

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Administrative Withdrawal (Academic or Disciplinary)</b>		<b>SOP #: RR.018.02</b>
Effective Date	2/1/2019	
Last Revision/Review	11/10/2020, 5/3/2023	

### **1. Purpose**

A student may be administratively withdrawn from the College and the degree program for academic deficiency or disciplinary reasons.

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

FA.007.01 Return of Title IV Process – R2T4

SPC.001 Student Performance Committee Procedures

SA.015 [Student Conduct Violations – Investigation and Disciplinary Review](#)

### **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

SCPC – Student Conduct and Professionalism Committee

### **5. Procedural Steps**

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

In cases of administrative withdrawal, 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 withdrawal date will be the date mentioned in the determination letter plus five business days or sooner. If an appeal is filed and the withdrawal decision is not overturned, the effective date of the withdrawal will be the date mentioned in the determination letter plus five business days or sooner. The administrative withdrawal date will be documented in the SIS.

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

- A student who is administratively withdrawn from the College will receive the course grades earned; a student who is administratively withdrawn will receive a designation of “AW” for each course in which they are enrolled at the time of the administrative withdrawal.
- All students, shall be required to complete Exit Counseling/Checkout procedure as outlined in the Student Handbook.

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- 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 administrative withdrawal to the student. Notice of the student's administrative withdrawal will also be disseminated to the administrative offices of the College according to regulatory guidelines as necessary.

Once the administrative withdrawal is complete, the student must seek approval from the Office of Compliance to return to campus for any reason. Any further communication with the College must be via the Office of Compliance official email address.

Failure to complete any requirements in the dismissal 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	5.16.2023
Registrar	Date

### **9. Distribution List**

External

### **10. Revision History**

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
5.5.2020	5	Date of Administrative Withdrawal clarification		5.5.2020
9.29.2020	5	Date of determination for Administrative Withdrawal; Official Notice of Student Status Change		9.29.2020
11.3.2020	5	Added acronym for Student Conduct and Professionalism Committee; information regarding grade designation at time of withdrawal		11.3.2020
11.9.2020	5	Added information about returning to campus and who a student should contact after administrative withdrawal		11.10.2020