

APSC Suspension, Withdrawal and Graduation Policy

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SECTION 1. SUSPENSION

- 1.1 The APSC may suspend any student who has academic or professional deficiencies.
- 1.2 Any student placed on suspension will be immediately removed from classes or clinical rotation assignments and/or duties.
- 1.3 The APSC may define conditions and tailor remedial programs to meet the specific student's needs and circumstances.
- 1.4 The APSC may also restrict the student from any academic facility or institutional event.
- 1.5 Students placed on suspension may be returned to student status contingent upon satisfactorily meeting the conditions set forth by the APSC.
- 1.6 Should a student be permitted to return to medical school, the APSC will recommend whether a student returns on probation or in good academic and professional standing.
- 1.7 Students who are not permitted to return to medical school by the APSC may reapply for admission through the Admissions Committee.
- 1.8 Given the emergent nature of suspensions and immediate dismissals resulting from actions thereof, appeals associated with suspension will go directly to the Dean. The Dean's decision is final.

SECTION 2. WITHDRAWAL

- 2.1 A student may voluntarily withdraw from MUJCESOM at any time upon written application to the Office of Student Affairs or the Office of Medical Education.
- 2.2 Withdrawal notification will be sent to the Office of Financial Aid and the Registrar's Office.
- 2.3 A student who is completely withdrawing from MUJCESOM will receive a grade of "W".
- 2.4 A student who withdraws from MUJCESOM and who later seeks re-entry must reapply via regular procedures through the Admissions Committee.
- 2.5 A student applying for re-admission must contact the Office of Medical Education or registrar for supplemental information (e.g. letter of explanation or violation of school's code of conduct, etc.) germane to his/her admissions new application.
- 2.6 A student who withdraws from MUJCESOM is not guaranteed re-admission to any School of Medicine.
- 2.7 The student's transcript will also note that the student was withdrawn from MUJCESOM.

SECTION 3. MANDATORY MEDICAL WITHDRAWAL

- 3.1 If evaluation supports or indicates a recommendation for a medical withdrawal from the School of Medicine, the Offices of Academic and Student Affairs will facilitate the withdrawal in conjunction with the APSC.
- 3.2 The Offices of Academic and Student Affairs will meet with the student to give an understanding of the evaluation and rationale for the required withdrawal.

- 3.3 If the student declines the opportunity for a medical evaluation and the APSC agrees, the student shall be withdrawn ("W" will be recorded) from all classes for medical reasons.
- 3.4 The student's transcript will also note that the student was withdrawn from MUJCESOM.
- 3.5 A student who is medically withdrawn from the School of Medicine who later seeks readmission must reapply via regular procedures through the Admissions Committee.

SECTION 4. WITHDRAWAL IMPACT UPON FINANCIAL AID

- 4.1 In accordance with University policies, any student on financial aid who withdraws before completing 60% or more of the enrollment period will be required to return the difference between the amount of unearned aid and the amount to be returned by the University.
- 4.2 The student will be billed for the amount due.

SECTION 5. DEGREE COMPLETION TIME FRAME

- 5.1 Students will have a maximum of six (6) years to complete the M.D. requirements and eight (8) years to complete the M.D./Ph.D.
- 5.2 The failure to meet graduation requirements by the sixth year following initial matriculation in the medical curriculum, excluding students in double degree programs will result in review by the APSC.
- 5.3 Students may submit a request for extending the maximum time for completion requirement to the APSC. An extension to permit the student may be granted to engage in research or other scholarly pursuits or if the APSC deems it necessary and appropriate to the student's medical education.

SECTION 6. GRADUATION

- 6.1 The M.D. degree may be conferred by MUJCESOM upon persons who have complied with the each of the following requirements:
 - 6.1.a Acceptable passing grades in all required courses and clerkships;
 - 6.1.b Acceptable passing grades in at least twenty-eight (28) approved weeks of fourth year electives;
 - 6.1.c Successful completion of the mentoring requirements as defined and described in the Mentorship Policy;
 - 6.1.e Passing scores on MUJCESOM required Year 4 examinations, the USMLE Step 1, Step 2 Clinical Knowledge and Step 2 Clinical Skills;
 - 6.1.f Acceptable academic and professional behavior and ethical standards;
 - 6.1.g Satisfactory completion of the required academic, professional and curriculum competencies (including medical career development, and patient encounters and procedures) set forth by MUJCESOM and/or any of its components, including the APSC, Curriculum Committees or other Committees and/or departments;

- 6.1.h Timely completion of required certifications and training.
 - 6.1.i Affirmation by a majority vote of the faculty of MUJCESOM in accordance with the School's by-laws;
 - 6.1.j Satisfactorily compliance with the provisions and stipulations of the Policy and Procedure for Criminal Background Checks.
- 6.2 MUJCESOM may recognize graduation dates in concert with those offered by the Main Campus as official graduation dates.

SECTION 7. CONCOMITANT STATEMENT

This policy statement shall be construed as being concomitant with other academic and professional standards and responsibilities established by Marshall University, its governing board and the Higher Education Policy Commission.