

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Voluntary Withdrawal</b>		<b>SOP #: RR.004.02</b>
Effective Date	2/1/2019	
Last Revision/Review	9/29/2020, 05/03/2023	

### **1. Purpose**

A student may be withdrawn from the College and degree program upon personal request.

The effective date of a College Withdrawal is established by the date on which a student initially contacts the Office of the Registrar that they wish to withdraw. Under no circumstance does notifying professors or not attending classes constitute an official Withdrawal. Leaving the College without following the established procedure will result in "Failure" of all courses for which the student is registered.

### **2. Related Policy/Authority**

FA.007.01 Return of Title IV Process – R2T4

RR.002.01 Leave of Absence

### **3. Faculty/Staff Responsibilities**

Registrar/Office of Academic Affairs/Office of Financial Aid/Office of Student Affairs

### **4. Definitions/Abbreviations**

SIS – Student Information System

SPC – Student Performance Committee

### **5. Procedural Steps**

The College requires that the following occur in the event of a withdrawal:

Where withdrawal is voluntary, the student is required to submit a signed and dated letter to the Registrar requesting withdrawal from the College.

The effective date of the Withdrawal is established by the date on which a student initially contacts the Office of the Registrar that they wish to withdraw. The withdrawal date will be documented in the SIS. Under no circumstance does notifying professors or non-attendance of classes constitute an official College Withdrawal. Leaving the College without following the established procedure will result in "Failure (F)" of all courses for which the student is registered.

The College will apply the following grading policy at the time of withdrawal:

- A student in good academic standing who withdraws voluntarily or due to financial default shall receive the designation "W" for each course in which they are enrolled at the time of withdrawal;
- All students, shall be required to complete Exit Counseling procedure as outlined in the Student Handbook.
- For financial aid purposes, voluntary withdrawals result in financial aid suspension as defined by the U.S. Department of Education in its Code of Federal Regulations.

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Upon completion of the completed checkout, the Registrar will provide written notice of withdrawal to the student. Notice of the student's withdrawal will also be disseminated to the administrative offices of the College according to regulatory guidelines as necessary.

Failure to complete any requirements in the withdrawal process may result in a hold placed on the student's academic record.

### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

The Registrar developed the procedure; it will be reviewed and updated annually.

### **8. Signature**

Approved by

5/9/2023

Registrar

Date

### **9. Distribution List**

External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
5.5.2020	5	Date of Involuntary Withdrawal clarification		5.5.2020
9.29.2020	5	Date of determination for Involuntary Withdrawal; Official Notice of Student Status Change		9.29.2020