University of Illinois College of Medicine
Student Academic Policies and Professional Standards

As amended by the College Committee on Student Promotions, April 22 and May 27, 2016, and approved by the College of Medicine Executive Committee July 13, 2016.

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**STUDENT ACADEMIC POLICIES AND PROFESSIONAL STANDARDS**

This document describes the policies, procedures and professional standards governing students’ progress through the MD curriculum across all campuses of the University Of Illinois College Of Medicine.

**SECTION I: GENERAL POLICIES**

I.A: Introduction, Rights Reserved and Student Responsibilities
The College will apply its policies in regard to promotion, graduation, leaves of absence, delay in graduation, and dismissals at two levels. Each campus of the College will have a student progress and promotions committee, and these committees will offer an initial recommendation in these matters. These committees will report their recommendations to the College Committee on Student Promotions (CCSP) which will make final decisions on behalf of the College. The CCSP will report its actions to the Executive Committee of the College of Medicine.

The University Of Illinois College Of Medicine reserves the right to change, at any time and without notice, its policies and procedures, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters under its control, notwithstanding the terms set out here. The College will communicate such changes to all students and faculty.

Each student has the responsibility to know these policies and use them in their decisions.

I.B: Application of Academic Policies
College of Medicine students must adhere to all relevant academic policies, procedures, and requirements to progress, to be promoted, and to graduate. The College of Medicine will apply its standards strictly, although it will evaluate students on the basis of their individual circumstances. The College will depart from its standards only on the basis of documented circumstances that offer compelling and extenuating reasons for doing so.

Students are strongly advised to seek guidance from their campus student affairs dean in regard to any circumstances that impact their ability to participate in the medical curriculum and to do so before these difficulties lead to academic discipline.

Decisions by the College Committee on Student Promotions to apply its policies may delay a student’s anticipated graduation date.

I.C. Time Limit for Completing the M.D. Degree
Students must complete requirements for promotion and graduation within the following time limits, from the date of initial enrollment (M1 orientation). The College may dismiss students who do not meet these time limits.
**Traditional curriculum:** Students must complete the M1 and M2 years, which includes passing Step 1, within a maximum of four years, with leaves of absence for any reason counting toward this time limit. Students must finish all graduation requirements within a maximum of seven years.

**Decompressed Program:** Students must complete the M1 and M2 years, which includes passing Step 1, within a maximum of five years. Students in this program must complete all graduation requirements within a maximum of eight years.

**Joint Degree Students:** Time Limits for dual degree students enrolled in the Medical Scholars Program (MSP) or the Medical Scientist Training Program (MSTP) are described in the following paragraphs. These limits apply to completion of the M.D. degree. Other requirements may be imposed for continued participation in the joint degree programs. The M.D. completion time limits are as follows:

**Medical Scholars Program (MSP):** Once an MSP student begins the M2 year, a maximum of three years will be allowed to complete the M2 year, which includes passing USMLE Step 1. MSP students must finish all graduation requirements within a maximum of six years from the start of the M2 year. Time participating solely in graduate studies does not count toward the time limit. Note well that students who withdraw from the Medical Scholars Program will be subject to the Time Limit policy as it applies to Traditional students. The time limit will be designated based on the student’s progress in the medical school curriculum at the time the student withdraws from the MSP.

**Medical Scientist Training Program (MSTP):** The time limits for the traditional curriculum apply to MSTP students. However, time spent participating primarily in graduate studies does not count toward the time limits for MSTP students.

*Leaves of absence for any reason, periods of required remediation, and unscheduled time are included within the time limits specified.*

**I.D: Statement on Professional Behavior**
The profession of medicine requires mastery of the relevant body of knowledge, mastery of clinical skills, as well as conformity to high standards of behavior in all academic, clinical, and other settings. The determination of academic success in the College will include an assessment of the student’s knowledge and skills as well as the student’s adherence to expected standards of behavior.

As a matter of its educational goals, the College expects students to display behavior, attitudes, and personal characteristics consistent with the standards expressed in its Statement on Professional Behavior, interpreted in light of standards across the profession.

Students who fail to comply with the College’s standards in all their elements are subject to dismissal. At its sole discretion, the College may require that, in lieu of dismissal, students who fail to meet professional standards in minor ways must complete a program of remediation, as approved by the College Committee on Student Promotions. Any such remediation may involve completion of additional activities, which may, in turn delay the student’s progress toward graduation.
Where there is any question about a student’s suitability for the profession, based upon a student’s failure to meet academic and/or professional/behavioral standards, the College reserves the right to evaluate the student according to its own policies and procedures. Certain types of behavior, however, may be determined to be more amenable to adjudication through the campus disciplinary process. In those cases, the campus administrative officer may opt to pursue disciplinary charges against the student through the UIC Student Disciplinary Procedures.

It is incumbent on all students to seek the counsel of the Office of Student Affairs if they believe themselves unable to meet the College’s academic and professional/behavioral standards for any reason.

The following personal characteristics and attitudes include, but are not limited to, those observed and evaluated throughout the medical curriculum. Students are expected to demonstrate these characteristics, both in their academic and personal pursuits.

Each student has the responsibility to know these standards and to abide by them.

**Truthfulness and Integrity**: Communicates honestly, directly, and tactfully with peers, faculty, and staff in all situations and interaction. Identifies information that is confidential and maintain its confidentiality. Observes academic honesty in all circumstances.

**Tolerance**: Demonstrates ability to accept people and situations. Acknowledges his/her biases and does not allow them to affect patient care or contribute to threatening or harassing interactions with others.

**Respect**: Provides support and is empathic and respectful in interactions with peers, patients, and their families. Interacts effectively in difficult situations. Demonstrates respect for and complements the roles of other professionals. Is cooperative and earns respect through trustworthiness.

**Conscientiousness / Preparation**: Is thorough, committed, and dependable in preparing for and completing assigned tasks. Is able to act independently and to identify and complete additional tasks as they arise. Responds promptly to COM officials and maintains communication with the COM whether actively enrolled or on leave. Ensures that immunizations are current.

