

**Georgia Regents University
Medical College of Georgia
Faculty Senate Student Promotions Committee
Academic and Professionalism Policies and Procedures**

Table of Contents

Organization and Jurisdiction

I. Organization	3
A. Compositions.....	3
B. Appointments	4
C. Records of Committee Meetings.....	5
D. Notice of Meetings.....	6
E. Meetings of the Student Promotions Committee.....	6
F. Meetings of the Student Promotions Subcommittees.....	6
G. Recommendations of the Student Promotions Committee or Subcommittee	7
II. Jurisdiction and Responsibilities	7
A. Jurisdiction/Approaches	7
B. Recognition of Student Problems	8
C. Leave of Absence Policies.....	8
D. Meetings of Subcommittees for Evaluation and Recommendation of Students for Promotion and Graduation.....	8

Criteria for Promotion, Graduation, and Dismissal

III. Standards of Academic Performance	8
A. Academic Requirements to be Promoted or to Graduate.....	8
B. Academic Requirements to Pass from Phase 1 to Phase 2.....	8
C. Academic Requirements to Pass from Phase 2 to Phase 3.....	9
D. Academic Requirements to Complete Phase 3 and Graduate	9
E. Final Grades.....	9
F. Interpretation of Grades.....	9
IV. Academic Deficiencies, Phases 1 and 2.....	10
A. Definition of Deficiency in Phase 1	10
B. Definition of Deficiency in Phase 2	10
C. Remediation Based on the Number and Severity of Deficiencies	10
D. Remediation of a Deficiency in One Module	11
E. Remediation of a Deficiency in Two Modules	11
F. Remediation of a Deficiency in Three or more Modules.....	11
G. Notification and Scheduling of Remediation	12
H. Grade Designation following Remediation	12
I. Consideration for Dismissal or Repeat.....	12

J. United States Medical Licensing Examination (USMLE) Step 1.....	13
V. Academic Deficiencies, Phase 3, Prescribing Remediation and Consideration for Dismissal	13
A. Definition of a Deficiency in Phase 3	14
B. Remediation Based on the Number and Severity of Deficiencies	14
C. Remediation of One Clerkship Deficiency.....	15
D. Remediation of Two Clerkship Deficiencies.....	15
E. Remediation of Three or more Clerkship Deficiencies or Fails Remediation	15
F. Notification and Scheduling of Remediation	15
G. Grade Designation following Remediation	16
H. Consideration for Dismissal or Repeat.....	16
I. United States Medical Licensing Examination (USMLE) Step 2 CK and CS	16
VI. Professionalism	17
A. Professional Misconduct.....	17
B. Reporting Process	19
C. Professionalism Actions	19
VII. Academic Performance Hearing	20
A. Notification of Academic Performance Hearing.....	20
B. Notification of Rights.....	20
C. Academic Performance Hearing by the Student Promotions Committee	21
D. Deficiencies Subsequent to Academic Performance Hearing and Academic Probation or Probation for Professional Concern	21
VIII. Student Appeal Process.....	22
A. Decisions of the Student Promotions Committee and Vice Dean of Academic Affairs ...	22
B. Students Right to Appeal.....	22
IX. Incomplete Disciplinary Process	24
A. Resolution	24
X. Annual Review of Faculty Senate Student Promotions Policies and Procedures	24
XI. Graduation.....	24
A. Application.....	24
B. Off-Cycle Graduation Application.....	24
C. Ceremony.....	24
Appendix A: Leave of Absence Policies	26
Appendix B: Grade Appeal Process for a Module, Course, Intercession, Clerkship, Elective, or Selective Grade or Narrative Report	29

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

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

Organization and Jurisdiction

I. Organization

A. Composition

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

Voting members will be:

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

Ex-officio non-voting members will be:

- Augusta Campus
 - Associate Dean of Student and Multicultural Affairs
 - Associate Deans (class Deans)
 - Senior Associate Dean of Curriculum
 - Associate Dean of Curriculum
- GRU/UGA Medical Partnership campus (aka Athens campus)
 - Campus Associate Dean of Student and Multicultural Affairs
 - Campus Associate Dean of Curriculum
- Clinical Campuses
 - The senior member of the Dean's staff from each campus or a designee

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 and Multicultural Affairs, Campus Associate Dean of Student and Multicultural Affairs, and class Associate Deans of Student Affairs are collectively referred to as Student Affairs Deans. The Senior

- Associate Dean of Curriculum, Associate Dean of Curriculum, Campus Associate Dean of Curriculum-Athens are referred to as Curriculum Deans.
2. Subcommittees: Each of the four classes will have a Student Promotions Subcommittee that will follow their class from matriculation until graduation. Each subcommittee will have six members with at least one member from the Athens campus. Members should broadly represent basic science and the clinical departments. One of the members will serve as chairperson of the subcommittee after being recommended by the Vice Dean of Academic Affairs, with input from the Chair of the Student Promotions Committee, Associate Dean of Student and Multicultural Affairs, and Senior Associate Dean of Curriculum, approved by the Faculty Senate (see I.B.1.a. below)

B. Appointments

1. Student Promotions Committee:
 - a. Members: The Vice Dean of Academic Affairs, with input from the Chair of the Student Promotions Committee, and the Student Affairs and Curriculum Deans representing both the Augusta and Athens campuses shall submit a slate of candidates for committee membership to the Committee on Committees. The committee membership is then nominated by the Committee on Committees and appointed in the customary manner (Article III, Section 3.A.).
 - b. Chair: The chairperson of the Student Promotions Committee shall have at least four years' experience on an MCG Student Promotions Subcommittee. The term of office of the chairperson shall be four years. The chairperson shall be an ex-officio, non-voting member of all subcommittees and a voting member of the Student Promotions Committee which includes Academic Performance Hearings.
 - c. Acting Chair: The chairperson of the subcommittee for the senior class shall act as chairperson in the absence of the chairperson of the Student Promotions Committee. If that Chair cannot serve, then rank order of succession shall be the junior class Chair followed by the sophomore class Chair and the freshman class Chair.
2. Student Promotions Subcommittee:
 - a. Members: The Vice Dean of Academic Affairs, with input from the Chair of the Student Promotions Committee, and the Student Affairs and Curriculum Dean's representing both the Augusta and Athens campuses shall recommend a slate of candidates for committee membership to the Committee on Committees. The committee membership is then nominated by the Committee on Committees and appointed in the customary manner (Article III, Section 3.A.).
 - b. Chair: Every effort will be made to make sure the Chair of the subcommittee shall have had at least four years prior service on a subcommittee.
 - c. One new subcommittee and a chairperson for that subcommittee shall be selected annually for the entering first year class using the same selection process described above (Section I.B.2.a.b.).
3. Subcommittee Members' Term of Service:
 - a. Subcommittee members will serve four years on their subcommittee, with their term of service expected to end at the graduation of the class of students they have served.
4. Subcommittee Vacancies
 - a. In the event that a vacancy is created on a subcommittee after a faculty member is unable to fulfill his/her obligations, the Vice Dean of Academic Affairs, with input from the Chair of the Student Promotions Committee, and the Student

