

**NEOSHO COUNTY COMMUNITY COLLEGE
MARY GRIMES SCHOOL OF NURSING**

Student Withdrawal from Classes

Nursing adheres to Neosho County Community College's Withdrawal policy.

If a student wishes to withdraw from one or more courses, the student should seek the counsel of their current nursing advisor and meet with the campus Site Coordinator or Assistant Director of Nursing. The student is responsible to complete the required documentation/forms for the withdrawal process. When sickness, distance, or other emergencies make it impossible for the student to follow this procedure, the student should contact their current nursing instructor or nursing advisor in writing, E-Mail or by phone to initiate the withdrawal.

Administrative Withdrawal

Any incident, by a student in the virtual classroom, classroom or practicum setting that reflects unprofessional behavior, inactivity in class, excessive absence per syllabus policy, etc., may be subject to administrative withdrawal by the instructor.

The nursing program will abide by the withdrawal deadline dates as posted in the college's Enrollment Management Calendar. Nursing faculty will not issue an administrative withdrawal after the college's established absolute withdrawal date except in extreme circumstances. The nursing program does not consider a failing grade to be cause for an administrative withdrawal.

The nursing program will follow the college policy with regard to refund availability and transcript notation as summarized in the NCCC Course Catalog. Re-admittance to the nursing program will be based upon conditions identified in the nursing department's Progression Policy.

Adopted: Unknown

Revised: 030485, unknown, 2001, 2003 dlg 3/22/13 kkh 61017 lam; 4272018 MGSON; 052119 MGSON 04302021 MGSON, 08222022 psc

Reviewed: 0432020 MGSON 04282023 MGSON 5032024 MGSON