



# **Academic and Professionalism Policies and Procedures**

**STUDENT ACADEMIC PROMOTIONS AND  
PROFESSIONALISM CONDUCT COMMITTEE**  
**MEDICAL COLLEGE OF GEORGIA FACULTY SENATE**

## Table of Contents

<b>I. Student Academic Promotions and Professionalism Conduct Committee .....</b>	<b>4</b>
<b>II. Organization .....</b>	<b>4</b>
A. Composition.....	4
B. Appointments.....	5
C. Records of Committee Meetings.....	6
D. Notice of Meetings.....	7
E. Meetings of the Student Promotions Committee .....	7
F. Meetings of the Student Promotions Subcommittees .....	7
G. Recommendations of the Student Promotions Committee or Subcommittee .....	7
<b>III. Jurisdiction and Responsibilities .....</b>	<b>7</b>
A. Jurisdiction/Approaches.....	7
B. Recognition of Student Problems.....	8
C. Leave of Absence Policy .....	8
D. Meetings of Subcommittees for Evaluation and Recommendation of Students for Promotion and Graduation.....	9
<b>IV. Criteria for Promotion, Graduation, and Dismissal .....</b>	<b>9</b>
<b>V. Standards of Academic Performance .....</b>	<b>9</b>
A. Academic Requirements Graduate (All Campuses).....	9
B. Academic Requirements Preclerkship Experience - Augusta Campus .....	9
C. Academic Requirements Preclerkship Experience - Athens Campus .....	9
D. Academic Requirements to Complete Courses/Clerkship/Enrichment Experience and Graduate – Augusta Campus (Class of 2023); Athens Campus (all Classes) .....	10
E. Academic Requirements to Complete Courses/Clerkship/Enrichment Experience and Graduate – Augusta Campus (Class of 2024).....	10
F. Academic Requirements to Complete Courses/Clerkship/Enrichment Experience and Graduate – Augusta Campus (Class of 2025 and beyond) .....	10
G. Interpretation of Grades (All Campuses).....	10
<b>VI. Academic Deficiencies, Preclerkship Curriculum, Prescribing Remediation, Consideration for Dismissal (Augusta Campus).....</b>	<b>11</b>
A. Definition of Deficiency in Preclerkship Experience.....	11
B. Remediation Based on the Number and Severity of Deficiencies.....	11
C. Remediation Preclerkship Track - Class of 2025 and beyond .....	12
D. Notification and Scheduling of Remediation.....	12
E. Grade Designation following Remediation for Preclerkship Experience .....	13
F. Consideration for Dismissal or Repeat.....	13

<b>VII. Academic Deficiencies, Preclerkship Experience, Prescribing Remediation, Consideration for Dismissal (Athens Campus)</b> .....	<b>13</b>
A. Definition of Deficiency in Year 1 .....	13
B. Definition of Deficiency in Year 2 .....	13
C. Remediation Based on the Number and Severity of Deficiencies.....	13
D. Notification and Scheduling of Remediation.....	14
E. Grade Designation following Remediation for Preclerkship Experience .....	15
F. Consideration for Dismissal or Repeat.....	15
<b>VIII. Academic Deficiencies, Clerkship and Enrichment Phase (Class of 2023), Prescribing Remediation and Consideration for Dismissal</b> .....	<b>15</b>
A. Definition of a Deficiency in Clerkship and Enrichment Phase .....	15
B. Remediation Based on the Number and Severity of Deficiencies.....	15
C. Notification and Scheduling of Remediation.....	16
D. Grade Designation following Remediation .....	17
E. Consideration for Dismissal or Repeat.....	17
<b>IX. Academic Difficulties and Deficiencies, Clerkship and Enrichment Phase (Class of 2024 and beyond), Prescribing Remediation and Consideration for Dismissal</b> .....	<b>18</b>
A. Grade Assignment – Clerkship and Enrichment Phase.....	18
B. Definition of a Deficiency and Academic Difficulty - Clerkship and Enrichment Phase .....	18
C. Recommendations Based on the Number and Severity of Academic Difficulties .....	18
D. Remediation Based on the Number and Severity of Deficiencies.....	19
E. Remediation Guidelines – Clerkship and Enrichment Phase .....	20
F. Notification and Scheduling of Remediation.....	20
G. Grade Designation following Remediation – Clerkship and Enrichment Phase .....	21
H. Consideration for Dismissal or Repeat - Clerkship and Enrichment Phase .....	21
<b>X. United States Medical Licensing Examinations (USMLE)</b> .....	<b>22</b>
A. USMLE Step 1 .....	22
B. USMLE Step 2.....	22
C. Remediation .....	22
<b>XI. Professionalism</b> .....	<b>22</b>
A. Professional Misconduct:.....	23
B. Reporting Process .....	24
C. Professionalism Actions.....	24
<b>XII. Academic Performance Hearing</b> .....	<b>25</b>
A. Notification of Academic Performance Hearing.....	25
B. Notification of Rights.....	26
C. Academic Performance Hearing by the Student Promotions Committee.....	26

D. Deficiencies Subsequent to Academic Performance Hearing and Academic Probation or Probation for Professionalism Concern.....27

**XIII. Student Appeal Process.....27**

    A. Students Right to Appeal .....27

**XIV. Annual Distribution of Faculty Senate SAPPCC Policies and Procedures .....29**

**XV. Incomplete Disciplinary Process .....29**

**XVI. Graduation .....29**

**XVII. Appendices.....30**

**Medical College of Georgia**  
**Academic and Professionalism Policies and Procedures**

**I. Student Academic Promotions and Professionalism Conduct Committee**

The Student Academic Promotions and Professionalism Conduct Committee of the Medical College of Georgia (MCG) Faculty Senate is responsible for assessing the cumulative performance of the student during and at the completion of each academic year. The committee and its subcommittees will include representatives from among the geographically separated campuses. Revisions of this document are made from time to time and become applicable once the revisions are approved. MCG is not bound by inadvertent errors of any type, inclusion or exclusion that may be present in this document.

In the remainder of this document, the Student Academic Promotions and Professionalism Conduct Committee shall be referred to as the Student Promotions Committee.

**II. Organization**

**A. Composition**

1. Student Promotions Committee: Each member must be actively involved in teaching and/or supervising medical students. Members must have been on the AU/MCG faculty for at least two years. The committee members should represent basic science, clinical departments, and regional campuses.

**Voting members will be:**

- Chairperson
- Twenty-four members of the faculty, including representation from geographically separated campuses
- President, Medical College of Georgia Faculty Senate

**Ex-officio non-voting members will be:**

Augusta Campus:

- Associate Dean of Student Affairs
- Assistant Deans (Class Deans), Student Affairs
- Associate Dean of Curriculum

AU-UGA Medical Partnership campus (aka Athens campus):

- Campus Associate Dean of Student Affairs, Diversity, and Inclusion
- Campus Associate Dean of Curriculum

Clinical Campuses

- The senior member of the Dean's staff from each campus or a designee
- Campus Associate/Assistant Dean of Curriculum

In the remainder of this document, the terms Student Affairs Dean and Curriculum Dean will be used to indicate the proper individual for the list below, based on campus. The Associate Dean of Student Affairs, Campus Associate Dean of Student Affairs, Diversity, and Inclusion and class Assistant Deans of Student Affairs are collectively referred to as Student Affairs Deans. The Associate Dean of Curriculum, Campus Associate/Assistant Deans of Curriculum are referred to as Curriculum Deans.

2. Subcommittees: Each of the four classes will have a Student Promotions Subcommittee that will follow their class from matriculation until graduation. Each subcommittee will have six members with at least one member from the Athens campus. Members should broadly represent basic science and the clinical departments. The term of service on the subcommittee shall be four years, with term expected to end at the graduation of the class of students served. Hence, one new subcommittee shall be selected annually for the entering first year class.

## **B. Appointments**

1. Student Promotions Committee:
  - a. Members: Faculty members are solicited by the Faculty Senate. Potential members are vetted by the current Chair of the committee and the Vice Dean to assure that the individuals are aware of the committee demands, and care is taken to assure balanced representation for basic and clinical science departments and from amongst the geographically distributed campuses. Potential committee members are recommended to the Committee on Committees. The committee membership is nominated by the Committee on Committees and appointed in the customary manner (Article III, Section 3.A.).
  - b. Chair: The chairperson of the Student Promotions Committee shall have at least four years' experience on an MCG Student Promotions Subcommittee. The term of office of the chairperson shall be four years. The chairperson shall be an ex officio, non-voting member of all subcommittees, and a voting member of the Student Promotions Committee which includes Academic Performance Hearings.
  - c. Subcommittee Chairs: Prior promotions committee service is an important qualification for subcommittee chairs, with preference to four years of prior service.
2. The Chair of the committee and Chair of each of the subcommittees will be recommended by the Vice Dean, with input from the current Chair of the Student Promotions Committee and approved by the Faculty Senate Committee on Committees.
  - a. Acting Chair: The chairperson of the subcommittee for the senior class shall act as chairperson in the absence of the chairperson of the Student Promotions Committee. If that Chair cannot serve, rank order of succession shall be the junior class Chair followed by the sophomore class Chair and the freshman class chair.
3. Student Promotions Subcommittees:
  - a. Members: as in 1.a. above.
  - b. Chair: Every effort will be made to make sure the Chair of the subcommittee shall have had at least four years prior service on a subcommittee.
  - c. One new subcommittee and a chairperson for that subcommittee shall be selected annually for the entering first year class using the same selection process described above (Section I.B.1.a.b.).
4. Subcommittee Members' Term of Service:
  - a. Subcommittee members will serve four years on their subcommittee, with their term of service expected to end at the graduation of the class of students they have served.
5. Subcommittee Vacancies:
  - a. In the event that a vacancy is created on a subcommittee after a faculty member is unable to fulfill his/her obligations, the Vice Dean of Academic Affairs, with input from the Chair of the Student Promotions Committee shall submit candidates for potential committee membership to the Committee on Committees. The committee membership is then nominated by the Committee on Committees and appointed in the customary manner in accordance with the Medical College of Georgia Faculty Senate Rules and By-Laws (Article III, Section 3.A.).

6. Recusal:
  - a. Members of the Student Promotions Committee or Subcommittees shall recuse themselves in case of potential, perceived, or actual conflict of interest, or situations that require recusal from a procedural perspective.
    - i. If a Student Promotions Committee/Subcommittee member has provided health care to the student he/she shall recuse and be absent from the entire deliberation.
    - ii. If a Student Promotions Committee/Subcommittee member served as the faculty member or course Director or Instructor who submitted the unsatisfactory grade or narrative that led to the need for a Student Promotions Committee or Subcommittee meeting, that individual may respond to questions from the other committee members and then will leave the room prior to deliberation and recuse from voting.
    - iii. Other associations between Student Promotions Committee members and student are considered on a case-by-case basis in consultation with the Chair of the Student Promotions Committee with respect to recusal.

### **C. Records of Committee Meetings**

1. Minutes of the Student Promotions Committee and Subcommittees will be recorded by the MCG Student Promotions Coordinator. If he/she is absent, a member of the committee will record minutes for that meeting.
  - a. Committee: Minutes of the Student Promotions Committee meetings shall be confidential and shall be distributed to the chairperson of the committee, ex officio members of the committee, and the Vice Dean of Academic Affairs, and stored in an access-limited share file.
  - b. Subcommittee: Minutes of each subcommittee meeting shall be confidential and available to all voting and ex-officio members of that subcommittee, and the Vice Dean of Academic Affairs in an access-limited share file.
2. The Student Affairs Deans from the appropriate campus (or their designee) will contact the student advisor as appropriate about matters related to student progress.
3. The chairs of the Subcommittees and the Student Promotions Committee must ensure that the minutes of their meetings are on record in the Office of the Dean/Faculty Senate Office within ten business days after the meeting. Once approved, minutes shall be stored as a PDF document in an access-limited share file by the MCG Student Promotions Coordinator.
4. The Chair of the Student Promotions Committee shall present an annual report to the Medical College of Georgia Faculty Senate Executive Committee and the Faculty Senate in accordance with the Medical College of Georgia Faculty Senate Rules and By-Laws at the end of the academic year.
  - a. The report shall include the following information about each subcommittee for the academic year:
    - i. Number of students beginning the year.
    - ii. Number of students promoted without remediation.
    - iii. Number of students promoted after remediation.
    - iv. Number of students repeating the year.
    - v. Number of students on long term leave of absence.
    - vi. Number of students dismissed.
    - vii. Other information of importance.
5. Official records are kept in an access-limited share file, with access limited to the committee and subcommittee members, and appropriate administrators.

#### **D. Notice of Meetings**

1. Notice and the agenda of meetings of the Student Promotions Committee and of the subcommittees shall be sent to all voting and ex-officio members. In addition, a notice of meetings of the Student Promotions Committee shall be sent to the Vice Dean of Academic Affairs, and the President of the Faculty Senate.

#### **E. Meetings of the Student Promotions Committee**

1. The Student Promotions Committee will meet at least annually to hear reports from each subcommittee.
2. A quorum for the Student Promotions Committee meetings shall consist of 50% of the voting members plus one.
3. Additional meetings of the Student Promotions Committee will be called to address matters such as, but not limited to:
  - a. At the request of and to assist a subcommittee.
  - b. To reconsider committee recommendations at the request of the Vice Dean of Academic Affairs.
  - c. To consider changes in Student Promotions Committee Policies and Procedures.
  - d. For the purpose of considering a student's academic performance and possible dismissal.

#### **F. Meetings of the Student Promotions Subcommittees**

1. A quorum for subcommittee meetings shall consist of 50% of the voting members plus one.
2. The subcommittee for each academic class year shall meet at least once each semester or as often as needed to consider the academic progress of their students.
3. The subcommittee of the senior class shall meet at least once each semester of the calendar year to consider applicants for graduation. Recommendations for student graduation shall be sent to the Vice Dean of Academic Affairs when approved by the Student Promotions Subcommittee.

#### **G. Recommendations of the Student Promotions Committee or Subcommittee**

1. The Student Promotions Committee and Subcommittees shall render decisions about matters brought to them for consideration. The Vice Dean has the prerogative to review decisions and assure compliance with applicable rules, regulations, and approaches established by MCG. In cases where the Vice Dean has concerns in these areas, he/she may refer back to the subcommittee (for subcommittee actions) or full committee (for committee or subcommittee actions) for reconsideration. In no case shall the Vice Dean impose dismissal when the committee has chosen otherwise. For matters other than the overall decision (e.g., dismissal, repeat of a year, remediation in the summer), such matters may be reconsidered by discussion between the Vice Dean and the committee/subcommittee chair.

### **III. Jurisdiction and Responsibilities**

#### **A. Jurisdiction/Approaches**

1. It is the responsibility of the faculty and the Student Promotions Committee to evaluate the records of academic performance and professional behavior of students enrolled at MCG.

2. The Student Promotions Committee may recommend that a student be denied continued enrollment at MCG if the student's academic performance or professional behavior/conduct casts serious doubt upon the student's potential capabilities as a physician.
3. An MCG student will have until June 30<sup>th</sup> in the sixth academic year following matriculation (approximately seventy months) to complete all requirements for MD degree inclusive of leaves of absence.
4. Students transferring from another medical school will be required to complete their education by June 30<sup>th</sup> in the sixth academic year following initial matriculation at the other school (approximately seventy months), inclusive of leaves of absence.
5. The Vice Dean of Academic Affairs may grant a student additional official leave time because of exceptional circumstances.
6. Students in the MD/PhD program will have until June 30<sup>th</sup> of the eighth year following initial matriculation (approximately ninety-four months) inclusive of leaves of absence.
  - a. If it appears a student will not complete the MD/PhD degrees within the eight years (ninety-four months), he/she must meet with the MCG Student Promotions Committee, Dean of The Graduate School (or their designee), Dean of MCG (or their designee), and the MD/PhD program director. A written report shall be filed as a PDF in an access-limited share file by the MCG Student Promotions Coordinator.
  - b. A student must complete the Preclerkship Curriculum, including passing the USMLE Step 1, before entering the PhD component of the MD/PhD program.
  - c. A student must successfully defend his/her thesis before entering or re-entering Clerkships/Clinical Phase of MCG.
  - d. A student who enters PhD education after the third year of medical school must pass USMLE Step 2 CK prior to entering the PhD component of the MD/PhD program.
7. The term "course" in this document refers to any course type, including course, module, intersession, clerkship, elective, selective, or other required component of the medical educational program.

## **B. Recognition of Student Problems**

1. The faculty, all educational program leaders, and the Student Promotions Committee are responsible for ensuring, insofar as possible, that students receive feedback regarding their academic performance. Students with unsatisfactory academic performance shall be notified of these deficiencies and recommended action for improvement in a timely fashion.
2. The chairperson of the subcommittee may initiate academic performance procedures when a subcommittee questions the appropriateness of a student's continuing in medical school at any time during or at the end of an academic year. (Section XII., "Academic Performance Hearing")
3. Final responsibility for meeting the academic requirements of MCG rests with the individual student.