Affairs and Curriculum Deans representing both the Augusta and Athens' campuses shall submit a slate of candidates for committee membership to the Committee on Committees. The committee membership is then nominated by the Committee on Committees and appointed in the customary manner in accordance with the Medical College of Georgia Faculty Senate Rules and By-Laws (Article III, Section 3.A.).

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

C. Records of Committee Meetings

1. Minutes of the Student Promotions Committee and subcommittees will be recorded by the Faculty Senate Coordinator. If he/she is absent, a member of the committee will record minutes for that meeting.
 - a. Committee: Minutes of the Student Promotions Committee meetings shall be confidential and shall be distributed to the chairperson of the committee, ex-officio members of the committee, and the Vice Dean of Academic Affairs, and stored on the H drive.
 - b. Subcommittee: Minutes of each subcommittee meeting shall be confidential and available to all voting and ex-officio members of that subcommittee, and the Vice Dean of Academic Affairs and stored on the H drive.
2. The Student and Multicultural Affair Deans from the appropriate campus (or their designee) will contact the student advisor as appropriate about matters related to student progress.
3. The Chairs of the subcommittees and the Student Promotions Committee must ensure that the minutes of their meetings are on record in the Office of the Dean/Faculty Senate Office within ten working days after the meeting. Once approved, minutes shall be stored as a PDF document in an access-limited share drive by the Faculty Senate Coordinator.
4. The Chair of the Student Promotions Committee shall present an annual report to the Medical College of Georgia Faculty Senate Executive Committee and the Faculty Senate in accordance with the Medical College of Georgia Faculty Senate Rules and By-Laws at the end of the academic year.
 - a. The report shall include the following information about each subcommittee for the academic year:

- i. Number of students beginning the year
 - ii. Number of students promoted without remediation
 - iii. Number of students promoted after remediation
 - iv. Number of students repeating the year
 - v. Number of students on long term leave of absence
 - vi. Number of students dismissed
 - vii. Other information of importance to the general faculty or Faculty Senate Admissions Committee
5. Official records are kept on the secure H drive, with access limited to the committee and subcommittee members.

D. Notice of Meetings

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

E. Meetings of the Student Promotions Committee

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

F. Meetings of the Student Promotions Subcommittees

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

G. Recommendations of the Student Promotions Committee or Subcommittee

1. The Student Promotions Committee and subcommittees shall submit their recommendations to the Vice Dean of Academic Affairs. The Vice Dean may accept or modify the recommendation, or refer back to the committee for re-consideration.

II. Jurisdiction and Responsibilities

A. Jurisdiction/Approaches

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

B. Recognition of Student Problems

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

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

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

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

Criteria for Promotion, Graduation, and Dismissal

III. Standards of Academic Performance

A. Academic Requirements to be Promoted or to Graduate

1. A student must satisfactorily complete the required curriculum, including required courses and designated USMLE exams and meet all MCG requirements to be promoted and to graduate.

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

1. The student must pass all Phase 1 courses.
2. Successfully remediate deficiencies as discussed in Section IV.

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

1. Pass all Phase 2 courses.
2. Pass USMLE Step 1.
3. Successfully remediate deficiencies as discussed in Section IV.
4. Complete all Phase 1 and 2 requirements and enter Phase 3 within four years of matriculation.

D. Academic Requirements to Complete Phase 3 and Graduate

1. Pass all required courses.
2. Pass a minimum of four electives (typically one in year three and three in year four).
3. Take the USMLE Step 2 Clinical Knowledge (CK) and Clinical Skills (CS) by December 15th of year four.
4. Pass the USMLE Step 2 CK and CS.
5. Take and pass the required Phase 3 OSCE(s) before the end of the fall semester of year four.

E. Final Grades

1. All final grades will be submitted in a timely manner to the Registrar's Office by course directors. Grades that result from remediated or repeated courses shall be submitted and recorded as described in Sections IV and V.

F. Interpretation of Grades

1. "A" – Outstanding, superior performance; exceeds expectations for a student at level of training.
2. "B" – Commendable performance; meets expectations for student at a particular level of training.
3. "C" – Satisfactory; acceptable performance.
4. "D" – Unsatisfactory; performance has not met the acceptable standards.
5. "F" – Failing
6. "P" – Passing
7. "S" – Satisfactory
8. "U" – Unsatisfactory
9. "I" – Incomplete; A student who is doing satisfactory work but, for non-academic reasons beyond his/her control is unable to meet the full requirements of the course, may be assigned an incomplete ("I") grade. A form must be completed to assign the incomplete grade and must include justification. A student who has received an "I" grade has one additional semester to complete the required work and to receive a final grade. A grade change form is required to remove the incomplete and assign the final grade. Any incomplete grade not removed after the next semester will be converted to an "F" grade.

IV. Academic Deficiencies, Phase 1 and 2, Prescribing Remediation, Consideration for Dismissal, and USMLE Step 1

A. Definition of Deficiency in Phase 1

1. Grade of unsatisfactory “U”, or failure to successfully remediate a module.
2. A significant concern about meeting any of the core competencies in a module in which the student received a passing grade.
3. Professional Concern.

B. Definition of Deficiency in Phase 2

1. Grade of D, F, or failure to successfully remediate a module.
2. Failure of USMLE Step 1.
3. A significant concern about meeting any of the core competencies in a module in which the student received a passing grade.
4. Professional Concern.

