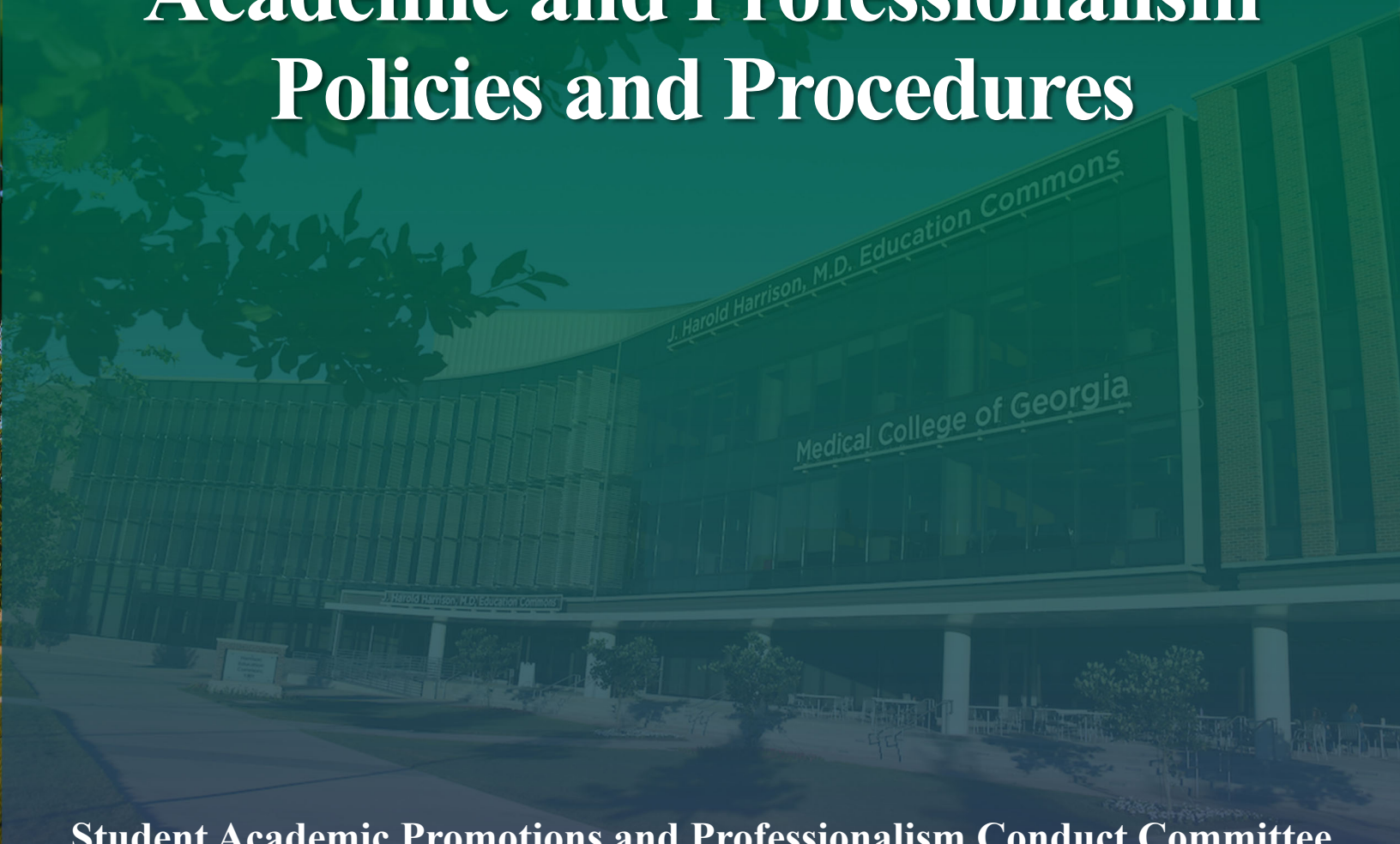
Academic and Professionalism Policies and Procedures



Student Academic Promotions and Professionalism Conduct Committee
Medical College of Georgia Faculty Senate

THE RED BOOK

Table of Contents

I. STUDENT ACADEMIC PROMOTIONS AND PROFESSIONALISM CONDUCT COMMITTEE 3

A. Organization 3

1. Composition 3
2. Appointments 4
3. Recusal 4

B. Jurisdiction and Responsibilities 5

1. Jurisdiction/Approaches 5
2. Recognition of Student Problems 5
3. Decisions of the Student Promotions Committee and Subcommittees 6
4. Evaluation and Recommendation of Students for Promotion and Graduation 6
5. Annual Report 6

C. Meetings of the Student Promotions Committee and Subcommittees 6

1. Notice of Meetings 6
2. Meetings of the Student Promotions Committee 7
3. Meetings of the Student Promotions Subcommittees 7
4. Records of Committee Meetings 7

II. CRITERIA FOR PROMOTION, GRADUATION, AND DISMISSAL 8

A. Standards of Academic Performance 8

1. Academic Requirements Graduate – All Campuses 8
2. Specific Curriculum Requirements 8

B. Grade Assignment 9

1. Preclerkship – All Campuses 9
2. Clerkship and Enrichment – All Campuses 9
3. Interpretation of Grades – All Campuses 9

C. Definition of Deficiency and Academic Difficulty 10

1. Preclerkship – All Campuses 10
2. Clerkship and Enrichment – All Campuses 10

D. Review by Promotions Committee 11

E. Remediation Plan 11

1. Preclerkship – Augusta/Savannah Campuses 11
2. Preclerkship – Athens Campus 11
3. Clerkship Deficiency – All Campuses 12
4. Clerkship Difficulty (failure of two or more first-take NBME shelf exams) 13

5. Advanced Clerkship/Enrichment – All Campuses 13
6. Consideration for Probation, Repeat, or Dismissal – All Campuses 13
F. Scheduling of Remediation 14
1. Preclerkship Phase – All Campuses 14
2. Clerkship and Enrichment Phase – All Campuses 14
G. Grade Designation Following Remediation
1. Preclerkship – All Campuses 15
2. Clerkship and Enrichment Phases – All Campuses 15
H. United States Medical Licensing Examinations (USMLE) 16
1. USMLE Step 1 16
2. USMLE Step 2 16
3. Remediation 16
III. LEAVE OF ABSENCE POLICY 17
A. Student Affairs Initiated LOA Process 17
B. Student Promotions Committee Initiated LOA Process 18
C. Return from LOA 19
IV. PROFESSIONALISM POLICY 20
A. Professional Misconduct 20
B. Reporting Process – Professionalism 21
C. Professionalism Actions 22
V. ACADEMIC PERFORMANCE HEARING PROCEDURES 24
A. Notification of Academic Performance Hearing 24
B. Notification of Rights 24
C. Academic Performance Hearing by the Student Promotions Committee 24
D. Deficiencies Subsequent to Academic Performance Hearing and Academic Probation or Probation for Professionalism Concern 25
VI. STUDENT APPEAL PROCESS 26
A. Students Right to Appeal 26
B. Student Appeal Procedures for Committee or Subcommittee Decisions 26
C. Medical Student Performance Evaluation (MSPE) 27
VII. ANNUAL DISTRIBUTION OF POLICIES AND PROCEDURES 27
VIII. INCOMPLETE DISCIPLINARY PROCESS 27
IX. GRADUATION 28
X. DELAYING GRADUATION FOR UNSUCCESSFUL MATCH 29

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**.

A. Organization

1. Composition

a. 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.

i. Voting members shall be:
- Chair
- Twenty-four members of the faculty, including representation from geographically separated campuses
- President, Medical College of Georgia Faculty Senate

ii. Ex-officio non-voting members shall be:

Augusta Campus:
- Associate Dean, Curriculum
- Associate Dean, Student Affairs
- Assistant Deans (Class Deans), Student Affairs
- Assistant Dean, Academic Advising

Regional Four-Year Campuses:
- Campus Associate Dean, Student Affairs (or designee)
- Campus Associate Dean, Curriculum (or designee)

Regional/Clinical (Two-Year/Clerkship/Enrichment) Campuses:
- The senior member of the Dean's staff from each campus (or designee)
- Campus Associate/Assistant Dean, 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 (Augusta) and Campus Assistant/Associate Deans of Student Affairs (Athens and Savannah) are collectively referred to as Student Affairs Deans. The Assistant Deans of Student Affairs (Augusta) are collectively referred to as Class Deans. The Associate Dean of Curriculum (Augusta) and Campus Associate/Assistant Deans of Curriculum (all campuses) are referred to as Curriculum Deans.

b. Student Promotions 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 a Medical Partnership 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.

