

Burrell College of Osteopathic Medicine
Student Handbook 2021-2022
Withdrawal from the College

A student may be withdrawn from the College and the degree program for academic deficiency, disciplinary action, failure to meet financial obligation, or upon personal request.

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;
- A student who is withdrawn from the College for a disciplinary infraction shall receive the designation “AW” denoting an Administrative Withdrawal; and
- A student who is withdrawn from the College due to academic deficiency will receive the course grades earned.

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;
- In cases of involuntary withdrawal, the Registrar shall secure the written determination from the appropriate administrative unit within the College;
- The student is required to obtain a checkout form from the Registrar and submit the completed form;
- The Registrar will arrange an exit meeting with appropriate departments including the Finance Office to settle any outstanding balances and determine if any return of financial aid is required;
- The student shall complete off-boarding with information systems; and
- The Registrar will provide notice of withdrawal to administrative offices of the College for dissemination within regulatory guidelines as needed.

For any voluntary withdrawal, the College will recognize the date of determination as defined by the U.S. Department of Education in its Code of Federal Regulations. Failure to complete any requirements in the withdrawal process may result in a hold placed on the student’s academic record.