## **C. Leave of Absence Policy**

The Student Promotions Committee may make recommendations related to student leaves of absence in accordance with the Leave of Absence Policy as approved by the Curriculum Oversight Committee: <https://www.augusta.edu/mcg/coffice/curriculum/policies.php>. (Appendix A)

#### **D. Meetings of Subcommittees for Evaluation and Recommendation of Students for Promotion and Graduation**

1. The subcommittees shall review each student's performance as grades become available during the year and make recommendations regarding remediation or dismissal based on the Student Promotions Policies and Procedures taking into account the course directors' recommendations.
2. Students completing all requirements of an academic period, including USMLE, Clinical Progression Assessment, and other required exercises, who have no concerns raised about professionalism are automatically recommended for promotion to the next academic period.
3. The subcommittee for the fourth-year class shall meet during the spring semester and as necessary to make recommendations to the Vice Dean of Academic Affairs regarding student graduation.

#### **IV. Criteria for Promotion, Graduation, and Dismissal**

The Student Promotions Committee makes recommendations and decisions in accordance with the Criteria for Promotion, Graduation and Dismissal as approved by the Curriculum Oversight Committee: <https://www.augusta.edu/mcg/coffice/curriculum/policies.php>.

#### **V. Standards of Academic Performance**

##### **A. Academic Requirements Graduate (All Campuses)**

1. A student must satisfactorily complete the required curriculum, including:
  - a. Required courses
  - b. Designated USMLE exams
  - c. Clinical Progression Assessments (CPAs)
  - d. All other MCG requirements

##### **B. Academic Requirements Preclerkship Experience - Augusta Campus**

1. Academic Requirements to Pass from Preclerkship Curriculum to the Clerkship Curriculum.
  - a. The student must pass all Preclerkship courses.
  - b. Successfully remediate deficiencies.

##### **C. Academic Requirements Preclerkship Experience - Athens Campus**

1. Academic Requirements to Pass from the Year 1 Curriculum to the Year 2 Curriculum.
  - a. The student must pass all Year 1 courses.
  - b. Successfully remediate deficiencies.
2. Academic Requirements to Pass from the Year 2 Curriculum to the Clerkship Experience.
  - a. Pass all Year 2 courses.
  - b. Pass USMLE Step 1.
  - c. Successfully remediate deficiencies.
  - d. Complete all Year 1 and 2 requirements and enter Clerkship Experience within four years of matriculation.
    - i. Note the exception for enrollment in the MD/PhD program.

**D. Academic Requirements to Complete Courses/Clerkship/Enrichment Experience and Graduate – Augusta Campus (Class of 2023); Athens Campus (all Classes)**

1. Pass all required courses.
2. Pass 16 weeks of electives.
3. Pass Clerkship CPA.
4. Pass USMLE Step 1.
5. Pass USMLE Step 2.

**E. Academic Requirements to Complete Courses/Clerkship/Enrichment Experience and Graduate – Augusta Campus (Class of 2024)**

Pass Core Curriculum Requirements

1. Pass all required courses.
2. Pass 6 weeks of electives.
3. Pass USMLE Step 1.
4. Pass USMLE Step 2.

Pass Requirements of Chosen Pathway

1. PGY1 Pathway – graduate and go to residency
2. Dual Degree Pathway – complete requirements of second degree
3. Enrichment Pathway –
  - a. Pass required enrichment phase courses (PCL, Scholarly Project Presentation)
  - b. Pass an additional 8 weeks of electives.
  - c. Pass three enrichment selectives – one advanced clinical elective, one scholarly project course, and any combination of one more of these.

**F. Academic Requirements to Complete Courses/Clerkship/Enrichment Experience and Graduate – Augusta Campus (Class of 2025 and beyond)**

Pass Core Curriculum Requirements

1. Pass all required courses.
2. Pass 6 weeks of electives.
3. Pass USMLE Step 1.
4. Pass USMLE Step 2.

Pass Requirements of Chosen Pathway

1. PGY1 Pathway – graduate and go to residency.
2. Dual Degree Pathway – complete requirements of second degree.
3. Enrichment Pathway –
  - a. Pass required enrichment phase courses (PCL, Scholarly Project Presentation).
  - b. Pass an additional 8 weeks of electives.
  - c. Pass five enrichment selectives – one advanced clinical elective, one scholarly project course, one integrative science course, and any combination of two more of these.

**G. Interpretation of Grades (All Campuses)**

1. **“A”** – Outstanding performance
2. **“B”** – Very good performance
3. **“C”** – Satisfactory; acceptable performance
4. **“D”** – Unsatisfactory; performance has not met the acceptable standards
5. **“F”** – Failing
6. **“P”** – Passing
7. **“S”** – Satisfactory

8. **“U”** – Unsatisfactory
9. **“CP”** - Continuing Progress – courses that cover more than one semester will receive a “CP” grade for the first semester. This does not affect the final grade or credit for the course.
10. **“NR”** - Not Reported - “NR” is a temporary grade used when a student has not completed all of the work at the end of a course. A student who has received an “NR” grade has one additional semester to complete the required work and to receive a final grade. A grade change form is required to remove the "NR" and assign the final grade. Any "NR" grade not removed after the next semester will be converted to an “F” grade. “NR” is different from “I” because “I” is used only when the student does not complete the work for non-academic reasons.
11. **“I”** – Incomplete; a student who is doing satisfactory work but, for non-academic reasons beyond his/her control is unable to meet the full requirements of the course, may be assigned an incomplete (“I”) grade. A form must be completed to assign the incomplete grade and must include justification. A student who has received an “I” grade has one additional semester to complete the required work and to receive a final grade. A grade change form is required to remove the incomplete and assign the final grade. Any incomplete grade not removed after the next semester will be converted to an “F” grade.

## **VI. Academic Deficiencies, Preclerkship Curriculum, Prescribing Remediation, Consideration for Dismissal (Augusta Campus)**

### **A. Definition of Deficiency in Preclerkship Experience**

1. Grade of unsatisfactory “U”, or failure to successfully remediate a module.
2. Failure to meet any of the core competencies in a module in which the student received a passing grade.
3. Professionalism Concerns.

### **B. Remediation Based on the Number and Severity of Deficiencies**

1. Remediation will be based on evaluation of the totality of the student’s record.
2. The subcommittee will consider the recommendations for remediation made by the appropriate faculty leadership of the educational program, modules, and/or phases from the appropriate campus.
3. The approach the subcommittee takes differs depending upon the number of deficiencies and the totality of performance, but may include:
  - a. Requirement for remedial work (independent, supervised, course, or other).
  - b. Taking examinations.
  - c. Repeating a course.
  - d. Repeating some or all of the year’s curriculum.
  - e. Setting an Academic Performance Hearing with the Student Promotions Committee.
4. One deficiency: The subcommittee chair, or his/her designee from the subcommittee, and the student’s Class Dean, will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate subcommittee for a vote.
  - a. If a student does not meet the minimum requirements for passing a preclerkship module on the Augusta campus, they will receive a grade of “U” for that module and be enrolled in a one-week remediation course that will occur immediately following the module and retake the end of module exam. If they are not successful with the one-week remediation, they will take a six-week remediation course before starting clerkships.

5. Two deficiencies: All members of the subcommittee will meet with the student and review the academic progress of students who have more than one deficiency.
  - a. Typically, the subcommittee will choose among the following three options:
    - i Remediation of the deficiencies at the end of the academic year.
    - ii Repeat of the academic year to be reviewed and approved during an Academic Performance Hearing with the Student Promotions Committee.
    - iii Dismissal to be reviewed and approved during an Academic Performance Hearing with the Student Promotions Committee.
6. Three or more deficiencies: A Full Promotions Committee Hearing will be held to meet with the student and review the academic progress of students who have more than two deficiencies. This meeting could lead to dismissal.
7. At the end of any semester or at the end of the entire preclerkship curriculum, the Student Promotions Committee has the ability to review the total academic performance of the student in the preclerkship curriculum and decide about repeating the semesters or dismissal.
8. An academic segment of the curriculum may only be repeated once: If a student achieves an unsatisfactory grade in any module/course during an academic semester that is being repeated, an Academic Performance Hearing will be initiated and the student will be subject to dismissal.

### **C. Remediation Preclerkship Track - Class of 2025 and beyond**

1. Students must meet all benchmarks to pass a module. If a student does not meet the benchmarks for passing a preclerkship module on the Augusta campus, they will receive a grade of "U" for that module and be enrolled in a one-week remediation course that will occur immediately following the module. If they are not successful with the one-week remediation, they will take a six-week remediation course before starting clerkships.
2. The grades for the initial course and the remediation course(s) will be included on the transcript. Failure to pass the one-week remediation will not be considered a second deficiency. Failure to pass the six-week remediation will be considered a second deficiency.

### **D. Notification and Scheduling of Remediation**

1. A remediation plan is designed by the subcommittee in collaboration with Curriculum.
2. The subcommittee Chair (or designee) submits the recommendation of the subcommittee, in writing, to the Vice Dean for Academic Affairs. The Vice Dean will review the recommendation to assure compliance with applicable rules, regulations, and approaches established by MCG, and may accept the recommendation, modify the recommendation, or refer back to the subcommittee, or the subcommittee chair.
3. The remedial plan is made known to the student, in writing, by the Chair of the student's subcommittee. The subcommittee Chair will notify the Associate Dean for Student Affairs and Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member of the remediation.
4. The student must schedule the remediation through the Curriculum Office.
5. A remediation plan may only begin after items 1-4 above have occurred.
6. Remediation may not be scheduled concurrent with any other module.
7. Remediation will be scheduled following the academic year in which the deficiency occurred, and prior to the onset of the subsequent academic year curriculum.

## **E. Grade Designation following Remediation for Preclerkship Experience**

1. A student must satisfactorily complete the required Preclerkship Experience courses/modules to be eligible for promotion and may not begin courses for the Clerkship Experience until the remediation is completed. Remediation guidelines are outlined above.
2. Grade designation following remediation will be as follows.
  - a. The student will be enrolled into the appropriate one credit hour remediation course, which will be designated as “MEDR” on the transcript.
  - b. If the student successfully completes the remediation course, a satisfactory grade (S) will be entered on the transcript for the remediation course.
  - c. If the student does not successfully complete the remediation, an unsatisfactory grade (U) will be entered on the transcript for the remediation course.
  - d. The remediated and original course grades will be recorded on the student’s transcript.

## **F. Consideration for Dismissal or Repeat**

1. The academic performance of each student in the Preclerkship Experience shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:
  - a. A student’s knowledge, character, mental or physical fitness casts grave doubt upon that student’s potential capabilities as a physician.
  - b. The student has accumulated three or more deficiencies.
  - c. The subcommittee requests a hearing.
  - d. The subcommittee recommends dismissal or repeat of an academic year.

## **VII. Academic Deficiencies, Preclerkship Experience, Prescribing Remediation, Consideration for Dismissal (Athens Campus)**

### **A. Definition of Deficiency in Year 1**

1. Grade of unsatisfactory “U”, or failure to successfully remediate a module.
2. Failure to meet any of the core competencies in a module in which the student received a passing grade.
3. Professionalism Concerns.

### **B. Definition of Deficiency in Year 2**

1. Grade of unsatisfactory “U”, or failure to successfully remediate a module.
2. Failure to meet any of the core competencies in a module in which the student received a passing grade.
3. Professionalism Concerns.

### **C. Remediation Based on the Number and Severity of Deficiencies**

1. Remediation will be based on evaluation of the totality of the student’s record.
2. The subcommittee will consider the recommendations for remediation made by the appropriate faculty leadership.
3. The approach the subcommittee takes differs depending upon the number of deficiencies and the totality of performance, but may include:
  - a. Requirement for remedial work (independent, supervised, course, or other).
  - b. Taking examinations.
  - c. Repeating a course.

- d. Repeating some or all of the year's curriculum.
  - e. Setting an Academic Performance Hearing with the Student Promotions Committee.
4. One deficiency: The subcommittee chair, or his/her designee from the subcommittee, and the Campus Associate Dean for Student Affairs will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate subcommittee for a vote.
    - a. Typically, the subcommittee will allow the student to remediate the deficiency at the end of the academic year and continue to the next year of the curriculum.
  5. Two deficiencies: All members of the subcommittee will meet with the student and review the academic progress of students who have more than one deficiency.
    - a. Typically, the subcommittee will choose among the following three options:
      - i Remediation of the deficiencies at the end of the academic year.
      - ii Repeat of the academic year to be reviewed and approved during an Academic Performance Hearing with the Student Promotions Committee.
      - iii Dismissal to be reviewed and approved during an Academic Performance Hearing with the Student Promotions Committee.
  6. Three or more deficiencies: A Full Promotions Committee Hearing will be held to meet with the student and review the academic progress of students who have more than two deficiencies. This meeting could lead to dismissal.
    - a. The subcommittee, with the concurrence of the Chair of the Student Promotions Committee, may defer the hearing until a later time in the academic year if the subcommittee believes that the additional period of observation will yield a better outcome for the student.
  7. At the end of the academic year, the Student Promotions Committee has the ability to review the total academic performance of the student in the preclerkship curriculum and decide about repeating the year or dismissal.
  8. An academic year may only be repeated once: If a student achieves an unsatisfactory grade in any module, course, intersession, clerkship, elective or selective during an academic year that is being repeated, an Academic Performance Hearing will be initiated and the student will be subject to dismissal.

#### **D. Notification and Scheduling of Remediation**

1. A remediation plan is designed by the subcommittee in collaboration with Curriculum.
2. The subcommittee Chair (or designee) submits the recommendation of the subcommittee, in writing, to the Vice Dean of Academic Affairs. The Vice Dean will review the recommendation to assure compliance with applicable rules, regulations, and approaches established by MCG, and may accept the recommendation, modify the recommendation, or refer back to the subcommittee, or the subcommittee chair.
3. The remedial plan is made known to the student, in writing, by the Chair of the student's subcommittee. The subcommittee Chair will notify the Associate Dean for Student Affairs and the Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member of the remediation.
4. The student must schedule the remediation through the Curriculum Office.
5. A remediation plan may only begin after items 1-4 above have occurred.
6. Remediation may not be scheduled concurrent with any other module.
7. Remediation will be scheduled following the academic year in which the deficiency occurred, and prior to the onset of the subsequent academic year curriculum.

## **E. Grade Designation following Remediation for Preclerkship Experience**

1. A student must satisfactorily complete the required Preclerkship Experience courses/modules to be eligible for promotion and may not begin courses for the Clerkship Experience until the remediation is completed. Remediation guidelines are outlined above.
2. Grade designation following remediation will be as follows.
  - a. The student will be enrolled into the appropriate one credit hour remediation course, which will be designated as “MEDR” on the transcript.
  - b. If the student successfully completes the remediation course, a satisfactory grade (S) will be entered on the transcript for the remediation course.
  - c. If the student does not successfully complete the remediation, an unsatisfactory grade (U) will be entered on the transcript for the remediation course.
  - d. The remediated and original course grades will be recorded on the student’s transcript.

## **F. Consideration for Dismissal or Repeat**

1. The academic performance of each student in the preclerkship curriculum shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:
  - a. A student’s knowledge, character, mental or physical fitness casts grave doubt upon that student’s potential capabilities as a physician.
  - b. The student has accumulated three or more deficiencies.
  - c. The subcommittee requests a hearing.
  - d. The subcommittee recommends dismissal or repeat of an academic year.

## **VIII. Academic Deficiencies, Clerkship and Enrichment Phase (Class of 2023), Prescribing Remediation and Consideration for Dismissal**

### **A. Definition of a Deficiency in Clerkship and Enrichment Phase**

1. Grade of D, F, or failure to successfully remediate a course.
2. Failure of USMLE Step 1 or Step 2.
3. Failure of the Clerkship CPA.
4. Failure to meet any of the core competencies in a course in which the student received a passing grade.
5. Students rated “Does Not Meet Expectations” or “Marginal” in any category of Professionalism that is endorsed by the clerkship director as warranted, will earn a “D” or “F” and will require consideration for remediation.

### **B. Remediation Based on the Number and Severity of Deficiencies**

1. Remediation will be based on the number of deficiencies and the totality of the student’s record.
2. The subcommittee will make recommendations to the Vice Dean of Academic Affairs.
3. The subcommittee will consider the course director’s recommendations for remediation.
4. The approach the subcommittee takes differs depending upon the number of deficiencies and the totality of performance, but may include:
  - a. Requirement for remedial work (independent, supervised, course, or other).
  - b. Taking examinations.
  - c. Repeating a course.
  - d. Repeating some, or all, of the Clerkship and Enrichment curriculum.
  - e. Setting an Academic Performance Hearing with the Student Promotions Committee.

