

**Student - Policy on Course or Clerkship/Rotation  
Withdrawal**

**Policy Number: 100.1149.100**

**Policy Revision Date: 2021-06-22**

**Policy Category: General Administrative**

**Policy Owner: Associate Dean of Student Affairs**

**Policy Audience: Student Council, Registrar,  
Associate Dean for Student Affairs, Financial Aid  
office**

**1. Definitions:**

**2. Leadership Council Review:**

Medical Curriculum Committee review and approval: June 22, 2021

**3. Introduction / Purpose:**

This policy on course, clerkship, rotation withdrawal applies to students who choose to withdraw from a course, clerkship, or rotation; take a leave of absence or are suspended from the curriculum.

**4. Governance and Enforcement:**

Associate Dean for Student Affairs

**5. Policy:**

This policy on course, clerkship or rotation withdrawal applies to students who choose to withdraw, take a leave of absence or are suspended from the curriculum.

In the case of a student electing to withdraw from a course, clerkship or rotation or take a leave of absence, in order for a student to be eligible for any cancellation or refund, the student must submit his or her notice of withdrawal, in writing, to the Associate Dean for Student Affairs.

The Registrar's Office will be immediately notified of this request and the student will be withdrawn from courses, clerkships or rotations and refunded the appropriate amount, as determined by the Refund Policy found in the Student Bulletin.

If a student is suspended from the curriculum, the date of suspension will be noted as the decision letter date from the Committee on Academic and Professional Standards but will not be posted to the student's record until the end of the period of appeal to the dean.

The date of the receipt of this notice determines the official date of withdrawal. The student will receive a grade of withdraw (W) for all currently enrolled courses. The Registrar will notify Financial Aid, Bursar and all faculty of this withdraw. Cancellation of charges, if any, will be determined by the official date of withdrawal (see refund policy).

If a student is considering withdrawal from an individual course, clerkship or rotation a Permission to Withdraw form must be completed by the student and signed by the instructor and the student's advisor. If a student completes the current term and chooses not to return for the following term, the last date of attendance will be the last date of the previous term.

A student must withdraw from a course, clerkship or rotation prior to the final examination or day of clinical activities to receive a "W" grade.

#### **6. Key Stakeholders:**

Student Council, Registrar, Associate Dean for Student Affairs, Financial Aid office