

POLICY G21 Student Withdrawal (Certificate)

Policy Name: Student Withdrawal
Policy Category & Number: G21
Person Responsible: Program Coordinator
Approved by: Dean
Effective Date: March 28, 2022
Version: 1.0
Policy Status: Approved

- I. Policy:
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to describe the student withdrawal/resignation procedure.

- II. Purpose:
The purpose of this policy is to describe the student withdrawal/resignation process from SOMI.

- III. Scope:
This policy applies to all enrolled students of SOMI.

- IV. Policy Details:
A student can voluntarily withdraw or be administratively withdrawn from SOMI. In either circumstance, the student is responsible for returning all School property to a Program official, to include:
 - ID badge
 - Building key card
 - Personnel Monitoring Device (PMD)
 - Clinical Lead markers (2 sets)

Students are given an exit survey to complete; the attempt is made for students to return the survey to a Program official.

Student Withdrawal/Resignation

A student may permanently withdraw/resign from SOMI by completing and submitting the Resignation Form obtained from the Registrar. The Registrar will inform the student status to appropriate personnel including the Financial Aid Director. The student will be withdrawn from all courses and if

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appropriate, a refund may be issued in accordance with the School's Financial Refunds Policy: FA5. The last date of attendance will be the date on the written request to withdraw.

Administrative Withdrawal/Dismissal

Students administratively withdrawn/dismissed from SOMI for administrative, disciplinary, or financial reasons; failure of a course, or failure to abide by School policies, will be notified in writing by the Dean. The Dean will inform the student status to appropriate personnel including the Financial Aid Director. The last date of attendance is defined as the date documented by the instructor of an academically related activity, such as, attendance in the course or completion and submission of a course assignment, exam, tutorial, or the last course access date. The student will be administratively withdrawn from all courses. Students have the right to appeal in accordance with the policy G27 Student Appeal.

Treatment of Title IV Aid when a student withdraws or is dismissed

Refer to School policy: FA5 Financial Refunds.

V. Definitions:

None

VI. Attachments:

N/A

VII. Related Policies:

FA5 – Financial Refunds

G27 – Student Appeal

VIII. Disclaimers:

- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

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IX. Version Control:

Version	Date	Description	Prepared by
1.0	3/28/2022	New Template & Revisions	Dean