



Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Authorized Withdrawal or Program Withdrawal from the MD Program
Application/ Scope:	All students registered in the UGME Program
Approved (Date):	December, 2011
Review Date:	5 years from the last revised date
Revised (Date):	January 9, 2019
Approved By:	Reviewed at UGME Progress Committee: September 14, 2018 College Council, Max Rady College of Medicine: October 24, 2018 Senate: January 9, 2019

1. **PURPOSE**

To define the criteria and process for Authorized Withdrawals and Program Withdrawals from the Undergraduate Medical Education Program. This Policy and Procedure is intended to complement and supplement The University of Manitoba Authorized Withdrawal Policy and Authorized Withdrawal Procedure.

2. **DEFINITIONS**

- 2.1. **Authorized Withdrawal** - an approved withdrawal from one or more of Med I, Med II, Med III or Med IV, (each year constituting a “Term” or course under the University’s Authorized Withdrawal Policy) for medical or compassionate grounds, in accordance with the process set out in this Policy. An Authorized Withdrawal will appear on the Student’s Medical School Performance Record (“MSPR”) (also called the “Dean’s Letter”) but not on any Official Transcript issued by the University’s Registrar’s Office.
- 2.2. **Curriculum Management System** – the software application that enables the Max Rady College of Medicine and University of Manitoba to manage UGME student data.
- 2.3. **Leave of Absence or LOA** – a period of leave, established, administered and approved by the Program that enables a student to take a temporary leave from the Program, in accordance with the UGME Leaves of Absences (LOA) Policy. Any Leaves of Absence during an academic year are addressed in the UGME Leaves of Absences (LOA) Policy and not under this policy.
- 2.4. **Program** – the four-year Doctor of Medicine program at the Max Rady College of Medicine, University of Manitoba.
- 2.5. **Program Withdrawal**– a withdrawal by a student from the Program in its entirety, who no longer wishes to participate in the Program, and who does not meet the criteria for an Authorized Withdrawal. A Program Withdrawal under this Policy is distinguishable from a Voluntary Withdrawal under the University’s Voluntary Withdrawal Policy, which contemplates withdrawal from a particular course in accordance with certain timelines, without academic penalty. Such parameters do not apply in the Program, as each academic year of the Program, i.e., Med I, Med II, Med III and Med IV constitute a “Term” and course under the University’s Academic Calendar, and each Program Term must be successfully completed in order to move on to the next Program Term, in accordance with the UGME Policy on Promotion and Failure. A Program Withdrawal granted under this Policy will appear on the Student’s MSPR (also called the Dean’s Letter) and on any Official Transcript issued by the University’s Registrar’s Office.
- 2.6. **UGME** – Undergraduate Medical Education.

2.7. **Voluntary Withdrawal** – a registration option that enables students in some programs to withdraw from a course of courses after the registration revision period without academic penalty. This option is not available to students in the Program.

3. **POLICY STATEMENTS**

- 3.1. Any student considering withdrawal or temporary leave from the Program should first meet with the Associate Dean, Student Affairs, UGME, to discuss the options available to the student, and consider all possible implications (e.g., academic progression, financial aid eligibility, student visa requirements) prior to making a decision. The student may also wish to consult with the Office of Student Advocacy (including discussing the matter of possible fee appeals to the Registrar's Office).
- 3.2. Ceasing to attend classes, rotations or other course requirements, regardless of reason, will not constitute an Authorized Withdrawal, Program Withdrawal or Leave of Absence. Students who do not complete a Program Withdrawal, receive an Authorized Withdrawal, or receive an approved Leave of Absence remain enrolled in the Program and will receive a final grade.
- 3.3. The Max Rady College of Medicine must provide an annual report on Authorized Withdrawal and Program Withdrawal applications and approvals to the Provost and Vice-President (Academic), University of Manitoba.

Program Withdrawal

- 3.4. If a student wishes a Program Withdrawal, the student shall provide a request in writing to the Associate Dean, UGME.
- 3.5. The Associate Dean, UGME shall provide written confirmation of the student's decision of Program Withdrawal to:
 - (a) the student;
 - (b) the Administrator, Enrolment, Max Rady College of Medicine; and
 - (c) the Administrators, Clerkship, Pre-Clerkship, Clerkship Evaluations and Pre-Clerkship Evaluations (as applicable).
- 3.6. Upon Program Withdrawal, the student is considered to have withdrawn from the Program with no anticipated date of return.
- 3.7. If, at a later date, a student with a Program Withdrawal wishes to return to the Program, the student must re-apply for Program admission as if he or she were a new applicant and in accordance with the Program admission and eligibility requirements as they then exist and are set out in the Program Applicant Information Bulletin.

