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Georgia Regents University (GRU)  
Medical College of Georgia (MCG)  
Faculty Senate Student Promotions Committee  
Academic and Professionalism Policies and Procedures

The Student Promotions Committee of the faculty of MCG is responsible for assessing the cumulative performance of the student during and at the completion of each academic year and makes its recommendations to the Vice Dean of Academic Affairs of the Medical College of Georgia. The committee and its subcommittees will include representatives from each MCG campus.

Organization and Jurisdiction

I. Organization

A. Composition

1. Full Promotions Committee: Each member must be actively involved in teaching medical students. Members must have been on the GRU/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 faculty members of the Augusta and regional campus faculties
- President, Medical College of Georgia Faculty Senate

Ex-officio non-voting members will be:

- Augusta campus
  - Associate Dean for Student & Multicultural Affairs
  - Associate Class Deans
  - Senior Associate Dean for Curriculum
  - Vice Dean for Academic Affairs
- GRU/UGA Medical Partnership campus (aka Athens campus)
  - Campus Associate Dean for Student & Multicultural Affairs
  - Campus Associate Dean for Curriculum
- Northwest GA Clinical Campus
  - Campus Assistant Dean for Curriculum
- Southwest GA Clinical Campus
  - Campus Associate Dean
- Southeast GA Clinical Campus
  - Campus Assistant Dean for Curriculum

In the remainder of this document, the terms student, multicultural affairs, and curriculum deans will indicate the dean’s staff as described above for the campus to which the student was assigned during their first two years.
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 representing the Athens campus. Members should broadly represent basic science and the clinical departments. One of the members will serve as chairperson of the subcommittee after being recommended by the Vice Dean of Academic Affairs, with input from the Chair of the Student Promotions Committee, Associate Dean for Student & Multicultural Affairs, and Senior Associate Dean for Curriculum, approved by the Faculty Senate (see I.B.1.a. below).

**Voting Members will be:**

- Chairperson
- All members
- President of the MCG Faculty Senate

**Ex-Officio Members will be:**

- Chair of the Student Promotions Committee
- The ex-officio members of the Student Promotions Committee.

**B. Appointments**

1. **Full Committee**

   a. **Members**: The Vice Dean of Academic Affairs, with input from the Chair of the Full Promotions Committee, the Associate Dean for Student and Multicultural Affairs, and Senior Associate Dean for Curriculum will recommend members to the Faculty Senate. The chair, members of the Student Promotions Committee, and chairs of the subcommittees will be selected by the Faculty Senate in accordance with its Constitution, Rules, and By-Laws.

   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.

   c. **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, then rank order of succession shall be the junior class chair or sophomore class chair or freshman class chair.

2. **Subcommittee**

   a. **Chair**: Every effort will be made to make sure the chair of a subcommittee shall have had at least four years prior service on a subcommittee.
b. **Members**: The Vice Dean of Academic Affairs, with input from the Chair of the Student Promotions Committee, Associate Dean for Student & Multicultural Affairs, and Senior Associate Dean for Curriculum will recommend members to the Faculty Senate. The chairs and members of the subcommittees will be selected by the Faculty Senate in accordance with its Constitution, Rules, and By-Laws.

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 B.2.a,b).

3. **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.

4. **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, Associate Dean for Student & Multicultural Affairs, and Senior Associate Dean for Curriculum will recommend a new member to the Faculty Senate. The new member will be selected by the Faculty Senate in accordance with its Constitution, Rules, and By-Laws and he/she will continue to serve on his/her assigned subcommittee until that class graduates as indicated above (Section B.3.a).

5. **Voting Recusal**

a. A Student Promotions Committee member will be disqualified from voting during subcommittee meetings and Student Promotions Committee Academic Performance Hearings when he/she has a direct association with the student for which the meeting is being held in order to avoid potential concerns of prejudice or conflict of interest. This will include members who have served as that student’s module/course director, clerkship director, or immediate supervisor in the course where the issue in question has occurred.

C. **Records of Committee Meetings**

1. Minutes of the Student Promotions Committee and subcommittees will be recorded by the Faculty Senate 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 Dean of MCG.
b. **Subcommittee:** Minutes of each subcommittee meeting shall be confidential and available to all voting and ex-officio members of that subcommittee.

2. The Student & Multicultural 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 and Faculty Senate Office within ten working days after the meeting. Once approved, minutes shall be stored as a PDF document in an access-limited share drive by the Faculty Senate Coordinator.

4. The chair of the Student Promotions Committee should 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 to the general faculty or Faculty Senate Medical Admissions Committee

5. After the senior class has graduated, the Student Promotions Committee chairperson and the chairperson of the graduating class shall transfer to the Faculty Senate Office the records pertaining to that class.