5. One deficiency: The subcommittee chair, or his/her designee from the subcommittee, and the student's Class Dean will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate subcommittee for a vote.
  - a. Typically, the subcommittee will choose from the following options:
    - i. A student who has one clerkship deficiency ("D") may be allowed to remediate that deficiency at the end of the academic year, and if the student fails the remediation, the student will be required to repeat the clerkship in its entirety.
    - ii. A student who receives a failing ("F") grade in the required clerkship must repeat the clerkship before progressing to the next phase.
6. Two or more deficiencies: All members of the subcommittee will meet with the student and review the academic progress of students who have more than one deficiency.
  - a. Typically, the subcommittee will choose from the following options:
    - i. A student with two clerkship deficiencies in a single academic year may be allowed to retake the NBME shelf exam if they are the only deficiencies. A student who is unsuccessful in retaking an NBME shelf exam will be required to repeat the entire clerkship.
    - ii. A student may be required to repeat one or both clerkships.
    - iii. A student may be required to repeat the academic year.
7. Three or more deficiencies: A Full Promotions Committee Hearing will be held to meet with the student and review the academic progress of students who have more than two deficiencies. This meeting could lead to dismissal.
  - a. Typically, the subcommittee will choose the following options:
    - i. A student who fails remediation or who acquires three or more deficiencies within a single academic year may be required to repeat the entire year (this requirement includes clerkships that may have been passed previously).
    - ii. A student may be considered for dismissal.
8. An academic year may only be repeated once. If a student achieves an unsatisfactory grade in any course during an academic year that is being repeated, the student is subject to dismissal and an Academic Performance Hearing will be initiated.
9. A student who receives a failing ("F") grade in a course, must repeat it. If the student fails to achieve a satisfactory grade when the course is repeated, the student must present at an Academic Performance Hearing.
10. A student who receives an unsatisfactory grade in a required Enrichment course must remediate or repeat the course. If a student receives an unsatisfactory grade in an elective, the subcommittee may require that the student repeat the elective or may permit the student to choose another elective to meet graduation requirements.

### **C. Notification and Scheduling of Remediation**

1. A remediation plan is recommended by the subcommittee.
2. The subcommittee Chair (or designee) submits the recommendation of the subcommittee, in writing, to the Vice Dean of Academic Affairs. The Vice Dean may accept the recommendation, modify the recommendation, or refer back to the subcommittee.
3. The decision of the Vice Dean of Academic Affairs is made known to the student, in writing, by the Chair of the student's subcommittee. The subcommittee Chair will notify the Associate Dean for Student Affairs and Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member of the required remediation.

4. The student must schedule the remediation through the campus Curriculum Office.
5. A remediation plan may only begin after items 1-4 above have occurred.
6. Remediation cannot be scheduled concurrent with any other clerkship, elective, or selective.
7. Clerkship remediation must be scheduled at the beginning of the student's Enrichment phase unless another time is approved by the Associate Dean for Curriculum.

#### **D. Grade Designation following Remediation**

1. If the only reason for the "D" grade is failure of the NBME shelf exam, then for up to two clerkships the grade will be changed to a "C" (without annotation) after successfully passing the exam. The student will be permitted only one opportunity to retake the exam. If the student does not pass the retake of the NBME shelf exam the grade will be changed to an "F" and the student will be required to repeat the entire clerkship.
2. If a student is required to repeat a clerkship, the repeated and original clerkship grades will be recorded on the student's transcript; both grades will be used in calculating the student's grade point average.
3. The original course and grade will remain on the student's transcript.

#### **E. Consideration for Dismissal or Repeat**

The academic performance of each student in the Clerkship and Enrichment curriculum shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:

1. A student's knowledge, character, mental or physical fitness casts grave doubt upon that student's potential capabilities as a physician.
2. The student has accumulated three or more deficiencies.
3. The subcommittee requests a hearing.
4. The subcommittee recommends dismissal or repeat of an academic year.
5. A student receives a final grade of "F" in two clerkships, intercessions, electives, or selectives. A student receives a final grade of "F" and a final grade of "D" in two clerkships, intercessions, electives, or selectives.
6. A student receives a final grade of "D" in three clerkships, intercessions, electives, or selectives (prior to any remediation).
7. A student does not pass a clerkship, elective, or selective which he/she has been required to repeat.
8. A student was required to remediate deficiencies in two or more modules during the Preclerkship phase and obtains a deficiency in the Clerkship or Enrichment Phases, for which the student was required to repeat the clerkship.
9. A student has not passed either USMLE Step 1 or Step 2 in three attempts.
10. A student who repeats Preclerkship Phase and obtains:
  - a. An "F" in the Clerkship or Enrichment Phases.
  - b. A "D" in a clerkship, elective, or selective for which the department requires repeating the clerkship, elective, or selective.
  - c. A second "D" in Phase 3, for which the student is not required to repeat the clerkship, elective, or selective.

## **IX. Academic Difficulties and Deficiencies, Clerkship and Enrichment Phase (Class of 2024 and beyond), Prescribing Remediation and Consideration for Dismissal**

### **A. Grade Assignment – Clerkship and Enrichment Phase**

1. Clerkships have both a clinical and a shelf exam component with the final grade being comprised of a weighted average of the two.
  - a. Clinical grades are assigned based on evaluations by faculty at the end of the clinical portion of the clerkship.
  - b. Except for Emergency Medicine, which has only one shelf exam, the shelf exam score is comprised of the higher of two administered shelf exams – first attempt at end of the clerkship and retake at end of clerkship phase.
    - i. The first attempt is given at the end of the clinical portion of the clerkship(s).
    - ii. The second attempt is given during the shelf study course at the end of the clerkship year in both the traditional curriculum and the LIC curriculum.
2. Selectives and Electives are either letter graded or pass/fail, depending on the course, and the grades are assigned as one grade. There is no separate exam grade.

### **B. Definition of a Deficiency and Academic Difficulty - Clerkship and Enrichment Phase**

1. **Academic Difficulty**
  - a. Failure of first take of NBME shelf exam in more than one clerkship.
2. **Deficiency**
  - a. Grade of D, or F in a required course or activity.
  - b. Failure to successfully remediate a course or activity.
  - c. Failure of USMLE Step 1 or Step 2.
  - d. A significant concern about meeting any of the core competencies in a course in which the student received a passing grade.
  - e. Students rated “Unable to Perform” or “Needs Significant Assistance to Perform” (“Does Not Meet Expectations” or “Marginal”) in any category of Professionalism that is endorsed by the clerkship director as warranted, will earn a “D” or “F” and will require consideration for remediation.

### **C. Recommendations Based on the Number and Severity of Academic Difficulties**

1. All academic difficulties must be reviewed by the Promotions Subcommittee (or Full Committee as circumstances warrant).
2. The level of review will be based on the number of difficulties and the totality of the student’s record.
  - a. Warning of academic difficulty (i.e., unsuccessful first take NBME shelf exam score in one clerkship): Student meets with academic advisor.
  - b. One academic difficulty (i.e., unsuccessful first take NBME shelf exam score in two clerkships): Student meets with academic advisor; student meets with Class Dean and promotions subcommittee Chair and determine course of action.
  - c. Two academic difficulties (i.e., unsuccessful first take NBME shelf exam score in three clerkships): Student meets with advisor; student meets promotions subcommittee and determine course of action.
  - d. Three or more academic difficulties (i.e., unsuccessful first take NBME shelf exam score in four or more clerkships) - Student may need to meet with the promotions subcommittee at the discretion of the Class Dean and promotions subcommittee chair.

3. The subcommittee will consider the recommendations made by the appropriate faculty leadership, including input from the Class Dean and/or other representative(s) from Academic Affairs as well as the relevant course director, as appropriate.

#### **D. Remediation Based on the Number and Severity of Deficiencies**

1. Remediation will be based on the number of deficiencies and the totality of the student's record.
2. The subcommittee will make recommendations to the Vice Dean of Academic Affairs.
3. The subcommittee will consider the course director's recommendations for remediation.
4. The approach the subcommittee takes differs depending upon the number of deficiencies and the totality of performance, but may include:
  - a. Requirement for remedial work
  - b. Taking examinations
  - c. Repeating a course
  - d. Repeating some, or all, of the Clerkship or Enrichment curriculum.
  - e. Setting an Academic Performance Hearing with the Student Promotions Committee
5. One deficiency: The subcommittee chair, or his/her designee from the subcommittee, and the student's Class Dean will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate subcommittee for a vote.
  - a. Typically, the subcommittee will choose from the following options:
    - i. A student who has one clerkship deficiency ("D") may be allowed to remediate that deficiency at the end of the academic year, and if the student fails the remediation, the student will be required to repeat the clerkship in its entirety.
    - ii. A student who receives a failing ("F") grade in the required clerkship must repeat the clerkship prior to moving to the next phase of the curriculum.
6. Two or more deficiencies: All members of the subcommittee will meet with the student and review the academic progress of students who have more than one deficiency.
  - a. Typically, the subcommittee will choose from the following options:
    - i. A student with two clerkship deficiencies in a single academic year may be allowed to retake the NBME shelf exam if they are the only deficiencies. A student who is unsuccessful in retaking an NBME shelf exam will be required to repeat the entire clerkship.
    - ii. A student may be required to repeat one or both clerkships.
    - iii. A student may be required to repeat the academic year, to be reviewed and approved during an Academic Performance Hearing with the Student Promotions Committee.
7. Three or more deficiencies: A Full Promotions Committee Hearing will be held to meet with the student and review the academic progress of students who have more than two deficiencies. This meeting could lead to dismissal.
  - a. Typically, the subcommittee will choose the following options:
    - i. A student who fails remediation or who acquires three or more deficiencies within a single academic year may be required to repeat the entire year (this requirement includes clerkships that may have been passed previously).
    - ii. A student may be considered for dismissal.
8. An academic year may only be repeated once. If a student achieves an unsatisfactory grade in any course during an academic year that is being repeated, the student is subject to dismissal and an Academic Performance Hearing will be initiated.
9. A student who receives a failing ("F") grade in a course, must repeat it. If the student fails to achieve a satisfactory grade when the course is repeated, the student must present at an Academic Performance Hearing.

10. A student who receives an unsatisfactory grade in a required Enrichment course must remediate or repeat the course. If a student receives an unsatisfactory grade in an elective, the subcommittee may require that the student repeat the elective or may permit the student to choose another elective to meet graduation requirements.

#### **E. Remediation Guidelines – Clerkship and Enrichment Phase**

1. NBME Shelf Exam Deficiency:
  - a. A student who has one NBME shelf exam deficiency (failure of the shelf exam after the retake) may be required to retake the NBME shelf exam after a four-week study block for each exam deficiency.
  - b. A student who fails one NBME shelf exam remediation (failure of the above remediation) may be required to retake the whole clerkship.
  - c. A student who fails three or more NBME shelf exam after the retake or two or more shelf exam remediations may be required to repeat the entire clerkship phase of the curriculum (this requirement includes clerkships that may have been passed previously) or may be considered for dismissal.
2. Clerkship Clinical Deficiency:
  - a. A student who has one clinical deficiency (Grade of D or F in the clinical portion of the clerkship) may be required to repeat the clinical portion of the clerkship.
  - b. A student who has two clinical deficiencies (Grade of D or F in the clinical portion of the clerkship) may be required to repeat the clinical portion of one or both clerkships or may be required to repeat the clerkship phase of the curriculum.
  - c. A student who fails remediation or who has three or more clinical deficiencies may be required to repeat the entire clerkship phase of the curriculum (this requirement includes clerkships that may have been passed previously) or may be considered for dismissal.
3. Selective/Elective Deficiency:
  - a. A student who fails a selective or elective may be required to retake the same selective or elective or to take a different comparable selective or elective.
4. Deficiency in other required activities (CPAs, etc.):
  - a. Students who have deficiencies in one or two other activities may be required to repeat those required activities.
  - b. Students who have three or more deficiencies in required activities may be required to repeat those activities or may be considered for dismissal.

#### **F. Notification and Scheduling of Remediation**

1. A remediation plan is recommended by the subcommittee.
2. The subcommittee Chair (or designee) submits the recommendation of the subcommittee, in writing, to the Vice Dean of Academic Affairs. The Vice Dean may accept the recommendation, modify the recommendation, or refer to the subcommittee.
3. The decision of the Vice Dean of Academic Affairs is made known to the student, in writing, by the Chair of the student's subcommittee. The subcommittee Chair will notify the Associate Dean for Student Affairs and Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member of the required remediation.
4. The student must schedule the remediation through the campus Curriculum Office.
5. A remediation plan may only begin after items 1-4 above have occurred.

6. Remediation cannot be scheduled concurrent with any other clerkship, elective, or selective.
7. Clerkship remediation:
  - a. Clinical: Remediation of the clinical portion of a clerkship will be scheduled in the next available clerkship block following the failure. This may involve rescheduling of a previously scheduled clerkship.
  - b. NBME Shelf Exam: Remediation of a NBME shelf exam deficiency will be scheduled in the next available four-week block following the deficiency.
8. Selective/Elective remediation will take place in the next available four-week block following the deficiency.
9. A student must complete the required remediation according to the above schedule unless another time is approved by the Associate Dean for Curriculum.
10. The Associate Dean for Curriculum will notify the appropriate faculty member of the required remediation.

### **G. Grade Designation following Remediation – Clerkship and Enrichment Phase**

1. NBME Shelf Exam Deficiency:
  - a. Students who successfully pass up to two NBME shelf exam retakes after the appropriate remediation will be assigned a grade of “C” (without annotation).
  - b. Students who fail a shelf exam remediation will be required to retake the entire clerkship. Grades in this case are assigned in the same manner as a student who must retake an entire clerkship because of a clerkship clinical failure.
  - c. If a student is required to repeat a clerkship, the repeated and original clerkship grades will be recorded on the student’s transcript; both grades will be used in calculating the student’s grade point average.
  - d. The original course and grade will remain on the student’s transcript.
2. Clerkship Clinical Deficiency:
  - a. If a student is required to repeat a clerkship, the repeated and original clerkship will be recorded on the student’s transcript; both grades will be used in calculating the student’s grade point average.
  - b. The original course and grade will remain on the student’s transcript.
3. Selective/Elective Deficiency:
  - a. If a student is required to repeat a Selective or Elective, the repeated and original course will be recorded on the student’s transcript; both grades will be used in calculating the student’s grade point average.
  - b. The original course and grade will remain on the student’s transcript.

### **H. Consideration for Dismissal or Repeat - Clerkship and Enrichment Phase**

1. The academic performance of each student in the Clerkship and Enrichment phases of the curriculum shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:
  - a. A student’s knowledge, character, mental or physical fitness casts grave doubt upon that student’s potential capabilities as a physician.
  - b. The student has accumulated three or more deficiencies.
  - c. The subcommittee requests a hearing.
  - d. The subcommittee recommends dismissal or repeat of an academic year.
  - e. A student receives a final grade of “F” in two Clerkship/Enrichment courses or activities.

- f. A student receives a final grade of “F” and a final grade of “D” in two Clerkship/Enrichment courses or activities.
- g. A student receives a final grade of “D” in three Clerkship/Enrichment courses or activities.
- h. A student does not pass a required remediation.
- i. A student was required to remediate deficiencies in two or more modules during the Preclerkship phase and obtains a deficiency in Clerkship/Enrichment Phase, for which the student was required to repeat the clerkship.
- j. A student has not passed either USMLE Step 1 or Step 2 in three attempts.
- k. A student who repeats a semester or more of Preclerkship and is required to repeat a clerkship, elective or selective in the Clerkship or Enrichment phase.

## **X. United States Medical Licensing Examinations (USMLE)**

### **A. USMLE Step 1**

- 1. A student may not take USMLE Step 1 until he/she has satisfactorily completed the entirety of the preclerkship curriculum.
- 2. A student must pass USMLE Step 1 to graduate.

### **B. USMLE Step 2**

- 1. A student may not take USMLE Step 2 until he/she has satisfactorily completed the entirety of the core clerkship curriculum.
- 2. A student must pass USMLE Step 2 to graduate.

### **C. Remediation**

- 1. A student must have all USMLE Step scores reported to MCG each time he/she takes the exam.
- 2. A student will be subject to dismissal if he/she is unable to pass USMLE Step 1 or Step 2 in three attempts. Students will not be certified by MCG to take the USMLE Step 1 or Step 2 examinations more than three times for each unless the student presents compelling evidence of extenuating circumstances that contributed to the failures and that those circumstances have resolved. A decision to allow a fourth attempt of either exam will follow the Academic Performance Hearing process as outlined in above and must be recommended by a two-third majority of those present and eligible to vote and approved by the Vice Dean of Academic Affairs.

## **XI. Professionalism**

The Student Promotions Committee makes recommendations and decisions related to professionalism in accordance with the Student Professionalism policy approved by the Curriculum Oversight Committee: <https://www.augusta.edu/mcg/coffice/curriculum/policies.php>. (Appendix C)

As an academic competency, professionalism also falls under the purview of the Student Promotions Committee. The Medical College of Georgia strives to maintain a positive learning environment as detailed in the Achieving a Positive Learning Environment Policy. (Appendix D)

All medical students are expected to consistently conduct themselves in a professional manner, consistent with both AU policy and MCG policy. Where MCG policy is inconsistent with AU policy, MCG policy supersedes AU policy. AU policies can be found at the following link: <https://www.augusta.edu/services/legal/policyinfo/policies.php>.

