



Policy Title:	Course Changes and Withdrawals Policy – School of Veterinary Medicine
Policy Number:	4005

1. Policy Statement

St. Matthew's University School of Veterinary Medicine (SMUSVM) students are expected to remain registered and enrolled throughout their program unless they have received written approval for a Leave of Absence or have formally withdrawn.

Because of the sequential nature of the veterinary curriculum, withdrawal from an individual course is not permitted except in extreme cases, such as a medical emergency or other exceptional circumstance approved by the University.

In such cases, the student may withdraw from all courses in the semester or take an approved leave of absence in accordance with the applicable University policy. The student may return at the beginning of the next semester and repeat all courses for the semester in which the student was enrolled at the time of withdrawal, subject to academic standing, program sequencing, course availability, and University approval.

2. Scope

This policy applies to students enrolled in the School of Veterinary Medicine, including students in Basic Science semesters and students in Clinical Medicine rotations.

3. Policy

Registration and Enrolment

Students must be registered and enrolled at all times unless they have received written approval for a Leave of Absence.

Students are not automatically considered enrolled. Students who fail to enrol, and who do not have an approved Leave of Absence, may have their status changed to "Withdrawn" and may be required to apply for readmission before returning to the program.

All students must complete registration by the end of the registration period for the semester. Students who fail to complete registration may not be admitted to class, may not receive financial aid funds, and/or may not receive credit for clinical studies.

Students in clinical rotations who have not completed the required registration procedures may be removed from their clinical site.

Course Change

Course changes must be reviewed in light of the structure and sequencing of the School of Veterinary Medicine curriculum.

Transfer students and students who have failed courses must correspond with the Associate Dean of Academic Affairs before registering.

The Registrar will coordinate with the Associate Dean of Academic Affairs for course approvals to ensure that class rosters are accurate.

Withdrawal from an Individual Course

Withdrawal from an individual course is not permitted except in extreme cases, such as a medical emergency or other exceptional circumstance approved by the University.

Where a student is unable to continue in an individual course, the student may be required to withdraw from all courses in the semester or request an approved Leave of Absence in accordance with the applicable University policy.

Semester Withdrawal

A student who is unable to continue in the semester must follow the University's process for withdrawal.

For Basic Science semester withdrawals, the student must complete the required withdrawal form and submit it to the Dean of Basic Science.

A semester withdrawal may affect the student's registration status, academic progression, financial obligations, refund eligibility, and return to the program. Any refund eligibility will be determined in accordance with the applicable tuition refund policy.

Clinical Medicine Rotations

Students in Clinical Medicine rotations must complete all required registration procedures before beginning or continuing at a clinical site.

A student in Clinical Medicine who does not complete the required registration procedures may be removed from the clinical site and may not receive credit for clinical studies.

Withdrawal from Clinical Medicine rotations may affect the student's academic progression, financial obligations, refund eligibility, and return to the program. Any refund eligibility will be determined in accordance with the applicable tuition refund policy.

Clinical Medicine Rotations

Students in Clinical Medicine rotations must complete all required registration procedures before beginning or continuing at a clinical site.

A student in Clinical Medicine who does not complete the required registration procedures may be removed from the clinical site and may not receive credit for clinical studies.

Withdrawal from Clinical Medicine rotations may affect the student's academic progression, financial obligations, refund eligibility, and return to the program. Any refund eligibility will be determined in accordance with the applicable tuition refund policy.

Return After Withdrawal

A student returning after withdrawal may be required to apply for readmission before returning to the program.

A returning student may be required to return at the beginning of the next appropriate semester and repeat the courses for the semester in which the student was enrolled at the time of withdrawal, subject to academic standing, program sequencing, course availability, and University approval.

4. Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Course Change	A change to a student's course registration, subject to program sequencing, course approval, and University requirements.
Semester Withdrawal	The formal process by which a student exits all courses in a semester after registration.
Withdrawn	A student status that may apply when a student fails to enrol, does not have written approval to be away from studies, or formally withdraws from the program.

5. Related policies

Student Tuition Refunds Policy
Leave of Absence Policy

6. Responsibility

Students are responsible for remaining registered and enrolled unless they have received written approval to be away from studies or have formally withdrawn.

Students are responsible for completing registration by the end of the registration period for each semester.

Students are responsible for understanding that withdrawal from an individual course is not normally permitted because of the sequential nature of the veterinary curriculum.

Students are responsible for understanding that withdrawals may have academic, registration, progression, financial, refund, and return-to-program implications.

Transfer students and students who have failed courses are responsible for corresponding with the Associate Dean of Academic Affairs before registering.

The Associate Dean of Academic Affairs is responsible for reviewing course registration matters for transfer students and students who have failed courses.

The Registrar is responsible for coordinating with the Associate Dean of Academic Affairs for course approvals and ensuring that class rosters are accurate.

The Dean of Basic Science is responsible for receiving completed withdrawal forms for Basic Science semester withdrawals.

Students in Clinical Medicine rotations are responsible for completing all required registration procedures before beginning or continuing at a clinical site.