Academic Status Policy (Bioethics)

I. Purpose

This Policy defines types of academic status in the Bioethics programs at Albert Einstein College of Medicine (“Einstein”).

II. Scope

This Policy applies to all students enrolled in any of the Bioethics programs: Master’s in Bioethics (MBE), Certificate, or stand-alone course enrollment.

III. Policy

III.A. Full and Part-Time Status

Matriculated students are considered full-time when they register for eight (8) seminar credits per semester. Half-time students are those registered for four (4) credits per semester. Part-time students are those matriculated who register for fewer than four (4) credits per semester.

III.B. Academic or Personal Leave of Absence

The Program Director may grant an Academic or Personal Leave of Absence for a period of three months to a maximum of twelve months. This may be considered appropriate if the student is experiencing academic problems involving personal issues, conflicts, or the need for counseling beyond normal tutoring. Students considering a leave should be in conversation with the Program Director and Registrar several weeks in advance of applying for leave and should submit a formal application before the beginning of a given semester. Please see the appropriate section of the Program Handbook for procedures.

III.C. International Students

As a condition of maintaining student status, all international students must pursue a “full course of study.” Therefore, the Academic or Personal Leave of Absence is not available to international students. There are limited exceptions to this, and approval must be granted by the Program Director, Einstein Registrar and the International Students and Scholars Office (ISSO) as regulations change frequently. In the event that an already matriculated international student has difficulty in fulfilling visa requirements to re-enter the U.S. and is more than thirty days past the agreed date of return, the ISSO must be contacted immediately.
III.D. Sick Leave and Medical Leave of Absence

The Program Director may place a student on a temporary Medical Leave of Absence in case of prolonged illness or other medical emergency. This leave may also be appropriate in the case of chronic physical or mental illness. At the beginning of a Medical Leave of Absence, the student must submit a Leave of Absence form, and upon return from the Leave of Absence, the student must formally notify the Registrar. Extended Medical Leaves of Absence over a longer period, generally six months to a maximum of twelve months, will be granted only with the approval of the Program Director. Students who absent themselves from the masters or certificate program without notice may be subject to disciplinary actions, including dismissal.

IV. Definitions

None.

V. Effective Date

Effective as of: 1 August 2018

VI. Policy Management and Responsibilities

The Einstein Cardozo Master of Science in Bioethics Program Office is the Responsible Office under this Policy. Einstein’s Executive Dean is the Responsible Executive for this Policy. Einstein’s Director of the Einstein Cardozo Master of Science in Bioethics Program is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)

[Signature]
Responsible Executive

[Signature] August 24, 2018
Date