



## Withdrawal Policy

### Roles and Responsibilities

Policy Contact	Associate Dean for Student Affairs
Responsible	OSA
Accountable	Advancement Committee
Consulted	OME, Course and Clerkship Directors (when needed)
Informed	Faculty, OSA and OME Staff, Students

### LCME Standards

#### 9.9 Student Advancement and Appeal Process

A medical school ensures that the medical education program has a single set of core standards for the advancement and graduation of all medical students across all locations. A subset of medical students may have academic requirements in addition to the core standards if they are enrolled in a parallel curriculum. A medical school ensures that there is a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation, or dismissal.

#### 10.3 Policies Regarding Student Selection/Progress and Their Dissemination

The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

### Purpose and Scope

The policy defines the meaning, guidelines, and implications for the assignment of a grade of Withdraw (W) and the use of an Incomplete (I) designation in a medical student's academic record. The policy applies to all students enrolled in the MD program.

### Policy and Procedures

A course with a grade of W on the transcript will not fulfill a requirement for graduation. The Incomplete notation is not a final grade. It will be replaced with the final grade earned once requirements are met, or with a W if requirements are not met within one year of the end of the course. A grade of W or notation of Incomplete may be discussed on the MSPE. Any gap in educational progress will be explained on the MSPE.

#### Pre-Clerkship Courses

A student may withdraw from a pre-clerkship course only under special circumstances and with the approval of the Office of Student Affairs and the course director. For students withdrawing from pre-

clerkship courses, a leave of absence may be required. If a student withdraws from a course prior to the first assessment, the course will be dropped and will not appear on the transcript. If a student withdraws from a course after the first assessment, a notation of W will appear on the transcript. A student will not be permitted to withdraw from a course solely due to poor academic performance. A student who withdraws from a pre-clerkship course must repeat the course in its entirety and will not be permitted to participate further in the course, including assessments. If a student withdraws from a pre-clerkship course, a decision will be made about their continued participation in required longitudinal courses (e.g., FRCT, PoM) in consultation with the Office of Student Affairs and the longitudinal course director. A student who withdraws from a pre-clerkship course may not continue in a pre-clerkship elective unless granted specific permission from the course director and the Office of Student Affairs.

The designation of Incomplete is used in consultation with OME/OSA when mitigating circumstances prevent the student from completing a course on time and is applied only when a majority of course requirements have been met. If the course cannot be completed prior to the start of the next academic year, the designation of Incomplete in the student's academic record will be replaced with a grade of W and the student will repeat the course in its entirety before progressing.

### **Clinical Courses**

Students may withdraw from a clinical course only in consultation with the course director and the Office of Student Affairs. If approved within the first three days of course onset, the course will be dropped and will not appear on the transcript. A student who withdraws from a required clinical course prior to completing two-thirds (2/3) of the time must repeat the course in its entirety, and a notation of W will appear on the transcript. A student who leaves a course having completed more than two-thirds (2/3) of the time cannot withdraw; they will receive an Incomplete, and a notation of I will appear on the transcript until the final grade is assigned (see Grading Policy).

A student who has not fulfilled all requirements by the end of the sixth week after the end of the course will receive an Incomplete. If the incomplete is not remedied within one year of the end of the course, the student will be withdrawn from the course and a W will appear on the transcript.

### **Withdrawing from the Term**

For any course currently in progress, the statements outlined above apply. Any enrolled courses that have not yet started will be dropped and will not appear on the transcript. Students who withdraw from a term must meet with an OSA Dean to determine if a Leave of Absence is required.

### **Withdrawing from School**

A student who wishes to withdraw from school must meet with the Office of Student Affairs. A student who withdraws from school and subsequently desires to return must formally reapply through the Office of Admissions.

### **Exceptions**

There are no recognized exceptions to this policy. Exceptions will only be made rarely, and under extraordinary circumstances. Appropriate documentation will be included in the permanent educational record for affected students.

### Sanctions

The sanctions for this policy are described in the preceding paragraphs. Students who fail to complete all requirements for required courses and clerkships electives, and other programmatic requirements may not graduate from the MD program.

### Definitions

None

### Forms

Disengagement Process Form

### Related Policies/Procedures

Advancement, Graduation & Dismissal Policy

Grading Policy

Leave of Absence Policy

UMB Tuition Refund Policy

### History

Approved: CCC, June 2020

Revised: CCC, February 2024