


<p>Name of Policy: College of Medicine & Life Sciences: Satisfactory Academic Progress in the Required Clinical Clerkships</p> <p>Policy Number: 3364-81-04-007-00</p> <p>Approving Officer: Dean, College of Medicine and Life Sciences</p> <p>Responsible Agent: Associate Dean for Student Affairs, Associate Dean for Medical Education</p> <p>Scope: M.D. program in College of Medicine and Life Sciences</p>	 <p>Revision date: 08/30/2018</p> <p>Original effective date: 07/01/2006</p>
<p><input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy</p>	

(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 Vice and or Associate Dean(s) 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 Vice/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, completion of outstanding work 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). Failure to do so will require a review by the Student Promotions Committee.

- (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 Vice/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/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 Vice/Associate Dean for Medical Education may authorize an extended timeframe for attaining satisfactory academic progress.

<p>Approved by:</p> <p><u>/s/</u> Christopher J. Cooper, M.D. Executive Vice President for Clinical Affairs, Dean of the College of Medicine and Life Sciences</p> <p><u>April 1, 2019</u> Date</p> <p><i>Review/Revision Completed by: The Associate Dean for Student Affairs, the Vice Dean for Undergraduate Medical Education, Clinical Curriculum Committee, Executive Curriculum Committee, SLT</i></p>	<p>Policies Superseded by This Policy: Policy # 3364-81-04-007-00: <i>“Remediation of Two ‘Incompletes’ in the Required Clinical Clerkships”</i> Policy # 3364-81-04-008-00: <i>“Remediation of Subject Examination in the Required Clinical Clerkship”</i></p> <p>Initial effective date: 07/01/2006</p> <p>Review/Revision Date: 03/24/2015, 08/30/2018</p> <p>Next review date: 08/30/2021 (three years from most recent revision/review date)</p>
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