GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: CHANGE OF STATUS

Change of Status:

1. A student who wishes to change courses or withdraw from one or more courses or the program must submit the request to Registrar in writing. Student signature is required. Electronic/FAX add/drops are permissible.

2. A student who fails to attend a course in the first (2) class meetings will be administratively withdrawn from the course.

3. A student who fails to attend ANY courses in the first (2) weeks of the semester without notifying the registrar of a change of status (withdraw, LOA, etc) will be administratively withdrawn from the College. In order to resume classes the student will have to reapply to the College following the current readmission procedures.

4. If applicable, a tuition refund will be made according to the current refund policy stated in the catalog. In all cases, all financial obligations to the college must be met or no records will be released.

5. Notation will be made on transcripts according to the grading system listed in the Academic Standards and Regulations and Nursing Program.

6. A student may request a leave of absence (LOA) for any reason. The LOA request must be submitted in writing to the Registrar.
   Students on LOA are withdrawn from all courses. Grades of W, WP, WF, or F (according to the current grading system) will be noted on the transcripts. Each course must be repeated in its entirety in order to receive credit.
   The college's curriculum plan will not be altered to accommodate students who must retake courses. Placement in program will be subject to the curriculum in place at the time of registration.
   An LOA may be extended to one year. After that time, if the student has not registered or is not actively enrolled, the student will be withdrawn. The student must reapply according to the existing admissions policies.

7 Any student called to active duty from the reserves of any branch of the military or National Guard will receive special LOA consideration to ensure the smooth transition into and out of the college.

8 Students who withdraw from the college must complete an exit interview before they re-apply according to existing admissions policies.

9. Students moving directly from one program to another must complete a change of status form to officially change programs.

10. Students academically dismissed from the College may be eligible to appeal to continue in another program. In order to be eligible, students must be able to come into the new program in good academic standing. Those interested should inquire with the Registrar regarding academic standing and eligibility to change majors.

Approved By: Morris Cohen Date: 07/01/2013

Effective Date: 07/01/2013

Review/Revision Dates: 06/12, 07/12, 07/13

Responsible Committee: Enrollment Management