General Policies

Presented in the following pages are the academic policies, procedures, and requirements for second year (M-2) students to maintain progress and be eligible for promotion to the third year of medical school. These policies and procedures complement the UIC College of Medicine Student Academic Promotion Guidelines.

Application of Academic Policies

Each student’s entire academic record will be reviewed regularly by the Student Progress and Promotions Committee (SPPC). The SPPC will make preliminary recommendations regarding the student's progress and promotion and forward them to the College of Medicine at Urbana-Champaign Executive Committee. In turn, after reviewing these preliminary recommendations and acting on them, the Executive Committee will forward them to the College Committee on Student Promotions for final action. Although students will be considered individually on the basis of the merits of their circumstances, policies will be applied strictly. Departure from policies will be based only on documented compelling extenuating circumstances. Students who experience compelling extenuating circumstances that adversely affect their ability to study and focus on their medical education are advised to discuss them with and seek guidance from the COM-UC student affairs officers before they lead to academic failures.

Appeals

Students anticipating adverse recommendations may supply written petitions and documentation to the Student Progress and Promotions Committee (SPPC). Students may not appear in person at the SPPC. As described above, recommendations from the SPPC are forwarded to the College of Medicine at Urbana Executive Committee. Adverse recommendations from the SPPC may be appealed in writing and/or in person to the COM Urbana Executive Committee.

All adverse actions of the University of Illinois College of Medicine at Urbana-Champaign Executive Committee that affect a student's progress may be appealed to the College Committee on Student Promotions. If the College Committee on Student Promotions recommends the student to be dropped, the appeal may be written and/or in person. Information about appeals is available from the COM-UC Office of Student Affairs.

A student may request an advisor to accompany him or her to the committee. Only a UIUC or UICOM faculty advisor may speak to the committee on the student’s behalf. If the student plans to bring an attorney, he or she must notify the Office of Student Affairs/Medical Scholars Program at least one week in advance.

Definition of Terms

Repeat Year: A repeat year permits students to participate for a second time in an academic year; the student’s previous participation in that year counts as the first opportunity. Students may be granted a repeat year of the curriculum if the requirements for promotion to the next year have not been fulfilled and if approval has been given by the appropriate committees. Students are allowed only one repeat year during their undergraduate medical education.
**Academic Year:** An academic year consists of the Fall semester, the Spring semester and the Summer term consecutively. Thus, for example, AY 2008-2009 consists of the Fall 2008 semester, the Spring 2009 semester, and the Summer 2009 term.

**Restart Year:** A restart year allows students who experience documented compelling circumstances to begin an academic year anew as if the year constitutes their first opportunity to participate (in the year):

Second year students are eligible for a restart year if they:

1. document compelling extenuating circumstances;
2. petition for a restart year **before any progress examinations have been taken**;
3. are approved by the appropriate COM-UC committees and College Committee on Student Promotions to restart the year; and
4. have not previously restarted a year (that is, students are allowed only one restart year during their undergraduate medical education).

**Delayed in Class:** A delay in class occurs when the student's expected graduation date is postponed. A delay in class may be recommended by the SPPC and Executive Committee and approved by the College Committee on Student Promotions for a variety of reasons, such as a Leave of Absence (refer to "Policy and Procedure Regarding Leaves of Absence for Students of the College of Medicine" for details), an extended period of remedial study, a restart year, or a repeat year.

**Certifying Examinations:** The College of Medicine defines the United States Medical Licensing examination (USMLE) Step 1 and USMLE Step 2 as **certifying** examinations. These examinations must be taken and passed at the appropriate time to permit progress, thus allowing the student to become eligible for graduation. To be eligible to **register** for and **take** the USMLE Step 1 examination, M-2 students must be officially registered in the University of Illinois College of Medicine. However, students in the Medical Scholars Program may be permitted to register for and take the examination while registered in their second degree program. Medical Scholars Program Students who take a split M-2 program are required to take the USMLE: Step 1 examination in June following the academic year in which they completed the Fall semester.

**Passing Grade:** In the basic science courses of Pathology, Pharmacology, and Epidemiology, of the M-2 year, a passing grade is defined as a grade of Outstanding or Satisfactory (Passing). For the Introduction to Clinical Medicine segment of M2, a passing grade is defined as a grade of Outstanding, Advanced or Proficient.

Students who have had to remediate a course will receive a grade of Satisfactory/Proficient if they successfully complete the required remediation. These students are not eligible to receive an Advanced or Outstanding Final Grade.

**Absences from Examinations**

Students are required to take examinations at their regularly scheduled times. Permission for an absence from a required examination must be obtained from the appropriate Course Director **prior to the examination.** The only generally accepted reasons for absences (but not always) are (a) serious illness or injury requiring medical attention (b) death, serious injury, or serious illness in the immediate family, or c) presenting at professional or academic conferences. In the event that prior permission for an absence has not been obtained or documentation has not been provided to the satisfaction of the Course Director within seven calendar days of the date of the examination, a failing grade (zero) will be assigned for the missed examination; the missed examination will be counted as an attempt. Further, if a student begins an
examination and withdraws without injury or illness, it will be counted as an attempt and a failure. For more information, refer to the "College Policy Regarding Sitting for Examinations."