2. Appointments

a. Student Promotions Committee
   i. Members: Faculty members are solicited by the MCG 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.).
   ii. The Chair of the Committee and 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.
   iii. Committee Chair: The Chair of the Student Promotions Committee shall have at least four years of experience on an MCG Student Promotions Subcommittee. The term of office of the Chair shall be three years. The Chair 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. In the event that quorum is lost, the Chair of the Student Promotions Committee may act as a voting member of a Subcommittee to satisfy quorum requirements.
   iv. Subcommittee Chairs: Prior promotions Committee service is an important qualification for Subcommittee Chairs, with preference to four years of prior service.
   v. Acting Chair: The Chair of the Subcommittee for the senior class shall act as Chair in the absence of the Chair 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.

b. Student Promotions Subcommittees
   i. Members: as in 1.a. above.
   ii. 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.
   iii. One new Subcommittee and a Chair for that Subcommittee shall be selected annually for the entering class using the same selection process described above (Section I.B.1.a.b.).

c. Subcommittee Member Term of Service
   i. Subcommittee members will serve four years on their Subcommittee, with their term of service expected to end at the graduation of the class they have served.

d. Subcommittee Vacancies
   i. In the event that a vacancy is created on a Subcommittee, 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 Faculty Senate Rules and By-Laws (Article III, Section 3.A.).

3. 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 or Subcommittee member has provided health care to the student they shall recuse and be absent from the entire deliberation.

ii. If a Student Promotions Committee or 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.

B. Jurisdiction and Responsibilities

1. Jurisdiction/Approaches

a. 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.

b. 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.

c. 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.

d. 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.

e. The Vice Dean of Academic Affairs may grant a student additional official leave time because of exceptional circumstances.

f. 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.

i. If it appears a student will not complete the MD/PhD degrees within the eight years (ninety-four months), they must meet with the MCG Student Promotions Committee, Dean of The Graduate School (or designee), Dean of MCG (or 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.

ii. A student must complete the Preclerkship Curriculum, including passing the USMLE Step 1, before entering the PhD component of the MD/PhD program.

iii. A student must successfully defend their thesis before entering or re-entering Clerkships/Clinical Phase of MCG.

iv. 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.

g. 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.

2. Recognition of Student Problems

a. 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 manner.

b. The Chair 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 V., "Academic Performance Hearing")

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

3. Decisions of the Student Promotions Committee and Subcommittees

a. The Student Promotions Committee and Subcommittees shall render decisions and recommendations about matters brought to them for consideration.
b. The Student Promotions Committee makes recommendations and decisions in accordance with the policies and procedures approved by the MCG Curriculum Oversight Committee.
c. The Student Promotions Committee or Subcommittee Chair will notify the student, in writing, of the decisions and recommendations made by the Committee or Subcommittee.
d. The Vice Dean has the prerogative to review decisions and ensure compliance with applicable rules, regulations, and approaches established by MCG. In cases where the Vice Dean has concerns in these areas, they 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 or Subcommittee Chair.
    i. If the decision is referred for reconsideration, a second meeting of the Student Promotions Committee or Subcommittee shall be held within ten (10) business days.
    ii. 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.
    iii. The Chair shall notify the student of a decision in writing within five (5) business days of making that decision.

4. Evaluation and Recommendation of Students for Promotion and Graduation

a. 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.
b. 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.
c. 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.

5. Annual Report

a. 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 Faculty Senate Rules and By-Laws at the end of the academic year.
b. The report shall include the following information about each Subcommittee for the year:
    i. Number of students beginning the year.
    ii. Number of students requiring remediation.
    iii. Number of students repeating the year.
    iv. Number of students on long term leave of absence.
    v. Number of students dismissed.
    vi. Other information of importance.

C. Meetings of the Student Promotions Committee and Subcommittees

1. Notice of Meetings

a. Notice and the agenda of meetings of the Student Promotions Committee and 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.

2. Meetings of the Student Promotions Committee

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

3. Meetings of the Student Promotions Subcommittees

a. A quorum for Subcommittee meetings shall consist of 50% of the voting members plus one.
b. 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.
c. 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.

4. Records of Committee Meetings

a. Minutes of the Student Promotions Committee or Subcommittees will be recorded by the MCG Student Promotions Coordinator. If they are absent, a member of the Committee will provide a summary of that meeting for the official record.
    i. Committee: Minutes of the Student Promotions Committee meetings shall be confidential and available to the Chair of the Committee, ex officio members of the Committee, and the Vice Dean of Academic Affairs, and stored in an access-limited share file.
    ii. 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 and stored in an access-limited share file.
b. The Student Affairs Deans from the appropriate campus (or their designee) will contact the student advisor as appropriate about matters related to student progress.
c. The Chair of the Student Promotions Committee or Subcommittee must ensure that the minutes of their meetings are on record within ten business days after the meeting. Minutes shall be stored as a PDF document in an access-limited share file by the MCG Student Promotions Coordinator.
d. Official records are kept in an access-limited share file, with access limited to the Committee and Subcommittee members, and appropriate administrators.

II. CRITERIA FOR PROMOTION, GRADUATION, AND DISMISSAL

A. Standards of Academic Performance

1. Academic Requirements Graduate – All Campuses

a. Satisfactory completion of the required curriculum
b. Successful completion of USMLE exams
c. Successful completion of all Clinical Progression Assessments (CPAs)
d. Meeting all MCG requirements

2. Specific Curriculum Requirements – Unless otherwise noted students must meet the requirements of each phase of the curriculum listed below to progress to the next phase.

a. Preclerkship Phase – Augusta/Savannah Campuses
   i. Successfully pass all Preclerkship courses
   ii. Successfully meet all benchmarks for each module
   iii. Successfully remediate deficiencies
   Note: Failure of a one-week remediation is *not* considered a second deficiency; failure of a six-week remediation *is* considered a second deficiency.
b. Preclerkship Phase – Athens Campus
   i. Academic Requirements to Pass from Year 1 to Year 2
      - Pass all Year 1 courses
      - Successfully remediate deficiencies
   ii. Academic Requirements to Pass from Year 2 to the Clerkship Phase
      - Pass all Year 2 courses
      - Pass USMLE Step 1
      - Successfully remediate deficiencies
      - Complete all Year 1 and 2 requirements and enter the Clerkship Phase within four years of matriculation
      - Note the exception for enrollment in the MD/PhD program
c. Clerkship/Enrichment Phases – Augusta/Savannah/Regional Campuses
   i. Pass Core Curriculum Required Courses
   ii. Pass 6 weeks of electives
   iii. Pass Clerkship CPA (see below for passing requirement)
   iv. Pass USMLE Step 1
   v. Pass USMLE Step 2
   vi. Pass Requirements of Chosen Pathway
      - PGY1 Pathway – graduate and go to residency
      - Dual Degree Pathway – complete requirements of second degree, PCL
      - Residency Prep Pathway:
        – Pass required enrichment phase courses (PCL, etc.)
        – Pass an additional 8 weeks of electives
        – Pass Enrichment selectives – one advanced clinical elective, one scholarly project course, and any combination of two more of these. (Class of 2024 only required to complete one more)
d. Clerkship/Enrichment Phases – Athens Campus
   i. Pass Core Curriculum Required Courses
   ii. Pass 14 weeks of electives
   iii. Pass Clerkship CPA (see below for passing requirement)

iv. Pass USMLE Step 1
v. Pass USMLE Step 2
vi. Pass required enrichment phase courses (PCL, etc.)
vii. Pass Enrichment selectives – one advanced clinical elective, one scholarly project course, and any combination of two more of these. (Class of 2024 only required to complete one more of these)

B. Grade Assignment

1. Preclerkship – All Campuses

a. Modules in the Preclerkship Phase are graded as Satisfactory or Unsatisfactory.

