

Title: Separation from the School

Policy
No.: APG 2.14

Date: 6/9/08
Rev.: 6/18/09

Areas Affected: All BSMCON Faculty & Students

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POLICY STATEMENT:

A student who leaves the program either temporarily or permanently is considered separated from the School.

Course Repeat Policy

Students earning grades of D, F or WF in a single nursing course may repeat the course one time. Failure of more than one nursing course results in dismissal from the program.

Medical Leave

1. A student may be placed on mandatory medical leave if it is medically determined that the student is unable to perform the essential functions of a nursing student. Prior to return, the student must provide documentation from a private healthcare provider indicating clearance for return to fulfill the essential functions of a nursing student.
2. A letter requesting return must be submitted to the Assistant Dean for Curriculum and Instruction no less than four (4) weeks prior to anticipated return. An interview may be required. Return from medical leave is not automatic and may be denied.
3. The student must also provide evidence of health insurance coverage and current certification in BCLS – Health Care Provider level CPR.
4. The student may be required to repeat or audit nursing courses if curriculum changes occur during the medical leave.
5. A student who does not return from a medical leave within the specified time, not to exceed one hundred twenty days (120 days), must follow the procedure for withdrawal. The student will be classified as Withdrawn and must re-apply if readmission is desired. (See Readmission.)
6. A student who does not return, and fails to notify the Assistant Dean for Curriculum and Instruction, will be classified as unofficially withdrawn and is ineligible for readmission.
7. The student must meet requirements to complete the program within 150% of the published length of the program. Students who meet or exceed the maximum timeframe, 150% of normal program length are not ineligible for financial aid and will not receive a diploma, but a certificate of attendance at the completion of the program.

Withdrawal

Reference Policy # _____

Approved by:

_____	Dean	_____
_____	CEO	_____
Signature	Title	Date

Approval History:

Committees and Dates:
APG – 6/09
Faculty Forum –
Faculty Organization -

1. Withdrawal is defined as the student voluntarily ceasing to take nursing courses at the school.
2. Withdrawal may occur at any time during the semester, or between semesters.
3. A student's grade will be recorded as Withdrawn Passing (WP) or Withdrawn Failing (WF) depending upon the academic standing at the time of withdrawal.
4. If a student withdraws from an eight (8) week course by the end of the second week of the semester, the grade will be recorded as "W" with no consequence to cumulative grade point average. Withdrawal after the second week of an eight (8) week course results in "WF" or "WP" depending on academic standing. Prior to that time, a "WP" is awarded.
5. If a student withdraws from a sixteen (16) week course before the end of the fourth week of class, the grade will be recorded as "W" with no consequence to cumulative grade point average. Withdrawal after the fourth week of class in a sixteen (16) week course results in "WF" or "WP" depending on academic standing.
6. A student planning to withdraw must complete a withdrawal form and arrange an interview with the Assistant Dean for Curriculum and Instruction.
7. The student must complete the withdrawal checklist.
8. A student who fails to complete a separation form and meet with the Assistant Dean for Curriculum and Instruction is considered to be unofficially withdrawn, and is ineligible for readmission to the School of Nursing.
9. The student is not required to withdraw from J. Sargeant Reynolds Community College courses when withdrawing from Bon Secours Memorial School of Nursing. However, the student must follow JSRCC policy if withdrawal is desired. (See JSRCC Catalog).

Dismissal

1. Dismissal is defined as the removal of the student from the School by the School's administration.
2. The School reserves the right to retain only those students who demonstrate the requirements of scholarship, health, and personal suitability for enrollment in the School of Nursing.
3. A student may be dismissed from the School at any time for reasons including, but not limited to:
 - a. Academic failure (class or clinical).
 - b. Physical or emotional problems that prevent the student from carrying out the essential functions of a student nurse.
 - c. Endangering the safety and welfare of patient – potential or actual.
 - d. Conduct that discredits or injures the School.
 - e. Documented misuse of alcohol, chemicals, or drugs.
 - f. Violation of local, state, or federal laws.
 - g. Destruction, removal, or damage of School property.
 - h. Unprofessional or disruptive conduct.
4. The student's grade will be recorded as Withdrawn Passing or Withdrawn Failing depending upon academic standing at the time of dismissal.
5. The student must return library materials, School I.D., and make arrangements for any financial obligations.
6. The student may continue in enrolled courses at JSRCC, if she/he chooses.
7. A dismissed student has the right to appeal a decision of dismissal (See Dismissal Appeal Procedure).