Time Within the Program Policy (Bioethics)

I. Purpose

This Policy defines requirements for completion times for 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. Time Guidelines for Completing the Program

Ideally, a student should complete the requirements for the Master of Science in Bioethics within five (5) years of admission to the program.

The Certificate Program, however, must be completed within one year of admission, unless a leave of absence is granted.

III.B. Leave of Absence

Students who need to interrupt their course of studies, but who expect to return at some future time, must file a Leave of Absence Request Form (Bioethics), BIOE-FRM-2018-013. Such leaves are normally granted for a maximum of 2 semesters. Sympathetic consideration will be given to a request by a student returning from an official leave, who wishes to continue a course of study under the requirements in force at the time the leave was granted. Leaves of absence, except for the purpose of government service, do not extend the time limits set for completion of degree requirements.

At the beginning of an Academic or Personal Leave of Absence, the student must submit a Leave of Absence Request Form (Bioethics), BIOE-FRM-2018-013, and on return from the Leave of Absence, the student must formally notify the Registrar. When the student wishes to return from the Academic or Personal Leave of Absence, approval must be obtained from the Program Director, following complete review of the student’s academic record and a plan for improvement. If the student does not return when the Leave of Absence expires, the student will have the option to withdraw from the program or may be dismissed. Requests for extension of the Academic or Personal Leave of Absence must be approved by the Program Director.
A student who neither registers for courses nor secures an official leave of absence for any semester will be considered as having withdrawn from the program and from Einstein. A student who withdraws and then wishes to resume studies is required to apply for readmission.

Please note that under current Immigration and Naturalization Service regulations, foreign students in F-1 classification are not permitted to be on leave of absence.

III.C. Official Withdrawal

A student who is withdrawing from the program and does not expect to return at some future date must fill out an Application for Withdrawal from Program (Bioethics), BIOE-FRM-2018-018. Completion of this form is necessary for the student’s record to bear the notation that an official withdrawal was granted. (A student who plans to return at some future date should instead file a Request for a Leave of Absence; see above.) A student who has withdrawn, and wishes to resume studies, is required to apply for readmission.

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)

\[\text{Signed}\]  

\text{Date}

Responsible Executive