

Withdrawal Policy

Official Withdrawal: Occurs when the student requests to be withdrawn from the program. When an official withdrawal request is received within the first week of student's first semester, an enrollment cancellation may be granted in lieu of a withdrawal on a case-by-case basis. The *Last Date of Attendance* is determined by the last day a student participated in an academically related activity including classroom attendance, projects, clinical, fieldwork or externship experience, posting to a discussion board, submitting an assignment, or completing a quiz or exam. For a student who officially withdraws (i.e., notified the Campus Administration Office in writing, of their intent to withdraw) the "date of determination" of withdrawal is the date of notification.

In the rare circumstance the College is unable to offer any of the courses a student needs for a semester, the College may initiate an Academic Leave. In this case, for Title IV purposes, the student is considered withdrawn from the College with the expectation to return the following semester. Standard withdrawal procedures will be followed. *Please refer to the Return of Federal Financial Aid Funds Policy.*

Unofficial Withdrawal: Occurs when the student fails to meet required program attendance, fails to attend for fourteen consecutive calendar days, fails to meet Satisfactory Academic Progress (SAP) requirements, violates the Academic Integrity or Student Code of Conduct policy, or fails to meet financial obligations. If the student is unavailable for signature, Ameritech will consider the student to have unofficially withdrawn.

1. **14 Days of Non-Attendance:** Student fails to attend classes for 14 consecutive calendar days. The date of determination of withdrawal shall be following the 14th consecutive day of absence. *For RN to BSN students, the Last Date of Attendance is determined by the last day a student participated in an academically related activity including projects, posting to a discussion board, submitting an assignment, or completing a quiz or exam.*
2. **Failure to Meet Satisfactory Academic Progress:** Student either fails to meet SAP minimums after one payment period on FA Warning status, (*please consult Financial Aid Warning, Suspension, and Withdrawal*), cannot meet Satisfactory Academic Progress (SAP) requirements within one payment period. The date of determination of withdrawal shall be the date that grades were entered and Satisfactory Academic Progress (SAP) calculated.
3. **Academic Integrity/ Code of Conduct Violation:** If a student is found by a committee to be in violation of the College's Academic Integrity or Code of

Conduct policies, the date of determination of withdrawal shall be the date the committee notifies the Registrar of the offense.

4. **Failure to Meet Financial Obligations:** If a student does not meet all financial obligations, the student shall be withdrawn. The date of determination shall be the date the Bursar's Office notifies the Office of the Registrar.

Active not Attending Status: Students enrolled in the RN-BSN and BSN programs may request an "Active not Attending (ANA)" status when scheduled for the 300 and 400 level block courses. Ameritech College considers students as withdrawn when they are not enrolled or active in a course during the semester. Students who submit a Voluntary Intent to Continue form may be placed in an "Active not Attending (ANA)" status for one block (5 weeks). Students are only allowed to be in "Active not Attending (ANA)" status for one block of the semester and must be enrolled in the remaining two blocks in a scheduled semester. If the student does not return during the next block, the student may be administratively withdrawn from the College. Students must file their Voluntary Intent to Continue form and receive approval for an "Active not Attending (ANA)" status prior to the course start date for which they will not be attending. Students who intend to withdraw from Ameritech College should submit a letter to the Registrar's office requesting withdrawal. For official withdrawals, students' notification dates are the dates students officially notify the institution in writing of their intent to withdraw. For administrative withdrawals, students will be determined to be withdrawn from the College if they violate the school's published attendance policy. Students must resolve any financial obligations with Ameritech College before receiving an official transcript from the Registrar's office.