

# University of Missouri-Kansas City School of Medicine Council on Evaluation Policy Manual & Guidelines

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## ***Part I: Introduction***

### **PREFACE**

This manual describes policies and procedures for determining a student's status in the UMKC School of Medicine program. Students must become thoroughly familiar with this information and assume responsibility for knowing and complying with these guidelines. All statements in these guidelines concerning policies, procedures, and regulations are subject to change by the University of Missouri-Kansas City School of Medicine without notice. They are not offers to contract. The *UMKC General Catalog* is an additional source of information regarding overall University policies. In several instances, noted subsequently in this manual, School of Medicine policies differ from and supersede university policies.

Students are responsible for knowing their academic status by referring to their official permanent academic record on file in the Council on Evaluation Office, the UMKC Records Office, and official transcripts. Additional unofficial information, such as scheduling, course completion, degree progress, evaluations, etc., are also accessible through OASIS (Online Access to Student Information and Scheduling (<https://umkc.oasisscheduling.com/index.html>)) and Pathway (<http://pathway.umkc.edu>).

### **PURPOSE**

The Council on Evaluation has the responsibility for evaluating student performance at all levels of the School of Medicine. Student evaluation includes monitoring the academic performance and upward mobility of students toward graduation as well as evaluating issues concerning professional growth and development. The Council is interested in each individual student's progress toward achieving the goal of a competent and rewarding medical career. The Council on Evaluation Policy Manual & Guidelines is available online to provide students, faculty, and staff with information that is essential to support students and their success.

The Council on Evaluation typically meets on the second Wednesday of each month at 4:00 pm with the exceptions of December, May and July.

Office Location: M1-214A  
1<sup>st</sup> Floor, School of Medicine  
(back hallway just past the vending machines)

Office Hours: Monday through Friday  
8:00 am to 5:00 pm

Chair: Sara Gardner, MD  
Email: [gardnerse@umkc.edu](mailto:gardnerse@umkc.edu)

Council Coordinator: Connor Fender  
Phone: (816) 235-2171  
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## COUNCIL MEMBERSHIP

1	Chair
1	Vice-Chair
1	Docent Representative
1	Docent Representative – Alternate
1	Humanities Representative
2	Basic Scientists
2	Clinical Scientists
3	Student Representatives: 2-Years 3 through 6, 1-Year 2
2	Dean’s Appointments
1	CPAR Subcommittee Representative
1	Student Affairs Representative
1	Cultural Diversity Representative
Staff:	Council Coordinator

## GUIDELINE AND POLICY APPLICABILITY

Council on Evaluation guidelines and policies apply to all School of Medicine students in all programs, except where otherwise noted. In addition to the policies outlined in this manual, students should seek advisement regarding curriculum requirements from their Education Team Coordinator and the Council on Curriculum. Please refer to the Student Guide to Council on Curriculum Policies ([med.umkc.edu/curriculum/](http://med.umkc.edu/curriculum/)).

## STATEMENT OF HUMAN RIGHTS

The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. The Equal Opportunity and Affirmative Action Office, 223 Administrative Center, 5115 Oak St., is responsible for all relevant programs. Call 816-235-1323 for information. People with speech or hearing impairments may contact the university by using Relay Missouri, 1-800-735-2966 (TT).

## STATEMENT ON DISCRIMINATION, INTIMIDATION, AND SEXUAL HARASSMENT

The faculty, administration, staff, and students of the University of Missouri-Kansas City are dedicated to the pursuit of knowledge and the acquisition of skills that will enable us to lead rich and full lives. We can pursue these ends only in a culture of mutual respect and civility. It is thus incumbent upon all of us to create a culture of respect everywhere on campus and at all times through our actions and speech.

As a community of learners, we are committed to creating and maintaining an environment on campus that is free of all forms of harassment, intimidation, and discrimination. Any form of discrimination or coercion based on race, ethnicity, gender, class, religion, sexual orientation, age, rank, or any other characteristic will not be tolerated.

Should you, a friend, or a colleague ever experience any action or speech that feels coercive or discriminatory, you should report this immediately to the course/clerkship coordinator or director, department chair, Office of the Dean, and/or the campus Affirmative Action Office. The Affirmative Action Office, which is ultimately responsible for investigating all complaints of discrimination or sexual harassment, is located at 218A Administrative Center, 5155 Oak Street; the office may be contacted at 816-235-1323. All formal complaints will be investigated and appropriate action taken.

## STUDENT RECORDS

The Council on Evaluation maintains all official student records in the School of Medicine, and students with proper photo identification are encouraged to review their student files any time during regular office hours. All records are strictly confidential. Access to a student file, other than to the student, is limited to authorized personnel. Students can also view OASIS (Online Access to Student Information and Scheduling (<https://umkc.oasisscheduling.com/index.html>)) and Pathway (<http://pathway.umkc.edu>) for record information pertaining to grades, performance evaluations, etc. It is important to note that OASIS is not the official student record, does not contain correspondence information etc, and does not provide academic status information.

The School of Medicine follows and adheres to the *Policy on Student Records* as adopted by the Board of Curators. The purpose of this policy is to set forth the guidelines governing the protection of the privacy of student records and to implement The Family Education Rights and Privacy Act of 1974, also known as FERPA.

If a student wishes to have any person other than authorized personnel review his/her official record, a FERPA Release of Confidential Information form (*appendix*) authorizing release of information to that person must be submitted and maintained in the student's file. Each FERPA Release form is valid for 90 days.

Any photocopying or reproduction of a student file must be requested in writing by the student and completed by the Council on Evaluation office staff. To insure confidentiality, students must request their file from the Council staff, who will retrieve their individual file. The student's official file must be viewed in the Council Office with a Council Staff member present, and must be returned to that staff member once the review is complete.

Students have the right to challenge the accuracy of their medical school record by petitioning the Council on Evaluation in writing to correct an error. Students who wish to review their entire university record may do so in accordance with the Student Records section of University of Missouri System Collected Rules and Regulations (found by visiting [www.umsystem.edu](http://www.umsystem.edu)).

### **STUDENT PETITIONS**

The Council reviews student petitions at each regularly scheduled meeting as needed, and makes recommendations to the Coordinating Committee for approval or denial. Action of the Committee is subject to final approval by the Dean.

All requests to the Council on Evaluation must be submitted using the appropriate petition form. Petition forms are available in the *appendix* of this manual, the Council office, the Office of Student Affairs, from Education Team Coordinators and, where applicable, on the UMKC Office of the Registrar's web page. It is a student's responsibility to ensure all petitions are complete and contain appropriate signatures plus an up-to-date curriculum plan.

The petition process can take up to 4-6 weeks to complete, and petitions should be submitted no later than 2 weeks prior to a Council meeting.

### **STUDENT RESOURCES**

#### **Office Student Affairs**

Dr. Brenda Rogers, Associate Dean: (816) 235-1782

Ms. Kristen Kleffner, Career Advisor: (816) 235-1811

- Academic and career advising
- USMLE Step 1 and Step 2 information
- Residency information
- National Residency Match Program
- Career and Personal Counseling
- Academic Counseling/Referral Services
  - Learning Resource Specialist Years 1-2  
Ms. Kathleen Moburg, Year 1 and 2 Office, University Center, (816) 235-8831
  - Learning Resource Specialist Years 3-6 & USMLE Preparation  
Mr. Stan Viebrock, M4-209, (816) 235-6763

#### **University Counseling and Testing Center:** (816) 235-1635

- Professional counseling, individual or small group
- Vocational and career testing, planning and counseling
- Marital and family counseling
- Adult student development
- Student Disabilities Services: (816) 235-5696

#### **Health Science Library**

General Information: (816) 235-1880

Medical Education Media Center: (816) 235-1832/1864

Also, in addition to personal consultation with Docents and Education Team Coordinators on the Unit, students are invited to talk with individual faculty members and Associate Deans in the following offices:

- Dr. Paul Cuddy, Senior Associate Dean, Chair for the Coordinating Committee (816) 235-1803
- Dr. Nurry Pirani, Associate Dean, Chair for the Council on Curriculum (816) 235-1935
- Dr. Michael Christian, Chair of the Honor Council (816) 404-1504

## ***Part II: Enrollment Policies***

### **DUAL ENROLLMENT IN NON-UMKC DEGREE PROGRAMS**

The faculty of the UMKC School of Medicine, the Council on Curriculum and the Council on Evaluation believe that enrollment in the UMKC Baccalaureate-MD Degree Program or enrollment in the UMKC MD-only Degree Program requires full-time commitment from students.

The Council on Curriculum advises that students who are enrolled in coursework for credit in the School of Medicine's degree programs should not simultaneously enroll in another degree program that is not under the auspices of the medical school faculty. However, the Council on Curriculum will entertain petitions to do so from students under *exceptional* circumstances and in cooperation with the Council on Evaluation. Enrollment in degree programs other than those at the School of Medicine, without Council on Curriculum and Council on Evaluation permission, will result in a report of unprofessional behavior in the student's file. Students are **never** permitted to simultaneously enroll in another university's medical school program.

### **GENERAL ENROLLMENT REQUIREMENTS**

1. BA/MD Program students have a maximum of 8 years of enrollment to complete the required curriculum to achieve the MD degree. "Eight years" is defined as the period beginning on September 1 of the first year of enrollment and ending on August 31 eight years hence, and includes Administrative Leaves of Absence.
2. MD Program students and 4-Year OS/MD students have a maximum of 6 years of enrollment to complete the required curriculum to achieve the MD degree. "Six years" is defined as the period beginning on January 1 of the first year of enrollment and ending on December 31 six years hence, and includes Administrative Leaves of Absence. A six-block extension is permitted if a student chooses a curriculum track that includes a six-block leave of absence.
3. 2-Year OMS+MD students and Advanced Standing/Transfer students have a maximum of 4 years of enrollment to complete the required curriculum to achieve the MD degree. "Four years" is defined as the period beginning July 1 of the first year of enrollment and ending June 30 four years hence, and includes Administrative Leaves of Absence.
4. The School of Medicine defines a full-time student as one who is enrolled in at least 12 credit hours during each of the Fall and Spring Semesters, and 6 credit hours during Summer Semester.
5. All students must be enrolled in an 'in-town' course during the block in which they complete MD program requirements for graduation. Students completing program requirements in blocks other than May, August or December may petition the Council on Evaluation for a leave of absence while awaiting the awarding of the MD degree.