Physicians share a commitment to professionalism and regulate or govern themselves through peer reviews, hospital committees, and state medical boards. Physicians are also expected to practice in accord with a code of ethics. Therefore, medical students are expected to operate under similar guidelines throughout the course of their academic careers.

#### **A. Professional Misconduct:**

1. Professional behavior is expected both on and off campus. The Associate Dean of Student Affairs and the Student Promotions Committee have the initial and primary responsibility for reviewing instances of unprofessional student behavior and determining the appropriate response. Professional misconduct by students has broad implications for the well-being of students, faculty, and staff at the Medical College of Georgia. It is important for students, as physicians in training, to understand that there are many behaviors that, although legal, are not professional or fitting of a physician. Professional misconduct includes, but is not limited to:
  - a. Violation of conduct described in course policies or syllabi, or as communicated by the instructor.
  - b. Violation of any code of ethics of the medical profession.
  - c. Academic dishonesty including cheating, or attempted cheating; stealing, or attempted stealing; plagiarism; misrepresentation; or academic misconduct.
  - d. Engaging in or contributing to any activity that disrupts or interferes with the intended teaching, research, or outreach programs of the Medical College of Georgia, on campus or at affiliated training sites.
  - e. Arriving late or leaving early for any curricular or professional activity, including classroom, lab, and clinical experiences, without an excused absence.
  - f. Failure to do any of the following:
    - i. Participate in any required curricular experience, including assessments, without an excused absence.
    - ii. Submit an assignment on time.
    - iii. Keep an appointment with faculty, staff, or administration.
    - iv. Complete assigned duties.
    - v. Follow instructions.
  - g. Failure to show respect for faculty, staff, students, or patients, including failure to use requested forms of address.
  - h. Failure to communicate and interact with professional staff and members of the health care team, including peers and patients, in a considerate manner and with a spirit of cooperation.
  - i. Unprofessional dress (as outlined in the professional program, class, and/or clinical agency policies) during classes, clinical experiences, or when representing the Medical College of Georgia.
  - j. Bringing family members, guests, and pets to the classroom or other instructional facilities (ex. gross anatomy laboratory, simulation lab) or to any curricular or professional academic activities without prior consent of the instructor.
  - k. Falsifying application, forms, documents, reports, or records of any kind; or providing false or misleading information to Medical College of Georgia personnel prior to admission, or while an active member of MCG's academic programs.
  - l. Unauthorized accessing or revealing of confidential information about faculty, staff, or students of the Medical College of Georgia.
  - m. Violation of patient respect and confidentiality in any practice/learning setting.
  - n. Theft, damaging, defacing, or unauthorized use or misuse of any property of the Medical College of Georgia or training sites.
  - o. Improper internet behavior.
  - p. Computer usage that violates AU/MCG and/or clinical sites acceptable use policies.

- q. Sexual harassment as defined by AU and/or clinical sites.  
<https://www.augusta.edu/student-life/conduct/sexual-misconduct-policy.php>
- r. Harassment (including cyber bullying), threats of violence, intent to do harm.  
<https://www.augusta.edu/services/legal/policyinfo/policy/anti-harassment-non-discrimination-policy>
- s. Violation of the University System of Georgia Board of Regents Sexual Misconduct Policy <https://www.usg.edu/policymanual/section6/C2655>
- t. Endangering patients, faculty, staff, and/or fellow students, or damaging their property.
- u. Intoxication, abuse, possession, use and/or illegal sale of alcohol, drugs, chemicals, firearms, explosives or weapons within the Medical College of Georgia campus or while acting as a student or representative of the Medical College of Georgia.
- v. Any violation, arrest, and/or conviction of any federal, state, or municipal law other than minor traffic violations (e.g., speeding or parking tickets). Any individual violating these laws is required to report the violation to the Student affairs office within 7 days of the event.
- w. Any violation of a Medical College of Georgia rule or rule at a professional experience site.
- x. Pleading no contest or being involved in adjudication that is withheld.
- y. Failure to report any violation, arrest, or conviction of any federal, state, or municipal law to the Office of Student Affairs within 7 days of the event.

## B. Reporting Process

1. Students are required to report any incidents of professional misconduct, as outlined above, to the appropriate Student Affairs Dean within seven days of the occurrence.
2. If a faculty member is aware that a student has violated the conduct policy outside of the classroom, they shall remind the student of the policy and direct the student to self-report any professional misconduct violations to the appropriate Student Affairs Dean within seven days of the occurrence.
3. The aforementioned faculty member is encouraged to report his/her finding independently to the appropriate Student Affairs Dean within seven days of the occurrence.
4. Any concerns regarding mistreatment of any student by peer, staff, or faculty should be reported using the Student mistreatment reporting portal.  
<https://www.augusta.edu/mcg/students/studentmistreatment.php>

## C. Professionalism Actions

1. The Student Affairs Deans and Student Promotions Committee Chair are responsible for transferring cases to the Student Promotions Committee or appropriate Subcommittee which may issue or recommend disciplinary actions on behalf of the Medical College of Georgia. The Student Promotions Committee or Subcommittee will take all available information into consideration in its discussions of student professionalism concerns. Disciplinary action for professional misconduct will depend on the circumstances and may include dismissal or other action decided upon by the committee.
  - a. The committee may review the circumstances and decide to issue a letter of reprimand via the decision letter from the Subcommittee/Full Committee chair. This will be considered a deficiency in terms of being used by the committee to determine next steps should further professionalism concerns arise. However, it will not be considered a deficiency in terms of being placed on the student's Medical School Performance Evaluation (MSPE). Any individual violating the DUI/DWI laws may be required to undergo an alcohol/drug evaluation through the Georgia Physicians Health Program (PHP).

- b. Probation: Professionalism Concern:
    - i A student may be recommended by the Student Promotions Subcommittee to be placed in the category of “Probation: Professionalism Concern” for any breach of professionalism that requires the Subcommittee’s review and is felt to constitute a substantial breach of professional behavior. The Subcommittee’s decision will be reviewed and approved during an Academic Performance Hearing with the Student Promotions Committee.
    - ii A student may be placed in the category of “Probation: Professionalism Concern” by the Student Promotions Committee for any breach of professionalism that requires the Full Committee’s review and is felt to constitute a substantial breach of professional behavior.
    - iii Probation: Professionalism Concern is considered to be a deficiency and will be reported in all official documentation.
  - c. Students may be placed on immediate leave of absence and suspension from the Medical College by the action of the Vice Dean for Academic Affairs or designee.
2. Requirements in the Category of Probation: Professionalism Concern: Students placed in the category of “Probation: Professionalism Concern” will:
- a. Be informed of their status and will be followed at specified intervals by their Student Promotions Subcommittee or Full Committee until the issues of concern are satisfactorily resolved. Students will also likely need to meet with their Class Dean on a regular basis as determined by their Student Promotions Subcommittee/Full Committee.
  - b. Be offered guidance and an appropriate professional referral(s) toward the resolution of behaviors of concern.
  - c. Remain in this category until the Student Promotions Subcommittee/Full Committee reviews and determines that it is appropriate to remove the designation. During this period, the student may not hold any leadership or officer position within MCG, will not be excused for travel for any professional conference. Students on professionalism probation may not be approved for any away electives at the discretion of the Student Promotions Subcommittee.
  - d. Students who are on Probation: Professionalism Concern may not enroll in the Dual Degree pathway.
  - e. Students may be dismissed from the Medical College of Georgia by action of the Full Promotions Committee in the event of additional academic or professionalism concerns while on probation.
  - f. Medical Student Performance Evaluation (MSPE): Students placed on “Probation: Professionalism Concern” will have this noted on their Medical School Performance Evaluation (MSPE) with corresponding dates.
3. Student Appeals of Professionalism Actions.
- a. Students placed on Probation: Professionalism Concern have the right to appeal. Students must follow the process outlined in the section on appeals.

## **XII. Academic Performance Hearing**

### **A. Notification of Academic Performance Hearing**

1. The chairperson of the Student Promotions Subcommittee shall inform the Vice Dean of Academic Affairs and the chairperson of the Student Promotions Committee when a student’s academic record or concerns regarding professional behavior meet the criteria for dismissal or repeat year consideration by the Student Promotions Policies and Procedures. The subcommittee may choose to make a recommendation to the Student Promotions Committee, and if such a recommendation is made, it will be included in the summary letter from the subcommittee chair.

2. The Student Promotions Committee chairperson and the Student Affairs Dean shall ascertain within one week of informing the Vice Dean of Academic Affairs that all records are prepared for the Academic Performance Hearing.

## **B. Notification of Rights**

1. The Student Promotions Committee or Subcommittee Chair shall notify the student that an Academic Performance Hearing by the Student Promotions Committee will be held on the date specified. There should be at least five (5) business days after the student receives notification and before the hearing. At the time of notification of the Academic Performance Hearing, the student shall be advised by the Student Promotions Committee or Subcommittee Chair, in writing, that a student's rights are as follows:
  - a. The student must be furnished with a written statement giving the reasons for consideration of dismissal or repeat year.
  - b. The student must be allowed to inspect his/her medical school file, including materials upon which the proposed dismissal or repeat year is based, and shall be made available to the student at least five (5) business days prior to the Academic Performance Hearing.
  - c. At the hearing, the student will be allowed to present his/her version of the circumstances that prompted the Academic Performance Hearing.
  - d. The student may submit documentary evidence in advance of the hearing. Those documents must be provided to the office of Student Affairs at least forty-eight (48) hours prior to the Academic Performance Hearing, to be placed in an access-limited share file accessible by all voting and ex-officio members.
  - e. The student is strongly encouraged to have a faculty advocate present to advise the student during the hearing. Members of the Dean's staff and members of the Student Promotions Committee or Subcommittees shall not serve as a faculty advocate during the hearing.
  - f. The hearing will be held on the designated date and time and location. If the student does not appear despite appropriate notice, the hearing may continue in the student's absence.

## **C. Academic Performance Hearing by the Student Promotions Committee**

1. All documents pertaining to the hearing shall be made available to the Student Promotions Committee members at least forty-eight (48) hours prior to the Academic Performance Hearing.
2. The chairperson of the Student Promotions Committee shall preside at the hearing.
3. A quorum (fifty percent of voting members plus one) of the Student Promotions Committee must be present at the hearing.
4. The student's rights shall be as set forth in Section XII B. The objective of the hearing is to present information regarding the student's performance that prompted the Academic Performance Hearing so that an informed decision concerning the student's academic status can be reached. For an Academic Performance Hearing, attendance shall be in person. The decision and the voting results shall be sent in writing to the Vice Dean of Academic Affairs by the Chair of the Student Promotions Committee.
5. The Student Promotions Committee shall listen to the evidence and make a decision to dismiss, repeat the year, or continue in the curriculum, with or without some other stipulation(s). Unless the decision is for dismissal, the Student Promotions Committee may also include Academic Probation or Probation: Professionalism Concern. A simple majority of those present and voting is required to recommend Academic Probation or Probation: Professionalism Concern. A two-thirds majority of those present and voting is

required to decide on dismissal. The Vice Dean has the prerogative to review decisions and assure compliance with applicable rules, regulations, and approaches established by MCG. The Vice Dean may accept the decision or refer back to the committee for re-consideration. In no case shall the Vice Dean impose dismissal when the committee has chosen otherwise.

#### **D. Deficiencies Subsequent to Academic Performance Hearing and Academic Probation or Probation for Professionalism Concern**

1. Academic Probation:
  - a. Students who have been required to repeat an academic year or who have been considered for dismissal and allowed to continue their studies will be placed on Academic Probation.
  - b. Students who receive another deficiency (see definitions in Sections VI., VII., VIII. and IX.) while on Academic Probation following an Academic Performance Hearing may be considered for dismissal by the Student Promotions Committee.
  - c. Students will remain on Academic Probation for one year after all deficiencies have been remediated or until graduation requirements are fulfilled, whichever comes first.
2. Probation: Professionalism Concern:
  - a. Students who have been required to repeat an academic year or who have been considered for dismissal when there is an issue pertaining to professionalism and allowed to continue their studies will be placed on Probation: Professionalism Concern.
  - b. Students who receive another deficiency while on Probation: Professionalism Concern following an Academic Performance Hearing may be considered for dismissal by the Student Promotions Committee.
  - c. Students placed on Probation: Professionalism Concern will remain in this category as designated by the Student Promotions Committee or Subcommittees.

### **XIII. Student Appeal Process**

#### **A. Students Right to Appeal**

1. Students recommended and approved for the following, have the right to appeal:
  - a. Remediation programs for failed courses
  - b. Repeat of an entire academic year
  - c. A probation/professionalism concern
  - d. Academic probation
  - e. Dismissal
2. The student must be allowed to inspect his/her medical school file, including materials upon which the proposed dismissal or repeat year is based and shall be made available to the student at least five (5) business days prior to the Academic Performance Hearing.
3. Medical Student Performance Evaluation (MSPE)
  - a. Students have the opportunity to review their MSPE and request corrections of factual inaccuracies.
  - b. Such requests shall not be made a part of the student's school file and shall not be mentioned in the MSPE.
  - c. Students shall have the opportunity to review their final MSPE.
  - d. The review/appeal of the student's MSPE does not take the place of the student's responsibility to follow established school policy and timelines regarding the appeal of module/clerkship grades and comments.
  - e. After the student has discussed concerns about the content or wording of their MSPE with the MSPE author, the student has the prerogative of appealing the wording in the

- MSPE to the Ad Hoc Committee described below. The portion of the MSPE that is available for review shall be the component that is developed by the author, specifically the “unique characteristics” and “summary” sections. This appeal needs to be made, in writing, within two (2) business days of review.
- f. The Ad Hoc Committee shall be comprised of the Chair of the Student Promotions Committee and the chairs of each of the four subcommittees.
  - g. The decision of the Ad Hoc Committee shall be rendered within ten (10) business days and the decision of the committee shall be final.
4. Student appeals of a grade or narrative report is described in the appendix.
  5. Decisions of the Student Promotions Committee(s)
    - a. In response to the Student Promotions Committee’s (or a subcommittee’s) decision, the Student Promotions Committee chair, or designee (subcommittee chair) will notify the student, in writing, of the decision.
    - b. If the decision is referred for reconsideration, a second meeting of the Student Promotions Committee (or a subcommittee) shall be held within ten (10) business days. A two-thirds majority of those present and voting is required to sustain the initial decision or offer a new decision with respect to the Vice Dean of Academic Affairs’ previous comments. The Chair shall then notify the student of a decision in writing within five (5) business days of making that decision.
  6. Student Appeal procedures for committee actions: If the student chooses to appeal a decision by the Student Promotions Committee (or one of its subcommittees) for Academics and/or Professionalism, related to: a) remediation programs for failed courses; b) repeat of an entire academic year; c) probation: professionalism concern; d) academic probation, or; e) dismissal, he/she has the right to appeal that decision. Student appeals must be pursued according to the procedure outlined below:
    - a. An appeal of one of the aforementioned decisions must be made in writing within 10 business days of notice of the initial decision of the send date of the recommended and approved decision and within five (5) business days of appellate decisions in each of the steps below. Appeal letters must specify in detail one or more of the following bases of appeal:
      - i. The action is considered too severe for the offense.
      - ii. The action is believed to have been made in an arbitrary or capricious manner.
      - iii. The finding that a policy of the Student Promotions Policies and Procedures was violated is believed to not be substantiated by evidence.
      - iv. The student’s rights were believed to have been violated (student must specify those rights believed to have been violated).
    - b. If a student is appealing a decision by one of the Student Promotions Subcommittees, that appeal is submitted to the Student Promotions Committee. The Student Promotions Committee then meets and comes to a conclusion.
    - c. If a student is appealing a decision by the Student Promotions Committee, that appeal is submitted to the Vice Dean of Academic Affairs. The Vice Dean may:
      - i. Accept, reject, or modify, the decision but may not impose dismissal when the committee did not recommend dismissal.
      - ii. Appoint an Ad Hoc Student Promotions Reconsideration Committee of three experienced faculty members as advisory to his/her decision.
      - iii. The Vice Dean shall then notify the student of a decision, in writing, within twenty (20) business days of the appeal.
    - d. If a student is appealing a decision by the Vice Dean of Academic Affairs, that appeal is submitted to the Dean of MCG. The Dean may:
      - i. Accept, reject, or modify, the decision but may not impose dismissal when the committee did not recommend dismissal.