**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 Dean of MCG, 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 Dean of MCG

   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 for Academic Affairs when approved by the Student Promotion Subcommittee.

4. The Student Promotions Committee and subcommittees shall submit their recommendations to the Vice Dean for Academic Affairs.

II. Jurisdiction and Responsibilities

A. Jurisdiction

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 (refer to the MCG Student Handbook; section “Student Conduct Code and Procedure”) casts serious doubt upon the student’s potential capabilities as a physician.

3. An MCG student will have until June 30th 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 30th in the sixth academic year following initial
matriculation at the other school (approximately seventy months), inclusive of leaves of absence.

5. The Dean of MCG may grant a student additional official leave time because of exceptional circumstances.

6. Students in the MD/PhD program will have until June 30th 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 dual degrees within the eight years (ninety-four months), he/she must meet with the MCG Student Promotions Committee, Dean of the School of Graduate Studies (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 Faculty Senate Coordinator.

   b. A student must complete Phase 2, 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 Phase 3 of MCG.

   d. A student who enters PhD education after the third year of medical school must pass USMLE Step 2 CK and CS prior to entering the PhD component of the MD/PhD 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 should be notified of these deficiencies and recommended action for improvement in a timely fashion. This responsibility applies to all students; it is not limited to situations in which a student’s performance or grade is unsatisfactory.

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 during or at the end of an academic year. (See section IX, “Academic Performance Hearing Procedure”)

3. Final responsibility for meeting the academic requirements of MCG rests with the individual student.

C. Leave of Absence Policies (See Appendix A for more details)

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 Committee Academic and Professionalism Policies and Procedures and module or clerkship director’s recommendations.

2. The subcommittee for the fourth year class shall meet during the spring semester and as necessary to make recommendations to the Vice Dean for Academic Affairs regarding student graduation.

Criteria for Promotion, Graduation, and Dismissal

III. Standards of Academic Performance

A. Academic Requirements to be Promoted or to Graduate

1. A student must satisfactorily complete the required curriculum, including required modules or components of modules, intercessions, courses, clerkships, selectives, electives, and designated USMLE board exams and meet all MCG requirements to be promoted and to graduate.

B. Academic Requirements to Pass from Phase 1 to Phase 2

1. The student must pass all Phase 1 modules
2. Remediation issues are discussed in Section V.
3. Pass the required Phase 1 OSCE

C. Academic Requirements to Pass from Phase 2 to Phase 3

1. Pass all Phase 2 modules and intersessions (if any)
2. Pass USMLE Step 1
3. Successfully remediate deficiencies as discussed in Section V.
4. Complete all Phase 1 and 2 requirements and enter Phase 3 within four years of matriculation
5. Pass the required Phase 2 OSCE(s)

D. Academic Requirements to Complete Phase 3 and Graduate

1. Pass all required core clerkships, intersessions (if any), and required selectives
2. Pass a minimum of four electives
3. Pass USMLE Step 2 Clinical Knowledge (CK) and Clinical Skills (CS)
4. Pass the required Phase 3 OSCE(s)

E. Final Grades

1. All final grades will be submitted in a timely manner to the Registrar’s Office by module, clerkship, selective, or elective directors. Grades that result from remediated or repeated courses shall be submitted and recorded as described in Section V.

F. Interpretation of Grades

1. “A”– Outstanding, superior performance; exceeds expectations for a student at level of training
2. “B”– Commendable performance; meets expectations for a student at a particular level of training
3. “C”– Satisfactory; acceptable performance
4. “D”– Unsatisfactory; performance has not met the acceptable standards
5. “F”– Failing
6. “P”– Passing
7. “I”– Incomplete; indicates that a student was doing satisfactory work, but for uncontrollable, non-academic reasons, the student could not meet the full requirements of the course. An “I” will be changed to the final grade when the work is completed.

IV. Academic Deficiencies, Phases 1 and 2

A. Definition of Deficiency in Phase 1

1. Grade of F, or failure to successfully remediate a module
2. Significant concern about meeting any of the core competencies in a module in which the student received a passing grade
   a. The Student Promotions Subcommittee may recommend repetition of a module or remedial work to address the significant concern in any competency domain

B. Definition of Deficiency in Phase 2

1. Grade of D, F, or failure to successfully remediate a module
2. Failure of USMLE Step 1
3. Failure of the Phase 2 OSCE(s)
4. Significant concern about meeting any of the core competencies in a module in which the student received a passing grade

   a. The Student Promotions Subcommittee may recommend replention of a module or remedial work to address the significant concern in any competency domain

