

Date Revised  
February 2019

Date Effective  
February 2019



UNIVERSITY OF MINNESOTA

## MEDICAL SCHOOL ADMINISTRATIVE POLICY

# Medical Student Reinstatement from Withdrawal Policy

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**Senior Leader:** Robert Englander, MD, MPH, Associate Dean for Undergraduate Medical Education

**Policy Owner:** Michael Kim, MD, Assistant Dean for Student Affairs

Robin Michaels, PhD, Associate Dean for Student Life and Academic Affairs

**Responsible University Officer:** Scott Davenport, Director of Student Affairs

**Policy Contact:** Scott Davenport, Director of Student Affairs

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## POLICY STATEMENT

The University of Minnesota Medical School (UMMS) maintains the highest standards for its educational program and the students who participate in it. As such, 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 who have chosen to withdraw from UMMS, and who may seek to return to the program, special care must be taken to ensure that 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.

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This policy establishes reasonable conditions and procedures under which a student who has withdrawn from the University of Minnesota Medical School (UMMS) may be permitted to return.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

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## 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 return except in the following cases:

- Official dismissal from the educational program (e.g. for unprofessional behavior, academic reasons, etc.)
- Previous denials for return from withdrawal
- There were adverse legal or academic concerns raised while away

### Criteria for Return from Withdrawal

Students must apply for return within 120 days of withdrawal.

Any student approved to return may not defer and will be required to start no later than one semester after approval .

Students accepted for return will be subject to any conditions of the return set by the Committee on Student Scholastic Standing (COSSS) for students on the Twin Cities or the Scholastic Standing Committee (SSC) for

students on the Duluth campus. This may include repeating and passing any or all courses the COSSS/SSC believes are essential for appropriate remediation and assurance of academic readiness.

Students approved for return will be subject to the graduation requirements regarding the time to completion (Section II of the COSSS policies; Section II-A of the SSC Policy). Additionally, students will be subject to the current rate of tuition at the time of return.

#### **General Procedures:**

1. A student who wishes to return must submit a formal letter of request. The letter should address the following:
  - a. An explanation of the reasons for the withdrawal
  - b. 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.
  - c. 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.
  - d. 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.
  - e. A statement that the student understands the financial implications of returning. This includes confirmation that they have consulted with the medical school Financial Aid Office regarding impacts on aid availability.
  - f. Depending on the term and academic status (i.e. preclinical, clinical) in which the student is requesting to return, requests should 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
2. If any coursework was completed during the time away from UMMS, official transcripts will be required. 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.
3. A minimum of one letter of recommendation in support of return must be included. This may be from a member of the UMMS community, but should be from an appropriate source and have sufficient knowledge of the student, so as to provide meaningful insight into the student's readiness to pursue medicine.
4. The formal letter, letter(s) of recommendation, and applicable transcripts should be submitted to:
  - a. The Associate Dean for Student Life & Academic Affairs 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.
5. All materials will be forwarded to either the COSSS for Twin Cities requests, or the SSC for Duluth requests for full review.
6. The COSSS/SSC may require the student to participate in an in-person interview; the COSSS 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 (i.e. Scientific Foundations Committee, Clinical Education Committee) as deemed necessary.
7. Students approved for return are encouraged to consult with the Office of Financial Aid regarding financial aid eligibility.
8. Students will be notified, in writing, regarding the decision for return, including any required remediation, the term in which the student will be allowed to return, and any additional requirements or criteria as deemed appropriate (i.e. immunization requirements, etc). Students who wish to appeal any decision on return are subject to the COSSS/SSC appeals process (*see Appendices, below*).

#### **UMMS Transcripts**

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

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### **FORMS/INSTRUCTIONS**

There are no forms or instructions associated with this policy.

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## APPENDICES

**COSSS Policy:** <https://www.med.umn.edu/md-students/policies-governance/academic-progression/scholastic-standing-committees/cosss-twin-cities>

**SSC Policy:**

[https://www.med.umn.edu/sites/med.umn.edu/files/scc\\_policy\\_du\\_campus.pdf](https://www.med.umn.edu/sites/med.umn.edu/files/scc_policy_du_campus.pdf)

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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>   |
| Associate Dean for Student Life & Academic Affairs | Robin Michaels, PhD | (218) 726-8872 | <a href="mailto:rmichael@d.umn.edu">rmichael@d.umn.edu</a> |
| Assistant Dean for Student Affairs                 | Michael Kim         | (612)-625-5180 | <a href="mailto:mikekim@umn.edu">mikekim@umn.edu</a>       |
| Director of Financial Aid                          | Kristin Basballe    | (612) 624-7675 | <a href="mailto:parrx008@umn.edu">parrx008@umn.edu</a>     |

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## DEFINITIONS

There are no definitions associated with this policy.

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## 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 COSSS or SSC.

**Student responsibilities:** Students are responsible for notifying the appropriate school official in writing by the deadline noted in this policy, to be considered for return from withdrawal.

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## RELATED INFORMATION

There is no related information associated with this policy.

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## HISTORY

**Amended:** January 2019

**Approved:** February 2019

**Effective:** February 2019