



**BROWN**

**BROWN UNIVERSITY  
PROGRAM IN LIBERAL MEDICAL EDUCATION  
ACADEMIC AFFAIRS POLICIES**

**PLME Class of 2011**

**August 2007**

**BROWN UNIVERSITY**  
**PROGRAM IN LIBERAL MEDICAL EDUCATION**  
**ACADEMIC AFFAIRS POLICIES HANDBOOK**  
**PLME Class of 2011**

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## **I. INTRODUCTION**

This handbook was created to familiarize you, the Program in Liberal Medical Education student, with the expectations and opportunities afforded you as you begin your journey towards your medical degree. We have included the policies, procedures, and guidelines related to PLME academic affairs and expectations for you as a future professional. It is important for PLME students to recognize the dual missions of the PLME: to provide you with a unique opportunity to develop your academic interests particularly in a liberal arts education while also preparing yourself for the rigors inherent in medical school especially the preclinical years. We look forward to working closely with you on your academic, personal, and professional development and expect that you will acquaint yourself with the contents of this handbook.

Please familiarize yourself with the contents of this handbook. Questions may be addressed to the PLME Office (401-863-9790).

**Julianne Ip, M.D.**  
**Associate Dean of Medicine (PLME)**

## II. ACADEMIC REQUIREMENTS OF THE PROGRAM IN LIBERAL MEDICAL EDUCATION

The Program in Liberal Medical Education (PLME) is designed as an eight-year program combining liberal arts and medical education, enabling each student to pursue his/her own interests (humanities, social sciences, natural sciences) in depth as he/she prepares for a career as a physician. The PLME requires the student to obtain two degrees: a Bachelor of Arts or Sciences and the Doctor of Medicine. Also, it encourages those students with research interests to work toward a graduate degree (MA, MS, or PhD).

The PLME is concerned with the general education of the future physician. This means that its graduates must be prepared to enter the next phase of their professional education (typically a hospital-based residency program) and be equipped for a life of scholarship and service as broadly cultured, caring individuals. To achieve these goals through the PLME, the student is expected to display initiative and intellectual discipline in a rigorous academic program, while the faculty and PLME advisors contribute flexibility, guidance, and support.

The PLME has introduced several innovations in medical education, **including a competency-based curriculum that defines nine abilities** and a core knowledge base expected of all graduates in the MD Class of 2000 and beyond. The integrated nature of the PLME allows students to acquire those competencies throughout their eight-year program of education. Each course within the core curriculum of the Medical School identifies which abilities and parts of the knowledge base it addresses. Students may also meet the competency requirements through individualized study, group independent study projects (GISPs), or alternative courses that might be arranged as collaborative learning opportunities.

### **The Nine Abilities**

As stated in *An Educational Blueprint for Brown Medical School*, "Brown's nine abilities encompass a broad range of expectations for future physicians, ranging from traditional clinical skills to the more elusive aspects of the art of medicine. Each of the abilities includes a list of specific criteria that the student is expected to master at a certain level of achievement, depending upon the student's stage of professional development."

1. Effective Communication
2. Basic Clinical Skills
3. Using Basic Science in the Practice of Medicine
4. Diagnosis, Management, and Prevention
5. Lifelong Learning
6. Professional Development and Personal Growth
7. Social and Community Contexts of Health Care
8. Moral Reasoning and Clinical Ethics
9. Problem Solving

Additional information regarding "The Nine Abilities" is available at [http://biomed.brown.edu/Medicine\\_Programs/MD2000/Blueprint\\_for\\_the\\_Web\\_04.pdf](http://biomed.brown.edu/Medicine_Programs/MD2000/Blueprint_for_the_Web_04.pdf).

The key is an individualized educational plan. Achievement of individual objectives, frequent periodic review by PLME advisors, and demonstration of competence, proficiency, and skills in critical areas of knowledge constitute the milestones on the way to the M.D. degree. Each student, in close collaboration with his/her PLME advisor, will develop an **individualized educational plan in the spring of sophomore year**. The plan should include an outlined program of studies, including concentration plans, a statement of personal goals, plans for advanced degrees, honors and enrichment activities.

The following pages will serve as a guide for the PLME student to develop his/her educational plan. *It is vital to remember that the requirements listed here are for the PLME only, and that each student must also fulfill the requirements for a concentration program leading to a bachelor's degree.\**

**There is a great deal of flexibility inherent in the PLME guidelines to allow for individualization of plans. If a student thinks he/she has achieved competence outside of the guidelines (i.e. summer courses, advanced high school courses, independent study, etc.) the student is encouraged to seek out his/her PLME advisor for deliberation and discussion.** Advanced Placement (AP) credit is addressed more specifically in these guidelines. Also, *Inside Brown—A Guide for Entering Students*, includes pertinent information on advanced placement. Regarding departmental placement exams (e.g., biology, mathematics), students should inform the PLME Office of their "placement out" of a course. A form for this purpose is available in the PLME Office.

