

**INSTITUTIONAL POLICY: E - 38**

**CATEGORY:** Education

**SUBJECT:** Withdrawal

**EFFECTIVE DATE:** March 22, 2006

**LAST REVISION DATE:** N/A

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Should a student determine that they want to voluntarily withdraw from the West Virginia School of Osteopathic Medicine, the following steps must be followed:

1. Application for voluntary withdrawal from WVSOM must be made in writing to the Vice President for Academic Affairs and Dean.
2. Except in rare and special circumstances, the student will be scheduled for a personal interview with the Vice President for Academic Affairs and Dean.
3. The student must report to the Registrar's Office to sign a withdrawal form before they can officially withdraw from the college. At the time the withdrawal is granted, the Registrar will indicate on the official permanent record the academic standing of the student in the courses in progress (withdrawal [W], withdrawal passing [WP], withdrawal failing [WF]).
4. The student must meet with the Financial Aid Office for an exit interview concerning the repayment of their loans.
5. All equipment, keys, etc. belonging to WVSOM must be returned prior to the student's departure. A checklist will be provided on the withdrawal form which must be returned to the Registrar's Office.
6. Any financial obligations outstanding at the time of withdrawal must be cleared with the appropriate department (Bookstore, Financial Affairs Office, Library).

Any student who does not complete this process for voluntary withdrawal will not be entitled to an official withdrawal and consequently will not be considered for readmission at a later date. Readmission following withdrawal is not assured. Following withdrawal, a student must submit an application for readmission through the normal admission process.