

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Paul L. Foster School of Medicine
GRADUATE MEDICAL EDUCATION
Standard Policy and/or Procedure

TITLE: Notification of Voluntary Withdrawal from Training

APPROVED: 2/13/2009

REVISED:

EFFECTIVE DATE: 7/1/2009

PURPOSE: To insure timely notification by a trainee to the director of his/her training program when the decision has been not to continue training at the institution.

POLICY STATEMENT: A trainee who does not plan to continue in the succeeding year of his/her training program must notify the Program Director in writing no later than three (3) months prior to the ending of the current contract year.