Academic Promotions Policies
First Year (M-1) Students
Academic Year 2015-2016

General Policies

Presented in the following pages are the academic policies, procedures, and requirements that first year (M-1) students must follow and meet to maintain progress and be eligible for promotion to the second year of medical school. These policies 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 recommendations regarding the student's progress and promotion and 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 Office of Student Affairs/Medical Scholars Program 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). Only students eligible for dismissal may appear in person before the Student Progress and Promotions Committee.

All adverse actions of the University of Illinois College of Medicine at Urbana-Champaign Student Progress and Promotions Committee that affect a student's progress may be appealed to the College Committee on Student Promotions. 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 in writing at least one week in advance.

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 Office of Academic Affairs prior to the examination. Examples of generally accepted reasons for absences are (a) serious illness or injury requiring medical attention (b) death, serious injury, or serious illness in the immediate family, (c) wedding of an immediate family member, or (d) presenting a poster or talk 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 Office of Academic Affairs 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.
Dropping Courses

MSP Students who want to drop a fall or year-long medical school course must present a petition to the Associate Dean for Student Affairs by the end of the eighth week of instruction in the fall semester. MSP Students who wish to drop a spring-only course, must present a petition no later than the eighth week of instruction in the spring semester. The Assistant or Associate Dean for Student will determine whether or not a student's request to drop a medical school course will be granted.

Course Grades

Courses in the M-1 year are graded on a three-point scale: Outstanding (O), Satisfactory (S), and Unsatisfactory (U). A passing grade is defined as a grade of Outstanding, Satisfactory or Pass. The grade of Pass (Pass) is assigned to students who are excused from taking a required course by virtue of having passed a proficiency examination (refer to policies for proficiency examinations). Some courses are graded on a semester basis and others are graded over both the Fall and Spring semesters.

Course Requirements

Students must earn a grade of Satisfactory, Outstanding or Proficiency in all required courses to be promoted to the second (M-2) year. Eligible students who receive a grade of Unsatisfactory in one or more required courses will be required to take written makeup examinations or Discipline Coordinator approved makeup courses in these disciplines during the Summer term immediately following the M-1 year. If the remediation is successful, the course grade will be changed from Unsatisfactory to Satisfactory. The grade of Outstanding cannot be earned on makeup examinations.

Fall Semester Only Courses: Courses taught and graded during the Fall semester only are Medical Genetics, Embryology, Physiology I, and Cell and Tissue Biology I.

Spring Semester Only Courses: The following courses are taught and graded only during the Spring semester: Brain, Behavior, and Human Development, Medical Statistics, Physiology II, Cell and Tissue Biology II, and Neuroscience.

Fall and Spring Courses: Anatomy, Biochemistry (1.5 semesters), Microbiology, Immunology, and Introduction to Human Disease (Fundamental Clinical Medicine I) continue throughout both the Fall and Spring semesters and are graded over both semesters, that is, the course grade is awarded at the conclusion of the Spring semester.

Retake Examinations: Only students eligible as defined by UIC College of Medicine policy may sit for retake examinations. All Progress retake examinations are given during a regularly scheduled period during the Summer term immediately following the M-1 year. Students who earn the grade of Unsatisfactory in a course graded on a semester basis are required to take a retake examination in the failed course. Students who earn the grade of Unsatisfactory in a course graded over the Fall and Spring semesters are required to take a makeup examination covering the material presented in each of the semesters in which they were deficient. For example, if the combined fall and spring two semester discipline resulted in an overall failure but one of the semesters was passed, students will participate in a makeup examination only for the failed semester. The retake semester score will then be combined with the passed semester score. In the case of Biochemistry, the retake examination is comprehensive and will cover material presented during the entire 1.5 semesters. Students who have had to retake examinations are not eligible to receive an Outstanding Final Grade.
Student Participation

Although the M-1 program at Urbana-Champaign offers students some flexibility, students should understand that it is not an independent study program. Lectures, laboratories & seminars are integral program components. Participation in laboratories and other defined experiences is required. Participation in other activities is expected and believed necessary for success in the program. Specific lectures will require participation (e.g. Universal Precautions). Faculty will notify students when attendance at particular lectures is required.

Academic Requirements for Medical Scholars Program Students Participating In A Full or Partial M-1 Curriculum

1. Participation in full M-1 curriculum: Medical Scholars Program students who are participating in a full M-1 curriculum and intend to complete it in a single academic year are governed by the promotion policies outlined in the preceding section (Requirements for Promotion to the M-2 Year).

2. Medical Scholars Program students participating in partial M-1 courses and graduate studies: Medical Scholars Program students who do not intend to complete the M-1 curriculum in a single academic year are required to pass all M-1 courses taken during each academic year, including the summer makeup examination(s). Failure to pass all courses will result in one of the following recommendations:

   A. The student will be dropped from the College of Medicine, or

   B. The student will be required to repeat all courses taken up to that time.