



## INSTITUTIONAL POLICY: E-38

Category:	Education
Subject:	Withdrawal
Effective Date:	March 22, 2006
Last Revision Date:	May 20, 2015

### **E 38-1. Authority**

- 1.1 W. Va. Code § 18B-1-6
- 1.2 W. Va. Code R. § 133-4

### **E 38-2. Definitions**

- 2.1 “Dean” means the Vice President for Academic Affairs and Dean of the West Virginia School of Osteopathic Medicine (“WVSOM”).
- 2.2 “Withdrawal” or “withdraw” means a permanent separation of a student, including the termination of the individual’s status as a student, from WVSOM.

### **E 38-3. Voluntary Withdrawal**

- 3.1 Any student may apply for a voluntary withdrawal from WVSOM at any time. In order for the voluntary withdrawal to be official, the following requirements must be met:
  - 3.1.1 The student must submit a completed, signed voluntary withdrawal application form to the Dean.
  - 3.1.2 The student must complete a personal interview with the Dean to discuss the application. In rare and special circumstances, the Dean may waive this requirement.
  - 3.1.3 The student must meet with the Financial Aid Office for an exit interview concerning the repayment of his or her student loans.
  - 3.1.4 The student must return all equipment, keys, and other items listed on the WVSOM property checklist (accompanying the voluntary withdrawal application form) to the Office of the Dean.
  - 3.1.5 The student must satisfy any remaining fees or other financial obligations with the appropriate department (i.e., Bookstore, Financial Affairs Office, and Library).
  - 3.1.6 Once the student has completed the requirements in subsections 3.1.1 through 3.1.5, the Dean may approve the student’s voluntary withdrawal application. The official date of voluntary withdrawal shall be determined by the Dean.
- 3.2 A student who applies for a voluntary withdrawal from WVSOM is responsible for all academic work scheduled up to the official date of voluntary withdrawal determined by the

Dean. In extraordinary circumstances, the Dean may, in his or her discretion, excuse the student from academic responsibilities prior to the official date of voluntary withdrawal.

- 3.3 If the Dean approves the voluntary withdrawal application, the Dean shall notify the student via letter, which shall be sent by certified mail to the student's mailing address on file with the Registrar and to the student's WVSOM-issued email address. The notification letter must (i) inform the student that he or she has been approved for a voluntary withdrawal and (ii) specify the official date of the voluntary withdrawal. The Dean shall forward a copy of the notification letter to the Registrar, the Office of Student Affairs, the Financial Aid Office, the Office of Business Affairs, and the appropriate associate dean.
- 3.4 The Registrar shall indicate on the student's official permanent academic record the student's academic standing in the courses in progress as of the official date of the voluntary withdrawal (withdrawal [W], withdrawal passing [WP], or withdrawal failing [WF]), as appropriate.
- 3.5 Any student who fails to complete all of the requirements for voluntary withdrawal within 30 calendar days from the date the student submits the voluntary withdrawal application to the Dean shall be administratively withdrawn as provided in Section 4. In extraordinary circumstances, the Dean may, in his or her discretion, extend the deadline for completion of the voluntary withdrawal requirements.
  - 3.5.1 If the student fails to return all of the items listed on the WVSOM property checklist required by subsection 3.1.4 and/or fails to satisfy any remaining fees or other financial obligations required by subsection 3.1.5, within the timeframe required by this Section 3.5, the student shall be financially responsible for the items not returned and/or the fees or other financial obligations not satisfied.
  - 3.5.2 Upon the expiration of the deadline set forth in this Section 3.5, the Office of the Dean shall notify the Office of Business Affairs to send an invoice to the student for the items not returned and/or the fees or other financial obligations not satisfied. The invoice may be sent by regular mail to the student's mailing address on file with the Registrar and to the student's WVSOM-issued email address.
  - 3.5.3 If the student fails to pay the invoice within 30 days of the date of the invoice, the Registrar shall place a hold on the student's permanent record until the invoice has been paid in full.

#### **E 38-4. Administrative Withdrawal**

##### **4.1 Failure to Complete Voluntary Withdrawal Requirements**

Any student who fails to complete the requirements for voluntary withdrawal within the deadline set forth in Section 3.5 shall be administratively withdrawn from WVSOM.

##### **4.2 Failure to Communicate or Provide Required Documentation**

Any student who fails to communicate with or provide documentation to the Office of the Dean as requested by the Office of the Dean within 60 days of the initial request shall be administratively withdrawn from WVSOM. The Office of the Dean shall use reasonable efforts to attempt to contact the student after the initial request, including by certified mail

to the student's mailing address on file with the Registrar, by email to the student's WVSOM-issued email address, and by telephone using the student's telephone number on file with the Registrar, if any. Reasonable efforts require the Office of the Dean to make no more than two separate attempts by certified mail, email, and telephone, if available, on separate business days to contact the student beyond the initial request.

4.3 Leave(s) of Absence Exceeds 18 Months

Any student whose leave(s) of absence, for any reason, cumulatively exceeds 18 months shall be administratively withdrawn from WVSOM.

4.4 The official date of a student's administrative withdrawal shall be determined by the Dean.

4.5 If a student is administratively withdrawn from WVSOM, the Dean shall notify the student via letter, which shall be sent by certified mail to the student's mailing address on file with the Registrar and to the student's WVSOM-issued email address. The notification letter must (i) inform the student that he or she has been administratively withdrawn, (ii) cite the section of this policy providing for the administrative withdrawal, and (iii) specify the official date of the administrative withdrawal. The Dean shall forward a copy of the notification letter to the Registrar, the Office of Student Affairs, the Financial Aid Office, the Office of Business Affairs, and the appropriate associate dean.

4.6 The Registrar shall indicate on the student's official permanent academic record the student's academic standing in the courses in progress as of the official date of the administrative withdrawal (withdrawal [W], withdrawal passing [WP], or withdrawal failing [WF]), as appropriate.

**E 38-5. Readmission**

5.1 Subject to the prohibition in Section 5.2, any student wishing to return to WVSOM after a voluntary withdrawal or after an administrative withdrawal under Section 4.3 must apply for readmission through the normal admission process. Readmission following a voluntary withdrawal is not assured.

5.2 Any student who is granted a voluntary withdrawal or is administratively withdrawn under Section 4.3 during a pending investigation or disciplinary proceeding involving a potential violation of policy by that student will not be considered for readmission.

5.3 Any student who has been administratively withdrawn from WVSOM under Section 4.1 or Section 4.2 will not be considered for readmission.