
UIC College of Medicine
Student Academic Promotions Policies
AY 2008 - 2009

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Student Academic Promotions Policies

Section I: General Policies

I. A: Introduction

The procedures for considering student progress, promotion, graduation, delay in graduation, and dismissal at the University of Illinois College of Medicine require faculty review at two levels. First, each regional site of the College will have a faculty committee that will function as a site student progress and promotions committee and will provide the first level of review. Second, this site student progress and promotions committee will report its recommendations for action to the College Committee on Student Promotions (CCSP) where final action will be taken. Finally, all actions of the College Committee on Student Promotions will be reported to the Executive Committee of the College of Medicine.

I. B: Application of Academic Policies

Presented in the following pages are the academic policies, procedures, and requirements that medical students must follow and meet to maintain progress, to be promoted, and to graduate from the College of Medicine. Although students will be considered individually on the basis of the merits of their individual circumstances, ***policies will be applied strictly. Departure from policies will be based only on documented circumstances that are compelling extenuating.*** Students who experience compelling extenuating circumstances that adversely affect their ability to study and focus on their medical education are advised to discuss them and seek guidance from a site student affairs dean ***before*** they lead to academic failure.

I. C: Time Limit for Completing the M.D. Degree

Beginning with the class matriculating in AY 00-01 (Class of 2004), students must complete requirements for promotion and graduation within the following time limits, from the date of initial enrollment (M1 orientation).

Traditional curriculum: A maximum of four years will be allowed to complete the M1 and M2 years, which includes passing Step 1. Students must finish all graduation requirements within a maximum of seven years.

Decompressed Program: Students must complete the M1 and M2 years, which includes passing Step 1, within a maximum of five years. A maximum of eight years is allowed to complete all graduation requirements.

Medical Scholars (MSP) and Medical Scientist Training Program (MSTP) students are excused from this requirement.

Leaves of absence for any reason, periods of required remediation, and unscheduled time are included within the time limits specified.

I. D: Statement on Professional Behavior

Medicine is a profession that requires the mastery of a large body of knowledge and the acquisition of clinical skills, as well as high standards of behavior and appropriate attitudes within and outside the academic setting. **In addition to fulfilling all academic requirements, students are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct at the University of Illinois College of Medicine, and further defined by other professional documents in medicine¹. Students who fail to do so will be dismissed from the College of Medicine.** The faculty believes that certain dimensions of professionalism may be amenable to remediation, in which case students would be required to complete satisfactorily additional activities/experiences specified by the appropriate site committee and approved by the College Committee on Student Promotions. Satisfactory completion of additional activities/experiences may result in a delay in the student's progress toward graduation. Alternately, the appropriate site administrative officer may opt to prefer disciplinary charges through the Senate Committee on Student Discipline. It is incumbent upon any student who recognizes he/she is in jeopardy for any reason to seek the advice of the Office of Student Affairs.

The following personal characteristics and attitudes include, but are not limited to, those observed and evaluated throughout the medical curriculum. Students are expected to demonstrate these characteristics, both in their academic and personal pursuits.

Integrity: Displays honesty in all situations and interactions; is able to identify information that is confidential and maintain its confidentiality.

Tolerance: Demonstrates ability to accept people and situations. Acknowledges his/her biases and does not allow them to affect patient care or contribute to threatening or harassing interactions with others.

Interpersonal relationships: Provides support and is empathetic in interactions with peers, patients, and their families. Interacts effectively with "difficult individuals." Demonstrates respect for and complements the roles of other professionals. Is cooperative and earns respect.

Initiative: Independently identifies tasks to be performed and completes them satisfactorily. Performs duties promptly and efficiently. Is willing to spend additional time and to assume new responsibilities. Recognizes when help is required and when to ask for guidance. Provides accurate contact information to COM officials and maintains communication with the COM whether actively enrolled or on leave. Ensures that immunizations are current.

Dependability: Completes tasks promptly and well. Arrives on time and actively participates in clinical and didactic activities. Follows through and is reliable. Responds promptly to COM officials.

Attitudes: Is actively concerned about others. Maintains a positive outlook toward others and toward assigned tasks. Recognizes and admits mistakes. Seeks and accepts feedback and uses it to improve performance.

Function under stress: Maintains professional composure and exhibits good personal and clinical judgment in stressful situations. Identifies unprofessional conduct while recognizing the importance of maintaining professional behavior in the clinical setting, in spite of inappropriate action on the part of others.

Appearance: Displays appropriate professional appearance and is appropriately groomed.

