

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Academic/Disciplinary Suspension		SOP #: RR.016.02
Effective Date	2.1.2019	
Last Revision/Review	10.27.2020, 5.3.2023, 3.19.2025	

1. Purpose

A student may be placed on academic or disciplinary suspension from the degree program. Academic/Disciplinary Suspension designates the status of a student who is withdrawn from activity in the program's curriculum for academic/disciplinary reasons and is offered the opportunity to subsequently re-enroll.

The effective date of an academic/disciplinary suspension is determined by the College

2. Related Policy/Authority

FA.007 Return of Title IV Process – R2T4

RR.024 Student Status Change

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 Progress Committee

SCPC – Student Conduct and Professionalism Committee

5. Procedural Steps

The College requires that the following occur in the event of an academic suspension:

In cases of academic suspension, the Registrar shall secure the written determination from the appropriate administrative unit within the College (i.e. SPC, SCPC, College Dean). The student has the right to appeal the SPC/SCPC decision, in writing, to the Dean, in accordance with committee procedures. If no appeal is filed by the student, the recommendation made in the committee determination letter will become the final decision. The effective suspension date will be the date mentioned in the determination letter plus five business days or sooner. If an appeal is filed and the suspension decision is not overturned, the effective date of the suspension will be the date mentioned in the determination letter plus five business days or sooner. The suspension date will be documented in the SIS.

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

- A student who is academically suspended or placed on a disciplinary suspension from the College due to academic deficiency will receive the course grades earned; a student who is withdrawn from the College for a suspension will receive a designation of "AW" for each course in which they are enrolled at the time of the suspension.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

- All students, shall be required to complete Exit Counseling procedure as outlined in the Student Handbook.
- For financial aid purposes, voluntary or involuntary withdrawals result in financial aid suspension as defined by the U.S. Department of Education in its Code of Federal Regulations.

Upon completion of the appeal process or upon the appeal deadline (if no appeal was filed) and upon the completed checkout, the Registrar will provide written notice of academic/disciplinary suspension to the student. Notice of the student's academic/disciplinary suspension will also be disseminated to the administrative offices of the College as listed in SOP # RR.024 Student Status Change. A student on an academic/disciplinary suspension who fails to meet the conditions of return from suspension as identified in their suspension determination will be considered as permanently withdrawn from the College.

Failure to complete any requirements in the academic/disciplinary suspension 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
Registrar

3.21.2025
Date

9. Distribution List

External

10. Revision History

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

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
10.8.2020	5	Date of determination for Involuntary Withdrawal; Official Notice of Student Status Change		10.8.2020
10.27.2020	1,5	Clarification that a suspension may be academic and/or disciplinary		10.27.2020
3.19.2025	2,5	Added information referencing SOP # RR.024 Student Status Change.		3.21.2025