### **FEE POLICIES**

BA/MD students are expected to pay a minimum of 5 years and 9 months of fees to UMKC at the School of Medicine's fee level. MD Program students are expected to pay a minimum of 48 months of fees to UMKC at the School of Medicine's fee level. 4-Year Oral Surgery/MD students are expected to pay a minimum of 42 months at the medical school fee level, and 2-Year Oral Surgery/MD and Advanced Standing/Transfer students are expected to pay 23 months at the medical school fee level. This "residency" requirement will also apply to students who wish to take elective coursework elsewhere and have the credits apply toward graduation.

Appropriate and timely course registration is required of every student. Failure to pay all required fees in accordance with university and School of Medicine guidelines may result in negative account indicators (holds) on a student's account, an inability to register for coursework or being dropped from enrollment. Students are not permitted to attend courses in which they are not enrolled.

Graduating students who fail to clear account holds or pay tuition/fees and/or encumbrances, and who have not made appropriate written arrangements with a payment plan approved by the Director/Manager of Finance (or his/her designee) by the first day of the month of graduation will be permitted to participate in commencement ceremonies in accordance with the Commencement Ceremonies policy; however, UMKC and the School of Medicine will **not** release any diplomas or final transcripts until all holds have been removed by the university.

### **TUITION ADJUSTMENT POLICY**

MD Program students unable to complete an entire semester of coursework due to leave of absence, withdrawal, or separation from the School of Medicine may request an adjustment of the education fee through the Registration and Records Office. The amount of

the education fee adjustment is based upon the date of course withdrawal and how the coursework coincides with the University semester schedule.

- Students withdrawing from coursework coinciding with the UMKC semester schedule follow the UMKC policy for refunds for semester-based courses. More can be found on the [Cashiers and Collections webpage under "Tuition and Fee Refunds."](#)
- Students withdrawing from coursework not coinciding with the UMKC semester schedule, such as four-week and eight-week courses, may request an education fee adjustment for any courses not attended due to leave of absence, withdrawal, or separation. The UMKC Registration and Records Office will review the request for an adjustment and prorate the education fee at one-thirteenth (1/13) of the annual School of Medicine education fee for each four-week block of non-attendance. Students enrolled for more than 5 business days of a four-week block or 10 business days of an eight-week block will be charged for the full block.

An education fee adjustment can impact a student's financial aid and loan status. For instance, UMKC may be required to return a portion or all of the federal financial aid received, which could cause the student to have a balance with the University. The student is strongly encouraged to meet with the UMKC Financial Aid Office and the School of Medicine Financial Literacy Counselor to review the impact of a request for an education fee adjustment prior to submitting the request.

Students may only request an education fee adjustment in cases of approved leave of absence, withdrawal, or separation as determined by the School of Medicine. The request for educational fee adjustment must initially be submitted by the student to the School of Medicine Council on Evaluation for review and approval. The Council of Evaluation will then submit the [education fee adjustment request](#) to the Registration and Records Office in conjunction with the Council on Evaluation approved leave of absence, withdrawal, or separation documentation.

Students may appeal a decision rendered by the Registration and Records Office on a requested tuition adjustment by writing to the Committee on Fee Assessment and Residence. Such a request, including details and supporting documentation, should be addressed to the Committee on Fee Assessment and Residence, the UMKC Administrative Center, Room 336, 5100 Rockhill Road, Kansas City, MO 64110-2499.

#### **RETROACTIVE WITHDRAWAL POLICY**

A medical student's petition requesting retroactive withdrawal from any course required by the School of Medicine using the UMKC Petition for Retroactive Withdrawal must be submitted to the Council on Evaluation for review. The recommendation of the Council is subject to the approval of the Coordinating Committee and the Dean. Should a student wish to appeal the Council on Evaluation's recommendation regarding a retroactive withdrawal request, the School of Medicine's *Appeal Process for Non-Separation/Dismissal (Non-Status Review) Cases and Petitions* process must be followed (see page 35).

## ***Part III: Assessment Policies***

### **COURSE CREDIT**

**All courses required by the School of Medicine must be taken at UMKC.**

#### **Credit/No Credit; Pass/Fail; Pass/Fail/Honors**

Only receipt of “Credit”, “Pass”, or “Honors” in a course will be acceptable for promotion and graduation. This includes both required rotations and elective courses.

A student will receive a “Fail/No Credit” grade if s/he is absent for any reason, either excused or unexcused, more than 4 working days from an elective rotation, more than 5 working days from a one-block required rotation, or more than 10 working days from a two-block required rotation. An unexcused absence may result in a failing grade.

#### **5-Point Scale: Fail; Marginal Pass; Satisfactory Pass; High Pass; Honors**

Only receipt of “Marginal Pass”, “Satisfactory Pass”, “High Pass”, or “Honors” in a course will be acceptable for promotion and graduation. This includes both required rotations and elective courses.

A student will receive a “Fail/No Credit” grade if s/he is absent for any reason, either excused or unexcused, more than 4 working days from an elective rotation, more than 5 working days from a one-block required rotation, or more than 10 working days from a two-block required rotation. An unexcused absence may result in a failing grade.

#### **Graded A-F**

Only receipt of a passing grade of “C-” or higher in a required course will be acceptable for promotion or graduation.

All graded coursework for courses taken at any of the campuses of the University of Missouri will be calculated into the student's cumulative grade point average. In following this procedure, UMKC will add the repeated course hours to the total number of graded Arts & Sciences hours earned. Please refer to page 10 for the cumulative and science grade point average policies.

A grade of “D (+/-)”, “F”, or “WF” is not acceptable as credit for a course required by the School of Medicine. A required course in which a “D (+/-)”, “F”, or “WF” is received will not be regarded as acceptable for hours earned for promotion or graduation.

#### **Receipt of “Fail” on Two-Block Clinical Rotations**

A grade of “Fail” will be issued for students failing a 2-block clinical rotation. Split grading is not allowed. To remove the “Fail”, students must register for both blocks and satisfactorily repeat both blocks of the rotation to receive a final grade of “Marginal Pass” or higher.

#### **Course Credit for Elective & Clerkships Relating to Council on Curriculum Policies**

Students are required to follow the policies of the Council on Curriculum relating to interviewing for residency positions, approval of required rotations, procedures for establishing out-of-town or new electives/clerkships, and for changing their scheduled rotations, electives, and clerkships as outlined in the Student Guide to Curriculum Council Policies ([med.umkc.edu/curriculum/](http://med.umkc.edu/curriculum/)).

The Council on Evaluation will not award credit for a rotation, elective, or clerkship if a student fails to follow the Council on Curriculum procedures as specified in the Student Guide even if the student has satisfactorily completed the rotation, elective, or clerkship.

#### **Medicine Block Credit towards Promotion or Graduation**

Medicine block credit will be awarded only to students who are considered full-time. Medicine block credit will not be granted towards promotion or graduation for:

1. Time spent repeating failed coursework, or
2. Time spent repeating coursework, including basic science coursework, even though the repeated course was previously completed with a passing grade, or
3. Time spent repeating basic science coursework due to failure on USMLE Step 1.

**Definition of “Repeated” Coursework – other than coursework in which a D, F, No Credit/Fail, WF grade was earned**

Semester-Based Course: A required science course retaken following a withdrawal in the first attempt past the Census Date is considered a “repeated” course. The Census Date occurs on the 20th day of classes for the fall and spring semesters and the end of the 10th day of classes for the summer semester.

Non-Semester-Based Course: A required science course retaken following a withdrawal in the first attempt past the completion of ¼ of instruction is considered a “repeated” course.

#### **INCOMPLETE GRADES**

The School of Medicine adheres to the following “Incomplete” grade policy established by the University of Missouri:

An instructor may assign the grade of I (incomplete) to students who have been unable to complete the work of the course because of illness or serious reasons beyond their control. An incomplete grade is appropriate only when enough work in the course has been completed for students to finish the remaining work without re-enrolling in the course or attending additional classes. The work must be completed within one calendar year or the incomplete grade will automatically lapse to an F.

This policy applies to all courses, both required and elective. “Incomplete” grades received must be satisfactorily removed within one calendar year. If an “Incomplete” grade remains at the end of the calendar year, the grade will lapse to a “No Credit”, “Fail”, or “F”. For some required clinical rotations, the allotted time to remove the “Incomplete” grade may vary.

#### **CHANGE OF GRADE POLICY**

Instructors shall have a maximum of 45 days from the date an evaluation is received by the Council on Evaluation in which to change the evaluation in a School of Medicine course/rotation. All grades after the 45 day period are considered final and may not be changed.

### GRADE APPEAL POLICY – SCHOOL OF MEDICINE COURSES

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. According to University policy which the School of Medicine follows, students may appeal a grade that the instructor has assigned. This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course.
2. The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course. (Note: Additional and/or different grading criteria may be applied to graduate students enrolled for graduate credit in 300- and 400-level courses.)
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

Step 1	A student who charges that they were graded <i>capriciously</i> must <u>initiate</u> the grade appeal process by notifying the School of Medicine Associate Dean for Academic Affairs in writing of their intent to do so within fourteen (14) consecutive calendar days after the final grade is first assigned in Blackboard, Pathway, or OASIS. This <u>dated</u> correspondence must clarify how their grade was assigned capriciously (as defined in 1-3 above), and it must identify the grade they believe they should receive.
Step 2	The student should first discuss the course grade fully with the instructor of the course. This must be done within fourteen (14) consecutive calendar days after the final grade is first assigned in Blackboard, Pathway or OASIS, and the student must communicate the meeting particulars to the Associate Dean for Academic Affairs. If the matter is resolved to the satisfaction of the student at the instructor level, the recommendation to accept the grade appeal is presented to <u>Coordinating Committee</u> for review and recommendation to the Dean.
Step 3	If the matter cannot be resolved by consultation with the instructor, the student should appeal, in person or in writing, to the department chair within seven (7) consecutive calendar days after notification of the decision of the instructor. The student must communicate the meeting particulars or send a copy of the written appeal to the Associate Dean for Academic Affairs. If the matter is resolved to the satisfaction of the student, the department chair's recommendation to accept the grade appeal is presented to <u>Coordinating Committee</u> for review and recommendation to the Dean.
Step 4	If the matter is not resolved at the department level or if the course is multidisciplinary, the student may appeal, in person or in writing, to the Associate Dean for Academic Affairs within seven (7) consecutive calendar days after notification of the decision of the department chair or instructor, respectively. After the student's meeting with or written appeal to the Associate Dean, an ad-hoc committee to review the record and provide advice on the matter may be appointed by the Associate Dean. The student may have additional input at this level by submitting written correspondence expressing his/her views concerning the grade appeal or by submitting other supporting documentation. The recommendation of the Associate Dean will be forwarded to the Coordinating Committee for a decision which is forwarded to the Dean of the School of Medicine for official determination. If the matter is not resolved at this level, the student may choose to appeal the ruling of the Coordinating Committee in writing to the Dean. The student has a maximum of seven (7) consecutive calendar days following the meeting of the Coordinating Committee to present the written appeal to the Dean. The student forfeits the right to such appeal if he/she fails to provide timely written appeal to the Dean. The decision of the Dean will be communicated to the student, the instructor, and/or the department chair.
Step 5	If the matter is not resolved within the School of Medicine, the student may appeal to the Provost or his/her designated representative. This appeal must be made within seven (7) consecutive calendar days after notification of the decision of the Dean. The student must send to the Dean and associate dean of Student Affairs a copy of the appeal to the Provost.
Step 6	The Provost or his/her designated representative shall review the full record of the case and appeal documents. At this level, the Provost may appoint an ad-hoc academic appeals committee to review the record and provide advice on the matter. The decision of the Provost, or his/her designated representative, is final and will be communicated to the student, the instructor, the department chair and the dean of the School of Medicine.

