

Policy Title	Add/Drop/Withdrawal from a Course
Policy Number:	ADM 3.08
Department:	SCHS
Functional Area:	Dean of Enrollment Management
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2025
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 3

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

It is the policy of Southside College of Health Sciences (SCHS) to effectuate the add, drop, or withdrawal from a course in accordance with this policy and related federal, state, and/or accrediting requirements.

III. Purpose

The purpose of this policy is to describe circumstances under which a student may withdraw from a course.

IV. Scope

The policy applies to all students of SCHS.

V. Policy Details

1. Add/Drop Period

Is the period of time, generally measured as the start of each Semester or Term (Module) through 11:59 p.m. on the tenth (10th) calendar day of each Semester or Term (Module) in which students

have the capability to add, or drop, courses from enrollment without financial penalty. A student may add or drop courses during the Add/Drop Period through the College's Student Information System (SIS). Courses dropped during the Add/Drop Period are removed from the student's schedule and are not reflected on the transcript.

2. Withdraw

Between the end of the Add/Drop Period and completion of 60% of the semester or 8-week term (module) as indicated on the academic calendar, a student may initiate withdrawal from a course(s) by completing the electronic Add/Drop Withdrawal form, to be submitted to the Office of the Records and Registration. The grade "W" will be assigned to the course(s) from which a student withdraws. A grade of "W" is not calculated in the GPA; however, it is calculated in credit hours attempted as described in ADM 2.06: Satisfactory Academic Progress. Once the withdrawal period has ended (60% point in the semester or 8-week term (module), the student will receive a final grade for the course(s).

- Lack of attendance: If a student is withdrawn from a course due to lack of attendance as described in ADM 2.08: College Attendance, this will count toward one of the withdrawal stipulations.
- Co-requisite course requirements: If a student withdraws (or is withdrawn) from a course with required co-requisite(s), the student will also be withdrawn from all applicable course(s) and receive a grade of "W" (Withdraw). This includes students withdrawing from a course with an associated practicum course. Nursing Students can request an exception for a co-requisite (s) by completing a waiver form, See ACA 3.01 Prerequisites and Corequisites. This form is located in the Student Portal. Waivers will be reviewed by the Program Chair (or designee).
- Maximum number of withdrawals by program: Diagnostic Medical Sonography and Radiologic Technology Programs: A student who receives a grade of "W" (Withdraw) in any course after the add/drop period but prior to the completion of 60% of the semester or session as indicated on the academic calendar will be resigned from the college but is eligible to reapply in the next admission cycle. Nursing Program: A student is allowed to receive a grade of "W" (Withdraw) one time in each course after the add/drop period but prior to the completion of 60% of the 8-week term (module) as indicated on the academic calendar. There is not a maximum to the number of courses a student may withdraw from per semester or summer session; however, two 8-week terms (modules), is the maximum a student can receive a grade or grades of "W" while enrolled in the program.

3. Administrative Withdrawal

An administrative withdrawal may be considered in the case of unforeseen extenuating circumstances of debilitating health problems (mental or physical), a family emergency (such as the death of an immediate family member), and unexpected financial difficulties (such as a partner/spouse losing their job) that has significant detrimental impact to a student during the semester or 8-week term (module).

The following are not acceptable stand-alone reasons for petitioning:

- Poor performance in class/GPA protection
- Failure to attend/participate in class on a regular basis
- Failure to abide by withdrawal

The student may initiate this request by submitting the online Petition to Receive an Administrative Withdrawal from, with appropriate supporting documentation. This form is located on the website with the Office of Records and Registration forms. Such requests will be reviewed by the Campus Director and Dean of Academic Affairs in collaboration with the Dean of Student Affairs (or designees). If approved, the student will receive a grade of “WA” (Administrative Withdrawal) as described in ACA 3.06: College Grading System policy. A grade of “WA” is not calculated in the GPA; however, it is calculated in credits attempted as described in ADM 2.06: Satisfactory Academic Progress. Administrative withdrawals are not counted in the maximum number of withdrawals noted above.

Students receiving an administrative withdrawal must be withdrawn from all courses in the requested semester.

A Diagnostic Medical Sonography or Radiology Technology student who is administratively withdrawn from all courses will be resigned from the school and is eligible to reapply for the next admission cycle.

Applicable dates as outlined above are published in the College’s current academic year version of the College Catalog.

Students must also comply with standards written in ADM 2.06 Satisfactory Academic Progress and ACA 2.02 Academic Progression policies.

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

ACA 2.02 Academic Progression
ACA 3.06 College Grading System
ADM 2.06 Satisfactory Academic Progress
ADM 2.08 College Attendance
ADM 5.01 Financial Refunds

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS), a department owned and controlled by Bon Secours Mercy Health Petersburg, LLC (d/b/a Southside Medical Center), and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	8/1/2021	N/A	Revised and new template	N/A	Student Services
1.0	3/23/2024	N/A	Reviewed – No Changes	1.0	Student Services
2.0	5/15/2025	5/15/2028	Revisions	1.0	Dean of Student Affairs
1	5/15/2025	5/15/2028	Version changed – BSMH Template Adopted/Ownership Change	1.0	Dean of Enrollment Management

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.