**The competencies listed on the following pages must be met by the end of the spring semester of the senior year in order for a student to begin medical school.**

\*Please refer to the Brown Course Announcement.

## **1. BIOLOGY COMPETENCY**

Biology, the study of living organisms, is the foundation of the study of medicine. Students should have a broad overview of living systems in order to be prepared for the basic medical sciences and clinical medicine. Understanding the underlying patterns and processes of living systems is essential in developing an appreciation of the nature of biological life.

**Courses completed to fulfill the biology competency must be taken for a grade, and a minimum grade of "B" must be attained.** See section V of this document, "Expectations for Academic Performance in the Undergraduate Years," for further information.

### **I. BIOL 0200–*The Foundation of Living Systems* or equivalent**

A student can place out of BIOL 0200 by meeting one of the following criteria:

- a. AP Biology exam score of 4 or 5, or
- b. Passing score on the Biology Placement Test

### **II. AND**

**Students entering the PLME in 2007 and in succeeding years** must complete a minimum of **two** additional biology courses, chosen from the list below.

BIOL 0280–*Introductory Biochemistry*  
BIOL 0310–*Introduction to Developmental Biology*  
BIOL 0320–*Vertebrate Embryology*  
BIOL 0470–*Genetics*  
BIOL 0480–*Evolutionary Biology*  
BIOL 0500–*Cell and Molecular Biology*  
BIOL 0510–*Introductory Microbiology*  
BIOL 0530–*Principles of Immunology*  
BIOL 0800–*Principles of Physiology*  
BIOL 1880–*Comparative Biology of the Vertebrates*

**Students with exceptional preparation in biology** should explore with their PLME advisor more advanced courses and/or independent work.

**Students concentrating in biology** should see their concentration advisors to discuss additional biology course requirements.

## **2. CHEMISTRY COMPETENCY**

In preparation for understanding biochemistry, metabolic physiology, nutrition and genetics, a student must have competency in chemistry. A firm grounding in inorganic and organic chemistry sufficient to understand pathways for intermediary metabolism and the regulation of physiologic processes and biosystems is inherent.

### **ALL PLME STUDENTS MUST FULFILL CHEM 0330 AND CHEM 0350 COMPETENCIES.**

For those students who would benefit from additional preparation before taking CHEM 0330, CHEM 0100–*Introductory Chemistry* is intended as a preparatory course. The PLME recommends *that each PLME student should consult his/her PLME advisor about chemistry placement.* This will ensure proper placement into the chemistry sequence. The PLME advisor may refer certain students to the Chemistry Department for individual advice and placement. We anticipate that the vast majority of PLME freshmen will begin with CHEM 0330–*Equilibrium, Rate and Structure.*

For all students without AP or International Baccalaureate (IB) credit, there will be a mandatory CHEM 0330 placement test to determine those students who have to begin with CHEM 0100 rather than CHEM 0330.

**EXCEPTIONS for the mandatory CHEM 0330 placement test**

**a. Students with an AP chemistry exam score of 4 or 5**

Students with AP Chemistry exam scores of 4 or 5 are certainly prepared for CHEM 0330 and should start with that course. A score of 4 or 5 earns credit for CHEM 0100 upon successful completion of CHEM 0330.

**b. Students who have had IB–Chemistry or equivalent**

Students concentrating in the sciences should see their concentration advisors regarding possible chemistry requirements.

**3. MATHEMATICS COMPETENCY**

Introductory level knowledge of calculus (MATH 0090 or equivalent)

A student can place out of math by meeting one of the following criteria:

- a. AB Calculus exam score of 4 or 5 earns credit for MATH 0090;
- b. BC Calculus exam score of 4 or 5 earns credit for MATH 0090 and 0100;
- c. BC Calculus exam score of 3 earns credit for MATH 0090;
- d. Pass the calculus placement test

Students concentrating in mathematics should see their concentration advisors as well regarding possible chemistry requirements.

**4. PHYSICS COMPETENCY**

Students need to be able to comprehend and to apply the concepts of physics to basic medical science, particularly physiology. Understanding the physical sciences ensures comprehension of the integration of structure and function of living systems.

PLME students must fulfill one of the following:

- a. PHYS 0030 and 0040;
- b. PHYS 0050 and 0060;
- c. ENGN 0030 and 0040.

A student can place out of physics by meeting one of the following criteria:

- a. SAT-II Physics score of 650 or above;
  - b. AP Physics course score of A<sup>-</sup> or above;
  - c. AP Physics exam score of 4 or above:
    - (i) in both Physics C (Mech) & Physics C (Elec & Mag)
- or–

(ii) in Physics B.

