

UNIVERSITY OF TENNESSEE COLLEGE OF MEDICINE

PROGRESS, PROMOTION, AND GRADUATION

Approved by: Committee on Undergraduate Medical Education (CUME)

Excerpt from the Catalog 2012-13:

POLICY STATEMENT:

Satisfactory Academic Progress

Students must achieve satisfactory academic progress in order to receive federal financial aid. The Financial Aid Department's satisfactory academic progress standards mirror the academic progress policies of each individual college. A student who is found to not be making academic progress by their college is not eligible for federal financial aid. This rule may also apply to state, institutional, and private funds. For more information refer to CenterScope, Satisfactory Academic Progress, (<https://www.uthsc.edu/centerscope/Centerscope.pdf>).

Progress & Promotion Requirements

A Progress and Promotions Committee (P&P) is appointed for each matriculating class. The committee is charged by the Executive Dean of the College of Medicine with monitoring and making recommendations concerning the results of individual student performance in the curriculum until graduation.

The following are the minimum standards for student promotion to the next year of the curriculum and for graduation as set by the College. No student may be promoted to the next year of the curriculum or certified for graduation without having met all of these standards, unless a recommendation for an exception is justified in writing by the appropriate Progress and Promotions Committee (P&P) and accepted by the Executive Dean. An exception to any minimum standard is made only under extremely extenuating circumstances. The statements following the minimum standards are potential recommendations for the disposition of marginal or failing performance regarding that minimum standard.

Any student not having met the minimum standards may be allowed to repeat the curriculum in lieu of regular progress only under extremely extenuating circumstances. The P&P should recommend that a student repeat the curriculum in lieu of regular progress only in those situations in which the following three (3) criteria are met:

1. Committee identification of a specific circumstance(s) judged as having had a probable adverse effect on the student's academic performance;
2. Committee judgment that the identified specific circumstance(s) shows probability of resolution in a reasonable period of time;

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3. Committee expectation that resolution of the identified specific circumstance(s) will result in subsequent satisfactory student performance in the curriculum.

The cumulative grade point average recorded on the transcript from the Registrar is used by the P&P, in part, to make recommendations about the promotion and continuation of students in the curriculum. For students who must retake either courses or clerkships to remove academic deficiencies, the cumulative grade point average is calculated by averaging the final grades attained in all programs in which they have been enrolled for academic credit, including those repeated at UTHSC and those taken in approved summer programs. GPA's are calculated to two decimal places.

First Year – Preclinical Courses

Each student must obtain a passing grade in each course.

The Progress and Promotions Committee (P&P), after consideration of all available information including academic performance to date, may make one of the following recommendations concerning student failure of a course(s) within the first year:

- Re-evaluation in the failed course(s).
- Repeat all or part of the first year.
- Academic dismissal from the College.

Each student must achieve a grade point average (GPA) of 2.0 (on a 4.0 scale).

The P&P, after consideration of all available information including academic performance to date, may make one of the following recommendations concerning student failure to achieve an overall GPA of 2.0 by the end of the first year:

- Re-evaluation in specified course(s).
- Repeat all or part of the first year.
- Academic dismissal from the College.

Second Year – Preclinical Courses

Each student must obtain a passing grade in each course.

The P&P, after consideration of all available information including performance to date, may make one of the following recommendations concerning student failure of a course(s) within the second year:

- Re-evaluation in the failed course(s).
- Repeat part or all of the first and/or second year.
- Academic dismissal from the College.

Each student must achieve an overall GPA of 2.0.

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The P&P, after consideration of all available information including academic performance to date, may make one of the following recommendations concerning student failure to achieve an overall GPA of 2.0 by the end of the second year:

- Re-evaluation in specified courses.
- Repeat part or all of the second year.
- Academic dismissal from the College.

Each student must obtain a passing score at the national standard on the United States Medical Licensing Examination (USMLE) Step 1.

All students must take the USMLE Step 1 examination and pass at the national standard in order to be officially promoted to the Clinical Sciences portion of the curriculum. This examination must be taken by all students in April following their second year unless deferred by the Office of Medical Education. Students who are approved for deferment will not begin clerkships until a passing score is submitted.

The P&P will review the total academic performance to date of any student failing to achieve a passing score on the USMLE Step 1 examination. Any student failing to submit a passing score on the first attempt will be withdrawn from the Clinical Sciences portion of the curriculum and will not be scheduled for clerkships until a passing score is submitted. For students who fail the exam a second time, the P&P will review the student's academic record and recommend a program for the student to follow while preparing to take the examination for a third time. Any student failing to submit a passing score after three attempts will be academically dismissed from the College. Any recommendation for an exception to the College of Medicine policy concerning the USMLE Step 1 examination will be justified in writing to the Executive Dean by the Progress and Promotions Committee.

Third Year – Clinical Rotations

Each student must obtain a passing grade in each core clerkship.

The Progress and Promotions Committee (P&P), after consideration of all available information including academic performance to date, may make one of the following recommendations concerning a grade of "F" in a clerkship within the junior year:

- Re-evaluation in the clerkship in which an "F" was made.
- Repeat the clerkship in which an "F" was made and obtain a grade of "C" or better.
- Repeat all of the core clerkships.
- Academic dismissal from the College

Fourth Year – Clinical Rotations

Each student must obtain a passing grade in each clerkship, selective, or elective program.

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The Progress and Promotions Committee (P&P), after consideration of all available information including academic performance to date, may make one of the following recommendations concerning a grade of “F” in a clerkship, selective or elective:

- Re-evaluation in the program in which an “F” was made.
- Repeat the program in which an “F” was made and obtain a grade of “C” or better.
- Academic dismissal from the College.

Each student must obtain a passing score at the national standard on the United States Medical

Licensing Examinations Step 2CK (Clinical Knowledge) and Step 2CS (Clinical Skills).

All students must take the USMLE Step 2CK and Step 2 CS examinations and pass at the national standard in order to be certified for graduation. Students should take the Step 2 CK and the Step 2 CS examinations no later than December 31st of the senior year. Any student failing to submit a passing score on the first attempt will be allowed to retake the exam. Any student failing to submit a passing score on the second attempt may be allowed to retake it again after consultation with the P&P Committee. Any student failing to submit a passing score after three attempts will be academically dismissed from the College. Any student sponsored for a second or third attempt may be required to remain enrolled in a Special Topics course for 2 semester hours until the examination has been retaken, regardless of whether or not all other academic requirements have been met. Any recommendation for an exception to the College of Medicine policy concerning the USMLE Step 2CK and Step 2CS examinations will be justified in writing to the Executive Dean by the P&P.

Progress and Promotions Process and Roles

The Progress and Promotions Committee (P&P)

The Progress and Promotions Committee is charged by the Executive Dean of the College of Medicine with monitoring and making recommendations concerning the results of student performance in each academic year and certification of students for graduation. A committee is appointed for each academic class and will remain with that class through graduation. Each Committee is composed of faculty members, including a voting chair. The Executive Dean of the College of Medicine appoints all members, including the chair. The Office of Medical Education and the Office of Student Affairs appoint ex-officio non-voting members to the Committee. The Office of Medical Education and/or the Office of Student Affairs provides each Committee with all pertinent information available from the Registrar’s Office and College of Medicine student records for those students under consideration. The deliberations of a Committee are confidential. A recommendation by the P&P to the Executive Dean requires a majority vote of the members present. The meetings are called by the Office of Medical Education or the Committee Chair as necessary. The Committee maintains written records of the recommendations made to the Executive Dean. Summaries of Committee proceedings are on file in the Office of Medical Education.

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Role of Course Directors Concerning Progress and Promotions

Each Course Director is responsible for the evaluation of students and the assignment of student grades in the course(s) for which he/she is responsible, and for presenting to the appropriate Committee all pertinent data collected on any student during a course in which a student earned an “F” (failing) or “I” (incomplete) grade. In addition, each Course Director reports to the Committee the method, if any exists, by which any grade can be modified or changed.

Reconsideration of Progress and Promotions Committee Recommendations

In the case of an adverse recommendation, the student has the right to reconsideration by the Progress and Promotions Committee (P&P) that made the original recommendation. The student must make a request to the Office of Medical Education within five (5) working days of receipt of written notification of the P&P recommendation. The student will meet with the P&P and have the opportunity to bring with him/her any person(s), excluding legal counsel, whom the student feels can contribute to his/her presentation to the P&P. Committee reconsideration is conducted without the presence of legal counsel. Should the original adverse recommendations be sustained by the P&P, the student may then appeal to the Office of Medical Education and subsequently to the Executive Dean of the College of Medicine.

Role of the Student in Reconsideration of Committee Recommendations

It is the responsibility of the student requesting reconsideration by a Progress and Promotions Committee (P&P) to obtain and submit any information or documentation to support an alternative recommendation prior to P&P reconsideration. This includes any academic, psychiatric, personal, financial or physical information the student wishes to release to the P&P and the Associate and Assistant Deans. The Office of Medical Education and the Office of Student Affairs are responsible for assisting the student in obtaining this information.

Role of the Office of Medical Education Concerning Student Progress and Promotions

The Office of Medical Education reviews all recommendations made by the Progress and Promotions Committee (P&P) and, after all Committee considerations have taken place, submits these to the Executive Dean for consideration and decision. At that time, the Office of Medical Education either concurs in the recommendation(s) of the P&P or makes alternative recommendation(s) to the Executive Dean. The recommendation(s) of the P&P, as well as the position of the Office of Medical Education, are communicated to the student in writing by the Office of Medical Education. The position of the Office of Medical Education and the decision of the Executive Dean will be reported to the P&P by the Office of Medical Education.

Role of the Executive Dean Concerning Student Progress and Promotions

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The Executive Dean may receive recommendations from the Progress and Promotions Committee, the Office of Medical Education, and other sources concerning the result(s) of individual student performance in the curriculum. Within the College, only the Executive Dean makes decisions concerning the result(s) of individual student academic performance. Any student wishing to appeal to the Executive Dean concerning recommendation(s) made in his/her case must make a written request to the Executive Dean within five (5) working days of receipt of written notification of the recommendation(s) concerning his/her case from the Office of Medical Education. The Executive Dean will review all documentation supplied by the P&P, the Office of Medical Education, and the student. The Executive Dean may meet with the student at his/her discretion. The student is considered to have been dismissed from the College of Medicine at the time of the Executive Dean's action. Any appeal to a higher level is an appeal for reinstatement.