

ACADEMIC PROGRESSION POLICY FOR CNUCOM STUDENTS

I. Policy Statement

This policy establishes the CNUCOM standards of academic progression. These are defined to ensure students advance through the curriculum in a timely manner while maintaining high standards of academic performance and professional conduct.

II. Purpose

This policy is designed to ensure students reach specific bench marks, maintain a high standard of learning and reach recommended competency levels. Students must demonstrate that they have achieved the CNUCOM program learning objectives (patient care, medical and scientific knowledge, communication and interpersonal skills, professionalism, health care systems, and reflective practice and personal development). Students are required to pass all courses for the MD degree.

III. Scope/Coverage

This progression policy applies to all medical students. This policy will be reviewed at least every three (3) years.

IV. Policy

A. Good Academic Standing

A student who is advancing in the program as planned, is considered in Good Academic Standing. For students in good academic standing, a standard (template) letter may be issued for verification purposes (academic and nonacademic needs).

B. Serving in Elective or Appointed Positions

A student must be in a good academic standing to hold elective office at the class or the college level, to serve on college or university committees, or to represent the college to outside organizations, either on or off campus. Before a student can assume an elected or appointed position, both the Assistant Dean of Student Affairs and the Chair of the Student Promotions Committee must determine, based on the student's documented history of academic performance and professional behavior that assuming such responsibilities would be in the best interest of both the student and the college. Review of candidates for elected or appointed positions will be done before the announcement about filling such positions. If a probationary or dismissal procedures occur during an already started service term, the student will be allowed to complete the term; voluntary resignation will be accepted.

C. Medical Student Performance Evaluation (MSPE)

MSPE is the student's academic identity card. It is completed before October 1 of Phase C (Year 4). Its content includes, but is not limited to, the following:



- i. A descriptive narrative of student's performance over the length of the program till the date of MSPE issuance
- ii. Student's academic standing, past and present probationary status and other disciplinary actions
- iii. Student's class rank and quartile will only be included if requested by the student or outside program with the student's permission
- iv. Grades and, when appropriate, narratives for completed courses/clerkships in Phases A, B, and C at the time of issuance
- v. Notes about research projects and service learning activities
- vi. Any other information that might be considered important to residency programs (students will be notified about changes)

D. Academic and Behavioral Alert Notification

- i. Academic Alert is issued by the Office of Student Affairs and applies to students in good academic standing that may have failed one or more formative assignments. Since the student is in good academic standing, this designation is not recorded in the Medical Student Performance Evaluation (MSPE) or in outside requests for documentation (e.g.—visiting student elective applications, other degree program applications, license requests, etc.). Academic alerts are shared with the student, the course director and the respective college master. Academic alert is not considered an adverse action.
- ii. Behavioral alert is issued by the Office of Student Affairs. Behavioral Alert applies to students who may have failed to maintain standards of professionalism. It is issued following incident report, fact finding and deliberation by the student Honor Council, Student Promotions Committee or CNUCOM General Counsel. Behavioral alert will be shared with the student and the respective college master. Behavioral alert is not considered an adverse action. The student will be required to undertake behavioral improvement as outlined in the alert. Repeated incidence of unprofessional conduct may lead to disciplinary review by the Student Promotion Committee. In this case, the student must appear at the review session to defend, to explain, or to provide a behavioral improvement plan. The results of this disciplinary review may be a return to good standing, maintenance of the alert, probation, or recommendation to the Dean for dismissal.

E. Provisional Academic Status

The Y grade is a temporary transcript grade and can be replaced by a passing grade (P) if the course/clerkship requirements are met within six weeks after the course/clerkship ends. If the Y grade has been assigned due to failing a summative examination, such deficiency must be corrected within two attempts during remediation (see remediation policy). Such remediation and all allowed attempts at remediation must occur within six weeks from the course/clerkship's end.

Students remediating a "Y" grade are not eligible for Honors (H) in that course, but, upon successful remediation, a grade of P (70%) will be recorded. When a student fails the initial summative exam, s/he will not be eligible for Honors even if the remediation happens before



the final grade for the course is registered in the Registrar's office. If the course/clerkship requirements are not met or the student is unable to pass a summative exam within two attempts during the remediation period, a grade of F (Fail) will be recorded

Upon the recording a failing grade (F), the student will be required to appear before the Student Promotions Committee. The student's academic record will be reviewed and a personalized study plan will be designed by the Student Promotions Committee with the help of the respective Course Director. The remediation study plan will be sent for approval to the Assistant Dean of Student Affairs, Admissions and Outreach. Upon successful completion of the study plan and success in passing the examination, a passing grade (P) will be recorded. If the student's performance is not satisfactory, the course grade will remain recorded as a Fail (F). The student will be allowed to repeat the course in its entirety but must pass the exam within two attempts. Provisional academic status will not be noted in the Medical Student Performance Evaluation (MSPE).