Students concentrating in the sciences should see their concentration advisors regarding possible physics requirements.

## **5. BEHAVIORAL SCIENCE ASPECTS OF MEDICINE — UNDERGRADUATE YEARS**

Understanding the way human beings feel, behave, and react to illness constitutes an ancient and revered tradition of medicine. Students should have sufficient educational background to ensure adequate introduction to the insights, language, and methodology of the behavioral sciences. To this end, students are encouraged to pursue a course in behavior and/or normal development prior to entering the medical portion of the curriculum.

Recommended, at least one introductory course, such as:

- PSYC 0010 (for those with no previous introduction at all to psychology)
- PSYC 0030 (Personality)
- PSYC 0810 (Child Development)
- PSYC 1330 (Abnormal Psychology)

Other possibilities would include courses such as:

- ANTH 0200 (Culture and Human Behavior)
- ANTH 0230 (Culture and Health)
- COGS 0630 (Children's Thinking)
- EDUC 0800 (Intro to Human Development and Education)
- EDUC 1260 (Emotion, Cognition, Education)
- EDUC 1270 (Adolescent Psychology)
- EDUC 1430 (The Psychology of Race, Class, and Gender)
- EDUC 1580 (Cross-Cultural Perspectives on Child Development)

## **6. HUMANITIES AND SOCIAL SCIENCES**

Medicine is practiced in a social context. A well-educated physician should draw upon the perspectives, modes of analysis, and scholarship represented in the humanities and social sciences, as he/she shapes both personal values and an outlook on life. Regardless of concentration, every student is strongly encouraged to integrate aspects of the humanities and social sciences into his/her educational plan. No particular subject area is required. Rather, the student should structure his/her education in consultation with his/her advisor to develop **an integrated program of study involving courses in the humanities and/or social sciences**. The objective is a coherent plan and significant scholarship, rather than a set number of courses.

## **7. DEVELOPMENT OF WRITING SKILLS**

**All PLME students are encouraged to develop writing skills.** PLME advisors will assist each student in planning a curriculum that includes appropriate writing experience (e.g. seminar, papers, a thesis).

### **III. PROFESSIONAL DEVELOPMENT FOR PLME UNDERGRADUATES**

The PLME offers a spectrum of activities, programs and experiences that can contribute to a student's personal and professional growth. These professional development (PD) activities are designed to promote a student's self-awareness, academic excellence, ethical development and sense of social responsibility.

Your goals for professional development should be to

- Develop a commitment to excellence, honesty and integrity in their academic, personal and professional lives;
- Develop the ability to work collaboratively with faculty, peers, patients, other health professionals and members of the community;
- Reinforce the conviction that the welfare of patients and society has priority over one's self-interest;
- Promote increased self-awareness and the ability to balance personal priorities with an appreciation of the interests and concerns of others; and
- Develop a commitment to lifelong learning and the pursuit of intellectual and creative interests, both professional and personal.

Brown's notion of liberal learning, with substantive focus on flexibility and choice, enables each student to select from a variety of opportunities, while addressing individual interests and needs. Participation, while planned individually, occurs with other PLMEs, medical students and alongside or collaboratively with practicing physicians. While the goals for professional development are the same as those for the medical school, the objectives for undergraduates are developmentally appropriate.

At regularly scheduled meetings with the PLME advisor, students will discuss their interests and create a plan to address the goals of professional development. Together, they will select from among a menu of opportunities (Appendix B), or formulate an approach to developing new ones.

#### **IV. EVALUATING THE ACADEMIC PROGRESS OF STUDENTS IN THE PLME**

The flexibility and individuality inherent in the Program in Liberal Medical Education (PLME) require that close attention be given to the student's academic performance, especially as it relates to preparation for medical school.

The provisions that follow pertain only to academic standing in the PLME, not to academic standing in the College. However, good standing in the PLME requires good standing in the College. PLME students separated from the College for academic reasons are automatically separated from the PLME. Readmission to the College is a necessary but not sufficient condition for readmission to the PLME.

##### **GENERAL PROVISIONS**

1. The **Medical Committee on Academic Standing** (MCAS) will oversee the academic progress of students throughout the entire program.
2. A subcommittee of the MCAS, the **PLME Academic Affairs Committee** (PLME-AAC), will review the academic progress and performance of all PLME students at the end of each regular semester during their undergraduate years. The PLME Academic Affairs Committee is empowered to place a student on *academic warning* based on the criteria described below. Such students will be notified in writing.
3. Decisions to place PLME students on *academic probation* or to *dismiss students from the PLME* may be made only by the MCAS. When students are placed on "academic probation" or recommended for dismissal, both students and their parents will be notified in writing.
4. A student dismissed from the PLME during the undergraduate years is not necessarily dismissed from the College. That decision rests with the College Committee on Academic Standing (CAS). However, a student dismissed from the College for academic reasons is automatically dismissed from the PLME. For further information, see **REAPPLICATION PROCESS TO THE PLME**.

