


<p>Name of Policy: Medical student academic promotion, remediation and dismissal/due process/appeals</p> <p>Policy Number: 3364- 81-04-013-02</p> <p>Approving Officer: Dean, College of Medicine</p> <p>Responsible Agent: Associate Dean for Clinical Undergraduate Medical Education</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 01/02/07</p>				
<table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input checked="" type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy
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(A) Policy statement

All students are responsible for understanding UT COM policies and standards regarding academic promotion, as well as the policies and procedures related to academic remediation and dismissal. Students are expected to achieve an appropriate level of academic performance as defined by the faculty in the college of medicine, and to demonstrate reasonable, continued progress in the academic programs of the curriculum. Students subject to adverse action are entitled to due process and appellate rights as outlined below.

(B) Purpose of policy

To codify the standards for maintaining good academic standing and meeting the requirements for satisfactory academic process and promotion in the college of medicine, as well as the policy and procedures for remediating deficiencies and for appealing any adverse actions related to academic performance and standing.

(C) Procedure

Students will be evaluated periodically by the appropriate block/clerkship committee(s) or faculty. All aspects of student performance are assessed, including the student's fund of knowledge, technical and interpersonal skills, attitudes, and professional character, i.e., both cognitive and non-cognitive abilities. If students are not achieving satisfactory academic progress, the medical student promotions committee will review the total student performance record, interview the student, and determine if further intervention is needed. The medical student promotions committee may determine that remedial work or repetition of one or more curriculum components is needed, or that the student should be dismissed. The decision may be appealed to the dean of the college of medicine and the council of deans of the university of toledo health science campus.

Preclinical Years

The results of all periodic evaluations will be submitted to the associate dean of preclinical medical education, who will in turn forward appropriate information to the medical student promotions committee. This committee will periodically review the total academic performance of all students to make recommendations regarding promotion. Students will not be promoted to a new academic year until all requirements of the previous year have been successfully completed.

Remediation of FAIL Grades

Students receiving a grade of FAIL in one or two curriculum components in the first year or second year usually will be allowed to repeat the component(s) during the next academic year. Alternatively, the medical student promotions committee may allow students to undertake remedial study during the summer. No remediation is permitted while students are enrolled in other courses in the COM. No student may attempt summer remediation for more than two academic deficiencies for any academic preclinical year.

In order to be considered eligible for remediation of a failed first year block, the following conditions must be met:

- the student has achieved a final average score of at least 50% in the failed block.
- the student has received a grade of Fail in one or two curricular blocks, with combined credits totaling 23 or less.

In order to be considered eligible for remediation of a failed second year block, the following conditions must be met:

- the student must achieve a final average score of at least 60% in the failed block. In addition, in the case of the block 7 (systems), at least one unit exam score must be at or above 70%.
- the student has received a grade of Fail in one or two curricular blocks, with combined credits totaling 24 or less.
- No student may attempt summer remediation of both block 6 and block 7. Students failing both of these instructional units will be required to repeat both blocks in their entirety during the next academic year. If they are given permission by the medical student promotions committee to remain enrolled in the COM.

Procedures for Summer Remediation

- 1) Final decisions regarding permission to remediate failing grades during the summer rest with the medical student promotions committee. To facilitate such decisions, block leaders will provide to the associate dean for preclinical medical education within seven working days after the last exam of each academic year: (a) a list of all students who have failed a course, the numerical score obtained, and a summary of the class performance; (b) a list of all students graded as INCOMPLETE, their current numerical score, and the nature of course material to be completed. The medical student promotions committee will meet within no more than 15 working days after the last exam to examine the information provided by the block leaders and make determinations regarding eligibility for remediation for each student.

The medical student promotions committee decision regarding remediation will be transmitted to the dean, associate dean for student affairs, associate dean for preclinical medical education, the registrar, the students, and appropriate block directors.

- 2) For those students given permission to remediate failing grades, blocks will provide some avenue of remediation during the summer months. For first year blocks, remediation will be structured so that it can be completed at least two weeks before the beginning of the next academic year. Second-year students involved with summer remediation must meet the block's requirements at least two weeks before beginning a clerkship block. Students will not be permitted to enter clinical clerkships until all requirements of the second year have been met and they have taken the USMLE step 1.
- 3) Dates for remedial examinations are set by the block directors with the approval of the associate deans for preclinical medical education, and student affairs. These dates are not negotiable.
- 4) A student is not permitted to attend and/or pass a course at another institution to fulfill the requirements for successfully remediating a block. A student undertaking summer remedial studies must be re-examined by the UT COM faculty to establish competence, even if the student chooses to attend summer courses at another institution.
- 5) Under no circumstance will a student be granted permission to attempt summer remediation if the final score is less than 50% (60% for second academic year).