¹ Medical Professionalism Project: *The Physician Charter*. The American Board of Internal Medicine Foundation. <http://www.abimfoundation.org/>

I. E: Definition of Terms

Academic Year: The M1 academic year consists consecutively of the fall semester, spring semester, and summer term. Thus, for example, AY 2008-2009 consists of the fall 2008 semester, spring 2009 semester, and summer 2009 term. The M2 academic year consists of the fall and spring semester. In the clinical years, the academic year begins with the summer term.

Academic Good Standing: A student is considered to be in good academic standing when he/she has no existing deficiency(ies). One example of a student not in good academic standing is one who is repeating a year due to academic difficulty. Such students are considered to be in probationary status until they satisfy all curricular requirements and are promoted to the next year in good academic standing.

Administrative Good Standing: A student is considered to be in good standing when he/she is enrolled in the College of Medicine and current with all tuition, fees and loan payments. A student who is in debt to the University at the end of any academic term, or for which suitable arrangements for payment have not been made, shall not be permitted to register in the University again, ***is not in good standing***, and shall not be entitled to receive an official statement or transcript of credits until the indebtedness has been paid or suitable arrangements for payment have been made unless there is pending a bankruptcy petition of the student seeking discharge of all such indebtedness or all such indebtedness has been discharged.

Certifying Examinations: The College of Medicine defines the United States Medical Licensing Examination (USMLE) Step 1 and USMLE Step 2 CK and CS as ***certifying*** examinations. These examinations must be taken and passed at the appropriate time to permit progress, thus allowing the student to become eligible for graduation. To be eligible to ***register*** for and ***take*** the USMLE Step 1 or Step 2 students must be enrolled officially in the University of Illinois College of Medicine.

Delayed in Class: A delay in class occurs when a student's expected graduation date is postponed. A delay in class is recommended by the appropriate site committee(s) and approved by the College Committee on Student Promotions for a variety of reasons, such as enrollment in dual degree programs, leaves of absence, an extended period of remedial study, a restart year, or a repeat year.

Passing Grade: The basic science disciplines utilize a three-point grading scale: Outstanding, Satisfactory (Passing), and Unsatisfactory. In bridging or transitional courses, clerkships and electives, a four-point scale is generally used to assign ***final*** grades: Outstanding, Advanced, Proficient, and Unsatisfactory. Other possible course grades include Satisfactory and Unsatisfactory. An Incomplete is a temporary grade, not a passing grade.

Repeat Year: A *repeat* year permits students to participate for a second time in the curriculum; previous participation in that curriculum counts as the first opportunity. Students may be granted a repeat year if approval is given by the appropriate committees. ***Students are allowed only one repeat year during their undergraduate medical education.***

Restart Year: A *restart* year allows students in the M1, M2 or Decompressed Program who experience documented circumstances that are compelling and extenuating to begin an academic year anew as if the year constitutes their first opportunity to participate in the curriculum.

First and second year students and students in the Decompressed Program are eligible for a restart year if they:

1. submit a petition **before any progress examinations have been taken**;
2. provide documentation of circumstances that are compelling and extenuating;
3. are approved by the appropriate site committee(s) and College Committee on Student Promotions to restart the year; and
4. have not previously restarted a year; *that is, students are allowed only one restart year during their undergraduate medical education.*

Continuing Status: Students who withdraw from the curriculum on leaves of absence will have their status converted to *Continuing* when appropriate documentation is received and approved by the student affairs dean that the student is ready to return. Students on Continuing status will have their academic records reviewed to determine what courses they must take. Any curricular changes in the content or assessment methodology may necessitate modifications in the student's educational plan.

Students will be allowed to complete the curriculum to determine their status: 1) promotion to the next year; 2) eligibility for makeup examination(s) or a repeat year; or 3) dismissal for failure to progress.

Section II: M1 Students

Promotion to the M2 Year

The appropriate site committee(s) and the Committee on Student Promotions will adhere to the following policies when reviewing students for promotion to the M2 year.

1. Students who complete satisfactorily all M1 curricular requirements will be promoted to the M2 year.
2. Students who pass at least 67% of the weighted curriculum at their site will be allowed to take makeup examinations or participate in an approved summer course.
 - a. Students who earn grades of Satisfactory (Passing) on makeup examinations and have met all other academic requirements will be promoted to the M2 year. Their records will be annotated "Passed after makeup examination."
 - b. Students who do not pass all requirements after participating in make-up examinations or approved summer courses are eligible for a repeat year if they have not already repeated a year. They are required to prepare a study plan that must be approved by their **faculty** advisor and the student affairs dean or the dean's designee. It may also require the approval of the site promotions committee. The plan must address what they are going to do to ensure success during the repeat year. The Unsatisfactory grade(s) will remain on the transcript. Students who have already repeated the M1 year are subject to dismissal.
3. Students who pass 40% to 66% of the weighted curriculum at their site, and have not already repeated a year, are eligible for a repeat year when they comply with the following conditions. They are required to prepare a study plan that must be

approved by their **faculty** advisor and the student affairs dean or the dean's designee. It may also require the approval of the site promotions committee. The plan must address what they are going to do to ensure success during the repeat year. **They are not eligible to take makeup examinations.** The Unsatisfactory grade(s) will remain on the transcript. Students who have already repeated the M1 year are subject to dismissal.