2. Clerkship and Enrichment – All Campuses

a. Clerkships have both a clinical and a shelf exam component with the final grade being comprised of a weighted average of the two.
b. Clinical grades are assigned based on evaluations by faculty at the end of the clinical portion of the clerkship.
c. Except for Emergency Medicine, which has only one shelf exam, the shelf exam score is comprised of the higher of two administered NBME 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.
d. 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.

3. Interpretation of Grades – All Campuses

- "**A**" – Outstanding performance
- "**B**" – Very good performance
- "**C**" – Satisfactory; acceptable performance
- "**D**" – Unsatisfactory; performance has not met the acceptable standards
- "**F**" – Failing
- "**P**" – Passing
- "**S**" – Satisfactory
- "**U**" – Unsatisfactory
- "**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.
- "**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.
- "**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. "NR" is different from "I" because "I" is used only when the student does not complete the work for non-academic reasons.
  Note: Unless otherwise noted, a student who has received an "I" or "NR" grade has a maximum of one additional semester to complete the required work and to receive a

final grade. Any incomplete grade not removed after the next semester will be converted to an "F" grade automatically.

C. Definition of a Deficiency and Academic Difficulty

1. Preclerkship – All Campuses

a. Grade of unsatisfactory "U"
b. Failure to successfully remediate a module
c. Failure to meet any of the core competencies in a module in which the student received a passing grade
d. Professional misconduct (see Professionalism Policy)
   Note: Note: An unsatisfactory grade resulting from professional misconduct is one deficiency; a second deficiency is *not* accrued for the professionalism concern that caused the failing score.

2. Clerkship and Enrichment – All Campuses

a. Deficiency
   i. Grade of "D" or "F" in a required course or activity
      Note that a grade of "D" is only assigned when a student fails to meet the passing cutoff on a shelf exam but otherwise would pass the course. If remediation is successful, the "D" is converted to a "C." If it is unsuccessful the "D" becomes an "F" (see Section on Grade Designation after Remediation)
   ii. Failure to successfully remediate a course or activity
   iii. Failure of USMLE Step 1 or Step 2
   iv. A significant concern about meeting any of the core competencies in a course in which the student received a passing grade
   v. 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
   vi. Professional misconduct (see Professionalism Policy)
      Note: An unsatisfactory grade resulting from professional misconduct is considered one deficiency; a second deficiency is *not* accrued for the professionalism concern that caused the failing score.

b. Clerkship CPA
   i. Failure of the initial take of the Clerkship CPA does not constitute a difficulty or deficiency for the purposes of academic promotion.

   ii. The student's performance on the exam is discussed by the Clinical Skills Advisory Group, who devises a detailed remediation plan for the student.
   iii. Successful completion of the remediation program constitutes a Passing grade on the CPA.
   iv. Failure to successfully complete the remediation constitutes a failure of the CPA and a deficiency with all of the implications indicated below.

c. Academic Difficulty
   i. Failure of first take of NBME shelf exam in more than one clerkship.

D. Review by Promotions Committee

1. Remediation will be based on evaluation of the totality of the student's record.
2. Depending on the number of deficiencies and the totality of their record, students may meet with their Student Affairs/Class Dean and Subcommittee chair, the full Subcommittee, or the full Promotions Committee.
3. The remediation plan is based on the total number of deficiencies throughout the entirety of their schooling (see below for specifics), but may include:
    a. Doing remedial work (independent, supervised, course, or other)
    b. Retaking examinations
    c. Repeating a course
    d. Repeating some or all of the year's curriculum
4. The Student Promotions Committee or Subcommittee will generally follow the Remediation Plan outlined below but based on the full evaluation of the student's record may elect to outline a different plan.
5. The Student Promotions Committee or Subcommittee may consider the recommendations for remediation made by the appropriate faculty leadership.

E. Remediation Plan

1. Preclerkship – Augusta/Savannah Campuses

a. One deficiency:
    i. The Subcommittee Chair and Student Affairs/Class Dean will meet with the student and review the academic progress of students who have one deficiency.
    ii. Student will automatically be enrolled in a one-week course that will occur immediately following the module and retake the end of module exam. If they are not successful with the one-week retake, they will take a six-week remediation course before starting clerkships.
    iii. Subcommittee approval for the automatic one-week remediation course is not required prior to enrollment in the course.
b. Two or more deficiencies:
    i. An Academic Performance Hearing with the full Student Promotions Committee will be held to meet with the student and review the academic progress of the student.
    ii. Student will stop progressing in the curriculum and be reenrolled to repeat the Preclerkship Phase with the next academic class. The Promotions Committee may consider an alternative plan in exceptional circumstances.
    iii. The one exception to this occurs when one of the two deficiencies is a component failure and not a module failure. In this case the student will meet with the appropriate Promotions Subcommittee

2. Preclerkship – Athens Campus

a. One deficiency:
    i. The Subcommittee Chair, or their designee from the Subcommittee, and the Campus Associate Dean for Student Affairs will meet with the student and the recommended remediation will be reported to the appropriate Subcommittee for a vote.

ii. The student will remediate the deficiency at the end of the academic year and continue to the next year of the curriculum.

b. Two deficiencies:
   i. All members of the Subcommittee will meet with the student and review their academic progress.
   ii. The student will remediate the deficiencies at the end of the academic year.
   iii. The Subcommittee may recommend a repeat of the academic year to be reviewed and approved during an Academic Performance Hearing with the Full Student Promotions Committee.

c. Three or more deficiencies:
   i. An Academic Performance Hearing with the full Student Promotions Committee will be held to meet with the student and review the academic progress of the student.
   ii. The student will likely repeat the academic year.
   iii. This meeting could lead to dismissal.
   iv. 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.

3. Clerkship Deficiency – All Campuses

a. One deficiency:
   i. The Subcommittee Chair, or their designee from the Subcommittee, and the student's Student Affairs/Class Dean will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate Subcommittee for a vote.
   ii. A student who has one clerkship deficiency ("D") will remediate that deficiency in a one-month remediation period followed by a retake of the NMBE shelf exam, and if the student fails the remediation, the student will be required to repeat the clerkship in its entirety.
   iii. A student who receives a failing ("F") grade in the required clerkship must repeat the clerkship entirely before progressing to the next phase.

b. Two deficiencies:
   i. All members of the Subcommittee will meet with the student and review their academic progress.
   ii. A student with two clerkship deficiencies ("D") in a single academic year will remediate the deficiencies in two separate one-month remediation periods followed by a retake of the NMBE shelf exam. If the student is unsuccessful in retaking one or both of the NBME shelf exams they will be required to repeat that entire clerkship/s and may be required to repeat the academic year.
   iii. The student may be required to repeat one or both clerkships without having done the one-month remediation periods.
   Note: Any student who receives a failing ("F") grade in the required clerkship *must* repeat the clerkship entirely before progressing to the next phase.
   iv. The student may be required to repeat the academic year.

c. Three or more deficiencies:
    i. An Academic Performance Hearing with the full Student Promotions Committee will be held to meet with the student to review their academic progress.
    ii. The student will likely be required to repeat the entire year (this requirement includes clerkships that may have been passed previously).
    iii. The student may be considered for dismissal.

4. Clerkship Difficulty (failure of two or more first-take NBME shelf exams)

a. Warning of academic difficulty (i.e., unsuccessful first take NBME shelf exam score in one clerkship):
    i. Student meets with academic advisor.
b. One academic difficulty (unsuccessful first take NBME shelf exam score in two clerkships):
    i. Student meets with Student Affairs/Class Dean and promotions Subcommittee Chair and determine course of action.
    ii. Summary letter for the meeting sent to student and Promotions Subcommittee
c. Three academic difficulties (unsuccessful first take NBME shelf exam score in four clerkships):
    i. Student meets with Promotions Subcommittee
d. Additional meetings with the Promotions Subcommittee may be necessary and are at the discretion of the Student Affairs/Class Dean or Subcommittee chair.

