



Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Authorized Withdrawal or Program Withdrawal from the MD Program
Application/Scope:	All students in the Undergraduate Medical Education Program
Next Review (Date):	June 2030
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Approved By:	Progress Committee [April 2025] College Executive Council [April 2025] SCIE [May 2025] Senate [June 2025]

1.0 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’s Authorized Withdrawal policy and Authorized Withdrawal procedure.

2.0 DEFINITIONS

- 2.1. Authorized Withdrawal - an approved withdrawal from one or more of Med 1, Med 2, Med 3 or Med 4 (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”) 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 the 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 UGME Program that enables a student to take a temporary leave from the UGME 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. UGME 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 UGME Program in its entirety, who no longer wishes to participate in the UGME 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 UGME Program, as each academic year of the UGME Program, i.e., Med 1, Med 2, Med 3 and Med 4 constitute a “term” and course under the University’s Academic Calendar, and each UGME Program term must be completed to move on to the next UGME Program term, in

accordance with the UGME's Promotion and Failure policy. A Program Withdrawal granted under this policy will appear on the Student's MSPR, and a notation will appear 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 UGME Program.

3.0 POLICY STATEMENTS

- 3.1 Any student considering withdrawal or temporary leave from the UGME Program should first meet with the Associate Dean of Student Affairs or designate to discuss the options available to the student, and consider all possible implications (e.g., academic progression, financial aid eligibility, student visa requirements) before 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 UGME 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 of UGME.
- 3.5 The Associate Dean of UGME shall provide written confirmation of the student's decision of Program Withdrawal to:
 - (a) the student;
 - (b) the Enrollment Administrator, UGME, Max Rady College of Medicine; and
 - (c) The Program Leads for Clerkship and Pre-Clerkship, and Administrators for Clerkship and Pre-Clerkship Evaluations (as applicable).
- 3.6 Upon Program Withdrawal, the student is considered to have withdrawn from the UGME 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 UGME Program, the student must re-apply for UGME Program admission as if he or she were a new applicant and in accordance with the UGME 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 for an Authorized Withdrawal, the student shall provide the request for Authorized Withdrawal in writing to the Associate Dean of UGME. The request shall be made before the end of the term to which the Authorized Withdrawal applies. Retroactive requests for authorized withdrawals will not generally be granted after the completion of the term. Exceptions to this rule will be rare and limited to situations in which requesting an authorized withdrawal during the term was not possible, e.g., severe illness limiting the students' ability to communicate. 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.

Students are encouraged to consult the Guidelines for Health Care Professionals that are available through the University's Office of Student Advocacy.

- b) Supporting documentation, including but not limited to:
 - Letters or documents from objective, credible and verifiable health care professionals.
 - A funeral program and/or obituary;
 - A police report or auto accident report; and/or
 - Travel receipts, e.g., airline, rail, or bus.

3.10 The Associate Dean of 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 of 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 before re-enrolment.
- b) The year of re-entry (e.g., Med 1, Med 2, Med 3 or Med 4) 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 of UGME, considering curriculum requirements as they then exist compared to when the Authorized Withdrawal was granted.
- c) The student must comply with all other regular UGME 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 cardiopulmonary resuscitation (CPR) requirements, and ensuring payment of all the 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 UGME 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 is subject to the availability of space, given that the UGME Program is a limited-enrollment program.
- 3.13 If the student receives an Authorized Withdrawal, the Associate Dean of UGME shall provide written confirmation of the Authorized Withdrawal with the conditions for re-enrollment to:
- a) the student;
 - b) the Administrator, Enrolment, UGME, Max Rady College of Medicine; and
 - c) the Program Leads for Clerkship and Pre-Clerkship, and Administrators for Clerkship 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 UGME Program's Student Appeals policy.
- 3.15 If, at a later date, a student with an Authorized Withdrawal wishes to return to the UGME Program, the student should discuss their potential re-enrolment and actions that must be taken to facilitate a re-enrolment with the Associate Dean of UGME, and/or Associate Dean of Student Affairs. Should the student wish to re-enroll, the student shall provide a written request with appropriate documentation showing compliance with the conditions of re-enrollment to the Associate Dean of UGME.
- 3.16 Within thirty (30) working days of receipt of the student's re-enrollment request, the Associate Dean of UGME will review the request, meet with the student if required, and determine the student's eligibility for re-enrollment based upon the conditions for re-enrollment.
- 3.17 The Associate Dean of UGME will communicate, in writing, the decision regarding re-enrolment (which may include a request for further documentation to corroborate documentation already received) and the appropriate date for return, if applicable, to:
- a) the student;
 - b) the Enrollment Administrator, UGME, Max Rady College of Medicine;
 - c) the Program Leads for Clerkship and Pre-Clerkship, and Administrators for Clerkship 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 of 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 UGME Program's Student Appeals policy.

4.0 PROCEDURES

RESPONSIBILITIES OF THE ENROLLMENT ADMINISTRATOR

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

- 4.1 Contact the Registrar's Office to provide the 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 the student's file on permanent hold.
- 4.2 Ensure that the student's contact information is up to date in the AURORA Student system.
- 4.3 Liaise with the University's Financial Services to ensure that all financial obligations to the University for the student are completed.
- 4.4 Contact the College of Physicians and Surgeons of Manitoba to inform them of the student's withdrawal and date of withdrawal.
- 4.5 Create a permanent file for the student and forward it to off-site storage.
- 4.6 Coordinate with the applicable Program Lead to remove the student from the Curriculum Management System class lists/groups and change the student's status.
- 4.7 Remove the student from the applicable Med Class email list/group.
- 4.8 Advise the Senior Office Administrator to collect the lock, locker key and mailbox key from the student and update lists as required.

RESPONSIBILITIES OF THE PROGRAM LEAD FOR CLERKSHIP

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

- 4.9 Collect the student's assigned equipment and return it for deactivation to the Manitoba e-Health Telecommunications Office.
- 4.10 Collect the student's facility access card and arrange for the deactivation with the applicable security services.
- 4.11 Arrange for the deactivation of any facility or hospital computer privileges with Manitoba e-Health.
- 4.12 Arrange for the deactivation of the Clerkship stipend payment.
- 4.13 Arrange the removal of the student from any Clerkship email listings/groups and notify any applicable Department administrators.
- 4.14 Update the Curriculum Management System as required.
- 4.15 Arrange the removal of the student from any external records outside of the Curriculum Management System, such as attendance sheets or student listings sent to Departments.

RESPONSIBILITIES OF THE PROGRAM LEAD FOR PRE-CLERKSHIP

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

- 4.16 Collect any student-assigned equipment and return them for deactivation to the appropriate office.
- 4.17 Collect any student facility access card and arrange for the deactivation with the appropriate security services.
- 4.18 Arrange for the deactivation of any applicable facility or hospital computer privileges with Manitoba e-Health.
- 4.19 Arrange the removal of the student from any Pre-Clerkship student email listings/groups and notify any applicable Department administrators.
- 4.20 Update the Curriculum Management System as required.
- 4.21 Arrange the removal of the student from external records outside of the Curriculum Management System, such as attendance sheets or student listings sent to Departments.

5.0 REFERENCES

- 5.1 University of Manitoba Authorized Withdrawal Policy
- 5.2 University of Manitoba Authorized Withdrawal Procedure
- 5.3 University of Manitoba Voluntary Withdrawal Policy
- 5.4 Undergraduate Medical Education Leaves of Absence Policy
- 5.5 Undergraduate Medical Education Student Appeals Policy

6.0 POLICY CONTACT

The Associate Dean of UGME