An extended remediation period may be requested for certain documented conditions or a leave of absence may be sought. A request for extended remediation period must be in writing and submitted by the student to the Student Promotions Committee, whose recommendation and accompanying documentation will be forwarded for approval to the Assistant Dean of Student Affairs, Admissions and Outreach.

F. Probationary Academic Status (Probation)

A student may be placed on academic and/or disciplinary probation due to conditions such as but not limited to:

- i) Receiving two failing grades in courses within one academic year
- ii) Receiving a failing grade when repeating a course as a remediation of a previously recorded F in same course
- iii) Documented unprofessional behavior that has not been corrected with remediation

Probationary status is reported to the student by the Assistant or Associated Dean of Student Affairs.

Probationary status is recorded in the Medical Student Performance Evaluation (MSPE) and in outside requests for documentation (e.g. visiting student elective applications, other degree program applications, licensure requests, etc.). Students, who are on probation are not eligible to assume new class, college or university- related positions, such as running for officer positions in student organizations, and applying for other elected or appointed positions.

Students on Probation must appear in front of the Student Promotions Committee, who will prepare a remediation plan with specific timelines in accordance with the requirements to meet graduation deadlines. The plan of action may include but is not limited to repeating the failed course(s), repeating an academic year or designing a study plan to extend the content of



one academic year over two academic years, should the timing for graduation permit. Other options may be considered at the discretion of the Assistant or Associate Dean of Student Affairs. The plan for student remediation may not extend the maximum time allowed for graduation from the program; i.e. students must graduate within seven (7) years from matriculation (including all remediation). The remediation plan must be in writing. The plan and accompanying documentation must be forwarded for approval to the Assistant Dean of Student Affairs, Admissions and Outreach.

G. Repeating Courses/Clerkships

A student may repeat an individual course/clerkship (not as a part of a repeated year) only once.

H. Dismissal

If a student is unable to remediate the performance deficiencies which led to Academic or Non-academic Probation, dismissal may be considered by the Student Promotions Committee. There is an appeal process for dismissal proceedings.

I. Withdrawal

A student may withdraw from a course or a clerkship if he/she is not able to complete the course due to extenuating circumstances (including, but not limited to, personal illness or family emergency) or a leave of absence. Performance at the time of withdrawal must be at a satisfactory level.

A transcript grade of Withdraw is issued if more than 20% of a course has not been completed. If a course has been $\geq 80\%$ completed, excluding the week for testing during Phase A, the Course Director may issue a passing grade based on the completed portion of the student's performance. Full grading options will be available when the entire course is re-attempted or completed.

J. Leave of Absence

A leave of absence may be granted by the Dean at the written request of a student and upon written recommendation of the Student Promotions Committee, for appropriate personal or professional reasons. A student requesting a leave of absence (LOA) should appear in front of the Student Promotions Committee for review of specific circumstances, exploration of on and off campus resources, and the committee's recommendation to the Dean.

In general, a student is eligible for one LOA request, for up to one calendar year, during their tenure at the COM. Students in Phase A may have to take a minimum of a one year absence due to course availability. Requests for a second LOA are discouraged but will be considered.

A LOA may affect financial aid, health insurance and malpractice insurance coverage. Clinical activities are not authorized by the school during an LOA. A student may not serve in elected or appointed positions related to the class, the college or the university, and may not represent the school to another organization while on LOA, unless the Dean has specifically

granted an LOA with that provision. These factors should be carefully considered along with the timing and benefits of a planned LOA.