5. Advanced Clerkship/Enrichment – All Campuses

a. Clerkship CPA
    i. Failure of the initial take of the Clerkship CPA does not constitute a difficulty or deficiency for the purposes of academic promotion.
    ii. The student's performance on the exam is discussed by the Clinical Skills Advisory Group, who devises a detailed remediation plan for the student.
    iii. Successful completion of the remediation program constitutes a Passing grade on the CPA.
    iv. Failure to successfully complete the remediation constitutes a failure of the CPA and a deficiency with the same consequences outlined above.
b. Selective/Elective Deficiency:
    i. 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.

6. Consideration for Probation, Repeat, or Dismissal – All Campuses

a. The academic performance of each student in all phases of 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:
    i. A student's knowledge, character, mental or physical fitness casts grave doubt upon that student's potential capabilities as a physician.
    ii. The student has accumulated three or more deficiencies.
    iii. The student achieves an unsatisfactory grade in any module, course, intersession, clerkship, elective or selective during an academic year that is being repeated. No academic year may be repeated more than once.

iv. The Subcommittee requests a hearing.
v. The Subcommittee recommends dismissal or repeat of an academic year. **Note:** Students required to repeat all or part of an academic year are subject to graduation requirements as specified by the Return to Curriculum Policy.

F. Scheduling of Remediation

1. Preclerkship Phase – All Campuses

a. A remediation plan is designed by the Student Promotions Committee or Subcommittee in collaboration with the Curriculum Office.
b. The Student Promotions Committee or Subcommittee Chair (or designee) submits the decision of the Committee or Subcommittee, in writing, to the Vice Dean of Academic Affairs or the Campus Dean for the Athens or Savannah campuses. They will review the decision to ensure compliance with applicable rules, regulations, and approaches established by MCG. In cases where there are concerns in these areas, they may refer back to the appropriate Subcommittee (for Subcommittee actions) or full Committee (for Committee or Subcommittee actions) for reconsideration.
c. The remedial plan is made known to the student, in writing, by the Chair of the Student Promotions Committee or Subcommittee. The Chair of the Student Promotions Committee or Subcommittee 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(s) 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.
f. Remediation may not be scheduled concurrent with any other module, clerkship or course.
g. Remediation will be scheduled prior to beginning clerkships (Augusta and Savannah Campuses)
h. Remediation will be scheduled following the academic year in which the deficiency occurred, and prior to the onset of the subsequent academic year curriculum (Athens Campus)

2. Clerkship and Enrichment Phase – All Campuses

a. A remediation plan is recommended by the Subcommittee.
b. The Student Promotions Committee or Subcommittee Chair (or designee) submits the decision of the Committee or Subcommittee, in writing, to the Vice Dean of Academic Affairs or the Campus Dean for the Athens or Savannah campuses. They will review the decision to ensure compliance with applicable rules, regulations, and approaches established by MCG. In cases where there are concerns in these areas, they may refer back to the appropriate Subcommittee (for Subcommittee actions) or full Committee (for Committee or Subcommittee actions) for reconsideration.
c. The Chair of the Student Promotions Committee or Subcommittee will notify the Associate Dean for Student Affairs and Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member(s) of the required remediation.
d. The student must schedule the remediation through the campus Curriculum Office.
e. A remediation plan may only begin after items a-d above have occurred.
f. Remediation cannot be scheduled concurrent with any other clerkship, elective, or selective.

g. Clerkship remediation:
h. Must be scheduled at the beginning of the student's Enrichment phase unless another time is approved by the Associate Dean for Curriculum.
i. 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 a previously scheduled clerkship.
j. NBME Shelf Exam: Remediation of an NBME shelf exam deficiency will be scheduled in the next available four-week block following the deficiency.
k. Selective/Elective remediation will take place in the next available four-week block following the deficiency.
l. The Associate Dean for Curriculum will notify the appropriate faculty member(s) of the required remediation.

G. Grade Designation following Remediation

1. Preclerkship – All Campuses

a. An unsatisfactory grade (U) will be entered on the transcript for the original course.
b. The student will be enrolled into the appropriate one credit hour retake course, which will be designated as "MEDR" on the transcript.
c. If the student successfully completes the retake course, a satisfactory grade (S) will be entered on the transcript for the retake course.
d. If the student does not successfully complete the retake, an unsatisfactory grade (U) will be entered on the transcript for the retake course and the student will repeat the module for remediation.
e. Depending on which courses the student has taken, the retake, remediation, and original course grades are all recorded on the student's transcript.

2. Clerkship and Enrichment Phases – All Campuses (see Appendix A for flow chart)

a. NBME Shelf Exam Deficiency:
   i. Students who successfully pass up to two NBME shelf exam retakes after the appropriate remediation will be assigned a grade of "C" (without annotation).
   ii. 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.
   iii. 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.
   iv. The original course and grade will remain on the student's transcript.
b. Clerkship Clinical Deficiency:
   i. 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.
   ii. The original course and grade will remain on the student's transcript.
c. Selective/Elective Deficiency:
   i. 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.
   ii. The original course and grade will remain on the student's transcript.

H. United States Medical Licensing Examinations (USMLE)

1. USMLE Step 1

a. A student may not take USMLE Step 1 until they have satisfactorily completed the entirety of the preclerkship curriculum.
b. A student must pass USMLE Step 1 to graduate (see Appendix B - USMLE Testing policy for deadlines for taking Step 1).

2. USMLE Step 2

a. A student may not take USMLE Step 2 until they have satisfactorily completed the entirety of the core clerkship curriculum.
b. A student must pass USMLE Step 2 to graduate (see Appendix B - USMLE Testing Policy for deadlines for taking Step 2).

3. Remediation

a. A student must have all USMLE Step scores reported to MCG each time they take the exam.
b. A student will be subject to dismissal if they are 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 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.

III. LEAVE OF ABSENCE POLICY AND GUIDANCE FOR STUDENT AFFAIRS

Leaves of Absence (LOA) are common amongst medical students nationwide for reasons including, but not limited to: academic distress, health matters, personal situations, advanced degrees, and research enrichment. A standardized approach across all campuses of the Medical College of Georgia (MCG) ensures a uniform manner to address leaves of absence and promotes consistency and comparability.

For the purposes of this document, 1) the title Class Dean (Augusta) and Campus Associate Dean for Student Affairs (Athens and Svannah) will be used synonymously for conciseness and given similar roles with regards to LOAs on the three four-year campuses; 2) the Student Academic Promotions and Professionalism Conduct Committee will be referred to as the Student Promotions Committee. There are two common ways that LOAs are initiated at MCG: Student Affairs-initiated and Student Promotions Committee-initiated. This document will outline Student Affairs' involvement in both. Student failure to comply with the terms of this policy may lead to repercussions including, but not limited to, administrative withdrawal, referral to the Student Promotions Committee, and/or dismissal from the Medical College of Georgia at Augusta University. Students who plan to be out of the curriculum for a semester or more are encouraged to go on an LOA. Students who have not participated in any courses for two consecutive semesters and are not LOA will be administratively withdrawn.

A. Student Affairs Initiated Process

1. Class Dean is made aware that student may benefit from leave of absence (LOA).
    a. This may be student-initiated or through reports received through academic, professional, or other avenues.
2. Class Dean meets with student.
    a. Risks/benefits/alternatives regarding LOA discussed.
        i. Specific policy areas that are necessary to discuss (See Appendix C for checklist):
            - Requirement to stay in contact with Student Affairs
                - Monthly as standard, but may be adjusted per the discretion of Student Affairs
            - MCG six-year graduation rule (eight-year if MD/PhD)
            - Failure to return by specified date can result in administrative withdrawal
            - Notation of LOA on MSPE
            - Health insurance financial aid, loan repayment and scholarship funds may be impacted- it is responsibility of student to review and account for these changes.
    b. Meeting is documented in writing and placed in student's confidential Student Affairs file.
        i. If LOA involves professionalism, academic matters, or promotions committee to any extent; other faculty/personnel/scribe, in addition to documentation required.
3. MCG Student Promotions Committee can be consulted at any point in the process if Class Dean or Associate Dean for Student Affairs feels it is warranted. However, Student Affairs reserves the right to grant a LOA for up to six months without Student Promotions Committee input for personal, health, research enrichment, and dual degree reasons. The Curriculum Office must be consulted for all dual degree experiences.
    a. At baseline, a one-semester LOA should be seen as the "standard" initial LOA.
        i. Student can return sooner with appropriate notification All conditions imposed by the Student Promotions Committee must have been met before they can return.