**Participation**: Is actively involved in learning; arrives on time and actively participates in clinical and didactic activities; helps others learn; and completes tasks.

**Discernment**: Is aware of the limits to knowledge, skills, and attitudes. Seeks help when needed; Recognizes and admits mistakes. Seeks and accepts feedback and uses it to improve performance.

**Function under stress**: Maintains professional composure and exhibits good personal and clinical judgment in stressful situations.

**Appearance**: Displays appropriate professional appearance and is appropriately groomed.
In addition to this Statement on Professional Behavior, students in the College of Medicine are also subject to a variety of other standards of conduct. These include, for example, HIPAA standards, sexual harassment standards, sexual misconduct standards, the University code of conduct, and criminal codes. The College Committee on Student Promotions will review students disciplined in relation to these standards in light of the Statement on Professional Behavior.

I E: Definition of Terms

**Academic Year:** The M1 and M2 academic years each consist of the fall and spring semesters. The M1 and M2 retake examinations are given during the summer term. The M3 academic year consists of the fall and spring semesters and the summer term. Thus, for example, The M1 academic year 2015-2016 consists of the fall 2015 semester, spring 2016 semester, and summer 2016 term. A student is promoted to the M2 year effective fall 2016. Promotions to the M3 year are effective at the start of the summer term.

**Academic Good Standing:** An enrolled student is in good academic standing when eligible to continue in or return to the medical curriculum, to transfer to another medical school, or to graduate.

**Administrative Good Standing:** A student is considered to be in administrative good standing when he/she is enrolled in the College of Medicine and current with all tuition, fees and loan payments. A student who is in debt to the University at the end of any academic term, or for which suitable arrangements for payment have not been made, shall not be permitted to register in the University again, is not in good standing, and shall not be entitled to receive an official statement or transcript of credits until the indebtedness has been paid or suitable arrangements for payment have been made unless a petition of bankruptcy is pending or a bankruptcy determination discharges the relevant indebtedness.

**Certifying Examinations:** The College of Medicine defines the United States Medical Licensing Examination (USMLE) Step 1 and USMLE Steps 2 CK and CS 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 or Step 2 students must, in accord with the policies of the National Board of Medical Examiners, be enrolled officially in the University of Illinois College of Medicine.

**Delayed in Class:** A delay in class occurs when a student's expected graduation date is postponed. A delay in class is recommended by the appropriate campus committee(s) and approved by the College Committee on Student Promotions for a variety of reasons, such as enrollment in dual degree programs, leaves of absence, an extended period of remedial study, a restart year, or a repeat year.

**Passing Grade:** The basic science disciplines utilize a three-point grading scale: Outstanding, Satisfactory (Passing), and Unsatisfactory. In bridging or transitional courses, clerkships and electives, a four-point scale is generally used to assign final grades: Outstanding, Advanced, Proficient, and Unsatisfactory. Other possible course grades include Satisfactory and Unsatisfactory. An Incomplete is a temporary grade, not a passing grade.
Repeat Year: A repeat year permits students to participate for a second time in the curriculum; previous participation in that curriculum counts as the first opportunity. Students may be granted a repeat year if approval is given by the appropriate committees. Students are allowed only one repeat year during their undergraduate medical education.

Note: Students matriculating in fall 2016 are advised that Academic Year 2017-2018 will be the final year in which the current M2 curriculum will be offered in Chicago, Peoria, and Rockford. A student who does not progress to the M3 year for 2018-2019, for any reason (including academic failure or leaves of absence), will have limited options for completing the pre-clerkship curriculum. In some instances, a return to restart as an M1 student in the new MD curriculum may be the only option available.

Restart Year: A restart year allows students in the M1, M2 or Decompressed Program who experience documented circumstances that are compelling and extenuating to begin an academic year anew as if the year constitutes their first opportunity to participate in that year’s curriculum.

First and second year students and students in the Decompressed Program are eligible for a restart year if they:
1. submit a petition before any progress examinations have been taken;
2. provide documentation of circumstances that are compelling and extenuating;
3. are approved by the appropriate campus committee(s) 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.

Note: Students matriculating in fall 2016 should note that Academic Year 2016-2017 will be the final year in which the current M1 curriculum will be offered in Chicago and a new M1 curriculum will be offered in Chicago, Peoria, and Rockford. Academic Year 2017-2018 will be the final year in which the current M2 curriculum will be offered in Chicago, Peoria, and Rockford. Therefore, M2 students in 2017-2018 will not be able to apply for a 2018-2019 M2 restart year at these campuses.

Continuing Status: Students who take a leave of absence at any point during an academic year will have their status converted to Continuing when any required documentation is received and student’s return is approved. Such students must meet with the academic dean or the dean’s designee to assess their status and review their academic records to determine what courses they should take upon reentry, no later than June 1st of the year in which they will return to the medical curriculum.

In consultation with the academic dean, the student must prepare a plan for returning to the curriculum, subject to the review and approval of the campus promotions committee. All campus recommendations are subject to the approval of the College Committee on Student Promotions.
Note: Curricular changes in the content or assessment methodology within courses may necessitate modifications in the student’s educational plan and may result in a delay in anticipated graduation.
SECTION II: EXAMINATION POLICIES AND GRADE APPEALS

Attendance at College of Medicine examinations is required unless permission for an excused absence has been obtained in advance of the test administration from the designated administrative campus officer.

The College requires that students take all scheduled examinations, unless they have secured an excused absence in advance.

**Excused Absence:** An excused absence from a required College of Medicine examination will be granted only for serious personal illness, death in the immediate family, or other similar extenuating event. Students are expected to obtain prior permission for an absence from the appropriate administrative campus officer. The student must provide written documentation when attempting to secure this permission. Documentation from the student health service (or its equivalent as specified by the appropriate administrative campus officer) is required for all illnesses.

If prior permission for the absence was not obtained or written documentation is not provided to the satisfaction of the appropriate campus administrative officer within seven calendar days of the date of the administration of the examination, the absence will be treated as an unexcused absence. A failing score (zero) will be assigned to the missed examination. Further, the missed examination will count as an attempt. The College will count unexcused absences in its determinations of permissible attempts at the exam. For example, if the student was absent without permission from the first administration of an examination, the missed examination will count as the student’s first attempt.

