**NJMS Procedure to Request a Withdrawal**

Withdrawal is a voluntary permanent resignation from the MD program at NJMS by an enrolled student. Students considering withdrawal should discuss the matter with their advisor(s) and the Associate Dean for Student Affairs. The withdrawal mechanism is not intended to serve as an outlet to avoid dismissal due to academic failure or disciplinary reasons.

The following procedures should be followed when requesting a withdrawal from the MD program:

1. The student must submit a letter to the Dean of Student Affairs requesting a withdrawal from the program. The letter must explain the reason(s) for the request.
2. Requests for a Withdrawal by students in good academic standing will be acted upon by the Dean of Student Affairs.
3. Ordinarily, students in academic difficulty will not be granted a withdrawal; rather, they will be subject to the NJMS Promotions Policy. However, requests for a withdrawal by students in academic difficulty will be forwarded by the Dean of Student Affairs to the Committee on Student Affairs for action. Students will be notified of approval/disapproval by letter.
4. If approved, the date of withdrawal will be noted on the academic transcript.
5. If a student ceases to attend without requesting a leave of absence or a withdrawal from the program, the Dean for Student Affairs will attempt to contact the student by phone, email, and by certified return-receipt mail. If the student fails to respond to outreach efforts within 15 business days, the Dean for Student Affairs, in conjunction with the course/clerkship directors, will determine the last date of attendance and process an administrative withdrawal from the program. An administrative withdrawal is considered a permanent status.