**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:** Associate/Assistant Dean for Foundational Sciences, and Associate/Assistant Dean for Student Affairs and Admissions, Senior Associate Dean for Undergraduate Medical Education

**Revision Date:** 4/1/2019

**Effective Date:** 1/1/2014

**Scope: College of Medicine & Life Sciences M.D. Program**

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<th>New policy proposal</th>
<th>Minor/technical revision of existing policy</th>
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(A) **Policy statement**

The College of Medicine and Life Sciences is vested in the academic success of its student body. As part of guaranteeing this success, it is the responsibility of the institutional leadership to oversee 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, as well as during all formative and summative experiences. All cognitive and/or non-cognitive issues or challenges with competencies need to be taken into consideration when reviewing a student’s total academic progress.

(B) **Purpose of policy**

The purpose of this policy is to provide a forum to review student academic and professional progress through the preclinical and clinical portions of the curriculum and the procedure for final approval for graduation.

(C) **Scope**

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

The Academic Progress Committee is appointed by the Dean, Chaired by the Associate Dean for Student Affairs and Admissions, and is comprised of the Assistant and Associate Deans of Medical Education and Student Affairs, a representative from the Registrar’s Office who is responsible for providing student academic records, the Director of the Academic Enrichment Center and the Chair of the Student Promotions Committee. The Committee will review student professional records, maintained and provided by the Department of Medical Education and the Registrar’s Office. Thread Directors and required Clerkship Directors will be invited on a regular basis, based on identified needs.

The Associate/Assistant Deans provide guidance and identify students for early intervention based on borderline performance or failure in foundational science, clerkship or elective courses.

Borderline performance may be defined as passing at the minimum acceptable score in more than one block or clerkship examinations. However, a broad category of performance outcomes are utilized to assess students.

(E) Procedure

The Academic Progress Committee outlined above will meet on a regular basis to review and discuss student performance including specific areas of concern that include but are not limited to borderline shelf/NBME (clinical) or institutional (foundational science) examination scores, clinical performance as well as professionalism related issues (such as excused or unexcused absences, professionalism behavior reports, etc.) Students who fail any specific clerkship or block are automatically included in this review. Clerkship and Thread Directors will also identify individuals based on clinical or classroom performance, departmental education programs, standardized testing, and/or professionalism and refer them to the Academic Progress Committee for review and potential remediation.

Based on review and consensus of the Academic Progress Committee, “at risk” students are identified. Specific recommendations are drafted and guidance is provided to these students to ensure academic and professional success.

1. Performance of the students deemed “at risk” is reviewed periodically by the Academic Progress Committee to ensure successful remediation of their academic issues.

2. Professionalism concerns that are identified 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, based on criteria outlined in UT COMLS Medical Student Grading, Academic Promotion, Re-examination, Remediation, Dismissal, Due Process and Appeals Policy # 3364-81-04-013-02, is reviewed by the Student Promotions Committee.

4. Student reviews, discussions and recommendations are based on application of 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 two weeks prior to graduation in year
four of the medical school curriculum. The graduation requirement audit results are provided to the Academic Progress Committee. Based on the results of the graduation requirement audit, students requiring additional support are identified. The Associate Dean for Student Affairs and Admissions will communicate with the students requiring additional support and draft a plan to remediate and/or complete graduation requirements. The list of graduating students is approved by the Academic Progress Committee approximately 2-3 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/
Christopher Cooper, M.D.
EVP for Clinical Affairs and Dean, College of Medicine & Life Sciences

July 15, 2019
Date

Review/Revision Completed by:
Associate/Assistant Dean for Medical Education
Associate/Assistant Dean for Student Affairs and Admissions

Policies Superseded by This Policy:
None

Initial Effective Date: 01/01/2014
Review/Revision Date: 04/01/2019
Next Review Date: 04/01/2022 (three years from most recent revision/review date)