The College of Medicine will excuse a student from an examination only for serious personal illness, death in the immediate family, or other similar and serious reason. Students who expect to miss an exam for these reasons must obtain advance permission for the absence from their academic (curriculum) dean and – to the extent possible – provide written documentation to support the request, such as confirmation of illness from a medical care provider or other appropriate source.

Students who are unable to provide advance notice for their absence from exams must provide documentation to justify their absence within seven calendar days of the exam, to the satisfaction of the College’s administrative officer.

Each campus will administer its own policies regarding late arrivals at examinations.

**Retake Exams:** Retake exams are offered to students who fail certain courses but who are entitled by policy to sit for those exams again (see II.3). M1 and M2 retake examinations are given during the summer term.

**Grade Appeals:** The College follows UIC practices with regard to appeals of course grades. See [http://dos.uic.edu/docs/FINAL_VERSION_STUDENT_PROCEDURES.pdf](http://dos.uic.edu/docs/FINAL_VERSION_STUDENT_PROCEDURES.pdf).
SECTION III – M1 STUDENTS

III.A. Promotion to the M2 Year
Each campus promotions committee and the College Committee on Student Promotions will adhere to the following policies when reviewing students for promotion to the M2 year.

1. The College will promote to the M2 year all students who satisfactorily complete all M1 curricular requirements.

2. Students who pass less than 40% of the weighted curriculum at their campus are subject to dismissal.

3. Students who pass 40% to 66% of the weighted curriculum at their campus, and have not already repeated a year, are eligible for a repeat year when they comply with the following conditions. **These students are not eligible to retake examinations to achieve the 67% passing threshold.** They are instead required to prepare a study plan that must be approved by their student affairs dean or the dean's designee. At its discretion, the College Committee on Student Promotions may review and approve the study plan. The study plan must address what the student will do to ensure success during the repeat year. The Unsatisfactory (Fail) grade(s) will remain on the transcript. Students who have already repeated the M1 year are subject to dismissal.

4. Students who pass at least 67% of the weighted curriculum at their campus will be allowed to retake end of course examinations.

   a. Students who earn grades of Satisfactory (Passing) on retake examinations and have met all other academic requirements will be promoted to the M2 year. Their records will be annotated “Passed after initial failure.”

   b. Students who do not pass all requirements after participating in retake examinations are eligible for a repeat year if they have not already repeated a year. They are required to prepare a study plan that must be approved by their student affairs dean or the dean's designee. At its discretion, the College Committee on Student Promotions is entitled to review and approve the student plan. The plan must detail the student’s strategy to ensure success during the repeat year. The Unsatisfactory (Fail) grade(s) will remain on the transcript. Students who have already repeated the M1 year are subject to dismissal.

**Note:** All students granted a repeat year must satisfy the conditions of their study plan, including regular communication and meetings with the OSA, on a frequency to be determined for each student. Students who fail to do so will be subject to dismissal. No student will be granted more than one repeat year. Students who fail to satisfy requirements after a repeat year will be dismissed for failure to progress.
SECTION IV: STUDENTS GRANTED A REPEAT OF THE M1 YEAR

Promotion to the M2 Year
Students who are granted a repeat of the M1 year are required to participate in all M1 disciplines at their campus. They are not eligible to take proficiency examinations to place out of (be exempt from) required courses. Repeating students who do not pass all disciplines by the end of the academic year are subject to dismissal.

Note: Students matriculating in fall 2016 are advised that Academic Year 2017-2018 will be the final year in which the current M2 curriculum will be offered in Chicago, Peoria, and Rockford. A student who does not progress to the M3 year for 2018-2019, for any reason (including academic failure or leaves of absence), will have limited options for completing the pre-clerkship curriculum. In some instances, a return to restart as an M1 student in the new MD curriculum may be the only option available.

SECTION V: DECOMPRESSED PROGRAM

The Decompressed Program permits first-year students to complete the curricular requirements of the M1 year over two years, completing approximately half of the curriculum each year. It is designed for students who may be unable to assume the full M1 course load for reasons approved by campus student affairs deans or who are placed in the program prior to matriculation. Students may apply 1) prior to matriculation, 2) upon matriculation, or 3) by the campus application deadline, which is December 1st in Chicago and no later than five working days after the second set of examination results are distributed in the fall in Urbana.

Note: Students who begin the 2016-2017 academic year in Chicago and enter the decompressed curriculum in that year (M1A) will need to spend the M1B year at the campus in Urbana and the M2 year as well. See also notes to Section I.E.

Policies for the Decompressed Curriculum at Urbana-Champaign and Chicago are detailed in separate documents appended to these Guidelines and available at the following links:

Urbana-Champaign
https://www.med.illinois.edu/sa/Policies/Decompressed_Program.pdf

Chicago
http://chicago.medicine.uic.edu/cms/One.aspx?pageId=30499479
VI.A. Promotion to the M3 Year
Each campus promotions committee and the College Committee on Student Promotions will adhere to the following policies when reviewing students for promotion to the M3 year.

1. Students who complete satisfactorily all M2 curricular requirements, which include passing the USMLE Step 1, will be promoted to the M3 year. Students who have taken USMLE Step 1 will be allowed to begin clerkships, pending the results. No student may begin clerkships before attempting USMLE Step 1. Students should ordinarily take USMLE Step 1 before the beginning of clinical orientations scheduled for their class year. Students should petition for permission to delay completion of this requirement. Students who fail to take the exam by the time of the clinical year orientations will be put on an administrative leave of absence and are subject to disciplinary review. Failure to meet this requirement constitutes a delay and may result in a change of class.

2. Students who pass at least 67% of the weighted curriculum at their campus are entitled to retake end of course examinations, but must pass these examinations before beginning their first clerkship. These students will however, in the interim participate in the clinical year orientations.
   a. Students who earn grades of Satisfactory (passing) on retake examinations and have met all other curricular requirements will be promoted to the M3 year. Their records will be annotated "Passed after initial failure."
   b. Students who do not pass all requirements after participating in retake examinations or approved summer courses are eligible for a repeat year, if they have not already repeated a year of the curriculum.

