



Add/Drop/Withdrawal

Senior Leader: Senior Associate Dean for Undergraduate Medical Education

Responsible University Officer: Senior Associate Dean for Undergraduate Medical Education

Policy Owner: Senior Associate Dean for Undergraduate Medical Education

Policy Contact: Medical School Registrar, medregistrar@umn.edu

Policy Statement

This policy provides guidance on the timing for adding or dropping courses or clerkships and what is noted on the medical student transcript.

Reason for Policy

This policy outlines the procedures and timing for adding, dropping, or withdrawing from courses in the Foundations phase, or clinical courses in the Clinical Immersion (CiP) or Specialty-Specific Transitions (StP) phases.

Course enrollment can impact student status (full or part-time), overall academic progress, availability of health insurance, financial aid eligibility, clinical rotation capacity and scheduling, and patient care. As such, it is important to have clearly defined policies guiding the timing for adding or dropping courses/clerkships that minimize the impact to the student, the educational program, and the clinical mission.

Procedures

Foundations Phase Courses (FP1-4)

Adding Courses: The Foundations phase curriculum includes a structured, sequenced set of courses all students must take each term to make satisfactory academic progress. Students are automatically enrolled in the full course load for each term.

Dropping Courses: In most cases, students cannot drop individual courses without significant academic reasons. Dropping Foundations phase courses will adversely impact academic progress, financial aid eligibility, and time to graduation. A student may be placed on an administrative Leave of Absence (see the *Leave of Absence and Withdrawal* policy) if it is determined that the inability to maintain the full course load significantly impacts course sequencing and progression.

- For students who have left the course when fewer than 50% ¹ of the course days have passed:
 - Students must register for the course in a subsequent term and complete it in its entirety
 - Students will not receive credit for the course
 - Nothing will be recorded on the official transcript

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- For students who have left the course after 50%¹ or more of the course days have passed and who are not eligible for an Incomplete Grade must instead Withdraw.
 - Students who withdraw will receive a grade of 'W' (Withdraw)
 - Students will need to repeat the course in its entirety in a subsequent term
 - The student's transcript will permanently reflect the grade of 'W' for this course; this is in addition to any grade received for subsequent enrollment in this course

Clinical Immersion (CiP) & Specialty-Specific Transitions (StP) Phases

Scheduling a clinical experience is a commitment on the part of the student, the medical school, and the clinical site. Even before the first day of the clinical course, the school and the site dedicate staff, resources, and time on student placements. Dropping a scheduled clinical experience after the add/drop deadline makes it difficult to repurpose the capacity for another student or other health science learner who is served by the affiliate health system. Plus, the clinical leaders count on their assigned students to be fully present and engaged. It is expected that students will treat this commitment as seriously as they would an appointment with a patient or a colleague; following through on their promise, and being responsible and professional. It is with these considerations in mind that the following policy expectations are set.

Impact of Adding/Dropping Courses

	Add/Drop period	Post Add/Drop Period	10-day window	Clinical Course Start
Dropping	Drop clinical experiences with approval; no academic penalty	Late Drop Request Form; must meet allowable reasons	Withdrawal ("W") Only	Withdrawal ("W") upon Approval
Adding	Additions based on availability	Additions with coordinator approval	No Additions	No Additions

- I. Adding or Dropping Prior to the Add/Drop Deadline
 - a. Add/Drop deadlines define the end of the add/drop period for clinical courses. They are posted on the [Academic Calendar](#) page for the medical school.
 - b. Adding or dropping clinical courses must be completed prior to the applicable add/drop deadline.
 - c. Students may add or drop clinical courses prior to the add/drop deadline without penalty. Nothing will be recorded on the official transcript and no credit will be given for courses that are dropped.
 - d. Students must obtain approval from the curriculum leadership before dropping a required clinical course, regardless of the timing. Students should consult with their Academic Advisor and the Office of Financial Aid to determine how any adjustments in overall course registrations may impact their ability to meet

¹ The 50% completion point is defined as the midpoint between the first and last session of the course. In the event this date falls on a weekend or holiday, the 50% completion point will be the next available business day.

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graduation requirements on time (especially when dropping core clerkships), enrollment status, and financial aid eligibility.