##### **Awards and Honors**

During their undergraduate years, PLME students are eligible for awards and honors bestowed by Brown University. Selection for such awards and honors follows established University procedures.

##### **External Examinations**

The Medical College Admission Test (MCAT) is not required for students enrolled in the Program in Liberal Medical Education.

## V. EXPECTATIONS FOR ACADEMIC PERFORMANCE IN THE UNDERGRADUATE YEARS

To remain in **good academic standing** within the PLME, students are expected to meet certain minimum guidelines

1. Brown University does not calculate grade point average (GPA). Therefore, the PLME does not impose a GPA requirement. However, the biology courses *required to fulfill the biology competency* must be taken for a grade, and a grade of A or B must be achieved. For students who choose to take more than three biology courses, the first three (two if the student places out of BIOL 0200) taken from the approved list must be taken for a grade.
2. PLME students who elect to take courses on a Satisfactory/No Credit (S/NC) basis must ask the professor of the course to complete a Course Performance Report (CPR). CPR forms are available in the Registrar's Office on the third floor of University Hall. These CPRs will be used in the PLME academic evaluation process. Students who need any help in obtaining requested CPRs should contact the PLME Office (863-9790).
3. PLME students must demonstrate consistent and satisfactory progress in meeting competency requirements in basic preclinical sciences (biology, chemistry, mathematics, and physics), in the behavioral sciences, and the humanities and social sciences. All undergraduate requirements are reasonably expected to be attained within a four-year period, though a longer period of time may be allowed for students taking a leave of absence, seeking advanced degrees, engaging in work-study options, or possessing extenuating circumstances other than poor academic performance. In all cases, an undergraduate PLME student must satisfy all competencies listed on pages 4 through 7 of this handbook by the end of the spring semester of the senior year in order to begin medical school.

Students who fail to maintain these guidelines, or who fail to remain in good academic standing in The College (i.e., satisfactory completion of 7 courses in 2 consecutive semesters), may be issued an **academic warning**. This signifies a serious concern on the part of the PLME administration that academic performance or progress is falling below minimum expectations. Significant academic deficiency or failure to improve performance or progress after an academic warning may result in the student being placed on **academic probation**.

**Academic probation** represents a formal notice to the student that his/her academic performance or progress is below minimum expectations and that failure to improve performance or progress to an acceptable level may result in the student being dismissed from the PLME. The notice of academic probation will include specific statements indicating the academic actions and levels of performance the student must take in order to remain in the PLME, and the time frame in which this is to be accomplished. Academic probation includes parental notification.

Students in good academic standing may elect to take leaves of absence for study, work, travel, self-exploration, or for other reasons without any adverse effects on their academic standing. Such activities are encouraged. See "Important Information about Leave-Taking Guidelines."

Academic performance in the Brown Summer Studies Program will be considered on the same basis as work done during a regular academic semester.

**Credit for courses taken at other institutions must be approved in advance** through established University procedures. With appropriate faculty approval, it is often possible to fulfill PLME competency requirements through summer session courses taken away from Brown. These courses count towards a Brown degree if they meet certain criteria of the College. Students must discuss this option with the Associate Dean of Medicine, PLME (Dean Ip), prior to enrolling in such courses. Also, students should discuss this option with their concentration advisor relative to concentration requirements.

## **VI. THE RELATIONSHIP BETWEEN THE PLME AND THE COLLEGE'S DISCIPLINARY PROCESS**

Prior to the receipt of the bachelor's degree, PLME students are subject to the rules and regulations governing all other students in the College. Both with respect to academic discipline (such matters as plagiarism or cheating on an examination) and with respect to non-academic discipline (such as abuse of alcohol or disorderly behavior), PLME students will be subject to the same policies and procedures for adjudicating alleged infractions as are all undergraduate students at Brown.

The PLME, as a matter of principle, will not attempt to duplicate hearings or other procedures. Further, the PLME will not serve as a review mechanism or appeals board.

The PLME expects that candidates for the degree of Doctor of Medicine will behave in accordance with the highest traditions of the profession. Thus a determination by an appropriate University body that a student is guilty of a violation of either an academic or a non-academic regulation may have a bearing upon the determination that a student is fit to continue his/her progress towards the M.D. degree. The PLME may decide that as a result of such a violation, the student is no longer fit to receive the M.D. degree and may separate the student from the PLME.