Block leaders will notify the registrar whether or not a student has successfully met the requirements for remediation. If remediation is successful, the student will be given a grade of PASS for the block, though the original grade of Fail will remain on the transcript. A grade of PASS is the highest grade that can be recorded for any block as the result of summer remediation. A student who fails the remediation attempt retains a FAIL grade on their transcript, but will usually be given the opportunity to repeat the block during the next academic year.

Policy regarding passing of USMLE step 1

Students must pass the entire preclinical curriculum before taking the USMLE step 1. Students who have registered for step 1, but have not passed all components of the preclinical curriculum, will have their institutional verification of step 1 eligibility withdrawn in the event they attempt to sit for the exam before being eligible to do so.

Each member of the second year class who successfully completes the second year curriculum is required to take the examination on or before June 30 of that calendar year in order to start the third year at the start of the summer semester.

Students who have successfully completed the second year curriculum and have taken the USMLE step 1 are permitted to be enrolled in a clerkship while awaiting the receipt of their USMLE step 1 score, but official promotion to the third year of the medical school is dependent on earning a passing score on the USMLE step 1. If a student receives a failing score on the USMLE step 1, he/she may finish the clerkship in which he/she is currently enrolled, and will get

academic credit if they successfully complete the clerkship. A student failing step 1 will not be able to participate in any other required clerkships until he/she has successfully passed the step 1 examination, but may be granted permission to enroll in a maximum of twelve (12) weeks of elective clerkships with the permission of the associate dean for student affairs.

The student will have three opportunities to pass the USMLE step 1 over the remainder of the academic year through June 30. Failure to pass the examination after three attempts will result in automatic dismissal from the college of medicine.

Clinical Years

All grades and departmental evaluations will be submitted to the registrar, who will in turn forward appropriate information to the associate dean of clinical medical education, associate dean for student affairs, and the medical student promotions committee.

Rectification of Defer Grades

Students receiving a DEFER grade in blocks 1-12 of the third academic year due to failure of a national board of medical examiners subject exam must repeat the failed subject exam by the end of curriculum block 18 (December of 4th year), but no later than one year from the date of the original clerkship. Failure to do so, without permission of the associate dean for student affairs, will result in the Defer grade being converted to FAIL. If the student achieves a passing score on the repeated attempt of the subject exam, the interim grade of DEFER will be changed to a permanent grade of PASS; a grade of PASS is the highest grade that a student can receive in a clerkship subsequent to failing the initial attempt on the national board subject exam. In the event the student passes the national board subject exam on the second attempt, only the permanent grade of PASS will appear on the transcript. The initial grade of DEFER, however, will remain on the permanent record. If the student fails the second attempt of the national board subject exam in a discipline, the DEFER grade will be changed to a FAIL and the FAIL grade will remain on the transcript even after rectification of the Failed clerkship, as detailed below.

Remediation of FAILED Required Clerkship Grades

In the required third and fourth year clerkships, a grade of FAIL due to two failures on the subject examination can only be remediated by successful completion of a 4-week Required remediation clerkship. Subsequent to that experience, a student will have two final opportunities to pass the national board of medical examiners subject examination ($\geq 10^{\text{th}}$ percentile nationally). Failure to attain a passing score $\geq 10^{\text{th}}$ percentile of national performance will be considered as the second failure of the clerkship. A clerkship failed during blocks 1-12 must be repeated before block 18 (December of 4th year), unless permission to delay the required remediation is granted by the associate dean for student affairs. The grading scale for the required remediation clerkship is honors, high pass, pass, fail, or defer, in accordance with the clerkship grading policy. The original clerkship and the required remediation clerkship and the grades for both will appear on the student's transcript.

