



## ADMINISTRATIVE POLICY

# Medical School Registration Policy

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**Senior Leader:** Jakub Tolar, M.D., Ph.D., Medical School Dean

**Responsible University Officer:** Associate Dean for Undergraduate Medical Education

**Policy Owner:** Associate Dean for Undergraduate Medical Education

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## POLICY STATEMENT

This policy outlines the process for the registration of medical school courses and establishes procedures for when registered courses cannot be successfully completed in the normal timeframe.

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## REASON FOR POLICY

This policy informs students of the timing and outcomes of the various options when leaving a course prior to completion, establishes consistent procedures for all students, and ensures an accurate record and documentation of a student's enrollment status.

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## PROCEDURES

### Years 1 and 2 registration

Students in years 1 and 2 on the Twin Cities campus will be registered for courses by the registrar. Registration will be processed approximately 4 weeks prior to the start of the term. Year 1 and 2 students on the Duluth campus will self-register with emailed instructions from the Student Affairs Office several weeks prior to the start of the term.

Twin Cities students must adhere to the following deadlines in order to be registered:

**Leave of Absence (LOA) return:** Students currently on a leave of absence must make a request to return two months prior to the start of the term by submitting a request to the Committee on Student Scholastic Standing (COSSS) per COSSS policy. Students approved to return must also be able to meet all other deadlines listed below.

**Completion of coursework:** Students who have Incompletes (I) or No Pass (N) grades approved for remediation must successfully complete the required work per the Incomplete contract or successfully pass all remedial exam(s) no later than ten business days prior to the start of the term of the next medical school level year (MS1 to MS2, or MS2 to MS3).

**Directed Study:** Students requesting a directed study must have an approved and signed directed study contract submitted to their academic advisor no later than ten business days prior to the start of the term.

**Hold:** Students who have non-medical school holds (i.e. Student Accounts or Boynton holds) must resolve the hold no later than ten business days prior to the start of the term in order to be registered.

**Compliance:** Students must be in compliance with all AHC requirements ten business days prior to the start of the term, and must have a compliance expiration date of at least thirty days past the first day of the term.

### **Years 3 and 4 registration**

Students in years 3 and 4 schedule courses/clerkships via MEdIS. Add and drop deadlines are clearly posted in MEdIS for each term and approval is required for any scheduling changes made after the posted deadlines. Scheduling is **not** the same as registration. Registration for years 3 and 4 happens via an automated weekly process beginning approximately 4 weeks prior to the start of the term. Registration will not be processed if there are any holds on the student's account. It is the student's responsibility to check for and resolve holds well in advance of the upcoming term's registration. Remember a course that is scheduled in MEdIS is NOT necessarily officially registered.

### **Holds**

Future term registration will not be processed if there is a hold on a student's account. In addition, year 3 and 4 students may have future registration dropped within a term if the student fails to maintain compliance with immunization requirements. It is the student's responsibility to monitor his or her own compliance status and to continuously remain compliant.

### **Drops and Withdrawals**

#### Years 1 and 2

Extenuating circumstances may prevent a student from completing a course within the semester in which the course is registered. The timing of the student requesting to leave the course determines how the event appears on the transcript and the method for completing the course at a future date. If the student requests to leave the course between the first date of the course and up to the day before the scheduled midterm examination, the student will be dropped from the course. A dropped course does not receive a grade, does not earn credit, and does not appear on the transcript. It is as though the course was never registered. If it is a required course, the course must be repeated in its entirety in a future term.

If the midterm examination in the course has been completed and all of the student's work in the course up to the point of leaving the course is at a passing level, an Incomplete may be granted at the course director's discretion. An Incomplete contract signed by both the course director and student must outline the work left to be completed and the deadline by which it must be completed, no later than one calendar year from the last date of the course. See the Grades policy for more information on Incomplete grades. If the course director does not approve an Incomplete in the course, or if the student's completed work in the course is not at a passing level, the course will be withdrawn with a grade of W. A W appears on the transcript but does not earn credit. If it is a required course, the course must be repeated in its entirety in a future term.

