


<p><b>Name of Policy:</b> College of Medicine &amp; Life Sciences: Satisfactory Academic Progress in the Required Clinical Clerkships</p> <p><b>Policy Number:</b> 3364-81-04-007-00</p> <p><b>Approving Officer:</b> Dean, College of Medicine and Life Sciences</p> <p><b>Responsible Agent:</b> Senior Associate Dean for Student Affairs, Academic Progress Committee Chair</p> <p><b>Scope:</b> M.D. program in College of Medicine and Life Sciences</p>	 <p><b>Revision date:</b> 11/27/2024</p> <p><b>Original effective date:</b> 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 and reviewed by the Academic Progress Committee if they do not receive a passing grade in two required clerkships (i.e., receive any combination of two grades of Incomplete, Defer, or Fail).

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 clerkships 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 (NBME) subject exam, the Departmental Educational Program points (e.g., OSCE, oral examination, nutrition project, etc.), or the Clinical Competency Assessment (CCA). Two failures of NBME, Department Educational Program points, or on the CCA will be considered a grade of Fail for the clerkship and will require a full remediation of the clerkship.

(E) Procedure

- (1) Student performance in the required clinical clerkships will be monitored by the Associate Dean for Student Affairs, the Associate Dean for Clinical Undergraduate Medical Education, Registrar, and the 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 a Student Affairs Dean 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 after appropriate due process if they earn any combination of two grades of Incomplete, Defer, or Fail and will be reviewed by the Academic Progress Committee.
- (4) The Director of Student Services will notify the appropriate Clerkship Director, Clerkship Coordinator, and Registrar of the student's removal from any required 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 Senior Associate Dean for Student Affairs or designee concerning the student's progress. 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 4<sup>th</sup> 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 4<sup>th</sup> 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 Senior Associate Dean for Student Affairs may authorize an extended timeframe for attaining satisfactory academic progress (such as LOA, etc.) if this recommendation is made by the Academic Progress Committee.
- (8) Remediation of a grade of Fail is attained with satisfactory completion of the clerkship in question. This remediation should be completed by December of the 4<sup>th</sup> 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). The Academic Progress Committee will consider requests for extension to complete remediation if there are extenuating circumstances.

<p>Approved by:</p>  <p>Imran Ali, M.D. Interim Dean of the College of Medicine and Life Sciences</p> <p>Date: <u>11/28/2025</u></p> <p><i>Review/Revision Completed by: The Senior Associate Dean for Student Affairs, the Senior Associate Dean for Undergraduate Medical Education, Clinical Curriculum Committee, Executive Curriculum Committee,</i></p>	<p><b>Policies Superseded by This Policy:</b> 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><b>Initial effective date:</b> 07/01/2006</p> <p><b>Review/Revision Date:</b> 03/24/2015, 08/30/2018, 12/08/2021, 11/27/2024</p> <p><b>Next review date:</b> 11/29/2027 (three years from most recent revision/review date)</p>
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