- ii. Appoint an Ad Hoc Student Promotions Reconsideration Committee of three experienced faculty members as advisory to his/her decision.
- iii. The Dean shall then notify the student of a decision, in writing, within twenty (20) business days of the appeal.
- e. The student has the right to appeal the decision of the Dean pursuant to the Augusta University policy attached in Appendix E.
- f. MCG Curriculum Office grade appeal process:  
<https://www.augusta.edu/mcg/coffice/curriculum/policies.php>

#### **XIV. Annual Distribution of Faculty Senate SAPPCC Policies and Procedures**

A URL of the Faculty Senate Student Academic Promotions and Professionalism Conduct Committee Policies and Procedures is sent annually to all Medical College of Georgia medical students via the MCG student e-mail list at the beginning of each academic year. Students are strongly encouraged to read and understand the policies and procedures contained in this document and agree to accept and abide by these policies and procedures. The Faculty Senate Student Academic Promotions and Professionalism Conduct Committee Policies and Procedures is also available for students on the MCG Student Promotions webpage:  
<https://www.augusta.edu/mcg/facultysenate/stdpromo.php>.

#### **XV. Incomplete Disciplinary Process**

Resolution of all matters under jurisdiction of the Student Promotions Committee is required prior to permitting graduation or promotion.

#### **XVI. Graduation**

The Student Promotions Committee makes decisions and recommendations related to graduation in accordance with the Graduation Policy as approved by the Curriculum Oversight Committee:  
[https://www.augusta.edu/mcg/coffice/curriculum/documents/graduation\\_policy\\_pdf.pdf](https://www.augusta.edu/mcg/coffice/curriculum/documents/graduation_policy_pdf.pdf).  
(Appendix F)

If a student is enrolled in an elective or selective during the May rotation and that is his/her only remaining graduation requirement, he/she may participate in the hooding and graduation ceremonies. A student who has not fully completed all graduation requirements, but wants to participate in the graduation and/or hooding ceremonies must submit a request, in writing, to the Student Promotions Subcommittee for their class no later than April 1<sup>st</sup> of that year. The subcommittee will consider the student's request and make its recommendation. The subcommittee Chair will submit the recommendation to the Vice Dean of Academic Affairs who will uphold or deny the recommendation.

## **XVII. Appendices**

Appendix A: Leave of Absence Policy

<https://www.augusta.edu/mcg/coffice/curriculum/policies.php>

Appendix B: Criteria for Promotion, Graduation, and Dismissal

<https://www.augusta.edu/mcg/coffice/curriculum/policies.php>

Appendix C: Student Professionalism Policy

<https://www.augusta.edu/mcg/coffice/curriculum/policies.php>

Appendix D: Achieving a Positive Learning Environment Policy

<https://www.augusta.edu/mcg/coffice/curriculum/policies.php>

Appendix E: Augusta University Student Appeal Policy

<https://www.augusta.edu/services/legal/policyinfo/policy/student-academic-appeals-policy.pdf>

Appendix F: Graduation Policy

<https://www.augusta.edu/mcg/coffice/curriculum/policies.php>



## Medical College of Georgia Academic Affairs

### Leave of Absence Policies

*For purposes of this policy, when the title “Associate Dean for Student and Multicultural Affairs” is used it refers to either the Associate Dean for Student and Multicultural Affairs in Augusta or the Campus Associate Dean for Student and Multicultural Affairs in Athens.*

*When the term “curriculum dean” is used, it refers to the Associate Dean for Curriculum in Augusta or the Campus Associate Dean for Curriculum in Athens.*

*When the term a “student affairs dean” is used, it refers to any of the student affairs deans including the Associate Dean for Student and Multicultural Affairs in Augusta, the Campus Associate Dean for Student and Multicultural Affairs in Athens, and the class associate deans in Augusta.*

#### **Appendix A**

##### **1. Excused Absence**

- a. Excused absences of up to 5 days may be granted by any student affairs dean at the student’s campus (Augusta or Athens). An excused absence may be extended up to two (2) weeks, or 10 school days at the request of the appropriate student affairs dean with the approval of the Senior Associate Dean for Undergraduate Medical Education (UME) in Augusta or the Campus Dean in Athens. Absences beyond 10 days will require that the student be put on a formal leave of absence. Please see Appendix B for policy governing leaves of absence.

##### **2. Emergency Leaves of Absence**

- a. Emergency leaves of absence can be recommended by any student affairs dean and approved by the Senior Associate Dean for UME in Augusta or the Campus Dean in Athens for up to ten working days. All missed work must be completed in a timely fashion.

##### **3. Administrative Leave of Absence**

- a. Students may be placed on administrative leave as a result of action taken by the Student Promotions Committee or by the Senior Associate Dean for UME in the circumstances that a student’s continued enrollment poses a risk to the health and safety of themselves or others or causes a significant disruption to members of the MCG/Augusta University Community.

#### **Appendix B**

## Personal Leaves of Absence

- a. Any student enrolled in the Medical College of Georgia may request from the appropriate student affairs dean a personal leave of absence in the event of:
  - i. The birth of a child of the student
  - ii. The placement of a child with the student for adoption
  - iii. A serious health condition of the student's child, spouse, parent, or spouse's parent necessitating the student's presence
  - iv. A serious health condition of the student which renders him/her unable to perform the duties of a student
  - v. Leave due to academic issues
  - vi. Extra preparation/study for the USMLE Step 1, Step 2 CK, and Step 2 CS
  - vii. Academic enrichment (research, fellowship, mission trip, etc.)
  - viii. Personal and/or medical reasons
  - ix. Others will be considered on a case by case basis.
- b. A personal leave of absence may be for no longer than twelve months, and may be for shorter periods of time.
- c. Students taking a personal leave of absence are required to make up all missed work and may need to restart the academic year or segments thereof.
- d. Personal leave of absence request procedures: Students must request a personal leave of absence from the Medical College of Georgia by submitting a written request to the appropriate student affairs dean.

The request should state the following:

- i. The reason the leave is being requested
  - ii. The inclusive dates (i.e., beginning and ending) of the leave
  - iii. The plan for communication with the appropriate student affairs dean during the leave
- e. The Student shall discuss with the appropriate student affairs dean the implications of the leave on the six-year rule for completing the MD degree (Section II.A.3), as well as the impact on scholarship(s), health insurance, financial aid, and loan repayment
  - f. A letter of support for the action should be included if appropriate (i.e., physician letter, etc.)
  - g. The appropriate class Dean at the Augusta campus will inform the Associate Dean for Student & Multicultural Affairs of the request. Students at the Athens campus will inform the Associate Dean for Student & Multicultural Affairs at the Athens campus directly. If the Associate Dean for Student & Multicultural Affairs is supportive of the student's request, the matter will be forwarded to the curriculum dean who will in conjunction with appropriate course directors and department chairs, develop conditions that must be met by the student and any necessary

remediation activities the student is to complete during or after the personal leave.

- h. A letter will be issued to the student that stipulates the terms of the Leave of Absence within 10 days of the approval of the leave. The terms of the letter must be approved by the Senior Associate Dean for UME, and, for students at the Athens Campus, the Campus Dean.
- i. Students receiving financial aid through the Augusta University must comply with all federal policies to maintain eligibility for aid.
- j. In cases where the leave of absence extends for more than sixty calendar days, the student must confirm his/her plans to re-enroll by notifying the appropriate student affairs dean in writing at least thirty calendar days prior to the previously determined re-enrollment date unless otherwise stipulated in the Leave of Absence letter. The Associate Dean for Student & Multicultural Affairs at either campus will then notify the curriculum dean and the Registrar of the point within the curriculum at which (semester and year) the student will re-enroll. Students seeking reinstatement will be required to meet all conditions for reinstatement that had been established.
- k. Students who fail to confirm their re-enrollment date in accordance with this policy or students who do not notify the appropriate student affairs dean of a change in plans may be permanently withdrawn from the Medical College of Georgia. Students must also complete all institutional procedures required for re-instatement as specified by the College and Registrar.
- l. The student affairs dean will notify involved course directors when a leave of absence of any type has been granted, and when students have been approved to return.



# The Medical College of Georgia Office of Academic Affairs

Approved on: Prior to 2021  
Effective on: Immediately  
Last Approval/Revision: 12/2022  
Expires: N/A

Applicable to: All Students  
Approved by: COC/Promotions  
Category: Redbook  
Context:

## Criteria for Promotion, Graduation, and Dismissal

### I. Standards of Academic Performance

#### A. Academic Requirements Graduate (All Campuses)

1. A student must satisfactorily complete the required curriculum,
  - a. including required courses
  - b. designated USMLE exams
  - c. Clinical Progression Assessments (CPAs)
  - d. and meet all other MCG requirements.

#### B. Academic Requirements Preclerkship Experience - Augusta Campus

1. **Academic Requirements to Pass from Preclerkship Curriculum to the Clerkship Curriculum**
  - a. The student must pass all Preclerkship courses.
  - b. Successfully remediate deficiencies.

#### C. Academic Requirements Preclerkship Experience - Athens Campus

1. **Academic Requirements to Pass from the Year 1 Curriculum to the Year 2**
  - a. The student must pass all Year 1 courses.
  - b. Successfully remediate deficiencies.
2. **Academic Requirements to Pass from the Year 2 Curriculum to the Clerkship Experience (Athens Campus)**
  - a. Pass all Year 2 courses.
  - b. Pass USMLE Step 1.
  - c. Successfully remediate deficiencies.
  - d. Complete all Year 1 and 2 requirements and enter Clerkship Experience within four years of matriculation.
    - i. Note the exception for enrollment in the MD/PhD program.

#### D. Academic Requirements to Complete Courses/Clerkship/Enrichment Experience and Graduate – Augusta Campus (Class of 2023); Athens Campus (all Classes)

1. Pass all required courses.
2. Pass 16 weeks of electives.
3. Pass Clerkship CPA.
4. Pass USMLE Step 1.
5. Pass USMLE Step 2.



# The Medical College of Georgia Office of Academic Affairs

## **E. Academic Requirements to Complete Courses/Clerkship/Enrichment Experience and Graduate – Augusta Campus (Class of 2024)**

Pass Core Curriculum Requirements

1. Pass all required courses.
2. Pass 6 weeks of electives.
3. Pass USMLE Step 1.
4. Pass USMLE Step 2.

Pass Requirements of Chosen Pathway

1. PGY1 Pathway – graduate and go to residency
2. Dual Degree Pathway – complete requirements of second degree
3. Enrichment Pathway –
  - a. Pass required enrichment phase courses (PCL, Scholarly Project Presentation).
  - b. Pass an additional 8 weeks of electives.
  - c. Pass three enrichment selectives – one advanced clinical elective, one scholarly project course, and any combination of one more of these.

## **F. Academic Requirements to Complete Courses/Clerkship/Enrichment Experience and Graduate – Augusta Campus (Class of 2025 and beyond)**

Pass Core Curriculum Requirements

1. Pass all required courses.
2. Pass 6 weeks of electives.
3. Pass USMLE Step 1.
4. Pass USMLE Step 2.

Pass Requirements of Chosen Pathway

1. PGY1 Pathway – graduate and go to residency
2. Dual Degree Pathway – complete requirements of second degree
3. Enrichment Pathway –
  - a. Pass required enrichment phase courses (PCL, Scholarly Project Presentation)
  - b. Pass an additional 8 weeks of electives
  - c. Pass five enrichment selectives – one advanced clinical elective, one scholarly project course, one integrative science course, and any combination of two more of these

## **G. Interpretation of Grades (All Campuses)**

1. “**A**” – Outstanding performance
2. “**B**” – Very good performance
3. “**C**” – Satisfactory; acceptable performance
4. “**D**” – Unsatisfactory; performance has not met the acceptable standards
5. “**F**” – Failing
6. “**P**” – Passing
7. “**S**” – Satisfactory
8. “**U**” – Unsatisfactory
9. “**CP**” - Continuing Progress – courses that cover more than one semester will receive a “CP” grade for the first semester. This does not affect the final grade or credit for the course.



## The Medical College of Georgia Office of Academic Affairs

10. “NR” - Not Reported - “NR” is a temporary grade used when a student has not completed all of the work at the end of a course. A student who has received an “NR” grade has one additional semester to complete the required work and to receive a final grade. A grade change form is required to remove the “NR” and assign the final grade. Any “NR” grade not removed after the next semester will be converted to an “F” grade. “NR” is different from “I” because “I” is used only when the student does not complete the work for non-academic reasons.
11. “I” – Incomplete; a student who is doing satisfactory work but, for non-academic reasons beyond his/her control is unable to meet the full requirements of the course, may be assigned an incomplete (“I”) grade. A form must be completed to assign the incomplete grade and must include justification. A student who has received an “I” grade has one additional semester to complete the required work and to receive a final grade. A grade change form is required to remove the incomplete and assign the final grade. Any incomplete grade not removed after the next semester will be converted to an “F” grade.

### II. Academic Deficiencies, Preclerkship Curriculum, Prescribing Remediation, Consideration for Dismissal (Augusta Campus)

#### A. Definition of Deficiency in Preclerkship Experience

1. Grade of unsatisfactory “U”, or failure to successfully remediate a module.
2. Failure to meet any of the core competencies in a module in which the student received a passing grade.
3. Professionalism Concerns.

#### B. Remediation Based on the Number and Severity of Deficiencies

1. Remediation will be based on evaluation of the totality of the student’s record.
2. The subcommittee will consider the recommendations for remediation made by the appropriate faculty leadership of the educational program, modules, and/or phases from the appropriate campus.
3. The approach the subcommittee takes differs depending upon the number of deficiencies and the totality of performance, but may include:
  - a. Requirement for remedial work (independent, supervised, course, or other)
  - b. Taking examinations
  - c. Repeating a course
  - d. Repeating some or all of the year’s curriculum
  - e. Setting an Academic Performance Hearing with the Student Promotions Committee
4. One deficiency: The subcommittee chair, or his/her designee from the subcommittee, and the student’s class dean, will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate subcommittee for a vote.
  - a. If a student does not meet the minimum requirements for passing a preclerkship module on the Augusta campus, they will receive a grade of “U” for that module and be enrolled in a one-week remediation course that will occur immediately following the module and retake the end of module exam. If they are not successful with the one-week remediation, they will take a six-week remediation course before starting clerkships.



## The Medical College of Georgia Office of Academic Affairs

5. Two deficiencies: All members of the subcommittee will meet with the student and review the academic progress of students who have more than one deficiency.
  - a. Typically, the subcommittee will choose among the following three options:
    - i. Remediation of the deficiencies at the end of the academic year
    - ii. Repeat of the academic year to be reviewed and approved during an Academic Performance Hearing with the Student Promotions Committee
    - iii. Dismissal to be reviewed and approved during an Academic Performance Hearing with the Student Promotions Committee
6. Three or more deficiencies: A Full Promotions Committee Hearing will be held to meet with the student and review the academic progress of students who have more than two deficiencies. This meeting could lead to dismissal.
7. At the end of any semester or at the end of the entire preclerkship curriculum, the Student Promotions Committee has the ability to review the total academic performance of the student in the preclerkship curriculum and decide about repeating the semesters or dismissal.
8. An academic segment of the curriculum may only be repeated once: If a student achieves an unsatisfactory grade in any module/course during an academic semester that is being repeated, an Academic Performance Hearing will be initiated and the student will be subject to dismissal.

### **C. Remediation Preclerkship Track - Class of 2025 and beyond**

1. Students must meet all benchmarks to pass a module. If a student does not meet the benchmarks for passing a preclerkship module on the Augusta campus, they will receive a grade of “U” for that module and be enrolled in a one-week remediation course that will occur immediately following the module. If they are not successful with the one-week remediation, they will take a six-week remediation course before starting clerkships.
2. The grades for the initial course and the remediation course(s) will be included on the transcript. Failure to pass the one-week remediation will not be considered a second deficiency. Failure to pass the six-week remediation will be considered a second deficiency.

### **D. Notification and Scheduling of Remediation**

1. A remediation plan is designed by the subcommittee in collaboration with Curriculum.
2. The subcommittee chair (or designee) submits the recommendation of the subcommittee, in writing, to the Vice Dean for Academic Affairs. The vice dean will review the recommendation to assure compliance with applicable rules, regulations, and approaches established by MCG, and may accept the recommendation, modify the recommendation, or refer back to the subcommittee, or the subcommittee chair.
3. The remedial plan is made known to the student, in writing, by the chair of the student’s subcommittee. The subcommittee chair will notify the Associate Dean for Student Affairs and Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member of the remediation.
4. The student must schedule the remediation through the Curriculum Office.
5. A remediation plan may only begin after items 1-4 above have occurred.
6. Remediation may not be scheduled concurrent with any other module.
7. Remediation will be scheduled following the academic year in which the deficiency occurred, and prior to the onset of the subsequent academic year curriculum.



## The Medical College of Georgia Office of Academic Affairs

### **E. Grade Designation following Remediation for Preclerkship Experience**

1. A student must satisfactorily complete the required Preclerkship Experience courses/modules to be eligible for promotion and may not begin courses for the Clerkship Experience until the remediation is completed. Remediation guidelines are outlined above.
2. Grade designation following remediation will be as follows.
  - a. The student will be enrolled into the appropriate one credit hour remediation course, which will be designated as “MEDR” on the transcript.
  - b. If the student successfully completes the remediation course, a satisfactory grade (S) will be entered on the transcript for the remediation course.
  - c. If the student does not successfully complete the remediation, an unsatisfactory grade (U) will be entered on the transcript for the remediation course.
  - d. The remediated and original course grades will be recorded on the student’s transcript.