C. Remediation Based on the Number and Severity of Deficiencies

1. Remediation will be based on evaluation of the totality of the student’s record.
2. The subcommittee will make recommendations to the Vice Dean of Academic Affairs.
3. The subcommittee will take into account the recommendations for remediation made by the Module Director/Co-Director (Augusta) or phase Curriculum Coordinator (Athens).
4. The approach the subcommittee takes differs depending upon the number of deficiencies and the totality of performance, but may include:
 - a. Requirement for remedial work (independent, supervised, course, or other)
 - b. Taking Examinations.
 - c. Repeating a course.
 - d. Repeating some or all of the year’s curriculum.
 - e. Setting an Academic Performance Hearing with the Student Promotions Committee.
5. One deficiency: The subcommittee chair, or his/her designee from the subcommittee and the student’s class Dean, or Curriculum Deans (Athens), will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate subcommittee for a vote.
6. Two or more deficiencies: All members of the subcommittee will meet with the student and review the academic progress of students who have more than one deficiency.
7. An academic year may only be repeated once. If a student achieves an unsatisfactory grade in any module, course, intercession, clerkship, elective or selective during an academic year that is being repeated, an Academic Performance Hearing will be initiated and the student will be subject to dismissal.

D. Remediation of a Deficiency in One Module: Typically, the subcommittee will choose between the following two options:

1. The student may remediate that deficiency at the end of the academic year and continue to the next year of the curriculum. In this case, the student shall remain enrolled and pay medical school tuition. This approach has usually been successful for students and would be the usual option for the Student Promotions Subcommittee.
2. The student may choose to take the spring audit elective, pay reduced tuition, and commit to repeating the year.

E. Remediation of a Deficiency in Two Modules: Typically, the subcommittee will choose among the following three options:

1. Remediation of the deficiency at the end of the academic year.
2. Repeat of academic year.
3. Dismissal.

If the deficiencies occurred in the first semester and the subcommittee does not vote for dismissal, but prefers to defer decision until the end of the academic year, the student may choose one of the following two options for the second semester:

1. Continue full medical school curriculum enrollment. This option permits the possibility of remediation of the deficiencies after the conclusion of the year, and if able to successfully remediate, promotion to the next phase of the curriculum.
2. Enrollment in an “audit elective”. This option permits continued enrollment at a lesser cost but precludes the option of promotion to the next phase (i.e., the student will have to repeat the year).

Both options provide students the ability to remain engaged in learning and to demonstrate performance to the end of the academic year. In all cases, the Student Promotions Committee has the option of deferring remediation to the end of the academic year.

F. Remediation of a Deficiency in Three or more Modules:

Typically, the subcommittee will choose between dismissal or requirement to repeat the entire year. Three or more deficiencies will require an Academic Performance Hearing, but 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. Depending on when the third deficiency occurs, the audit elective may be used.

At the end of the academic year, the Student Promotions Committee has the ability to review the total performance of the student for the entire academic year. Including the results of the audit elective if applicable, and make a decision about repeating the year or dismissal.

G. Notification and Scheduling of Remediation

1. A remediation plan is recommended by the subcommittee.
2. The subcommittee Chair (or designee) submits the recommendation for remediation of the subcommittee, in writing, to the Vice Dean of Academic Affairs. The Vice Dean may accept the recommendation, modify the recommendation, or refer back to the subcommittee.
3. The decision of the Vice Dean of Academic Affairs is made known to the student, in writing, by the Chair of the student's subcommittee. The subcommittee Chair will notify the Student Affairs Dean and the Curriculum Dean; the Curriculum Dean will notify the appropriate faculty member of the remediation.
4. The student must schedule the remediation through the Curriculum Office. Remediation that has not been scheduled through the Curriculum Office will not be recognized as valid and will not be reflected on the transcript.
5. A remediation plan may only begin after items 1-4 above have occurred.
6. Remediation cannot be scheduled concurrent with any other module.
7. Remediation will be scheduled following the academic year in which the deficiency occurred, and prior to the onset of the subsequent academic year curriculum.

H. Grade Designation following Remediation

1. Modules requiring remediation will be designated as "R" on the transcript until the specified remediation is complete. Following completion, a satisfactory or unsatisfactory grade will be entered.
2. Successful remediation that does not involve repeating the entire course in the next academic year will be recorded on the student's transcript as follows:
 - a. For Phase 1: "U/S*" This designation reflects the original grade of "U" and the grade received following remediation "S". The asterisk denotes remediation of a deficiency to a passing level.
 - b. For Phase 2: "D/C*", "D/B*", or "D/A*". This designation reflects the original grade of "D" and the grade received following remediation ("C*", "B*", or "A*"). The asterisk denotes remediation of a deficiency to a passing level.
3. Unsuccessful remediation of the "U" in the Phase 1 or the "D" in the Phase 2 module will result in the "U" remaining a "U" in Phase 1 and the "D" being replaced by an "F" in Phase 2 for the original module
4. If a student is required to remediate an entire module by repeating the module in its entirety, the grades of the remediated and the original module will be recorded on the transcript and both grades will be used to calculate the student's grade point average.

I. Consideration for Dismissal or Repeat

1. The academic performance of each student in the Phase 1 and Phase 2 curriculum shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:

- a. A student's knowledge, character, mental or physical fitness casts grave doubt upon that student's potential capabilities as a physician.
- b. The student has accumulated three or more deficiencies.
- c. The subcommittee requests a hearing.
- d. The subcommittee recommends dismissal or repeat of an academic year.

J. United States Medical Licensing Examination (USMLE) Step 1

1. A student may not take USMLE Step 1 until he/she has satisfactorily completed the entirety of the pre-clerkship curriculum.
2. Students must take USMLE Step 1 before beginning Phase 3.
3. Students must have USMLE scores reported to MCG each time it is taken.
4. The policies regarding students who fail USMLE Step 1 are as follows:
 - a. A student who fails USMLE Step 1 on the first take shall not start clinical rotations or shall be withdrawn from the clinical rotation when the notification of failure is received.
 - b. Credit will be given for clerkships that have been completed satisfactorily or for completion of a four week segment of an eight week clerkship. However, the Student Promotions Subcommittee may require a student to repeat the already completed clerkship.
 - c. The student shall be required to take the USMLE Step 1 a second time before re-entering the curriculum. The student will not be allowed to begin a clinical rotation **until a passing score is achieved**. The student may elect to remain enrolled by taking the USMLE prep elective through the Curriculum Office for up to two months while preparing for a second take of Step 1. If a student is not prepared for the second take at the end of the two months of prep elective, he/she must take a leave of absence. If a student fails the second take of the examination, he/she shall be placed on an Administrative Leave of Absence (LOA) and will be notified, in writing, of the stipulations of the leave of absence.
 - d. The Student Promotions Subcommittee with the appropriate Student Affairs and Curriculum Deans will work with the student to plan a course of study to prepare for retaking the exam.
 - e. A student will be subject to dismissal if he/she is unable to pass USMLE Step 1 in three attempts. Students will not be certified by MCG to take the USMLE examination more than three times unless the student presents compelling evidence of extenuating circumstances that contributed to the failures and that those circumstances have been resolved. A decision to allow a fourth attempt will follow Academic Performance Hearing process as outlined in Section VII and must be recommended by two-thirds of those present and eligible to vote and approved by the Vice Dean.

