

PROCEDURES TO REQUEST LEAVE OF ABSENCE OR WITHDRAWAL FROM THE COLLEGE OF MEDICINE

Procedures to Request Leave of Absence

1. Any student who wishes to request a leave of absence from the College of Medicine must first seek advisement from the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs and Admissions.
2. If after the above discussions the student still wishes to request a leave of absence, he/she must write a letter to the Associate Dean for Academic Affairs indicating same.
3. The Associate Dean for Academic Affairs will make a decision on the request for a leave of absence after conferring with the Associate Dean for Student Affairs and Admissions.
4. Students who have failing examination or final grade(s) should not expect to be granted a leave of absence.
5. Requests for leaves of absence will not normally be approved for more than one year.
6. Any student whose leave of absence is approved at the end of an academic year in which the student met all requirements for satisfactory performance will return to begin the year to which he/she was promoted.
7. Any first- or second-year student who is granted a leave of absence before the end of an academic year will be expected to return to repeat all courses of that academic year, including courses previously passed. Junior students who are granted a leave of absence and who miss more than 6 months of clinical rotations may be required to repeat the entire academic year, including courses previously passed. Likewise, senior students who miss more than 4 months may be required to repeat all rotations, including those they may have previously satisfactorily completed.
8. Provisions of the Student Promotions Policy referring to repeating students are not applicable to students returning from leaves of absences.
9. The student may appeal the decision of the Associate Dean for Academic Affairs to the Dean.
10. All students before departing the College of Medicine on a leave of absence must follow the procedures specified below:
 - a. Complete a total withdrawal form in Room 527, Office of Academic Affairs, College of Medicine, 806-6270.

- b. Report to the Office of Financial Aid, Room 524, College of Medicine, 806-6388, for counseling and an exit interview.
 - c. Follow the University Total Withdrawal Procedure (See University and College of Medicine Policies Affecting Students)
12. For students who leave the College of Medicine without completing the above procedures, the Office of Academic Affairs will initiate the total withdrawal process.

Procedures to Request Withdrawal

1. Any student who wishes to withdraw from the College of Medicine must first seek advisement from the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs and Admissions.
2. If after the above discussions the student still wishes to withdraw, he/she must write a letter to the Dean indicating same.
3. The Dean may ask to speak to the student or may forward the letter to the Associate Dean for Academic Affairs without interviewing the student.
4. The last day for total withdrawal will be printed in the Academic Calendar of the College of Medicine.
5. Any student who is not performing satisfactorily in any course at the time of withdrawal will be withdrawing not in good academic standing. Students will be notified of their standing at the time of withdrawal or within a reasonable period of time thereafter.
6. All students wishing to withdraw must follow the procedures specified below:
 - a. Complete a total withdrawal form in Room 527, Office of Academic Affairs, College of Medicine, 806-6270.
 - b. Report to the Office of Financial Aid, Room 530, College of Medicine, 806-6388, for counseling and an exit interview.
 - c. Follow the University Total Withdrawal Procedure (See University and College of Medicine Policies Affecting Students)
7. For students who leave the College of Medicine without completing the above procedures, the Office of Academic Affairs will initiate the total withdrawal process.
8. Any student who wishes to re-enroll in the College of Medicine after withdrawal must be readmitted. For information on readmission, students should consult the Associate Dean for Student Affairs and Admissions or the document, Readmission Application

Procedures. Any student re-admitted after withdrawal will be required to repeat the academic year in which he or she was last enrolled.

TOTAL WITHDRAWAL PROCEDURE

Students who find it necessary to withdraw from all of their classes for the current semester or for a subsequent semester for which they have already registered must complete a *Total Withdrawal Request Form*. This form must be submitted by the end of the 12th week of classes for the semester in which they wish to withdraw. The withdrawal form and instructions are available from the Dean or advisory center of each school or college. Students who are physically unable to complete the withdrawal in person and students who are administratively withdrawn should contact their dean or advisor for assistance.

Students considering a total withdrawal should note the following:

- The effective date of the withdrawal will be the date on which EM/Records receives the completed withdrawal request form.
- By registering for courses, students accept financial responsibility for payment for those courses and for any other charges incurred while they are enrolled.
- Financial aid may be adjusted or canceled as a result of withdrawal and may require repayment of loan funds. Adjustments to financial aid awards will be calculated according to University and Federal refund guidelines based on the official withdrawal date.
- Once the withdrawal has been completed, students will receive a grade of “W” for each course.
- Students who reside in University housing are required to **check out of their residence hall within 24 hours** of completing the total withdrawal process.
- Completing a total withdrawal from the University requires that **students surrender all University property**, including, but not limited to library books, room keys, computer cards, and identification access cards.
- Students who complete a total withdrawal from the University must reapply for admission to the University by published application deadlines.

Students should report first to the office of the dean or advisory center of their school or college to obtain a *Total Withdrawal Request Form*, and to discuss the reasons for and the implications of the withdrawal (1). Students who decide to continue with the withdrawal process should have the withdrawal form signed by their dean or the dean's designee and should then proceed as follows to the offices that correspond with their student status:

- Veterans, students with disabilities, and students who have judicial stipulations should report to the Office of Special Student Services, Suite 725, Howard Center (2).
- International students must report to the Office of International Student Services, Rm. 119, Blackburn Center (3).
- Students who reside in University housing must report to the Office of Residence Life, Tubman Quadrangle (4).

- Students who received any type of financial aid (including scholarships, grants, and loans) must report to the Office of Financial Aid, Scholarships, and Student Employment, Rm. 205 Administration Building to discuss the effect of withdrawal on their award(s) and potential financial aid overpayment. (5).
- All students must report to the Office of Student Financial Services, Rm. 218, Administration Building to discuss the status of and adjustments to their account. (6).
- All students must report to EM/Records, Rm. 104 Administration Building to submit the completed *Total Withdrawal Request* form and surrender their *Capstone Card* (7).

A student may withdraw from the University at anytime prior to the twelfth week of classes. To implement an official total withdrawal from the University, a student must file a completed Total Withdrawal Request Form with the Office of Enrollment Management/Records. A student who leaves the University without filing a completed Total Withdrawal Request Form may not be eligible to receive tuition refunds and may receive failing grades in the courses for which he/she is registered. A student who withdraws officially from the University may be eligible to receive a total or partial tuition refund in accordance with the University's Schedule of Financial Adjustments and/or Refunds. Students may be required to repay federal funds received in a given semester as a result of total withdrawal from the University.

Students registering for courses during General Registration for the upcoming semester, who decide prior to the first day of classes of the next semester that they will not attend the university, must complete a **Total Withdrawal Request Form**.