4. Students who pass less than 40% of the weighted curriculum at their site are subject to dismissal.

Note well: All students granted a repeat year must satisfy the conditions of their study plan, including regular communication and meetings with the OSA, on a frequency to be determined for each student. Students who fail to do so will be subject to dismissal. No student will be granted more than one repeat year. Students who fail to satisfy requirements after a repeat year will be dismissed for failure to progress.

Section III: Students Granted a Repeat of the M1 Year

Promotion to the M2 Year

Students who are granted a repeat of the M1 year are required to participate in all M1 disciplines at their site. They are *not* eligible to take proficiency examinations to place out of (be exempt from) required courses. Repeating students who do not pass all disciplines by the end of the academic year are subject to dismissal.

Section IV: Decompressed Program

The Decompressed Program permits first-year students to complete the curricular requirements of the M1 year over two years, completing approximately half of the curriculum each year. It is designed for students who may be unable to assume the full M1 course load for reasons approved by site student affairs deans or who are placed in the program prior to matriculation. Students may apply 1) prior to matriculation, 2) upon matriculation, or 3) by the site application deadline, which is December 1st in Chicago and no later than five working days after the second set of examination results are distributed in the fall in Urbana.

Policies for the Decompressed Programs at Urbana-Champaign and Chicago are detailed in separate documents appended to these Guidelines and available at the following links: Urbana-Champaign <http://www.med.uiuc.edu/students/m1/pdf/Decompress%20Program.pdf>

Chicago

http://chicago.medicine.uic.edu/departments_programs/program_offices/undergraduate_medical_education/curriculum/decompressed_program/

Section V: M2 Students

Promotion to the M3 Year

The appropriate site committee(s) and the Committee on Student Promotions will adhere to the following policies when reviewing students for promotion to the M3 year.

1. Students who complete satisfactorily all M2 curricular requirements, which include passing the USMLE Step 1, will be promoted to the M3 year. Students who have taken USMLE Step 1 will be allowed to begin clerkships, pending the results.

Taking Step 1 after the site clinical orientations begin is considered a delay. Students who delay taking USMLE Step 1 may not begin clerkships until *after* they take the examination. Students who want to delay taking the examination must petition their student affairs dean or the dean's designee for approval.

2. Students who pass at least 67% of the weighted curriculum will be allowed to take makeup examinations or participate in an approved summer course.

- a. Students who earn grades of Satisfactory (passing) on makeup examinations and have met all other curricular requirements will be promoted to the M3 year. Their records will be annotated "Passed after makeup examination."

- b. Students who do not pass all requirements after participating in makeup examinations or approved summer courses are eligible for a repeat year, **if they have not already repeated a year of the curriculum**. They are required to prepare a study plan that must be approved by their faculty advisor and the student affairs dean or the dean's designee. It may also require the approval of the site promotions committee. The plan must address what they are going to do to ensure success during the repeat year. The Unsatisfactory grade(s) will remain on the transcript. **Students who have already repeated the M1 or M2 year are subject to dismissal.**

3. Students who pass 40% to 66% of the weighted curriculum at their site are eligible for a repeat year, if they have not already repeated a year, when they comply with the following conditions. They are required to prepare a study plan that must be approved by their **faculty** advisor and the student affairs dean or the dean's designee. It may also require the approval of the site promotions committee. The plan must address what they are going to do to ensure success during the repeat year. **They are not eligible to take makeup examinations.** Students who are granted a repeat year must participate in all M2 courses at their site. **Students who have already repeated the M1 or M2 year are subject to dismissal.** The Unsatisfactory grade(s) will remain on the transcripts.

4. Students who pass less than 40% of the curriculum are subject to dismissal.

Note well: All students granted a repeat year must satisfy the conditions of their study plan, including regular communication and meetings with the OSA, on a frequency to be determined for each student. Students who fail to do so will be subject to dismissal. No student will be granted more than one repeat year. Students who fail to satisfy requirements after a repeat year will be dismissed.