Authorized Withdrawal

- 3.8. An Authorized Withdrawal may be approved under the following circumstances:
 - (a) Medical Grounds. When a serious event, including but not limited to illness, accident or injury affects a student's ability to attend classes and/or complete course requirements; and/or
 - (b) Compassionate Grounds. When an extraordinary personal circumstance, including but not limited to a serious illness or death of a significant person in a student's life affects a student's ability to attend classes and/or complete course requirements.

- 3.9. If a student wishes an Authorized Withdrawal, the student shall provide the request for Authorized Withdrawal in writing to the Associate Dean, UGME. The request shall be made prior to the end of the Term to which the Authorized Withdrawal applies. The Authorized Withdrawal request shall include:
- (a) A letter from the student requesting an Authorized Withdrawal with an explanation detailing how the circumstances or symptoms affected his/her ability to attend classes and/or complete course requirements;
 - (b) Supporting documentation including but not limited to:
 - a. Letters or documents from objective, credible and verifiable health care professionals. Students are encouraged to consult the Guidelines for Health Care Professionals that are available through the University's Office of Student Advocacy;
 - b. A funeral program and/or obituary;
 - c. A police report or auto accident report and/or
 - d. Travel receipts (e.g. airline, rail, bus).
- 3.10. The Associate Dean, UGME shall determine whether an Authorized Withdrawal is approved, taking into consideration the Medical Grounds and/or Compassionate Grounds affecting the student as well as the student's current academic record and if so approved, the conditions for re-enrolment.
- 3.11. An Authorized Withdrawal shall have conditions for re-enrolment, as determined by the Associate Dean, UGME. The conditions for re-enrolment shall include:
- (a) At the time of the request for re-enrolment, the student has met the academic criteria and technical standards requirements or will satisfactorily complete any such requirements prior to re-enrolment.
 - (b) The year of re-entry (e.g., Med I, Med II, Med III or Med IV) will be based on the educational level of the student at the time of the request for re-enrolment, based on the review of the Associate Dean, UGME, considering curriculum requirements as they then exist compared to when the AW was granted.
 - (c) The student must comply with all other regular Program requirements, including providing evidence of student registration with the College of Physicians and Surgeons of Manitoba, providing updated clearance checks for criminal records, adult abuse registry and child abuse registry, compliance with applicable immunization requirements and CPR requirements, and ensuring payment of all University tuition fees and expenses.
 - (d) If a student has been on Authorized Withdrawal for three (3) years or longer, the student shall be required to re-apply for admission through the regular first-year admissions process as if she/he were a new applicant and meet the Program admission and eligibility requirements as they then exist and are set out in the Program Applicant Information Bulletin.
- 3.12. Additional conditions for re-enrolment may include, without limitation:
- (a) Meeting with an academic advisor;
 - (b) Producing a certificate of fitness to return to studies;
 - (c) Making use of support services on campus;
 - (d) Re-enrolment subject to availability of space given that the Program is a limited enrolment program.
- 3.13. If the student receives an Authorized Withdrawal, the Associate Dean, UGME shall provide written confirmation of the Authorized Withdrawal with the conditions for re-enrollment to:
- (a) the student;
 - (b) the Administrator, Enrolment, Max Rady College of Medicine; and
 - (c) the Administrators, Clerkship, Pre-Clerkship, Clerkship Evaluations and Pre-Clerkship Evaluations (as applicable).
- 3.14. If a student is unsuccessful in receiving an Authorized Withdrawal, the student may appeal the decision to the UGME Student Appeals Committee, within ten (10) working days of the decision, in accordance with the process set out in the Undergraduate Medical Education Student Appeals (UGME SAC) Policy.

- 3.15. If, at a later date, a student with an Authorized Withdrawal wishes to return to the Program, the student should discuss their potential re-enrolment and actions that must be taken to facilitate a re-enrolment with the Associate Dean, UGME, and/or Associate Dean, Student Affairs, UGME. Should the student wish to re-enrol, the student shall provide a written request with appropriate documentation showing compliance with the conditions of re-enrolment to the Associate Dean, UGME.
- 3.16. Within thirty (30) working days of receipt of the student's re-enrolment request, the Associate Dean, UGME will review the request, meet with the student if required, and determine the student's eligibility for re-enrolment based upon the conditions for re-enrolment.
- 3.17. The Associate Dean, UGME, will communicate, in writing, the decision regarding re-enrolment (which may include a request for further documentation to corroborate documentation already received) and appropriate date for return, if applicable, to:
 - (a) the student;
 - (b) the Administrator, Enrolment, Max Rady College of Medicine;
 - (c) the Administrators, Clerkship, Pre-Clerkship, Clerkship Evaluations and Pre-Clerkship Evaluations (as applicable); and
 - (d) the University's Registrar's Office.
- 3.18. If re-enrolment is denied, and/or the student is otherwise not accepting of the decision of the Associate Dean, UGME, the student may appeal the decision to the UGME Student Appeals Committee, within ten (10) working days of the decision, in accordance with the process set out in the Undergraduate Medical Education Student Appeals (UGME SAC) Policy.

4. **PROCEDURES**

Responsibilities of the Administrator, Enrolment

Upon receipt of the letter confirming Authorized Withdrawal or Program Withdrawal from the Associate Dean, UGME, the Administrator, Enrolment:

- 4.1. Contacts the Registrar's Office to provide student's full name, student number, type of withdrawal and date of withdrawal. Liaises with Registrar's Office personnel to update the student's Aurora file and place student file on permanent hold;
- 4.2. Ensures that the student's contact information is up to date in AURORA Student;
- 4.3. Liaises with Financial Services to ensure that all financial obligations to the University for the student are completed;
- 4.4. Contacts the College of Physicians and Surgeons of Manitoba to inform them of student's withdrawal and date of withdrawal;
- 4.5. Creates permanent file for student and forwards to off-site storage;
- 4.6. Removes the student from any existing Curriculum Management System class lists and changes student status;
- 4.7. Collects lock, locker keys and mailbox keys from the student and updates lists as required.

Responsibilities of the Administrator, Clerkship:

Upon receipt of the letter confirming Authorized Withdrawal or Program Withdrawal from the Associate Dean, UGME, the Administrator, Clerkship:

- 4.8. Collects the student's pager and return for deactivation to the Manitoba e-Health Telecommunications Office;
- 4.9. Collects the student's hospital access card and arrange for deactivation with hospital Security Services;

- 4.10. Arranges for deactivation of hospital computer privileges with Manitoba e-Health;
- 4.11. Arranges for deactivation of clerkship stipend payment with WRHA-HRSS Office;
- 4.12. Removes student from all clerkship groups and notifies department administrators.

Responsibilities of the Administrator, Pre-Clerkship:

Upon receipt of the letter confirming Authorized Withdrawal or Program Withdrawal from the Associate Dean, UGME, the Administrator, Pre-Clerkship:

- 4.13. Removes the student from any Pre-Clerkship student listings/groups in the Curriculum Management System;
- 4.14. Removes the student from external records outside of the Curriculum Management System such as attendance sheets or student listings sent to departments.

5. **REFERENCES**

- 5.1. University of Manitoba Authorized Withdrawal Policy:
https://umanitoba.ca/admin/governance/media/Authorized_Withdrawal_Policy_-_2016_09_01.pdf
- 5.2. University of Manitoba Authorized Withdrawal Procedure:
http://umanitoba.ca/governance/media/Authorized_Withdrawal_Procedures_-_2016_09_01.pdf
- 5.3. University of Manitoba Voluntary Withdrawal Policy:
https://umanitoba.ca/admin/governance/media/Voluntary_Withdrawal_Policy_-_2016_09_01.pdf
- 5.4. Undergraduate Medical Education Leaves of Absence (LOA) Policy:
http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/media/Leaves_of_Absence_Policy_10.24.18.pdf
- 5.5. Undergraduate Medical Education Student Appeals (UGME SAC) Policy:
http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/media/Student_Appeals_Policy.pdf

6. **POLICY CONTACT**

Please contact the Associate Dean, UGME, Max Rady College of Medicine with questions respecting this policy.