Note: Procedure for appeal of grades in the UMKC General Catalog is located at:

<https://catalog.umkc.edu/undergraduate-academic-regulations-information/grading-options-auditing-courses/grade-appeals/>

## GRADE POINT AVERAGE

### Cumulative Grade Point Average

The School of Medicine follows and adheres to the following UMKC grade point average policy:

1. Students must maintain a 2.0 GPA in their coursework at the University of Missouri.
2. Academic units may impose additional grade-point requirements.
3. In general, the UM GPA is calculated by dividing the total grade points earned in courses on any UM campus by the total number of graded semester hours attempted. If a course attempted within UM is repeated, the previous hours and grade point remain in the student's GPA. Courses taken credit/no credit, courses earning grades of S, P, I, AT, F, MP, SP, HP and H (that is, Satisfactory, Pass, Incomplete, Audit, Fail, Marginal Pass, Satisfactory Pass, High Pass, and Honors), as well as courses transferred from non-University of Missouri institutions are not included in the UM GPA calculations.

### School of Medicine Cumulative Science Grade Point Average

BA/MD, MD Program and 4-Year OS/MD students are also subject to the required cumulative science grade point average for promotion and retention where applicable. The list of required courses used to calculate the cumulative science GPA appears in the table below. No substitutions to the list may be used in the calculation of the cumulative science GPA. Only one grade will be counted for each required course. If a required science course is repeated, only the final grade is used in the science GPA calculation (the initial grade earned in a repeated course will be dropped only from the cumulative science calculation).

*Grades earned in the following courses will be calculated in the cumulative science GPA of students in the combined BA/MD program seeking BLA, BA Biology or BA Chemistry degrees:*

Chem 211 & 211L

Chem 212 & 212L

LSMCRB 121 & 121L (instead, LSMCRB 313 & 313L for BA Biology)

LSANAT 119 & 119L (instead, LSANT 118L for BA Biology)

Chem 320 & Chem 320L (either Chem 320 & 320L or Chem 321 & 321L for BA Chemistry)

LSBIO 202 Cell Bio

LSBIO 206 Genetics

BMS 9265 Human Biochemistry

BMS 9296 Human Structure Function I

BMS 9297 Human Structure Function II

BMS 9298 Human Structure Function III

BMS 9399 Human Structure Function IV

BMS 9310 Medical Neurosciences

BMS 9311 Medical Microbiology

MEDIC 9390 Clinical Correlations

MEDIC 9312 General Clinical Pathology I

MEDIC 9313 General Clinical Pathology II

*Grades earned in the following courses will be calculated in the cumulative science GPA of students in the MD Program:*

MEDIC 9396 Human Structure Function I

MEDIC 9397 Human Structure Function II

MEDIC 9398 Human Structure Function III

MEDIC 9399 Human Structure Function IV

BMS 9310 Medical Neurosciences

BMS 9311 Medical Microbiology

MEDIC 9390 Clinical Correlations

MEDIC 9312 General Clinical Pathology I

MEDIC 9313 General Clinical Pathology II

*Grades earned in the following courses will be calculated in the cumulative science GPA of students admitted to the 4-year OMS+MD program:*

MEDIC 9396 Human Structure Function I  
MEDIC 9397 Human Structure Function II  
MEDIC 9398 Human Structure Function III  
BMS 9311 Medical Microbiology  
MEDIC 9390 Clinical Correlations  
MEDIC 9312 General Clinical Pathology I  
MEDIC 9313 General Clinical Pathology II

*A cumulative science GPA is not calculated for students in the 2-year OMS+MD program.*

#### **PETITIONS FOR GPA ADJUSTMENT**

The School of Medicine factors grades earned from every attempt at every course taken at UMKC into the cumulative grade point average for promotion and graduation purposes. Students are not permitted to petition for permission to discount into the cumulative grade point average the first attempt of any required School of Medicine course.

#### **COURSE EVALUATION COMPLIANCY POLICY**

The School of Medicine continually and systematically collects, utilizes, and responds to students' feedback regarding medical school courses, rotations, and clerkships. Students' perceptions are a critical component of the curriculum evaluation process. Student ratings and comments are carefully reviewed by faculty, department chairs, the Council on Curriculum, and the Dean in order to promote positive curricular change.

Therefore, students are required to complete evaluations of all courses, rotations, and clerkships that the School of Medicine requires by using OASIS. The OASIS evaluation form will be available for student use for a total of 14 days, 7 prior to the close of the course, rotation, or clerkship and 7 after the course, rotation, or clerkship is over. Course ratings and comments will not be linked to the student who wrote them.

Students who do not complete evaluations by the deadline (by the end of the seventh day after the course, rotation, or clerkship is over) are subject to the following actions.

1. The Council on Evaluation will record in its monthly minutes a student's failure to submit a required course/rotation/clerkship evaluation and will send him/her an e-mail noting the first and, if necessary, the second instance of non-compliance.
2. When a student has failed to submit three evaluations, he/she will receive a letter of unprofessional behavior from the Council. The letter will be placed in the student's official record and will remain there.
3. The three instances of non-compliance triggering the letter of unprofessional behavior will include failure to submit course/rotation/clerkship evaluations as well as sets of peer assessments required in docent rotation and in the obstetrics-gynecology rotation. For example, two instances of failure to submit course evaluations plus one instance of failure to complete a set of peer assessments will trigger a letter of unprofessional behavior.
4. Persistent non-compliance with the policy will result in review by the Council on Evaluation to determine if the student's Medical Student Performance Evaluation, used in the process of application to residency programs, will refer to the student's non-compliance.

Faculty must communicate the course/rotation/clerkship evaluation policy to students at the beginning of the curricular experience. A summary of the policy and the consequence for noncompliance must be included in the syllabus along with the relevant information for accessing evaluations.

#### **PEER ASSESSMENT POLICY**

The purpose of peer assessment is to assist students in the development of their clinical and professional competencies through feedback from their peers. This process is intended to prepare students for professional practice and support the school's global assessment of students. Peer assessment is an increasingly common requirement of all physicians in clinical practice. Students participating in Year 2 Docent, Years 4 through 6 Docent Rotation and the Obstetrics and Gynecology clerkship will be required to complete a peer assessment for each student enrolled in the same rotation / clerkship. In the assessment, students are asked to identify and comment upon the strengths and weaknesses in appropriate competencies of a selected number of peers. The assessment form is available on OASIS for student completion seven days prior to the end of the course and fourteen days after completion of the course.

To promote students' understanding of the importance of peer feedback and their obligation to provide this feedback, students who do not complete peer assessments by the deadline will be counseled about the importance of participating in this activity during the Docent Semi-Annual Interview.

Please note that the Council on Evaluation does not review peer assessments unless they indicate that a student has demonstrated a lack of competency. Compiled results of peer assessments for each student is provided to the Docent and the Assistant Dean for Years 1 and 2 for semi-annual review. Additional concerns found in the semi-annual review, should be forward to the Council on Evaluation for further action. Council action for a concerning peer assessment is outlined below.

#### Peer Assessment Process, Information and Deadlines

1. Peer assessments will be electronic and accessed through OASIS.
2. Each student will be asked to identify strengths and weaknesses of their peers. For Docent rotation, students will be asked to evaluate each of their docent team peers. During the Ob-Gyn clerkship, students will assess the peers assigned to their team by the clerkship coordinator.
3. Students will not sign the peer assessments.
4. Each student will receive a summary of the ratings and comments in their peer assessments.
5. Peer assessments are not included in the final course grade.
6. The student's Docent will have full access to peer assessments. The docent should review all peer assessments during the semi-annual review of students, and this information should be included in the "formative comment".
7. The content of a peer assessment will not be included in a student's Medical Student Performance Evaluation (MSPE).
8. Students will have the option to complete a mid-rotation peer assessment to highlight exemplary behavior of a peer or to suggest to a peer that s/he needs to improve performance. The mid-rotation assessment is open on OASIS the last seven days of the first block of the rotation and first seven days of the second block.
9. The peer assessment form contains six items summarizing a student's performance. If a student's evaluation indicates poor performance, the evaluation will be forwarded to and noted by the Council on Evaluation. Student's with recurrent concerning peer assessments will undergo remediation by their Docent until satisfactory resolution of the concern is reached, or can be referred to the Peer Assessment and Professionalism Counselor for more formal instruction and development of their professional and communication competencies. Students who are unable to meet the expectations of their remediation may appear before the Council on Evaluation for a status review.
10. Occasionally, a peer assessment may reveal a violation of the School of Medicine's Honor Code. In this instance, the matter will be referred to the Honor Council, if deemed necessary
11. Peer assessments will open on OASIS seven days before the close of the course and fourteen days after the end for the course. Students will receive periodic notification that they have peer assessments to complete. Peer assessments are due by 11:59pm of the fourteenth day after the close of the rotation. If the student does not complete the peer assessments by the time they are closed on OASIS, the student will receive a written notice from the Council on Evaluation with recommendation to the student's Docent for counseling.

