Academic Status: Evaluation; Promotion; Remediation; Dismissal Policy

POLICY STATEMENT
Attendance at the College is considered a privilege and not a right. The faculty and administration reserve the right to terminate, any time, the enrollment of any student within the College if they are considered in any way unfit for the study and practice of medicine or if they do not meet the standards of the State University of New York. To be considered in good academic standing, a student must be making reasonable progress toward graduation. Any medical student who does not register for a given semester and who fails to request a leave of absence for that period, shall be administratively withdrawn from the College. Such a withdrawal will be enacted if the student is not officially registered by the end of the third week of the semester.

REASONS FOR POLICY
LCME Element 10.3 Policies Regarding Student Selection/Progress and Their Dissemination
The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

PROCEDURES
ACADEMIC EVALUATION AND PROMOTION
Students are evaluated through examinations, both oral and written, and by direct observations in laboratories, discussion groups, and in the clinical setting. Summative evaluation results in a grade for each course, may also include a narrative evaluation of the student. All of the clinical clerkship grades are accompanied by a narrative. Basic science courses may include a narrative if the amount of personal contact between the faculty and student allows knowledgeable assessment of performance that is not otherwise captured by the course grade.

Each course director will provide counsel to students whose academic performance, attitude, or personal qualities suggest they will not be successful in passing a particular course, or in pursuing the Doctor of Medicine degree. The course director will discuss the evaluation directly with the student. Each course director is further urged to counsel students early, assist them to achieve success, and to detect academic difficulties prior to the final grade.

Promotion or failure, especially in clinical disciplines, may depend as much upon non-cognitive personal factors as upon the acquisition of factual knowledge. Thus, the assessment of a student’s ability to relate to patients and colleagues, honesty, attitude, and professionalism may affect grades positively or negatively.
The College may terminate enrollment at any time for due cause. This includes deficient academic performance, clinical incompetence, or unprofessional personal behavior as judged by the Academic Review Board (ARB), or for inappropriate conduct as judged by the Judicial Board (see Student Code of Conduct and Judicial Policies). Promotion from one academic year to the next depends upon a student’s entire academic record rather than solely upon performance in individual courses.

The Student Progress Committee for each class makes decisions regarding promotion and graduation while the ARB considers cases of dismissal.

**Grading System**

**Years 1 & 2**

All required courses and electives taken in the first two years of medical school are graded pass/fail:

- **Pass (P)** - Successful completion of all requirements for the course.
- **Credit (CR)** - The CR grade is assigned whenever credit is awarded for work completed at another institution or another college within the Upstate Medical University. [The exception to this is when a student repeats a course at another institution (see remediation below).]
- **Fail (F)** - Failure to meet all the requirements of the course successfully.
- **Conditional (C)** - A failure requiring specific remedial work for part of the course requirements that was not successfully completed in a first attempt. Standards for remediation attempts for a conditional grade should not vary from original requirements.
- **Incomplete (I)** - The requirements of a course have not been completed, due to extenuating circumstances, but work is of passing quality and represents a significant portion of the course.
- **Withdrawal (W)** - Withdrawal from a course.
- **Fail (Academic Dishonesty) (XF)** - Student was found guilty of academic dishonesty by judicial process.

**Years 3 & 4**

In addition to the grades above, honors and high pass grades are awarded in the 3rd and 4th years. Clinical Years: The grading system evaluates a student’s academic performance on an Honors/High Pass/Pass/Fail system utilizing norm-referenced, criterion grading:

- **Honors (H)** - Outstanding performance in the subject area, far exceeding the requirements of the course. Criteria for Honors score in each clerkship will be set based on previous years historical data points in that clerkship.
- **High Pass (HP)** - For performance significantly above expectations, but not qualifying for honors. Criteria for High Pass score in each clerkship will be set based on previous years historical data points in that clerkship.

**Class Rank**

In the first two years, grades are earned and reported as Pass/Fail. At a student’s request of the Dean of Student Affairs, class rank can be provided for specific and limited purposes, such as for scholarship applications. For the first two years of the medical school curriculum, class rank will be calculated based on the weighted cumulative average of the percentile scores earned in all required courses. Actual numeric rank from the first two years will not be released as class rank is reported in categories (e.g. “Superior” is limited to the top 20% of students and “Outstanding” includes the next 20% of students. The remainder of the students are ranked as “Very Good” or “Good” with “Good” not exceeding 10% of the class.)

