



Medical School Registration Policy

Senior Leader: Medical School Dean

Responsible University Officer: Associate Dean for Undergraduate Medical Education

Policy Owner: Associate Dean for Undergraduate Medical Education

Policy Contact: Jennifer Neufeld, Medical School Registrar, (612) 625-4489, neuf0006@umn.edu

POLICY STATEMENT

This policy outlines the process for the registration of University of Minnesota Medical School (UMMS) courses/clerkships and establishes procedures for when registered courses/clerkships cannot be successfully completed in the normal timeframe.

REASON FOR POLICY

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

PROCEDURES

Preclerkship Phase Registration

Students in the preclerkship phase on the Twin Cities campus will be registered for their courses by the Registrar. Registration will be processed approximately 4 weeks prior to the start of the term. Students in the preclerkship phase on the Duluth campus will self-register with emailed instructions from the Student Affairs Office several weeks prior to the start of the term.

UMMS 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 notify the medical school confirming their return to active enrollment by the date outlined in the initial Leave of Absence Approval Letter (no less than 30 days prior to the intended return date). Refer to the [Leave of Absence and Withdrawal](#) policy for details about this requirement. 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 all outstanding work per the Incomplete Contract and/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 or phase (MS1 to MS2, or MS2 to the clerkship phase). Refer to the [Academic Progress and Graduation](#) policy for details on the requirements for academic progress.

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

Holds: 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. Future term registration will not be processed if there is a hold on a student's account.

Compliance: Students must be in compliance with all Academic Health Sciences 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.

Clerkship Phase Registration

Students in the clerkship phase 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. Registration for the clerkship phase 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. Scheduling is **not** the same as registration and a course 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, 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

A. Preclerkship Phase

Extenuating circumstances may prevent a student from completing a course. The timing of requests to leave a course determines how the event appears on the Transcript and any requirements for completing the course at a future date.

- If the request to leave the course is prior to the date marking the 50% completion point, the student will be dropped from the course. 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. A dropped course does not receive a grade, does not earn credit, and does not appear on the Transcript. If it is a required course, the course must be repeated in its entirety in a future term.
- If the request to leave the course is beyond the midpoint *and* all of the student's work in the course up to the point of leaving the course is at a passing level, a grade of Incomplete (I) may be granted at the Course Director's discretion. An Incomplete Contract signed by both the Course Director and student will 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 [Medical Student Grading](#) policy for more information on Incomplete grades.
- If the request to leave the course is beyond the midpoint *and* an Incomplete is not approved or if the student's completed work in the course is not at a passing level at the time of the request, the student will be withdrawn from the course; the Transcript will reflect a grade of 'W' and the student will not receive credit. Required courses must be repeated in their 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.

B. Clerkship Phase

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 be 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 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 [Medical Student Grading](#) 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.

Leaves 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). Refer to the [Leave of Absence and Withdrawal](#) policy for details on how to request a Leave of Absence.

Students in the clerkship phase 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 the preclerkship phase on decelerated plans 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, FLIIC 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 reflected in the student record and Transcript of the actual events.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

ADDITIONAL CONTACTS

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

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

Reviewed and Approved: Office of the Registrar, May 2022