Course Add, Drop, and Withdrawal Procedure (Bioethics)

I. Purpose
This Procedure outlines steps for adding, dropping, and withdrawing from courses in the Bioethics (BIOE) programs at Albert Einstein College of Medicine (“Einstein”).

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

III. Procedure

III.A. Adding a Course
Students have two (2) weeks after the beginning of a semester to register for a BIOE course and should note each semester's academic calendar for specific dates. A student adding a course should have already been attending the course, because the master’s and certificate programs' strict attendance policy will still be in effect. If the initial online registration period has ended, students may use the Add or Drop a Course Form (Bioethics), BIOE-FRM-2018-004 and submit to the Registrar.

Note: As always, it is the student's responsibility to keep in mind slight variations in semester calendars for Einstein’s programs.

III.B. Dropping a Course
Students should note each semester's academic calendar for specific dates regarding drop deadlines. If the initial online registration period has ended, students may use the Add or Drop a Course Form (Bioethics), BIOE-FRM-2018-004 and submit to the Registrar.

Note: As always, it is the student's responsibility to keep in mind slight variations in semester calendars for Einstein’s programs.

III.C. Financial Considerations
Excepting the initial non-refundable deposit upon acceptance into the Certificate and Master’s programs, students can drop a semester-long course without financial penalty within the first week of school. After that, tuition refunds will be pro-rated as follows:
• after 1st week at 75%
• after 2nd week at 50%
• after 3rd week at 25%
• after 4th week 0% refund.

Note: The above applies only to semester-long seminars. For intensive courses (typically of 4-5 sessions and limited enrollment), dropping one week before the 1st session leads to the forfeiture of a $500 deposit. There will be no tuition refund of any amount after having attended the first session.

III.D. Withdrawing from a Course

A semester-long course dropped after the seventh (7th) week of class will be given a grade of W (Withdrawal), which will be reflected on the transcript. The Withdrawal from a Course Form (Bioethics), BIOE-FRM-2018-017, must be filled out and signed by the student, course leader and program director. Students should refer to the academic calendar for exact dates of each semester, and the weeks they have until a course may be dropped without academic penalty.

IV. Definitions

None.

V. Effective Date

Effective as of: 1 August 2018

VI. Procedure Management and Responsibilities

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