V. Academic Deficiencies, Phase 3, Prescribing Remediation and Consideration for Dismissal

A. Definition of a Deficiency in Phase 3

1. Grade of D, F, or failure to successfully remediate a course.
2. Failure of USMLE Step 2 CK or CS.
3. Failure of the Phase 3 OSCE(s).
4. A significant concern about meeting any of the core competencies in a course in which the student received a passing grade.
5. Students rated “Does Not Meet Expectations” or “Marginal” in any category of Professionalism that is endorsed by the clerkship director as warranted, will earn a “D” or “F” and will require consideration for remediation.

B. Remediation Based on the Number and Severity of Deficiencies

1. Remediation will be based on the number of deficiencies and the totality of the student’s record.
2. The subcommittee will make recommendations to the Vice Dean of Academic Affairs.
3. The subcommittee will take into account the course Director’s recommendations for remediation.
4. The approach the subcommittee takes differs depending upon the number of deficiencies and the totality of performance, but may include:
 - a. Requirement for remedial work (independent, supervised, course, or other).
 - b. Taking examinations.
 - c. Repeating a course.
 - d. Repeating some, or all, of the Phase 3 curriculum.
 - e. Setting an Academic Performance Hearing with the Student Promotions Committee.
5. One deficiency: The subcommittee Chair, or his/her designee from the subcommittee, and the student’s class Dean will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate subcommittee for a vote.
6. Two or more deficiencies: All members of the subcommittee will meet with the student and review the academic progress of students who have more than one deficiency.
7. An academic year may only be repeated once. If a student achieves an unsatisfactory grade in any course during an academic year that is being repeated, the student is subject to dismissal and an Academic Performance Hearing will be initiated.
8. A student who receives a failing (“F”) grade in a course, must repeat it. If the student fails to achieve a satisfactory grade when the course is repeated, the student must present at an Academic Performance Hearing.
9. A student who receives an unsatisfactory grade in a fourth year course must remediate or repeat the course. If a student receives an unsatisfactory grade in an elective, the subcommittee may require that the student repeat the elective or may permit the student to choose another elective to meet graduation requirements.

C. Remediation of One Clerkship Deficiency: Typically, the subcommittee will choose the following options:

1. A student who has one Phase 3 clerkship deficiency (“D”) may be allowed to remediate that deficiency at the end of the academic year, and if the student fails the remediation, the student will be required to repeat the clerkship in its entirety.
2. A student who receives a failing (“F”) grade in the required Phase 3 clerkship must repeat the clerkship at the end of the academic year.

D. Remediation of Two Clerkship Deficiencies: Typically, the subcommittee will choose the following options:

1. A student with two clerkship deficiencies in a single academic year may be allowed to retake the NBME subject exam if they are the only deficiencies. A student who is unsuccessful in retaking an NBME subject exam will be required to repeat the entire clerkship.
2. A student may be required to repeat one or both clerkships.
3. A student may be required to repeat the academic year.

E. Remediation of Three or more Clerkship Deficiencies or Fails Remediation:

Typically, the subcommittee will choose the following options:

1. A student who fails remediation or who acquires three or more deficiencies within a single academic year may be required to repeat the entire year (this requirement includes clerkships that may have been passed previously).
2. A student may be considered for dismissal.

F. Notification and Scheduling of Remediation

1. A remediation plan is recommended by the subcommittee.
2. The subcommittee Chair (or designee) submits the recommendation of the subcommittee, in writing, to the Vice Dean of Academic Affairs. The Vice Dean may accept the recommendation, modify the recommendation, or refer back to the subcommittee.
3. The decision of the Vice Dean of Academic Affairs is made known to the student, in writing, by the Chair of the students subcommittee. The subcommittee Chair will notify the Student Affairs and Curriculum Deans. The Curriculum Dean will notify the appropriate faculty member of the required remediation.
4. The student must schedule the remediation through the campus Curriculum Office. Remediation that has not been scheduled through the Curriculum Office will not be recognized as valid and will not be reflected on the transcript.
5. A remediation plan may only begin after items 1-4 above have occurred.
6. Remediation cannot be scheduled concurrent with any other clerkship, elective, or selective.
7. Year three clerkship remediation must be scheduled during July of the student’s fourth year unless another time is approved by the Curriculum Dean.

G. Grade Designation following Remediation

1. If the only reason for the “D” grade is failure of the NBME subject exam, then for up to two clerkships the grade will be changed to a “C” (without annotation) after successfully passing the exam. The student will be permitted only one opportunity to retake the exam. If the student does not pass the retake of the NBME subject exam the grade will be changed to an “F” and the student will be required to repeat the entire clerkship.
2. 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.
3. The original course and grade will remain on the student’s transcript.

H. Consideration for Dismissal or Repeat

1. The academic performance of each student in the Phase 3 curriculum shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:
 - a. A student’s knowledge, character, mental or physical fitness casts grave doubt upon that student’s potential capabilities as a physician.
 - b. The student has accumulated three or more deficiencies.
 - c. The subcommittee requests a hearing.
 - d. The subcommittee recommends dismissal or repeat of an academic year.
 - e. A student receives a final grade of “F” in two Phase 3 clerkships, intercessions, electives, or selectives.
 - f. A student receives a final grade of “F” and a final grade of “D” in two Phase 3 clerkships, intercessions, electives, or selectives.
 - g. A student receives a final grade of “D” in three Phase 3 clerkships, intercessions, electives, or selectives (prior to any remediation).
 - h. A student does not pass a clerkship, elective, or selective which he/she has been required to repeat.
 - i. A student was required to remediate deficiencies in two or more modules during Phase 1 and/or Phase 2 and obtains a deficiency in Phase 3, for which the student was required to repeat the clerkship.
 - j. A student has not passed either USMLE Step 2 CK or CS in three attempts.
 - k. A student who repeats Phase 1 or Phase 2 and obtains:
 - i. An “F” in Phase 3.
 - ii. A “D” in a clerkship, elective, or selective for which the department requires repeating the clerkship, elective, or selective.
 - iii. A second “D” in Phase 3, for which the student is not required to repeat the clerkship, elective, or selective.