V.1. *Students Who Fail USMLE Step 1* Students who fail their *initial attempt* at USMLE Step 1 will be allowed to complete the clerkship in which they are enrolled. They must discontinue further clerkship activity and submit a remedial study plan for approval to the student affairs dean or the dean's designee. Study plans may also require the approval of the site promotions committee. They must then engage in remedial study and retake USMLE Step 1 in accordance with the terms of their approved study plan. Any changes to the study plan, such as rescheduling the examination date, must be resubmitted for approval. Students must remain in contact with the OSA during remedial study. Students who fail to do so will be subject to dismissal. Students must also notify the registrar and the financial aid office regarding withdrawal from clerkships. This may adversely impact financial aid. Once they have retaken USMLE Step 1, they may resume clerkship activity, as prearranged in the study plan.

V.2 *Students Who Fail USMLE Step 1 Twice*

Students who fail their *second attempt* at USMLE Step 1 will be allowed to complete the clerkship in which they are enrolled. They must discontinue further clerkship activity and must submit a remedial study plan for approval to the student affairs dean or the dean's designee. Study plans may also require the approval of the site promotions committee. They must then engage in the remedial plan and retake USMLE Step 1 in accordance with the terms of the plan. Any changes to the study plan, such as rescheduling the examination date, must be resubmitted for approval. Students must remain in contact with the OSA during remedial study. Students who fail to do so will be subject to dismissal. Students must also notify the registrar and the financial aid office regarding withdrawal from clerkships. This may adversely impact financial aid. They may not return to clerkship activity until a passing score has been documented.

Section VI: M3 Students

VI.A: Promotion to the M4 Year

The appropriate site committee(s) and the Committee on Student Promotions will review students' entire academic records for promotion to the M4 year. To earn promotion to the M4 year, M3 students must complete satisfactorily all M3 curriculum/clerkship requirements.

The appropriate site committee(s) will review the entire academic record of students who do not complete satisfactorily all M3 curriculum and clerkship requirements. The appropriate site committee(s) may recommend that students be required to participate in specific clerkships/electives in areas of identified weakness or participate in other remedial activities deemed appropriate.

VI.B: Core Clerkships

The College of Medicine defines six required clerkships as ***core***: Family Medicine, Medicine, Pediatrics, Psychiatry, Obstetrics and Gynecology, and Surgery. The clinical performance component and the end-of-clerkship examination component must be passed independently to satisfy requirements.

The appropriate site committee(s) and the Committee on Student Promotions will adhere to the following policies when reviewing the performance of M3 students who are deficient in ***core*** clerkships.

1. Clinical Requirements: Initial Attempt

Students may receive a temporary grade of Incomplete in a ***core*** clerkship if they have not satisfied all requirements within the usual time allotment. This grade is intended only for a student who has a specific deficit, but is otherwise proficient. The clerkship director will prepare an individualized study plan (ISP) and the student will be granted additional time to satisfy the clerkship requirements at a later date. **Failure to satisfy requirements after the ISP will result in an Unsatisfactory clinical grade.**

If the clerkship director believes that the problem could still be corrected, the student would be required to repeat the entire clerkship. **Failure in the second attempt at a full clerkship would be grounds for dismissal.**

Students who have had to repeat the clinical experience (or any part thereof) will receive a grade of Proficient if they successfully complete the study plan. **These students are not eligible to receive an Advanced or Outstanding Final Grade.**

2. Failure to Satisfy Clinical Requirements

Students who are judged to be below the acceptable level of performance in a ***core*** clerkship by the department will receive a clinical grade of Unsatisfactory. They must repeat the clerkship in its entirety. **Failure in the second attempt at a full clerkship would be grounds for dismissal.**

3. End of Clerkship Examination Failure

Students who pass the clinical component but fail the subject examination will be allowed to retake the subject examination following a period of directed study. If they pass the makeup examination, their records will be annotated "Passed after makeup examination." If they do not pass the second attempt, they fail the clerkship and will receive an Unsatisfactory grade on their transcript.

Students who have an Unsatisfactory grade due to subject examination failure will be allowed a final attempt to repeat the clerkship in its entirety, including the end of clerkship examination. If they do not pass the clerkship (clinical component and end of clerkship examination) they would be dismissed.

The grade earned for the clinical component of the repeat clerkship will be used to calculate the final grade. The clinical grade used in the calculation cannot exceed the clinical grade earned for the initial rotation. **Note well that students must satisfy all clerkship**

requirements at least at the Proficient level. This may result in a Proficient or Advanced, depending on the student's performance for the clinical component. **Students who have had to retake clerkship examinations are not eligible to receive an Outstanding Final Grade.**

4. **Multiple Clerkship Failures**

Students will be allowed a maximum of two clerkship Unsatisfactory grades. A third Unsatisfactory would be grounds for dismissal, even if students had repeated and passed the two failed clerkships.