C. Subcommittee Review

1. The subcommittee review process differs depending upon the number of deficiencies. The subcommittee chair, or their designee from their 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. All members of the subcommittee will meet with the student and review the academic progress of students who have more than one deficiency and determine whether the deficiencies:

   a. Require remedial work

   b. Require repetition of some or all of the year’s curriculum

   c. Are sufficient to require dismissal proceedings

D. Remediation Schedule

1. Remediation cannot be scheduled concurrent with any other module, clerkship, selective, or elective

V. Academic Deficiencies in Phases 1 and 2, Prescribing Remediation and Consideration for Dismissal

A. Remediation Programs Based on the Number and Severity of Deficiencies

1. Remediation will be scheduled following the academic year in which the deficiency occurred

2. Remediation will be scheduled to allow time for successful completion prior to the start of the next academic year

B. Remediation of a Deficiency in One Module

1. The module director/co-director (Augusta) or phase curriculum coordinator (Athens) recommends a plan for remediation of the module to the Associate Dean for Student & Multicultural Affairs (or designee) who will notify the student’s, Student Promotions Subcommittee

2. Remediation could include, but is not limited to:

   a. Independent study and assessment supervised by faculty

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b. Retaking examinations

c. Taking a remedial course

3. Remediation modules will be designated as “R” on transcript; following completion a satisfactory or unsatisfactory grade will be entered

4. Successful remediation that does not involve repeating the entire course in the next academic year will be recorded on the student’s transcript as follows:

a. For Phase 1: “F/P*” This designation reflects the original grade of “F” and the grade received following remediation “P”. The asterisk denotes remediation of a deficiency to a passing level. For purposes of calculating the student’s grade point average, 2.0 quality points will be used for the successfully remediated module, clerkship, selective, or elective.

b. For Phase 2: “D/C*”, “D/B*”, or “D/A*”. This designation reflects the original grade of “D” and the grade received following remediation (“C*”, “B*”, or “A*”). The asterisk denotes remediation of a deficiency to a passing level. For purposes of calculating the student’s grade point average, 2.0 quality points will be used for the successfully remediated module, clerkship, selective, or elective.

5. Unsuccessful remediation of the “F” in the Phase 1 or the “D” in the Phase 2 module will result in the “F” remaining an “F” in Phase 1 and the “D” being replaced by an “F” in Phase 2 for the original module.

6. Notification and Scheduling of Remediation:

a. The remediation plan must be approved by the subcommittee

b. The subcommittee chair (or designee) submits the recommendation of the committee in writing to the Vice Dean of Academic Affairs

c. The recommendation of the Vice Dean of Academic Affairs is made known to the office of the Student & Multicultural Affairs Dean (or designee) who will notify the student and the appropriate faculty member of the remediation

d. The student must schedule the remediation through the Curriculum Office

e. A remediation plan may only begin after items a-d above have occurred. Remediation that has not been scheduled through the Curriculum Office will not be recognized as valid and will not be reflected on the transcript.

C. Remediation of an “F” in One Module

1. For Phase 1 students who initially receive a failing (“F”) grade in a single module or fail more than one component despite passing all the modules, may be given a chance to remediate that module as indicated above or repeat the entire year. Students who receive a failing (“F”) grade during the remediation of the module may be required to repeat the entire year. Section V.D. considers deficiencies in
two modules. Phase 2 students who initially receive a grade of “D” in a single module, will likely be given a chance to remediate that module as indicated above. Students who receive a failing (“F”) grade during the remediation of the module may be required to repeat the entire year.

2. If a student is required to repeat an entire module, the grades of the repeated and the original module will be recorded on the transcript and both grades will be used to calculate the student’s grade point average.

D. Remediation of Deficiencies in Two or More Modules

1. A student who has one deficiency may remediate that deficiency at the end of the academic year

2. A student with two deficiencies in a single academic year will likely be required to repeat the year, but may be considered for dismissal

3. A student with three or more deficiencies within a single academic year will be considered for dismissal

4. Any student who accumulates three or more deficiencies (even if previously remediated) over the course of the pre-clerkship curriculum will be considered for dismissal

5. Any student who receives an unsatisfactory grade on the remediation of a deficiency or in a repeated academic year will be considered for dismissal (this requirement includes modules that may have been passed previously)

6. A student may not take USMLE Step 1 until they have satisfactorily completed the entirety of the pre-clerkship curriculum

7. A student will be subject to dismissal if they are unable to pass USMLE Step 1 in three attempts. Students will not be certified by MCG to take the USMLE examination more than three times unless the student presents compelling evidence of extenuating circumstances that contributed to the failures and that those circumstances have been resolved. A decision to allow a fourth attempt will follow Academic Performance Hearing process as outlined in Section IX.