For that reason, the PLME has established procedures, in consultation with the Dean of the College, to ensure that we are notified promptly if a PLME student is determined to be guilty of such a violation, and of any penalty imposed by the duly designated College authorities.

The Dean of Medicine (or his representative) retains the authority to determine the extent to which a disciplinary action in the College impinges upon the student's status in the PLME.

## **VII. IMPORTANT INFORMATION ABOUT LEAVE-TAKING**

From the Office of the Dean of the College

### **ON LEAVING**

In order to make the separation procedure as orderly and simple as possible, each student should read the following information carefully and resolve those concerns which are applicable to his or her situation before leaving campus.

**Consult a Class Dean:** Students planning to take a leave of absence should consult with a Dean to discuss their plans for time away and file the leave-taking form which will be shared with all University offices. The deadline for leave-taking is MAY 1 for the fall and DECEMBER 1 for the spring.

**Study Abroad:** Students planning to study outside of the United States should consult the Office of International Programs and Exchanges at Rhode Island Hall.

**Study in the United States:** Students planning to study at another institution in the United States should meet with a Dean of the College in University Hall.

**PLME STUDENTS must notify the Associate Dean of Medicine (PLME) about their decision to take a leave of absence after they have consulted with a Class Dean. This should be done prior to leaving campus. PLEASE SEE REAPPLICATION PROCESS TO THE PLME.**

## NOTIFY THE FOLLOWING OFFICES

**Residential Life**, Wayland House, Box 1864, x3-2251

Notification of vacancy of rooms to facilitate key and possible rental refunds. (Proxy system: Students on leave may select another student on campus to serve as their agent in the housing selection process.)

**Bursar's Office**, Brown Office Building, Box 1839, x3-2484

Review current student account.

**Financial Aid Office**, Brown Office Building, Box 1827, x3-2721

Students with loans must contact the Financial Aid Office to establish a repayment schedule. Remember that applications for financial aid are due April 15.

**Student Service Window**, Faunce House

File a change of address card so mail can be forwarded. Failure to do so will result in mail being returned to sender.

**Physical Education Department**

Return University athletic equipment – empty lockers – return keys.

**PLEASE NOTE: If your permanent mailing address has changed, or will change while you are on leave of absence, please make the change to your Banner information.**

## ON RETURNING

Any student who was not officially enrolled in the University at the end of the semester immediately preceding the semester of return **MUST** seek readmission by sending notification **IN WRITING** to a Dean of the College (Box 1939, Brown University, Providence, RI 01912).

If returning for Semester I: no later than **May 1**.

If returning for Semester II: no later than **November 15**.

Readmission requests received after these dates may be denied because of enrollment limits.

Medical Leaves and Withdrawals: Clearance from University Health Services and permission from Dean Carla Hansen or Dean Robert Samuels in the Office of Student Life (Box P, x3-3800) required.

Academic Dismissals: Formal petition to the Committee on Academic Standing will be required.

\*After a dismissal, readmission to The College does not mean automatic reinstatement into the PLME. A student who has been readmitted to the College may, after successful completion of at least one semester of courses approved by the Associate Dean of Medicine, petition the PLME Academic Affairs Committee for readmission into the PLME.

**For PLME students who fall into any of the above categories: Readmission to the PLME is not automatic upon reinstatement to the University. Please contact the Associate Dean of Medicine (PLME), Julianne Ip, M.D., Box G-B222 (x3-3098). PLEASE SEE REAPPLICATION TO THE PLME on page 13.**

If returning for Semester I: no later than **May 1**.

If returning for Semester II: no later than **November 15**.

### **CONTACT THE FOLLOWING OFFICES:**

**Residential Life Office**, Wayland House, Box 1864, x3-2251

Students are urged to make arrangements for housing before taking a leave of absence, but no later than **February 1** if returning for Semester I, or **December 1** if returning for Semester II.

**Bursar's Office**, Brown Office Building, Box 1839, x3-2484

Students should be aware that any indebtedness to the University will prevent readmission. All readmitted students, i.e., students not enrolled at the end of the previous semester, will be charged a \$55 Readmission Fee.

**Financial Aid Office**, 8 Fones Alley, Box 1827, x3-2721

If you are requesting financial aid, you should write to the Director of Financial Aid, Box 1827, at the earliest possible date, to make your need known and to request complete application materials. Remember that applications for financial aid are due April 15.

**Registrar's Office**, University Hall, Box K, x3-2500

Registration for all readmitted students will be through the Banner system.

**Transfer of course credit** for work done elsewhere: Obtain retroactive evaluation forms (UH 319), have credit evaluated by appropriate faculty members as soon as possible after return to Brown and be sure to have an official transcript sent to the Registrar (Box K) to verify work completed.