V. Promotion Requirements

- A. Promotion within Phase A (Year 1 to Year 2 promotion)
- i. Students must pass 7 out of the 9 M1 courses.
 - ii. No more than two F grades are allowed.
 - iii. Students on probation are eligible for promotion within Phase A (from Year 1 to Year 2).
- B. Promotion from Phase A to Phase B (Year 2 to Year 3 promotion)
- i. Students must pass all Phase A courses
 - ii. Students must be in good academic standing
 - iii. Students **must** take the NBME Comprehensive Basic Science Exam **twice**: once in March on the Friday immediately prior to Spring Break, and again in May on the last Friday of MS2 Course 6 Exam Week.
 - iv. The NBME Comprehensive Exam will also be offered on an optional basis on Friday two weeks after the second mandatory exam and again on Friday four weeks after the second mandatory exam. Students are strongly encouraged to electively take the NBME Comprehensive Basic Science exam on one or both of the optional exam sessions. Students will be required to pay for the elective exam sessions (\$61/exam). Students must remit payment for the exam one week prior to the exam date. Efforts will be made to identify financial assistance to cover this/these costs for students who are able to demonstrate financial hardship.
 - v. **Students must pass ($\geq 70\%$) the NBME Comprehensive Basic Science Exam prior to taking the USMLE Step 1 exam.**
 - vi. Students must sit for the Comprehensive Medical Skills Exam at the end of Year 2
 - vii. Students on probation are not eligible to be promoted to Phase B (Year 3). Only students in good academic standing can start clinical rotations/clerkships in Phase B (Year 3).
 - viii. Students must pass USMLE Step 1 by Feb 1 in the winter of their 3rd year. If the student has not passed Step 1 by Feb 1 of their third year, they will be allowed to complete the clerkship in which they are currently engaged. They will not be allowed to continue with subsequent clerkships, they will be placed on academic probation, and they will be required to appear before the Student Promotions Committee.
- C. Promotion from Phase B to Phase C (Year 3 to Year 4 promotion)
- i. Students must have completed all clerkships and passed at least 6 out of the 8 required clerkships
 - ii. Under special circumstances, students may need to delay taking a clerkship. Any delays of clerkships must be approved by the Assistant Dean for Curriculum and the Assistant Dean of Student Affairs.
 - iii. Students may defer to the fourth year up to 2 core/required clerkships during the second semester of the 3rd year, in order to take electives. This option will give the student the exposure to other specialties that they may consider pursuing. Deferrals

must be submitted for approval to the Assistant Dean of Student Affairs within 1 week after the Track Lottery is completed.

- iv. Students may not delay to Year 4 by more than 2 required clerkships
- v. Students may be in remediation for no more than 2 clerkships at the time for promotion to Year 4.

D. Completion of Phase C

Student must have taken a Selective or at least one Sub-I, and a sufficient number of electives required for graduation.

VI. Graduation Requirements

- A. A maximum of four years are required to complete Phase A which includes passing USMLE Step 1.
- B. Students must complete a minimum of 150 credit hours in the medical program, including all Phase A courses, all required clerkships in Phase B, and necessary Phase C sub-I and electives. No more than 27 credit hours of *electives* can count towards the 150 credit hours for graduation. Phase B and C must be completed within a maximum of four years.
- C. Students must pass USMLE Step 1 and present supporting documentation by Feb 1st in the winter of their third year of training.
- D. Total time from matriculation to graduation cannot exceed 7 years.
- E. Students must pass USMLE Step 2 CK and Step 2 CS exams to qualify for graduation. It is strongly recommended but not required that Step 2 CK is passed by the end of the 1st semester of Phase C.
- F. Failure to meet these requirements will result in review by the Student Promotions Committee.
- G. Students must attain the knowledge and skills, and develop capacity and behaviors required of a physician.
- H. Students must attain a level of clinical judgment which warrants entrustment by the Faculty as required for entry to residency.
- I. Students must demonstrate a sense of responsibility and social accountability to patients and the community.
- I. Students must comply with the School's standards of conduct, professionalism, and academic integrity.
- J. Students must comply with the laws of the United States; the laws of the State of California; local city, county, and municipal ordinances; the policies, rules and regulations of the California Northstate University and the COM.



- K. All academic requirements must be completed at least 10 days before the date of graduation. Failure to comply may lead to delayed graduation.
- L. Only students in good academic standing are eligible for graduation. Students must have satisfied all conditions for resolution of probation before graduation.

Associated forms:

Approval record:

APPROVED: COM DEC: date

APPROVED: COM Faculty: date

APPROVED: PEC: 3/2/17

REVIEW: every year (or more often if required)

REVIEW 1: October 2015

REVIEW: RR/FC, 9/20/16

REVIEW: Student Promotions Committee, 10/13/16

REVIEW & edits: X. Feng & F. Culler, 10/17/16

APPROVAL: Student Promotions Committee (electronic), 10/31/16

APPROVAL: Curriculum Committee, 12/1/16