8. The Student Promotions Committee will determine the remediation plan at the end of any module a student does not pass after consideration of the course director’s (or designee) recommendation. If a student fails one or more modules after an initial failure, the committee will modify the decision at the end of each subsequent module deficiency and/or at the end of the year.

9. All remediation must be scheduled through the Curriculum Office (Section V. B.)

10. A student may not remediate while participating in a module

VI. Academic Deficiencies, Phase 3

A. Definition of a Deficiency
1. Grade of D, F, or failure to successfully remediate a clerkship, selective, or elective

2. Failure of USMLE Step 2 CK or CS

3. Failure of the Phase 3 OSCE(s)

4. Significant concern about meeting any of the core competencies in a clerkship, selective, or elective in which the student received a passing grade

   a. The Student Promotions Subcommittee may recommend repetition of a clerkship, selective, elective, or remedial work to address the significant concern in any of the core competency domains

5. Students rated “Does Not Meet Expectations” or “Marginal” in any category of Professionalism will earn a “D” or “F” and will require consideration for remission.

B. Subcommittee Review

1. The subcommittee review process differs depending upon the number of deficiencies. The Student Promotions Subcommittee chair, or their designee from their 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. The Student Promotions Subcommittee will review the academic progress of all students who have more than one deficiency and determine whether the deficiencies:

   a. Specified remedial work

   b. Repetition of some or all of the clinical coursework

   c. An Academic Performance Hearing

C. Remediation of a D

1. The clerkship, selective, or elective director recommends a plan for remediation to the Student Promotions Subcommittee and provides a copy to the Associate Dean for Student & Multicultural Affairs, Senior Associate Dean for Curriculum, and appropriate class Associate Dean. Remediation recommendations typically include, but are not limited to:

   a. Independent study and assessment supervised by faculty

   b. Retaking examinations, and/or

   c. Repetition of all or part of a clerkship

2. After the remediation plan is approved by the subcommittee and is recommended to and approved by the Vice Dean of Academic Affairs, the student must schedule the remediation through the campus Curriculum Office.
Clerkship remediation must be scheduled during July of the student’s fourth year unless another time is approved by the Curriculum Dean.

3. If the only reason for the “D” grade is failure of the NBME subject 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 subject exam the grade will be changed to an “F” and the student will be required to repeat the entire clerkship.

4. 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.

5. The Student Promotions Subcommittee will make a recommendation to the Vice Dean of Academic Affairs about the student’s final grade for any student who satisfies the remediation requirements after he/she initially earned a “D” and was rated “Does Not Meet Expectations” or “Marginal” in any category of Professionalism. The Student Promotions Committee will also consider the opinion of the clerkship director in determining the student’s final grade.

D. Remediation of an F

1. A student who receives a failing (“F”) grade in the required clerkship must repeat the clerkship

2. The original course and grade will remain on the student’s transcript

E. Prescribing Remediation for Academic Deficiencies in Phase 3

1. A student who has one clerkship deficiency may remediate that deficiency at the end of the academic year

2. A student with two clerkship deficiencies in a single academic year will typically be permitted to retake the NBME subject exam if that is the only deficiency. A student who is unsuccessful in retaking the NBME subject exam will be required to repeat the entire clerkship.

3. A student who fails remediation or who acquires three or more deficiencies within a single academic year will likely be required to repeat the entire year, but may be considered for dismissal

4. Any student who receives an unsatisfactory grade on the remediation of a deficiency or in a repeated academic year will be considered for dismissal (this requirement includes clerkships that may have been passed previously)

5. A student may not take USMLE Step 2 until they have satisfactorily completed the entirety of the core clerkship curriculum

6. A student will be subject to dismissal if they are unable to pass USMLE Step 2 in three attempts. Students will not be certified by MCG to take the USMLE Step 2
examination more than three times 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 will follow the Academic Performance Hearing process as outlined in Section IX and must be recommended by a two-third majority of those present and eligible to vote.

7. The Student Promotions Subcommittee will determine the remediation plan at the end of any clerkship or elective a student does not pass. If a student fails one or more clerkships after an initial failure, the committee will modify the decision at the end of each subsequent clerkship deficiency and/or at the end of the year.

