



## Medical Education Program Policy

<b>Policy Name:</b>	<b>Grading, Promotion, and Academic Standing (GPAS)</b>				
<b>Policy Domain:</b>	Medical Student Grading, Promotion, and Academic Standing	<b>Refers to LCME Element(s):</b>	9.9		
<b>Approval Authority:</b>	Curriculum and Educational Policy Committee (CEPC)	<b>Adopted:</b>	March 2019	<b>Date Last Reviewed:</b>	March 2019
<b>Responsible Executive:</b>	Associate Dean for Medical Education	<b>Date Last Revised:</b>	March 2019		
<b>Responsible Office:</b>	Office of Medical Education	<b>Contact:</b>	Mirjana Babic, M.P.A. mbabic@ttuhsc.edu		

1. **Policy Statement:** This document defines the school's expectations and practices related to the determination of student grades, promotion, and academic standing.
2. **Reason for Policy:** The purpose of this policy is to guide the faculty and its relevant committees in their administration of student grades, promotion, and academic standing.
3. **Who Should Read this Policy:** All PLFSOM educational program leaders, including the dean, the provost, all academic officers of the Office of Medical Education and Office of Student Affairs, all course/clerkship directors and assistant directors, and all members of the following standing faculty committees: the Committee on Curriculum and Educational Policy, the Committee on Student Grading and Promotion, the Committee on Evaluation of Education Programs, the Committee on Student Affairs. This policy is also to be included in the student handbook and should be read by all students.
4. **Resources:** This policy is administratively maintained by the PLFSOM Office of Medical Education, and further supported by the Office of Student Affairs. As described below, the Committee on Student Grading and Promotion has especially extensive responsibility for adherence to and application of this policy.
5. **The Policy (Introduction):**
  - a. **Grading:** Every student has a right to a course grade that represents the faculty's good faith judgment of the student's academic performance. A student's grade in every course is based upon performance, professional behavior, and/or participation in any activities as may be applicable to that course as described in its syllabus. Responsibility for student assessment and grading rests with the course faculty. Faculty members have an obligation to the students, the school, and the public to award passing grades only to those students who have demonstrated the knowledge, skills, attitudes, and conduct defined by the MD degree program's educational goals and objectives, and by other school and institutional policies related to attendance, participation, assessment, and conduct.
  - b. **Promotion/Student Advancement (referring to LCME accreditation element 9.9):** Every student achieving all of the academic and professional expectations of the courses and curricular phase in which they are enrolled is entitled to be promoted according to the MD degree plan as outlined in the school's academic catalog. Responsibility for monitoring and recommending students for promotion and graduation based on their academic and professional progress rests with the Committee on Student Grading and Promotion (GPC). The GPC has an obligation to the students, the school, and the public to allow a student to be promoted, and to graduate, only when they have demonstrated the knowledge, skills, attitudes, and conduct defined by the MD degree



program's educational goals and objectives, and by other school and institutional policies related to attendance, participation, assessment, and conduct. This obligation specifically includes preventing the promotion and graduation of students who demonstrate unacceptable behavior or conduct in the care of patients, in relationships with staff and peers, and/or in their public life. A student may be dismissed if the GPC determines that the student's academic performance is unsatisfactory or that the student is otherwise unfit to continue the study of medicine.

- c. **Good academic standing:** Good academic standing is defined as not being on probation as defined below in Sections 9 (pre-clerkship phase) and 11 (clerkship phase).
  - i. In order to enroll in any additional or supplemental elective courses or programs, or to serve as an officer for a school-sponsored student organization, students must be in good academic standing. Students not in good academic standing are required to withdraw from any additional or supplemental elective courses or programs, and to resign from any ongoing service as an officer for any school-sponsored student organizations.
  - ii. Students in good academic status but on academic warning, as defined in Sections 9 and 11 below, are expected to critically review and reduce their extracurricular activities (leadership roles, supplemental curricula, and/or volunteerism), and to seek approval of their plans in this regard from the Associate Dean for Student Affairs or their designee. This review is to be documented and retained in the Associate Dean's files. Non-adherence to an approved plan may result in referral of the student to the GPC for a review of their academic status based on a professionalism concern.

