

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Student Status Change</b>		<b>SOP #: RR.024.01</b>
Effective Date	3/21/25	
Last Revision/Review	2/4/2026	

### **1. Purpose**

The purpose of these procedures is to ensure that a change in a student's enrollment status is efficiently communicated throughout the College and all necessary departments are aware of the change.

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

SOP #: RR.018 Administrative Withdrawal

SOP #: RR.016 Academic Suspension

SOP #: RR.004 Voluntary Withdrawal

SOP #: RR.003 Leave of Absence for Advanced Study

SOP #: RR.002 Leave of Absence

SOP #: SPC.001 Student Performance Committee Procedures

SA.015 Student Conduct Violations – Investigation and Disciplinary Review

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

Registrar

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

Student Status Change Distribution List - Office of Financial Aid, Office of Student Accounts, Office of Student Affairs, Office of Academic Affairs, Office of Clinical Education, Office of Assessment and Evaluation, Library and the Information Technology department

### **5. Procedural Steps**

The office of the Registrar will confirm a student status change due to leave of absence, academic suspension or withdrawal. Once confirmed, the Office of the Registrar will follow procedural steps:

1. Within one business day, the office of the Registrar will:
  - a. Revoke the students' building access
  - b. Notify the appropriate department of the building access revocation
  - c. Communicate with the student to complete the Student Checkout Form
2. Once checkout forms have been signed and submitted, the Office of the Registrar will proceed to notify the Student Status Change Distribution List via email. The email will include:
  - a. Student Name
  - b. Current Cohort Group
  - c. Enrolled Campus
  - d. Updated Student Status
  - e. Effective Date
  - f. Eligibility to return to the program
  - g. Access to digital resources

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3. Course Rosters will be updated.

### Dean's Appeals

If the student submits an appeal of the decision within the time defined in the Burrell College student handbook. If the decision is upheld, the following procedural steps will be followed:

1. Within one business day, the office of the Registrar will communicate with the student to complete the Student Checkout form.
2. Once checkout forms have been signed and submitted, the Office of the registrar will proceed to notify the Student Status Change Distribution List via email. The email will include:
  - a. Student Name
  - b. Current Cohort Group
  - c. Enrolled Campus
  - d. NEW Student Status
  - e. Effective Date
  - f. Eligibility to return to the program
  - g. Access to digital resources
3. Course Rosters will be updated.

If the decision is overturned, building access will be reinstated.

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

Student Status Change Flow form

Student Checkout form

### **7. Maintenance**

Office of the Registrar

### **8. Signature**

Approved by

2/4/2026

Registrar

Date

### **9. Distribution List**

External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
02/04/2026	5.1	Timeline update for revoking Badge Access		2/4/2026