

Student Advancement and Promotion Process

Purpose

The Pritzker School of Medicine has in place rules and regulations that outline satisfactory academic progress for all medical students.

Overview

A medical school ensures that the medical education program has a single set of core standards for the advancement, promotion and graduation of all medical students across all locations. The academic requirements for the MD degree include the satisfactory completion of the curriculum designated by the faculty. The progress of each student working toward a MD degree is monitored carefully and the determination for satisfactory academic progress (SAP) for financial aid eligibility is made annually after the Summer Quarter of the Committee on Academic Promotions (CAP).

In the Legacy Curriculum, two Academic Progress Committees for Years 1 and 2, and Years 3 and 4 are responsible for monitoring student progress throughout the academic year. In the Phoenix Curriculum, three Academic Progress Committees, for each of the respective Phases (Phase 1, Phase 2 and Phase 3) are responsible for monitoring student progress throughout the academic year. The committees are composed of course or clerkship directors for that year. The committees are chaired by Associate Dean for Medical Student Academic Advising and Advancement. The committees provide formative feedback and advice for students about their academic performance and progress as students proceed through the curriculum. The Academic Progress Committees report to Committee on Academic Promotions and may make recommendations to that committee for monitoring, remediation, referral to learning specialists, Extended Curriculum Option, or other interventions to facilitate student success at Pritzker. The Academic Progress Committees meet quarterly. See the University of Chicago Pritzker School of Medicine Bylaws for additional details on the aforementioned Committees.

Related LCME Standards:

- 9.9 Student Advancement and Appeal Process

Principles

1. A medical school ensures that the medical education program has a single set of core standards for the advancement, promotion and graduation of all medical students across all locations.
2. The Committee on Academic Promotions (CAP) is responsible for overall evaluation of student performance, determination of appropriate remediation for academic difficulty, and oversight of academic issues related to student retention and progress.
3. Federal law and regulations require that all students receiving financial assistance from Federal Title IV funds maintain satisfactory academic progress.
4. Pritzker School of Medicine will provide timely communication to students about any potential or actual changes to their financial aid eligibility or disbursements.
5. Pritzker School of Medicine students may review their academic record and have the right to ask for a grade clarification in any course or clerkship. Students are also afforded the right to a timely response from the course director in regards to a grade clarification.

Policy

ADVANCEMENT AND PROMOTION

1. Final grades are expected to be submitted no more than two (2) weeks after the end of a course or six (6) weeks after the end of a clerkship.
2. Passing grades in individual courses are necessary but not sufficient for attainment of the MD degree from the Pritzker School of Medicine. Failure to demonstrate appropriate ethical or professional behavior may in itself be a cause for dismissal from the Pritzker School of Medicine despite passing academic performance.
3. In all curricular years, any repeated course must be passed. A grade of Failure (F) in an individual course or clerkship followed by a second grade of Failure (F to F) in the same individual course or clerkship may result in dismissal. A grade of Incomplete (I) in a repeated course or clerkship is the equivalent of a Failure (F).
4. Failure on an individual assessment will result in one attempt at remediation; failure on the second attempt of the same assessment will result in failure of that assessment and experience (e.g. course or clerkship).
 - a. Failure of an assessment requires a meeting to discuss a plan for remediation with the relevant course or clerkship director and, if appropriate, the Associate Dean for Medical Student Academic Advising and Advancement. A remediation attempt may not be scheduled until this meeting has occurred.
 - b. Remediation of an assessment must occur in the same format as the original assessment.

- c. Barring technological challenges, any initiation of an attempt at an assessment which is aborted prior to completion constitutes (1) attempt
 - d. Each individual assessment will only be permitted two (2) total attempts during a single course/clerkship enrollment; assessment attempted and/or completed prior to an Incomplete designation count toward total assessment attempts.
- 5. The Pritzker School of Medicine utilizes a Pass (P)/Fail (F) grading system in Phase 1 and Phase 3.
- 6. Successful completion Phase 1 and promotion to Phase 2 require the following:
 - a. To advance to the second year of Phase 1, all Phase 1 courses must be successfully passed by August 1st prior to the start of year 2 Phase 1 coursework. Remediation of cadaveric specimens must be completed by December 1st of Year 1 Phase 1. Scheduling of these remediations is at the discretion of the course director(s) of the Human Body course.
 - b. To advance to Phase 2, all Phase 1 courses must be successfully passed.
 - c. Additionally, students must take and pass the USMLE Step 1 examination for promotion and continuation of Phase 2
 - i. Students unprepared to pass the USMLE Step 1 on the first attempt may be allowed to delay one week of the Scholarship and Discovery block, with permission from the Pritzker Education team, to improve preparedness.
 - ii. Students who remain unprepared to take the exam after a single one (1) week delay may defer the entire Scholarship and Discovery research block to continue test preparation, as supported by data and with approval from the Pritzker Education Team and CAP.
 - iii. Students who remain unprepared to take the USMLE Step 1 examination despite utilization of the dedicated study block and deferral of the S&D Block must take Extended Curriculum Option (ECO) for one (1) year to prepare to successfully take the Step 1 examination.
 - iv. Any deferral of the S&D research block must be completed immediately following the Phase 2 core clerkships; students may not proceed to Phase 3 studies until successful completion of all requirements, including the S&D research block.
 - v. Students who fail the USMLE Step 1 on their first attempt may not proceed to Phase 2 and must take Extended Curriculum Option (ECO) to prepare for successful completion of Step 1 prior to Phase 2.
 - 1. These students may complete the S&D research block prior to Phase 2 if they chose to defer the block prior to taking Step 1.
- 7. In Phase 2, the core clinical clerkships (Medicine, Ambulatory, Neurology, Obstetrics and Gynecology, Pediatrics, Psychiatry, and Surgery) grades of