#### **6. Responsibilities for the operational/day-to-day monitoring of student progress**

The Associate Dean for Student Affairs in conjunction with the College Masters and the Associate Dean for Medical Education are responsible for the operational/day-to-day monitoring of the medical students and will refer students to appropriate academic or personal counseling services when indicated.

#### **7. Responsibilities of the Committee on Student Grading and Promotion (GPC)**

The GPC is a standing committee of the PLFSOM Faculty Council, defined and governed by the PLFSOM Faculty Bylaws, and with fundamental responsibilities as outlined in Section 5 above. The GPC is not a policy making body, but it applies policies related to grading and promotion as approved by the Committee on Curriculum and Educational Policy (another standing committee of the PLFSOM Faculty Council). The Office of Student Affairs provides administrative support to the GPC and maintains the committee's meeting minutes and other records. Students are notified in writing if they are expected to meet with the GPC to discuss their performance in relation to the school's academic and professional standards. The Chair of the GPC individually notifies affected students in writing of any decisions by the committee related to their academic status, and the student's College Masters, the Director of Academic Support, the Associate Dean for Student Affairs, the Associate Dean for Medical Education, and the Dean (or their designee) receive a copy. In addition, a copy of this document shall be retained in the student's permanent record. The proceedings of the GPC are confidential, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

- a. **Guidelines for GPC deliberations and determinations regarding a student's academic status**
  - i. Five members of the committee constitute a quorum at a regular or called meeting.
  - ii. All committee decisions requiring a vote are determined by a simple majority vote with the Chair included as a voting member.
  - iii. In conducting individual student reviews, the committee is expected to review the relevant academic outcomes, including professionalism concerns, and act on those findings according to the rules outlined in this policy whenever applicable. In circumstances for which a rule is not specified, the GPC is empowered to make determinations regarding a student's academic status within the institution's general academic policies.

#### **8. Responsibilities of the Dean**

Initial recommendations and associated actions for each student are delegated to the GPC. The Dean, or their designee serving as the Chief Academic Officer, is responsible for administering the appeals process and rendering final decisions.

#### **9. Review of pre-clerkship phase coursework**

The GPC reviews pre-clerkship student progress at the end of the fall semester and at the end of each academic year. All completed courses of the pre-clerkship phase of the curriculum are graded PA (pass) or FA



(fail) -- other transcript notations may apply to courses not completed (per HSCEP OP 59.05 Grading Procedures and Academic Regulations). The use of temporary grades and grade notations shall also be regulated by an educational program policy subsidiary to HSCEP OP 59.05. Students passing all courses with no professionalism concerns or exceptional circumstances adversely affecting their academic progress are promoted as a cohort according to the MD degree plan (per PLFSOM academic catalog). All other students are considered at-risk and are further characterized as either on academic warning or probation (see also paragraph 5.c above):

- **Academic warning:** Students on academic warning have specifically identified academic challenges that are potentially remediable within the current academic year or prior to progression to the next academic phase. Unless specifically modified by the GPC, this status persists until all associated academic performance deficiencies are satisfactorily resolved, at which point the student is no longer considered at-risk
- **Probation:** Students on probation have specifically identified academic deficits that require repeat of a year or a revised curriculum plan. Unless specifically modified by the GPC, this status persists until satisfactory completion of the repeat year, at which point the student is considered at-risk and on academic warning until the student's satisfactory completion of the pre-clerkship phase of the curriculum, at which point the student is no longer considered at-risk

All students are subject to individualized GPC reviews that incorporate the student's current and accumulated academic performance since matriculation, any professionalism notations/concerns, compliance with educational program expectations (per program policies and as may be individually specified by the GPC), and any exceptional circumstances affecting the student's academic performance. In most cases a student's at-risk status is automatically determined by their circumstances as outlined below. However, at-risk students initially designated as on academic warning shall be re-designated as on probation if the GPC determines that repeat of the year or a revised curriculum plan is necessary.