**Dean of the College**, University Hall, Second Floor

Arrange to meet with a Class Dean if you wish to discuss course selection and academic plans.

## VIII. REAPPLICATION TO THE PLME

**1. LEAVE of ABSENCE—Before leaving Brown University for ANY reason on LOA, a PLME student must notify the Associate Dean of Medicine (PLME). The PLME student will be readmitted to the PLME according to the following procedures**

- a. **Study Abroad:** If a student chooses to study abroad, they are on LOA from the College. The student must submit a letter requesting readmission to the PLME. This readmission is handled administratively by the Associate Dean of Medicine (PLME). The PLME student is routinely readmitted.

A student who had academic difficulty before they took his/her LOA to study abroad is an exception. In general, this would not be an issue since students must be in good academic standing in order to study abroad. However, a PLME student may have been on academic warning or academic probation prior to their LOA. The student is returned to the PLME provisionally on "academic warning" or "academic probation" for the first semester following their return to Brown. After one semester, the PLME Academic Affairs Committee reviews his/her academic standing and continuation in the PLME.

For all students in GOOD academic standing:

- b. **Personal LOA:** Students who wish to take a LOA must receive permission for the LOA from the Associate Dean of Medicine (PLME). The Associate Dean of Medicine (PLME) will need to hear, in writing, from the PLME student yearly to extend the LOA. The PLME student must notify the Office of the Associate Dean of Medicine (PLME) by May 1<sup>st</sup> for a fall semester readmission or by December 1<sup>st</sup> for a spring semester readmission.
- c. **Medical LOA\*:** The following pertains to students on LOA for medical reasons. The student must work with the Office of Student Life and Brown Health Services to assure that their health has improved to the point that they may return. The Associate Dean of Medicine (PLME) will work with the OSL to coordinate this effort. The following requirements must be completed.
- 1) The student must request readmission in writing to the Associate Dean of Medicine (PLME);
  - 2) A letter from the student's physician must be sent to the Associate Dean of Medicine (PLME) for review by the co-director of Brown Health Services who will make a recommendation to the Office of Student Life;
  - 3) The student must submit a plan for continued therapy and intervention;
  - 4) The Alpert Medical School, through the Associate Dean of Medicine (PLME) will ascertain if the PLME student can meet the Technical Standards for the Medical School. Per the Technical Standards Protocol, a committee will be initiated if there is any concern.
- d. **Psychological LOA\*:** The College has a protocol for readmission for students on a LOA for psychological reasons. The Associate Dean of Medicine (PLME) will work with the Office of Student Life and Psychological Services to assure that the student's psychological health has improved to the point that they may return. The protocol requires a letter to the Associate Dean of Medicine (PLME) requesting readmission along with:
- 1) A letter from the treating therapist;
  - 2) A meeting with Brown Psychological Services for an evaluation;
  - 3) A plan for continued therapy and intervention.

The student also must not impose excessive demands on the College or PLME staff in terms of needs for support.

The Alpert Medical School, through the Associate Dean of Medicine (PLME) will ascertain if the PLME student can meet the Technical Standards for the Medical School. Per the Technical Standards Protocol, a committee will be initiated if there is any concern.

**For all students who are on academic warning or academic probation prior to their LOA (personal, medical or psychological)**

In addition to the protocols listed above, the PLME students should complete **ONE (1)** semester of 4 courses upon readmission to Brown the College before he/she is considered for readmission to the PLME. It is recommended that one or more of the four courses demonstrate progress in meeting the PLME competencies. After one semester the student will notify the Associate Dean of Medicine (PLME) of his/her interest in returning to the PLME and reapplication, including the one semester's grades, appropriate information regarding medical or psychological status, and letter of intent to return, will be reviewed by the MCAS.

**For all students who are in their final semester or who have completed an undergraduate degree but not yet matriculated into The Alpert Medical School prior to a psychological leave**

In addition to the protocols listed above, the PLME student should complete one year pursuing a full-time job or college courses (not at Brown University) and provide a letter to the Associate Dean of Medicine (PLME) from an employer or a college dean (not from Brown University) detailing the student's responsible interaction with co-workers and employer, or fellow students and faculty.

*\*NB The transcript does not differentiate between medical or psychological leave.*

**2. DISMISSAL—For students who request readmission**

PLME students who have been dismissed for any reason must re-apply through the Alpert Medical School Office of Admissions and Financial Aid for admission to medical school. Therefore, all dismissed PLME students who request readmission to the medical school will be considered with the standard admission student applicants.

**3. WITHDRAWALS—For students who request readmission**

Students who have withdrawn or who have been dismissed from the PLME may apply for admission to the Medical School through the standard admissions route. Interested students may contact the Office of Admissions and Financial Aid for additional information regarding application procedures.