b. If LOA is going to exceed one semester, the student must meet with respective Student Promotions Subcommittee/Committee if warranted by prior history.
c. The Preclerkship curriculum is structured such that students in that phase who go on LOA may need to restart the curriculum with a subsequent class year. Because of that, the LOA period may be as long as one year. The six-year rule still applies in these

4. Associate Dean for Student Affairs is notified– modifications to LOA made as appropriate.
5. Formal letter summarizing academic performance, describing provisions of LOA, and stipulating the requirements for continued enrollment at the Medical College of Georgia at Augusta University generated and sent to student by Class Dean. (see Appendix D for draft)
    a. Two copies sent- one for signing and one for student's records.
    b. Student has five business days from receipt of letter to sign and return.
    c. CC of letter sent in secure email to:
        i. MCG Associate Dean for Student Affairs
        ii. Appropriate Campus Dean or Campus Associate Dean
        iii. MCG Associate Dean for Curriculum and, if applicable, Campus Associate Dean for Curriculum
        iv. If applicable, the appropriate Academic Advising or Academic Success leadership
        v. Promotions Subcommittee Chair
        vi. Promotions Committee Chair
6. Class Dean notifies curriculum office, which generates withdrawal/drop/incomplete form that is signed off by Student Affairs and submitted to registrar through Curriculum.
7. It is the responsibility of the Class Dean to track students on LOA to ensure consistent return into curriculum, make alterations to LOA if necessary, and/or refer to Student Promotions Subcommittee/Committee if warranted.
8. If student does not comply with LOA provisions and stipulations, the following actions may occur:
    a. Referral to MCG Student Promotions Subcommittee/Committee
    b. Administrative withdrawal

B. Student Promotions Committee Initiated Process

1. The MCG Student Promotions Subcommittee/Committee reserves the right to recommend and implement a LOA as part of their processes.
    a. This letter would be generated by the subcommittee chair or the full committee chair with appropriate CC's based upon the Student Promotions Committee policies and procedures.
2. In the event of a Student Promotions Committee Initiated Process, the appropriate Class Dean must have a follow-up meeting with student in order to ensure the student understands:
    a. Requirement to stay in contact with Student Affairs
    b. MCG six-year graduation rule
    c. Failure to return be specified date can result in administrative withdrawal
    d. Notation of LOA on MSPE
    e. Health insurance may be impacted- it is responsibility of student to look further into this
    f. Financial aid may be impacted- it is responsibility of student to look further into this
    g. Loan repayment- it is responsibility of student to look further into this
    h. Scholarship funds may be impacted

This meeting should be documented and filed with the students' private Student Affairs file. A witness to meeting, pending reasoning for LOA, is strongly encouraged.

3. If student does not comply with LOA provisions and stipulations, the following actions may occur:
    a. Immediate referral to Promotions and Professionalism full committee

C. Return from LOA

a. Student must notify the Class Dean in writing of the intent to return to the curriculum at least six weeks prior to the return to the curriculum
b. Upon receipt of this notification, a meeting will be arranged between the student, a member of the Student Affairs faculty, and a member of the Curriculum faculty for all students and regional campus leadership if the student is a regional campus student.
c. If necessary (Promotions Committee initiated LOA), Student Promotions Subcommittee/Committee Chair will send notification to appropriate committee members for vote regarding the leave.

D. Administrative Withdrawal

Students who are not on LOA or registered in any courses for two consecutive semesters will be administratively withdrawn. Prior to withdrawal, every attempt will be made to contact the student to ascertain the situation and place the student on LOA if appropriate.

*Note on student-initiated withdrawal: It is not uncommon for students with extended or multiple LOAs to recognize they may wish to withdraw from medical school completely. Student-initiated withdrawals during or after a LOA are appropriate as long as they are not under duress. If the MCG Student Promotions Committee has decided to dismiss a student, however, a student-initiated withdrawal will not be honored.

IV. 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. See MCG Policy Library.

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. See AU Policy Library.

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 Chair have the initial and primary responsibility for reviewing instances of unprofessional student behavior and determining the appropriate response. The one exception is for conduct flagged on a criminal background check which is reviewed by the Criminal History Review Committee. 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 professionally with 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 school.
j. Bringing family members, guests, and pets to the classroom or other instructional facilities (e.g., 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. See AU Sexual Misconduct Policy.
r. Harassment (including cyber bullying), threats of violence, intent to do harm. See AU Anti-Harassment and Non-Discrimination Policy.
s. Violation of the University System of Georgia Board of Regents Sexual Misconduct Policy.
t. Endangering patients, faculty, staff, and/or fellow students, or damaging their property.
u. Intoxication, use, abuse, possession, and/or illegal sale of alcohol, drugs, and/or other prohibited substances/chemicals on campus or while acting as a student or representative of the Medical College of Georgia.
v. Illegal possession of firearms, explosives, harmful chemicals, or other weapons on campus or while acting as a student or representative of the Medical College of Georgia.
w. Any violation that results in 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.
x. Any violation of a Medical College of Georgia rule or rule at a professional experience site.
y. Pleading no contest or being involved in adjudication that is withheld.
z. 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. As outlined above, students are required to self-report any violation that results in arrest, and/or conviction of any federal, state, or municipal law other than minor traffic violations (ex. speeding or parking tickets) 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 findings 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.
5. For all current students, any conduct discovered on a criminal background check and deemed

unprofessional by the Criminal History Review Committee is referred to the Student Promotions Committee directly (see below for further actions). For prematriculation students, any conduct deemed unprofessional by the Criminal History Review Committee is referred to the Admissions Committee directly (once referred to Admissions any further action is covered by Admissions Committee Policy and is beyond the scope of this policy.

Please Note: Clearance by the Criminal History Review Committee is an internal institutional decision only. It does not constitute clearance by affiliated hospitals, clinics, or external sites. External clinical partners retain discretion to obtain their own background checks and review those findings against their own institutional standards and may refuse placement or participation independently of the University's decision.

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 warning via the decision letter from the Subcommittee/Full Committee chair. The letter of warning will become part of the student's promotions file but will not be considered a deficiency.
    b. 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).
    c. Probation: Professionalism Concern:
        i. A student may be referred to the full Committee by the Student Promotions Subcommittee for an Academic Performance Hearing to be considered for placement 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.
        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.
    d. 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.

V. ACADEMIC PERFORMANCE HEARING PROCEDURES

A. Notification of Academic Performance Hearing

1. The Chair of the Student Promotions Subcommittee shall inform the Vice Dean of Academic Affairs and the Chair 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 Chair 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.
2. There should be at least five (5) business days after the student receives notification and before the hearing.
3. 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 probation, dismissal, or repeat year.
   b. The student must be allowed to inspect their medical school file, including materials upon which the proposed probation, dismissal, or repeat year is based, and shall be made available to the student upon request at least five (5) business days prior to the hearing.
   c. At the hearing, the student will be allowed to present their 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 Chair 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 XI 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.
Please note: Per policy, a student-initiated withdrawal will not be permitted if the MCG Student Promotions Committee has already voted to dismiss the student.

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 phase or who have been considered for dismissal and allowed to continue their studies will be placed on Academic Probation.
   b. Students placed on Academic Probation for repeat of an academic phase are not subject to the Academic Difficulties process as described in sections II.C.1. and II.C.2. Failure to achieve a passing score on the first attempt of an NBME subject examination will result in an academic deficiency.
   c. Students who receive another deficiency while on Academic Probation following an Academic Performance Hearing may be considered for dismissal by the Student Promotions Committee.
   d. 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 may 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.

VI. STUDENT APPEAL PROCESS

A. Student 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 their medical school file, including materials upon which the proposed dismissal or repeat year is based and shall be made available to the student upon request at least five (5) business days prior to the Academic Performance Hearing.
3. Student appeals of a grade or narrative report is described in the MCG Grade Appeal Process.