#### **PEER ASSESSMENT AND PROFESSIONALISM COUNSELOR**

##### Establishment and Operation

- I. Purpose of the Peer Assessment and Professionalism Counselor
  - a. The Peer Assessment Counselor is a formal position of the Council on Evaluation. The Counselor serves as a resource with expertise in instruction and development of a student's professional and communication competencies.
- II. Organization of the Peer Assessment and Professionalism Counselor
  - a. Composition
    - i. There shall be a Peer Assessment Counselor and an Alternate Counselor. The Coordinator of the Council on Evaluation or its Administrative Assistant assists the Counselor in the preparation of the necessary documents and correspondence.
  - b. Eligibility
    - i. The Counselor and alternate Counselor are ad-hoc members of the Council on Evaluation. The Dean of the School of Medicine appoints the Peer Assessment Counselor and alternate counselor.
  - c. Terms of office
    - i. The Counselor shall serve for four years and the alternate Counselor shall serve for two years. Each position may be reappointed.
  - d. Role of Alternate Counselor
    - i. The Alternate Counselor assumes the duties of the counselor in the absence of the Counselor or upon the request of the Counselor in order to avoid the appearance of conflicts of interest.
- III. Procedure for reviewing peer assessments

- a. In order to ensure a timely response, the Council on Evaluation Chair will review concerning Peer Assessments each month.
- b. Upon receiving a notification of concern in a peer assessment:
  - i. The student is placed in the "Peer Assessment Report" of the consent agenda of the Council on Evaluation. The following actions are then taken:
    1. The Council on Evaluation Chair reviews the following:
      - a. Student's clerkship evaluations for evidence of prior performance
      - b. Solicited written review of student's performance by the Assistant Dean of Years 1 and 2 for those students in the Years 1 and 2 curriculum or the Docent for students in the Years 3 through 6 curriculum in response to the peer assessment
    2. The Assistant Dean or Docent will be asked to provide this documentation prior to the next scheduled Council meeting. The Council on Evaluation Chair will take one of the following actions:
      - a. Recommendation to the Council on Evaluation for continued monitoring
      - b. Recommendation to Docent for remediation of behavior and follow-up to Council on Evaluation in a previously determined time interval
      - c. Recommendation to Assistant Dean for Years 1 and 2 for remediation of behavior and follow-up to Council on Evaluation in a previously determined time interval
      - d. Referral of student to Peer Assessment and Professionalism Counselor
      - e. Referral of student to the Associate Dean of Student Affairs
      - f. Referral of student to Honor Council
      - g. Dismissal of concern
    3. Students will be referred to the Peer Assessment and Professionalism Counselor under the following circumstances:
      - a. Recurrent concerning peer assessments
      - b. Unsuccessful remediation with the student's Docent
      - c. Request of the Docent
      - d. Request of the Council on Evaluation
      - e. Other unspecified

#### IV. Process of remediation with Peer Assessment and Professionalism Counselor

- a. The Council on Evaluation Staff shall assist the counselor in arranging a meeting with the student.
- b. Following the meeting, the Counselor must present a plan of action to the Council on Evaluation for approval.
  - i. All actions taken by the Peer Assessment and Professionalism Counselor must be documented in written format to the student with copy to the student's Docent.
- c. Procedure for monitoring student improvement
  - i. The Counselor shall solicit input from the student, the student's educational team coordinator, docent, or Associate Dean of Student Affairs to ascertain progress made by the student in his/her areas of deficiency in a previously determined time interval (i.e. 3 months, 6 months). Based on these reports, the Counselor makes a recommendation to the Council on Evaluation as to whether to continue the student's current action plan, complete the action plan or revise the action plan.

#### V. Report to the Council on Evaluation

- a. The Counselor shall make, in person, a quarterly summary report to the Council on Evaluation of the actions he/she has taken each quarter.

### **PROFESSIONAL BEHAVIOR EVALUATION**

The Professional Behavior Evaluation form (*appendix*) will be used to report exceptionally commendable or particularly deplorable professional behavior in a medical student. Completed forms are submitted to the Council on Evaluation, which upon receipt of a completed report will place the report on the agenda of the next Council meeting. The Council may solicit input from the evaluator, witnesses and the evaluated person. Any action recommended by the Council will be forwarded to the Coordinating Committee. The student being evaluated will be notified of such action in a timely fashion. Notification will also be forwarded to the Associate Dean for Student Affairs and the Associate Dean for Medical Education. The Council on Evaluation may also refer the report to the Honor Council as appropriate. Any action taken by the School of Medicine may be included in the Medical Student Performance Evaluation of the student for residency application.

## SUBJECT EXAMINATION POLICY

<b>Rotation</b>	<b>Score to Pass</b>	<b>Number of Attempts</b>	<b>Time Allowed to Pass Exam</b>
Docent Rotation	60 or higher	2	Exams must be passed within a four block period subsequent to the date of the failed exam.
Pediatrics	55 or higher	2	
Ob/Gyn	65 or higher	2	
Surgery	60 or higher	2	
Psychiatry	60 or higher	2	
Behavioral Science	340 or higher	2	

### Number of attempts & time allowance to pass Subject Exam

When a student fails a required subject examination in a clerkship, he/she must post a passing score within a four block period subsequent to the date of the failed examination. A student will be allowed to repeat the subject examination just once during that period. Failure to pass the subject examination within four blocks will mean failure of and re-enrollment in the clerkship. The subject examination schedule set by the Office of Medical Education and Research must be followed; no change in the schedule will be allowed except for documented illness or a family emergency.

### No-show/unexcused absence

A “no-show/unexcused absence” on the subject examination date scheduled at the end of the rotation results in a forfeiture of one of the two attempts. A second “no-show/unexcused absence” on an examination date scheduled by the student results in a failure of the rotation.

### Multiple Subject Examination Failures

Effective for all first-time takers of subject exams:

1. any student with two outstanding subject exams in different clerkships will not be permitted to enroll in any required clerkships until he/she has no more than one outstanding subject exam to complete. The student will receive remediation to address his/her difficulties and appropriate advising along with revision of his/her curriculum schedule.
2. if the student then has a third outstanding subject exam, he/she will not be permitted to enroll in any further required clerkship until all outstanding subject exams have been successfully completed

### Failure on First Attempt Subject Examination

Student who fail on their first attempt at a Subject Examination or internally written required examination are not eligible to receive Honors or High Pass in that Clerkship.

### Subject Exam Reporting on Medical Student Performance Evaluation (MSPE)

Beginning with clinical clerkships in June 2005, the number of attempts and corresponding scores a student needs to achieve a passing score on an NBME subject examination in a clinical discipline will be reported in his/her MSPE (dean’s letter). The passing score will also be reported.

### CLINICAL PERFORMANCE ASSESSMENT AND REMEDIATION (CPAR)

All students are required to take and pass the Clinical Performance Assessment and Remediation (CPAR) series in order to determine readiness to sit for the USMLE Step 2 Clinical Skills examination. The Clinical Performance Assessment and Remediation committee is a subcommittee of the Council on Evaluation (COE), and is responsible for recommending student eligibility to sit for the USMLE Step 2 CS to the COE. If the student fails the Med 5 CPA, he/she must successfully complete a remediation plan with the Medical Director of the CPAR, her/his designee, or the student's docent before being cleared to take USMLE Step 2 Clinical Skills. Passing the CPA, or successful remediation as determined by the CPAR Medical Director, is required for promotion to Year 6. All eligible students will be presented at the April COE meeting for confirmation of readiness for the Step 2 CS exam.

### UNITED STATES MEDICAL LICENSING EXAMINATION (USMLE) POLICIES

The School of Medicine requires all students to earn passing scores on USMLE Step 1, Step 2 Clinical Knowledge and Step 2 Clinical Skills in order to graduate from the program. The policies outlined below are in conjunction with the Council on Curriculum USMLE policies ([med.umkc.edu/curriculum/](http://med.umkc.edu/curriculum/)) and with Council on Evaluation promotion policies (see pages 17-27).

#### General USMLE Examination Policies

1. Students must be enrolled in School of Medicine coursework in order to sit for USMLE examinations. Students are *not* permitted to take an examination while on leave of absence.
2. BA/MD, MD Program and 4-Year OS/MD students must pass each USMLE examination within 3 attempts. 2-Year OS/MD and Advanced Standing/Transfer students must pass USMLE Step 1 prior to being admitted to the program, and must pass USMLE Step 2 Clinical Knowledge and Step 2 Clinical Skills within 3 attempts each.
3. Students are not permitted to take USMLE Step 1 and USMLE Step 2 Clinical Knowledge (CK) until they have successfully demonstrated readiness to the Council on Curriculum, and are not permitted to take USMLE Step 2 Clinical Skills (CS) until they have either passed the Year 5 CPA or have demonstrated readiness as determined by the Council on Evaluation CPAR subcommittee following completion of a remediation plan.
4. Students who do not demonstrate readiness for USMLE Step 1 by the deadline set in the Council on Curriculum policies will be placed on administrative leave until readiness is demonstrated. Students who do not earn a passing USMLE Step 1 examination score within 3 attempts (time permitting) and one year of the Step 1 deadline set in the Council on Curriculum policies will meet criteria for separation (dismissal) from the program.
5. Students must sit for the USMLE Step 2 Clinical Knowledge examination by December 31 of Year 6, and sit for USMLE Step 2 Clinical Skills by November 30 of Year 6. It is strongly recommended that students complete both assessments by mid-September of Year 6. Failure to take the examinations by these deadlines may have consequences for participation in the National Resident Matching Program (NRMP). If a student has not taken both parts of Step 2 by January 31 of Year 6, the School of Medicine may notify the NRMP that s/he may not graduate on time. Further, in compliance with NRMP rules, the School of Medicine may withdraw that student's application from the Main Match for residency by the rank order deadline.
6. Failure to pass USMLE examinations in the first attempt *may* result in a revised or extended curriculum.
7. Students earning a second-attempt failing score on USMLE Step 1 will also be placed on immediate administrative leave.
8. Students earning a third-attempt failing score on **any** USMLE examination meet criteria for separation (dismissal) from the program and will be placed on immediate administrative leave. Graduation and deadline criteria are not suspended in order to permit three attempts on an examination.
9. Students are not permitted to withhold USMLE score results from the School of Medicine.
10. Passing scores on all USMLE examinations must be received by the Council on Evaluation by April 30 prior to May commencement ceremonies of Year 6 for any student to be automatically eligible to participate in those ceremonies.