VI.C: Other Required and Elective Experiences

If an M3 student fails any course or clinical experience, required or elective that is counted toward weeks of instruction to satisfy graduation requirements the Unsatisfactory grade will remain on the academic profile and transcript. For required experiences, students must repeat that experience in its entirety and earn a passing grade. Their records will be annotated "Passed after repeat rotation." For electives, students will have the option of repeating the failed experience or choosing an alternative. If students choose to repeat the failed experience and earn a passing grade, their record will be annotated "Passed after repeat rotation." If an alternative is chosen the Unsatisfactory grade will remain on the academic profile and transcript.

Section VII: M4 Students

VII.A: Graduation

To be eligible to graduate from the College of Medicine, students must

1. meet all requirements outlined in the preceding sections (***M1 Students*** through ***M3 Students***);
2. complete satisfactorily all M4 curriculum/graduation requirements including the Procedural Competencies for Graduating Medical Students; and
3. take and pass the USMLE Step 2 Clinical Knowledge and Clinical Skills.

The entire academic record of all students who fail to complete satisfactorily all M4 curriculum/graduation requirements will be reviewed. The appropriate site committee(s) and the Committee on Student Promotions may recommend alterations in the student's M4 year to remedy identified weaknesses. The committee(s) may require that M4 students participate in specific clerkships in areas of identified weakness or participate in other remedial activities deemed appropriate.

Further, M4 students who receive a grade of Unsatisfactory in any course or clinical experience, required or elective, counted toward weeks of instruction to satisfy graduation requirements will have the failing grade reflected on their academic profiles and transcripts. Students must repeat required experiences in their entirety and earn a passing grade. Their records will be annotated "Passed after repeat rotation." For electives, students will have the option of repeating the failed experience or choosing an alternative. If students choose to repeat the failed experience and earn a passing grade, their record will be annotated "Passed after repeat rotation." If an alternative is chosen the Unsatisfactory grade will remain on the academic profile and transcript.

VII.B: USMLE Step 2

Students must take and pass the USMLE Step 2 Clinical Knowledge (CK) and take Step 2 Clinical Skills (CS) during their M4 year to be eligible for graduation.

1. Except for M4 students in the Medical Scholars Program (MSP) in Urbana-Champaign or James Scholar Independent Study Program (ISP), all other students are required **to complete successfully all M3 core clerkships *before* sitting for the USMLE Step 2 for the first time.**
2. Except for the students noted in Point 1 above, all other students who want to take the Step 2 before they have successfully completed all M3 core clerkships must petition the appropriate site committee(s) and receive approval to do so.
3. To be eligible to ***register*** for and ***take*** the USMLE Step 2, M4 students must be verified as ***enrolled*** in the University of Illinois College of Medicine. Students engaged in approved research or educational experiences while on leaves of absence are eligible to take the USMLE Step 2. Students in the Medical Scholars Program in Urbana may be permitted to register for and take the examination while registered in their graduate program. Students in this program should consult with the Urbana student affairs officer prior to registering for Step 2.

VII.B.1: Students Who Fail the First Attempt to Pass the USMLE Step 2

After reviewing the entire academic record of students who fail either component of Step 2, students will be required to participate in supervised remedial study. Students must prepare a supervised remedial study plan in consultation with the site academic student affairs officer or the dean's designee.

Summary of Progress and Promotion Policies

| Progress/Promotion/Graduation Element | Policy |
|--|---|
| M1 makeup examinations | Students who pass at least 67% of the weighted curriculum during the academic year are allowed to take makeup examinations or an approved summer remedial course. |
| Decompressed Program or Five Year Programs | Refer to site-specific policies. |
| Repeat M1 year | In order to be eligible for a repeat M1 year, students must pass at least 40% of the weighted curriculum and may not have already repeated the M1 year. They are not eligible to take make-up exams. Students granted a repeat year are allowed an entire academic year in which to fulfill requirements of repeating M1 students. |
| M1 year to M2 year | Students must satisfy all M1 requirements. |
| M2 makeup examinations | Students who pass at least 67% of the weighted curriculum during the academic year are allowed to take makeup examinations or an approved summer remedial course. |
| Repeat M2 year | In order to qualify for a repeat M2 year, students must pass at least 40% of the weighted curriculum. They are not eligible to take makeup exams. Students granted a repeat year are allowed an entire academic year in which to fulfill requirements. Only one repeat year may be granted. |
| M2 year to M3 year | Students must satisfy all M2 requirements <i>including passing the USMLE Step 1.</i> |
| M3 year to M4 year | Students must satisfy all M3 curriculum/clerkship requirements. |
| M4 year to MD degree | Students must satisfy all M4 curriculum/ graduation requirements, which include passing the USMLE Step 2 Clinical Knowledge (CK) and Clinical Skills (CS). |

Section VIII: Appeals

Each site student affairs officer will be responsible for notifying affected students of an adverse recommendation from the appropriate site committee(s) and/or the possibility of an adverse action from the College Committee on Student Promotions. Notification will state clearly the nature of the appeal process. All appeals will be to the College Committee on Student Promotions and, at a minimum, will provide the student with the opportunity to present in writing and/or in person new information and/or an explanation of extenuating circumstances.

