

# COURSE POLICIES

## Course Drop or Withdrawal Policy

After the add/drop period, students who are not requesting a leave of absence from the program, may only drop one required course one time or withdraw from one required course one time during their matriculation as students in the program unless the student has requested and received a medical withdrawal which requires withdrawal from all courses in which the student is currently enrolled. Medical documentation is required. If a student drops or withdraws from any additional course, they cannot progress in the program. This does not pertain to a student requesting a leave of absence from the program.

Changes to a student's program or course load may result in additional time to degree completion and additional tuition charges and fees in subsequent semesters of enrollment.

### Process and Transcript Notation

If a class is dropped before 50% of the class is completed, no notation is made on the academic record. The adviser is required to sign the Add/Drop form for all required course drop/withdrawals after the add/drop period, and a copy of the form must be sent to the course coordinator.

After 50% and through 70% of the scheduled classes have met, a "W" is recorded on the transcript. The adviser and Program Director are required to sign the Add/Drop form for required course drop/withdrawals at the 50% to 70% completion mark. A copy of the form must be sent to the course coordinator.

After 70% of the scheduled classes have met, the course coordinator will note on the form whether the student is receiving a passing grade for the course at the time of withdrawal. The determination will be based on the grade(s) achieved for all test(s) and other graded requirements that are due on or before that date. A "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing), as appropriate, is recorded on the transcript. The signatures of the course coordinator, the adviser, and the Director of the Program are required on the add/drop form to withdraw from a class after the 70% completion mark.

See the Course Refund Policy (p. 1) section to determine the amount of tuition to be refunded.

## Course Listings and Schedule

The course listing (<https://courses.jhu.edu/>) is available online. Course schedule descriptions are available here (<https://nursing.jhu.edu/programs/resources/course-listings/>). Course descriptions are also found by clicking on the course number in the program of study.

## Course Refund Policy

### Semester/Term Courses

A refund of payments will be made to students withdrawing of their own accord as follows.

Drop Date	Refund
Weeks 1 and 2	100%
Week 3	50%
Weeks 4-6	25%
Week 6 and after	No refund.

## Online Prerequisite Courses

A refund of payments will be made to students withdrawing from online prerequisite courses of their own accord as follows. Percentages are calculated from the date the student submits a written statement of withdrawal. No refund will be granted to students dismissed for disciplinary reasons.

Drop Date	Refund
Week 1*	100%
Week 2*	50%
Week 3* and 4*	25%
Week 5 and after	No refund.
Week 8 and after	No refund. "WP" or "WF" will be posted to record

\*Note: For refund purposes, all prerequisite courses run from Tuesday through Monday.

## Course Warnings

The purpose of a course warning is to alert a student that they are in jeopardy of not obtaining a passing grade in a course. This mechanism is in place so that an academic success plan may be created to assist the student in the course and prevent possible failure of the course.

A course warning is a written document, prepared by the faculty member who is responsible for the course, and sent to the student, the student's Faculty or Academic Advisor(s), the Program Director, and the relevant Associate Program Director (if any) at midterm of a course. A course warning is not part of the student's permanent record.