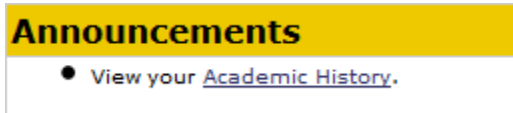


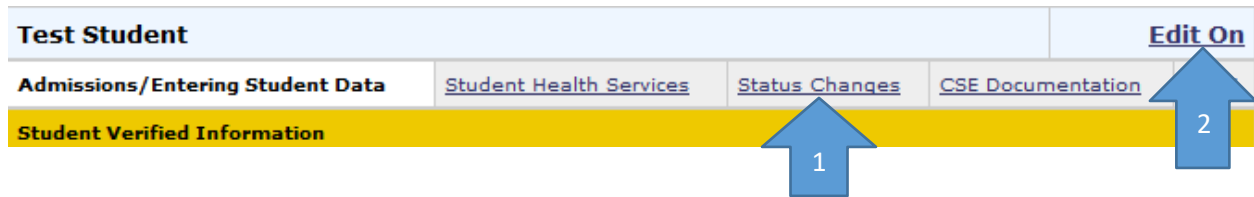
## INSTRUCTIONS FOR WITHDRAWING FROM LCOM

To initiate the process to withdraw from the Larner College of Medicine, please follow the step-by-step instructions below. Also please be sure to check-in with the LCOM Student Financial Services Coordinator and to familiarize yourself with related policies in the [Student Handbook](#).

1. Download the [LCOM Withdrawal Form](#)
2. Populate all fields in the top section of the form.
3. Rename the form—keeping it as a docx file so that the Associate Dean can add to/edit it upon receipt. The preferred file name protocol is “Lastname FirstInitial\_LCOMwithdrawal” with date formatted as yyyyymmdd. Save the file on your computer. (Example: Smith J\_LCOMwithdrawal\_20170228)
4. Log-in to [Oasis](#)
5. Click on “View your [Academic History](#)” in the Announcements box.



6. Choose the “Status Changes” tab.



7. Click “Edit On” in the upper right-corner of the screen.
8. Upload your saved LCOM Withdrawal form docx file to the “Withdrawing from LCOM (Student Upload)” section. To do this:
  - a. Click on “Add file” to browse for your saved document.
  - b. Once selected, click on “Upload” to actually upload it.
  - c. The click on “**Save & Notify**”—not just “Save”—to submit your request and to generate an automated email notification to the Associate Dean for Students and her assistant.

(See screenshot next page.)

### Withdrawing from LCOM (Student Upload)

Students wishing to withdraw from the Larner College of Medicine must complete the top portion of the [Larner College of Medicine Withdrawal form](#) and upload it here.

Prior to uploading, rename and save the file on your computer (Last Name\_LCOMwithdrawal\_Date.docx). Click "Edit On" in the upper right corner to enable uploading. Then click "Add file" to browse for the saved file on your computer, followed by "Upload" to actually upload the file. **Be sure to hit "Save & Notify"** not just "Save" so that the Associate Dean for Students and her Assistant are notified by the software that the form is here.

Upon submission the Associate Dean for Students will either approve the request, or if necessary follow-up with the student to obtain additional information.

[Detailed instructions](#) are linked.

[View Item History](#)

LCOM Withdrawal form (Student Upload) [View Attributes](#)

### Withdrawing from LCOM (Student View)

Associate Dean for Students or designee will upload reviewed LCOM Withdrawal forms here to document receipt and approval, and to communicate details to OMSE staff. Upon submission the LCOM Registrar, LCOM Student Financial Services Coordinator and Director of Student Success are notified by the software.

Note must hit **"Save & Notify"**, not just "Save" to generate notification.

[View Item History](#)

LCOM Withdrawal Form (Assoc Dean for Students) [View Attributes History \(0 entries\)](#)

4) Then monitor status here

9. The Associate Dean for Students will review your request. If more information or an in-person meeting is needed, she will send you an email. Otherwise, she will complete the second page of the form and upload it to the "Withdrawing from LCOM (Student View)" section.
10. Check your Academic History file to monitor the status of your request.
11. When the form is approved, the software will generate an email notification to the LCOM Registrar, LCOM Student Financial Services Coordinator, and the Director of Student Success, alerting each of these staff members to log-in to Oasis to view the document.