**4. DEFERRALS**

- a. PLME students who defer their entry into The Alpert Medical School following promotion to the Medical School will be allowed to hold their place in the Medical School for up to two years by seeking yearly approval for their deferral from the Associate Dean of Medicine (Medical Education).
- b. PLME students who are not allowed to continue their deferral are withdrawn from the program. They may reapply to the Medical School through the standard admission route (see # 3 above.)

## **IX. ENTRY INTO THE MEDICAL SCHOOL**

### **MANDATORY ADMINISTRATIVE PROCESS FOR SENIOR PLME STUDENTS AND DEFERRED PLME STUDENTS RISING TO THE WARREN ALPERT MEDICAL SCHOOL:**

The Alpert Medical School is unable to reserve a student's place in the medical school if the following deadlines are not met.

Regardless of entry route, all candidates to The Warren Alpert Medical School of Brown University first-year class are required to complete an application form using the American Medical College Application Service (AMCAS). Administered by the Association of American Medical Colleges (AAMC), this requirement extends to all PLME seniors as well as to PLME students who have delayed their matriculation to the Medical School.

The procedures for online completion of the AMCAS application are transmitted to senior students by the PLME Office and the Medical School's Office of Admissions and Financial Aid (OAFAs) during the students' senior year. Students who have deferred their admission to the Medical School must provide current contact information to the PLME Office and to OAFAs. Students complete and certify an AMCAS application by November 15 of the academic year prior to the fall semester in which they plan to enter the first-year medical school class. **FAILURE TO SUBMIT THE AMCAS APPLICATION AS DIRECTED WILL RESULT IN THE FORFEITURE OF YOUR PLACE IN THE FIRST-YEAR MEDICAL SCHOOL CLASS ENTERING IN 2011.**

## **X. APPENDIX A—MEDICAL CAREERS FOR STUDENTS WITH DISABILITIES**

Brown University has as its primary aim the education of a highly qualified and diverse student body. The University offers equal educational opportunities and reasonable accommodations for the needs of qualified students with disabilities. Section 504 of the Federal Rehabilitation Act of 1973, reinforced by the Americans with Disabilities Act (ADA) of 1990, maintains that no qualified individuals with disabilities shall, solely on the basis of their disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in higher education.

Brown's Office of Disability Support Services (DSS), housed in the Office of Student Life, offers assistance to undergraduate, graduate, and medical students with special needs and helps to facilitate their integration into the campus community. Students who wish to have information regarding accommodations for disabilities should contact the Office of Disability Support Services at 401-863-9588. Students recovering from alcoholism or drug addiction may contact the Dean for Issues of Chemical Dependency, housed in the Office of the Dean of the College, at 401-863-9800. The Dean provides confidential consultation for all members of the campus community about drug and alcohol issues.

A career in medicine requires that candidates for the MD degree be capable of attaining competence in the knowledge, skills, abilities, and personal values expected of all graduates of The Warren Alpert Medical School of Brown University, with reasonable accommodation. Enclosed for your review are Brown's policies regarding the technical standards for medicine and the procedures for their evaluation. If you have a disability that you believe may affect your ability to meet the technical standards, please contact Dr. Julianne Ip, Associate Dean of Medicine (PLME) at (401) 863-3098, as soon as possible to discuss your situation. If you do not contact Dean Ip, we understand you to be stating that you will be able to meet the competency requirements for medicine without any accommodations.

### **TECHNICAL STANDARDS FOR MEDICINE**

#### **Selection Factors**

Students applying to an M.D. degree-granting program at Brown University are selected on the basis of academic achievement, faculty evaluations, evidence of maturity, motivation, leadership, integrity, and compassion. They must be capable of meeting the competency requirements expected of all graduates, with reasonable accommodation, enumerated in the document *Student Affairs Policies Handbook* (<http://bms.brown.edu/students/handbook/SAP.pdf>). Technological compensation can be made for some disabilities in certain of these competency requirements. Candidates accepted for admission who will need special accommodations cannot be admitted unless those supportive services are available, as determined by the Dean of Medicine and Biological Sciences. The processes for assessing whether applicants will be able to meet the competency requirements for the MD degree, with reasonable accommodation, are described in Appendix A.

Applicants are assessed without regard to sex, race, religion, color, national or ethnic origin, age, physical disability, or sexual preference. A strong affirmative action program is maintained in all of the admission entry routes. Applications are encouraged from students of medically-underrepresented minority groups (including Portuguese-Americans) and from Rhode Island residents. Admission to the Medical School is based on individual merit and performance and not on personal convictions, preferences, or happenstance of birth unrelated to academic performance.