B. Student Appeal Procedures for Committee or Subcommittee Decisions

1. If the student chooses to appeal a decision by the Student Promotions Committee or Subcommittee 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, they 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 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 their 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 their 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 F.

f. MCG Curriculum Office grade appeal process found in the MCG Policy Library.

C. Medical Student Performance Evaluation (MSPE)

1. Students have the opportunity to review their MSPE and request corrections of factual inaccuracies.
2. Such requests are not a part of the student's school file and shall not be mentioned in the MSPE.
3. Students shall have the opportunity to review their final MSPE.
4. The review/appeal of the students 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.
5. 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 must be made in writing within two (2) business days of review.
6. The Ad Hoc Committee shall be comprised of the Chair of the Student Promotions Committee and the Chairs of each of the four Subcommittees.
7. The decision of the Ad Hoc Committee shall be rendered within ten (10) business days and the decision of the Committee shall be final.

VII. ANNUAL DISTRIBUTION OF POLICIES AND PROCEDURES

A URL of the MCG Academic and Professionalism 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 MCG Academic and Professionalism Policies and Procedures is also available for students on the MCG Faculty Senate Student Promotions webpage:

https://www.augusta.edu/mcg/facultysenate/stdpromo.php.

VIII. INCOMPLETE DISCIPLINARY PROCESS

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

IX. GRADUATION PARTICIPATION 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.

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 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 likely will do so by June 30:** Participation is probable. An expedited review by the Promotions Sub-Committee Chair and/or full Sub-committee is necessary. This review is to verify that the student is in good standing and will likely complete requirements in time. Names will be submitted by 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 early April.

MCG Graduation Participation Policy approved April 14, 2026.
Printed version of this document is unofficial for reference only; official version can be found in the MCG Policy Library.

X. 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 or withdraw from 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.

4. Any course which was dropped after it was already in progress, must be retaken in its entirety by the end of the spring semester one year after 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 (See Appendix G). 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.

MCG Delaying Graduation for Unsuccessful Match Policy approved April 14, 2026.
Printed version of this document is unofficial for reference only; official version can be found in the MCG Policy Library.

XI. APPENDICES

All policies in the Appendices can be found in the MCG Policy Library.

Appendix A: NBME Shelf Examination Retake Flow Chart
https://www.augusta.edu/mcg/coffice/curriculum/policies.php

Appendix B: USMLE Testing Policy
https://www.augusta.edu/mcg/coffice/curriculum/documents/usmle-testing-policy.7.1.25.pdf

Appendix C: Sample Student Affairs LOA Letter
https://www.augusta.edu/mcg/coffice/curriculum/policies.php

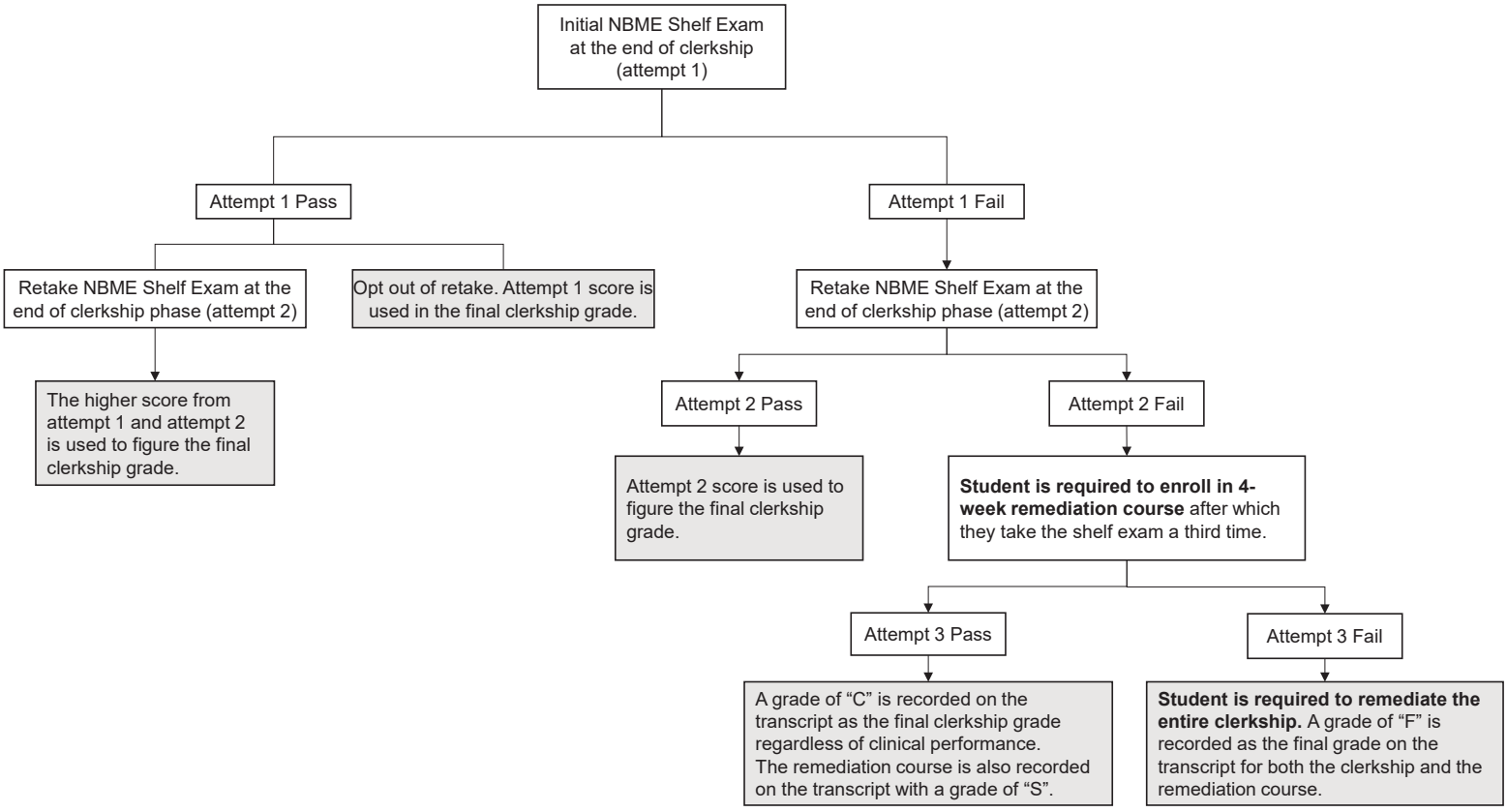
Appendix D: Checklist for Student Affairs Discussion with Student going on LOA
https://www.augusta.edu/mcg/coffice/curriculum/policies.php

Appendix E: Student Mistreatment Policy
https://www.augusta.edu/mcg/coffice/curriculum/documents/student-mistreatment-policy.1.6.26.pdf

Appendix F: Augusta University Student Appeal Policy
https://www.augusta.edu/services/legal/policyinfo/policy/student-academic-appeals-policy.pdf

Appendix G: Delaying Graduation for Unsuccessful Match Student Agreement
https://www.augusta.edu/mcg/coffice/curriculum/policies.php

Appendix A: NBME Shelf Examination Retake Flow Chart



The Medical College of Georgia
Office of Academic Affairs

APPENDIX B

Approved on: October 6, 2020
Effective on: immediately
Last Approval/Revision: September 1, 2026
Expires: on revision

Applicable to: all students
Approved by: COC
Category: Promotion, NBME

USMLE Testing Policy

Achieving a passing score on both USMLE Step 1 and Step 2 is a graduation requirement. Failure of either one of these exams is considered an academic deficiency and is handled according to the Red Book/MCG Student Policies and Promotions Handbook. Requirements for each of the exams is as follows.