#### Requirements and Readiness criteria for taking USMLE Step 2 Clinical Skills (CS)

1. Students must successfully complete the following clerkships to be eligible to take the Step 2 CS Examination:
  - o MED 9501: Year 5 Docent Rotation
  - o MED 9503: Pediatrics
  - o MED 9505: General Surgery
  - o MED 9506: Obstetrics and Gynecology
  - o MED 9571: Psychiatry
2. Students must show readiness to sit for the USMLE Step 2 CS exam by achieving a satisfactory assessment from the Council on Evaluation Clinical Performance Assessment and Remediation (CPAR) Subcommittee following the Year 5 Clinical Performance Assessment (CPA). Please review Appendix 1 of the Council on Evaluation Policy Manual for details of this process.
3. Students who do not demonstrate readiness by passing the initial Med 5 CPA will be assigned a remediation advisor by the CPAR Medical Director. The advisor will review the student's CPA scores and self-evaluation. The advisor will use this information to develop and monitor an individualized remediation plan to be shared with the student and his/her docent.

Following completion of the initial remediation plan, the advisor will present an assessment of the student's readiness to sit for the USMLE Step 2 CS to the CPAR Subcommittee. The CPAR Subcommittee will make a recommendation to the Council on Evaluation on readiness to sit for Step 2 CS no later than mid-April for all students who do not pass the initial Med 5 CPA.

4. Students who fail to demonstrate readiness to sit for USMLE Step 2 CS as assessed by the CPAR subcommittee and certified by the Council on Evaluation will be referred to the Council on Curriculum for adjustment of their curriculum. This may include a recommended leave of absence, enrollment in an intensive Step 2 CS preparatory course, or an adjustment in elective and required rotations to further develop clinical skills.
5. Students who fail to complete or do not fully comply with the readiness assessment by the Council on Evaluation CPAR subcommittee will be reported for unprofessional conduct to the Council on Evaluation and may receive an adverse action following the Council's review.

#### USMLE Step 2 Clinical Skills (CS) Failure Policy

1. Students who fail a first or second attempt at the USMLE Step 2 CS exam are required to meet with the Chair of the Clinical Performance Assessment and Remediation (CPAR) Subcommittee. Students must submit their detailed assessment report from the examination to the CPAR subcommittee to assist in their remediation. Once readiness activities, as determined by the Chair of the CPAR subcommittee are successfully completed, the student will be cleared to retake the examination.
2. Students who fail a second attempt at the USMLE Step 2 CS exam will be placed on immediate administrative leave.
3. Students who fail a third attempt at the USMLE Step 2 CS exam meet criteria for separation (dismissal) from the program and will be placed on immediate administrative leave.

#### **MEDICAL STUDENT PERFORMANCE EVALUATION (MSPE)**

A Medical Student Performance Evaluation (MSPE) summarizes the entire performance of a student through the curriculum for all programs. It is not a letter of recommendation or advocacy. The Council on Evaluation is responsible for verifying the accuracy of performance information only. The format and content of the document are created in accordance with AAMC policy. Summative comments are not subject to editing, and are produced directly from the clinical student performance evaluation for each course. Students are strongly encouraged to regularly review their official records and MSPE letter with the Career Advisor in the Student Affairs offices.

#### **MID-ROTATION FORMATIVE ASSESSMENT**

Each course and clerkship will provide opportunities for a formative assessment so that students can ascertain how well they are meeting the objectives of the course or clerkship and have time to take steps to correct identified issues. The formative assessment activities will be the responsibility of course directors and may include individual assignments such as practice questions and group activities such as quizzes, discussion of student questions in lecture, and so on. Formative assessment in **required** clinical rotations/clerkships shall include a director's feedback, delivered in person or electronically, to each student about his/her strengths and weaknesses along with steps to correct deficiencies, a director's completion of the mid-rotation assessment form on OASIS, an electronic or one-on-one discussion with each student about how well they are meeting clerkship expectations for patient encounters/conditions and performance/observation of procedures, and arrangements for alternate means for students to meet these expectations if need be.

#### **POLICY ON TIMELY SUBMISSION OF FINAL GRADES**

Course/clerkship/elective directors must release final grades to students within 6 weeks (42 calendar days) of the students completing the requirements of the course.

For the clerkships/electives listed below, clerkship/elective directors should release final grades within 28 calendar days of the students completing the requirements of the clerkship/elective.

- Continuing Care Clinic I-IV
- Docent Rotation I-III
- Elective Clinical Rotations
- Emergency Medicine
- Family Medicine
- General Surgery
- Obstetrics & Gynecology
- Pediatrics
- Preceptorship
- Psychiatry

\*If no evaluation of an elective rotation is received following 28 calendar days after the last day of the rotation, a grade of “Satisfactory Pass” will automatically be assigned.

For the courses listed below, the course directors should release formal grades within 7 business days after the close of the university final exam period.

- Ambulatory Care Pharmacology
- Behavioral Science
- Clinical Practice of Medicine I-II
- Fundamentals of Medical Practice I-IV
- Human Biochemistry
- Introduction to Pharmacology
- Learning Basic Medical Sciences
- Medical Microbiology
- Medical Neurosciences
- Medical Terminology
- Pathology I-II
- Patient, Physician, Society I-II
- Prescribing for Special Populations
- Rational and Safe Drug Prescribing

For the courses listed below, the course directors should release final grades within 7 business days after the final examination of the course.

- Clinical Correlations
- History of Medicine
- Hospital Team Experience
- Medical Humanities
- Pharmacology

The course directors for the Human Structure Function series should release final grades within 5 business days after the final examination of the course

#### **EXAMINATION MATERIALS POLICY**

All examination materials (i.e. test booklets, scantron answer sheets, etc.) used in required School of Medicine courses will be kept on file in the respective faculty member’s office for a period of no more than 8 years. This policy does not apply to test materials originating through the National Board of Medical Examiners (NBME).

## ***Part IV: Promotion Policies***

### General promotion notes that apply to all students in all programs:

1. The phrase “**required courses**” used throughout these Guidelines refers to courses/rotations required by the School of Medicine.
2. Only receipt of “Marginal Pass”, “Satisfactory Pass”, “High Pass”, “Credit”, or “Honors” in a required course/rotation (using the five-point descriptive scale of Fail through Honors or two-point scale of Credit or No Credit) will be acceptable for promotion and graduation.
3. A grade of “D (+/-)”, “F”, and “WF” is not acceptable as credit hours for required courses. Only grades of “A”, “B” or “C” (including +/-) will be accepted as hours earned for promotion and/or graduation.
4. The 2.800 cumulative GPA requirements for promotion and graduation are effective with the matriculation class of 2011-2012 for all programs. Prior to 2011, the cumulative GPA requirement for promotion and graduation is 2.700.

### **CRITERIA FOR BA/MD PROGRAM PROMOTION, NON-PROMOTION, GRADUATION AND NON-GRADUATION**

*Note:* BA/MD Program students pursuing non-BLA majors are subject to all promotion requirements listed below unless otherwise noted, and are additionally required to work with advisors in the School of Medicine and the academic unit of the declared major in order to complete all requirements within the School of Medicine promotion guidelines. Students pursuing a Biology degree are subject to the promotion guidelines listed in the *Criteria for BA/MD Program: Biology Major Promotion and Non-Promotion* section of this manual (see pages 23-24).

#### I. Year 1 to Year 2

##### a. Promotion

- i. Satisfactory completion of two semesters in Year 1, including the required courses listed below, and all of the following:

Chem 211 & 211L: General Chemistry I & Lab  
Chem 212 & 212L: General Chemistry II & Lab  
LSMCRB 121 & 121L: Human Biology III & Lab (Microbiology)  
LSANAT 119 & 119L: Human Biology I & Lab (Functional Anatomy)  
MED 9110: Fundamentals of Medical Practice I  
MED 9115: Medical Terminology  
MED 9119: Learning Basic Medical Sciences  
MED 9120: Fundamentals of Medical Practice II  
PSY 210: General Psychology, *or* SOC 101: Sociology: An Introduction

- ii. Arts & Sciences: at least 19 acceptable credit hours
- iii. GPA: Cumulative of at least 2.800 or higher
- iv. Science GPA: Cumulative of at least 2.800 or higher

##### b. Non-Promotion: *any one of the following:*

- i. Failure to complete two semesters in Year 1
- ii. Failing grade in any required course or rotation, even if a required course or rotation is taken early
- iii. Arts & Sciences: 18 or fewer acceptable credit hours
- iv. GPA: Cumulative 2.500 – 2.799
- v. Science GPA: Cumulative 2.500 – 2.799
- vi. Attitudinal problems or unprofessional behavior

#### II. Year 2 to Year 3

##### a. Promotion

- i. Satisfactory completion of three semesters in Year 2, including the required courses listed below, and all of the following:

BMS 9265: Human Biochemistry I (Medical)  
BMS 9296: Human Structure Function I (*a minimum cumulative science GPA of 2.800 is required for enrollment into BMS 9296*)  
BMS 9297: Human Structure Function II  
BMS 9298: Human Structure Function III  
Chem 320 & 320L: Elementary Organic Chemistry & Lab  
LSBIO 202: Cell Biology

LSBIO 206: Genetics  
MED 9210: Fundamentals of Medical Practice III  
MED 9220: Fundamentals of Medical Practice IV  
MED 9221: Hospital-Team Experience  
PSY 210: General Psychology, *or* SOC 101: Sociology: An Introduction  
SOC 211: Social and Psychological Development through the Life Cycle

- ii. Basic Cardiac Life Support Certification (BCLS)
  - iii. Arts & Sciences: at least 50 acceptable credit hours
  - iv. GPA: Cumulative of at least 2.800
  - v. Science GPA: Cumulative of at least 2.800
- b. Non-Promotion: *any one of the following*:
- i. Failure to complete 3 semesters in Year 2
  - ii. Failing grade in any required course or rotation, even if a required course/rotation is taken early
  - iii. Arts & Sciences: 49 or fewer acceptable credit hours
  - iv. GPA: Cumulative 2.500 – 2.799
  - v. Science GPA: Cumulative 2.500 – 2.799
  - vi. Attitudinal problems or unprofessional behavior

*Note*: Students ineligible to promote to Year 3 due to insufficient cumulative science GPA must retake required basic science courses in Year 1 & 2 in which a grade of “C (+/-)” was received in order to obtain the required cumulative science GPA for promotion to Year 3.