8. All remediation must be scheduled through the Curriculum Office (Section V. B.)

9. A student may not remediate while participating in a clerkship, selective, or elective

F. Consideration for Dismissal or Repeat

1. The academic performance of each student in the clinical curriculum shall be evaluated regularly as grades are received by the Student Promotions Subcommittee. A student must be formally considered for dismissal or repeat of the entire year by the Student Promotions Committee at an Academic Performance Hearing when:

   a. A student receives a final grade of “F” in two Phase 3 clerkships, selectives, or electives

   b. A student receives a final grade of “F” and a final grade of “D” in two Phase 3 clerkships, selectives, or electives

   c. A student receives a final grade of “D” in three Phase 3 clerkships, selectives, or electives

   d. A student does not pass a clerkship, selective, or elective which he/she has been required to repeat

   e. A student who repeats Phase 1 or Phase 2 obtains:

      i. Any “F” in Phase 3

      ii. A “D” in a clerkship, selective, or elective for which the department requires repeating the clerkship, selective, or elective

      iii. A second “D” in Phase 3, for which the student is not required to repeat the clerkship, selective, or elective

   f. A student was required to remediate deficiencies in two or more modules during Phase 1 and/or Phase 2 and obtains a deficiency in Phase 3, for which the student was required to repeat the clerkship

   g. A student has not passed either USMLE Step 2 CK or CS in three attempts
h. A student’s knowledge, character, mental or physical fitness casts grave doubt upon that student’s potential capabilities as a physician.

2. If a recommendation is made for dismissal or repeat, a formal Academic Performance Hearing of the Student Promotions Committee will be held. Please Note: An academic year may only be repeated once.

VII. United States Medical Licensing Examination Step 1 and Step 2 (USMLE)

A. United States Medical Licensing Examination Step 1

1. Students who have passed all the Phase 1 and Phase 2 modules and have no deficiencies are eligible to take the United States Medical Licensure Examination Step 1. Students must take the USMLE Step 1 before they begin Phase 3.

2. Students must have USMLE Step 1 scores reported to MCG each time it is taken.

3. The policies regarding students who fail USMLE Step 1 are as follows:

   a. A student who fails USMLE Step 1 on the first take shall not start clinical rotations or shall be withdrawn from the clinical rotation when the notification of failure is received.

   b. Credit will be given for clerkships that have been completed satisfactorily or for completion of a four week segment of an eight week clerkship. However, the Student Promotions Subcommittee may require a student to repeat the already completed clerkship.

   c. The student shall be required to take the USMLE Step 1 a second time before re-entering the curriculum. The student will not be allowed to begin a clinical rotation until a passing score is achieved. The student may elect to remain enrolled by taking the USMLE prep elective through the Curriculum Office for up to two months while preparing for a second take of Step 1. If a student is not prepared for the second take at the end of the two months of prep elective, he/she must take a student initiated leave of absence. If a student fails the second take of the examination, he/she shall be withdrawn from Phase 3. The student will be placed on an Administrative Leave of Absence (LOA) by the Student & Multicultural Affairs Dean and will be notified in writing of the stipulations of the leave of absence.

   d. The Student Promotions Subcommittee and the appropriate Deans’ staff will work with the student to plan a course of study to prepare for retaking the exam.

   e. A student will be subject to dismissal if he/she is unable to pass USMLE Step 1 in three attempts. Students will not be certified by MCG to take the USMLE examination more than three times 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 will follow Academic Performance Hearing process as outlined in Section IX.

B. United States Medical Licensing Examination Steps 2 CK and CS

1. A student must successfully complete all year three clerkships before taking USMLE Steps 2 CK and CS.

2. A student must pass USMLE Steps 2 CK and CS to graduate.

3. Students must have USMLE Step 2 scores reported to MCG each time he/she takes it.

4. The examination should be taken by December 15th of the student's final year in medical school, unless the student is off-cycle, and must be passed as a requirement for graduation.

5. The committee has the prerogative of recommending actions including but not limited to de-certification from the match for individuals who do not meet this requirement.

6. A student will be subject to dismissal if he/she is unable to pass USMLE Step 2 CK or CS in three attempts. Students will not be certified by MCG to take the USMLE examination more than three times 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 will follow the Academic Performance Hearing process as outlined in Section IX.

VIII. Professionalism

A. Professional Misconduct

1. Professional misconduct issues may be more likely to happen outside of the classroom and have broader implications for the well-being of students, faculty, and staff in the college. It is important for students, as physicians in training, to understand that behavior may be legal that is indeed not professional or fitting of a physician. Hence, the Associate Dean for Student & Multicultural Affairs has the initial and primary responsibility for administering and enforcing professional misconduct issues. Professional misconduct may include:

   a. Violation of conduct described in course policies or articulated by the instructor in writing.

   b. Violation of any code of ethics of the medical profession.

   c. Contributing to, or engaging in any activity which disrupts or obstructs the teaching, research, or outreach programs of the College or University, on campus or at affiliated training sites.
b. Entering the classroom or clinical experience habitually late or leaving early, arriving late to a professional activity, without prior permission from the instructor. The instructor also has the obligation to notify the class, if possible in advance, of any changes in class times, possible late arrival and/or cancelled classes.

