

NORTHWOOD TECHNICAL COLLEGE  
MEDICAL ASSISTANT  
STUDENT POLICIES

## **WITHDRAWAL FROM MA PROGRAM COURSEWORK**

Northwood Tech student policy allows for the withdrawal from a course at any time up to eighty percent (80%) of the course completion. Course withdrawals may be completed through the student web portal. Students should be advised to meet with the campus Financial Aid advisors prior to withdrawing from the course to ensure understanding of the impact of course withdrawal. Financial reimbursement for course withdrawals is available only during the first two weeks of class and is prorated over the two weeks' time. Details may be found in the Northwood Tech Student Handbook.

When a student withdraws from a course, a grade of "W" (withdrawal), "WE" (extenuating circumstances withdrawal), "WF" (failure withdrawal), or "WN" (no show-withdrawn) will be entered into the grade record. A "W", "WE", "WF", or "WN" is not calculated into grade point average but is reflected on the student's official transcript. After the final day to withdraw from the course has passed, the student will earn whatever grade the student has achieved at the end of the semester.

If an MA student withdraws from the same course **two times**, the two withdrawals will be considered a failure in that course. Any withdrawal type counts towards the two times. The course failure will then apply to the MA fail/repeat policy.

### **Withdrawal and Program Reentry**

If a student withdraws from an MA clinical or skills-based course, they will be considered a reentry student and must comply with MA program reentry policy and processes. (See Reentry into the MA Program Coursework policy.) This applies to courses taken at Northwood Tech or through any other WTCS college, either in class or online.

### **Withdrawal from Courses that are Co-requisite to Other Courses**

Students seeking withdrawal from a course that is a co-requisite for another course (e.g., Human Body in Health & Disease and MA Clinical Procedure 1) must be cautioned as to timing of the withdrawal. If the student withdraws from the co-requisite course, the student may not continue in the other course. For example, if a theory-based course is a pre/co-requisite for the clinical course and the student withdraws from the theory-based course, the student may not continue in the clinical course unless the student has met all the course requirements for the clinical course. This occasionally occurs in the curriculum when a clinical course is completed prior to the usual 16-week semester.

Students taking a theory-based course at another WTCS college that is pre/co-requisite to the clinical course must adhere to this policy and notify the instructor of the clinical course of the timing of their withdrawal from the theory-based course at the other college. If the student does not inform the instructor of their withdrawal from the theory-based course at another college and it is found that the student continued in the clinical course despite the requirement that the theory-based course is pre/co-requisite, the student will be found in violation of the Academic Dishonesty policy and may fail the clinical course and/or be dismissed from the MA program.

### **Withdrawal Form**

If you choose to withdraw from a course, be sure to complete the "[Withdrawal from the MA Program](#)" form. This will help us to gather information regarding your decision to withdraw, which is a useful in MA planning processes.