In the required third and fourth year clerkships, a grade of FAIL due to receipt of a grade of unsatisfactory for the clinical competency component of the clerkship can only be rectified by repeating the entire clerkship, and successfully completing all components, including clinical competency, the departmental education program, and the national board of medical examiners

subject examination. Students repeating a clerkship in its entirety are permitted two attempts to pass the national board of medical examiners subject examination. The grading scale for a clerkship repeated in its entirety is honors, high pass, pass, fail, or defer, in accordance with the clerkship grading policy. The original clerkship and the repeated clerkship and the grades for both will appear on the student's transcript. A clerkship failed during blocks 1-12 must be repeated before block 18 (December of 4th year), unless permission to delay the required remediation is granted by the associate dean for student affairs.

In the elective clerkships, a grade of FAIL can only be rectified by repeating the entire clerkship, and earning a grade of PASS or higher. The grading scale for an elective clerkship repeated in its entirety is honors, high pass, pass, fail, or defer, in accordance with the clerkship grading policy. Both the original clerkship and the repeated clerkship and the grades for both will appear on the student's transcript.

Policy regarding passing of USMLE step 2CK and step 2CS

All students are required to pass the USMLE step 2CK (Clinical Knowledge) and the USMLE step 2 CS (Clinical Skills) in order to graduate. Students will have three opportunities to pass both of these examinations. Failure to pass either the USMLE step 2CK or the USMLE step 2CS after three attempts will result in automatic dismissal from the college of medicine.

Academic Dismissal

A student will be subject to mandatory review by the student promotions committee for possible dismissal if he/she:

- Receives four or more grades of FAIL or WITHDRAW FAIL during either of the first two academic years
- Has failed preclinical coursework totaling 35 or more credit hours
- Has not successfully completed year 1 and 2 within 46 months of initial enrollment**
- Has a cumulative total of five or more grades of FAIL throughout the curriculum
- Receives two or more grades of FAIL in clinical clerkships
- Receives a grade of FAIL in any previously failed curriculum component
- Has not successfully completed all of the requirements for the doctor of medicine degree within seven years**

These policies do not apply to blocks graded as CREDIT/NO CREDIT, or college of graduate studies courses. Students who are being reviewed by the student promotions committee for possible dismissal may continue enrollment pending the review of the committee and a final decision by the dean of the college of medicine. Students who are being reviewed by the student promotions committee for possible dismissal are usually **not** eligible to attempt summer remediation. All failed blocks/courses must be repeated.

FAIL grades in years one and two that are rectified through summer remedial studies or examinations **WILL** be counted toward the criteria for mandatory review of the student's file by the Promotions Committee.

**The sole exception to this involves those students on approved Leave(s) of Absence for which the 46-month and seven-year deadlines will be extended by the length of the approved Leave(s) of Absence.

Maximum Length of Enrollment

In no case will the time for completing all graduation requirements be extended beyond a maximum of ten years, regardless of the approved Leave(s) of Absence or other circumstances.

Due Process and Appeal of Academic Dismissal

The student promotions committee will offer the student the opportunity to meet with the committee to provide them with information that might be helpful in formulation of the decision regarding possible dismissal. The UT COM will ensure that prior to the hearing for the student to be heard that the university of toledo college of medicine will:

- 1) Notify the student in writing of the potential sanction that the committee will consider and the matters that will be brought before the committee, the date, time, and location of the hearing, as well as the composition of the hearing committee at least 10 days in advance of the hearing. If the matter before the committee could result in a recommendation of dismissal from UT COM, then the notice will inform the student of that possibility. The student will be given the opportunity and is urged to appear before the committee to fully present his/her position on the information. The student may waive the right to such appearance in his/her sole discretion;
- 2) Provide the student (by way of a statement or other summary) any relevant information or evidence that the UT COM plans to bring or that will be considered by the committee relating to the matter before the committee, including any exhibits, witnesses and any other similar information for the committee. All written materials must be provided to the student least three (3) business days prior to the hearing along with a list of witnesses or faculty members who will be appearing;
- 3) Notify in writing the student of the specific protocols to be followed in the hearing and to provide a copy of this policy to the student;
- 4) Keep minutes of the hearing, which hearing will also be recorded or transcribed.
- 5) Advise the student that the student is permitted to have a faculty member or fellow student attend the hearing as his/her advisor, but that legal counsel will not be permitted;
- 6) The hearing is not, and should not be construed to be a legal trial. Both UT COM and the student will be permitted to make any statement relevant to the issue(s) being addressed. The student, and the UT COM as well as any other witness will be permitted to make a statement and present any information pertinent to the matter before the committee and to answer any questions posed by any member of the committee;
- 7) If the student desires to distribute written materials to the committee members, he/she must present them at least three (3) business days prior to the meeting.