   Students who are granted a repeat of the M2 year are required to participate in all M2 disciplines at their campus. They are not eligible to take proficiency examinations to place out of (be exempt from) required courses. Repeating students who do not pass all disciplines by the end of the academic year are subject to dismissal

   They are required to prepare a study plan that must be approved by their student affairs dean or the dean’s designee. At its discretion, the College Committee on Student Promotions may review and approve the study plan. The plan must detail the student’s strategy to ensure success during the repeat year. The Unsatisfactory grade(s) will remain on the transcript. Students who have already repeated the M1 or M2 year are subject to dismissal.

5. Students who pass 40% to 66% of the weighted curriculum at their campus are eligible for a repeat year, if they have not already repeated a year, when they comply with the following conditions. They are not eligible to retake examinations to achieve the 67% passing
threshold. They are instead required to prepare a study plan that must be approved by their student affairs dean or the dean's designee. At its discretion, the College Committee on Student Promotions may review and approve the study plan. The plan must detail their strategy to ensure success during the repeat year. Students who are granted a repeat year must participate in all M2 courses at their campus. **Students who have already repeated the M1 or M2 year are subject to dismissal.** The Unsatisfactory grade(s) will remain on the transcripts.

4. Students who pass less than 40% of the curriculum are subject to dismissal.

*Note: All students granted a repeat year must satisfy the conditions of their study plan, including regular communication and meetings with the OSA, on a frequency to be determined for each student. Students who fail to do so will be subject to dismissal. No student will be granted more than one repeat year. Students who fail to satisfy requirements after a repeat year will be dismissed.*

**VI.B. Students who fail their initial attempt at USMLE Step 1**

Students who fail their initial attempt at USMLE Step 1 will be allowed to complete the clerkship in which they are enrolled. They must then discontinue further clerkship activity and submit a remedial study plan for approval to the student affairs dean or the dean's designee. Study plans may also require the approval of the campus promotions committee. They must then engage in remedial study and retake USMLE Step 1 in accordance with the terms of their approved study plan. Any changes to the study plan, such as rescheduling the examination date, must be resubmitted for approval. Students must remain in contact with the OSA during remedial study. Students who fail to do so will be subject to dismissal. Students must also notify the registrar and the financial aid office regarding withdrawal from clerkships. This may adversely impact financial aid as well as other campus services associated with registration. Once they have retaken USMLE Step1, they may resume clerkship activity, as prearranged in the study plan.

**VI.C Students Who Fail USMLE Step 1 Twice**

Students who fail their second attempt at USMLE Step 1 will be allowed to complete the clerkship in which they are enrolled. They must then discontinue further clerkship activity and must submit a remedial study plan for approval to the student affairs dean or the dean's designee. Study plans may also require the approval of the campus promotions committee. They must then engage in the remedial plan and retake USMLE Step 1 in accordance with the terms of the plan. Any changes to the study plan, such as rescheduling the examination date, must be resubmitted for approval. Students must remain in contact with their student affairs office during remedial study. Students who fail to do so will be subject to dismissal. Students must also notify the registrar and the financial aid office regarding withdrawal from clerkships. This may adversely impact financial aid as well as other campus services associated with registration. Students may not return to clerkship activity until a passing score has been documented.
SECTION VII: M3 STUDENTS

VII.A: Promotion to the M4 Year
The appropriate campus committee(s) and the Committee on Student Promotions will review students’ entire academic records for promotion to the M4 year. To earn promotion to the M4 year, M3 students must complete satisfactorily all M3 curriculum/clerkship requirements.

The appropriate campus committee(s) will review the entire academic record of students who do not complete satisfactorily all M3 curriculum and clerkship requirements. The appropriate campus committee(s) may recommend that students be required to participate in specific clerkships/electives in areas of identified weakness or participate in other remedial activities deemed appropriate.

VII.B: Core Clerkships
The College of Medicine requires successful completion of six core clerkships by all students: Family Medicine, Medicine, Obstetrics and Gynecology, Pediatrics, Psychiatry, and Surgery. Successful completion of clerkship requires satisfactory completion of the clinical performance component and the end-of-clerkship examination.

Each campus promotions committee and the College Committee on Student Promotions will apply the following policies when reviewing the performance of M3 students who are deficient in core clerkships.

1. **Clinical Requirements: Initial Attempt**
   Students are obliged to finish their core clerkships within the allotted time. For reasons of documented and extenuating circumstances, instructors may offer students the place holding designation of ‘Incomplete.’ This designation is only available to students who are otherwise proficient in the clerkship but who cannot satisfy a certain requirement because of extenuating circumstances. For each designation of ‘Incomplete,” the clerkship director will grant additional time to satisfy the outstanding requirement(s) and will require that the student prepare a plan in order to do so. Failure to comply with the study plan will result in a grade of Unsatisfactory.

2. **Failure to Satisfy Clinical Requirements**
   Students who are judged to be below the acceptable level of performance in a core clerkship will receive a clinical grade of Unsatisfactory. They must repeat the clerkship in its entirety, including the end-of-clerkship examination. They are required to prepare a study plan that must be approved by their student affairs dean or the dean's designee. At its discretion, the College Committee on Student Promotions may review and approve the study plan.

   Students who have had to repeat the clinical experience (or any part thereof) will receive a clinical grade of Proficient if they successfully complete the study plan. **These students are not eligible to receive an Advanced or Outstanding Final Grade. Failure in the second attempt at a full clerkship would be grounds for dismissal.**
3. **End of Clerkship Examination Failure**

Students who pass the clinical component but fail the subject examination are eligible to retake the subject examination following a period of directed study. If they pass the retake examination, their records will be annotated “Passed after retake examination.” If they do not pass the second attempt, they fail the clerkship and will receive an Unsatisfactory grade on their transcript.

Students who have an Unsatisfactory grade due to subject examination failure are entitled to a final attempt to repeat the clerkship in its entirety, including the end of clerkship examination.