### **F. Consideration for Dismissal or Repeat**

1. The academic performance of each student in the Preclerkship Experience shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:
  - a. A student’s knowledge, character, mental or physical fitness casts grave doubt upon that student’s potential capabilities as a physician
  - b. The student has accumulated three or more deficiencies
  - c. The subcommittee requests a hearing
  - d. The subcommittee recommends dismissal or repeat of an academic year

## **III. Academic Deficiencies, Preclerkship Experience, Prescribing Remediation, Consideration for Dismissal (Athens Campus)**

### **A. Definition of Deficiency in Year 1**

1. Grade of unsatisfactory “U”, or failure to successfully remediate a module
2. Failure to meet any of the core competencies in a module in which the student received a passing grade
3. Professionalism Concern

### **B. Definition of Deficiency in Year 2**

1. Grade of unsatisfactory “U”, or failure to successfully remediate a module
2. Failure to meet any of the core competencies in a module in which the student received a passing grade
3. Professionalism Concern

### **C. Remediation Based on the Number and Severity of Deficiencies**

1. Remediation will be based on evaluation of the totality of the student’s record.
2. The subcommittee will consider the recommendations for remediation made by the appropriate faculty leadership.



## The Medical College of Georgia Office of Academic Affairs

3. The approach the subcommittee takes differs depending upon the number of deficiencies and the totality of performance, but may include:
  - a. Requirement for remedial work (independent, supervised, course, or other)
  - b. Taking examinations
  - c. Repeating a course
  - d. Repeating some or all of the year's curriculum
  - e. Setting an Academic Performance Hearing with the Student Promotions Committee
4. One deficiency: The subcommittee chair, or his/her designee from the subcommittee, and the Campus Associate Dean for Student Affairs will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate subcommittee for a vote.
  - a. Typically, the subcommittee will allow the student to remediate the deficiency at the end of the academic year and continue to the next year of the curriculum.
5. Two deficiencies: All members of the subcommittee will meet with the student and review the academic progress of students who have more than one deficiency.
  - a. Typically, the subcommittee will choose among the following three options:
    - iv. Remediation of the deficiencies at the end of the academic year
    - v. Repeat of the academic year to be reviewed and approved during an Academic Performance Hearing with the Student Promotions Committee
    - vi. Dismissal to be reviewed and approved during an Academic Performance Hearing with the Student Promotions Committee
6. Three or more deficiencies: A Full Promotions Committee Hearing will be held to meet with the student and review the academic progress of students who have more than two deficiencies. This meeting could lead to dismissal.
  - a. The subcommittee, with the concurrence of the chair of the Student Promotions Committee, may defer the hearing until a later time in the academic year if the subcommittee believes that the additional period of observation will yield a better outcome for the student.
7. At the end of the academic year, the Student Promotions Committee has the ability to review the total academic performance of the student in the preclerkship curriculum and decide about repeating the year or dismissal.
8. An academic year may only be repeated once: If a student achieves an unsatisfactory grade in any module, course, intersession, clerkship, elective or selective during an academic year that is being repeated, an Academic Performance Hearing will be initiated and the student will be subject to dismissal.

### **D. Notification and Scheduling of Remediation**

1. A remediation plan is designed by the subcommittee in collaboration with Curriculum.
2. The subcommittee chair (or designee) submits the recommendation of the subcommittee, in writing, to the Vice Dean of Academic Affairs. The vice dean will review the recommendation to assure compliance with applicable rules, regulations, and approaches established by MCG, and may accept the recommendation, modify the recommendation, or refer back to the subcommittee, or the subcommittee chair.
3. The remedial plan is made known to the student, in writing, by the chair of the student's subcommittee. The subcommittee chair will notify the Associate Dean for Student Affairs and the Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member of the remediation.
4. The student must schedule the remediation through the Curriculum Office.



## The Medical College of Georgia Office of Academic Affairs

5. A remediation plan may only begin after items 1-4 above have occurred.
6. Remediation may not be scheduled concurrent with any other module.
7. Remediation will be scheduled following the academic year in which the deficiency occurred, and prior to the onset of the subsequent academic year curriculum.

### **E. Grade Designation following Remediation for Preclerkship Experience**

1. A student must satisfactorily complete the required Preclerkship Experience courses/modules to be eligible for promotion and may not begin courses for the Clerkship Experience until the remediation is completed. Remediation guidelines are outlined above.
2. Grade designation following remediation will be as follows.
  - a. The student will be enrolled into the appropriate one credit hour remediation course, which will be designated as “MEDR” on the transcript.
  - b. If the student successfully completes the remediation course, a satisfactory grade (S) will be entered on the transcript for the remediation course.
  - c. If the student does not successfully complete the remediation, an unsatisfactory grade (U) will be entered on the transcript for the remediation course.
  - d. The remediated and original course grades will be recorded on the student’s transcript.

### **F. Consideration for Dismissal or Repeat**

1. The academic performance of each student in the preclerkship curriculum shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:
  - a. A student’s knowledge, character, mental or physical fitness casts grave doubt upon that student’s potential capabilities as a physician
  - b. The student has accumulated three or more deficiencies
  - c. The subcommittee requests a hearing
  - d. The subcommittee recommends dismissal or repeat of an academic year

## **IV. Academic Deficiencies, Clerkship and Enrichment Phase (Class of 2023), Prescribing Remediation and Consideration for Dismissal**

### **A. Definition of a Deficiency in Clerkship and Enrichment Phase**

1. Grade of D, F, or failure to successfully remediate a course.
2. Failure of USMLE Step 1 or Step 2.
3. Failure of the Clerkship CPA.
4. Failure to meet any of the core competencies in a course in which the student received a passing grade.
5. Students rated “Does Not Meet Expectations” or “Marginal” in any category of Professionalism that is endorsed by the clerkship director as warranted, will earn a “D” or “F” and will require consideration for remediation.

### **B. Remediation Based on the Number and Severity of Deficiencies**

1. Remediation will be based on the number of deficiencies and the totality of the student’s record.
2. The subcommittee will make recommendations to the Vice Dean of Academic Affairs.
3. The subcommittee will consider the course director’s recommendations for remediation.



## The Medical College of Georgia Office of Academic Affairs

4. The approach the subcommittee takes differs depending upon the number of deficiencies and the totality of performance, but may include:
  - a. Requirement for remedial work (independent, supervised, course, or other).
  - b. Taking examinations.
  - c. Repeating a course.
  - d. Repeating some, or all, of the Clerkship and Enrichment curriculum.
  - e. Setting an Academic Performance Hearing with the Student Promotions Committee.
5. **One deficiency:** The subcommittee chair, or his/her designee from the subcommittee, and the student's class dean will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate subcommittee for a vote.
  - a. Typically, the subcommittee will choose from the following options:
    - i. A student who has one clerkship deficiency ("D") may be allowed to remediate that deficiency at the end of the academic year, and if the student fails the remediation, the student will be required to repeat the clerkship in its entirety.
    - ii. A student who receives a failing ("F") grade in the required clerkship must repeat the clerkship before progressing to the next phase.
6. **Two or more deficiencies:** All members of the subcommittee will meet with the student and review the academic progress of students who have more than one deficiency.
  - a. Typically, the subcommittee will choose from the following options:
    - i. A student with two clerkship deficiencies in a single academic year may be allowed to retake the NBME shelf exam if they are the only deficiencies. A student who is unsuccessful in retaking an NBME shelf exam will be required to repeat the entire clerkship.
    - ii. A student may be required to repeat one or both clerkships.
    - iii. A student may be required to repeat the academic year.
7. **Three or more deficiencies:** A Full Promotions Committee Hearing will be held to meet with the student and review the academic progress of students who have more than two deficiencies. This meeting could lead to dismissal.
  - a. Typically, the subcommittee will choose the following options:
    - i. A student who fails remediation or who acquires three or more deficiencies within a single academic year may be required to repeat the entire year (this requirement includes clerkships that may have been passed previously).
    - ii. A student may be considered for dismissal.
8. An academic year may only be repeated once. If a student achieves an unsatisfactory grade in any course during an academic year that is being repeated, the student is subject to dismissal and an Academic Performance Hearing will be initiated.
9. A student who receives a failing ("F") grade in a course, must repeat it. If the student fails to achieve a satisfactory grade when the course is repeated, the student must present at an Academic Performance Hearing.
10. A student who receives an unsatisfactory grade in a required Enrichment course must remediate or repeat the course. If a student receives an unsatisfactory grade in an elective, the subcommittee may require that the student repeat the elective or may permit the student to choose another elective to meet graduation requirements.



## The Medical College of Georgia Office of Academic Affairs

### C. Notification and Scheduling of Remediation

1. A remediation plan is recommended by the subcommittee.
2. The subcommittee Chair (or designee) submits the recommendation of the subcommittee, in writing, to the Vice Dean of Academic Affairs. The vice dean may accept the recommendation, modify the recommendation, or refer back to the subcommittee.
3. The decision of the Vice Dean of Academic Affairs is made known to the student, in writing, by the Chair of the student's subcommittee. The subcommittee Chair will notify the Associate Dean for Student Affairs and Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member of the required remediation.
4. The student must schedule the remediation through the campus Curriculum Office.
5. A remediation plan may only begin after items 1-4 above have occurred.
6. Remediation cannot be scheduled concurrent with any other clerkship, elective, or selective.
7. Clerkship remediation must be scheduled at the beginning of the student's Enrichment phase unless another time is approved by the Associate Dean for Curriculum.

### D. Grade Designation following Remediation

1. If the only reason for the "D" grade is failure of the NBME shelf exam, then for up to two clerkships the grade will be changed to a "C" (without annotation) after successfully passing the exam. The student will be permitted only one opportunity to retake the exam. If the student does not pass the retake of the NBME shelf exam the grade will be changed to an "F" and the student will be required to repeat the entire clerkship.
2. If a student is required to repeat a clerkship, the repeated and original clerkship grades will be recorded on the student's transcript; both grades will be used in calculating the student's grade point average.
3. The original course and grade will remain on the student's transcript.

### E. Consideration for Dismissal or Repeat

The academic performance of each student in the Clerkship and Enrichment curriculum shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:

1. A student's knowledge, character, mental or physical fitness casts grave doubt upon that student's potential capabilities as a physician.
2. The student has accumulated three or more deficiencies.
3. The subcommittee requests a hearing.
4. The subcommittee recommends dismissal or repeat of an academic year.
5. A student receives a final grade of "F" in two clerkships, intercessions, electives, or selectives. A student receives a final grade of "F" and a final grade of "D" in two clerkships, intercessions, electives, or selectives.
6. A student receives a final grade of "D" in three clerkships, intercessions, electives, or selectives (prior to any remediation).
7. A student does not pass a clerkship, elective, or selective which he/she has been required to repeat.
8. A student was required to remediate deficiencies in two or more modules during the Preclerkship phase and obtains a deficiency in the Clerkship or Enrichment Phases, for which the student was required to repeat the clerkship.
9. A student has not passed either USMLE Step 1 or Step 2 in three attempts.



## The Medical College of Georgia Office of Academic Affairs

10. A student who repeats Preclerkship Phase and obtains:
  - a. An “F” in the Clerkship or Enrichment Phases
  - b. A “D” in a clerkship, elective, or selective for which the department requires repeating the clerkship, elective, or selective.
  - c. A second “D” in Phase 3, for which the student is not required to repeat the clerkship, elective, or selective.

### V. Academic Difficulties and Deficiencies, Clerkship and Enrichment Phase (Class of 2024 and beyond), Prescribing Remediation and Consideration for Dismissal

#### A. Grade Assignment – Clerkship and Enrichment Phase

1. Clerkships have both a clinical and a shelf exam component with the final grade being comprised of a weighted average of the two.
  - a. Clinical grades are assigned based on evaluations by faculty at the end of the clinical portion of the clerkship.
  - b. Except for Emergency Medicine, which has only one shelf exam, the shelf exam score is comprised of the higher of two administered shelf exams – first attempt at end of the clerkship and retake at end of clerkship phase.
    - i. The first attempt is given at the end of the clinical portion of the clerkship/s.
    - ii. The second attempt is given during the shelf study course at the end of the clerkship year in both the traditional curriculum and the LIC curriculum.
2. Selectives and Electives are either letter graded or pass/fail, depending on the course, and the grades are assigned as one grade. There is no separate exam grade.

#### B. Definition of a Deficiency and Academic Difficulty - Clerkship and Enrichment Phase

##### 1. Academic Difficulty

- a. Failure of first take of NBME shelf exam in more than one clerkship

##### 2. Deficiency

- a. Grade of D, or F in a required course or activity.
- b. Failure to successfully remediate a course or activity.
- c. Failure of USMLE Step 1 or Step 2.
- d. A significant concern about meeting any of the core competencies in a course in which the student received a passing grade.
- e. Students rated “Unable to Perform” or “Needs Significant Assistance to Perform” (“Does Not Meet Expectations” or “Marginal”) in any category of Professionalism that is endorsed by the clerkship director as warranted, will earn a “D” or “F” and will require consideration for remediation.

#### C. Recommendations Based on the Number and Severity of Academic Difficulties

1. All academic difficulties must be reviewed by the Promotions Subcommittee (or Full Committee as circumstances warrant)
2. The level of review will be based on the number of difficulties and the totality of the student’s record.
  - a. Warning of academic difficulty (i.e. unsuccessful first take NBME shelf exam score in one clerkship): Student meets with academic advisor



## The Medical College of Georgia Office of Academic Affairs

- b. One academic difficulty (i.e. unsuccessful first take NBME shelf exam score in two clerkships): Student meets with academic advisor; student meets with class dean and promotions subcommittee chair and determine course of action
  - c. Two academic difficulties (i.e. unsuccessful first take NBME shelf exam score in three clerkships): Student meets with advisor; student meets promotions subcommittee and determine course of action
  - d. Three or more academic difficulties (i.e. unsuccessful first take NBME shelf exam score in four or more clerkships) - Student may need to meet with the promotions subcommittee at the discretion of the class dean and promotions subcommittee chair.
3. The subcommittee will consider the recommendations made by the appropriate faculty leadership, including input from the class dean and/or other representative(s) from Academic Affairs as well as the relevant course director, as appropriate.

### **D. Remediation Based on the Number and Severity of Deficiencies**

1. Remediation will be based on the number of deficiencies and the totality of the student's record.
2. The subcommittee will make recommendations to the Vice Dean of Academic Affairs.
3. The subcommittee will consider the course director's recommendations for remediation.
4. The approach the subcommittee takes differs depending upon the number of deficiencies and the totality of performance, but may include:
  - a. Requirement for remedial work
  - b. Taking examinations
  - c. Repeating a course
  - d. Repeating some, or all, of the Clerkship or Enrichment curriculum.
  - e. Setting an Academic Performance Hearing with the Student Promotions Committee
5. One deficiency: The subcommittee chair, or his/her designee from the subcommittee, and the student's class dean will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate subcommittee for a vote.
  - a. Typically, the subcommittee will choose from the following options:
    - i. A student who has one clerkship deficiency ("D") may be allowed to remediate that deficiency at the end of the academic year, and if the student fails the remediation, the student will be required to repeat the clerkship in its entirety.
    - ii. A student who receives a failing ("F") grade in the required clerkship must repeat the clerkship prior to moving to the next phase of the curriculum.
6. Two or more deficiencies: All members of the subcommittee will meet with the student and review the academic progress of students who have more than one deficiency.
  - a. Typically, the subcommittee will choose from the following options:
    - i. A student with two clerkship deficiencies in a single academic year may be allowed to retake the NBME shelf exam if they are the only deficiencies. A student who is unsuccessful in retaking an NBME shelf exam will be required to repeat the entire clerkship.
    - ii. A student may be required to repeat one or both clerkships.
    - iii. A student may be required to repeat the academic year, to be reviewed and approved during an Academic Performance Hearing with the Student Promotions Committee.
7. Three or more deficiencies: A Full Promotions Committee Hearing will be held to meet with the student and review the academic progress of students who have more than two deficiencies. This meeting could lead to dismissal.
  - a. Typically, the subcommittee will choose the following options:



## The Medical College of Georgia Office of Academic Affairs

- i. A student who fails remediation or who acquires three or more deficiencies within a single academic year may be required to repeat the entire year (this requirement includes clerkships that may have been passed previously).
  - ii. A student may be considered for dismissal.
8. An academic year may only be repeated once. If a student achieves an unsatisfactory grade in any course during an academic year that is being repeated, the student is subject to dismissal and an Academic Performance Hearing will be initiated.
9. A student who receives a failing (“F”) grade in a course, must repeat it. If the student fails to achieve a satisfactory grade when the course is repeated, the student must present at an Academic Performance Hearing.
10. A student who receives an unsatisfactory grade in a required Enrichment course must remediate or repeat the course. If a student receives an unsatisfactory grade in an elective, the subcommittee may require that the student repeat the elective or may permit the student to choose another elective to meet graduation requirements.

