

If the student successfully repeats the course, the highest grade earned will be the official course grade.

Course Withdrawals:

A student may voluntarily withdraw from a course. The student must submit a letter requesting withdrawal to the Director. If a student voluntarily withdraws, according to the attendance policy, a grade of 'W' is posted to the transcript.

Leave of Absence Policy:

A 90-day leave of absence may be granted for personal reasons. It is required that the student writes a letter to the Director and makes arrangements for appropriate leave/return dates. If this is an emergency, then the date of contact is the beginning of the leave of absence. A letter stating reason for leave will be required within 1 week of beginning of leave. If circumstances arise that the student needs additional time a second 90 day leave of absence and a second letter requesting the additional 90 day leave of absence is required.

A Leave of Absence may extend the time it takes for a student to complete the program, and, based on when courses are offered, it may result in the student's not returning to the program until the course(s) the student needs are next scheduled, a grade of 'I' will be posted to the transcript. The scheduled course hours, up to the effective date of the leave of absence, will be used in calculating the student's successfully completed cumulative course hours. In addition, upon returning from a leave of absence, the total weeks the student has attended up to the date of the leave are counted in determining the student's satisfactory progress in completing the program within the 150% maximum timeframe allowed.

If the student does not return from their leave of absence, then that student will be automatically withdrawn from the program and will be notified in writing of this action. Any refund due to the student will be calculated based on the student's last day of attendance, and the refund will be paid within 30 days of the date the student was scheduled to return from the Leave of Absence.

Program Withdrawal and Re-Admission Policy:

Program Withdrawal:

A student who wishes to withdraw from the program must do so in writing and must state the reasons for withdrawal and any consideration for future re-admission. The student is required to participate in an exit interview with the College Director or designated representative. The student will be notified of total tuition charges and any refund due. Refunds that are due will be paid to the student within 30 days of the date of withdrawal. A grade of 'W' will be posted to the student's transcript.