

# Creighton University School of Medicine

## Medical Education Program Policies

POLICY: Temporary Withdrawals

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: 3/28/2023; 3/26/2024

LCME ACCREDITATION STANDARD REFERENCE: Element 9.9 Student Advancement and Appeal Process; Element 10.3 Policies Regarding Student Selection/Progress and Their Dissemination

### **PURPOSE**

The purpose of this policy is to define the temporary withdrawal opportunities available to students enrolled in the Medical Education Program. In addition, the policy outlines how a temporary withdrawal is approved and how students return to the Medical Education Program from a temporary withdrawal.

### **POLICY**

A temporary withdrawal may be granted when a temporary interruption of a student's academic schedule is in the best interest of the student or the School of Medicine. The Advancement Committee is responsible for granting or denying a temporary withdrawal request. In addition, the Advancement Committee must approve the return of a student from a temporary withdrawal.

Time spent on a temporary withdrawal counts toward the maximum time allowed to complete the medical education program as listed within the Graduation Requirements Policy.

1. The Medical Education Program provides the following temporary withdrawal types:

A. Temporary Withdrawal – Academic

The Advancement Committee may place a student on an academic temporary withdrawal due to academic difficulties such as failure to pass a USMLE Step exam. A student on academic temporary withdrawal is expected to address the causes of his/her academic deficiencies during this period.

B. Temporary Withdrawal – Administrative

Pending a resolution of a review by the Review Committee and/or Dean, a student who has been dismissed by the Advancement Committee may be placed on an administrative temporary withdrawal for reasons relating to the physical or emotional welfare and/or the health and safety of the student, peers, staff, faculty, or patients. Following a decision of the Dean, the student will either be reinstated or dismissed from the School of Medicine.

C. Temporary Withdrawal – Educational

The School of Medicine may grant an educational temporary withdrawal to a student to pursue graduate-level course work or research outside the School of Medicine's dual-degree programs. A student seeking a degree during the temporary withdrawal must

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complete all degree requirements prior to returning to School of Medicine courses, clerkships, or electives. A student participating in a Creighton University School of Medicine dual-degree program continues to be enrolled as a medical student and therefore, is not considered to be on temporary withdrawal while taking coursework within the University.

### D. Temporary Withdrawal – Medical

A medical temporary withdrawal may be granted by the School of Medicine for documented medical/mental health issues or if a student's medical/mental health status is seriously impairing the student's academic or clinical performance. The student may return from a medical temporary withdrawal only with appropriate documentation from a qualified provider noting that the student is fit to return and that the student's condition will not impede academic progress or clinical performance and that the student can adhere to the Technical Standards of the School. Students must adhere to the reentry process of the University. See <https://studentlife.creighton.edu/community/policies-and-procedures/student-re-entry-process>. Prior to re-entering the School of Medicine curriculum, the student must also be approved to re-enter by the School of Medicine Advancement Committee.

### E. Temporary Withdrawal – Personal

The School of Medicine may grant a personal temporary withdrawal when personal circumstances (e.g., family illness, parental leave beyond the 5 days that is stated in the Attendance and Absence Policy) seriously impair a student's academic progress. The student may return from a personal temporary withdrawal only after consultation with the Associate Dean for Student Affairs or Assistant Dean for Student Affairs and approval from the Advancement Committee.

## PROCEDURE

1. A student may request, in writing, a temporary withdrawal from the Associate Dean for Student Affairs. This request is forwarded to the Advancement Committee, which determines whether a temporary withdrawal will be granted. In emergency situations the Associate Dean for Student Affairs may grant a temporary withdrawal, but it must be subsequently approved by the Advancement Committee.

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2. School of Medicine imposed temporary withdrawal  
The School of Medicine may impose a temporary withdrawal on a student when it decides it is in the best interest of the student or the School of Medicine.
  
3. Student return from a temporary withdrawal  
Students returning from a temporary withdrawal are expected to progress through the curriculum in the normal sequence. Students in the Clerkship Curriculum may return from a temporary withdrawal only at the beginning of a clerkship or elective period. Students taking a temporary withdrawal following the M3 year and prior to completing any M4 coursework will be subject to the curricular and course credit-hour requirements of the graduating class which they are joining upon their return to the curriculum. Students taking a temporary withdrawal following the completion of the M3 year and completion of any M4 coursework will be subject to the curricular and course credit-hour requirements of the M4 class from which they have withdrawn.

### **SCOPE**

Students enrolled in, and/or on a temporary withdrawal from, the Medical Education Program.

### **ADMINISTRATION AND INTERPRETATION**

The Office of Student Affairs is responsible for the administration of this policy. Please forward questions to the Associate Dean for Student Affairs.

### **AMENDMENT**

This policy may be amended by majority vote of the School of Medicine Medical Education Program Educational Program Committee.