

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 317

SUBJECT: Withdrawal from a Course

Responsibility of: RSHS Program Directors
Revised: February 2020 Reviewed:

SCOPE: Students enrolled at the Reading Hospital School of Health Sciences (RSHS).

PURPOSE: To provide guidance to the student who wishes to withdraw from a course

POLICY: Students desiring to withdraw from a course must make that request in writing by following the procedure outlined below.

DEFINITIONS:

Drop Course: See Grading Policy

Tuition Refund – See Tuition Refund Policy

PROCEDURE:

To complete an official withdrawal from a course the student must:

- Meet with Course Instructor to discuss a request to withdraw from the course.
- Consult with the Financial Aid Office to determine the impact of the withdrawn course will have on financial aid and billing.
- Schedule an appointment with the Program Director (or designee) to discuss the withdrawn course, and submit a written request to the Program Director requesting to withdraw from a course.

Note: Failure to officially withdraw from a course in writing will result in grades of zero for all non-completed assignments and may result in a grade of F (course failure).

Program Director Responsibility: Meet with student, obtaining student's request in writing. Submit electronic Withdrawal From a Course Form (Q drive) to the Registrar for processing. The Program Director will determine the grade to be recorded (DROP, W, WP, WF) according to Grading Policy 305. Registrar will enter the appropriate grade as found on the withdrawal form, and notify all appropriate faculty, staff, and college vendor (if needed) of the course withdrawal.

Student Accounts will complete Gradpro changes if the course has been dropped, and consult with Director of Financial Aid and Budget prior to providing the student with any available refund for a dropped course during week one of the course.

EDUCATION AND TRAINING: NA

REFERENCES: NA

COMMITTEE AND COUNCIL APPROVALS: RHSHS Directors Meeting, February 2020

CANCELLATION: Reading Hospital or Tower Health policies directly related to this topic shall supersede this RHSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.

Withdrawal from a Course Form
(Internal Use only - Q drive)

**Reading Hospital School of Health Sciences
Withdrawal from a Course**

Program	<input type="text"/>		
Student ID	<input type="text"/>		
Date	<input type="text"/>		
First Name	<input type="text"/>		
Last Name	<input type="text"/>		
Course Code	<input type="text"/>	Grade	<input type="text"/>
Course Code	<input type="text"/>	Grade	<input type="text"/>
Course Code	<input type="text"/>	Grade	<input type="text"/>
Course Code	<input type="text"/>	Grade	<input type="text"/>
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