

**Nova Southeastern University
College of Osteopathic Medicine**

Policy:	Withdrawal
COM Program/Degree:	Osteopathic Medicine Program/D.O.
Effective Date Issued:	March 16, 2023
Student Handbook Issue:	2022 - 2023 Academic Year

The Withdrawal policy has changed. The original policy, which can be found on pages 146-147 of the 2022-2023 Student Handbook is replaced with the following:

I. Withdrawal

1. Withdrawal from the College

Withdrawal from the college is a resignation by the student under which they surrender all rights and privileges as a student in the college.

A student withdrawing from the college must notify the Office of Student Affairs and complete a withdrawal form. Students who are receiving financial aid must notify the Office of Student Financial Assistance and be counseled regarding their financial status. Students may receive a partial tuition payment refund or be required to repay financial aid funds according to HPD policy (see Tuition Refund Policy—Voluntary Withdrawals section). To return to school after withdrawal, the student must apply for readmission through the HPD Office of Admissions.

A student in the Doctor of Osteopathic Medicine Program who does not register for classes by the end of the Roster Reconciliation period and has not requested and/or been placed on an approved LOA may be considered as having withdrawn from the college.

A student withdrawing from the college will be withdrawn from all courses for which they are registered but have not completed.

2. Withdrawal from a Course

Withdrawal from a course or courses must be distinguished from withdrawal from the college (see Withdrawal from College section).

Students may not elect to withdraw from any required course. However, withdrawal from a course or courses may be required by the college (see Leave of Absence section).

A student withdrawing from a course will receive a *W* on their transcript if no graded coursework has been completed, a *WP* if graded work has been taken and completed at a passing level, or a *WF* if the withdrawal occurred while the

student was failing completed coursework.

A student withdrawing from a clinical rotation will receive a *W* on their transcript if the rotation has not been completed, a *WP* if the rotation has been completed and some of the requirements (documentation, COMAT exam) have been completed at a satisfactory level, or a *WF* if the rotation has been completed and some of the requirements (documentation, COMAT exam) have been completed but at an unsatisfactory level.

Students are required to be actively involved in all courses they are registered in. During the first two-weeks of each term, KPCOM faculty members will reconcile their course registration with those attending class. Students who are not attending classes, and therefore not included in the roster reconciliation, will be reported to the NSU Office of the Registrar and will be notified that they will be withdrawn from those courses.

In all cases of course withdrawal, the student must repeat the course in its entirety and will receive their earned grade for the course. Until the course is repeated, the student may not progress to the next class year of study.