I. United States Medical Licensing Examination (USMLE) Step 2 CK and CS

1. A student may not take USMLE Step 2 (CK or CS) until he/she has satisfactorily completed the entirety of the third year core clerkship curriculum.

2. A student must pass USMLE Steps 2 CK and CS to graduate.
3. Students must have USMLE Step 2 CK and CS scores reported to MCG each time he/she takes the exam.
4. The examination shall be taken by December 15th of the student's final year in medical school. If the student is off-cycle, the exams must still be passed as a requirement for graduation. Arrangements must be made with the curriculum Dean for scheduling late and permission must be obtained, in writing, prior to December 1st.
5. The committee has the prerogative of recommending actions including, but not limited to, de-certification from the match for individuals who do not meet this requirement, including the December 15th date requirement.
6. A student will be subject to dismissal if he/she is unable to pass either component (CK or CS) of USMLE Step 2 in three attempts. Students will not be certified by MCG to take either component of the USMLE Step 2 examination more than three times unless the student presents compelling evidence of extenuating circumstances that contributed to the failures and that those circumstances have resolved. A decision to allow a fourth attempt will follow the Academic Performance Hearing process as outlined in Section VII and must be recommended by a two-third majority of those present and eligible to vote and approved by the Vice Dean.

VI. Professionalism

As an academic competency, professionalism also falls under the purview of the Student Promotions Committee. All medical students are expected to consistently conduct themselves in a professional manner. 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 misconduct may happen both within and outside of the classroom and have broader 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 behavior may be legal that is indeed not professional or fitting of a physician. Hence, the Associate Dean of Student and Multicultural Affairs and the Student Promotions Committee has the initial and primary responsibility for administering and enforcing professional misconduct issues. Professional misconduct may include:
 - a. Violation of conduct described in course policies or articulated by the instructor, in writing.
 - b. Violation of any code of ethics of the medical profession.
 - c. Contributing to, or engaging in any activity which disrupts or obstructs the teaching, research, or outreach programs of the Medical College of Georgia, on campus or at affiliated training sites. Entering the classroom or clinical experience habitually late or leaving early, arriving late to a professional activity, without prior permission from the instructor. The instructor also has the

obligation to notify the class, if possible, in advance of any changes in class times, possible late arrival and/or cancelled classes.

- d. Failing to download an electronic quiz or exam, complete an assignment, keep appointments, and other assigned duties, without permission from the instructor.
- e. Approaching faculty, staff, or other students in less than a professional manner and treating faculty, staff, peers, and patients in a disrespectful and inconsiderate way (e.g. addressing a faculty member without the appropriate title during professional activities). Respect and consideration are also expected when addressing a faculty member, staff, student, or patient who chooses to be called by their first name.
- f. Failure to deal with professional staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.
- g. Unprofessional dress (as outlined in the professional program, class and/or clinical agency policies) during classes, clinical experiences, or when representing the Medical College of Georgia (i.e., visiting regional campuses with fellow medical students).
- h. Bringing family members, guests, and pets to the classroom or any professional academic activities without prior consent of the instructor.
- i. Falsifying application, forms, documents, reports, or records of any kind or providing false information to Medical College of Georgia personnel prior to admission, or while an active member of MCG's academic programs.
- j. Unauthorized accessing or revealing of confidential information about faculty, staff, or students of the Medical College of Georgia.
- k. Violation of patient respect and confidentiality in any practice/learning setting.
- l. Theft, damaging, defacing, or unauthorized use of any property of the Medical College of Georgia or training sites.
- m. Computer usage that violates MCG/GRU and/or clinical sites acceptable use policies.
- n. Sexual harassment as defined by GRU and/or clinical sites.
- o. Harassment, threats of violence, intent to do harm.
- p. Endangering patients, faculty, staff, and/or fellow students, or damaging their property.
- q. Intoxication, abuse, possession, use and/or illegal sale of alcohol, drugs, chemicals, firearms, explosives or weapons within the Medical College of Georgia campus, in any practice/learning setting, or when representing MCG.
- r. Any violation, arrest, and/or conviction of any federal, state, or municipal law.
- s. Any violation of a Medical College of Georgia rule or rule at a professional experience site.
- t. Any DUI or DWI (driving under the influence or driving while intoxicated). Any individual violating the DUI/DWI laws is required to undergo an alcohol/drug evaluation.
- u. Public intoxication, resisting arrest, disorderly conduct, and other related charges.
- v. Pleading no contest or being involved in adjudication that is withheld.

B. Reporting Process

1. Students are required to report any incidents of professional misconduct, as outlined above, to the Associate Dean of Student and Multicultural Affairs (Augusta or Athens) within seven days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the Medical College of Georgia and/or its programs. Failure of the student to report violations within the required time will also result in the need to meet with the student's Student Promotions Subcommittee.
2. If a faculty member is aware that a student has violated the conduct policy outside of the classroom, he/she shall remind the student of the policy and direct the student to self-report any professional misconduct violations to the Associate Dean of Student and Multicultural Affairs (Augusta or Athens) within seven days of the occurrence.
3. The aforementioned faculty member is encouraged to report his/her finding independently to the Associate Dean of Student and Multicultural Affairs (Augusta or Athens) within seven days of the occurrence.

