Promotion in the Application, Discovery, and Translation Phases

The student’s performance in clinical medicine in the clerkships/courses (i.e., Application, Discovery, and Translation of Medical Science phases) is an important assessment of their skills and competency in clinical medicine. Students in the Application, Discovery, and Translation of Medical Science phases receive letter grades and failure to achieve a passing grade on their initial attempt at completing any of the courses (i.e., D or F) will trigger the committee to consider recommending academic sanctions. Students who receive a D or F in a clerkship are required to repeat the clerkship and will receive a second grade on their transcript indicating their initial grade as well as the grade they received after remediation. The outline below is in reference to the sanctions associated with the initial grade the student received for the clerkship:

- **Students who receive a grade of D** in a required clerkship will be recommended for academic probation or suspension and will be required to repeat the clerkship before continuing in the medical curriculum. A student who repeats a clerkship and receives a D or F in the repeated clerkship will be recommended for suspension or dismissal.

- **Students who receive a “D” on two separate clerkships** will be required to repeat the entire phase that they are in at the time they receive their second D (i.e., Application Phase or Translation of Medical Science Phase) and be placed on academic probation. For example, a student who receives a D in the Application Phase and remediates to a B, then receives a second D in the Translation of Medical Science Phase would have to repeat the Translation Phase. Another example- if a student in the Application Phase received a D on the Surgery Clerkship and a second D on Medicine Clerkship then they would have to repeat the entire Application Phase.

- **If the student receives a D or F in a clerkship/course** during the remediation of the Application, Discovery or Translation phases, then they will be recommended for dismissal.

- **Students who receive an F** in a clerkship/course will be: 1) required to repeat the clerkship/course before continuing on additional clerkships and placed on academic probation; or, 2) required to repeat the entire phase (Application Phase, Discovery or Translation of Medical Science Phase) and be placed on academic probation; or, 3) recommended for suspension with requirements to repeat the clerkship/course they failed and/or repeat other clerkships/courses when their suspension ends, or 4) recommended for dismissal.

- **Students who receive two F's** in clerkships/courses (including students who receive an F during clerkship/course repetition will be recommended for dismissal.

The chair of the Progress and Promotions Committee is responsible for writing a letter to the EAD which outlines any academic concerns and summarizes the discussion of the committee members, the vote on the sanctions and the rationale for making a recommendation for sanctions. The EAD accept the recommendations, or request
clarification or discuss any concerns about the justification for the sanctions given the documentation in the letter with the committee chair. The EAD will then schedule a meeting to discuss the concerns expressed by the committee to the student and, at the EAD’s discretion, may decide to follow through with the recommended sanctions, or relay the concerns of the committee and not impose the sanctions. If a student is given an academic sanction, the sanction is documented in a letter to the student that is placed in their academic file. The committee is informed of the EAD’s decision regarding the recommendations at the next scheduled meeting by the EAD.

If the EAD has been notified of a recommendation for suspension or dismissal, the EAD will convene an ad hoc committee of two senior faculty members with no previous knowledge of the student’s academic performance to review the entirety of the student’s record and the circumstances surrounding the committee’s recommendation. The ad hoc committee may contact the P & P committee chair to get clarification on the documents presented. But their task is not to gather new information (such as interviewing the student), they are instead charged with evaluating the documentation and determining if the decision to place the student on academic suspension or probation is justified given the documentation.

The ad hoc committee will then provide the EAD with their recommendation as to whether or not to proceed with the recommendation of the Progress and Promotions committee. The final decision for suspension or dismissal is made by the EAD after considering the ad hoc committee’s recommendation. The EAD’s final decision is then provided to the student and a copy is placed in the student’s file. A student may appeal the decision of the EAD to the Dean by submitting such request in writing within ten (10) days of being notified of the decision by the EAD.

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