c. Approaching faculty, staff, or students in less than a professional manner and treating faculty, staff, peers, and patients in a disrespectful and inconsiderate way (i.e. addressing a faculty member without the appropriate title during professional activities). Respect and consideration are also expected when addressing a faculty member, staff, student, or patient that chooses to be called by their first name.

d. Failure to deal with professional staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.

e. Unprofessional dress (as outlined in the professional program, class and/or clinical agency policies) during classes, clinical experiences, or when representing the College (i.e., visiting regional campuses with fellow medical students).

f. Bringing family members, guests, and pets to the classroom or any professional academic activities without prior consent of the instructor.

g. Falsifying applications, forms, documents, reports, or records of any kind or providing false information to the University personnel prior to admission to the College, or while an active member of the College’s academic programs.

h. Unauthorized accessing or revealing of confidential information about faculty, staff, or students of the College and University.

i. Violation of patient respect and confidentiality in any practice/learning setting.

j. Theft, damaging, defacing, or unauthorized use of any property of the College, University, or training sites.

k. Computer usage that violates MCG/GRU and/or clinical sites acceptable use policies.

l. Sexual harassment as defined by GRU and/or clinical sites.

m. Harassment, threats of violence, Intent to do harm

n. Endangering patients, faculty, staff, and/or fellow students, or damaging their property.

o. Intoxication, abuse, possession, use and/or illegal sale of alcohol, drugs, chemicals, firearms, explosives or weapons within the University campus, in any practice/learning setting, or when representing the College.

p. Any violation, arrest, and/or conviction of any federal, state, or municipal law.
q. Any violation of a University rule or rule at a professional experience site.

r. DUI & DWI (driving under the influence or driving while intoxicated) is considered by the College an improper behavior and any individual violating this law is required to undergo an alcohol/drug evaluation.

s. Public intoxication, resisting arrest, disorderly conduct, and other related charges.

t. Pleading no contest or being involved in adjudication that is withheld

B. Reporting Process

1. Students are required to report any incidents of professional misconduct, as outlined above, to the Associate Dean for Student & Multicultural Affairs within seven days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the College and/or its programs. Failure of the student to report violations within the required time will also result in the need to meet with the student’s Faculty Senate Student Promotions Subcommittee.

2. If a faculty member is aware that a student has violated the conduct policy outside of the classroom, he/she should remind the student of the policy and direct the student to self-report any professional misconduct violations to the Associate Dean for Student & Multicultural Affairs within seven days of the occurrence.

3. The aforementioned faculty member is encouraged to report his/her finding independently to the Associate Dean for Student & Multicultural Affairs within seven days of the occurrence.

C. College Related Sanctions

1. The Associate Dean for Student & Multicultural Affairs is responsible for transferring cases to the appropriate Student Promotions Subcommittee who may issue disciplinary sanctions for the College and will notify the student in writing. Disciplinary action for academic and professional misconduct will depend on the circumstances, and may include, but is not limited to, any of the following:

   a. Probation/Professional Concern: A student may be placed in the category of “Probation/Professional Concern” by the Student Promotions Subcommittee for any breach of professionalism that requires the subcommittee’s review and is felt to constitute a substantial breach of professional behavior.

2. Requirements in Category of Probation/Professional Concern: Students placed in the category of “Probation/Professional Concern” will:

   a. Be informed of their status and will be followed at intervals by their subcommittee until the issues of concern are satisfactorily resolved.
b. Be offered guidance toward the resolution of behaviors of concern.

c. Remain in this category until the subcommittee feels it is appropriate to remove the designation.

d. Suspension from the College or University and a required leave of absence

e. Termination from the College and/or expulsion from the University

f. Medical Student Performance Evaluation Inclusion: The concerns of the subcommittee may be included in the student’s Medical Student Performance Evaluation. The comments on the original clerkship evaluation may also be included in the Medical Student Performance Evaluation at the discretion of the Associate Dean of Student & Multicultural Affairs.

D. Students Right to Appeal

1. Students sanctioned for violations of the Honor Code have the right to appeal. Student appeals must follow the appeal procedure outlined below.

E. Student Appeal Procedure

1. If the student chooses to appeal a course instructor’s sanction it must be pursued in the following sequence: Course Instructor, Department Administrator, Associate Dean for Student & Multicultural Affairs, Vice Dean for Academic Affairs, and Dean.

2. Department and College related sanctions may be appealed to the Associate Dean for Student & Multicultural Affairs, Vice Dean for Academic Affairs followed by the Dean.

