

UNIVERSITY OF TENNESSEE MEDICAL CENTER
SCHOOL OF CLINICAL LABORATORY SCIENCE
VOLUNTARY WITHDRAWAL FROM THE PROGRAM

PURPOSE

The Voluntary Withdrawal from the Program Policy provides guidelines for student withdrawal from the CLS program, guidelines for readmission, and tuition and fees refund schedule.

VOLUNTARY WITHDRAWAL FROM THE PROGRAM

Any student who withdraws from the program must provide written notice to the program director of the withdrawal. The notice must include the withdrawal date and reason for withdrawal.

A student who withdraws from the program will not receive credit for any classes she or he has not completed. Partial credit is not given for classes or clinical rotations.

3+1 Students:

1. Any 3+1 student who withdraws from the program must follow the University of Tennessee's policy and schedule for withdrawal. Student course drop / withdrawal dates for 3 + 1 students and percentage charged can be accessed at <http://web.utk.edu/~bursar/regchang.html>.
2. 3+1 students enroll at University of Tennessee system for twelve semester hours each semester of the program, for a total of 36 semester hours during the clinical year, to complete all required 400-level CLS courses. Student schedules match as closely as possible to the courses in which they are enrolled at UT. However, due to the nature of the program, clinical rotation schedules and class schedules, student class / clinical rotation schedules may not correspond exactly to the courses in which the students are enrolled. If a student withdraws from the program and from the university before the entire clinical year is completed, s/he may not receive credit for all courses taken. To be eligible for credit for all CLS courses, the student must successfully complete the entire program.
3. To be eligible for a Certificate of Completion in the program, a student must complete the entire clinical year.

4+1 Students:

Any 4 + 1 student who withdraws from the program will follow the schedule printed below.

4 + 1 Student Drop / Withdrawal Dates and Percentage of Tuition Refunded

<u>Week of Semester</u>	<u>Percentage Refunded</u>
Week 1	80 %
Week 2	50 %
Week 3 to end of semester	0 %

READMISSION AFTER VOLUNTARY WITHDRAWAL:

1. A student who withdrew from the program voluntarily may be considered for the program in a subsequent year; however, admission is not guaranteed.
2. All students must reapply, and must complete a new application and submit a new nonrefundable application fee.