

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: EXIT INTERVIEW

All students leaving the college for any reason including, but not limited to: graduation, financial, personal, illness, academic, leave of absence must see the Registrar's Office for an exit interview. If an exit interview is not initiated, no transcript will be released nor readmission process begun until completed. Electronic Exit interview is available for those students who can not complete the exit interview in person. This process varies slightly for potential graduates.

Procedure for withdrawal or leave of absence:

1. The student must contact the Registrar's Office before leaving the college.
2. Change of Status Form or Electronic Exit interview is initiated by Registrar's Office and the student must have the form signed by those indicated on the form.
3. Upon completion of the above steps, the student will turn in the following:
 - Student ID badge
 - Parking pass, if issued
4. When the student status is changed to withdrawn, access to SonisWeb is discontinued.
5. The Change of Status form will be scanned into the student's permanent record.
6. Dean of Enrollment Management will audit all exits.

Procedure:

The following departments will be notified that a student has been withdrawn from the College or granted an official leave of absence:

- Security
- Financial Aid
- Employee Health
- Dean of Student/Alumni Services
- Department Chairs
- Bursar
- IT Administrator
- Dean of Enrollment Management

Procedure for potential graduates:

1. At the beginning of the final semester, potential graduates will receive a graduation checklist and exit interview questionnaire
2. Students must complete required items on the checklist according to deadlines in order to graduate.
3. This process will be tracked by the registrar's office.

4. Incomplete items will result in a hold placed on the student account/and for release of transcripts.
5. When the student status is changed to Alumni, access to student account information is limited

Approved By: Morris Cohen Date: 7/01/2012

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Responsible Committee: Enrollment Management