- 8) Any recommendation for sanctions up to and including dismissal from UT COM will be based exclusively on the information received or presented at the hearing.

Upon completion of the hearing, the committee will, by majority vote, agree to a decision with regard to the issue before the committee. The decision shall be reduced to a written statement of findings and actions signed by the chair of the committee and delivered to the student and to the dean of the college of medicine within ten (10) business days after the hearing.

Appeal

- 1) The student may appeal to the dean of the college of medicine in writing an automatic dismissal or a decision of the medical student promotions committee.
 - a. A written request for appeal must be received within fifteen (15) days following the issuance of the written notice/decision with findings and action or any further right to appeal is waived.
 - b. The dean of the college of medicine may review all of the evidence presented in the hearing (including minutes and any available transcripts and exhibits), the applicable process matters raised by the student (if any), the specific concerns concerning promotion, remediation and academic dismissal, in considering the grounds for appeal raised by the student.
 - c. After completing such review, the dean of the college of medicine may ask for a meeting with the Student called for that purpose.
 - d. Upon completion of the review of the appeal, the dean of the college of medicine may choose to uphold, reverse, or return the findings and decisions to the committee for reconsideration of some or all of their findings or decisions.
- 2) The dean of the college of medicine may also appoint an *ad hoc* committee to hear the student's appeal.
 - a. The members of any *ad hoc* committee appointed to review any appeal will consist exclusively of faculty members who have not been involved in any way with the initial committee or its issuance of any findings and decisions.
 - b. The *ad hoc* committee will meet to consider the appeal within fourteen (14) days after they are appointed, and only after the student is provided with at least five (5) days notice of the date, time and place of the hearing, as well as the identities of the *ad hoc* committee members.
 - c. The *ad hoc* committee, if appointed, will render its decision and submit its recommendation in a writing signed by all of the members of the committee to the dean of the college of medicine within ten (10) days following the meeting of the *ad hoc* committee.

- d. Upon receipt of the *ad hoc* committee's written recommendation, the dean of the college of medicine may consider the recommendations of that panel, and may choose to uphold, reverse, or return the findings and recommendations to the original due process committee for reconsideration of some or all of their findings or recommendations.
- 3) The dean of the college of medicine will provide any decision to uphold findings and recommendations to the student within no later than 45 days from the date in which the appeal was first filed by the student.

Final Appeal

- 1) The student may appeal the decision of the dean of the college of medicine to the UT HSC council of deans
 - a. A written request for appeal must be received by the office of the provost for health affairs, within thirty (30) days following the issuance of the written recommendation, or any further right to appeal is waived.
 - b. The written request must state the basis for the student's relating to any of the following that apply: (1) the failure of process or for an additional review of the evidence presented at the hearing; or (2) a review of the evidence concerning the charges for disciplinary action.
 - c. The provost for health affairs will forward the student's request for appeal to the UT HSC council of deans, who will review all findings and decisions of the committee, any *ad hoc* committee appointed by the dean, or by the dean. The council of deans may choose to interview the student or any applicable witnesses or evidence. After considering the evidence presented, the council of deans may uphold the findings and resulting discipline, reverse all or part of the recommended findings and discipline and impose less or no discipline, or return the findings and recommendations to the dean or the committee for reconsideration of some or all of their findings and/or recommendations.
- 2) The UT HSC council of deans' decision is final. The UT HSC council of deans will notify the student in writing of the final decision within no later than 30 days from the date in which the appeal was submitted to the provost's office.

Pendency of Action

Generally, implementation of any adverse action will be suspended until all appeals made by the student have been exhausted. However, the dean of the college of medicine may, in his/her discretion, impose interim suspensions and/or restrictions on the student if the dean of the college of medicine believes that the alleged conduct in any way concerns patient and/or public (including faculty and other student) safety, or when dismissal from UT COM is a possible sanction.

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name</p> <p>Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy: None Initial effective date: 08/25/85 Review/Revision Date:</p> <ul style="list-style-type: none">• 08/25/85• 08/25/86• 08/13/87• 08/22/89• 08/15/90• 11/19/91• 02/24/94• 07/01/95• 08/01/96• 08/17/00• 08/17/01• 07/16/03• 09/17/04• 11/18/05• 12/01/05• 12/08/05• 08/08/06• 01/02/07 <p>Next review date: 1/02/10 (three years from most recent revision/review date)</p>
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