**Note regarding pre-clerkship phase deferred/temporary grade resolution and course remediation**

**plans:** Standard plans for the resolution of deferred/temporary course grades are specified by course syllabi. When individualized course (or course component) remediation is a consideration, the course director shall propose a plan for GPC review and approval. Similarly, at-risk students initially designated as on probation shall be re-designated as on academic warning if the GPC determines that repeat of the year is not necessary (as when individual remediation may be approved).

a. **Fall Semester Review**

**Table 9.a Pre-Clerkship Phase Fall Semester Review Rules**

The GPC will consider all pre-clerkship phase students after the end of the fall semester. Students considered at-risk will be placed on academic warning or probation and reviewed by the GPC according to the following rules:	
If:	Then:
<b>i. Deferred/temporary grade in one course:</b>	
SPM	
<ul style="list-style-type: none"> <li>• One SPM unit failed</li> </ul>	<b>Academic warning</b> , referral to the GPC at the discretion of the SPM course director and/or the associate dean for medical education (for consideration of individual remediation or repeat of the year)
<ul style="list-style-type: none"> <li>• Two SPM units failed</li> </ul>	<b>Academic warning</b> with required referral to the GPC for individualized review, including academic performance issues that may not be adequately identified or addressed at the course level (see sections 5.b and 9 above)



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SCI, Medical Skills, or Colloquium	<b>Academic warning</b> , referral to the GPC at the discretion of the course director and/or associate dean for medical education (for consideration of individual remediation or repeat of the year)
<b>ii. Deferred/temporary grade in two courses:</b>	
One SPM unit <u>and</u> SCI, Medical Skills, <u>or</u> Colloquium	<b>Academic warning</b> and referral to the GPC at the discretion of the relevant course directors and/or the associate dean for medical education (for consideration of individual remediation, repeat of the year, or dismissal)
Two SPM units <u>and</u> SCI, Medical Skills, <u>or</u> Colloquium	<b>Probation</b> and referral to the GPC for consideration of repeat of the year or dismissal
Any combination of SCI, Medical Skills, and/or Colloquium	Referral to the GPC for determination of at-risk status ( <b>academic warning or probation</b> ) and for consideration of individual remediation, repeat of the year, or dismissal
<b>iii. Failure of one course:</b>	
SPM (more than two units failed)	<b>Probation</b> and referral to the GPC for consideration of repeat of the year or dismissal
SCI, Medical Skills, or Colloquium	<b>Probation</b> and referral to the GPC for consideration of individual remediation, repeat of the year or dismissal
<b>iv. Failure of multiple courses:</b>	
Any combination of two courses (SPM, SCI, Medical Skills, and/or Colloquium)	<b>Probation</b> and referral to the GPC for consideration of repeat of the year or dismissal
Any combination of three or four courses	Referral to the GPC for consideration of dismissal
<b>v. Professionalism concerns</b>	A student referred to the GPC based on a professionalism concern may be designated as at-risk and on <b>academic warning or probation</b> based on the GPC's review of the specific concern(s) and the student's overall academic record. GPC considerations may include individual remediation, repeat of the year, or dismissal. As professionalism is an essential component of the school's academic program (see the PLFSOM medical education policy on program goals and objectives), the GPC may issue directives solely based on professionalism concerns (regardless of the student's performance related to other educational program goals and objectives). Any disclosure of student criminal history record information (CHRI) per HSCEP OP 10.20 shall result in referral to the GPC for review of the student's academic status based on a professionalism concern

b. Year End Review

<b>Table 9.b Pre-Clerkship Year End Review Rules</b>	
The committee will consider all pre-clerkship phase students after the end of the academic year. Students considered at-risk will be placed on academic warning or probation and reviewed by the GPC according to the following rules:	
If:	Then:



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<p><b>i. Not considered at-risk based on performance in the fall semester</b></p>	<p>Criteria per Section 9.a (see above) applies</p>
<p><b>ii. Already considered at-risk based on performance in the fall semester:</b></p>	
<p>a. At-risk based on performance in the fall semester <u>not</u> involving SPM <u>plus</u> failure of one SPM unit in the Spring semester</p>	<p><b>Academic warning</b>, referral to the GPC at the discretion of the SPM course director and/or associate dean for medical education</p>
<p>b. At-risk based on performance in the fall semester due to failure of one SPM unit <u>plus</u> failure of one SPM unit in the spring semester</p>	<p><b>Academic warning</b> with required referral to the GPC for individualized review, including academic performance issues that may not be adequately identified or addressed at the course level (see sections 5.b and 9 above)</p>
<p>c. At-risk based on performance in the fall semester due to failure of one SPM unit <u>plus</u>:</p> <ul style="list-style-type: none"> <li>• Failure of two SPM units in the spring semester or</li> <li>• Failure of one SPM unit in the spring semester and a deferred/temporary grade in one spring semester course other than SPM</li> </ul>	<p><b>Probation</b>, and referral to the GPC for consideration of repeat of the year or dismissal</p>
<p>d. At-risk based on performance in the fall semester <u>not</u> involving SPM <u>plus</u> a deferred/temporary grade in one spring semester course other than SPM</p>	<p><b>Academic warning</b>, referral to the GPC at the discretion of the SPM course director and/or associate dean for medical education – considerations may include individual remediation, repeat of the year, or dismissal</p>
<p>e. Failure of any spring semester course</p>	<p><b>Probation</b>, and referral to the GPC for consideration of repeat of the year or dismissal</p>
<p>f. Failure to resolve any deferred/temporary grades from the fall semester</p>	<p><b>Probation</b>, and referral to the GPC for consideration of repeat of the year or dismissal</p>
<p>g. Professionalism concerns</p>	<p>Rules as per Section 9.a.v apply (see above)</p>
<p><b>iii. Timelines for the resolution of deferred/temporary course grades and/or course remediations:</b></p>	
<p>a. Year 1 students</p>	<ul style="list-style-type: none"> <li>• To advance to Year 2, all Year 1 academic expectations, including passing of the Comprehensive End-of-Year Exam (CEYE), must be fulfilled prior to 3 full business days before the start of orientation for Year 1 of the next academic cycle</li> <li>• Unsuccessful, incomplete, or unattempted resolutions of deferred/temporary grades (timeline as above) will result in a grade of FA (failure) for the associated course or requirement, with no opportunities for remediation other than repeat of the year, if eligible</li> </ul>
<p>b. Year 2 students</p>	<p>See Section iv.b below</p>
<p><b>iv. Review based on cumulative end-of-year requirements</b> (Students are also subject to review based on cumulative end-of-year requirements)</p>	



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a. Year 1 students:	
<b>Failure of first attempt of the CEYE</b>	<b>Academic warning</b> , referral to the GPC at the discretion of the Associate Dean for Medical Education or their designee
<b>Failure of a second attempt of the CEYE</b>	<b>Probation</b> and referral to the GPC for consideration of repeat of the year or dismissal
b. Year 2 students:	<ul style="list-style-type: none"> <li>• For on-time promotion to the clerkship phase according to the standard degree plan, students completing Year 2 must take the USMLE Step 1 exam prior to the first day of orientation for the next Year 3</li> <li>• Students must pass the USMLE Step 1 exam on their first or second attempt to remain enrolled in the clerkship phase</li> </ul>
<b>Student passes (routinely or through remediation) all pre-clerkship phase courses and is not designated as on academic warning or probation due to professionalism concerns.</b>	Student is designated as eligible to take the USMLE Step 1 examination
<b>Student passes (routinely or through remediation) all pre-clerkship phase courses and is designated as on academic warning or probation due to professionalism concerns</b>	Student's eligibility to take the USMLE Step 1 examination is subject to GPC review and approval (with GPC discretion to require advancement under academic warning and an individual remediation plan, repeat of the year, or dismissal)
<b>Student completes Year 2 but does not take USMLE Step 1 prior to the first day of orientation for the next Year 3</b>	<p><b>Academic warning</b>, ineligible to enroll in Year 3, referral to GPC to explain rationale for delaying USMLE Step 1 and progression into the clerkship phase, GPC discretion to direct student to engage with academic counseling/support resources, and the student is required to pass USMLE Step 1 before re-enrolling in the curriculum.</p> <p>Upon passing USMLE Step 1, the student will enter the clerkship phase either with block 2 of the same academic year, or with block 1 of the next academic year (as determined by the GPC in consultation with the Associate Dean for Medical Education and based on educational program considerations such as block capacity and the comparability of student cohorts and experiences).</p> <p>If a student in this situation does not pass Step 1 prior to block 2 of the same academic year, then their final opportunity to enter Year 3 shall be with block 1 of the next academic year</p>



