

<b>SUBJECT:</b>	Course Program Changes and Withdrawals
<b>REVIEWED/REVISED:</b>	03/2021
<b>PURPOSE:</b>	From time to time circumstances may arise that impact students' ability to continue their enrollment as a Nebraska Methodist College student. This collaborative process is outlined within this policy for clarity and transparency for enrolled students.
<b>POLICY OWNER:</b>	Vice President, Academic Affairs

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**POLICY:**

**Change of Program**

Should students choose to change their programs, they should meet with their academic advisor to initiate the change. Admission into another program is not guaranteed. Student applicants must meet the requirement of admission and are subject to the evaluative criteria for that program.

**Course Add/Drop**

A course may be dropped or added during the first week of a course for full-length semester courses. For five (5) week courses, students will have the first five (5) days with withdraw, however will not be allowed to add a course after the 2<sup>nd</sup> day of the beginning of the course.

Courses dropped during this period will not be reflected on the student's transcript. Students must meet with their academic advisors to complete a course schedule change form. This form is submitted to the Registrar's Office.

Courses dropped after the first week of classes for each semester or after the second day for summer courses are considered withdrawals. Refer to "Withdrawal from a Course" below.

**Withdrawals**

**Course Withdrawal**

The student must see his or her academic advisor when it is necessary to withdraw from a course and the advisor must file an official withdrawal form with the Registrar. If a student is withdrawing from all courses, the student must follow the College policy for Withdrawal from College. Student responsibility for tuition, fees, etc., still owed is determined by the Tuition Refund policy.

If a student officially withdraws from a class prior to 55% of the course being completed, the student's record will be marked as a withdrawal, "W." After this point, if a student drops or withdraws from a course, a grade of "WF" will be

recorded. If the student officially withdraws from the course by the end of the semester Add/Drop deadline as published by the Registrar (usually within the first week of classes), no record of the course will appear on the student's transcript.

If a student withdraws from a course, which is designated as a co-requisite for another course in which the student is enrolled, withdrawal from such course(s) may also be required. Exceptions can be made in unusual circumstances, but will require the approval of the relevant Academic Dean(s) responsible for the courses affected.

If a student is withdrawing from a NMC course offered through the OCICU consortium, different rules and fees for withdrawal apply. Substantial fees for OCICU courses are incurred if a student drops any later than the first week of class, and are the sole responsibility of the student.

Under extenuating circumstances, deadlines applying to withdrawal may be waived by the appropriate Academic Dean or the Vice President for Academic Affairs.

### Withdraw Fail (WF) Designation

Students who choose to withdraw from a course after the "course withdraw" timeframe listed on the academic calendar and have not obtained a passing grade within the course (please see program progression policy/course syllabus for designation of "passing grade") will receive a Withdraw Fail (WF). This designation is listed as a WF on your transcript and does hold the same grade point designation and intention of a failure within a course. v

### College Withdrawal

A student considering withdrawal from the College should make an appointment with the appropriate academic advisor to discuss options before withdrawal, as a student who has officially withdrawn from the College must reapply for admission upon returning. When the decision to withdraw has been made, the student logs into My Methodist and completes the electronic Leave of Absence/Withdrawal Request Form. The advisor will receive an e-mail and review the electronic form and submit the form to the Registrar's Office. The form is then returned to the Registrar for processing.

It is considered an unofficial withdrawal from the College if a student does not submit a request to withdraw but stops attending all classes or does not re-register for the upcoming fall or spring semester.

All College property, including the student ID card, must be returned to the College before withdrawal is complete. The student must also make arrangements to fulfill any financial obligations before withdrawing.

### Leave of Absence

Students who wish to take an approved leave of absence (LOA) from the College must meet with the student's academic advisor. When the decision to take Leave of Absence has been made, the student logs into My Methodist and completes the electronic Leave of Absence/Withdrawal Request Form. Students may take a LOA for the following reasons: medical/health issues; financial difficulties; family obligations; and/or personal issues. The advisor will receive an e-mail and review the electronic form and submit the form to the Registrar's Office. Students may take a Leave of Absence for up to one year.

International students must make an appointment with the College PDSO or DSO to discuss LOA procedures and maintenance of proper U.S. Immigration status in accordance with federal regulations before requesting a LOA.

Online students in the Nurse Faculty Loan Program (NFLP), i.e. MSN-Educator and DNP, the student must log into My Methodist and completes the electronic Leave of Absence/Withdrawal Request Form for any term(s) they are not enrolled in courses. This includes the situation when the student is skipping summer courses, but will enroll in fall courses.

Students returning from an approved LOA must submit notification of intent to return to the student's academic advisor no later than one month prior to the start of the semester in which they intend to return. The student's academic advisor will notify the Office of the Registrar through the electronic Return from Leave of Absence form of the student's return. Students are required to register for courses upon returning from a LOA. Re-enrollment in course work will be based on space available. Registration in "bridge course work" may be required of the student. Depending on the program, additional requirements may apply. Refer to individual program handbooks for more information.

Students returning from a medical/health LOA must provide documentation from NMC Campus Health or the student's personal healthcare provider releasing the student to normal academic and clinical activities and must specify any restrictions.

Students wishing to return from an unapproved LOA are required to reapply for admission to the College. Students returning after any LOA lasting longer than one year, are also required to reapply for admission to the College.

### **Transcripts and Maintenance of Student Records**

Transcripts will be issued only upon written request or completion of the electronic transcript process through Parchment. The student submits a Transcript Request Form to the Registrar, who will then verify with the Business Office that the student's account is current, as the student must be in good standing with the College for a transcript to be issued. If the student account is current, the Registrar will process the request. The College is not responsible for loss of transcripts due to incorrect or insufficient addresses.

Faculty are responsible for maintaining complete and accurate records of students enrolled in their course(s), electronically when possible. Faculty are to submit the grade records for all classes taught to the appropriate administrator upon termination of employment or when requested. Support documentation of student performance over and above assigned grades (i.e., submitted papers, projects, copies of tests) must be maintained at least 45 days from issuance of final course grade before being destroyed.

Student records will be maintained by the Office of the Registrar in accordance with guidelines provided by the American Association of Collegiate Registrars and Admissions Officers, as official student records provide documentation of the student's progress through a program of study. Upon a student's matriculation into the College, student records are forwarded from the Office of Admissions to the Office of the Registrar. Academic records for current students will be kept up to date, stored in the Office of the Registrar, and will contain the following items as applicable:

- College transcript(s)
- High School transcript(s)
- GED transcript
- Application

- ACT/SAT report
- Any applicable correspondence (e.g., letters of acceptance to the College)

Upon graduation from any graduate program or four-year program of study, the following items will be maintained for five (5) years as applicable:

- Application
- High School transcript(s)
- Other college transcript(s)
- GED transcript
- Degree Audit

Upon graduation from any certificate or associate degree program of study, the entire student record is maintained for five years in the event the student should return to engage in a four-year program of study. When a student withdraws from the College, the entire student record is maintained for a period of five years.

Five years after a student graduates or withdraws, the contents of the student record will be destroyed, except for the final NMC transcript and any items required by FERPA to be kept permanently. Academic departments may also maintain permanent records as dictated by accrediting entities.

### **Military Commitments**

Nebraska Methodist College recognizes the valuable contributions of the service men and women who are also students at the institution. NMC is dedicated to assisting these students in the successful completion of their programs of study and fulfillment of their service to our country.