COURSE WAIVER AND SUBSTITUTION FORM

Completes and signs form and forwards with supporting L documents to the appropriate Administrative Support Staff.

ADMINISTRATIVE SUPPORT

Compiles request and forwards to Divisional Dean for review and signature. review and

> Tracks request completion.

DIVISIONAL DEAN

Forwards signed form and supporting documents to the Registrar, ccing the Administrative Support Staff (for upload to the student file), and SD/PD for their records.

CHANGE OF GRADE FORM

FACULTY

Completes/signs form and forwards to the Administrative Support Staff.

ADMINISTRATIVE SUPPORT STAFF

Forwards document to Divisional Dean for review and signature.

Tracks request completion.

DIVISIONAL DEAN

Reviews and forwards signed form to the Registrar, ccing the Administrative Support Staff (for upload to the student file), and Specialty/Program Director for their records.

TRANSFER OF CREDIT FORM

Completes form and submits all documents to the SD/PD for review. This includes submission of the form, course syllabus (NOT course description), and transcript.

Reviews information and determines whether the course meets transfer to review the course to determine if is it an equivalent course. Once all documents to the **Administrative Support**

> Each request should be submitted individually but if a student has submitted multiple requests, it is recommended these be

Forwards all documents to Divisional Dean for review.

Tracks request completion.

Reviews all paperwork and approves or denies transfer of credit.

Divisional Dean forwards signed form to the Registrar, ccing the **Administrative Support** Staff (for upload to the student file), and SD/PD for their records.

DIVISIONAL DEAN

ADMINISTRATIVE SUPPORT STAFF PECIALTY/PROGRAM DIRECTOR **REGISTRAR:**

REGISTRAR, / AND SPE

Processes request.

ADMINISTRATIVE SUPPORT STAFF:

Uploads request to the student file.

SPECIALTY/PROGRAM **DIRECTOR:**

Notes transfer of credit request in their own files.

criteria. If unsure, the SD/PD may request a course leader complete, the SD/PD sends

CLINICAL FACULTY DOCUMENTS

ADMINISTRATIVE SUPPORT STAF

Provides documents to faculty at the start of the semester (if not provided at the course level) and answers questions.

Facilities document submission at the end of the semester.

form and forwards to the appropriate Administrative Support Staff.

FACULTY

Completes/signs

ADMINISTRATIVE SUPPORT STAFI

Uploads documents to the student file and, enters student and faculty preceptor/site evaluations into Excel for review/analysis.

DIVISIONAL DEAN

Reviews/analyzes Excel data and reports pertinent information to Specialty/Program Directors and faculty.

MAINTAINING MATRICULATION (MM)FORM

Completes and submits form.

STUDENT

Reviews request and determines whether an MM can be approved (no > 2 consecutive) and that by taking the MM will not delay program completion.

REGISTRAR'S OFFICE

Forwards approved requests to the to Divisional Dean.

Reviews the request to confirm the student is eligible for MM and confirms the associated fee should be applied.

DIVISIONAL DEAN

The approval/denial of this request is communicated to the Registrar's Office.

Upon receipt of the approved document, office processes MM request.

REGISTRAR'S OFFICE

WAITLIST FORM

Completes and submits form.

STUDENT

DIVISIONAL DEAN

Reviews and determines whether the request can be approved.

If approved, facilitates enrollment in collaboration with the Registrar's Office.

Process of review/approval is ongoing through Add/Drop.

REGISTRAR'S OFFICE

Enrolls and notifies student when enrolled in the course they requested.

ADD/DROP FORM

Completes and submits form within the assigned timeframe.

STUDENT

DIVISIONAL DEAN

Reviews and approves/ denies based on waitlist.

If approved, facilitates drop or add in collaboration with the Registrar's Office.

NOTE: Process of review/approval is ongoing through Add/Drop and designed to ensure the waitlist is honored.

REGISTRAR'S OFFICE

Processes student request and notifies student upon completion.

COURSE WITHDRAWAL FORM

SPECIALTY/PROGRAM DIRECTO

Completes and submits form within the assigned timeframe.

Student should discuss course withdrawal with the course faculty AND Specialty/Program Director.

REGISTRAR'S OFFICE uppy dans

Reviews form and emails to appropriate Administrative Support Staff.

ADMINISTRATIVE SUPPORT STAFF

Forwards document to Specialty/Program Director for review.

Reviews request and approves/denies based on academic circumstance and returns to appropriate Administrative Support Staff.

NOTE: Process of review/approval of course withdrawal by the Specialty/Program Director is to ensure the student has received appropriate counseling regarding when the course may be offered again, cannot withdraw from the same course twice, and time to program completion.

Uploads signed form to the restricted drive and forwards to the Registrar's Office .

Processes the student request and notifies student upon completion

Notifies student, faculty, and Specialty/Program Director of course withdrawal.

EGIST

PROGRAM WITHDRAWAL FORM

SPECIALTY/PROGRAM DIRECTOR

Completes and submits form within the assigned timeframe.

Student should discuss course withdrawal with the course faculty AND Specialty/Program Director.

Reviews and emails to appropriate REGISTRAR'S OFFICE Administrative Support ADMINISTRATIVE SUPPORT STAFF

Forwards document to Specialty/Program Director for review.

Reviews and returns to appropriate Administrative Support Staff.

NOTE: If indicated, reaches out to the student to better understand the circumstances/reason for program withdrawal.

Uploads signed form to the restricted drive and forwards to the Registrar's Office.

ADMINISTRATIVE SUPPORT STAFF

Processes the student request and notifies student upon completion

Notifies student, faculty, and Specialty/Program Director of course withdrawal.