Name of Policy: Satisfactory Academic Progress in the Required Clinical Clerkships

Policy Number: 3364-81-04-007-00

Approving Officer: Dean, College of Medicine and Life Sciences

Responsible Agent: Associate Dean for Student Affairs, Associate Dean for Medical Education

Scope: M.D. program in College of Medicine and Life Sciences

- New policy proposal
- Minor/technical revision of existing policy
- X Major revision of existing policy
- Reaffirmation of existing policy

Revision date: 3/24/2015
Original effective date: 07/01/2006

(A) Policy statement
This policy describes processes and procedures related to academic performance in the required clinical clerkships.

(B) Purpose of policy
The purpose of this policy is to ensure satisfactory academic progress through the required clinical clerkship curriculum.

(C) Scope
This policy applies to medical students in the clinical portion of the M.D. program in the College of Medicine and Life Sciences.

(D) Process
Students will be removed from their required clerkship rotation schedule if they do not receive a passing grade in two required clerkships. Specifically, students will be removed from their required clerkship schedule if they earn any combination of two grades of Incomplete, Defer, or Fail and will be verified by Associate Dean of Office of Student Affairs to Academic Progress Committee.

Students who receive two or more grades of FAIL in the required clinical clerkships or a grade of FAIL in any previously failed clerkship are subject to mandatory review by the Medical Student Promotions Committee for possible dismissal in accordance with the Medical Student Academic Promotion, Remediation and Dismissal/Due Process/Appeals Policy No. 3364-81-04-013-02.

Students who receive any combination of two grades of Incomplete, Defer, or Fail must satisfactorily complete at least one of the required clerkship before being permitted to enroll in another clerkship (can only have one outstanding Incomplete, Defer, or Fail at any time to enroll in another clerkship).
Satisfactory rectification of a grade of Defer in a required clerkship requires a passing score on either a second attempt on the National Board of Medical Examiners subject exam or on a component of the Departmental Educational Program (e.g., OSCE, oral examination, nutrition project, etc.). Two failures of NBME or Department Educational Program will be considered a grade of Fail for the clerkship and will require remediation.

(E) Procedure

1. Student performance in the required clinical clerkships will be monitored by the Associate Dean for Student Affairs, the Associate Dean for Medical Education, Registrar, and Academic Progress Committee.

2. When a student has any combination of two grades of Incomplete, Defer, or Fail in the required clinical clerkships, the student must have an academic advising session with the Associate Dean for Student Affairs to assess causes contributing to the student’s unsatisfactory academic progress. An appropriate plan will be developed to assist the student to successfully complete or remediate required clerkships before being permitted to enroll in an additional required clerkship.

3. Students will be removed from their required clerkship schedule if they earn any combination of two grades of Incomplete, Defer, or Fail and will be verified by the Associate Dean for Office of Student Affairs to Academic Progress Committee.

4. The Associate Dean for Student Affairs or the Associate Dean for Medical Education will notify the appropriate Clerkship Director, Clerkship Coordinator, and Registrar of the student’s removal from any required or elective clerkship in which the student is registered.

5. In cases of grades of Defer or Fail, each required clerkship director will act as or provide a mentor to guide the student through their period of study to remediate the necessary work of the clerkship. The mentor will advise the Associate Dean for Student Affairs or designee concerning the student’s progress. In addition, the Academic Progress Committee will also assess student remediation plans. It is the student’s responsibility to meet with the Clerkship Director, as per communication with the clerkship.

6. In the case of grades of Incomplete, the required course work should be satisfactorily completed within 12 months from the date of the original clerkship (preferably as soon as possible).

7. Rectification of grades of Defer should occur by the end of December of the 4th year but no later than one year from the end date of the original clerkship (see the Medical Student Academic Promotion, Remediation and Dismissal/Due Process/Appeals Policy No. 3364-81-04-013-02 and the Grading Policy for Required Clinical Clerkships Policy No. 3364-81-04-013-06). In extraordinary circumstances the Associate Dean for Student Affairs or the Associate Dean for Medical Education may authorize an extended timeframe for attaining satisfactory academic progress (such as LOA, etc).
8. Remediation of a grade of Fail is attained with satisfactory completion of a 5 week required remediation clerkship. This should be completed by December of the 4th year but no later than one year from the date of the original clerkship (see the Medical Student Academic Promotion, Remediation and Dismissal/Due Process/Appellate Policy No. 3364-81-04-013-02 and the Grading Policy for Required Clinical Clerkships Policy No. 3364-81-04-013-06). In extraordinary circumstances the Associate Dean for Student Affairs or the Associate Dean for Medical Education may authorize an extended timeframe for attaining satisfactory academic progress.

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<thead>
<tr>
<th>Approved by:</th>
<th>Policies Superseded by This Policy:</th>
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<tbody>
<tr>
<td>Christopher Cooper, M.D.</td>
<td>Policy # 3364-81-04-007-00: “Remediation of Two Incompletes’ in the Required Clinical Clerkships”</td>
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<tr>
<td>Name</td>
<td>Policy # 3364-81-04-008-00: “Remediation of Subject Examination in the Required Clinical Clerkship”</td>
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<tr>
<td>Dean, College of Medicine</td>
<td>Initial effective date: 07/01/2006</td>
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<td>Title</td>
<td>Review/Revision Date: 03/24/2015</td>
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<td>Date</td>
<td>Next review date: 03/24/2018 (three years from most recent revision/review date)</td>
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Review/Revision Completed by: The Associate Dean for Student Affairs, the Associate Dean for Clinical Undergraduate Medical Education, the Chairman of the Clinical Curriculum Committee, the entirety of the Clinical Curriculum Committee, and the entirety of the Executive Curriculum Committee