3. In cases of sanctions involving College suspension or termination, the appeal will follow the process outlined in University Policy.

4. An appeal for any sanction must be made in writing within fifteen business days of the sanction letter. The date of the letter shall be the date the letter is postmarked. If hand-delivered, a notation of that date will be made in the student’s file.

5. Appeal letters must specify in detail one or more of the following bases of appeal:

a. The sanction was too severe for the offense.

b. The decision for non-action/action/sanction was made in an arbitrary or capricious manner.

c. The finding of the Policy having been violated was not substantiated by evidence.
d. The student/organization’s rights were violated (specify those rights believed to have been violated).

F. Appeal Review Process

1. Appeals made to the Associate Dean for Student & Multicultural Affairs will be reviewed by the Faculty Senate Student Promotions Committee depending upon the conduct violation in question.

2. The Faculty Senate Student Promotions Committee will review the written letter of appeal from the student/organization and the materials from the original adjudication process. After reviewing these materials, the committee may decide to do one of the following:

   a. Issue a decision based solely on the written materials.

   b. Issue a decision based on a review of written materials and discussion with the involved principals.

   c. Recall one or more witnesses.

   d. Refer the decision to the full faculty for action.

   e. Return the case for reconsideration of the decision and/or sanctions.

3. The Student Promotions Committee may uphold or lessen the original decision/sanction, but not increase the sanctions/actions imposed by other persons or bodies.

4. The decision of the committee will generally be issued within fifteen working days of the receipt of the appeal letter, but may take longer during University recesses, or in the event of complex cases.

G. Unresolved Appeals

1. After the College appeals process has been completed, if the student/organization is not satisfied with the appeal decision, the student/organization has the right to appeal the decision to the Provost and/or Vice President for Academic Affairs. The Provost and/or Vice President for Academic Affairs will make the final decision on any appeals.

H. Incomplete Disciplinary Process

1. Students with pending disciplinary or legal actions, with sanctions for which an appeal has been submitted, but not resolved, or whose sanctions have not been successfully fulfilled, will not be allowed to graduate from MCG with a degree. In such cases, the College reserves the right to place a hold on a student's graduation until the case has been successfully resolved and the sanctions have been successfully fulfilled.
I. Annual Pledge and Signature

1. I have read and understand the above policy and I agree to accept and abide by this policy. I understand that violations of this policy and sanctions imposed based on violations of this policy as well as information used to substantiate violations (i.e. criminal background checks) may be shared with college affiliated educational training programs. I am also aware of and assume responsibility for following other College and University policies as stated in the student handbook.

IX. Academic Performance Hearing Procedure

A. Notification of Academic Performance Hearings

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 Committee Academic and Professionalism 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. All records pertaining to the student and a written report detailing the student’s deficiencies will be forwarded to the Vice Dean of Academic Affairs.

2. The Student Promotions Committee chairperson and the Associate Dean of Student & Multicultural Affairs shall ascertain within one week of informing the Vice Dean of Academic Affairs that all records are in order and no other pertinent evidence bearing on the student's academic record exists as far as the school is aware.

B. Notification of Rights

1. The Vice Dean of Academic Affairs 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 working 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 Vice Dean of Academic Affairs 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.

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 & Multicultural Affairs at least forty-eight hours prior to the Academic Performance Hearing.
to be placed in a secure shared drive 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 shall not serve as faculty advocate during the hearing.

f. The hearing will be held on the designated date and time and location in the presence or absence of the student.

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 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 IX. 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.

5. The Student Promotions Committee shall listen to the evidence and make a recommendation to dismiss, repeat the year, or continue in the curriculum. A two-thirds majority of those present and voting is required to recommend dismissal to the Vice Dean of Academic Affairs. For an Academic Performance Hearing, attendance shall be in person. A written recommendation and the voting results shall be sent to the Vice Dean of Academic Affairs by the Chair of the Student Promotions Committee.

6. In response to the Student Promotions Committee recommendation, the Vice Dean of Academic Affairs, will accept, reject, or refer the decision with comments to the Student Promotions Committee for reconsideration within five working days. Then the Vice Dean of Academic Affairs will notify the student and Chair of the Student Promotions Committee in writing of the decision.

7. If the recommendation is referred for reconsideration, the second hearing should be held within seven working days, and a two-thirds majority of those present and voting is required to sustain the initial recommendation.

