



MEDICAL SCHOOL POLICY

Medical Student Readmittance from Withdrawal

Senior Leader: Senior Associate Dean for Undergraduate Medical Education

Policy Owner: Assistant Dean for Student Affairs-Twin Cities

Associate Dean for Student Life and Academic Affairs-Duluth

Responsible University Officer: Director of Student Affairs

Policy Contact: Scott Davenport, Director of Student Affairs, (612) 624-8601, daven016@umn.edu

POLICY STATEMENT

The University of Minnesota Medical School (UMMS) maintains the highest standards for its educational program and the students who participate in it. The program sets an expectation for commitment to its curriculum, the mission of the school as a whole, and the overall duty of care to patients and those who administer the program.

For students seeking readmittance after having withdrawn from UMMS, special care must be taken to ensure the standards and values of the educational program are upheld. Clear processes must be in place to assess such requests and make informed decisions that are ultimately in the best interests of UMMS and the student in question.

REASON FOR POLICY

This policy establishes reasonable conditions and procedures under which a student who has withdrawn from the University of Minnesota Medical School (UMMS) may be readmitted. The establishment of such a policy ensures the integrity of the educational program.

PROCEDURES

Limitations on Return from Withdrawal Consideration

A student who was in good academic standing at the time of withdrawal from UMMS may be eligible for readmittance except in the following cases:

- The student was officially dismissed from the educational program (e.g. for unprofessional behavior, academic reasons, etc)
- Previous requests for readmittance were denied
- Adverse legal or academic concerns have arisen while during the period of withdrawal

Criteria for Return from Withdrawal

Students must apply for readmittance within or 120 days (the equivalent of one full semester's time) of withdrawal, and have been in good academic standing at the time of the withdrawal. Any student approved for readmittance may not defer.

Students accepted for readmittance will be subject to any conditions of the return set by the Scholastic Standing Committee. This may include repeating and passing any or all courses/terms deemed essential for appropriate remediation and/or assurance of academic readiness.

Students approved for readmittance will be subject to all UMMS policies, procedures, and requirements (ie. academic progress, graduation requirements, tuition rates, curricular formats, etc) in place at the time of their readmitted matriculation date.

General Procedures:

1. A student seeking readmittance must submit the following materials as part of their formal readmittance request:
 - a. A letter of request containing the following components:
 - i. An explanation of the reasons for the original withdrawal
 - ii. A detailed outline of all activities since leaving medical school, emphasizing any activities that may speak to the student's continued engagement in medicine, medical education, or the health sciences.
 - iii. A statement of self-reflection that demonstrates the student's understanding of the reasons for any academic difficulties, personal circumstances, and commitment to continuing their medical education studies.
 - iv. In cases where academic difficulty impacted the withdrawal, a description of any modifications to the student's approach to the academic rigor of the curriculum such as specific changes in study habits, working with appropriate support systems, or improved strategies for exam preparation.
 - v. A statement that the student understands the implications readmission will have financially. This includes confirmation that they have received advice from the medical school Financial Aid Office regarding impacts on aid availability.
 - b. A minimum of one letter of recommendation in support of readmittance must be included. This may be from a member of the UMMS community, but should be from an appropriate source who has sufficient knowledge of the student, so as to provide meaningful insight into the student's readiness to pursue medicine.
 - c. Official Transcripts for any courses taken during the period of withdrawal. The medical school does not accept transfer credit; transcripts are solely for the purpose of verifying academic engagement and the impact such enrollment may have for financial aid.
2. Depending on the term and academic phase (i.e. preclerkship, clerkship) to which the student would be readmitted, requests must be submitted by appropriate deadlines as follows:
 - i. **June 1** for return in the fall term
 - ii. **September 1** for return in the spring term
 - iii. **February 1** for return in the summer term
3. The formal letter, letter(s) of recommendation, and applicable Transcripts must be submitted to:
 - a. The Associate Dean for Student Life & Academic Affairs on the Regional Campus in Duluth for students seeking return in Duluth, years 1-2.
 - b. The Assistant Dean for Student Affairs in the Twin Cities for students seeking return on the Twin Cities campus, years 1-4.
4. All materials will be forwarded to the Scholastic Standing Committee for full review.
5. The Committee may require the student to participate in an in-person interview and may obtain additional input from other stakeholders as needed including, but not limited to, prior faculty who may have knowledge of the student's previous performance, or appropriate committees as deemed necessary.
6. Students will be notified, in writing, regarding the decision for readmittance. Such notification will include, at minimum:
 - a. Any remediation as a condition of, or subsequent to, readmission
 - b. The term, and official matriculation date, of readmission

- c. Any additional requirements or criteria as deemed appropriate (i.e. immunization requirements, etc).
- 7. **Appeals:** Students seeking to appeal any decision on readmittance are subject to the Scholastic Standing Committee appeals process (*see Appendices, below*).

UMMS Transcripts

Students approved for readmittance will be subject to all University of Minnesota and University of Minnesota Medical School procedures regarding appropriate notations of repeated courses and academic standing.

FORMS/INSTRUCTIONS

There are no forms or instructions associated with this policy.

APPENDICES

Scholastic Standing Committee Policy:

https://med.umn.edu/sites/med.umn.edu/files/osa.1219.020.1_scholastic_standing_committee_3.pdf

FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact	Name	Phone	Fax/Email
Associate Dean for Student Life & Academic Affairs	Robin Michaels, PhD	(218) 726-8872	rmichael@d.umn.edu
Director of Student Affairs	Scott Davenport	(612)-624-8601 [O3]	daven016@umn.edu
Director of Financial Aid	Kristin Basballe	(612) 624-7675	parrx008@umn.edu
Medical School Registrar	Jennifer Neufeld	(612)625-4489	neuf0006@umn.edu

RESPONSIBILITIES

Administrative/Dean Responsibilities: Upon request from a student to return from withdrawal, to review the criteria with the student and, if appropriate, forward the request to the Scholastic Standing Committee.

Requester responsibilities: Individuals requesting to be readmitted are responsible for notifying the appropriate school official in writing by the deadline noted in this policy, to be considered for readmittance.

RELATED INFORMATION

There is no related information associated with this policy.

HISTORY

Amended: January 2019

Approved: February 2019

Effective: February 2019

Reviewed and Amended: Senior Associate Dean, UME, February 2023