In the second attempt at the clerkship under these circumstances, the student’s initial clinical score will not be used in computing the final grade. Depending on their performance in the second attempt, students may earn a clinical grade of Proficient or Advanced. Students who have had to retake clerkship examinations are not eligible to receive a final grade of Outstanding.

Any student who fails a clerkship taken as a second attempt is subject to dismissal.

4. **Multiple Deficiencies**

Students who accumulate more than one failing grade will be withdrawn from further clinical activity at the end of the clerkship or clinical activity during which the second failing grade is reported. Students may not resume any clinical activity until they have achieved passing grades in all examinations and clinical components in which their performance was deficient. Students will be allowed to participate in non-clinical courses, while awaiting the results of their remedial efforts.

5. **Multiple Clerkship Failures**

Students will be allowed a maximum of two Unsatisfactory clerkship grades. A third Unsatisfactory would be grounds for dismissal, even if students had repeated and passed the two failed clerkships.

**VII.C: Other Required and Elective Experiences**

If an M3 student fails any course or clinical experience, required or elective, that is counted toward weeks of instruction to satisfy graduation requirements the Unsatisfactory grade will remain on the academic profile and transcript. For required experiences, students must repeat that experience in its entirety and earn a passing grade. Their records will be annotated "Passed after repeat rotation." For electives, students will have the option of repeating the failed experience or choosing an alternative. If students choose to repeat the failed experience and earn a passing grade, their record will be annotated “Passed after repeat rotation.” If an alternative is chosen the Unsatisfactory grade will remain on the academic profile and transcript.
SECTION VIII: M4 STUDENTS

VIII.A. Multiple Deficiencies
Students who accumulate more than one failing grade in clerkships and/or Step 2 exams will be withdrawn from further clinical activity at the end of the clerkship or clinical activity during in which the second failing grade is reported. Students may not resume any clinical activity until they have achieved passing grades in all examinations and clinical components in which their performance was deficient. Students will be allowed to participate in non-clinical courses, while awaiting the results of their remedial efforts.

VIII.B. Multiple Clerkship Failures
Students will be allowed a maximum of two Unsatisfactory clerkship grades. A third Unsatisfactory would be grounds for dismissal, even if students had repeated and passed the two failed clerkships.

VIII.C: USMLE Step 2 CK and CS (“Steps 2”)
Students must take and pass the USMLE Steps 2 CK and CS during their M4 year to be eligible for graduation.

1. Students are expected **to complete successfully all M3 core clerkships before sitting for the USMLE Step 2 CK for the first time.** Any exceptions must be approved through a written petition to the appropriate campus promotions committee. Students in the Medical Scholars Program (MSP) in Urbana-Champaign or the Medical Scientist Training Program (MSTP) in Chicago, and James Scholar Independent Study Program (ISP) students will typically be granted such an exception upon request.

2. To be eligible to **register for and take** the USMLE Steps 2, M4 students must, in accord with the policies of the National Board of Medical Examiners, be verified as **enrolled** in the University Of Illinois College Of Medicine. Students engaged in approved research or educational experiences while on leaves of absence are eligible to take the USMLE Steps 2. Students in the Medical Scholars Program in Urbana may be permitted to register for and take the examinations while registered in their graduate program. Students in this program should consult with the Urbana student affairs officer prior to registering for Steps 2.

VIII.D. Students Who Fail the First Attempt to Pass the USMLE Steps 2
Students who fail either Step 2 CK or CS must enter supervised remedial study. Students will prepare a plan for this study in consultation with the campus dean for student affairs or designee. At its discretion, the College Committee on Student Promotions may review and approve all such plans.

Students who fail Step 2 CK will be allowed to complete the experience in which they are enrolled, but will be withdrawn from further clinical experiences. They must submit a remedial study plan for approval to the student affairs dean or the dean's designee. At its discretion, the College Committee on Student Promotions may review and approve all such plans. The students must then engage in
remedial study and retake Step 2 in accordance with the terms of their approved study plan. Any changes to the study plan, such as rescheduling the examination date, must be resubmitted for approval. Students must remain in contact with the OSA during remedial study. Students who fail to do so will be subject to dismissal. Students must also notify the registrar and the financial aid office regarding withdrawal from clinical experiences. This may adversely impact financial aid as well as other campus services associated with registration. Once they have retaken Step 2, they may resume clinical activity, as prearranged in the study plan.

**VIII.E Graduation**

To be eligible to graduate from the College of Medicine, students must

1. Meet all requirements outlined in the preceding sections (M1 Students through M3 Students);
2. Complete satisfactorily all M4 curriculum/graduation requirements including the Procedural Competencies for Graduating Medical Students; and
3. Take and pass the USMLE Steps 2 Clinical Knowledge (CK) and Clinical Skills (CS).

The promotions committees will review the entire academic record of all students who fail to complete satisfactorily all M4 curriculum/graduation requirements. The appropriate campus committee(s) and the Committee on Student Promotions may recommend alterations in the student's M4 year to remedy identified weaknesses. The committee(s) may require that M4 students participate in specific clerkships in areas of identified weakness or participate in other remedial activities deemed appropriate.

Further, M4 students who receive a grade of Unsatisfactory in any course or clinical experience, required or elective, counted toward weeks of instruction to satisfy graduation requirements will have the failing grade reflected on their academic profiles and transcripts. Students must repeat required experiences in their entirety and earn a passing grade. Their records will be annotated “Passed after repeat rotation.” For electives, students will have the option of repeating the failed experience or choosing an alternative. If students choose to repeat the failed experience and earn a passing grade, their record will be annotated “Passed after repeat rotation.” If an alternative is chosen the Unsatisfactory grade will remain on the academic profile and transcript.