### III. Year 3 to Year 4

#### a. Promotion

- i. Satisfactory completion of the required courses listed below and all of the following:

BMS 9310: Medical Neurosciences  
BMS 9311: Medical Microbiology  
BMS 9399: Human Structure Function IV  
MED 9308: Clinical Practice of Medicine I  
MED 9309: Clinical Practice of Medicine II  
MED 9310: History of Medicine  
MED 9312: General Clinical Pathology I  
MED 9313: General Clinical Pathology II  
MED 9383: Continuing Care Clinic (Year 3)  
MED 9385: Introduction to Pharmacology  
MED 9390: Clinical Correlations

- ii. GPA: Cumulative of at least 2.800
  - iii. Science GPA: Cumulative of at least 2.800
- b. Non-Promotion: *any one of the following*:
- i. Failing grade in any required course or rotation
  - ii. No Credit/Fail in two electives
  - iii. Failure to complete all required courses listed above
  - iv. GPA: Cumulative 2.500 – 2.799
  - v. Science GPA: Cumulative 2.500 – 2.799
  - vi. Attitudinal problems or nonprofessional behavior

#### Policy on Promotion Ineligibility to Year 4 due to an Insufficient Science GPA

The following requirements are in force for students who are ineligible to promote to Year 4 due to an insufficient science GPA:

- a. Required basic science courses in Year 2 & 3 in which a grade of “C (+/-)” was received must be retaken to obtain the required cumulative science GPA for promotion to Year 4.
- b. Failure to achieve the minimum cumulative science GPA for promotion to Year 4 in time to enable completion of the required curriculum of the BA/MD program and within the maximum of 8 years of enrollment to complete the required curriculum of the BA/MD program will meet criteria for dismissal (separation) from the program.
- c. Enrollment in Year 5 or Year 6 curriculum is not permitted. MED 9408: Pharmacology may be taken during the extended Year 3 (non-promotion) period, but it will not count toward the required cumulative science GPA needed for promotion to Year 4.

- d. The Council on Curriculum must approve the curriculum plans for these extended Year 3 students.

IV. Year 4 to Year 5

a. Promotion

- i. Satisfactory completion of the required courses listed below and all of the following:

- MED 9401: Year 4 Docent Rotation
- MED 9408: Pharmacology
- MED 9471: Family Medicine
- MED 9472: Behavioral Science
- MED 9482: Patient, Physician Society I
- MED 9483: Continuing Care Clinic (Year 4)
- MED 9484: Patient, Physician Society II
- MED 9485: Ambulatory Care Pharmacology
- PSY 210: General Psychology
- SOC 101: Sociology: An Introduction
- SOC 211: Social and Psychological Development through the Life Cycle

- ii. Arts & Sciences: Year 4 Arts & Sciences semester
- iii. GPA: Cumulative of at least 2.800

b. Non-Promotion: *any one of the following*:

- i. Failing grade in any required course or rotation
- ii. No Credit/Fail in two electives
- iii. Failure to complete all required courses listed above
- iv. Arts & Sciences: No Year 4 Arts & Sciences semester
- v. GPA: Cumulative 2.500 – 2.799
- vi. Attitudinal problems or nonprofessional behavior

V. Year 5 to Year 6

a. Promotion

- i. Satisfactory completion of the required courses listed below and all of the following:

- MED 9501: Year 5 Docent Rotation
- Two of the following rotations:*
- MED 9503: Pediatrics
- MED 9505: General Surgery
- MED 9506: Obstetrics & Gynecology
- MED 9570: Preceptorship
- MED 9571: Psychiatry
- MED 9583: Continuing Care Clinic (Year 5)

- ii. Examination Performance: Pass USMLE Step 1 in at least 3 attempts
- iii. Successful completion of the Year 5 Performance Based Assessment (CPA)
- iv. GPA: Cumulative of at least 2.800

b. Non-Promotion: *any one of the following*:

- i. Failing grade in any required course or rotation
- ii. No Credit/Fail in two electives
- iii. Failure to complete all required courses listed above
- iv. Failing score on USMLE Step 1
- v. Missing or Incomplete Year 5 CPA
- vi. GPA: Cumulative 2.500 – 2.799
- vii. Attitudinal problems or nonprofessional behavior

VI. Year 6 to Graduation

a. Graduation Minimum Requirements

- i. Arts & Sciences: 90 credit hours acceptable to the School of Medicine
- ii. Satisfactory completion of requirements for the Baccalaureate degree certified by the Registrar of the College of Arts & Sciences
- iii. Three (3) returns back to the College of Arts & Sciences during Years 3 – 6, one of which must be either a fall, spring or summer semester in Year 3 and in Year 4.\* The third return must be a one-block

Humanities/Social Science course in Year 5 or 6. \*Students placed in the Alternate Program must return to campus for a minimum of one semester of Arts & Sciences in Year 3 or 4. Readmitted students following the MD Program requirements may petition the Council on Curriculum to waive one required semester of Arts & Sciences coursework.

- iv. Current certification in Advanced Cardiac Life Support
- v. "Credit/Pass", including satisfactory/satisfactory pass ratings in all sub-categories, in all required medical curriculum including courses previously listed for promotion and all of the following:
  - One of the following rotations not completed in Year 5:*
    - MED 9503: Pediatrics
    - MED 9505: General Surgery
    - MED 9506: Obstetrics & Gynecology
    - MED 9585: Prescribing Special Populations
    - MED 9601: Year 6 Docent Rotation
    - MED 9678: Emergency Medicine
    - MED 9683: Continuing Care Clinic (Year 6)
    - MED 9685: Rational & Safe Prescribing
- vi. Electives: A minimum of three (3) clinical electives from three (3) of the nine (9) following general categories: Family & Community Medicine, Internal Medicine, Neurology/Psychiatry, Obstetrics/Gynecology, Pediatrics, Radiology, Surgery, Pathology, Critical Care, Miscellaneous (Emergency Medicine, Anesthesiology, Ophthalmology, Medical Genetics, Clinical International Medicine).
- vii. 38 blocks medical curriculum credit
- viii. A minimum of 52 blocks of full-time enrollment in the School of Medicine Years 3 – 6. These 52 blocks consist of 48 blocks of *credit* or *not-for-credit* approved experiences and 4 blocks of required vacation. No more than one of these 4 vacation blocks may be substituted by a leave of absence block (medical or administrative in nature) or waived to allow participation in a *credit* or *not for credit* experience.
- ix. Docent certification of clinical competence
- x. Passing scores on USMLE Step 1, Step 2 CK and Step 2 CS
- xi. GPA: Cumulative of at least 2.800

b. No Graduation: any one of the following:

- i. Arts & Sciences: 89 or fewer credit hours acceptable to the School of Medicine
- ii. Failure to complete the Baccalaureate degree requirements as certified by the Registrar of the College of Arts & Sciences and School of Medicine
- iii. GPA: Cumulative 2.500 – 2.799
- iv. Failure to complete 3 returns back to the College of Arts & Sciences during years 3 – 6, one of which must be either a fall, spring, or summer semester in Year 3 and in Year 4, and failure to enroll in a one-block Humanities/Social Science course in Year 5 or 6 on the third return.
- v. No Credit/Fail in two electives during Year 6
- vi. Failure to complete all required curriculum
- vii. No current Advanced Cardiac Life Support Certification
- viii. Less than 3 clinical electives and failure to select three (3) clinical electives from 3 of the 9 following general categories: Family & Community Medicine, Internal Medicine, Neurology/Psychiatry, Obstetrics/Gynecology, Pediatrics, Radiology, Surgery, Pathology, Critical Care Miscellaneous (Emergency Medicine, Anesthesiology, Ophthalmology, Medical Genetics, Clinical International Medicine).
- ix. No certification of clinical competency by Docent
- x. Failure to pass USMLE Step 1 and Step 2 CK & CS
- xi. Uncorrected attitudinal or behavioral problems

**CRITERIA FOR BA/MD PROGRAM: BIOLOGY MAJOR PROMOTION AND NON-PROMOTION\***

(\*applies to students admitted prior to 2014)

- I. Year 1 to Year 2
- a. Promotion
- i. Satisfactory completion of two semesters in Year 1 and all of the following:
    - BIO 108 & 108L: General Biology I & Lab
    - BIO 109 & 109L: General Biology II & Lab
    - BIO 206: Genetics *or* BIO 202: Cell Biology
    - CHEM 211 & 211L: General Chemistry I & Lab
    - CHEM 212 & 212L: General Chemistry II & Lab
    - LSANAT 118L: Human Biology I (Functional Anatomy) Lab
    - LSANAT 119: Human Biology I (Functional Anatomy)
    - MATH 210: Calculus I
    - MED 9110: Fundamentals of Medical Practice I
    - MED 9115: Medical Terminology
    - MED 9119: Learning Basic Medical Sciences
    - MED 9120: Fundamentals of Medical Practice II
    - PHYSICS 210: General Physics I
    - PSYCH 210: General Psychology *or* SOC 101: Sociology: An Introduction
  - ii. Arts & Sciences: at least 19 acceptable credit hours toward the degree of study
  - iii. Credit/Satisfactory Pass and satisfactory pass/ratings in all required courses/rotations listed above
  - iv. GPA: Cumulative of at least 2.800
  - v. Science GPA: Cumulative of at least 2.800
- b. Non-Promotion: any one of the following:
- i. Arts & Sciences: 18 or fewer acceptable credit hours towards the degree of study
  - ii. No Credit/Fail or Incomplete for any of the required courses listed above – even if a required course is taken early
  - iii. Failure to complete two semesters in Year 1
  - iv. GPA: Cumulative 2.500 – 2.799
  - v. Science GPA: Cumulative 2.500 – 2.799
  - vi. Attitudinal problems or nonprofessional behavior
- II. Year 2 to Year 3
- a. Promotion
- i. Satisfactory completion of three semesters in Year 2 and all of the following:
    - BIO 202: Cell Biology
    - BIO 206: Genetics
    - BMS 9265: Human Biochemistry I (Medical)
    - BMS 9296: Human Structure Function I (*a minimum science gpa of 2.800 is required for enrollment into BMS 9296*)
    - BMS 9297: Human Structure Function II
    - BMS 9298: Human Structure Function III
    - CHEM 320 & 320L: Elementary Organic Chemistry & Lab
    - LSMCRB 313 & 313L: Microbiology & Lab
    - MED 9390: Clinical Correlations
    - MED 9210: Fundamentals of Medical Practice III
    - MED 9220: Fundamentals of Medical Practice IV
    - MED 9221: Hospital-Team Experience
    - PSY 210: General Psychology, *or* SOC 101: Sociology: An Introduction
    - SOC 211: Social and Psychological Development Through the Life Cycle
  - ii. Basic Cardiac Life Support certification (BCLS)
  - iii. Arts & Sciences: at least 50 acceptable credit hours towards the degree of study
  - iv. Credit/Satisfactory Pass and satisfactory pass/ratings in all courses/rotations listed above
  - v. GPA: Cumulative of at least 2.800
  - vi. Science GPA: Cumulative of at least 2.800
- b. Non-Promotion: any one of the following:
- i. Arts & Sciences: 49 or fewer acceptable credit hours towards the degree of study