II. Adding or Dropping after the Add/Drop Deadline but before the first day of a Clinical Course

- a. **Late Additions:** requests for a late addition of a clinical course, up to 10 business days before the start of the course, may be accommodated if approved by the clinical course coordinator.
- b. **Late drops:** requests for a late drop of a clinical course, up to 10 business days before the start of the course, must be submitted via the [Late Drop Request Form](#). The Request will be reviewed and approval granted by the Director of Clinical Immersion and Transitions. Approval will only be considered allowable for the following reasons:
 - Illness, physical or mental, of the student, student's dependent or someone for whom the student is a caregiver
 - Pregnancy and childbirth and/or related medical conditions of the student or student's partner
 - Subpoenas, jury duty, and/or mandatory court appearances
 - Military service
 - Bereavement
 - Personal or family crises
- c. **Exceptions:** Some clinical courses are considered [exempt](#) from the late drop requirements. Students may drop these courses up to 10 business days prior to the start of the course without specifying a reason. Students must still submit a request via the [Late Drop Request Form](#).
- d. Students approved for a late drop will have the clinical course removed from their schedule. Nothing is recorded on the transcript and no credit is given.
- e. Students whose Late Drop is denied must submit a [Withdrawal Form](#) to withdraw from the course (A “W” will be noted on the Transcript)
- f. Students in special circumstances, such as a return from a PhD or FlexMD, arranging visiting electives, or an unexpected change in specialty choice, must consult with their Academic Advisor for assistance in navigating the add/drop deadline.

10 business days prior to the start of the clinical course

1. Students cannot add a clinical course to their schedule within 10 business days prior to the start of that clinical course.
2. Students seeking to leave a clinical course within 10 business days of the start of that course must withdraw. Students must request withdrawal via the [Withdrawal Form](#). The student will receive a “W” on their transcript.

III. Adding or dropping once the clinical course has begun:

- a. Students cannot add a clinical course to their schedule after its start date.
- b. Students cannot drop clinical courses from their schedule after its start date. Students who believe they have a significant reason for not being able to meet their obligation to finish a scheduled clinical experience, and are not eligible for an Incomplete (see *Incomplete Grade Request Policy*), may withdraw, pending approval, as follows:

UMMS Z-Link: https://z.umn.edu/Add_Drop_Withdrawal

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1. Students must submit their request to withdraw via the [Withdrawal Form](#). The request will be reviewed by the Senior Associate Dean for Undergraduate Medical Education. The Senior Associate Dean will determine whether to approve or deny the request. Students will be notified, in writing, of the outcome. If approved, the Registrar will be notified.
2. Students are expected to continue meeting their scheduled obligations until receiving a response from the Senior Associate Dean. Students are strongly encouraged to seek support from appropriate services (i.e., Confidential Bridging Counseling (CBC), Office of Learner Development (OLD), Academic Advisors) during this time.
3. **If approved, a “W” will be noted on the official transcript.**
4. **If the request is not approved, the student must complete the clinical course as scheduled, or, if continuing is not possible, receive a No Pass (“N”) grade.**
5. A required clerkship must be repeated in its entirety in a future period if a “W” or “N” grade is received.\

Additional Contacts

Role/Title	Name	Email
Medical School Registrar - Twin Cities & St. Cloud	Carly Siewert	medregistrar@umn.edu
Director of Student Affairs - Duluth	Stephanie Appleby	sappleby@d.umn.edu
Senior Associate Dean, UME	Jeff Chipman	chipm001@umn.edu

Related Information

This policy replaces content previously contained within the Grading and Grade Appeals policy and the Registration Policy

Refer to the [Medical Student Policies](#) webpage to review the following related policies:

- Academic Progress & Graduation Policy
- Academic Remediation & Incompletes in the Foundations Phase
- Incomplete Grade Policy
- Registration, Grading, & Grade Appeals Policy

Responsibilities

Office of the Registrar

- Track and verify appropriate processing of grades
- Make grade changes, collect, and retain official documentation regarding grade change justifications

Course/Clerkship Managers & Coordinators

- Review, approve/deny requests for late additions

Senior Associate Dean for Undergraduate Medical Education'

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- Review requests to withdraw from clinical courses after their start date and approve/deny such requests

Student

- Adhere to the Add/Drop deadlines; make requests for schedule adjustments, in writing, and in accordance with the procedures outlined herein
- Be prepared to fully engage with scheduled clinical experiences as a professional expectation

History

Replaces content previously contained in the Grading & Grade Appeals policy and the Registration Policy

Created: October 2025

Reviewed and Approved: Senior Associate Dean, Undergraduate Medical Education, November 2025