USMLE Step 1

- Step 1 scheduling:
    - Students are strongly encouraged to take Step 1 during dedicated study time at the end of the Preclerkship Phase but should not do so during any required activity.
    - Students may take the test during a lotteried *elective period* in the Clerkship Phase. Except in the cases noted below, no clerkship can be rescheduled for Step 1.
    - Students may take the test *after* the completion of the USMLE Prep course (retake course).
- Students may *not* begin Advanced Clerkship or Enrichmnent Phase courses (excluding the USMLE Prep Course and the Clerkship CPA) prior to sitting for Step 1.
    - This includes the Emergency Medicine Clerkship, Ambulatory, Critical Care, and Sub-I selectives, Enrichment PCL, as well as any elective listed as Enrichment only.
    - After sitting for the Step 1exam, students are allowed to begin these courses while awaiting a score, but must achieve a passing score to continue witnh any further courses.
- Students **must achieve** a passing Step 1 score by September 1st of the year before they plan to graduate in order to have an MSPE and enter the Match.
- Students who have failed two or more Preclerkship Modules or are repeating the Preclerkship Phase must achieve a passing Step 1 score prior to beginning any Clerkship Phase courses. This may require rescheduling of some or all Clerkship Phase courses.
- Students who fail Step 1 before or during the Clerkship Phase, may be allowed to reschedule Clerkship Phase courses in order to retake the exam. This is decided on a case by case basis taking into account the best interest of the student and clerkship capacity.

USMLE Step 2

- Step 2 Scheduling
    - Students are encouraged to take Step 2 as close to the completion of the USMLE Prep course (retake course) as possible.
    - Students may not take Step 2 until they have completed any shelf retakes they are planning to take

*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

- Students who have postponed taking Step 1 may choose to take Step 2 before Step 1
    - They must first meet with regional campus leadership (regional campus students) or academic advisor/curriculum leadership (Augusta-based students).
    - Students choosing to do this must still meet the above requirements for Step 1.
- Students **must achieve** a passing Step 2 CK score by the time they certify their rank list in the spring of the year they plan to graduate in order to have their match participation certified by the school and to be allowed to continue to participate in the match.

*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

Appendix C: Checklist for Student Affairs Discussion with Student going on LOA

☐Requirement to stay in contact with Student Affairs

- At least monthly

☐MCG six-year graduation rule

☐Failure to return be specified date can result in administrative withdrawal and/or Promotions

☐Notation of LOA on MSPE

☐Health insurance may be affected- it is responsibility of student to look further into this

- Student should contact student health center
- If on student insurance: UHC Customer Service at 866-403-8267.

☐Financial aid may be affected- it is responsibility of student to look further into this

- Augusta University Financial Aid: 706-737-1524

☐Loan repayment- it is responsibility of student to look further into this

☐Scholarship funds may be affected

☐Form for registrar

*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

AUGUSTA UNIVERSITY
MEDICAL COLLEGE OF GEORGIA

[Date]

Dear [Student Name],

The purpose of this letter is to (1) summarize your academic performance to date, (2) describe the provisions of your leave of absence, and (3) stipulate the requirements for your continued enrollment at the Medical College of Georgia at Augusta University.

Academic Background:

- Matriculation date:
- Academic Deficiencies:

Leave of Absence Stipulations:

Per our conversation on [insert date], you have been granted a leave of absence. Your request of leave absence will be granted effective [insert date] and ending no later than [insert date]. The purpose of this leave is to [insert FERPA-appropriate reason].

A leave of absence is approved based upon your conditions of the leave, as outlined below:

- You will keep your Class Dean informed of your current address, email, and phone number.
- You will keep in contact with your Class Dean by phone and email as requested at least monthly, or sooner if necessary or as stipulated in our discussions.
- You will be expected to return to medical school no later than [insert date]. In the unlikely event that you do not return by the specified date and in the absence of any extenuating circumstances, you may be administratively withdrawn.
- In the unlikely event that your leave of absence needs to extend beyond twelve calendar months, you will be required to meet with the MCG Student Promotions Committee/Subcommittee to discuss next steps.
- You will provide [names of curriculum deans], and myself with a written request to return to the curriculum by [insert date six weeks prior to return date].

*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

- You may request to return sooner than this letter stipulates by contacting [names of curriculum deans] and myself.
- After notification of return a meeting will be scheduled with between you, Student Affairs, Curriculum and if you are on a regional campus, leadership from that campus.
- You must complete your medical education by [insert date] to comply with the Medical College of Georgia's six-year time rule for completion of the MD degree.

Failure to comply with the terms of this leave of absence may lead to repercussions including, but not limited to, administrative withdrawal, referral to the promotions and professionalism committee, and/or dismissal from the Medical College of Georgia at Augusta University.

Please understand that:

- The leave of absence will be noted in your Medical School Performance Evaluation (MSPE) as [insert wording].
- Your leave of absence may impact your health insurance, financial aid, and loan repayment. It is your responsibility as the student to contact the appropriate entities to fully understand what impacts and effects your leave of absence will have in these areas. Thus, you are strongly encouraged to contact student health and financial aid. If you are on Augusta University student insurance, the contact information is: UHC Customer Service at 866-403-8267.
- If you are currently receiving scholarship funds, you may no longer be eligible for these funds, which will likely not be available upon your return.

Please keep a copy of this letter for your records. If you agree with the terms of this letter, please sign and return one copy no later than *FIVE BUSINESS DAYS FROM THE RECEIPT DATE OF THE LETTER*. Please retain a copy for your records. Please feel free to contact me if I can be of further assistance.

Sincerely,

_____

Name

Title

cc:

Name degree,Associate Dean for Student Affairs

Name, degree, Associate Dean for Curriculum

Name, degree, Chair, Year Promotions Subcommittee

Name, degree, Char, Full Promotions Committee Chair

*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

Appendix E

Approved on: November 4, 2014
Effective on: immediately
Last Approval/Revision: January 6, 2026
Expires: upon revision

Applicable to: all students
Approved by: COC
Category: Learner Interactions

Student Mistreatment Policy

Policy Statement

The medical learning environment is expected to facilitate students' acquisition of the professional and collegial attitudes necessary for effective and compassionate health care. All students deserve a learning environment that promotes their acquisition of knowledge and skills without experiencing or fearing mistreatment. The development of these attitudes is based on the presence of mutual respect between teacher and learner and represents the AAMC Teacher-Learner Compact.

The Medical College of Georgia (MCG or the College) is committed to maintaining a safe and supportive academic environment at all teaching/clinical sites 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 delineate how mistreatment is reported and addressed at MCG. It is expected that all faculty, residents, and staff will treat students in a collegial, respectful, and professional manner. It is also expected that students will treat each other 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. Aggressive behavior (e.g., yelling, throwing objects, cursing, and threatening physical harm) that creates a hostile learning environment.
- Treating students in an 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.). Assigning tasks or denying educational opportunities with the intent of punishment.
- Threat of grading and other forms of assessment as a reward or punishment for inappropriate requests.
- Offensive remarks based on one's gender, racial, ethnic, religious identity, national origin, disability, or sexual orientation.
- Having grades lowered based solely on gender, race, ethnicity, religion, sexual orientation, gender identity, national origin, or disability.

*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

- Telling inappropriate stories or jokes (e.g., ethnic, sexist, racist).
- Taking credit for a student's work.
- Intentional neglect/ignoring of a student.
- 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 should be reported under the procedures contained within Augusta University's Sexual Misconduct Policy (https://www.augusta.edu/services/legal/policyinfo/policy/sexual-misconduct-policy-students-employees.pdf), the Title IX Office (https://www.augusta.edu/prevention/), and the Board of Regents Sexual Misconduct Policy (https://www.usg.edu/policymanual/section6/C2655).

Behaviors That Do Not Constitute Mistreatment

While it is important to recognize and prevent true abuse, routine educational practices should not be mistaken for mistreatment. Some examples, though not limited to, include:

- Pointing out that a student has not adequately prepared for his/her assignments during rounds.
- Asking students questions on rounds.
- 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 gender, race, ethnicity, religion, sexual orientation, gender identity, national origin, or disability.

Positive Learning Environment

The medical learning environment is expected to facilitate students' acquisition of the professional and collegial attitudes necessary for effective and compassionate health care.

Examples of appropriate behaviors that contribute to a positive learning environment 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 raise questions, ask for help, make suggestions, and respectfully 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.

*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

- Focusing constructive criticism on performance rather than personal characteristics of the student.

Expectations of Students

- Student acknowledgement 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 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.

