

---

**POLICY NAME:** Degree Completion Time

**Responsible Party:** Office of Medical Education

**Applies To CMED:**  Faculty  Students  Residents  Staff  Administration

**Approval Date:** 7/26/2016 Curriculum Committee

Policy  Procedure

---

**POLICY:**

The standard and preferred time for medical school completion is four academic years. Certain extenuating circumstances may increase this time; however, the maximum time allowed is six academic years. Years 1 and 2 must be completed within three years and Years 3 and 4 must also be completed in three years.

**DEFINITIONS:**

Possible reasons for extension include:

- Remediation
- Leave of absence
- Deceleration or reduced academic program (under rare circumstances)

**PROCEDURES:**

1. The student must submit a request in writing to the Student Performance and Conduct Committee (SPCC), specifying the reasons for the request. This committee has oversight of any extension for degree completion time. The SPCC may request additional information from the student in support of this request. The Chair/ SPCC will inform the student and the College of Medicine Registrar of the Committee's decision
2. If the student does not complete the program requirements in six academic years, the student will be withdrawn from the program.

*The College of Medicine and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.*

<b>History</b>	
7/2014	Initial approval by Curriculum Committee
1/20/2016	Approved by Curriculum Committee
7/26/2016	Reviewed and approved by Curriculum Committee