<p><b>Failure of first attempt of USMLE Step 1</b></p>	<p><b>Academic warning:</b></p> <ul style="list-style-type: none"> <li>• <b>If failing grade is received prior to the start of clerkship block 1:</b> student is ineligible to enroll in Year 3, student's College Masters notified, student required to meet with the Associate Dean for Student Affairs (or their designee), student may be referred to the GPC at the discretion of the Associate Dean for Student Affairs, and the student is required to pass USMLE Step 1 before re-enrolling in the curriculum. Upon passing USMLE Step 1, the student will enter the clerkship phase either with block 2 of the same academic year, or with block 1 of the next academic year (as determined by the Associate Dean for Medical Education and based on educational program considerations such as block capacity and the comparability of student cohorts and experiences). If a student in this situation does not pass Step 1 prior to block 2 of the same academic year, then their final opportunity to enter Year 3 shall be with block 1 of the next academic year</li> <li>• <b>If failing grade is received after the start of clerkship block 1:</b> Student continues in clerkship block 1 but is ineligible to enroll in block 2, student's College Masters notified, student required to meet with the Associate Dean for Student Affairs (or their designee), student may be referred to the GPC at the discretion of the Associate Dean for Student Affairs, student must pass the Step 1 exam prior to the start of the first Year 3 intersession of the same academic year. Upon passing Step 1 (and assuming a passing grade in both block 1 clerkships) the student re-enrolls in the clerkship curriculum with the first Year 3 intersession</li> </ul>
<p><b>Failure of second attempt of USMLE Step 1</b></p>	<p><b>Probation,</b> student to meet with Associate Dean for Student Affairs (or their designee) to review circumstances, options (as discussed in section above), and recommendations. Student may be referred to the GPC at the discretion of the Associate Dean for Student Affairs</p>
<p><b>Failure of third attempt of USMLE Step 1</b></p>	<p><b>Referral to the GPC for consideration of dismissal</b></p>

**10. Additional expectations related to repeat years**

<p><b>Table 10 Additional Rules Related to Repeat of a Pre-Clerkship Year (see also Section 12.b below)</b></p>	
<p>Students on probation and repeating a pre-clerkship year will be subject to the following more stringent rules that apply to both fall semester and end-of-year reviews:</p>	
<p>If:</p>	<p>Then:</p>
<p>i. Failure of any semester course</p>	<p>Referral to the GPC for consideration of dismissal</p>
<p>ii. Professionalism concerns</p>	<p>Rules as per Sections 9.a.v apply (see above)</p>



**11. Review of clerkship phase coursework**

The GPC reviews Year 3/core clerkship block student progress at the end of each block and at the end of the academic year. The GPC reviews Year 4 student progress on a rolling basis as indicated based on input from the Assistant Dean for Clinical Instruction and/or the Associate Dean for Student Affairs. Except for the intersessions and the boot camp (which apply the Pass/Fail grading mode), all completed courses of the clerkship phase apply the Honors/Pass/Fail grading mode. Other transcript notations may apply to courses/clerkships not completed (per HSCEP OP 59.05 Grading Procedures and Academic Regulations). The use of temporary grades and grade notations shall also be regulated by an educational program policy subsidiary to HSCEP OP 59.05. Students passing all courses/clerkships with no professionalism concerns or exceptional circumstances adversely affecting their academic progress are promoted as a cohort according to the MD degree plan (per PLFSOM academic catalog). All other students are considered at-risk and are further characterized as either on academic warning or probation (see also paragraph 5.c above):

- **Academic warning:** Students on academic warning have specifically identified academic challenges that are potentially remediable within the current academic year or prior to graduation. Unless specifically modified by the GPC, this status persists until all associated academic performance deficiencies are satisfactorily resolved, at which point the student is no longer considered at-risk
- **Probation:** Students on probation have specifically identified academic deficits that require repeat of a year or a revised curriculum plan. Unless specifically modified by the GPC, this status persists until satisfactory completion of the repeat year, at which point the student is considered at-risk and on academic warning until the student's satisfactory completion of the clerkship phase of the curriculum, at which point the student is no longer considered at-risk

All students are subject to individualized GPC reviews that incorporate the student's current and accumulated academic performance since matriculation, any professionalism notations/concerns, compliance with educational program expectations (per program policies and as may be individually specified by the GPC), and any exceptional circumstances adversely affecting the student's academic performance.