- ii. No Credit/Fail or Incomplete in any required course/rotation listed above – even if a required course is taken early
- iii. Failure to complete three semesters in Year 2
- iv. GPA: Cumulative 2.500 – 2.799
- v. Science GPA: Cumulative 2.500 – 2.799
- vi. Attitudinal problems or nonprofessional behavior

*Promotion, Non-Promotion, Graduation and Non-Graduation Requirements for BA/MD Program: Biology Major students Year 3 through Graduation are the same requirements as listed for all BA/MD students (see pages 17-20).*

### **CRITERIA FOR MD PROGRAM PROMOTION, NON-PROMOTION, GRADUATION AND NON-GRADUATION**

#### I. Year 3 to Year 4

##### a. Promotion

- i. Satisfactory completion of the required courses listed below and all of the following:
  - BMS 9310: Medical Neurosciences
  - BMS 9311: Medical Microbiology
  - MED 9220: Fundamentals of Medical Practice IV
  - MED 9296: Human Structure Function I
  - MED 9297: Human Structure Function II
  - MED 9298: Human Structure Function III
  - MED 9308: Clinical Practice of Medicine I
  - MED 9309: Clinical Practice of Medicine II
  - MED 9310: History of Medicine
  - MED 9312: General Clinical Pathology I
  - MED 9313: General Clinical Pathology II
  - MED 9383: Continuing Care Clinic (Year 3)
  - MED 9385: Introduction to Pharmacology
  - MED 9390: Clinical Correlations
  - MED 9399: Human Structure Function IV
- ii. GPA: Cumulative of at least 2.800
- iii. Science GPA: Cumulative of at least 2.800

##### b. Non-Promotion: any one of the following:

- i. Failing grade in any required course or rotation
- ii. No Credit/Fail in two electives
- iii. Failure to complete all required courses listed above
- iv. GPA: Cumulative 2.500 – 2.799
- v. Science GPA: Cumulative 2.500 – 2.799
- vi. Attitudinal problems or nonprofessional behavior

#### Policy on Promotion Ineligibility to Year 4 due to an Insufficient Science GPA

The following requirements are in force for MD Program students who are ineligible to promote to Year 4 due to an insufficient science GPA:

- a. Required basic science courses in which a grade of “C (+/-)” was received must be retaken to obtain the required cumulative science GPA for promotion to Year 4.
- b. Failure to fulfill all requirements for promotion to Year 4, including the minimum cumulative science GPA, within the maximum of 2.5 years will meet criteria for dismissal (separation) from the program. “Two and a half years” is defined as the period beginning on January 1 of the first year of enrollment and ending on May 31 two and a half years hence, and included Administrative and Personal Leaves of Absence.
- c. Enrollment in Year 5 or Year 6 curriculum is not permitted. MED 9408: Pharmacology may be taken during the extended Year 3 (non-promotion) period, but it will not count toward the required cumulative science GPA needed for promotion to Year 4.
- d. The Council on Curriculum must approve the curriculum plans for these extended Year 3 students.

#### II. Year 4 to Year 5

##### a. Promotion

- i. Satisfactory completion of the required courses listed below and all of the following:

MED 9401: Year 4 Docent Rotation  
MED 9408: Pharmacology  
MED 9471: Family Medicine  
MED 9472: Behavioral Science  
MED 9482: Patient, Physician Society I  
MED 9483: Continuing Care Clinic (Year 4)  
MED 9484: Patient, Physician Society II  
MED 9485: Ambulatory Care Pharmacology

- ii. GPA: Cumulative of at least 2.800
- b. Non-Promotion: *any one of the following*:
  - i. Failing grade in any required course or rotation
  - ii. No Credit/Fail in two electives
  - iii. Failure to complete all required courses listed above
  - iv. GPA: Cumulative 2.500 – 2.799
  - v. Attitudinal problems or nonprofessional behavior

### III. Year 5 to Year 6

- a. Promotion
  - i. Satisfactory completion of the required courses listed below and all of the following:
    - MED 9501: Year 5 Docent Rotation
    - Two of the following rotations:*
      - MED 9503: Pediatrics
      - MED 9505: General Surgery
      - MED 9506: Obstetrics & Gynecology
    - MED 9570: Preceptorship
    - MED 9571: Psychiatry
    - MED 9583: Continuing Care Clinic (Year 5)
  - ii. Examination Performance: Pass USMLE Step 1 in at least 3 attempts
  - iii. Successfully complete the Year 5 Clinical Performance Assessment (CPA)
  - iv. GPA: Cumulative of at least 2.800
- b. Non-Promotion: *any one of the following*:
  - i. Failing grade in any required course or rotation
  - ii. No Credit/Fail in two electives
  - iii. Failure to complete all required courses listed above
  - iv. Failing score on USMLE Step 1
  - v. Missing or Incomplete Year 5 CPA
  - vi. GPA: Cumulative 2.500 – 2.799
  - vii. Attitudinal problems or nonprofessional behavior

### IV. Year 6 to Graduation

- a. Graduation Minimum Requirements
  - i. One-block Humanities/Social Science course in Year 5 or 6
  - ii. Current certification in Advanced Cardiac Life Support
  - iii. “Credit/Pass”, including satisfactory/satisfactory pass ratings in all sub-categories, in all required medical curriculum including courses previously listed for promotion and all of the following:
    - One of the following rotations not completed in Year 5:*
      - MED 9503: Pediatrics
      - MED 9505: General Surgery
      - MED 9506: Obstetrics & Gynecology
    - MED 9585: Prescribing Special Populations
    - MED 9601: Year 6 Docent Rotation
    - MED 9678: Emergency Medicine
    - MED 9683: Continuing Care Clinic (Year 6)
    - MED 9685: Rational & Safe Prescribing
  - iv. Electives: A minimum of three (3) clinical electives from three (3) of the nine (9) following general categories: Family & Community Medicine, Internal Medicine, Neurology/Psychiatry, Obstetrics/Gynecology, Pediatrics, Radiology, Surgery, Pathology, Critical Care, Miscellaneous

- (Emergency Medicine, Anesthesiology, Ophthalmology, Medical Genetics, Clinical International Medicine).
  - v. 34 blocks medical curriculum credit
  - vi. A minimum of 52 blocks of full-time enrollment in the School of Medicine Years 3 – 6. These 52 blocks consist of 48 blocks of *credit* or *not-for-credit* approved experiences and 4 blocks of required vacation. No more than one of these 4 vacation blocks may be substituted by a leave of absence block (medical or administrative in nature) or waived to allow participation in a *credit* or *not for credit* experience.
  - vii. Docent certification of clinical competence
  - viii. Passing scores on USMLE Step 1, Step 2 CK and Step 2 CS
  - ix. GPA: Cumulative of at least 2.800
- b. **No Graduation:** *any one of the following:*
- i. GPA: Cumulative 2.500 – 2.799
  - ii. Failure to complete a one-block Humanities/Social Science course in Year 5 or 6.
  - iii. No Credit/Fail in two electives during Year 6
  - iv. Failure to complete all required curriculum
  - v. No current Advanced Cardiac Life Support Certification
  - vi. Less than 3 clinical electives and failure to select three (3) clinical electives from 3 of the 9 following general categories: Family & Community Medicine, Internal Medicine, Neurology/Psychiatry, Obstetrics/Gynecology, Pediatrics, Radiology, Surgery, Pathology, Critical Care, Miscellaneous (Emergency Medicine, Anesthesiology, Ophthalmology, Medical Genetics, Clinical International Medicine).
  - vii. No certification of clinical competency by Docent
  - viii. Failure to pass USMLE Step 1 and Step 2 CK & CS
  - ix. Uncorrected attitudinal or behavioral problems

**CRITERIA FOR 2-YEAR OMS+MD AND ADVANCED STANDING/TRANSFER PROGRAM  
PROMOTION, NON-PROMOTION, GRADUATION AND NON-GRADUATION**

I. Year 5 to Year 6

- a. **Promotion**
- i. Satisfactory completion of the required courses listed below and all of the following:  
MED 9728: Clinical Skills Review  
MED 9501: Year 5 Docent Rotation  
*Two of the following rotations:*  
MED 9503: Pediatrics  
MED 9505: General Surgery  
MED 9506: Obstetrics & Gynecology  
MED 9570: Preceptorship  
MED 9571: Psychiatry  
MED 9902: Ambulatory Medicine I
  - ii. Successfully complete the Year 5 Clinical Performance Assessment (CPA)
- b. **Non-Promotion:** *any one of the following:*
- i. Failing grade in any required course or rotation
  - ii. No Credit/Fail in two electives
  - iii. Failure to complete all required courses listed above
  - iv. Missing or Incomplete Year 5 CPA
  - v. Attitudinal problems or nonprofessional behavior

II. Year 6 to Graduation

- a. **Graduation Minimum Requirements**
- i. One-block Humanities/Social Science course in Year 5 or 6
  - ii. Current certification in Advanced Cardiac Life Support
  - iii. “Credit/Pass”, including satisfactory/satisfactory pass ratings in all sub-categories, in all required medical curriculum including courses previously listed for promotion and all of the following:  
MED 9585: Prescribing Special Populations  
MED 9601: Year 6 Docent Rotation  
MED 9678: Emergency Medicine