Process and procedures:

A student who believes they have experienced mistreatment is encouraged, but not required, to consult with their campus leadership, if comfortable, to assist in determining whether an identified or anonymous report should be made.

Reporting Mistreatment

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 on the Augusta campus, the UGA police at (706) 542-2200 on the AU/UGA Medical Partnership campus, or the Georgia Southern Armstrong Campus police at (912) 478-5234 on the Savannah campus.

Mechanisms to Report Mistreatment

1. **MCG Mistreatment Online Reporting Form:** This form can be found using the "Report Mistreatment" button on both the Office of Academic Affairs and Office of Student Affairs websites; the reporting form can also be accessed on D2L. The direct link is: http://www.augusta.edu/mcg/students/studentmistreatment.php. This form and process provide MCG students, faculty, staff, and house staff with a web form for reporting acts of student mistreatment and abuse that may occur at MCG, either named or anonymously.
2. **Augusta University Ethics Reporting Hotline**: Phone at (800) 576-6623 or online https://secure.ethicspoint.com/domain/media/en/gui/76590/index.html
3. **End-of-Module or end-of-Clerkship:** Evaluations in one45.
4. **Augusta University** Sexual Misconduct/Title IX Reporting Form
5. **In person**: Students can report mistreatment to their campus leadership, specifically deans for student affairs or campus associate deans, course/clerkship/module directors and/or the Vice Dean for Academic Affairs who will then forward the complaint for resolution (see next section).

The Medical College of Georgia
Office of Academic Affairs

Resolution of Mistreatment Reports

Mistreatment Response Team (MRT)
All reports from all sources and mechanisms of reporting are required to come to the MRT for inquiry and resolution. The MRT committee assigned to investigate and resolve complaints, is comprised of the following administrative positions:

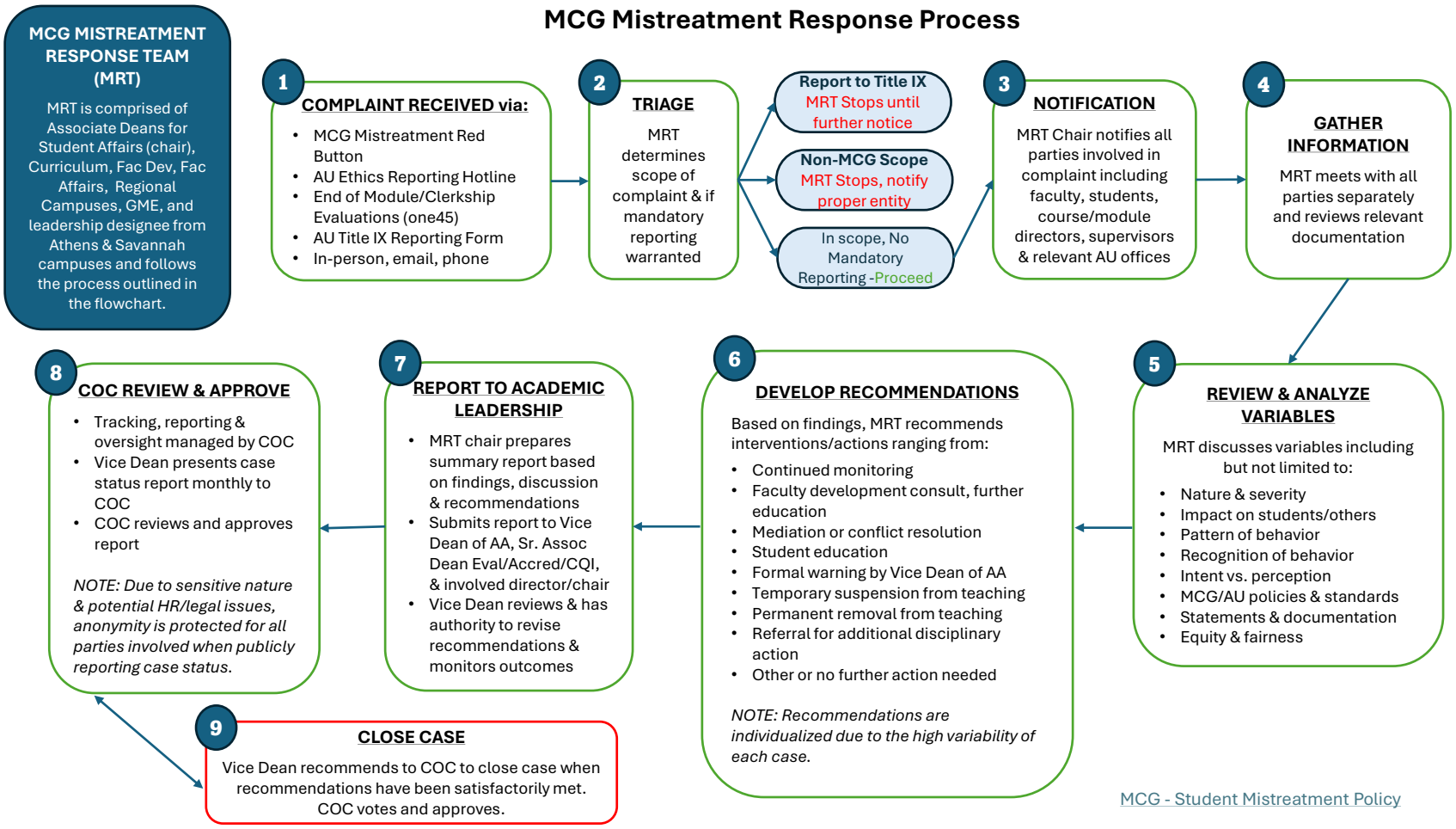
- Associate Dean for Student Affairs, or Student Affairs Administrative Designee (Chair)
- Associate Dean for Curriculum, or Curriculum Office Administrative Designee
- Associate Dean for Faculty Development, or Faculty Development Administrative Designee
- Administrative Designee from the Office of Faculty Affairs
- Administrative Designee from Athens Medical Partnership Campus
- Administrative Designee from Savannah Medical Partnership Campus
- Regional Campus Associate Dean or Administrative Designee from each Regional Campus
- Administrative Designee from the Office of Graduate Medical Education with GME involvement in the Complaint

Process
1. If a complaint involves gender discrimination or sexual harassment/assault, the chair of the MRT reports it to the Title IX office for investigation.
2. For non-Title IX complaints, the MRT chair notifies all involved parties, including but not limited to faculty, students, course/module directors or supervisors, and relevant AU offices. The chair also schedules a meeting for the committee to meet with the individuals.
3. After meeting with the involved individuals, the MRT discusses all variables and develops recommendations to resolve the case.
4. The case summary and recommendations are sent to the Vice Dean for Academic Affairs and the Senior Associate Dean for Evaluation, Accreditation, and CQI for tracking, reporting, and oversight by the Curriculum Oversight Committee (COC).
5. The Vice Dean for Academic Affairs presents mistreatment case statuses monthly to the COC, where they undergo review and voting.
6. Cases are closed by the Vice Dean after recommendations have been satisfactorily completed.

*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

Appendix 1 – Response Process



*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

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.

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
Office of Academic Affairs

Appendix G: Delaying Graduation for Unsuccessful Match Student Agreement

I am electing to delay my graduation from the Medical College of Georgia for the purpose of reapplying in the match next academic year because I was not successful in the match this year.

I am choosing to delay by ☐ six months ☐ one year.

I understand that in delaying I am agreeing to the following terms:

1. I must currently be in good standing – no outstanding Promotions Committee requirements, no active failures etc.
2. I must choose either 6 months or 1 year delay
3. I 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.
4. If I must drop any course after it was already in progress in order to delay, it must be retaken in its entirety by the end of the spring semester one year after the unsuccessful match.
5. I will be governed by University rules regarding graduation and will have to graduate at the end of the semester during which I complete my graduation requirements.
6. I must still complete medical school in a total of six consecutive calendar years.
7. I understand that I will be responsible for additional tuition up to full tuition for an entire year. I will discuss any tuition or financial aid implications with the Business Office and/or the Financial Aid Office.

_____ _____
Printed Name Date

_____
Signature

_____ _____
Curriculum Office Dean - Printed Name Date

_____
Curriculum Office Dean – Signature