**VIII.F. Summary of Progress and Promotion Policies**

<table>
<thead>
<tr>
<th>Progress/Promotion/Graduation Element</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1 retake examinations</td>
<td>Students who pass at least 67% of the weighted curriculum during the academic year are allowed to retake examinations.</td>
</tr>
<tr>
<td>Decompressed Program or Five Year Programs</td>
<td>Refer to campus-specific policies.</td>
</tr>
<tr>
<td>Repeat M1 year</td>
<td>In order to be eligible for a repeat M1 year, students must pass at least 40% of the</td>
</tr>
</tbody>
</table>
weighted curriculum and may not have already repeated the M1 year. **They are not eligible to retake exams to pass failed courses to achieve the 67% passing threshold.** Students granted a repeat year are allowed an entire academic year in which to fulfill requirements of repeating M1 students. **Only one repeat year may be granted.**

<table>
<thead>
<tr>
<th>M1 year to M2 year</th>
<th>Students must satisfy all M1 requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>M2 retake examinations</td>
<td>Students who pass at least 67% of the weighted curriculum during the academic year are required to retake examinations prior to beginning their first clerkship.</td>
</tr>
<tr>
<td>Repeat M2 year</td>
<td>In order to qualify for a repeat M2 year, students must pass at least 40% of the weighted curriculum. <strong>They are not eligible to retake exams to pass failed courses to achieve the 67% passing threshold.</strong> Students granted a repeat year are allowed an entire academic year in which to fulfill requirements. <strong>Only one repeat year may be granted.</strong></td>
</tr>
<tr>
<td>M2 year to M3 year</td>
<td>Students must satisfy all M2 requirements including passing the USMLE Step 1.</td>
</tr>
<tr>
<td>M3 year to M4 year</td>
<td>Students must satisfy all M3 curriculum/clerkship requirements.</td>
</tr>
<tr>
<td>M4 year to MD degree</td>
<td>Students must satisfy all M4 curriculum/graduation requirements, which include passing the USMLE Steps 2 Clinical Knowledge (CK) and Clinical Skills (CS).</td>
</tr>
</tbody>
</table>

**VIII.G Graduation with Honors**

Criteria for Graduation with Honors: At the end of M2 year, the top 25% of students at each campus are eligible for further consideration for Honors, based on end of course grades for academic courses only, plus consideration for professionalism and other factors determined by the campus.

Once the baseline eligibility has been established by the campuses and approved by the CCSP, the College will apply the objective criteria of clerkship grades and USMLE Step 1 and Step 2 CK scores as follows.

1. Total score on the USMLE Step 1 greater than or equal to 240,
2. Total score on the USMLE Step 2 CK greater than or equal to 245,
3. Core clerkship performance in Family Medicine, Medicine, Surgery, Pediatrics, Psychiatry, and Obstetrics/Gynecology at the Outstanding level in at least four of the M3 clerkships.
Additional honors are available to qualified students, for example, through Alpha Omega Alpha Honor Society.

Note: Although M1 and M2 grades for the incoming 2016-2017 class will be recorded as pass/fail on the transcript, the same criteria as above will be applied for determining honors.
SECTION IX: ADVERSE ACTIONS

Adverse decisions are those that would dismiss the student from the College or cause a change in anticipated graduation date due to reasons other than adherence to College policy.

The campus student promotions committee will notify students if it forwards a recommendation involving an adverse decision to the College Committee on Student Promotions. To the extent possible, the campus student promotions committee will also notify students if the College Committee on Student Promotions might make an adverse decision. These notifications will clearly describe the nature of the student’s right to be heard in regard to this recommendation.

Any student who is recommended for an adverse decision by the campus committee will have the opportunity to present an appeal in writing to the College Committee, in which the student will offer reasons for not accepting the campus recommendation, including new information and/or explanations of extenuating circumstances. Students may appeal an adverse recommendation only once, and – except for circumstances involving dismissal -- may offer information to the Committee only in writing.

Students facing dismissal by the College Committee have the right to be heard in person by the Committee, in addition to offering written materials. After the appearance of the student and/or review of any supporting materials, the College Committee will make a decision, which is final. Students receiving notice of intent to dismiss may appear before the College Committee only once, and no appeal of a decision to dismiss is possible through the College Committee. A student who wishes to pursue a claim of grievance may do so by following the policies described in Section X.

The College Committee may also initiate an adverse decision de novo, overriding the recommendation of the campus committee or at its own discretion. If it does so, it will advise the student of its intent to dismiss or intent to impose requirements that change an anticipated graduation date. The Committee will clearly describe the nature of the student’s right to be heard in regard to these intended decisions, postponing its final decision until the subsequent scheduled meeting, and it will make available to the student the material it has reviewed in its decision-making. In making its decision regarding dismissal, the College Committee will have access to the student’s complete educational record.

All student communications regarding adverse decisions should be sent to the chair of the College Committee on Student Promotions. Consideration of all adverse recommendations will take place at the meeting of the College Committee that immediately follows the campus’s original recommendation. The Chair of the College Committee may grant exceptions to this timeline only because of demonstrated extenuating circumstances or when a strong case has been made that pertinent information cannot be available by the time of the next scheduled meeting. Requests for an extension should be directed to the Chair of the College Committee on Student Promotions. The Chair will ordinarily only grant a single extension in matters of adverse decisions.
SECTION X: ACADEMIC GRIEVANCE POLICIES AND PROCEDURES

The College of Medicine’s procedures for addressing student academic grievances are those of the University of Illinois at Chicago, full details of which may directly accessed at (http://chicago.medicine.uic.edu/UserFiles/Servers/Server_442934/File/Grievance%20Policy%20and%20Procedures.pdf). Additional information, including flow charts of the grievance procedures and forms for submission of grievance information can be found on the College of Medicine education web pages at http://medicine.uic.edu/education/educational_policies.

These procedures may only be used by students with a Complaint or Grievance regarding:

1. Decisions, usually emanating from the College Committee on Student Promotions, that will result in the student not being eligible to continue enrollment in Academic Good Standing, as defined in Section I.E.
   
2. An academic decision made about them by an agent (e.g., faculty or staff member, administrator, or committee) of the University of Illinois that directly and adversely affects the student.

These procedures may not be used:
   1. In deciding or appealing issues relating to student discipline under the purview of the Senate Student Judiciary Committee
   2. In resolving any complaint, request, or question involving student records subject to campus procedures under the Family Educational Rights and Privacy Act (FERPA) and contained in the Guidelines and Procedures Governing Student Records (http://www.uic.edu/depts/oar/rr/records_policy.shtml)
   3. by applicants for admission
   4. in review of any decision by any university administrator or properly constituted board or committee relating to allocation of resources to support any unit’s projects or programs.

