Promotion in the Foundations Phase

The Foundations Phase course directors assign grades to students on a Satisfactory/Unsatisfactory scale. Any student who receives a grade of Unsatisfactory must undertake remediation according to the policy approved by the Curriculum Committee, to the satisfaction of the module director. If a student receives a grade of Unsatisfactory in more than four modules overall, the committee will consider academic probation and recommend that the student repeat either the Human Disease section or the entire Foundations Phase of the curriculum.

Of special note, although Anatomy is not a separately graded course, students must reach a satisfactory standard of performance in the portion of each end of module exam devoted to Anatomy. In addition, students must reach a satisfactory standard of overall performance in Anatomy when the initial scores for these portions of each exam, prior to remediation, are combined.

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 may 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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