Honors (H), High Pass (HP), Pass (P), Failure (F) are awarded. These grade designators are included on the official University of Chicago transcript. In addition, a narrative summary is submitted to the Pritzker School of Medicine that supports the rationale for the designator grade assigned to the students. The material supplied by each department serves as the basis for the Medical Student Performance Evaluation Letter (MSPE), which is sent to postgraduate programs for residency selection purposes.

- a. The Honors (H) designation is awarded to students whose outstanding performance and demonstrated qualities of intellectual curiosity, integrity and self-discipline significantly exceed the competency level expected for third year students.
 - b. The designator of High Pass (HP) is awarded to students whose performance clearly exceeds the Pass requirements, but does not reach Honors caliber.
 - c. A grade of Pass (P) is awarded to students, with the exception of those defined above, whose performance in a clerkship meets the competency requirements established.
 - d. Those students whose performance in a clerkship is clearly below established passing standards shall be given a grade of Failure (F). The failure grade (F) will be recorded on the student's transcript, followed by the passing grade when the required clerkship has been retaken and passed.
 - e. Failure on an NBME shelf examination will result in one repeated assessment attempt (as per above). A single failure on an NBME shelf examination will result in said student's highest possible grade designator as High Pass for that clerkship.
8. Phase 3 coursework, including required clinical experiences, clinical and non-clinical electives and classroom-based experiences utilize the Pass/Fail grading system.
 9. All Phase 3 requirements and graduation requirements must be fulfilled by April 30th of the intended graduation year.

GRADUATION

1. Requirements for graduation from the Phoenix Curriculum are as follows:
 - a. Successful completion of all coursework, as determined by CAP
 - b. Demonstrate professionalism and ethical conduct in all personal and professional actions and interactions, as determined by, medical school administration, and the Committee on Academic Promotions.
 - c. Complete fourteen (14) quarters of full-time enrollment and full-time tuition payment.
 - d. Register for and record a passing score for the USMLE Step

- 1 and Step 2 CK examinations. Students are responsible for meeting the NBME deadlines
- i. Step 1 must be taken and passed before beginning Phase 2 of the curriculum
 - ii. Step 2CK must be taken by July 15 of the Phase 3 (senior) year
 - iii. Students may not receive the MD degree from the Pritzker School of Medicine if these exams are not completed as required.
- e. Complete required credited experiences by April 30 of year of intended graduation.
 - f. Complete course evaluations following each course, clerkship or elective.
 - g. Discharge all financial obligations to the University at least four weeks prior to the June Convocation date.
 - h. Apply to graduate no later than the first week of the quarter in which the degree is expected (Spring Quarter of fourth year).
 - i. An enrolled student in the regular MD program (not MSTP or other dual degree) must complete all coursework within a maximum of six (6) academic years. A leave of absence time period is not included in this count. Extended Curriculum Option (ECO) and Research are included in this count.

Procedure

1. Ultimately, it is the Committee on Academic Promotions' responsibility to assure that students graduating from the Pritzker School of Medicine meet the academic, ethical, and professional standards to enter the medical profession. The Committee is appointed by the Dean for Medical Education and consists of senior faculty members who are experienced with medical student education. The Associate Dean for Medical School Academic Advising and Advancement serves as chair. The Director of Medical School Education staffs the Committee. The committee reports to the Dean for Medical Education. The Committee on Academic Promotions reviews all medical students for promotion to the next year or for graduation. The Committee reviews concerns brought to its attention by the Academic Progress Committees for each year; in some cases, the committee may request that a member of an Academic Progress Committee report directly to the committee regarding a particular issue. The deliberations of the Committee on Academic Promotions are constructive in approach and directed toward helping students succeed. Ultimately, however, the student must be able to meet the minimum academic performance standards of the competency-based curriculum outlined in this document.