C. Professionalism Actions

1. The Associate Dean of Student and Multicultural Affairs (Augusta or Athens) is responsible for transferring cases to the appropriate Student Promotions Subcommittee who may issue disciplinary actions for the Medical College of Georgia and will notify the student in writing. Disciplinary action for academic and professional misconduct will depend on the circumstances, and may include, but is not limited to, any of the following:
 - a. Probation/Professional Concern: A student may be placed in the category of "Probation/Professional Concern" by the Student Promotions Subcommittee for any breach of professionalism that requires the subcommittee's review and is felt to constitute a substantial breach of professional behavior.
2. Requirements in the Category of Probation/Professional Concern: Students placed in the category of "Probation/Professional Concern" will:
 - a. Be informed of their status and will be followed at specified intervals by their Student Promotions Subcommittee until the issues of concern are satisfactorily resolved. Students will also likely need to meet with the Student Affairs class Dean on a regular basis as designated by their Student Promotions Subcommittee.
 - 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 believes it is appropriate to remove the designation.
 - d. Students may be placed on suspension from the Medical College of Georgia and a required leave of absence or may be terminated from the Medical College of Georgia and/or expelled from MCG. This recommendation of the subcommittee triggers an Academic Performance Hearing of the Student Promotions Committee.
 - e. Medical Student Performance Evaluation Inclusion: The concerns of the subcommittee may be included in the student's Medical Student Performance

Evaluation. Comments regarding the concerns may also be included in the Medical Student Performance Evaluation at the discretion of the Associate Dean of Student and Multicultural Affairs (Augusta or Athens) or the student's class Dean, unless the Student Promotions Committee directs otherwise.

3. Student Appeals of Professionalism Actions.
 - a. Students placed on Probation/Professional Concern have the right to appeal. Students must follow the process outlined in the section on appeals.

VII. Academic Performance Hearing

A. Notification of Academic Performance Hearing

1. The chairperson of the Student Promotions Subcommittee shall inform the Vice Dean of Academic Affairs and the chairperson of the Student Promotions Committee when a student's academic record or concerns regarding professional behavior meet the criteria for dismissal or repeat year consideration by the Student Promotions Policies and Procedures. The subcommittee may choose to make a recommendation to the Student Promotions Committee, and if such a recommendation is made, it will be included in the summary letter from the subcommittee chair. All records pertaining to the student and a written report detailing the student's deficiencies shall be forwarded to the Vice Dean of Academic Affairs.
2. The Student Promotions Committee chairperson and the Student Affairs Dean shall ascertain within one week of informing the Vice Dean of Academic Affairs that all records are prepared for the Academic Performance Hearing.

B. Notification of Rights

1. The Student Affairs Dean shall notify the student that an Academic Performance Hearing by the Student Promotions Committee will be held on the date specified. There should be at least five working days after the student receives notification and before the hearing. At the time of notification of the Academic Performance Hearing, the student shall be advised by the Student Affairs Dean, in writing, that a student's rights are as follows:
 - a. The student must be furnished with a written statement giving the reasons for consideration of dismissal or repeat year.
 - b. The student must be allowed to inspect his/her medical school file, including materials upon which the proposed dismissal or repeat year is based, and shall be made available to the student at least five business days prior to the Academic Performance Hearing.
 - c. At the hearing, the student will be allowed to present his/her version of the circumstances that prompted the Academic Performance Hearing.
 - d. The student may submit documentary evidence in advance of the hearing. Those documents must be provided to the Office of Student and Multicultural Affairs at least forty-eight hours prior to the Academic Performance Hearing, to be placed in a secure shared drive accessible by all voting and ex-officio members.

- e. The student is strongly encouraged to have a faculty advocate present to advise the student during the hearing. Members of the Dean's staff shall not serve as faculty advocate during the hearing.
- f. The hearing will be held on the designated date and time and location. 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 hours prior to the Academic Performance Hearing.
2. The chairperson of the Student Promotions Committee shall preside at the hearing.
3. A quorum (fifty percent of voting members plus one) of the Student Promotions Committee must be present at the hearing.
4. The student's rights shall be as set forth in Section VII.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. A written recommendation and the voting results shall be sent to the Vice Dean of Academic Affairs by the Chair of the Student Promotions Committee.
5. The Student Promotions Committee shall listen to the evidence and make a recommendation to dismiss, repeat the year, or continue in the curriculum, with or without some other stipulation(s). Unless the recommendation is for dismissal, the Student Promotions Committee may also recommend Academic Probation or Probation/Professional Concern. A simple majority of those present and voting is required to recommend Academic Probation or Probation/Professional concern to the Vice Dean of Academic Affairs.
6. A two-thirds majority of those present and voting is required to recommend dismissal to the Vice Dean of Academic Affairs.

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

1. Academic Probation:
 - a. Students who have been required to repeat an academic year or who have been considered for dismissal and allowed to continue their studies will be placed on Academic Probation.
 - b. Students who receive another deficiency (see definitions in Sections IV, V, and VI) while on Academic Probation following an Academic Performance Hearing may be considered for dismissal by the Student Promotions Committee.
 - c. Students will remain on Academic Probation for one year after all deficiencies have been remediated or until graduation requirements are fulfilled, whichever comes first.
2. Probation/Professional Concern:

- a. Students who have been required to repeat an academic year or who have been considered for dismissal when there is an issue pertaining to professionalism and allowed to continue their studies will be placed on Probation/Professional Concern.
- b. Students who receive another deficiency (see definitions in Sections IV, V, and VI) while on Probation/Professional Concern following an Academic Performance Hearing may be considered for dismissal by the Student Promotions Committee.
- c. Students placed on Probation/Professional Concern will remain in this category as designated by the Student Promotions Committee or subcommittees.

VIII. Student Appeal Process

A. Decisions of the Student Promotions Committee and Vice Dean of Academic Affairs

1. In response to the Student Promotions Committee's (or a subcommittee's) recommendation, the Vice Dean of Academic Affairs, will accept, reject, modify, or refer the decision to the Chair of the Student Promotions Committee for reconsideration within five working days. The Student Promotions Committee Chair, or designee (subcommittee chair) will notify the student, in writing, of the decision.
2. If the recommendation is referred for reconsideration, a second meeting of the Student Promotions Committee (or a subcommittee) shall be held within ten working days. A two-thirds majority of those present and voting is required to sustain the initial recommendation or offer a new recommendation with respect to the Vice Dean of Academic Affairs' previous comments. The Student Promotions Committee Chair will then make that recommendation to the Vice Dean of Academic Affairs for reconsideration. The Vice Dean shall then notify the student of a decision in writing within five days of making that decision
3. The Vice Dean of Academic Affairs also has the prerogative to appoint an Ad Hoc Student Promotions Reconsideration Committee as needed in this process, to include three former Student Promotions Committee members who have served in the past. The Ad Hoc Student Promotions Reconsideration Committee shall evaluate the basis for the Student Promotions Committee's (or a subcommittee's) original recommendations and the student's appeal and then make a recommendation to the Vice Dean of Academic Affairs. The Vice Dean shall then notify the student of a decision, in writing, within five days of making that decision.