A Grievance must be filed by the Grievant with the Administrative Officer within sixty (60) days from the time of the decision being grieved. To reach the relevant Administrative Officer for the College of Medicine, students should contact the Office of Educational Affairs at (312) 996-1200.

The University Guidelines on Grievance Procedures for Complaints of Discrimination at the University of Illinois are also considered to be part of these Academic Grievance Policies and Procedures.
SECTION XI: PETITIONS FOR READMISSION

Former students who withdrew in good academic standing from the College may petition for readmission within 12 months from the effective date of the withdrawal. Within that time, they must request a hearing before the College Committee on Student Promotions, which makes the decision to readmit or to reject the petition.

All petitions for readmission or requests for an extension must be in writing and addressed to the College Committee on Student Promotions. All correspondence between petitioners and the Committee will be through the College of Medicine Office of the Executive Dean in Chicago, and sent to the attention of the College Committee on Student Promotions. The petitioner may appear in person before the College Committee or petition in writing only. All written materials will be distributed to the membership prior to the meeting at which the petition is reviewed. The Committee will decide to readmit or not based on the merits of the student’s rationale for readmission and the student’s likelihood of success. If the Committee rejects the petition, it will not consider further petitions from the former student. Former students who do not petition for readmission within 12 months following withdrawal must apply to the first-year (M1) class through the College of Medicine’s Committee on admissions and meet all requirements for that class.

The College Committee on Student Promotions will refer readmitted individuals to the appropriate campus committees for the development and implementation of an appropriate curriculum plan, including the point of re-entry into the curriculum. This plan is subject to approval by the College Committee on Student Promotions.

Students who withdraw in good academic standing to pursue another advanced degree may petition for an extension beyond the one-year deadline for readmission. Unless granted an exception to this time limit, former students seeking readmission must apply to the College through the Committee on Admissions.
SECTION XII: POLICY AND PROCEDURES FOR LEAVES OF ABSENCE

Leaves of absence will be granted judiciously to students in the College of Medicine, according to the policies described below.

Requests for leaves beyond one year or for a second leave for the same reason are subject to College Committee on Student Promotions review.

A leave of absence is one of eight types:

1. **Academic remediation**: The College may place in academic remediation students required to participate in an approved study plan.

2. **Financial reasons**: to allow students to resolve financial issues;

3. **Medical**: to allow a student to address significant health problems;

4. **Participation in a joint degree program**: to allow students to complete requirements of a joint degree

5. **Personal**: to permit a student to address significant personal circumstances, such as serious illness in the immediate family, death of an immediate family member, or divorce/separation from one’s spouse/partner;

6. **Career reconsideration**: to permit students to reconsider medicine as a career. Students may request this leave at any time during the year, providing they are in good academic standing.

7. **Research/educational**: to allow a student to engage in formal research or participate in a structured educational program. Students granted a leave of absence for research or educational reasons must be in good academic standing when they begin the leave.

8. **Administrative.** The College will place on administrative leave students who are unable to apply for a leave on their own, who lapse in communication with the College, who are known to be absent from the College, or for other similar reasons.

XII.A. Leave of Absence Request
To obtain a leave, students must initiate a request **in writing** in a timely manner. The request must state clearly the basis of the leave, specify beginning and end dates, and include contact information while on leave. Students should work with the campus student affairs officer and consult with the registrar and Financial Aid office to select the dates and be aware of the leave’s potential ramifications (e.g., financial aid, Campus Care coverage, student services). Documentation must accompany the request, if applicable. For example, a student who requests a medical leave may be required to provide appropriate evidence of the health problem.
XII.B. Granting Leaves of Absence
The Dean or the Dean’s designee may grant a leave of absence for up to 1 year.

The College Committee on Student Promotions must review and approve (a) any request for a leave of absence beyond a year’s duration, (b) a second leave of absence for the same reason, regardless of length, and (c) any combination of leaves of absence whose total time exceeds one year.

XIII.C. Leaves of Absence for One Semester or Less
Information must be provided to the campus student progress and promotions committee and the College Committee on Student Promotions, accompanied by a recommendation to change the student's anticipated graduation date, if necessary.

XII.D. Leaves of Absence for More Than One Semester
Information must be provided to the campus student progress and promotions committee and the College Committee on Student Promotions, accompanied by a recommendation to delay the student's anticipated graduation date. If an M3/M4 student takes a leave during a clinical rotation, the number of weeks of instruction earned (if any) will be determined by the clerkship director.

XIII.E Returning to the College of Medicine
All students on leave must submit a letter of intent to return, specifying the effective date of return, to the appropriate campus officer at least one month in advance of the return date. Students should work with the campus student affairs officer and consult with the registrar and Financial Aid office to select a date of return and be aware of the potential ramifications (e.g., financial aid, Campus Care coverage, student services). Documentation must accompany the request, if applicable.

Students who withdraw from the curriculum because of a leave of absence will have their status converted to Continuing when appropriate documentation is received and approved by the student affairs dean that the student is ready to return. Students on continuing status will have their academic records reviewed to determine what courses they must take. Any curricular changes in the content or assessment methodology may necessitate modifications in the student's educational plan. In view of this review, a student’s anticipated graduation date may be modified.

Students will be allowed to complete the curriculum to determine their status: 1) promotion to the next year; 2) eligibility to retake examination(s) or a repeat year; or 3) dismissal for failure to progress.

Students who do not return to the College of Medicine at the conclusion of the approved leave of absence will be withdrawn administratively from the College. The action will be reported to the College Committee on Student Promotions for review and approval. Students who have been withdrawn administratively from the College and wish to be readmitted should refer to the Section XI., Petitions for Readmission.
SECTION XIII: WITHDRAWAL, TEMPORARY REMOVAL, SUSPENSION

XIII.A. Policy and Procedures for Withdrawal
A request to withdraw from the College of Medicine must be initiated in writing by the student and state clearly that s/he wishes to withdraw, and specify the effective date of the withdrawal. The request should be directed to the dean or his/her designee at the campus attended by the student. The dean or his/her designee will forward the student's request to the appropriate campus committees.

