INTRODUCTION AND PURPOSE:

Evaluation and grading policies and procedures have been established to ensure the academic and professional progress of CMS students. Some students may struggle to maintain academic or professional standards. These students may require additional support or intervention. In rare instances the struggles displayed by the student may lead to halted academic progress or professional behavior that falls below acceptable standards. In these instances, dismissal may be the appropriate course of action. However, it is appreciated that difficult circumstances and special conditions may exist that significantly contributed to performance that was below acceptable standards.

The Student Evaluation Promotion and Awards committee (SEPAC) has established guidelines that are used to adjudicate whether dismissal should be considered. The purpose of this policy is to define the conditions that will lead to consideration of dismissal by SEPAC.

CANCELLATION:

This policy replaces the previous guidelines for conditions that may lead to consideration for dismissal (last revised May, 2016).

SCOPE AND APPLICABILITY:

This policy applies to medical students that are enrolled in the Chicago Medical School. This policy is independent of grading notations used by registrar (e.g. F, I, NR, etc). For instance, the grade marked in a student transcript after a Failing grade may be "F" even if the student has not yet progressed to Failure of the course. See Definitions (below) for description of Failing grade and Failure.

POLICY STATEMENTS:

SEPAC has the responsibility to respond to and adjudicate questions that may arise concerning the application of rules concerning promotion, graduation, unsatisfactory student performance, probation, dismissal and leave-of-absence as applied to individual students and situations and to make decisions when needed.
SEPAC may consider for dismissal students who have been determined by SEPAC through the use of academic judgment to have not achieved the appropriate level of progress or have failed to meet the appropriate academic standards. The conditions that fulfill these criteria are any one of the following, but not limited to:

1. Failure of three basic science courses over the duration of the program.

2. Failure of two required clinical rotations over the duration of the program.

3a. Repeat Failure of the same basic science course, including a summer Course Retake.
3b. Repeat Failure of the same required clinical rotation.

4a. Requiring more than 2 remediations for separate basic science courses in a single academic year.
4b. Requiring more than 2 remediations for separate clinical rotations in a single academic year.

5. Failure of 3 or more electives during the duration of the program, including repeated Failure of the same elective.

6. Insufficient performance in developing and maintaining the standards of ethical integrity, professional judgment, or reliability in personal relationships essential to the competent, honest, responsible practice of medicine.

7. Failure to meet requirements for removal of probation within the time period specified.

8. Difficulties which require that a student be placed on probation after the student has once before been placed on probation for the same issue or different issue.

9a. Not passing USMLE Step 1 or Step 2 CK requirements on two attempts each.
9b. Not passing USMLE Step 2 CS requirements on two attempts.

10. Not satisfactorily meeting all of the requirements of the first two academic years of medical school within 36 months (3 years) of the date of first registration into Chicago Medical School as a beginning medical student not including periods of leave of absence.

11. Not satisfactorily meeting all of the requirements of the first three academic years of medical school within 54 months (4 ½ years) of the date of first registration into Chicago Medical School as a beginning medical student not including periods of leave of absence.

12. Not satisfactorily meeting all of the requirements for graduation with the MD degree within 66 months (5 ½ years) of the date of first registration into Chicago Medical School as a beginning medical student, not including periods of leave of absence.
13. Not satisfactorily meeting all of the requirements for graduation with the MD degree within 72 months (6 years) of the date of first registration into Chicago Medical School as a beginning medical student, including periods of leave of absence.

**DEFINITIONS:**

Failing Grade – a grade that is below the threshold for passing at the end of a course.

Remediation - upon receiving a Failing Grade at the end of the course, a student may have a remediation opportunity (remediation exam, project, clinical assessment, etc) to rectify the Failing grade at the discretion of the course director. Passing this Remediation will lead to removal of the Failing grade.

Failure – if a student does not pass the Remediation exam, or is not given the opportunity for Remediation, they will be considered to have a Failure of the course.

Course Retake – if a student has a Failure of a course, they may be required to retake the course if it is a requirement for graduation. This Course Retake may be an approved abbreviated summer course or the entire course.

<table>
<thead>
<tr>
<th>Situation</th>
<th>End of course grade = F</th>
<th>Opportunity to change grade</th>
<th>Remediation grade = F</th>
<th>Required retake of course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terminology</td>
<td><strong>Failing grade</strong></td>
<td><strong>Remediation</strong></td>
<td><strong>Failure</strong></td>
<td><strong>Course retake</strong></td>
</tr>
</tbody>
</table>

Note the following:
Remediation is used in other circumstances to describe an opportunity to rectify poor performance in a component of a course/rotation. Remediation used in the current policy refers specifically to the Remediation (defined above) after a Failing grade in a course.

**PROCEDURES:**

See SEPAC Handbook v17.

**POINTS OF CONTACT:**

Senior Associate Dean for Student Affairs and Education
Chair, SEPAC

**REFERENCES AND RELATED POLICIES:**
Evaluation and Grading System/Student Evaluation Promotion and Awards Committee (SEPAC) Handbook v17
Academic Catalog
RFU Student Handbook
Medical Student Professionalism Policy