In all cases of a drop or withdrawal, the student's actual last date of attendance in the course will be documented. If the drop or withdrawal results in the need for a return of Title IV (federal financial aid) funds, this is the date that will be used in calculations. It is strongly recommended that students meet with the Financial Aid department prior to dropping or withdrawing from any course.

#### Years 3 and 4

When circumstances arise during a clerkship that prevent a student from completing the clerkship in the scheduled period, several factors will be considered in determining whether the course will be dropped, withdrawn, or eligible for an Incomplete.

- If the student requests to leave the clerkship in the first 25% of the period, measured in days of attendance at the site, the course will be dropped. Twenty-five percent will be measured as follows: For 2-week clerkships, the course will be dropped if requested to leave on or up to the third day of attendance at the site.

For 4-week clerkships, the course will be dropped if requested to leave on or up to the fifth day of attendance at the site.

For 8-week clerkships, the course will be dropped if requested to leave on or up to the tenth day of attendance at the site.

If a student must leave a clerkship after the 25% mark but circumstances will allow the student to complete the requirements of the clerkship within one calendar year from the last date of the scheduled period, the clerkship is eligible for an Incomplete grade. See the grade policy for complete information and requirements for an Incomplete.

If the student must leave the clerkship after the 25% mark and will not be able to complete the requirements for the clerkship within one calendar year due to taking a leave of absence, the clerkship will be withdrawn with a grade of W. A W appears on the transcript but does not earn credit. If it is a required clerkship, it must be completed in its entirety in a future term.

In all cases of a drop or withdrawal, the student's actual last date of attendance at the site will be documented. If the drop or withdrawal results in the need for a return of Title IV (federal financial aid) funds, this is the date that will be used in calculations. It is strongly recommended that students meet with the Financial Aid department prior to dropping or withdrawing from any course.

### **Leave of Absence (LOA)**

Students who do not intend to register for any credits in an upcoming semester must request and have an approved leave of absence (LOA) either through the Office of Student Affairs, the Committee on Student Scholastic Standing (COSSS) on the Twin Cities campus, or the Student Scholastic Standing (SSC) on the Duluth campus per the relevant committee's policy. Students in years 3 and 4 who fail to obtain an approved LOA and who do not schedule any credits in a term will be placed on an administrative LOA. In all circumstances of an LOA, the student must formally request approval to return from the LOA per the relevant policy.

### **Deceleration**

Students in Years 1 and 2 on decelerated plans on either campus will be manually registered by the registrar. Students will be notified when their registration has been processed and students are responsible for checking their registration and ensuring it is accurate according to their deceleration plan.

### **LICs**

Scheduling and registration of courses in LIC experiences including RPAP, MetroPAP, VALUE, HeLIX, REACH and EPAC is done per the program schedule and registrations of actual courses represent placeholders as the entire curriculum is threaded throughout the experience. In circumstances where a student must interrupt their LIC experience, every effort will be made to coordinate an adjustment to scheduling and registration that will best accommodate the individual circumstance, be least disruptive to the site(s) at which the student is rotating, be most accommodating to the LIC's needs, be least impactful to financial aid and most accurately reflective in the student record and transcript of the actual events.

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## **FORMS/INSTRUCTIONS**

There are no forms associated with this policy.

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## **APPENDICES**

There are no appendices associated with this policy.

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## **FREQUENTLY ASKED QUESTIONS**

There is no FAQ associated with this policy.

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
<b>Primary Contact</b>	<b>Name</b>	<b>Phone</b>	<b>Fax/Email</b>
Medical School Registrar (Twin Cities)	Jennifer Neufeld	612-625-4489	<a href="mailto:neuf0006@umn.edu">neuf0006@umn.edu</a>
Director of Student Affairs (Duluth)	Shawn Evenson	218-726-8873	<a href="mailto:sevenson@d.umn.edu">sevenson@d.umn.edu</a>

## HISTORY

**Amended:** January, 2019 - Approved by the Office of the Registrar

**Amended:** October 2019 to add procedural deadlines for Year 1 and 2 registration – Approved by the Office of the Registrar