### **E. Remediation Guidelines – Clerkship and Enrichment Phase:**

1. NBME Shelf Exam Deficiency:
  - a. A student who has one NBME shelf exam deficiency (failure of the shelf exam after the retake) may be required to retake the NBME shelf exam after a four-week study block for each exam deficiency
  - b. A student who fails one NBME shelf exam remediation (failure of the above remediation) may be required to retake the whole clerkship.
  - c. A student who fails three or more NBME shelf exam after the retake or two or more shelf exam remediations may be required to repeat the entire clerkship phase of the curriculum (this requirement includes clerkships that may have been passed previously) or may be considered for dismissal.
2. Clerkship Clinical Deficiency:
  - a. A student who has one clinical deficiency (Grade of D or F in the clinical portion of the clerkship) may be required to repeat the clinical portion of the clerkship.
  - b. A student who has two clinical deficiencies (Grade of D or F in the clinical portion of the clerkship) may be required to repeat the clinical portion of one or both clerkships or may be required to repeat the clerkship phase of the curriculum.
  - c. A student who fails remediation or who has three or more clinical deficiencies may be required to repeat the entire clerkship phase of the curriculum (this requirement includes clerkships that may have been passed previously) or may be considered for dismissal.
3. Selective/Elective Deficiency:
  - a. A student who fails a selective or elective may be required to retake the same selective or elective or to take a different comparable selective or elective.
4. Deficiency in other required activities (CPAs, etc.):
  - a. Students who have deficiencies in one or two other activities may be required to repeat those required activities.
  - b. Students who have three or more deficiencies in required activities may be required to repeat those activities or may be considered for dismissal.



## The Medical College of Georgia Office of Academic Affairs

### F. Notification and Scheduling of Remediation

1. A remediation plan is recommended by the subcommittee.
2. The subcommittee chair (or designee) submits the recommendation of the subcommittee, in writing, to the Vice Dean of Academic Affairs. The vice dean may accept the recommendation, modify the recommendation, or refer back to the subcommittee.
3. The decision of the Vice Dean of Academic Affairs is made known to the student, in writing, by the Chair of the student's subcommittee. The subcommittee Chair will notify the Associate Dean for Student Affairs and Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member of the required remediation.
4. The student must schedule the remediation through the campus Curriculum Office.
5. A remediation plan may only begin after items 1-4 above have occurred.
6. Remediation cannot be scheduled concurrent with any other clerkship, elective, or selective.
7. Clerkship remediation:
  - a. Clinical: Remediation of the clinical portion of a clerkship will be scheduled in the next available clerkship block following the failure. This may involve rescheduling of a previously scheduled clerkship.
  - b. NBME Shelf Exam: Remediation of a NBME shelf exam deficiency will be scheduled in the next available four-week block following the deficiency.
8. Selective/Elective remediation will take place in the next available four-week block following the deficiency.
9. A student must complete the required remediation according to the above schedule unless another time is approved by the Associate Dean for Curriculum.
10. The Associate Dean for Curriculum will notify the appropriate faculty member of the required remediation.

### G. Grade Designation following Remediation – Clerkship and Enrichment Phase

1. NBME Shelf Exam Deficiency:
  - a. Students who successfully pass up to two NBME shelf exam retakes after the appropriate remediation will be assigned a grade of "C" (without annotation).
  - b. Students who fail a shelf exam remediation will be required to retake the entire clerkship. Grades in this case are assigned in the same manner as a student who must retake an entire clerkship because of a clerkship clinical failure.
  - c. If a student is required to repeat a clerkship, the repeated and original clerkship grades will be recorded on the student's transcript; both grades will be used in calculating the student's grade point average.
  - d. The original course and grade will remain on the student's transcript.
2. Clerkship Clinical Deficiency:
  - a. If a student is required to repeat a clerkship, the repeated and original clerkship will be recorded on the student's transcript; both grades will be used in calculating the student's grade point average.
  - b. The original course and grade will remain on the student's transcript.
3. Selective/Elective Deficiency:
  - a. If a student is required to repeat a Selective or Elective, the repeated and original course will be recorded on the student's transcript; both grades will be used in calculating the student's grade point average.
  - b. The original course and grade will remain on the student's transcript.



# The Medical College of Georgia

## Office of Academic Affairs

### H. Consideration for Dismissal or Repeat - Clerkship and Enrichment Phase

1. The academic performance of each student in the Clerkship and Enrichment phases of the curriculum shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:
  - a. A student's knowledge, character, mental or physical fitness casts grave doubt upon that student's potential capabilities as a physician.
  - b. The student has accumulated three or more deficiencies.
  - c. The subcommittee requests a hearing.
  - d. The subcommittee recommends dismissal or repeat of an academic year.
  - e. A student receives a final grade of "F" in two Clerkship/Enrichment courses or activities.
  - f. A student receives a final grade of "F" and a final grade of "D" in two Clerkship/Enrichment courses or activities.
  - g. A student receives a final grade of "D" in three Clerkship/Enrichment courses or activities.
  - h. A student does not pass a required remediation.
  - i. A student was required to remediate deficiencies in two or more modules during the Preclerkship phase and obtains a deficiency in Clerkship/Enrichment Phase, for which the student was required to repeat the clerkship.
  - j. A student has not passed either USMLE Step 1 or Step 2 in three attempts.
  - k. A student who repeats a semester or more of Preclerkship and is required to repeat a clerkship, elective or selective in the Clerkship or Enrichment phase.

### VI. United States Medical Licensing Examinations (USMLE)

#### A. USMLE Step 1

1. A student may not take USMLE Step 1 until he/she has satisfactorily completed the entirety of the preclerkship curriculum.
2. A student must pass USMLE Step 1 to graduate.

#### B. USMLE Step 2

1. A student may not take USMLE Step 2 until he/she has satisfactorily completed the entirety of the core clerkship curriculum.
2. A student must pass USMLE Step 2 to graduate.

#### C. Remediation

1. A student must have all USMLE Step scores reported to MCG each time he/she takes the exam.
2. A student will be subject to dismissal if he/she is unable to pass USMLE Step 1 or Step 2 in three attempts. Students will not be certified by MCG to take the USMLE Step 1 or Step 2 examinations more than three times for each unless the student presents compelling evidence of extenuating circumstances that contributed to the failures and that those circumstances have resolved. A decision to allow a fourth attempt of either exam will follow the Academic Performance Hearing process as outlined in above and must be recommended by a two-third majority of those present and eligible to vote and approved by the Vice Dean of Academic Affairs.



# The Medical College of Georgia Office of Academic Affairs

Approved on: Prior to 2021  
Effective on: immediately  
Last Approval/Revision: March 7, 2023  
Expires: upon revision

Applicable to: all students  
Approved by: COC, Promotions  
Category: Professionalism Redbook  
Context:

## Student Professionalism

The Student Academic Promotions and Professionalism Conduct Committee makes recommendations and decisions related to professionalism in accordance with the professionalism policies approved by the Curriculum Oversight Committee: <https://www.augusta.edu/mcg/coffice/curriculum/policies.php>.

As an academic competency, professionalism also falls under the purview of the Student Promotions Committee. The Medical College of Georgia strives to maintain a positive learning environment as detailed in the Achieving a Positive Learning Environment Policy.

All medical students are expected to consistently conduct themselves in a professional manner, consistent with both AU policy and MCG policy. Where MCG policy is inconsistent with AU policy, MCG policy supersedes AU policy. AU policies can be found at the following link: <https://www.augusta.edu/services/legal/policyinfo/policies.php>.

Physicians share a commitment to professionalism and regulate or govern themselves through peer reviews, hospital committees, and state medical boards. Physicians are also expected to practice in accord with a code of ethics. Therefore, medical students are expected to operate under similar guidelines throughout the course of their academic careers.

### A. Professional Misconduct:

1. Professional behavior is expected both on and off campus. The Associate Dean of Student Affairs and the Student Promotions Committee have the initial and primary responsibility for reviewing instances of unprofessional student behavior and determining the appropriate response. Professional misconduct by students has broad implications for the well-being of students, faculty, and staff at the Medical College of Georgia. It is important for students, as physicians in training, to understand that there are many behaviors that, although legal, are not professional or fitting of a physician. Professional misconduct includes, but is not limited to:
  - a. Violation of conduct described in course policies or syllabi, or as communicated by the instructor.
  - b. Violation of any code of ethics of the medical profession.
  - c. Academic dishonesty including cheating, or attempted cheating; stealing, or attempted stealing; plagiarism; misrepresentation; or academic misconduct.
  - d. Engaging in or contributing to any activity that disrupts or interferes with the intended teaching, research, or outreach programs of the Medical College of Georgia, on campus or at affiliated training sites.

\*DISCLAIMER: Printed version of this document is unofficial for reference only; official version can be found online: <https://www.augusta.edu/mcg/coffice/curriculum/policies.php>



## The Medical College of Georgia Office of Academic Affairs

- e. Arriving late or leaving early for any curricular or professional activity, including classroom, lab, and clinical experiences, without an excused absence.
- f. Failure to do any of the following:
  - i. Participate in any required curricular experience, including assessments, without an excused absence
  - ii. Submit an assignment on time
  - iii. Keep an appointment with faculty, staff, or administration
  - iv. Complete assigned duties
  - v. Follow instructions
- g. Failure to show respect for faculty, staff, students, or patients, including failure to use requested forms of address.
- h. Failure to communicate and interact professional staff and members of the health care team, including peers and patients, in a considerate manner and with a spirit of cooperation.
- i. Unprofessional dress (as outlined in the professional program, class, and/or clinical agency policies) during classes, clinical experiences, or when representing the Medical College of Georgia.
- j. Bringing family members, guests, and pets to the classroom or other instructional facilities (ex. gross anatomy laboratory, simulation lab) or to any curricular or professional academic activities without prior consent of the instructor.
- k. Falsifying application, forms, documents, reports, or records of any kind; or providing false or misleading information to Medical College of Georgia personnel prior to admission, or while an active member of MCG's academic programs.
- l. Unauthorized accessing or revealing of confidential information about faculty, staff, or students of the Medical College of Georgia.
- m. Violation of patient respect and confidentiality in any practice/learning setting.
- n. Theft, damaging, defacing, or unauthorized use or misuse of any property of the Medical College of Georgia or training sites.
- o. Improper internet behavior
- p. Computer usage that violates AU/MCG and/or clinical sites acceptable use policies.
- q. Sexual harassment as defined by AU and/or clinical sites. <https://www.augusta.edu/student-life/conduct/sexual-misconduct-policy.php>
- r. Harassment (including cyber bullying), threats of violence, intent to do harm. <https://www.augusta.edu/services/legal/policyinfo/policy/anti-harassment-non-discrimination-policy>
- s. Violation of the University System of Georgia Board of Regents Sexual Misconduct Policy <https://www.usg.edu/policymanual/section6/C2655>
- t. Endangering patients, faculty, staff, and/or fellow students, or damaging their property.
- u. Intoxication, abuse, possession, use and/or illegal sale of alcohol, drugs, chemicals, firearms, explosives or weapons within the Medical College of Georgia campus or while acting as a student or representative of the Medical College of Georgia.
- v. Any violation, arrest, and/or conviction of any federal, state, or municipal law other than minor traffic violations (ex. speeding or parking tickets). Any individual violating these laws is required to report the violation to the Student affairs office within 7 days of the event.



## The Medical College of Georgia Office of Academic Affairs

- w. Any violation of a Medical College of Georgia rule or rule at a professional experience site.
- x. Pleading no contest or being involved in adjudication that is withheld.
- y. Failure to report any violation, arrest, or conviction of any federal, state, or municipal law to the Office of Student Affairs within 7 days of the event.

### B. Reporting Process

1. Students are required to report any incidents of professional misconduct, as outlined above, to the appropriate Student Affairs Dean within seven days of the occurrence.
2. If a faculty member is aware that a student has violated the conduct policy outside of the classroom, they shall remind the student of the policy and direct the student to self-report any professional misconduct violations to the appropriate Student Affairs Dean within seven days of the occurrence.
3. The aforementioned faculty member is encouraged to report his/her finding independently to the appropriate Student Affairs Dean within seven days of the occurrence.
4. Any concerns regarding mistreatment of any student by peer, staff, or faculty should be reported using the Student mistreatment reporting portal.

<https://www.augusta.edu/mcg/students/studentmistreatment.php>

### C. Professionalism Actions

1. The Student Affairs Deans and Student Promotions Committee Chair are responsible for transferring cases to the Student Promotions Committee or appropriate Subcommittee which may issue or recommend disciplinary actions on behalf of the Medical College of Georgia. The Student Promotions Committee or Subcommittee will take all available information into consideration in its discussions of student professionalism concerns. Disciplinary action for professional misconduct will depend on the circumstances and may include dismissal or other action decided upon by the committee.
  - a. The committee may review the circumstances and decide to issue a letter of reprimand via the decision letter from the Subcommittee/Full Committee chair. This will be considered a deficiency in terms of being used by the committee to determine next steps should further professionalism concerns arise. However, it will not be considered a deficiency in terms of being placed on the student's Medical School Performance Evaluation (MSPE). Any individual violating the DUI/DWI laws may be required to undergo an alcohol/drug evaluation through the Georgia Physicians Health Program (PHP).
  - b. Probation: Professionalism Concern:
    - i. A student may be recommended by the Student Promotions Subcommittee to be placed in the category of "Probation: Professionalism Concern" for any breach of professionalism that requires the Subcommittee's review and is felt to constitute a substantial breach of professional behavior. The Subcommittee's decision will be reviewed and approved during an Academic Performance Hearing with the Student Promotions Committee.
    - ii. A student may be placed in the category of "Probation: Professionalism Concern" by the Student Promotions Committee for any breach of professionalism that requires the Full Committee's review and is felt to constitute a substantial breach of professional behavior.



## The Medical College of Georgia Office of Academic Affairs

- iii. Probation: Professionalism Concern is considered to be a deficiency and will be reported in all official documentation.
    - c. Students may be placed on immediate leave of absence and suspension from the Medical College by the action of the Vice Dean for Academic Affairs or designee.
  2. Requirements in the Category of Probation: Professionalism Concern: Students placed in the category of “Probation: Professionalism Concern” will:
    - a. Be informed of their status and will be followed at specified intervals by their Student Promotions Subcommittee or Full Committee until the issues of concern are satisfactorily resolved. Students will also likely need to meet with their Class Dean on a regular basis as determined by their Student Promotions Subcommittee/Full Committee.
    - b. Be offered guidance and an appropriate professional referral(s) toward the resolution of behaviors of concern.
    - c. Remain in this category until the Student Promotions Subcommittee/Full Committee reviews and determines that it is appropriate to remove the designation. During this period, the student may not hold any leadership or officer position within MCG, will not be excused for travel for any professional conference. Students on professionalism probation may not be approved for any away electives at the discretion of the Student Promotions Subcommittee.
    - d. Students who are on Professionalism Probation may not enroll in the Dual Degree pathway.
    - e. Students may be dismissed from the Medical College of Georgia by action of the Full Promotions Committee in the event of additional academic or professionalism concerns while on probation.
    - f. Medical Student Performance Evaluation (MSPE): Students placed on “Probation: Professionalism Concern” will have this noted on their Medical School Performance Evaluation (MSPE) with corresponding dates.
  3. Student Appeals of Professionalism Actions.
    - a. Students placed on Probation: Professionalism Concern have the right to appeal. Students must follow the process outlined in the section on appeals.



## The Medical College of Georgia Academic Affairs Office

### **Achieving a Positive Learning Environment Policy**

The medical learning environment is expected to facilitate students' acquisition of the professional and collegial attitudes necessary for effective and compassionate health care. Achieving a positive learning environment is supported at the campus level by the Healthy Respect program as well as the AU Health System policy on Disruptive Physician Behavior. The development of these attitudes is based on the presence of mutual respect between teacher and learner and represents the [AAMC Teacher-Learner Compact](#). Additionally, this policy applies to residents as they experience dual roles as both teacher and learner.

The Medical College of Georgia (MCG or the College) is committed to maintaining a safe and supportive academic environment that is free of all mistreatment, including intimidation, disrespect, belittlement, humiliation and abuse. The College has a policy of zero tolerance with respect to student mistreatment. The policy is intended to protect students and discipline and/or take other appropriate actions for those responsible for inappropriate behavior. It is understood that all personnel will treat students in a collegial, respectful, and professional manner.