If the site committee forwards an adverse recommendation or if the College Committee on Student Promotions approves *de novo* an adverse recommendation, the site student affairs officer will notify promptly the affected students and advise them of their appeal rights. ***Students who are eligible to appeal to the Committee on Student Promotions have the right to do so in person and/or in writing if they are recommended to be dismissed; all other appeals to the Committee must be in writing only.*** An appeal to the College Committee on Student Promotions will be through the Office of the Dean in Chicago and sent to the attention of the College Committee on Student Promotions. The appeal will be presented at the meeting of the Committee that occurs immediately following site action. Requests for an extension should be directed to the Chairperson of the College Committee on Student Promotions. The Chairperson may grant an extension to the next regularly scheduled meeting beyond the one at which the appeal would be heard normally. Extensions may be granted by the Chairperson when the presence of extenuating circumstances has been established clearly or when a strong case has been made that additional information pertinent to the appeal cannot be made available by the time the appeal would be heard.

The College Committee on Student Promotions will have access to the student's complete academic file, including documents of appeals that may have been made previously. A student's decision not to appeal to the College Committee on Student Promotions must be reported to the Committee. Students may appeal an adverse recommendation from a program site only once. Actions by the College Committee on Student Promotions on adverse recommendations from a program site are final. No further appeal to the Committee will be accepted. A student who has been dismissed as a result of this process may file a grievance to the COM grievance administrative officer (http://www.uic.edu/depts/oaa/faculty/FINAL_VERSION_STUDENT_PROCEDURES.pdf) and or may petition to the Committee on Admissions for readmission (see also Section IX: Petitions for Readmission).

If the College Committee on Student Promotions takes an adverse action on a site recommendation that is not adverse, the Committee must hold over implementation until the student has had the opportunity to appeal the decision. In the interim period, students will be advised by the College of the pending action and their appeal rights. ***Oral presentation will be permitted only if a student who is eligible to appeal is recommended to be dismissed; appeals of all other recommendations must be in writing only.*** Action by the College Committee on Student Promotions at the following meeting is final and cannot be appealed further to the Committee.

Section IX: Petitions for Readmission

Petitions for readmission submitted by former students who *withdrew not in good academic standing or were dismissed* from the College of Medicine will *not* be accepted or acted on by the College Committee on Student Promotions. If individuals who withdrew not in good academic standing or were dismissed wish to seek readmission, they must reapply to the first-year (M1) class through the College of Medicine's Committee on Admissions and meet all requirements for that entering class. Former students who are readmitted through the Committee on Admissions will be referred to appropriate site committee(s) for the development and implementation of an appropriate curriculum plan.

Petitions for readmission submitted by former students who *withdrew in good academic standing* from the College of Medicine will be accepted and acted on by the Committee on Student Promotions. Students petitioning for readmission must request a hearing before the Committee on Student Promotions *within twelve (12) months* from the effective date of the withdrawal. If this is not done, an individual seeking readmission will be required to apply to the first-year (M1) class through the College of Medicine's Committee on Admissions and meet all requirements for that entering class. Individuals who are readmitted through the Committee on Admissions will be referred to appropriate site committee(s) for the development and implementation of an appropriate curriculum plan. If an individual's petition for readmission has been reviewed and rejected by the College Committee on Student Promotions, further petitions will not be considered by the Committee.

Students who withdraw in good academic standing to pursue an advanced degree must petition and receive approval from the College Committee on Student Promotions to gain an extension beyond the one-year deadline. If this is not done, readmission must be through the Committee on Admissions. Individuals readmitted through the Committee on Admissions will be referred to appropriate site committee(s) for the development and implementation of an appropriate curriculum plan.

All petitions for readmission or requests for an extension must be in writing and addressed to the College Committee on Student Promotions. All correspondence between petitioners and the Committee will be through the College of Medicine Office of the Dean in Chicago and sent to the attention of the College Committee on Student Promotions. The petitioner may appear in person before the College Committee or petition in writing only. All written materials will be distributed to the membership prior to the meeting at which the petition is reviewed.