**Note regarding clerkship phase remediation plans:** Standard remediation plans may be specified by course/clerkship/block syllabi. When individualized course/clerkship/block (or component) remediation is a consideration, the relevant course/clerkship/block director(s) shall propose a plan for GPC review and approval.

**a. Year 3 end-of-clerkship block review rules**

<b>Table 11.a Year 3 End-of-Clerkship Block Review Rules</b>	
The committee will consider all Year 3 students after the end of each 3 <sup>rd</sup> year clerkship block. Students considered at-risk will be placed on academic warning or probation and reviewed by the GPC according to the following rules:	
If:	Then:
<b>i. Failure of one or two clerkships:</b>	Referral to GPC for consideration of: one-month remediation* in Year 4 (student placed on <b>academic warning</b> ), repeat of the associated clerkship block(s), repeat of Year 3 (student placed on <b>probation</b> ), or dismissal
<b>ii. Failure of three clerkships</b>	<b>Probation</b> and referral to GPC for consideration of: repeat of Year 3 or dismissal
<b>iii. Rating of needs improvement in 3 or more competencies on any clerkship final assessments</b>	Referral to GPC for consideration of: individualized remediation* (student placed on <b>academic warning</b> ), repeat of Year 3 (student placed on <b>probation</b> ), or dismissal
<b>iv. Failure of 1<sup>st</sup> attempt of NBME in 3 different clerkships</b>	Referral to GPC for consideration of: individualized remediation* (student placed on <b>academic warning</b> ), repeat of Year 3 (student placed on <b>probation</b> ), or dismissal





<p><b>v. Professionalism concern</b></p>	<ul style="list-style-type: none"> <li>• A student referred to the GPC based on a professionalism concern may be designated as at-risk and on <b>academic warning</b> or <b>probation</b> based on the GPC's review of the specific concern(s) and the student's overall academic record. As professionalism is an essential component of the school's academic program (see the PLFSOM medical education policy on program goals and objectives), the GPC may issue directives solely based on professionalism concerns (regardless of the student's performance related to other educational program goals and objectives).</li> <li>• GPC recommendations may include individual remediation*, delayed progression to Year 4, repeat of Year 3, delay of graduation, or dismissal</li> <li>• Any disclosure of student criminal history record information (CHRI) per HSCEP OP 10.20 shall result in referral to the GPC for review of the student's academic status based on a professionalism concern</li> </ul>
<p>*Students cannot earn clerkship phase elective credit for GPC-required remediation(s)</p>	

**b. Year 4 review rules**

<p><b>Table 11.b Year 4 Review Rules</b></p>	
<p>The committee will consider all Year 4 students on a rolling basis following each 4<sup>th</sup> year block. Students considered at-risk will be placed on academic warning or probation and reviewed by the GPC according to the following rules:</p>	
<p>If:</p>	<p>Then:</p>
<p><b>i. Failure of one or two required or elective courses/clerkships in the fourth year</b></p>	<p>Referral to GPC for consideration of: individualized remediation* (student placed on <b>academic warning</b>), delay in graduation, repeat of Year 4 (student placed on <b>probation</b>), or dismissal</p>
<p><b>ii. Failure of three or more required or elective courses/clerkships in the fourth year</b></p>	<p><b>Probation</b> and referral to GPC for consideration of delay in graduation, repeat of Year 4, or dismissal</p>
<p><b>iii. Rating of Needs Improvement in 2 or more competencies in any required clerkship</b></p>	<p>Referral to GPC for consideration of: individualized remediation* (student placed on <b>academic warning</b>), delay in graduation, repeat of Year 4 (student placed on <b>probation</b>), or dismissal</p>
<p><b>iv. Scholarly Activity and Research Program (SARP) requirements:</b></p>	
<ul style="list-style-type: none"> <li>• Failure to submit final report by the Fall deadline for Year 4 (SARP II)</li> <li>• Failure to complete all SARP requirements by May 1<sup>st</sup> of Year 4</li> </ul>	<p><b>Academic warning</b>, GPC review not required unless the student is referred by a SARP course director</p> <p><b>Probation</b> and referral to the GPC for consideration of delay in graduation, repeat of Year 4, or dismissal</p>
<p><b>v. Professionalism concern</b></p>	<p>Same as per Year 3 (see Section 11.a.v above)</p>