#### **What is Abuse?**

In general, student mistreatment is defined as any instance in which a student is abused in any way. This includes abuse of power by asking the student to do things beyond the scope of the medical student's role. Examples of abuse include, but are not limited to:

- Threat of harm or being physically abused
- Treating students in a harmful, injurious or offensive way
- Attacking in words, speaking insultingly, harshly or unjustly to or about a student;
- Public belittling or humiliation (feeling dehumanized, disrespected or undignified, being shouted at, cursed or ridiculed)
- Being asked to perform services unrelated to education or patient care (shopping, running errands, etc.)
- Threat of grading and other forms of assessment as a reward or punishment for inappropriate requests
- Sexual harassment, including but not limited to offensive comments to or about the student; unwanted attention or unwelcome verbal advances; unwanted, persistent invitations; unwelcome, explicit propositions; offensive displays; offensive body language; unwanted physical advances; and/or sexual bribery. This form of abuse,



## The Medical College of Georgia Academic Affairs Office

however, should be reported under the procedures contained within [Augusta University's Sexual Misconduct Policy](#)

- Offensive remarks based on one's gender, racial, ethnic, religious identity, national origin, disability, or sexual orientation; having grades lowered solely on the basis of gender, racial, ethnic, religious identity sexual orientation, national origin or disability. These forms of abuse, however, should be reported under the procedures contained within Augusta University's Nondiscrimination/Anti-Harassment Policy, available at: <https://www.augusta.edu/compliance/policyinfo/policies.php>
- Telling inappropriate stories or joke s (e.g., ethnic, sexist, racist).
- Behaving in an aggressive manner (e.g., yelling, throwing objects, cursing, and threatening physical harm) that creates a hostile learning environment.
- Assigning tasks or denying educational opportunities with the intent of punishment.
- Taking credit for a student's work.
- Intentional neglect.

### **Examples of appropriate behavior include, but are not limited to:**

- Conducting all interactions in a manner free of bias or prejudice of any kind.
- Providing a clear description of expectations by all participants at the beginning of all educational endeavors, rotations and assignments.
- Encouraging an atmosphere of openness in which students will feel welcome to offer questions, ask for help, make suggestions and disagree.
- Providing timely and specific feedback in a constructive manner, appropriate to the level of experience/training, and in an appropriate setting, with the intent of guiding students towards a higher level of knowledge and skill.
- Focusing such feedback on observed behaviors and desired outcomes, with suggestions for improvement.
- Encouraging an awareness of faculty responsibilities towards all individual learners in a group setting.
- Providing an educational experience of the highest quality, along with the time, preparation and research necessary to achieve that goal.
- Basing rewards and grades on merit, not favoritism.
- Focusing constructive criticism on performance rather than personal characteristics of the student.



## **The Medical College of Georgia Academic Affairs Office**

All faculty and staff at any Medical College of Georgia teaching/clinical site are expected to adhere to the expectation to treat students with dignity and respect.

### **Expectations of Students:**

- The acknowledgement by learners of course or rotation expectations and the responsibility for fulfilling those requirements to the best of one's ability.
- Asking for feedback from professors, interns, residents, nurses, and attending physicians as appropriate.
- The acceptance of feedback provided by faculty in an objective manner and the incorporation of such feedback into future efforts so as to achieve the desired educational outcome.
- An understanding that feedback is given with the intention of helping to further the student's progress in meeting course and/or rotation expectations.
- Promptly and properly addressing, through appropriate administrative avenues, of any incidents and circumstances that fall outside the tenets set forth here.
- An honest and earnest effort to provide constructive criticism-written, verbal or otherwise to peers and supervisors, when such feedback is likely to enhance their colleague's skill as a physician.

### **What is Not Abuse?**

- Pointing out that a student has not adequately prepared for his/her assignments during rounds.
- Asking students questions on rounds.
- Informing students that they were not adequately prepared
- Providing feedback about these behaviors is not abuse or mistreatment unless done in an abusive manner or if such correction is disproportionately directed at specific individuals based on their race, gender, sexual orientation, or other protected status.

### **Exclusions from this Policy**

- Specifically, this policy is not intended to include complaints of sexual harassment or complaints of discrimination on the basis of disability, race, color, sex, creed, veteran's status, age, marital or parental status or national origin. The Medical College of Georgia has specific policies to address these complaints.



## The Medical College of Georgia Academic Affairs Office

### Reporting Mistreatment

A student who believes they have experienced mistreatment should take one of the following steps:

- a. Consult with the Associate Dean for Learner Affairs (in either Augusta or Athens) who will assist the student with determining whether an identified or anonymous report should be made.
- b. The student's Class Dean in Augusta.
- c. The Regional Campus Deans on the Clinical Campuses
- d. Report a Complaint to The Early Response Group: comprised of the Associate Dean for Learner Affairs, the Class Deans in Augusta, and/or the Chair of Psychiatry and Health Behavior. Should a complaint be made about a member of the Early Response Group, that person will be recused from the ERG and treated as any other accused.
- e. Report a Complaint to The Vice Dean (who takes the incident to Early Response Group);
- f. Complete the confidential online reporting form. Responses submitted on this form are encrypted and sent to a secure server to insure the confidentiality of the process. If you are not comfortable using the electronic reporting form, hard copies are available at the Office of Learner Affairs, in GB 3300.

### Online Reporting

The reporting form can be found at the OLA website:

<http://www.augusta.edu/mcg/students/studentmistreatment.php>

This form and process provides MCG students, faculty, staff, and house staff with a web form for reporting acts of student mistreatment and abuse that occur at MCG. Hard copies of this reporting form are also available outside the Office of Learner Affairs at both campuses. If you or someone you know is in an emergency situation that requires or could require medical, psychological or police services, please call 911 or the MCG Police at 706- 721-2911 or in Athens the UGA police at (706) 542-2200. Use this Web form to report an act of student abuse or mistreatment.



## The Medical College of Georgia Academic Affairs Office

### **In Person Reporting**

- Augusta and regional campus students should contact the Associate Dean for Learner Affairs - currently Dr. Nancy Havas at (706) 446-4502 or via email at [nhavas@augusta.edu](mailto:nhavas@augusta.edu).
- Athens Partnership students should contact the Campus Assistant Dean for Student Affairs, Diversity & Inclusion – currently Dr. Robert McClowry, at [mcclowry@augusta.edu](mailto:mcclowry@augusta.edu) or (706) 713-2314.

### **Confidentiality and Protection from Retaliation**

- All attempts will be made to maintain confidentiality of the complainant to the greatest extent possible. Students are reminded that any complaint will be handled promptly and appropriate action taken with the goal of protecting the student from harm or any type of retaliation.
- Likewise, personnel actions by the College and/or University against the perpetrator are often confidential.

### **Sources for Student Support**

Situations where abuse and/or mistreatment occur can be stressful. There are many sources of student support including counseling both on and off campus. Please contact your class dean if you are an Augusta student, your regional campus dean if you are at the clinical campuses, or the Campus Assistant Dean for Student Affairs, Diversity and Inclusion if you are a UGA Partnership student.

### **Malicious Accusations**

Any complainant or witness found to have been dishonest or malicious in making the allegation of mistreatment will be subject to disciplinary action and the matter brought before the Promotions Committee.

### **After a Report**

1. The Early Response Group:
  - Gathers information from student, others, the accused.
  - Notifies legal counsel, as it judges the need.
  - Depending on the alleged behavior related circumstances, the Early Response Group may consult with the Director of the Counseling Center, the Chair for the involved department, the Clerkship director, the Senior Associate Dean for Faculty Affairs, the Senior Associate Dean for Graduate Medical Education, and the Vice Dean to determine the appropriate handling of the matter.



## The Medical College of Georgia Academic Affairs Office

2. The Early Response Group facilitates resolution, whenever possible, which may include direct intervention with an accused party to solve the situation. The accused party also has the right to engage the Early Response Group to present their side of the allegation.
3. The findings of the ERG will be shared with students who elect to file an identified report as well as the accused. If the findings indicate a violation has occurred by a faculty member, the Senior Associate Dean for Faculty Affairs will be notified.
4. If findings indicate a violation occurred by a resident, the Senior Associate Dean for Graduate Medical Education will be notified.

### References

1. Silver, H.K., M.D.; Glick, A.D., M.S.W: Medical Student Abuse, JAMA 263: 527-532, 1990.
2. Komaromy, M., M.D.; Bindman, A.B., M.D.; Haber, R.J., M.D.; Sande, M.A., M.D.: Sexual Harassment in Medical Training. NEJM 328: 322-326, 1993.

### Related Policies

[Augusta University's Policy Library](#)

# Augusta University

## Policy Library

### Student Academic Appeals Policy

**Policy Manager: Office of Faculty Affairs**

#### **POLICY STATEMENT**

An academic appeal is a request for review of an administrative decision made with respect to an individual student which bears upon his/her student career, other than for matters involving student academic dishonesty or allegations of student cheating which are governed solely by the Academic Honesty Policy. The appeals procedure does not apply to issues which have broad application to the university as a whole or to constituent groupings within the university. However, appeals can be made in matters such as admission, transfer of credit, probation, suspension, dismissal, and other similar matters. A supervisor's decision in an appeal can itself be appealed, but there is no appeal of the President's decisions except in cases where it is reasonably alleged that a decision against the student was based on discrimination with respect to race, sex, age, handicap, religion, or national origin.

This policy provides a means to appeal in cases where administrative decisions have been made which may have a negative effect on a student's academic career. It addresses situations not covered by the Student Academic Grievance Policy or the Academic Honesty Policy.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

**Academic Appeal** -- a request for review of an administrative decision made with respect to an individual student which bears upon his/her student career.

**Supervisor** --the person supervising the decision-maker whose decision is being appealed, usually a dean of a college or his/her designee (e.g., academic affairs dean, associate or assistant dean, vice dean, etc.).

#### **PROCESS & PROCEDURES**

The procedures set forth here are intended to provide students at Augusta University a means for appealing administrative decisions which are alleged to have a negative impact on that student's academic career. If the student wishes to address alleged violations of his/her rights by his/her instructor, the student should refer to the Student Academic Grievance Policy. If the student's problem is related to a nonacademic issue, he or she should refer to the Augusta University Student Code of Conduct.

---

**Office of Legal Affairs Use Only**

**Executive Sponsor: Associate Provost, Faculty Affairs**

**Next Review: 7/2027**

## 1. Appeals of Administrative Decisions

- 1.1. A student may file an appeal whenever he or she can reasonably claim that an administrative decision affecting his or her program of study was not justified by the procedures and/or guidelines established to govern that decision. It is not necessary that the student allege discrimination or other wrongdoing on the part of the administrator.
- 1.2. The student should submit the appeal in writing to the immediate supervisor of the administrator responsible for the decision he or she questions. It is the student's responsibility to gather the evidence necessary to support his or her case and to include that evidence when submitting the written appeal. In preparing the appeal, the student should keep in mind that the primary issue is whether the administrative decision was justified by the procedures and/or guidelines established to govern that decision.
- 1.3. The supervisor to whom the appeal is made may choose to appoint and be advised by a consultative board composed of students and/or faculty and/or administrators of the supervisor's own choosing, and may also choose to charge such a board with hearing oral arguments and/or with making inquiries into specified matters of fact. However, if a student has alleged discrimination on the basis of race, sex, age, handicap, religion, or national origin, a consultative board must be appointed and must include at least one student and at least one faculty member who is not an administrator. In no case will the supervisor be bound by the advice of the board.
- 1.4. The supervisor to whom the appeal is made will render a final decision in the case within ten (10) business days, and may either:
  - 1.4.1. uphold the original decision
  - 1.4.2. modify the decision, or
  - 1.4.3. overturn the decision.
- 1.5. If the student is not satisfied with the outcome of the administrative appeal, he or she may appeal the decision to the president.

## 2. Appeal to the President

- 2.1. All appeals must be in writing and submitted to the President of the University (or his/her designee) within five (5) business days of the receipt of the decision.
- 2.2. The student has the right to appeal the outcome on the following grounds:
  - New information: You may provide new information sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing;
  - You may allege a procedural error with the hearing process that may have substantially impacted the fairness of the process, including but not limited to whether any hearing questions were improperly excluded or whether the decision

was tainted by a conflict of interest or bias by anyone involved in the hearing process; or

- Inconsistent Findings: You may allege findings inconsistent with the weight of the information.

The appeal process is not intended to grant a new hearing at a higher level.

- 2.3. It is the student's responsibility to gather the evidence necessary to support his or her case and to include that evidence when submitting the Presidential appeal. In preparing the appeal, the student should keep in mind that the primary issue is whether the decision was justified by the procedures and/or guidelines established to govern that decision.
- 2.4. The President or his/her designee (e.g., Provost or Associate Provost Faculty Affairs) shall review the appeal within five (5) business days. He or she may either:
  - 2.4.1. uphold the decision,
  - 2.4.2. overturn the decision,
  - 2.4.3. or modify the decision.
- 2.5. The President or his/her designee shall notify in writing the concerned parties (i.e., both principals, the dean, and the APFA) of his/her decision within five (5) business days.

### 3. Appeal to the Board of Regents

Students have the right to appeal final decisions of the President to the Board of Regents of the University System in accordance with Section 6.26 of the BOR Policy Manual.

The decision of the Board shall be final and binding for all purposes.

### REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank.

### RELATED POLICIES

[USG Board of Regents Policy 6.26](#)

<https://www.usg.edu/policymanual/section6/C2714/>

Augusta University Academic Honesty Policy

Augusta University Student Academic Grievances Policy

**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University  
Date: 7/18/2022

President, Augusta University

Date: 7/19/2022



**The Medical College of Georgia  
Academic Affairs Office**

## **Graduation Policy**

In order to graduate from the Medical College of Georgia, students must meet all of the graduation requirements as approved by the Curriculum Oversight Committee. This policy covers special circumstances surrounding student participation in Hooding and Graduation Ceremonies as well as circumstances when students may choose to delay graduation because they were unable to obtain a residency position in the Match.

### **Participation in Hooding and Graduation Ceremonies**

Student eligibility to participate in the Hooding/Graduation ceremonies is based on the student's standing at the time of graduation. Review by the Promotions Subcommittee may be required depending on that status.

1. **Students who have graduated the previous December:** Participation in the ceremonies is automatic. No review is necessary.
2. **Students who will have completed all course requirements by the end of April:** Participation in the ceremonies is automatic. No review is necessary.
3. **Students who will not have completed requirements by the end of April but will do so by June 30 (previously scheduled May/June course, elective failure with May/June remediation):** Participation is probable. An expedited review by the Promotions Sub-Committee Chair is necessary. This review is to verify that the student is in good standing and will complete requirements in time. Names will be submitted by Curriculum Office. The student does not need to take any action.
4. **Students who will not have completed requirements by the end of April but may do so by June 30 (Step 2 Failure with retake scores due back before June 30, clerkship or selective failure with May/June remediation):** Participation is possible. A Review by the Promotions Subcommittee is necessary (may be done via email). This review should take into account the student's likelihood of completion by the end of the semester as well as the reason for delay. Names will be submitted by Curriculum Office; the student does not need to take any action.
5. **Students who will not have completed requirements by the end of June:** Participation is handled on a case by case basis. Review by Promotions Subcommittee is



## The Medical College of Georgia Academic Affairs Office

necessary (may be done by email). This review should take into account the circumstances that caused the delay in graduation, the expected date of completion of requirements, the student's academic record etc. Students in this circumstance must submit a written request to participate in Hooding/Graduation to the Promotions Subcommittee Chair by April 1<sup>st</sup>. This request should outline the reason for the delay in graduation, the remaining requirements and an expected completion date, as well as any special circumstances that may be pertinent.

6. **Students who elect to delay graduation because of an unsuccessful match:**

Participation is probable. An expedited review by the Promotions Sub-Committee Chair is necessary. This review is to verify that the student is in good standing and is delaying graduation solely because of an unsuccessful match. Names will be submitted by the Curriculum Office. The student does not need to take any action. Students may appeal above decisions to the Full Promotions Committee by petitioning the Promotions Committee Chair in writing.

Except in the case of a late failure or unsuccessful match where a review may be needed in the weeks immediately prior to graduation, all student names should be submitted to the appropriate Promotions Committee officer by April 1<sup>st</sup> and reviews completed by April 15<sup>th</sup>.

### **Delaying Graduation for Unsuccessful Match**

Students who are unsuccessful in the Match during the spring of their senior year of medical school may be allowed to delay graduation by 6 months or 1 year so that they can reenter the match as a senior medical student. Students will be allowed to drop courses including ones that are already in progress during the month of match providing that they meet the conditions below:

1. Student is currently in good standing – no outstanding Promotions Committee requirements, no active failures etc.
2. Students must choose either 6 months or 1 year delay
3. Students may choose to continue in a normal course of study (taking additional electives, off campus rotations etc.), to participate in an extended research project for credit, or to pursue a dual degree in one of the other schools within the Augusta University system.



**The Medical College of Georgia  
Academic Affairs Office**

4. Any course which was dropped after it was already in progress, must be retaken in its entirety in the semester immediately following the unsuccessful match.
5. Students will be governed by University rules regarding graduation and will have to graduate at the end of the semester during which they complete their requirements.
6. Students still must complete medical school in a total of six consecutive calendar years. Students who decide to pursue a delay will sign a form agreeing to the above terms. Decisions about delay are binding and cannot be changed once the delay has been granted and the student has agreed to the terms. Students will incur additional tuition expenses during the delay up to the amount of full tuition for another year.