

Withdrawal and Drop/Add Policies

Official Withdrawals from the Institution

Official Withdrawals from Campus-based Programs

To withdraw officially from the institution, students must contact their Academic Counselor to provide notification of their intention to withdraw. New students who withdraw from the institution before the end of the first week of class will have no attempted courses shown on their record.

Students who officially withdraw or are administratively withdrawn from a course after the Drop/Add period and before 80% of the course duration will receive a W grade. Students who officially withdraw or are administratively withdrawn on or after 80% of the course duration will receive a WF grade. Students should consult with their Financial Aid Advisor to determine the implications of adding or dropping a course.

Students who withdraw or are administratively withdrawn from all courses in a quarter will be withdrawn from the University. Students who fail to register for a quarter will be withdrawn from the University.

Physician Assistant Program Course Withdrawal Policy

Any student considering withdrawal from the Physician Assistant program must meet with the Program Director. Dropping or withdrawing from any Physician Assistant course automatically withdraws the student from the Physician Assistant program. If the student chooses to withdraw from the Physician Assistant program, the student will be directed to the Academic Counselor and Financial Aid offices. If a student elects to return to the Physician Assistant program, the student must follow the PA Program Withdrawal and Reinstatement Policy in the South University Catalog. Due to the sequencing of the courses, the student must re-enter the program at the appropriate term cycle. There is no guarantee of reinstatement for a student who withdraws from the Physician Assistant program.

Pre-Licensure BSN Withdrawal Policy

Any student considering withdrawal must meet with the Nursing Program Director. Dropping or withdrawing from any nursing course automatically withdraws the student from the nursing program. If the student chooses to withdraw from the nursing program, they will be directed to the Academic Counselor and Financial Aid offices. If a student wishes to return to the Nursing Program, they must follow the program Reinstatement Policy in the South University Catalog. Due to the sequencing of the courses, the student must reenter the program at the appropriate term cycle. Due to the limited availability of openings for enrollment, there is no guarantee of reinstatement for a student who withdraws from the Nursing program. A withdrawal constitutes a program attempt and only two program attempts are allowed by the university.

RN to BSN Withdrawal Policy

Any student considering withdrawing from all courses in a term must meet with their Nursing Program Director (campus-based student) and Academic Counselor (online student).

If the student chooses to withdraw, they will be directed to the Academic Counselor and Financial Aid offices.

A single course withdrawal while still enrolled in other courses in the program will not constitute a program withdrawal.

Students who withdraw from the RN to BSN program and are out less than six months are eligible to return by contacting their Academic Counselor. The student is withdrawn from the institution but is not considered withdrawn from the program. This break in attendance will not be considered a program attempt.

Students who withdraw and do not resume attendance within six months must follow the reinstatement policy. Breaks in enrollment greater than six months count as a program attempt and only two program attempts are allowed. There is no guarantee of reinstatement.

For emergency situations, please refer to the Undergraduate Nursing Emergency Leave Policy.

Official Withdrawal from Online Programs

Students enrolled in online programs who wish to officially withdraw from the institution must contact their Academic Counselor. Undergraduate students who are enrolling at South University for the first time who officially withdraw from the institution or stop attending in the first 21 days of class will have no attempted courses shown on their record, their enrollment will be cancelled, and all tuition and related fees removed.

Students who officially withdraw or are administratively withdrawn from a course before 80% of the course duration will receive a W grade. Students who officially withdraw or are administratively withdrawn from a course on or after 80% of the course duration will a WF grade.

Veterans

Veterans in either campus-based or online programs should be aware that the Veterans Administration will not pay for a course that a student drops after the first week of class unless extreme circumstances justify course withdrawal. Veterans should consult their Financial Counselor before withdrawing from any class after the first week of the session. Students who are veterans should also contact the Veterans Administration before withdrawing from school.

Dropping and Adding a Course

Drop/Add Period

Students may drop or add a course at the start of each session within their quarter. Each session within a quarter will have a drop/add period of one week.

Students must contact their Academic Counselor to add a course. Students may not be added to a current course after the defined Drop/Add period. However, students may add a course that begins in a future session.

Drop/Add

Students may adjust their schedules without penalty by dropping and/or adding courses during the Drop/Add period. Specific dates are reflected on the academic calendar or can be obtained through the Registrar's office. Students officially withdrawing or administratively withdrawn from a course by the end of the Drop/Add period

shall receive a 100% refund of all monies paid for the course and will have that course removed from their academic transcripts. Students are encouraged to consult the professor and/or department chair before dropping any course. Students should consult with financial aid to ascertain implications of schedule changes.

Dropping Courses

Courses that are dropped after the Drop/Add period but before 80% of the duration of the course will receive a W grade. Courses that are dropped on after 80% of the duration of the course will receive a WF grade.