B. Students Right to Appeal:

1. Students recommended and approved for the following, have the right to appeal:
 - a. Remediation programs for failed courses
 - b. Repeat of an entire academic year
 - c. A probation/professionalism concern
 - d. Academic probation
 - e. Dismissal

2. The student must be allowed to inspect his/her medical school file, including materials upon which the proposed dismissal or repeat year is based and shall be made available to the student at least five business days prior to the Academic Performance Hearing.
3. Medical Student Performance Evaluation (MSPE)
 - a. Students have the opportunity to review their MSPE and request corrections of factual inaccuracies.
 - b. Such requests shall not be made a part of the students school file and shall not be mentioned in the MSPE.
 - c. Students shall have the opportunity to review their final MSPE.
 - d. The review/appeal of the 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.
 - e. After the student has discussed concerns about the content or wording of their MSPE with the MSPE author, the student has the prerogative of appealing the wording in the MSPE to the Ad Hoc Committee described below. The portion of the MSPE that is available for review shall be the component that is developed by the author, specifically the "unique characteristics" and "summary" sections. This appeal needs to be made, in writing, within two days of review.
 - f. The Ad Hoc Committee shall be comprised of the Chair of the Student Promotions Committee and the Chairs of each of the four subcommittees.
 - g. The decision of the Ad Hoc Committee shall be rendered within ten business days and the decision of the committee shall be final.
4. Student appeals must follow procedure outlined below:
5. Student Appeal procedure:
 - f. If the student chooses to appeal a decision by the Student Promotions Committee (or one of its subcommittees) for Academic and/or Professionalism, that has been approved by the Vice Dean of Academic Affairs related to: a) remediation programs for failed courses; b) repeat of an entire academic year; c) a probation/professionalism concern; d) academic probation, or; e) dismissal, he/she has the right to appeal that decision. Student appeals must be pursued according to the procedure outlined below:
 - i. An appeal of one of the aforementioned decisions must be made in writing within two weeks of the send date of the recommended and approved decision. Appeal letters must specify in detail one or more of the following bases of appeal:
 - The action is considered too severe for the offense.
 - The action is believed to have been made in an arbitrary or capricious manner.
 - The finding that a policy of the Student Promotions Policies and Procedures was violated is believed to not be substantiated by evidence.
 - The student's rights were believed to have been violated (student must specify those rights believed to have been violated).
 - ii. If a student is appealing a decision by one of the Student Promotions Subcommittees that has been approved by the Vice Dean of Academic Affairs, that appeal is submitted to the Student Promotions Committee. The Student Promotions Committee then meets and submits a recommendation to the Vice Dean of Academic Affairs as previously indicated. The Vice Dean

of Academic Affairs follows the same process outlined above. “Decisions of the Student Promotions Committee and Vice Dean of Academic Affairs.”

- iii. If a student is appealing a decision by the Student Promotions Committee that has been approved by the Vice Dean of Academic Affairs, that appeal is submitted to the Dean of MCG. The Dean may: accept, reject, modify, or refer the decision to the Chair of the Student Promotions Committee for reconsideration with ten working days, and the Student Promotions Committee Chair will notify the student, in writing, of the decision, or; appoint an Ad Hoc Student Promotions Reconsideration Committee as needed in this process, to include three former Student Promotions Committee members who have served in the past. The Ad Hoc Student Promotions Reconsideration Committee shall evaluate the basis for the Student Promotions Committee’s recommendation and the students’ appeal and then make a recommendation to the Dean within five days of making that decision. The Dean shall then notify the student of a decision, in writing, within two weeks of making that decision.
- iv. If the student wants to make one last appeal, he/she may file an appeal in accordance with the approved Campus Review Board Policy (as of June 2009) which states: *“Upon receipt of a final action regarding an academic or conduct sanction, the student shall have five working days to file an appeal with the President. This notice of right of appeal will be included in the written statement from the Dean or the Vice President for Student Services.”*
- b. Grade appeal process for a module, course, intercession, clerkship, elective or selective grade, or narrative report: See Appendix B.

IX. Incomplete Disciplinary Process

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

X. Annual Review of Faculty Senate Student Promotions Committee Policies and Procedures

- A. A URL of the Faculty Senate Student Promotions 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.

XI. Graduation

- A. **Application:** Student must apply to graduate four months before the anticipated date of graduation. Failure to apply for graduation by this deadline may require students to meet with their Student Promotions Subcommittee. The graduation ceremony is held annually, with the date of graduation on the diploma.

- B. Off-Cycle Graduation Application:** Students who wish to graduate off-cycle must apply to graduate four months before the anticipated date of graduation. Failure to apply for graduation by this deadline may require students to meet with their Student Promotions Subcommittee. The date on the diploma will coincide with the date on the official transcript or the date on which a passing score on USMLE Step 2 CK or CS is received.
- C. Ceremony:** If a student is enrolled in an elective or selective during the May rotation and that is his/her only remaining graduation requirement, he/she may participate in the hooding and graduation ceremonies. A student who has not fully completed all graduation requirements, but wants to participate in the graduation and/or hooding ceremonies must submit a request, in writing, to the Student Promotions Subcommittee for their class no later than April 1st of that year. The subcommittee will consider the student's request and make its recommendation. The subcommittee Chair will submit the recommendation to the Vice Dean of Academic Affairs who will uphold or deny the recommendation.

Appendix A: Leave of Absence Policies

A. Emergency Leaves of Absence

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

B. Personal Leaves of Absence

1. Any student enrolled in the Medical College of Georgia may request from his/her class Dean at the Augusta campus or Associate Dean of Student and Multicultural Affairs at the Athens campus a personal leave of absence in the event of:
 - a. The birth or adoption of a child of the student, or the placement of a child with the student for adoption.
 - b. A serious health condition of the student's child, spouse, parent, or spouse's parent necessitating the student's presence.
 - c. A serious health condition that renders the student unable to perform his/her duties as a student.
 - d. Academic problems.
 - e. Extra preparation for the USMLE Step 1, Step 2 CK, and Step 2 CS.
 - f. Academic enrichment (additional degree programs, research, fellowship, mission trip, etc.).
 - g. Other reasons will be considered on a case by case basis.
2. A personal leave of absence may be for no longer than twelve months.
3. Students taking a personal leave of absence are required to make up all missed work and may need to restart the academic year or segments thereof.

