

Student - Policy on Withdrawal or Dismissal from GCSOM

Policy Number: 100.1025.109

Policy Revision Date: 2022-05-24

Policy Category: General Administrative

Policy Owner: Associate Dean for Student Affairs

Policy Audience: Students

1. Definitions:

Withdrawal – voluntary separation from the College and formally ending MD student status with GCSOM

Dismissal – termination from the College following review by the Committee of Academic and Professional Standards

2. Medical Curriculum Committee Review:

3. Introduction / Purpose:

This policy provides guidance for MD students wishing to withdraw from GCSOM or are dismissed through the Policy on Academic and Professional Standards.

Withdrawal

Students who wish to withdraw from GCSOM can either do so in writing or orally. If the request is submitted orally, the Associate Dean for Student Affairs (or designee) will assist the student in converting to a written notice. GCSOM requires all students to complete the approved Student Withdrawal Form and submit it to the Associate Dean for Student Affairs.

Dismissal

Students who are dismissed from GCSOM are notified about the process outlined in this policy by the Associate Dean of Student Affairs (or designee).

4. Governance and Enforcement:

Associate Dean for Student Affairs

5. Policy:

Students who wish to withdraw from GCSOM should complete the Withdrawal Form. The student may be asked for a letter in addition to the Withdrawal Form. The effective date of withdrawal will be recorded the day the student notifies the College.

If a student is dismissed from GCSOM, the date of dismissal will be noted as the date of notice from the Committee of Academic and Professional Standards but will not be posted to the student record until the end of the period of appeal to the Dean.

Upon notification of withdrawal or dismissal, the Associate Dean for Student Affairs will immediately notify the Registrar to withdraw the student from all courses. The Registrar will immediately notify current Course/Clerkship Directors, Financial Aid and Bursar Office of the official date of the withdrawal.

Cancellation of charges, if any, will be determined by the official date of withdrawal (see refund policy).

The items, including but not limited to listed below must be completed before an official withdrawal or dismissal can be completed:

- Return books/materials to the library.
- Return College ID card.
- Return parking permit (if applicable)
- Return of research/institutional data
- Meet with Financial Aid and Bursar Office
- Complete and submit the official withdrawal form.
- Return of the Technology Package
- Final payment of all charges

6. Key Stakeholders:

Students