

<b>Name of Policy:</b> <u>College of Medicine and Life Sciences: Academic Progress Committee, College of Medicine, MD Program</u>		 <b>Revision Date:</b> March 25, 2021 <b>Effective Date:</b> 1/1/2014	
<b>Policy Number:</b>	3364-81-04-036		
<b>Approving Officer:</b>	Dean, College of Medicine and Life Sciences		
<b>Responsible Agent:</b>	Associate/Assistant Dean for Student Affairs and Admissions, Senior Associate Dean for Undergraduate Medical Education		
<b>Scope:</b> College of Medicine and Life Sciences M.D. Program			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(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 a standing committee appointed by the Dean, Chaired by a member of the college of medicine and life sciences faculty, and is comprised of faculty of the college of medicine and life sciences who have no evaluative role in student education.

Additional members include the Assistant and/or Associate Deans of Medical Education from a curricular aspect and Student Affairs for student advocacy, a representative from the Registrar's Office who is responsible for providing student academic records, and the Director of the Academic Enrichment Center. The Committee meets on a bi-monthly schedule to review records of all students who perform below a standard of 75% on any curricular component; records will be maintained and provided by the Department of Medical Education.

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

Borderline performance may be defined as passing near the minimum acceptable score (at or below 75% in any curricular component (quiz, exam) for the foundational sciences and grades of defer (due to NBME subject exam failure), incomplete, or fail in the clerkship and advanced clinical experience phase.

#### (E) Procedure

The Academic Progress Committee outlined above will meet on a regular basis (typically every other month) 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 system are automatically included in this review.

Based on review and consensus of the Academic Progress Committee, "at risk" students are identified. Specific recommendations are drafted and guidance is provided in written format 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 identified by the Academic Progress Committee, 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, are referred for review 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 affirmative vote 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).

<p>Approved by:</p> <p><u>/s/</u>                  Christopher Cooper, M.D.                  Executive Vice President for Clinical Affairs,                  and Dean, College of Medicine and Life                  Sciences</p> <p><u>March 25, 2021</u>                  Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Associate/Assistant Dean for Medical                  Education</i>  <i>Associate/Assistant Dean for Student                  Affairs and Admissions</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Initial Effective Date: 01/01/2014</p> <p>Review/Revision Date:                  April 1, 2019                  March 25, 2021</p> <p><b>Next Review Date: March 25, 2024</b> (three years from most recent revision/review date)</p>
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