

□ SECTION IV

POLICIES AND PROTOCOLS ON ACADEMIC STANDING AND PROMOTION

The Medical Committee on Academic Standing (MCAS) is charged with the responsibility of reviewing the academic performance of all students in the medical school. On the basis of this review, the MCAS determines whether the student is to be promoted, promoted with conditions, not promoted, dismissed, graduated, or graduated contingent upon completion of certain remaining requirements. All students are reviewed annually. Students who are experiencing academic difficulty are reviewed by the MCAS when that difficulty has been identified. The MCAS meets quarterly but may meet more or less often, depending upon circumstances. Students are notified of decisions made by the MCAS in writing. Mechanisms for appeal are described below.

The MCAS makes its decisions based upon each student's individual situation. In general, the committee will follow these guidelines:

I. Preclinical

- a. Students who have received a grade of Satisfactory in all courses in the core curriculum of the period under review will be recommended for promotion.
- b. Students who have failed one course/section but who have received satisfactory grades in the remaining courses/sections in the core curriculum may be promoted with the condition that the failed curriculum component be satisfactorily completed before the end of the next semester. This may be accomplished through special examination, repetition of the component, approved outside courses or by special arrangements with the course/section leader(s). Special examinations must be approved by both the MCAS and the course/section leader(s).
- c. Students who have failed two courses or sections will be placed on academic warning. Depending upon their overall record, they may be permitted to take special (make-up) examinations with the concurrence of the MCAS and the course/section leader(s), or they may be required to repeat the courses.
- d. Students who have failed three courses/sections or have failed one or more courses/sections while on academic warning will be placed on academic probation. Failures while on academic probation may lead to dismissal.
- e. Students who have failed all courses/sections in the period under review (comprising at least one semester) may be dismissed.

II. Clinical

- a. Students who have received a grade of Satisfactory in all courses in the core curriculum of the period under review will be recommended for promotion.
- b. Students who have one grade of Existing Deficiency but who have received a grade of Satisfactory grades in the remaining courses in the core curriculum for the period under review will be promoted with the condition that the deficiency be remedied before the end of the next semester.
- c. Students with two grades of Existing Deficiency or one failed clinical course will be placed on academic warning.
- d. Students with more than one failure or one failure and one or more grades of Existing Deficiency or three or more grades of Existing Deficiency will be placed on academic probation. Future failures while on academic probation could lead to dismissal.
- e. Students who have failed all courses in the period under review (comprising at least six months) may be dismissed.

III. General

- a. A student who has not remediated a failure in the core curriculum within two years from the date of the original failure may be dismissed.
- b. A student who has not completed an ED course in the core curriculum within two years of the originally scheduled completion date may be dismissed.
- c. A student who has satisfactorily fulfilled all the requirements in the medical school will be graduated.
- d. If, at the time of review, a senior medical student is scheduled to complete all requirements in the medical school by graduation but has not yet actually done so, the committee will recommend that the student be graduated contingent upon the satisfactory completion of the remaining requirements.

Students promoted with conditions into the third year of the medical school may not take core clerkships until the conditions of their promotion are fulfilled. They may take clinical electives that do not have core clerkship prerequisites. Exceptions to this may be made in special circumstances. For example, as a condition the student may be directed to take a clinical elective for which a core clerkship is a prerequisite. In those instances the student may take the core clerkship but then should fulfill the conditions by taking the directed elective as soon as possible thereafter.

Students who are promoted with conditions will have their status reviewed by the committee at the end of the semester by which time they were to have fulfilled their conditions. Students who have fulfilled the conditions will have their status changed to an

unconditional promotion. Students who have not fulfilled the conditions but who are performing well otherwise may have their conditional promotion extended to the end of the next semester. Students who have not fulfilled the conditions and with whom the committee has concern due to poor performance in other courses may have the conditional promotion revoked. In that circumstance, the student is not allowed to take any further courses in the core curriculum of that year. The student is given credit for any courses successfully completed prior to the revocation. The student is then placed on academic probation and must remedy any deficiencies prior to taking any further core clerkships.

Students who have passed all of their courses (Ia and IIa) or fall in categories Ib or IIb above are considered to be in good academic standing. However, letters of recommendation for students in category Ib or IIb will note that a deficiency exists in one course. Communications will state: "Student A is in good academic standing with the condition that deficiencies in course x be remedied by the end of the current semester." Students in category Ic or IIc are not in good academic standing. These students are on *academic warning* which indicates that lack of satisfactory progress may result in the student being placed on academic probation (see below) and may require the student to repeat coursework.

Students who are on *academic probation* may be dismissed if any failures occur while on academic probation.

Appeal

The student may initiate an appeal by filing a letter within 72 hours of notification of the committee's decision to the Dean of Medicine requesting reconsideration of the decision. The letter should also include a statement of the basis for the request and any documents in support of the student's request. The Dean may either (1) reconsider the matter him/herself, or (2) direct the matter to the MCAS for reconsideration and issuance of a recommendation to the Dean. The student may attend the MCAS meeting to present the basis for his/her appeal. If the matter has been referred to the MCAS, the MCAS will review the appeal and transmit its recommendations to the Dean. The Dean will, either through his/her own reconsideration or through reconsideration and recommendation by the MCAS, review the appeal in a manner he/she determines is appropriate under the circumstances, and may, at his or her discretion, interview the student. Upon appeal, the Dean may then sustain, modify, or reverse the original MCAS decision. The decision of the Dean is final.

United States Medical Licensing Examination (USMLE)

All medical students must take Step 1 and Step 2CK and Step 2CS of the United States Medical Licensing Examination (USMLE) no later than two (2) weeks prior to graduation.

For other pertinent policies, see:

Section III -- Grading Policies

Section V -- The Academic Code

Tutoring Policies

The tutoring program seeks to assist those medical students experiencing academic difficulties in any course in the medical school. Any student currently enrolled in the medical school is eligible for tutoring.

Students may refer themselves for tutoring by contacting the Office of Curriculum Affairs. Course leaders or other students may also suggest to the Office of Curriculum Affairs that tutoring be offered to a student experiencing academic difficulty. The Office of Curriculum Affairs will then contact the student and make the suggestion.

Tutors will be identified by the Office of Curriculum Affairs and suggested to the student. The student is responsible for contacting the tutor and making the necessary arrangements.

When more than one student is having difficulty in a course, small group tutoring can be arranged if agreeable to the students involved.

Confidentiality will be maintained at all times. Without the students' permission, neither the course leader, other faculty, other administrators, nor other students will be informed. Students are strongly encouraged, however, to consult the course leader when they are experiencing academic difficulty.

Study skill tutoring and Step 1 tutoring is also available and can be arranged by Phil Tetreault, Director of Learning Strategies and Academic Enhancement.

