

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Petition for Registration Change		SOP #: RR.019.00
Effective Date	12.18.2020	
Last Revision/Review	5.3.2023	

1. Purpose

To identify and track matriculated students who are requesting a change in their course registration status after the published deadline date according to Burrell's [Academic Calendar](#). The form will be for internal use only and can only be initiated by the Office of Student Affairs, Office of Clinical Education, or Office of Assessment.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

College Dean: approve/deny request

Office of Registrar: change registration status in SIS

Office of Student Affairs (OMS I and II): submit form on behalf of student

Office of Clinical Education (OMS III and IV): submit form on behalf of student

Office of Assessment: submit on behalf of student

Office of Financial Aid: update student financial aid based on course change

Office of Finance: update tuition fee dependent on request

4. Definitions/Abbreviations

SIS: Student Information System

5. Procedural Steps

5.1 [A Petition for Registration Change](#) should be filled out by the Office of Student Affairs, the Office of Clinical Education, or the Office of Assessment in the case a student is anticipating enrolling in a semester later than the first day of classes/clinical rotation according to Burrell's [Academic Calendar](#) OR if a student needs to be dropped from courses after the published start date of classes/clinical rotation.

5.1.1 The Petition for Registration Change should include supporting documentation, but not limited to, proof of testing site delays, exam failures, medical documentation, etc.

5.2 Once the form is submitted, the form will automatically route to the College Dean for approval or denial of the change in course registration.

5.3 Once the College Dean approves the request, the notification will automatically be sent to the Office of the Registrar. If the request is denied by the College Dean, the Office that submitted the request will be notified.

5.4 If the request was to register a student late, the Office of the Registrar will contact the Office of Assessment or Office of Clinical Education within 5 business days of the anticipated start date as identified

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in the submitted form to determine if the anticipated start date has remained the same as originally submitted and approved.

5.4.1 If the anticipated start date remains the same as originally submitted and approved by the College Dean, the Office of the Registrar will follow their protocol for registering the student.

5.4.2 The Office of the Registrar will initiate the change of status flow once the Office of Assessment or Office of Clinical Education have provided documentation that the approved late add can be routed and finalized for registration.

5.5 Changes to a student's registration outside of the registration period designated by Burrell's Academic Calendar must be approved by the College Dean and will be based on appropriate supporting documentation.

5.6 All forms will be permanently maintained in the student's academic record in the Registrar's Office.

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	12.18.2020
Registrar	Date

9. Distribution List

External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date