The campus student progress and promotions committee will review the request and academic record to determine whether the student is withdrawing in good academic standing. While considering notices of withdrawal, the campus committee will also advise the Committee of any allegations of misconduct against the student, in which a final determination has not yet been made. The recommendation will be forwarded to the CCSP, accompanied by the student's written request and a copy of the entire academic record.

The Committee will review the campus recommendation, acknowledge the withdrawal and confirm the student's academic status if the recommendation is consistent with policy. If the College receives a notice of withdrawal from a student while charges, investigations, or other evaluations are current, it reserves the right to delay a decision on recording the withdrawal until a final determination has been made. The College also reserves the right to dismiss a student found to have violated its codes of conduct even if the student has submitted a notice of withdrawal prior to its final determinations.

Appropriate University withdrawal forms must be completed by the student. The Registrar will notify appropriate University offices of the withdrawal and student's academic status at the time of the withdrawal following action by the College Committee on Student Promotions.

Students who have withdrawn from the College and wish to be readmitted should refer to "Student Academic Promotions Policies" (Section IX: Petitions for Readmission).

XIII.B. Temporary Removal from Academic and Clinical Activities
Every student enrolled at the University Of Illinois College Of Medicine (COM) is expected to participate and perform in a fit and safe manner, consistent with the academic and professional standards of the program. The College reserves the right to temporarily remove a student from any and all academic and clinical activities if a student’s behavior fails to meet those standards and that behavior raises significant concerns about the safety of the student or others (e.g., patients, other students, faculty, and staff).

The College recommends that all faculty, staff, and students report behavior that threatens the student’s own safety or the safety of others. Such behavior includes, but is not limited to, unacceptable patient management, patient endangerment, inappropriate alteration of patient records, behavior that poses a danger to persons (the student him/herself, other students, patients, faculty, staff, or members of the community), behavior that involves damage to property, an ongoing threat of or disruption of the academic process or environment, and acts of violence or sexual misconduct.
The College also recommends that all faculty, staff, and students report incidents of behavior that raise concern about impairment or an inability to function in educational or clinical settings (e.g., drug and alcohol use and/or erratic behavior).

Faculty, staff, and students are urged to call the police for events involving acts or threats of violence, urgent safety concerns, possession of weapons on campus, imminent threats of suicide, and medical emergencies.

Reports of behavior that threatens safety or that appears to impair functioning should be directed through the office of student affairs to the Dean or the Dean’s designee (hereafter: Dean’s designees) using the forms available on the website of each COM campus.

The Dean will designate at least two persons to review receipt of these reports of threats or impaired function. After their review, these two parties may temporarily remove the student from all academic and clinical settings. By the end of the next business day following that removal or as soon as practical, the Deans’ designees will schedule meetings with the student in question, the person who made the report, and others who may provide relevant information. The Dean’s designees will advise the student that, if he/she fails to meet as requested, he or she may not return to campus for any reason.

After holding the relevant meetings, the Dean’s designees will make one of the following findings.

**Finding of No Evident Problem.** If the Dean’s designees find that the report of impairment or threat to safety is unsubstantiated or that the student’s behavior does not, in fact, meet the standards for temporary removal, the Dean’s designees will return the student to his/her academic and clinical activities.

**Finding of Minor Problem.** If reports of impairment or threat to safety prove to be minor, the Dean’s designees will allow the student to continue with academic and clinical activities, with conditions if appropriate.

**Finding of a Significant Problem.** If the Dean’s designees finds that the report of impairment or threat to safety is substantiated and the behavior poses an immediate threat to the health or safety of the student or others, the Deans designee may seek temporary or permanent removal from the campus by following the procedures outlined in University Student Disciplinary Procedures for Emergency Suspension or Involuntary Withdrawal.

On the finding of an impairment or threat that is significant, the Dean’s designee may require a ‘Fitness for Participation’ evaluation. The Dean of Students Affairs will notify the student that the temporary suspension from all student academic and clinical activities will remain in effect until such time as the student is returned to the program following a “Fitness for Participation” evaluation.

Fitness-for-participation evaluations will be carried out by healthcare providers designated by each campus. The student is responsible for any costs associated with the initial evaluation and any costs associated with required any follow-up evaluations or treatment.
Students who decline to secure a required evaluation are subject to dismissal through either the College Committee on Student Promotions or the University Student Disciplinary Process.

Upon receipt of the fitness-for-participation evaluation, the Dean’s designee will refer the results to the campus’s student promotions committees, which may then recommend returning the student to the curriculum without restrictions, returning the student to the curriculum with restrictions, requiring a leave of absence, or disciplining the student as appropriate.

In reviewing reports regarding student behavior, the Dean’s designee may at all times refer the student for disciplinary action, according to College and University policies.

Students are advised that temporary removal from the curriculum under this policy may result in a delay in the student’s progress toward graduation.

XIII.C. Emergency Suspension from the College
In certain circumstances, the Chancellor, the Vice Chancellor for Student Affairs, or the AVCSA may order the interim suspension of a student when, in his/her opinion, such immediate removal from the Campus is necessary for the student's protection, for the protection of others, for the protection of the University and Campus property, or to maintain the normal operation of the University.

In these matters, the College of Medicine follows the University’s policies, as outlined in its current Student Disciplinary Policies, Sect. 11. At: http://www.ahs.uic.edu/media/uicedu/ahs/documents/students/Student_Discipline_Book.pdf

XIII.D. Involuntary Withdrawal from the College
In certain circumstances, the University may direct the involuntary withdrawal of a student if the student exhibits behavior that poses imminent danger to the health and welfare of others, that impedes the lawful activities of University members, or that inhibits the student’s ability to function appropriately within the academic community.

In these matters, the College of Medicine follows University policies, as outlined in its current Student Disciplinary Policies, Sect 12. At: http://www.ahs.uic.edu/media/uicedu/ahs/documents/students/Student_Discipline_Book.pdf