In the clinical years of the curriculum, grades are earned and reported via a tiered system as outlined above. Class rank is calculated based on the weighted cumulative average of the actual grade earned where numeric values are assigned to the letter grades as follows: Honors = 4; High Pass = 3; Pass = 2; Conditional or Conditional/Pass = 1; and Conditional/Fail, Fail, Fail/Academic Dishonesty = 0. Actual numeric rank from the clinical years will not be released, as class rank is reported in categories (e.g. “Superior” is limited to the top 20% of students and “Outstanding” includes the next 20% of students. The remainder of the students are ranked as “Very Good” or “Good” with “Good” not exceeding 10% of the class.).

Medical School Performance Evaluation Class Rank:

1. Class Rank solely will be based on required third year courses and rotations.
2. Grades from years one and two will not be factored into class rank.
3. Electives and acting internships will not be factored into class rank but grades and narratives will be included in the Medical School Performance Evaluations for residency applications.
Commemoration may be awarded to students for outstanding performance in the required clerkships. To qualify, a student must earn at least 24 credits of honor in any of the required clerkship courses and have no deficient grades in the required clerkships. Regardless of the number of credits of honor earned, a student may not be commended if the transcript records any violations of the Student Code of Conduct or if there have been concerns about unprofessional behavior. A student who earns Commendation will receive a letter from the Dean of the College of Medicine and a permanent notation will be recorded on the academic transcript.

Incomplete Grade
A grade of Incomplete may be changed to a passing grade by satisfying the course requirements within a time span specified by the course director, not to exceed one year. If the Incomplete grade is not removed satisfactorily within the time span specified by the course director, or within one year, it is converted to a Fail grade and recorded on the student's official transcript. A grade of Incomplete may be changed to a passing grade by satisfying the course requirements within a time span specified by the course director, not to exceed one year.

Deficient Grades (Conditional and Fail)
Deficient grades are Conditional, Fail/Academic Dishonesty, Fail (see Explanation of Grades). The department issuing the deficient grade must submit a narrative to the Office of the Registrar, describing its recommendations and requirements for successfully remediating the course. For Conditional grades, this report may describe a period of supervised study, followed by evaluation, re-examination at an appropriate time, or other measures not requiring repeating the entire course. A grade of failure means the student must retake the entire course, or in the case of an XF, complete the specific remediation outlined (See Guidelines for Remediation of Deficient Grades).

Guidelines for Remediation of Deficient Grades
These guidelines must be followed when a student receives a deficient grade:

1. The student must be notified by the course director at the time of completion of the course that performance in a particular course is considered deficient and what is expected in order to remediate the deficient grade. Students who incur a single deficiency during an academic year may remediate that deficiency without Student Progress Committee approval. Students who incur a second deficient grade will remediate deficiencies as defined by the appropriate Student Progress Committee, in consultation with involved faculty. If a student has met criteria for dismissal, remediation will not be allowed prior to review by the Academic Review Board.

2. Course directors must contact the Registrar to determine a student's eligibility for remediation prior to arranging remediation with the student. The Registrar, in conjunction with the Testing Coordinator, will provide dates when remediation is possible. Make-up work cannot be attempted during a time when the student is enrolled in another course, except in special circumstances approved by appeal to the Associate Dean of Undergraduate Medical Education and with the consent of the concurrent course director.

3. A failure (F) can only be remediated by repeating the entire course. In the case of clinical courses, this can be accomplished by successfully completing the same course at the Upstate Medical University. Syracuse students must remediate at the Syracuse Campus and Binghamton Clinical Campus students at the Binghamton Clinical Campus. Remediation of basic science courses can be accomplished by successfully retaking the course at Upstate Medical University, successfully completing an approved summer school course or, if none available, then successfully participating in an equivalent academic experience as defined by the department and approved in advance by the appropriate Curriculum Dean. When a failure is remediated by repeating the course, the student is eligible to receive the grade earned. Each attempt will be listed separately on the academic transcript.

4. Remediation for an XF grade will be determined by course faculty in consultation with the Associate Dean for Undergraduate Medical Education or designee and the Dean of Student Affairs. It may include repeating the entire course, or it may include more limited and specific remediation targeted to the reason for the failure.