2. When evaluating student performance, the Committee considers such matters as fund of knowledge, ability to organize and logically present information, test-taking skills, understanding, judgment, and professional behavior. When a student is not performing adequately, the Committee will consider all relevant information. Students may be brought to the attention of the Committee on Academic Promotions through the Academic Progress Committees or through the Dean for Medical Education and their designees. Ultimately, it is within the Committee's discretion to determine whether the student is permitted to continue at the school and whether any remediation of course work should be permitted or required. The Committee on Academic Promotions may consider the status of any student at any time, even if the academic record is satisfactory. The Committee may, for reasons including but not limited to improper conduct, recommend to the Dean for Medical Education that a student be dismissed from the Pritzker School of Medicine.
3. In the event of academic deficiencies, CAP may place a student on an academic status. The two academic statuses assigned by CAP are Monitored Academic Status (MAS) and Academic Probation:
 - a. Monitored Academic Status (MAS):

A student may be placed on Monitored Academic Status by the Committee on Academic Promotions if the student, in its sole judgment and discretion:

- Fails two exams within a six-month period
- Is at risk for failing to achieve satisfactory academic progress
- Has received ongoing Incomplete designations in courses or clerkships
- Demonstrates persistent professionalism concerns

The nature of Monitored Academic Status is one of indicating to the student that their studies must come first and that every effort should be expended in assuring success. Extracurricular activities and scholarly pursuits should be minimized, with a primary focus on academic achievement. The Committee has the discretion to impose additional requirements as part of Monitored Academic Status, (e.g. counseling or evaluation by a learning specialist). Students placed on Monitored Academic Status are required to relinquish all extracurricular leadership positions and are not eligible for PSOM funding for extracurricular events or conferences.

Monitored Academic Status is an internal designator only; it is not reflected in students' MSPE, nor is it indicated in a Letter of Good Standing if requested by a student.

Continued issues could lead to the Committee recommending the student be placed on academic probation.

b. Academic Probation (AP):

A student may be placed on Academic Probation by the Committee on Academic Promotions if the student, in its sole judgment and discretion:

- i. Is at risk for failing to achieve successful completion of the program
- ii. Has failed one or more courses or clerkships
- iii. Has failed to address concerns that led to being placed on Monitored Academic Status
- iv. Has received one or more Professionalism Concern Reports
- v. Has engaged in unprofessional behavior that, in the committee's judgment, calls into question the student's suitability to become a physician

The nature of the Academic Probation status is one of indicating significant risk of failure to complete the medical education program of the medical school. In addition to the need to focus fully on academic issues, as in the case of Monitored Academic Status, the student must meet regularly with the Associate Dean for Medical Student Advising and Advancement to ensure that appropriate progress is being made toward remediation of outstanding academic issues and requirements. Students on Academic Probation are required to relinquish all extracurricular activities, and are not eligible for PSOM funding for extracurricular events or conferences.

A student who fails to pass a course or clerkship while on Academic Probation (including a designation of Incomplete) will be considered for dismissal from medical school. Failure of an assessment, whether within a course or clerkship, while on Academic Probation may also result in the student's dismissal from medical school. Failure of an assessment while on academic probation may not result in an automatic remediation attempt, irrespective if attempts remain for the assessment. Opportunities for remediation of failed assessment while on academic probation is at the sole discretion of the Committee on Academic Promotions. Ongoing professionalism issues while on Academic Probation may also be grounds for dismissal from the medical school.

Current or prior academic probation will be reported on the MSPE letter. Professionalism concerns may also be noted on the MSPE letter, in

accordance with the Committee's recommendations and policies outlined in the *Guiding Principles of Professionalism* section.

The designation of Academic Probation does not require a prior designation of Monitored Academic Status. In addition, the Committee on Academic Promotions may recommend dismissal from medical school without a period of Monitored Academic Status or Academic Probation.

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4. The Financial Aid Committee reviews and monitors the qualitative and quantitative assessment of performance for each student given by the faculty in all courses for which the student has enrolled. A student who does not satisfactorily complete all course requirements may be permitted to remediate. In this case, a student is assigned a plan and schedule by the Committee on Academic Promotions. This plan deviates from the norm and will require the student to achieve a satisfactory qualitative assessment in all enrolled courses for one academic year. Throughout this period, they will be on financial aid remediation. A student in this status must achieve remediation on the schedule outlined by the Committee on Academic Promotions.
5. The normal timeframe for completion of required course work for the MD degree is four academic years. Due to academic or personal difficulties, a student may require additional time. In such situations a schedule may be established for the student that departs from the norm and that may require repeating a year of study. To be considered to be making Satisfactory Academic Progress for financial aid eligibility, the student must complete the first two years of the curriculum by the end of the third year after initial enrollment. The maximum time permitted for financial aid eligibility for the MD completion is six years.

Accountable Dean(s) or Director(s): Associate Dean for Undergraduate Medical Education; Associate Dean for Medical Student Advising and Advancement

Related Policies: Medical Student Appeal Process

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