vi. Failure of Step 2 CK or CS on the first attempt	<b>Academic warning</b> , student required to meet with the Associate Dean for Student Affairs (or their designee), student's College Masters notified, GPC review not required but student must submit a passing score for both Step 2 CK and CS by May 1 <sup>st</sup> in order to graduate in May of the same academic year (non-fulfillment of this requirement may result in delay of graduation)
vii. Failure of Step 2 CK or CS on the second attempt	<b>Probation</b> , student required to meet with the Associate Dean for Student Affairs (or their designee), student's College Masters notified, GPC review not required but student must submit a passing score for both Step 2 CK and CS by May 1 <sup>st</sup> in order to graduate in May of the same academic year (non-fulfillment of this requirement may result in delay of graduation)
viii. Failure of Step 2 CK or CS on the third attempt	<b>Referral to the GPC for consideration of dismissal</b>
*Students cannot earn clerkship phase elective credit for GPC-required remediation(s)	

**12. Failure to remediate**

- a. If a student fails to successfully complete a GPC-approved remediation plan (as per the framework outlined above), then the student shall be automatically referred back to the GPC for consideration of repeat of the year, if eligible, or dismissal
- b. If a student on probation fails any courses/clerkships during a repeat year, then the student shall be automatically referred back to the GPC for consideration of dismissal (see also table 10 above)

**13. Promotion and graduation timeline**

- a. Students are expected to complete the MD degree program and graduate within 4 years of initial matriculation
- b. A student's timeline for completion of the MD degree may extended due to:
  - i. A school-approved leave of absence
  - ii. Academic difficulty requiring repetition of an academic year as per this policy
- c. Non-completion of Years 1 and 2 of the MD degree program within 3 years will result in dismissal, regardless of cause
- d. Non-completion of the MD degree program within 6 years will result in dismissal, regardless of cause

**14. Appeals**

- a. A student may appeal the decision of the GPC. This appeal must be made to the Dean or their designee of the School of Medicine within five business days, in writing, and must cite grounds for the appeal. An appeal may only be based on a claim that due process of GPC policies and procedures was not followed
- b. The Dean or their designee may issue the decision alone or may appoint an Appeals Committee comprised of three members of the faculty to determine whether a basis for appeal exists.
- c. If an Appeals Committee is appointed:
  - i. The Associate Dean for Student Affairs (or their designee) and the Chair of the GPC (or their designee from among the regular members of the GPC) shall serve as ex officio members of the Appeals Committee
  - ii. The Appeals Committee will be convened by the Associate Dean for Student Affairs within five business days after appointment to consider the student's appeal
  - iii. The student shall notify the Associate Dean for Student Affairs in advance if he/she is to be accompanied by an attorney or other representative. An attorney or representative may appear only in an advisory capacity and may not address the Appeals Committee. Should



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the student be accompanied by an attorney or representative, the School of Medicine shall be represented by the Office of General Counsel. If necessary, the appeal hearing may be delayed up to five business days of the scheduled date if needed to allow personnel from the Office of General Counsel to attend.

- iv. The student may present a statement to the Appeals Committee regarding their appeal. Both the Appeals Committee and the student may call witnesses and present evidence relevant to resolution of the appeal. At the conclusion of the hearing, the Appeals Committee shall forward its recommendation to the Dean or their designee. If the recommendation is not unanimous, a minority view shall be appended.
  - v. Unless suspended for justifiable cause, the student may continue to participate in the curriculum as enrolled until the appeal is resolved.
  - vi. After review of the Appeals Committee recommendation, the Dean or their designee will make a final decision.
- d. The decision of the Dean or their designee is final. The student and the Chair of the GPC will be notified in writing by the Dean or their designee.

**15. Notifications related to repeat of a year or dismissal**

- a. Following a final decision to require a student to repeat a year, or to dismiss a student from the Paul L. Foster School of Medicine, the Office of Student Affairs shall notify in writing Accounting Services, Financial Aid, the Registrar, and other pertinent offices and entities.

**16. Review and revision of grading and promotions policies**

- a. Consistent with Section 7 above, grading and promotion policies are developed, reviewed, and approved by the Committee on Curriculum and Educational Policy, which is a standing committee of the PLFSOM Faculty Council as defined in the PLFSOM Faculty Bylaws.