**Dropping Courses**

Students who want to drop a medical school course must present a petition to the Associate or Assistant Dean for Student Affairs **no later than the end of the tenth week of the semester**. The petition must be approved by the student's advisor and, if applicable, the Medical Scholars Program office. The Associate Dean for Student Affairs will determine whether or not a student's request to drop a medical school course will be granted.

**Continuing Status**

Students who withdraw from the curriculum on leaves of absence prior to completing the M-1 or M-2 year will have their status converted to **Continuing** when appropriate documentation is received that the student is ready to return and approved by the Associate or Assistant Dean of Student Affairs. Students on Continuing Status will return at the beginning of the semester (i.e. fall or spring) in which the leave occurred. The academic record accrued to the time of re-entry will be in effect as the student's current record.

A continuing student who takes a leave during the spring semester after having completed the fall, will have the option of auditing fall courses. Students will be allowed to complete the year to determine their status: 1) promotion to the next year; 2) qualify for a repeat year; or 3) dropped for poor scholarship.

**Required Courses**

Attendance at all M2 class activities is expected. Each M2 course director will outline specific requirements ranging from no required attendance to mandatory attendance at all course activities. Students in a partial or full M-2 program must meet the specified requirements for each of the courses in which they are enrolled. These requirements will be distributed in writing at the beginning of each course. The following are the M-2 required courses.

<table>
<thead>
<tr>
<th><strong>Fall Semester</strong></th>
<th><strong>Spring Semester</strong></th>
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<tbody>
<tr>
<td>Epidemiology</td>
<td>History and Physical Diagnosis</td>
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<td>Pathology (General and Systemic)</td>
<td>Pathology</td>
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<td>Clinical Tutorials</td>
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<td></td>
<td>Principles of Diagnostic Medical Imaging</td>
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**Course Requirements**
Students must earn a passing grade in each of the required M-2 courses to be eligible for promotion to the M-3 year. Students must also pass the Cardiopulmonary Resuscitation (CPR) component or demonstrate proof of prior satisfactory completion and passage of a CPR course. Further, to be eligible for promotion to the M-3 year students must pass the USMLE Step 1 examination.

**Remedial Study and Makeup Examinations**

Students who receive a grade of Unsatisfactory in an M-2 course should confer immediately with the appropriate course director to determine if the course director will recommend participation in remedial study and makeup examination(s). In general, makeup examination(s) will be similar in format and content to the original examinations. **Students who have had to retake examinations are not eligible to receive an Advanced or Outstanding Final Grade.** If the course director will recommend such participation, the student, in consultation with the course director, must prepare a detailed written study plan that includes the specific dates of any makeup examination(s) to be taken. Students should contact the Associate Dean for Student Affairs for information on how to prepare a written study plan. The written study plan with the approval and signature of the course director will be forwarded to the Associate Dean for Student Affairs who will bring it to the SPPC for action (approval or otherwise). The SPPC will consider the (a) student's written study plan, (b) course director's recommendation, and (c) student's **entire** academic record.

**Students who participate in a full or partial M-2 program must earn a passing grade in each M-2 course at least one week prior to the beginning of their first clerkship or two weeks prior to the beginning of the following fall semester, whichever comes first.** Students who have not met all M-2 course requirements one week prior to the beginning of clerkships will be removed from the clerkship roster. Students engaged in remedial work may conduct study in a field other than medicine with approval from appropriate individuals. Remedial work for course failures cannot be deferred to or carried over until the next academic year.

It is a general principle that remedial study and makeup examinations should not interfere with and jeopardize the student's success in subsequent medical school courses taken during the M-2 year. Accordingly, the following restrictions apply to the timing of makeup examinations:

1. Students with grades of Unsatisfactory in Fall semester may take makeup examinations in the following Spring semester **only** if they are **not** participating in the Introduction to Clinical Medicine Spring semester courses. All Unsatisfactory grades must be remediated no later than two weeks before the following Fall semester.

2. Students with grades of Unsatisfactory for the Fall semester who are permitted to enroll in Spring semester will take their Fall semester makeup examinations **after** the close of the Spring semester final examination period.

3. The Spring semester courses require the acquisition of various skills and an appropriate knowledge base. Students who demonstrate weakness(es) in a particular area (or areas) may be required to participate in remedial work and be reevaluated during the course of the semester or after the semester. Remediation must be completed one week before the first scheduled clerkship or two weeks before the start of the following fall semester.

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College of Medicine Student Academic Promotions Policies approved for AY 1995-1996 implementation by College of Medicine Executive Committee, July 1995

Approved SPPC
Approved COM-UC Basic Science Subcommittee 2/2/06
Approved Clinical Affairs Subcommittee: 2/20/06
Approved Educational Policy Committee:
Approved COM-UC Executive Committee: