

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.03.05.00.00)
EFFECTIVE DATE: 1/6
REVISION DATE: 12/09, 3/15, 5/17, 3/19, 4/20, 4/21
REVIEW DATE: 2/7, 1/8, 1/9, 2/10, 1/11, 1/12, 2/13, 1/14, 3/16, 5/18, 5/23, 5/24

SUBJECT: STUDENT WITHDRAWAL

PURPOSE:

To provide a process for student withdrawal from the program and to inform students of the refund policy of university tuition and hospital clinical educational fees.

POLICY:

1. Baccalaureate candidates/affiliated university (3+1) students pay tuition to the university each semester the student is enrolled according to university policy.
2. Post-baccalaureate candidates/non-affiliated university (4+1) students pay a clinical educational fee directly to Saint Francis Hospital, Inc., according to the *Contract for Training*, which is signed by the student and program director prior to program start date.

PROCEDURE:

1. A student who chooses to withdraw must submit documentation to the program director, which will be held by the program director up to seven days after submission.
2. The program director will meet with the student. The following will be addressed:
 - 2.1. Reasons for student withdrawal
 - 2.2. Suggestions for continuation of clinical internship
3. If the letter of withdrawal is not rescinded within seven days, the program director will terminate the student from the program.
4. If the student is 3+1:
 - 4.1. The program director will notify the university medical laboratory science advisor by phone and written correspondence.
 - 4.2. The student should inform the university advisor of withdrawal.
 - 4.3. Reimbursement of funds will be in accordance with the university refund policy.
5. If the student is 4+1:
 - 5.1. Student will review the signed *Contract for Training*, which states that clinical education fees are non-refundable.
7. Withdrawal from the program at any time will result in no partial grade(s) being given. Students must complete all sections of a course including the lecture classes, clinical rotations, and hospital finals in order to receive a passing letter grade. Refer to *Academic and Professional Standards Policy (MLS.02.01.00.00)* for more details.

8. The student will submit all Saint Francis resources to the program director including badge, parking pass, and borrowed textbooks.
9. Student on Saint Francis scholarship will not receive remaining payments and must pay back all monies to Saint Francis Hospital.
10. Program director will submit request to terminate computer access.
11. Program director will notify faculty and appropriate laboratory staff.

REVIEWED BY:

Program Director, School of Medical Laboratory Science