C. Procedures for Requesting a Personal Leave of Absence:

1. Students must request a personal leave of absence from the Medical College of Georgia by submitting a written request to the appropriate class Dean at the Augusta campus or the Associate Dean of Student and Multicultural Affairs at the Athens campus. The request should state the following:
 - a. The reason the leave is being requested.
 - b. The inclusive dates (i.e., beginning and ending) of the leave of absence.
 - c. The plan for communication with the appropriate class Dean at the Augusta campus, or the Associate Dean of Student and Multicultural Affairs at the Athens campus, during the leave of absence.
 - d. A letter of support for the action if appropriate (i.e., physician letter, etc.).
2. The student shall discuss with the appropriate class Dean at the Augusta Campus or the Associate Dean of Student and Multicultural Affairs at the Athens campus, the implications of the leave of absence on the six-year rule for completing the MD degree (Section II.A.3. and 4.), or the eight-year rule for completing the MD/PhD degrees (Section II.A.6.), as well as the impact on scholarship(s), health insurance,

- financial aid, and loan repayment. Students receiving financial aid through Georgia Regents University must comply with all federal policies to maintain eligibility for aid.
3. The appropriate class Dean at the Augusta campus will inform the Associate Dean of Student and Multicultural Affairs in Augusta of the request. If the Associate Dean of Student and Multicultural Affairs approves the student's request, the matter will be forwarded to the Senior Associate Dean of Curriculum, who will in conjunction with appropriate course Directors and department Chairs, develop conditions that must be met by the student and any necessary remediation activities the student is to complete during or after the personal leave of absence.

In Athens, the students will inform the Associate Dean of Student and Multicultural Affairs at the Athens campus directly. If the Associate Dean of Student and Multicultural Affairs in Athens approves the student's request, the matter will be forwarded to the Campus Associate Dean of Curriculum who, in conjunction with the appropriate course or clerkship Directors, will develop conditions that must be met by the student and any necessary remediation activities the student is to complete during or after the personal leave.

D. Leave of Absence Review Process:

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

In Athens, the Campus Associate Dean of Student and Multicultural Affairs will review the conditions submitted by the Campus Associate Dean of Curriculum regarding the leave of absence, and may approve, deny, or modify the conditions. The Associate Dean of Student and Multicultural Affairs in Athens will notify the student, in writing, of the action of the student's request, including any conditions that must be met by the student prior to reinstatement in the curriculum.

2. In cases where the leave of absence extends for more than sixty calendar days, the student must confirm his/her plans to re-enroll by notifying the appropriate class Dean at the Augusta campus or the Associate Dean of Student and Multicultural Affairs at the Athens campus, in writing, at least thirty calendar days prior to the previously determined re-enrollment date unless otherwise stipulated in the leave of absence letter. The appropriate class Dean at the Augusta campus will inform the Associate Dean of Student and Multicultural Affairs of the request. The Associate Dean of Student and Multicultural Affairs at either campus will then notify the Senior Associate Dean of Curriculum in Augusta, or the Campus Associate Dean of Curriculum in Athens, and the Registrar of the point within the curriculum at which (semester and year) the student will re-enroll. Students seeking reinstatement will be required to meet all previously established conditions for reinstatement.
3. Students who fail to confirm their re-enrollment date in accordance with this policy or student who do not notify the appropriate class Dean at the Augusta campus, of a

- change in plans may be administratively withdrawn from the Medical College of Georgia. Students must also complete all institutional procedures required for reinstatement as specified by the college and Registrar.
4. The Office of Student and Multicultural Affairs, the appropriate class Dean on the Augusta campus, or the Associate Dean of Student and Multicultural Affairs at the Athens campus, will notify involved course Directors when a leave of absence of any type has been granted.
 5. A letter will be issued to the student that stipulates the terms of the leave of absence.

Appendix B: Grade Appeal Process for a Module, Course, Clerkship, Elective, or Selective Grade or Narrative Report. If the student chooses to appeal a module, course, intercession, clerkship, elective, or selective grade, or narrative report, that appeal must be pursued according to the procedure outlined below. Once a final grade has been posted, a student may appeal a final grade in a course or clerkship if he/she thinks that their grade or evaluation is unjust by:

- A. Discuss a Concern:** The student must discuss the concern with the module, course, clerkship, elective, or selective “Director” first and not with any other faculty member (e.g., the student’s attending physician) who taught in the course. A violation of this step will result in a student forfeiting the right to officially appeal the grade.

- B. Appeal a Grade:** To appeal a grade, a student must submit to the Director in writing within two weeks of the final grade being posted the reasons for the appeal and provide objective documentation, where appropriate, to support a change in a grade. Appeal letters must specify in detail why the student believes his/her grade or narrative report was not substantiated by evidence, or the student believes that important information related to his/her performance may not have been considered (e.g., an evaluation report from another supervisor was not included). The Director reviews the student’s appeal and may make a decision independently or may appoint an advisory ad hoc committee of at least three faculty members. The ad hoc committee makes a recommendation to the Director. The Director then makes a decision about the appeal and notifies the student, in writing, (may be electronic) of the decision within two weeks of receipt of the student’s appeal.

- C. Appeal the Decision of the Director:** The student may appeal the decision of the Director within one week of notice by the Director, by written request, to the Department Chair for a departmental course, or to the Senior Associate Dean of Curriculum if the course is interdepartmental. The Chair or Senior Associate Dean may decide to appeal independently or may appoint an advisory ad hoc committee of at least three faculty members who had not served on the prior ad hoc committee listed under step B. The ad hoc committee makes a recommendation to the Chair or the Senior Associate Dean of Curriculum. The Chair or Senior Associate Dean of Curriculum will then decide the matter and provide notice, in writing, to the student within two weeks of the written request for appeal at this level.

- D. Appeal the Decision of the Departmental Chair or Senior Associate Dean of Curriculum:** The student may appeal the decision of the departmental Chair or the Senior Associate Dean of Curriculum, in writing, within one week of prior notice by the Chair or Senior Associate Dean of Curriculum to the Vice Dean of Academic Affairs. The Vice Dean of Academic Affairs may decide to appeal independently or appoint an advisory ad hoc committee comprised of at least three faculty members who had not previously participated in the appeal process. The ad hoc committee makes a recommendation to the Vice Dean, who will then decide the matter. Typically, appeals at this level are for procedural concerns only. The student will be notified of the decision within two weeks of the request for appeal. This is the final level of appeal for a grade.