

Virginia Tech Carilion School of Medicine (VTCSOM)

Policy: Deregistration
Subject: Enrollment Management/Registrar
Administrator: H. Reynolds
Rev.: 2
Original date: 9/24/2015
Revision dates: 10/06/2016

1 Purpose

To define the action taken when a student fails to fulfill a professional obligation or established administrative deadline while enrolled in medical school.

2 Policy

Deregistration – The cancellation of a student’s enrollment or registration for any period of time.

3 Procedures

1. Examples of professional obligations and/or administrative deadlines include but are not limited to:
 - a. Non-payment of fees, fines or bills
 - b. Failure to remove a financial aid, student loan, library, parking or other school of medicine encumbrance
 - c. Failure to meet an immunization requirement deadline or address immunization non-compliant status
 - d. Failure to submit annual request for updated contact information to the Office of Enrollment Management
 - e. Failure to provide proof of annual health insurance coverage to the Office of Enrollment Management
 - f. Failure to submit missing academic paperwork, such as an official academic transcript prior to matriculation
 - g. Failure to submit enrollment/registration data information or
 - h. Failure to adhere to other internal publicized deadlines established by school administration

2. The VTCSOM Office of the Dean, Office of Medical Education, or any other administrative area may initiate the deregistration process. When a student is deregistered, the Registrar will notify the student that he/she is not permitted to attend any educational or school-related activities, such as lectures, small group sessions, labs, clinic, rounds, exams, OSCEs etc., while deregistered. The course/clerkship director(s) will also be notified. (The Registrar will re-register the student once the student satisfies any and all professional or administrative obligations).