5. A student may be allowed to remediate no more than two deficiencies in the summer between the first and second year of medical school or between the second and third year of medical school. A student who has to remediate a fail grade or two conditional and/or fail grades between their second and third year of medical school will be required to postpone their first clerkship and delay Step 1 to allow adequate study time. Under no circumstances may a student begin the clinical curriculum without successfully completing all pre-clerkship requirements. Remediation of more than two deficiencies in the first or second year of medical school will necessitate that the student be required to take a leave of absence and/or to decompress the curriculum until such time that the student may re-enter the curriculum and successfully remediate all deficiencies prior to begin promoted to the next year of the curriculum.
6. If a student fails to successfully remediate the Conditional (C) grade, a Fail (F) shall be assigned and the student must repeat the course. The F is attached to the conditional grade and will appear as C/F.

7. When a Conditional grade (C) is successfully remediated a grade of Pass (P) is assigned. The P is attached to the conditional grade (C) and will appear as C/P. Students with a conditional grade are not eligible for Honors (H) or High Pass (HP) grades when they remediate the partial failure/conditional grade.

8. A student must finalize a remediation plan with the appropriate Student Progress Committee, Curriculum Dean, Course Coordinator, Clerkship Director, or designee within 45 days of the deficient grade being recorded. Finalizing a remediation plan may involve scheduling a subject examination date, schedule the retake of the clerkship, or otherwise finalizing how and when the remediation will occur. Students should know that opportunities to remediate a course may be limited by pre-determined subject examination dates, the student’s schedule, and in the case of clerkships, the limited capacity of the clerkship to accommodate students. Any remediation of a clerkship should occur as early as possible and must be completed by the October/November period of the MSIV year.

9. Remediation activities will be monitored by Student Progress Committees to determine effectiveness and to ensure improved student performance.

10. Any deviation from or failure to follow the policy on remediation may result in a report of professionalism or a review by the Academic Review Board.

Dismissal
The faculty and administration reserve the right to terminate at any time the enrollment of a student who has not met the standards of the College or who is considered in any way unfit for the study and practice of medicine. The Academic Review Board has the responsibility for academic decisions regarding dismissal from the College of Medicine (students may also be dismissed through the judicial process). In cases of dismissal, the Academic Review Board will review the student’s entire record, including academic performance and any professionalism concerns. The student will receive written notification of the date and time when the Academic Review Board will meet to discuss their case, and will be given full opportunity to bring to the attention of the Academic Review Board any extenuating circumstances and to clarify any other matters relevant to consideration of dismissal. A student may be dismissed from the College of Medicine under the following circumstances:

1. Unprofessional behavior of a nature that is judged by the Academic Review Board or the Judicial Board to be inconsistent with being awarded the MD degree;
2. Documented pattern of clinical incompetence;
3. Failure to abide by defined conditions of remediation;
4. Failure to make reasonable progress toward graduation:
   o Receiving a deficient grade in three or more courses or in over 50% of the non-elective credits attempted in one academic year;
   o Receiving a deficient grade in four or more courses in more than one academic year;
   o Receiving a deficient grade on a second attempt in a course after failing on the initial attempt;
   o Failing to record a passing score on USMLE Step 1 by the third attempt, or within one year after finishing pre-clinical years of study (excluding leaves of absence). Refer to USMLE policy;
   o Failing to record a passing score on the USMLE Step 2 CS and CK by the third attempt, or within one year after the deadline. Refer to USMLE policy;
   o Failure to successfully remediate the Upstate Medical University Clinical Skills Examination if failed on the first attempt;
   o Inability to meet all graduation requirements within six years of matriculation (excluding leaves of absence).

DEFINITIONS
There are no definitions associated with this policy.

FAQ
There are no FAQ associated with this policy.

APPENDICES
There are no appendices associated with this policy.

RELATED INFORMATION
- Grade Appeal/Academic Grievance Policy
- Academic Progress, Review and Appeal Committees
• Student Code of Conduct
• Judicial Policies
• LCME Functions and Structure of a Medical School [http://lcme.org/publications/](http://lcme.org/publications/)

SIGNATURE

[Signature]

5/2/18

Signature Dean of the College of Medicine

Date