Section X: Policy and Procedures for Leaves of Absence

Leaves of absence will be granted judiciously to students in the College of Medicine, according to the policies described below.

Requests for leaves beyond one year or for a second leave for the same reason are subject to promotions committee review.

A leave of absence is one of four types:

1. ***Personal***--to permit a student to address significant personal circumstances, such as serious illness in the immediate family, death of an immediate family member, divorce/separation from one's spouse, financial problems; participation in an approved program of remediation for a licensure examination;
2. ***Medical***--to allow a student to address significant health problems;
3. ***Research/ educational***--to allow a student to engage in formal research or participate in a structured educational program. Students granted a leave of absence for research or educational reasons must be in good academic standing when they begin the leave;
4. ***Reconsideration of career choice***--to permit students to reconsider medicine as a career. Students may request this leave at any time during the year, providing they are in good academic standing. However, the date on which third and fourth year students are approved to begin their leave will reflect the clerkship/ elective activities in which students are involved and potential disruption to the clerkship/ elective and other students participating in the experience.

Leave of Absence Request

To obtain a leave, students must initiate a request in **writing** in a timely manner. The request must state clearly the basis of the leave, specify beginning and end dates, and include contact information while on leave. Students should work with the site student affairs officer and consult with the registrar and Financial Aid office to select the dates and be aware of the leave's potential ramifications (e.g., financial aid, Campus Care coverage, student services). Documentation must accompany the request, if applicable. For example, a student who requests a *medical* leave may be required to provide appropriate evidence of the health problem.

Granting Leaves of Absence

At the site at which the student is enrolled, the dean or his/her designee may grant a leave of absence for up to 12 months. Leaves beyond 12 months may be granted in rare circumstances for formal, approved research or a formal educational endeavor.

A. Leaves of Absence for One Semester or Less

Information must be provided to the site student progress and promotions committee and the College Committee on Student Promotions, accompanied by a recommendation to delay the student's anticipated graduation date, if necessary.

B. Leaves of Absence for More Than One Semester

Information must be provided to the site student progress and promotions committee and the College Committee on Student Promotions, accompanied by a recommendation to delay the student's anticipated graduation date. Leaves beyond 12 months may be granted in rare circumstances for formal, approved research or a formal educational endeavor. If an M3/M4 student takes a leave during a clinical rotation, the number of weeks of instruction earned (if any) will be determined by the clerkship director.

Role of the College Committee on Student Promotions

The Committee will act to delay a student's anticipated graduation date if the leave is granted according to policy.

Returning to the College of Medicine

All students on leave must submit a *letter of intent to return*, specifying the effective date of return, to the appropriate site officer at least one month in advance of the return date. Students should work with the site student affairs officer and consult with the registrar and Financial Aid office to select a date of return and be aware of the potential ramifications (e.g., financial aid, Campus Care coverage, student services). Documentation must accompany the request, if applicable.

Students who withdraw from the curriculum on leaves of absence will have their status converted to *Continuing* when appropriate documentation is received and approved by the student affairs dean that the student is ready to return. Students on Continuing status will have their academic records reviewed to determine what courses they must take. Any curricular changes in the content or assessment methodology may necessitate modifications in the student's educational plan.

Students will be allowed to complete the curriculum to determine their status: 1) promotion to the next year; 2) eligibility for makeup examination(s) or a repeat year; or 3) dismissal for failure to progress.

Students who do not return to the College of Medicine at the conclusion of the approved leave of absence will be withdrawn administratively from the College. The action will be reported to the College Committee on Student Promotions for review and approval. Students who have been withdrawn administratively from the College and wish to be readmitted should refer to the "*Student Academic Promotions Policies*" (Section IX: *Petitions for Readmission*).

Extension of a Leave of Absence

Requests for leaves beyond one year or for a second leave *for the same reason* are subject to promotions committee review.

Section XI: Miscellaneous

Policy and Procedures for Withdrawal

A request to withdraw from the College of Medicine must be initiated in *writing* by the student and state clearly that s/he wishes to withdraw and specify the effective date of the withdrawal. The request should be directed to the dean or his/her designee at the site attended by the student. The dean or his/her designee will forward the student's request to the appropriate site committees. The site student progress and promotions committee will review the request and academic record to determine whether the student is withdrawing in good academic standing. The site recommendation will be forwarded to the College Committee on Student Promotions. The recommendation from the site should be accompanied by the student's written request and a copy of the entire academic record. The Committee will review the site recommendation, will acknowledge the withdrawal and confirm the student's academic status if the site recommendation is consistent with policy.

