the two withdrawals will be considered a failure in that course. The two-withdrawal failure will then apply to the MCS 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 MCS Program](#)" form. This will help us to gather information regarding your decision to withdraw, which is a useful in MCS planning processes.

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