8. The student shall be advised of his/her right to appeal the decision to the Dean of MCG and then to the Campus Review Body (CRB) of MCG. Further steps in an appeal process must follow the CRB policy.
D. Appeals by Students

1. A student who wishes to appeal the Vice Dean of Academic Affairs decision for dismissal may do so by filing an appeal to the Dean of MCG. If the Dean of MCG upholds the Vice Dean of Academic Affairs decision, the student may file an appeal in accordance with the approved Campus Review Board Policy (as of June 2009) which states: “Upon receipt of a final action regarding an academic or conduct sanction, the student shall have five working days to file an appeal with the President. This notice of right of appeal will be included in the written statement from the Dean or the Vice President for Student Services”.

2. A student shall not be entitled to have a decision reversed or reconsidered based solely on a deviation from these procedures, unless they can demonstrate that the deviation meaningfully affected their ability to receive a fair review of their case.

3. A student may be suspended from academic activities until the final outcome of the appeal process is known.

E. Deficiencies Subsequent to Academic Performance Hearings and Academic Probation

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. The Vice Dean for Academic Affairs will inform the student that he/she has been placed on academic probation.
   b. Students who receive another deficiency (see definitions in IV.A. and VI.A.) while on academic probation following an Academic Performance Hearing must be considered for dismissal by the Student Promotions Committee.
   c. Students will remain on Academic Probation for one year after all deficiencies are remediated or until graduation requirements are fulfilled, whichever comes first.

2. The chairperson of the Student Promotions Committee will inform the Vice Dean of Academic Affairs in writing of the Student Promotion Committee’s recommendation. If dismissal is recommended, the Vice Dean for Academic Affairs shall follow the procedure described in section IX.C.6.

X. Graduation

A. Application: Students must apply to graduate four months before the anticipated date of graduation. Failure to apply for graduation by this deadline may require students to meet with their Student Promotions Subcommittee. Graduation is held annually, the date of the ceremony will appear on the diploma.
B. **Off-Cycle Graduation Application:** Students who wish to graduate off-cycle must apply to graduate four months before the anticipated date of graduation. Failure to apply for graduation by this deadline may require students to meet with their Student Promotions Subcommittee. The date on the diploma will coincide with the date on the official transcript or the date on which a passing score on USMLE Step 2 CK or CS is received.

C. **Ceremony:** If a student is enrolled in an elective during the May rotation, 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. The subcommittee will consider the student's request and make its recommendation. The subcommittee chair will submit the recommendation to the Vice Dean for Academic Affairs.
Appendixes: Leave of Absence Policies

Appendix A

1. Emergency Leaves of Absence

a. Emergency leaves of absence can be recommended by any of the class Deans at the Augusta campus or the Associate Dean for Student & Multicultural Affairs at the Athens campus and approved by the Vice Dean for Academic Affairs for up to ten working days. All missed work must be completed in a timely fashion.

Appendix B

1. Personal Leaves of Absence

a. Any student enrolled in the Medical College of Georgia may request from his/her class Dean at the Augusta campus or the Associate Dean for Student & Multicultural Affairs at the Athens campus 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 problems
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.

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 class Dean at the Augusta campus or the Associate Dean for Student & Multicultural Affairs at the Athens campus. 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 class Dean at the Augusta campus or the Associate Dean for Student & Multicultural Affairs at the Athens campus during the leave
iv. The Student shall discuss with the appropriate class Dean at the Augusta
campus or the Associate Dean for Student & Multicultural Affairs at the Athens campus, 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

v. A letter of support for the action should be included if appropriate (i.e., physician letter, etc.)

vi. 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 approves the student’s request, the matter will be forwarded to the Senior Associate Dean for Curriculum, 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.

vii. The Associate Dean for Student & Multicultural Affairs will review the conditions submitted by the Senior Associate Dean for Curriculum regarding the leave of absence and may approve, deny, or modify the conditions. The Associate Dean for Student & Multicultural Affairs will notify the student in writing of the action on the student’s request, including any conditions that must be met by the student.

viii. Students receiving financial aid through the Georgia Regents University must comply with all federal policies to maintain eligibility for aid.

ix. 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 class Dean at the Augusta campus or the Associate Dean for Student & Multicultural Affairs at the Athens campus, 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 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 and Multicultural Affairs at the Athens campus directly. The Associate Dean for Student & Multicultural Affairs at either campus will then notify the Senior Associate Dean for Curriculum 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.

x. Students who fail to confirm their re-enrollment date in accordance with this policy or students who do not notify the appropriate class Dean at the Augusta campus or the Associate Dean for Student & Multicultural Affairs at the Athens campus, of a change in plans may be administratively 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.

xi. The Office of Student & Multicultural Affairs, the appropriate class Dean on the Augusta campus or the Associate Dean for Student & Multicultural Affairs at the Athens campus, will notify involved course directors when a leave of absence of any type has been granted.

xii. A letter will be issued to the student that stipulates the terms of the Leave of Absence.