

DEPARTMENT OF MEDICAL EDUCATION

Policy



Policy Title: Part-Time Enrollment	Category: Attendance Standards
Accountable Dean or Director: Senior Associate Dean of Student Affairs	
Reviewed By: Promotions Committee	Approved By: Executive Oversight Committee
Effective Dates: AY2022/23	Review Dates: TBD

RELEVANT LCME STANDARDS:

9.9 Student Advancement and Appeal Process

PURPOSE AND SCOPE:

The purpose of a part-time enrollment is to allow a student to complete one academic year's required coursework over two years. Students remain eligible for housing, financial aid, and access to student services during the time. Part-time enrollment may be recommended by the Office of Student Affairs in partnership with the student for reasons including, but not limited to student health or life circumstances that prevent full-time enrollment. Part-time enrollment beyond one academic year will be reviewed and approved by the Promotions Committee.

POLICY:

Students who wish to explore part-time enrollment should first contact their Learning Community Faculty Advisor to discuss the impact of extending graduation by one year. If the student wishes to move forward, the student will work closely with the Office of Student Affairs to build an academic plan that will be coordinated with the Registrar's Office for final implementation. Each plan is individualized per the student's needs, with the academic plan structured so that students will complete the requirements for the respective year by the end of the second decelerated year. (Note: Students must be registered in every academic term in order to maintain their enrollment status.). The academic plan must comply with the School's Satisfactory Academic Progress requirements for graduation and financial aid. Students should meet with the Office for Student Financial Services (SFS) to review the impact of part-time enrollment on their finances.

Once finalized, the Office of Student Financial Services (SFS) will adjust student billing, scholarships and loans accordingly. Tuition will be posted at the rate charged for that academic year. There will be no proration of tuition or discount.

Continued part-time enrollment is based on the successful completion of the academic plan. If a student does not meet the academic plan, the student may be required to enter into a Leave of Absence and/or be presented to the Promotions Committee. Students will return to full-time enrollment after successfully completing the academic plan.

Students must remain compliant to all student expectations and requirements, including but not limited to health assessments, compliance requirements, administrative tasks, financial responsibilities.

Students with part-time enrollment during year 3 will be eligible for Gold Humanism Honor Society nominations in all semesters for which they are enrolled. Additionally, student performance on the NBME shelf examinations will be compared to the passing score on the nomogram based on the order in which they take the clerkship. For example, a clerkship that occurs in the first of the 4 decelerated semesters will be compared to the quarter 1 nomogram, a clerkship that occurs in the 3rd decelerated semester will be compared to the quarter 3 nomogram, etc.