*SRS rev. 7/8/94*

*Originally approved by the Medical Council, 4/18/86*

## **Appendix A.1**

### **PROCESS FOR ASSESSING WHETHER APPLICANTS MEET TECHNICAL STANDARDS FOR MEDICINE**

1. No inquiry will be made on the application forms concerning disability. Brown's policies regarding technical abilities and skills necessary to meet the competency requirements are included with the letter of admission, and students are asked at that time to contact the Associate Dean for Medical Education if they have any concerns about their ability to meet these standards.
2. Applicants who are identified as having a disability through volunteered information, supporting credentials, or interviews will have an assessment of their ability to meet the competency requirements only after a determination is made of their admissibility to the medical program.
3. Those applicants with disabilities deemed admissible to the Medical School will be requested to have submitted on their behalf appropriate documentation in regard to the disability from a qualified health professional. The health professional will be asked to provide an opinion on the candidate's ability to meet the competency requirements for the MD degree. The applicant may also be requested to respond to that question.
4. The responses will be submitted to a committee appointed by the Dean of Medicine and Biological Sciences. This committee may ask for a review of the supporting documentation by appropriate members of the faculty in regard to the applicant's meeting the competency requirements. The committee will ascertain what accommodations, if any, the medical program would need to make in order that the applicant might be able to meet the competency requirements, and assess the feasibility of any needed accommodations.
5. The committee will review the information received to determine if the applicant will be able to meet the competency requirements, with reasonable accommodations on the part of the medical program, if necessary.
6. The committee will recommend to the Dean of Medicine and Biological Sciences acceptance of applicants who can meet the competency requirements or will recommend non-acceptance if they cannot.

### **PROCESS FOR ASSESSING STUDENT'S ABILITY TO CONTINUE IN THE MEDICAL SCHOOL SHOULD DISABILITY OCCUR AFTER MATRICULATION AT BROWN UNIVERSITY**

1. A student who develops a disability after matriculation at Brown University may be identified to the Medical Student Affairs Office through a variety of sources, e.g., reporting of accident or illness by peers, family, friends, or faculty and subsequent follow-up with health professionals managing the care.
2. If the degree to which the student has become disabled raises questions related to meeting the competency requirements after a review by the Associate Dean for Medical Education, a meeting of an ad hoc committee will be set up to discuss the situation. The student will be asked to meet with the committee members, unless the disability is so severe that the student needs to be represented by another individual. The health professional responsible for the student's care will also be asked to provide information. In some cases, it might be more appropriate to have a health professional, not directly involved in the care, serve as a consultant to the committee on the issues surrounding the disability.
3. The ad hoc committee will develop a recommendation as to the student's ability to successfully pursue a medical education based on his or her ability to meet the competency requirements of the medical program. These educational accommodations will be discussed with the appropriate course directors to be certain that there is agreement on how the student will be managed. If facilities accommodations are recommended, the committee will discuss these with the appropriate individuals to be certain that the

need for the disabled student can be provided. The committee's recommendations will be discussed with the student or his or her representative in the event that the student cannot attend.

4. When the recommendation is that the disabled student can meet the medical program's competency requirements, the committee will develop a report on any educational program accommodations that, if made, will still meet the competency requirements.
5. Should the decision of the committee be to recommend to the dean that the student be dropped from enrollment in the medical program, the normal due process appeals mechanism will be in effect, and the Student Affairs Office will work with the individual as appropriate on potential alternative career options. For students in the Program in Liberal Medical Education, being dropped from the program due to inability to meet the competency requirements for medical education does not necessitate the withdrawal of the student from the undergraduate college if that phase of the student's education has not been completed.

## **X. APPENDIX B—PLME PROFESSIONAL DEVELOPMENT ACTIVITIES**

Please visit the PLME Enrichment Brochure at [http://med.brown.edu/plme/Enrichment\\_Brochure.pdf](http://med.brown.edu/plme/Enrichment_Brochure.pdf) for more information on the following opportunities

- Academic Internships
- Biology Undergraduate Affairs Office
  - Academic Year (Independent Study)
  - Summer Opportunities
- Brown Alumni Association (BAA)
- Career Development Center
- Center for Environmental Studies
- College Venture Program
- Community Health Advocacy Program (CHAP)
- Curricular Resource Center and Academic Support Center
- Hospital Volunteer Opportunities
- Howard R. Swearer Center for Public Service
- Human Resources/Student Employment Office
- International Health Institute/Foreign Studies Fellowship
- Medicine in Action Program (Shadowing Physicians)
- Minority Medical Affairs
- Program in Liberal Medical Education Undergraduate Affairs Office (PLME)
- R.I. Higher Education Assistance Authority
- Study Abroad (International Programs and Exchanges)
- Study at Other U.S. Institutions
- Women in Medicine