Appropriate University withdrawal forms must be completed by the student. The College dean for educational planning will notify appropriate University offices of the withdrawal and student's academic status at the time of the withdrawal following action by the College Committee on Student Promotions.

Students who have withdrawn from the College and wish to be readmitted should refer to "*Student Academic Promotions Policies*" (Section IX: *Petitions for Readmission*).

Policy Regarding Sitting for Examinations

Attendance at College of Medicine examinations is required unless permission has been obtained in advance of the test administration from the appropriate person.

Excused Absence: College of Medicine Examinations

An excused absence from a required College of Medicine examination will be granted only for serious personal illness, death in the immediate family, or other similar extenuating event. Students are expected to obtain *prior* permission for an absence from the appropriate administrative site officer. The student must provide *written documentation* when attempting to secure this permission. Documentation from the student health service (or its equivalent as specified by the appropriate administrative site officer) is required for all illnesses.

If prior permission for the absence was not obtained or written documentation is not provided to the satisfaction of the appropriate site administrative officer within seven calendar days of the date of the administration of the examination, the absence will be treated as an unexcused absence. A failing score (zero) will be assigned to this missed examination. Further, this missed examination will count as an attempt. For example, if the student was absent without permission from the first administration of an examination, the missed examination will count as the student's first attempt.

Involuntary Withdrawal of Students for Psychiatric Reasons

The policy for the withdrawal of students for psychiatric reasons was approved by The Board of Trustees of the University of Illinois on 20 October 83. The policy is presented verbatim with the exception of minor word and format changes. For example, gender specific language was eliminated.

A student will be subject to withdrawal for psychiatric reasons if the Director of the Health Center (or equivalent) concludes, on the basis of clear and convincing evidence, that the student is suffering from a mental disorder, as defined by the current American Psychiatric Association *Diagnostic and Statistical Manual* or its equivalent, and as a result of the mental disorder, engages, or threatens to engage, in behavior that

- (a) poses a significant danger of causing harm to him/herself and/or to others; or
- (b) substantially impedes the lawful activities of the educational program and/or other members of the campus community.

Whenever a student refuses to be withdrawn by the Director of the Health Center (or equivalent), s/he may refer the matter to the dean of students. The dean, or designee, may then implement an interim, mandatory psychiatric withdrawal, the equivalent of an immediate suspension, if the dean determines that the student is suffering from a mental disorder and if the student's behavior: (a) poses a significant danger of causing harm to the student or to others; or (b) substantially impedes the lawful activities of other members of the campus community. A student withdrawn on an interim basis will be given an opportunity to appear before the dean of students **within 26 hours** from the date of the interim withdrawal, in order to discuss the following issues:

- The reliability of the information concerning the student's behavior; and/or
- Whether the student's behavior poses a significant danger of causing harm to self or others, or substantially impedes the lawful activities of other members of the campus community.

If the student disagrees with the decision of the Director of the Student Health Service (for psychiatric withdrawal) or dean of students (for an interim psychiatric withdrawal), the student will request in writing from the Vice Chancellor for Student Affairs an informal proceeding. Such proceeding will be held **within seven class days** after the student has been evaluated as having to be withdrawn involuntarily. The student will remain withdrawn on an interim basis pending completion of the proceeding.

The informal proceeding will be convened by the Vice Chancellor or his/her designee. The student will be provided an opportunity to examine the psychiatric or other evaluations and discuss them. The student may be assisted by a member of the faculty, by a mental health professional of his/her own choice, or by other appropriate counsel. The student may request and shall receive a precise statement of the reasons for any decision requiring withdrawal on psychiatric grounds.

The Vice Chancellor for Student Affairs may require also that the student be seen by a mental health professional not on staff at the University of Illinois. A student who does not complete this

mandatory evaluation may be withdrawn automatically from the University or be subject to further disciplinary action, including suspension or expulsion from the University. After such proceeding, the Vice Chancellor for Student Affairs will determine whether to uphold the withdrawal, or to reinstate the student. The decision of the Vice Chancellor is final.

When a student is withdrawn for psychiatric reasons, the withdrawal will remain in effect until such time as the student adequately demonstrates that the problems that caused the withdrawal are no longer in existence. Upon being withdrawn, the student may no longer attend classes, may no longer use University facilities, must vacate University housing, and will be entitled to whatever refunds of tuition, fees, and room and board charges as would be appropriate given the timing of the withdrawal.

As a general principle, the regular student discipline system and its policies and practices are preferred in the adjudication of serious instances of misconduct, without regard to whether there might be a mental disorder present. The procedures and specifications outlined above are to be employed in those extraordinary situations where, in the judgment of the appropriate administrative officers, the regular student conduct system is not applicable, or cannot be applied.