Trinity Valley Community College

Continuing and Workforce (CWE) Department

**CNA Training:** NURA 1401 and NURA 1160

**STUDENT WITHDRAWAL PROCESS**

Students exiting NURA 1401 and/or NURA 1160 (CNA training) for any reason should be officially withdrawn from the college to avoid potential grades of “F” on their college credit transcript. Student withdrawal must happen officially through the college admissions office and the student exiting, the instructor and/or ISD administration should contact the TVCC Dual Credit Office for guidance.

PLUS

The CNA audit process from DADS/HHS must have documentation of student withdrawal from CNA certification training.

The form below is the official TVCC student “Drop” (withdrawal) form provided by the counseling office. **Please provide the CWE Department a copy of this form for each student who exits for CNA audit purposes.**

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