



**Methodist College**  
UnityPoint Health

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Section: C-

Policy #: S-58

Approval:

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Date: 08/15

Review by: 08/18

Date Revised: 03/12

Policy/Revision Submitted by: Dr. Keith Branham

**SUBJECT:** *Withdrawal Policy*

**I. POLICY:**

Methodist College maintains a process for withdrawing from courses.

**II. GENERAL INFORMATION:**

*Withdrawal from One or More Courses*

A student may withdraw from a course prior to the end of the term of enrollment due to extenuating personal circumstances or for unsatisfactory academic work. The last day to withdraw without a grade assigned to the course is published in the Academic Calendar for each term. A grade of "W" will be posted to the student's academic record for each course in which the student has withdrawn. Withdrawal must be officially enacted by completing and submitting a *Withdrawal* form, obtainable from the Office of the Registrar, on or before the Last Day to Withdraw with a "W". Failure to attend classes does not constitute official withdrawal from the course. Failure to complete the withdrawal process in the Registrar's Office may result in failure of the course work.

A student may not withdraw from the same course more than once during enrollment at Methodist College. Withdrawal from the same course twice will result in academic dismissal.