Name of Policy:	**College of Medicine and Life Sciences: Academic Progress Committee, College of Medicine, MD Program**
Policy Number:	3364-81-04-036
Approving Officer:	Dean, College of Medicine and Life Sciences
Responsible Agent:	Senior Associate Dean for Student Affairs and Admissions
Scope:	College of Medicine and Life Sciences M.D. Program

Revision Date: 10/14/2026

Effective Date:1/1/2014

☐	New policy proposal	☐	Minor/technical revision of existing policy
☒	Major revision of existing policy	☐	Reaffirmation of existing policy

(A) Policy statement

The College of Medicine and Life Sciences (COMLS) is vested in the academic success of its student body. As part of this success, institutional leadership is responsible for overseeing student progress throughout the four years of the curriculum.

The College of Medicine and Life Sciences must have an effective system of academic advising for medical students that integrates the efforts of faculty members, course directors, the Office of Student Affairs and the Department of Medical Education along, with University counseling and tutorial services, to ensure-the academic success of its students.

Academic success encompasses all aspects of medical student professional activities, including, but not limited to, professionalism, performance in the classroom and the clinical environment, and all formative and summative experiences. All cognitive and/or non-cognitive issues or challenges with competencies need to be considered when reviewing a student's total academic progress.

(B) Purpose of policy

This policy's purpose is to ensure that students' academic progress through the preclinical and clinical portions of the curriculum is reviewed and overseen, and to certify full and successful completion of the curriculum for final approval for graduation.

(C) Scope

This policy applies to all medical students during the four years of the M.D. program in the College of Medicine and Life Sciences.

(D) Committee Composition and Functions

The Academic Progress Committee (APC) is a standing committee of the UToledo COMLS and committee appointments and composition will occur as per Policy 3364-81-27 COMLS Standing committees. Ex officio members of this committee include the Assistant and/or Associate Deans of Medical Education who provide curricular information, a representative from the office of Student Affairs for student advocacy purposes, a representative from the Registrar's Office and the Director of the Academic Enrichment Center.

Regarding the duties of the APC, the Committee will meet regularly to review the records of all students with ***at-risk*** academic performance or lack of academic success, failure of a USMLE exam, or excessive absences for required events. The Department of Medical Education will maintain and provide academic and attendance records.

At-risk performance may be defined as passing near the minimum acceptable score (at or below 75%) in the preclerkship phase, grades of defer (DF), incomplete (I), or fail (F) in the preclerkship, clerkship, and advanced clinical experience phase. Lack of academic success may be defined as failure to achieve a passing grade (70%) for any part of the curriculum.

(E) Procedure

The Academic Progress Committee will meet regularly (typically every other month) to review and discuss student performance, including specific areas of concern that include but are not limited to borderline examination scores, clinical performance, and professionalism-related issues that include excused, unexcused absences, or excessive excused absences. Students who fail any aspect of the curriculum are automatically included in this review.

Based on the review and consensus of the APC, **at-risk** students are identified. Specific recommendations are drafted, and guidance is provided to these students in writing to support academic and professional success.

(1) The APC periodically reviews the performance of students deemed "at risk" to ensure the successful remediation of their academic issues.

(2) Professionalism concerns that are identified during the academic review process are addressed expediently and judiciously based on UT COMLS Professionalism and Related Standards of Conduct Policy # 3364-81-04-017-02 and will be reviewed by the Academic Progress Committee as part of their regular review process.

(3) Lack of adequate student progress identified by the APC, based on criteria outlined in UTCOMLS Medical Student Grading, Academic Promotion, Re-examination, Remediation, Dismissal, Due Process and Appeals Policy # 3364-81-04-013-02, is referred for review by the Student Promotions Committee.

(4) Student reviews, discussions, and recommendations are based on application of the Family Educational Rights and Privacy Act (FERPA).

(5) The Office of Student Affairs and the Registrar's Office will run graduation requirement audits at approximately six months, three months, and four weeks before graduation in year four of the medical school curriculum to ensure all students complete the required curricula. Audit results of students who may be at risk for non-completion of the curricula before graduation will be provided to the APC to identify students who may require additional support. The Associate Dean for Student Affairs and Admissions will communicate with the students needing additional support and draft a plan to remediate and/or complete graduation requirements. The list of graduating students will be reviewed and approved by affirmative vote by the APC no less than two weeks prior to graduation. The Associate Dean for Student Affairs and Admissions is responsible for communicating with students and outside agencies (e.g., NRMP Residency Programs).

Approved by: /s/_____ Imran Ali, M.D. Dean, College of Medicine and Life Sciences 10/14/26_____ Date *Review/Revision Completed by:* *Associate Dean for Medical Education* *Associate Dean for Student Affairs and Admissions*	**Policies Superseded by This Policy:** • None **Initial Effective Date:** 01/01/2014 **Review/Revision Date:** • 04/01/19 • 03/25/21 • 06/06/25 • 10/14/26 **Next Review Date: 10/15/2029** (three years from most recent revision/review date)