



## Drop/Withdrawal/Departure Check List

### Nursing department use only

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

1.  Student consulted with their theory and clinical instructor(s)
2.  Instructor completed their part of Drop/Withdrawal/Departure Form
3.  Instructor to contacted Director of Nursing
4.  Student appointment with Director \_\_\_\_\_ at \_\_\_\_\_
  - Must be within 10 days
5.  Badges returned \_\_\_ Yuba College \_\_\_ Clinical Facilities
6.  Faculty notifies clinical facilities
7.  Office to notify WIOA, Judy Dech at [JDech@yccd.edu](mailto:JDech@yccd.edu)
8.  Director meet with student
  - Director completed bottom of Drop/Withdrawal/Departure Form
  - Student reminded to drop course(s)
  - Student must read & sign Drop/Withdrawal/Departure Acknowledgement
9.  Student complete Student Petition for Readmission if eligible (optional)
  - Student letter must be included
10.  Copy to student
11.  For Faculty Review Date \_\_\_\_\_ Time \_\_\_\_\_
12.  Petition to Allied Health Faculty meeting for review
13.  Results of the Readmission petition
  - Approval to Return Date \_\_\_\_\_ or  Denied
  - Notify students within 10 business days of the Allied Health Faculty meeting