MED 9712: Ambulatory Medicine II

MED 9713: Ambulatory Medicine III

MED 9685: Rational & Safe Prescribing

*One of the following rotations not taken during Year 5:*

MED 9503: Pediatrics

MED 9505: General Surgery

MED 9506: Obstetrics & Gynecology

- iv. Electives: A minimum of three (3) clinical electives from three (3) of the nine (9) following general categories: Family & Community Medicine, Internal Medicine, Neurology/Psychiatry, Obstetrics/Gynecology, Pediatrics, Radiology, Surgery, Pathology, Critical Care, Miscellaneous (Emergency Medicine, Anesthesiology, Ophthalmology, Medical Genetics, Clinical International Medicine).
  - v. 22 blocks medical curriculum credit
  - vi. A minimum of 23 months of full-time enrollment in the School of Medicine Years 5 – 6. These 23 months consist of 22 months of *credit* or *not-for-credit* approved experiences and 1 month of required vacation.
  - vii. 12 months earned medical school credit from another accredited school of medicine for transfer students or medical school credit for work completed during the oral surgery residency program at UMKC's dental school prior to entry into the UMKC School of Medicine
  - viii. Docent certification of clinical competence
  - ix. Passing scores on USMLE Step 2 CK and Step 2 CS
- b. No Graduation: *any one of the following:*
- i. Failure to complete a one-block Humanities/Social Science course in Year 5 or 6.
  - ii. No Credit/Fail in two electives during Year 6
  - iii. Failure to complete all required curriculum
  - iv. No current Advanced Cardiac Life Support Certification
  - v. Less than corresponding program minimal number of clinical electives and/or failure to select from 3 of the 9 following general categories: Family & Community Medicine, Internal Medicine, Neurology/Psychiatry, Obstetrics/Gynecology, Pediatrics, Radiology, Surgery, Pathology, Critical Care, Miscellaneous, (Emergency Medicine, Anesthesiology, Ophthalmology, Medical Genetics, Clinical International Medicine).
  - vi. No certification of clinical competency by Docent
  - vii. Failure to pass USMLE Step 2 CK & CS
  - viii. Uncorrected attitudinal or behavioral problems

#### **GENERAL GRADUATION REQUIREMENTS FOR ALL SCHOOL OF MEDICINE MD PROGRAMS**

The following requirements apply to all MD degree programs in the School of Medicine, and are in conjunction with the graduation requirements listed in the Council on Evaluation Policy Manual & Guidelines for Promotion and Graduation on pages 17-27)

1. Certification of successful completion of the following requirements must be received by the Council on Evaluation by the 15<sup>th</sup> day of the block in which the student anticipates graduating (May, August or December):
  - a. All School of Medicine requirements
  - b. Competency letter signed by the Docent
  - c. Evidence of adherence to the Fee Policies
  - d. Current certification in Advanced Cardiac Life Support (ACLS)
  - e. Financial Aid Exit Interview
  - f. Year 6 Year-End Docent Interview
  - g. B.A., B.S., or B.L.A. degree (for BA/MD program students)
2. Teaching faculty are to notify the Council on Evaluation by the 1<sup>st</sup> day of the anticipated graduation block (May, August or December) any potential candidates(s) who are in question of passing a required medicine rotation, including clinic.
3. May candidates who have not satisfactorily completed all requirements for graduation by May 31st will be notified that a letter will be sent by the Dean to their future residency program director to inform the director of their inability to begin a residency on July 1st.
4. Should a student fail to satisfactorily complete all required work in the month in which the student anticipates graduating after the instructor has notified the Council of successful completion on the 15<sup>th</sup> of that block, the instructor will notify the Council that the work has not been completed, and the Council will not award credit for the block.

### COMMENCEMENT CEREMONIES

To be eligible to participate in May School of Medicine commencement ceremonies, students must fulfill all of the following:

1. Promotion to Year 6 by May 1 of Year 6.
2. Completion of all School of Medicine requirements, including all coursework and passing scores on USMLE Steps 1 and 2 CK & CS, by April 30 prior to May School of Medicine commencement ceremonies of Year 6 with the exception of enrolled required rotations in April and May and Spring Semester A&S coursework for the BA degree. Note: Passing grades for April & May rotations and A&S coursework for the undergraduate degree must be confirmed by the day prior to the day of May School of Medicine commencement ceremonies.
3. Any student projected to complete all program requirements by the last business day in August of Year 6 may petition the Council on Evaluation for permission to participate in the Year 6 May School of Medicine commencement ceremony. When time permits, a petition for permission to participate in May School of Medicine commencement ceremonies must be submitted for Council consideration no later than February of Year 6. Students finishing program requirements beyond May of Year 6 are not permitted to participate in May School of Medicine commencement ceremonies without petitioning for permission. Students completing program requirements in December of Year 6 may either participate in December or May School of Medicine commencement ceremonies.

### LATIN HONORS

In April of Year 6, the Council on Evaluation conducts an unofficial audit of student performance in the anticipated graduating class for the purposes of estimating Latin Honors. Students identified in the unofficial audit as possible candidates for Latin Honors will be permitted to wear corresponding academic regalia during the commencement ceremonies, and may have the notation listed in the ceremony program. Students wearing the regalia or listed in the ceremony program are expected to understand they have *not* been officially awarded Latin Honors, and *may not claim such honors until they are notified by the Council on Evaluation or receive a revised official university MD diploma.*

Only upon program completion of the graduating class are the official Latin Honors calculated. Latin Honors are awarded to approximately the top 20% of the graduating class. Students earning Latin Honors will first receive a regular but official MD diploma, which can be used for licensure and residency requirements. Another official university MD diploma listing Latin Honors will be re-ordered on behalf of each student and distributed accordingly.

### BA/MD, MD, and 4-Year OS/MD Program Calculations

*Summa Cum Laude*: Awarded to approximately the top 5% of the graduating class

1. Successful completion of all general requirements listed for promotion from Year 6 to Graduation
2. GPA: Cumulative of 3.750 or higher
3. First attempt passing scores on all USMLE examinations
4. "Honors Credit" in a total of eight (8) or more of the following required clinical rotations:

- MEDIC 9570: Preceptorship
- MEDIC 9472: Behavioral Science
- MED 9308: Clinical Practice of Medicine I
- MED 9309: Clinical Practice of Medicine II
- MEDIC 9401: Year 4 Docent Rotation
- MEDIC 9483: Continuing Care Clinic (Year 4)
- MEDIC 9571: Psychiatry
- MEDIC 9503: Pediatrics
- MEDIC 9501: Year 5 Docent Rotation
- MEDIC 9583: Continuing Care Clinic (Year 5)
- MEDIC 9505: General Surgery
- MEDIC 9506: Obstetrics & Gynecology
- MEDIC 9601: Year 6 Docent Rotation
- MEDIC 9683: Continuing Care Clinic (Year 6)
- MEDIC 9471: Family Medicine
- MEDIC 9678: Emergency Medicine

5. Placement in the top positions equaling 5% of the total number of graduates in the current year, such positions being determined by the Combination Scores derived from cumulative GPA and number of honors credits. The top Combination Score is numerically the smallest score. Each Combination Score is the sum of the relevant GPA Score and Honors Score.
  - a. The GPA Scores are calculated as follows:
    - i. Students meeting criteria 1 - 3 are ranked according to their cumulative GPA. The student with the highest cumulative GPA receives the smallest numerical rank. The student with the lowest cumulative GPA receives the largest numerical rank. The GPA Score is equal to the numerical rank.
    - ii. The GPA Score assigned to each member of a tie is the average of the numerical ranks occupied by all members of the tie. Example: For a three-way tie following the second numerical rank, the GPA Score for each member of the tie is  $(3 + 4 + 5)/3 = 4$ . The next higher numerical rank after the tie is 6.
  - b. The Honors Scores are calculated as follows:
    - i. Students meeting criteria 1 - 3 are ranked according to their number of honors credits. The student with the highest number of honors credits receives the smallest numerical rank. The student with the lowest number of honors credits receives the largest numerical rank. The Honors Score is equal to the numerical rank.
    - ii. The Honors Score assigned to each member of a tie is the average of the numerical ranks occupied by all members of the tie. Example: For a three-way tie following the second numerical rank, the Honors Score for each member of the tie is  $(3 + 4 + 5)/3 = 4$ . The next higher numerical rank after the tie is 6.
  - c. If two or more students tie at the last position of the maximum number allowed for *Summa Cum Laude*, the student with the highest cumulative GPA shall be awarded the Latin honor *Summa Cum Laude*.

*Magna Cum Laude*: Awarded to approximately the next 5% of the graduating class not receiving *Summa Cum Laude*

1. Customary Requirements: Same as *Summa Cum Laude*
2. Cumulative GPA  $\geq 3.600$
3. First attempt passing scores on all USMLE examinations
4. "Honors Credit" in a total of seven (7) or more required clinical rotations throughout Years 3-6 excluding MED 385, 485, 585, 685
5. Exclusion from *Summa Cum Laude* Latin honor
6. Placement in the top positions equaling 5% of the total number of graduates in the current year, such positions being determined by the Combination Scores derived from cumulative GPA and number of honors credits. The top Combination Score is numerically the smallest score. Each Combination Score is the sum of the relevant GPA Score and Honors Score (see GPA Score and Honors Score calculation examples in *Summa Cum Laude* section above).
7. If two or more students tie at the last position of the maximum number allowed for *Magna Cum Laude*, the student with the highest cumulative GPA shall be awarded the Latin honor *Magna Cum Laude*.

*Cum Laude*: Awarded to the top 10% of the graduating class, not receiving *Summa* or *Magna Cum Laude*

1. Customary Requirements: Same as *Summa & Magna Cum Laude*
2. First attempt passing scores in all USMLE examinations
3. Cumulative GPA  $\geq 3.500$ , OR "Honors Credit" in a total of five (5) or more required clinical rotations throughout Years 3-6 excluding MED 385, 485, 585, 685.
4. Exclusion from both *Summa Cum Laude* and *Magna Cum Laude* Latin honors.
5. Placement in the top positions equaling 10% of the total number of graduates in the current year, such positions being determined by the Combination Scores derived from cumulative GPA and number of honors credits. The top Combination Score is numerically the smallest score. Each Combination Score is the sum of the relevant GPA Score and Honors Score.
6. The GPA Scores are calculated as follows:
7. Students meeting criteria i-iii are ranked according to their cumulative GPA. The student with the highest cumulative GPA receives the smallest numerical rank. The student with the lowest cumulative GPA receives the largest numerical rank. The GPA Score is equal to the numerical rank.
8. The GPA Score assigned to each member of a tie is the average of the numerical ranks occupied by all members of the tie. Example: For a three-way tie following the second numerical rank, the GPA Score for each member of the tie is  $(3 + 4 + 5)/3 = 4$ . The next higher numerical rank after the tie is 6.
9. The Honors Scores are calculated as follows:
10. Students meeting criteria i-iii are ranked according to their number of honors credits. The student with the highest number of honors credits receives the smallest numerical rank. The student with the lowest number of honors credits receives the largest numerical rank. The Honors Score is equal to the numerical rank.
11. The Honors Score assigned to each member of a tie is the average of the numerical ranks occupied by all members of the tie. Example: For a three-way tie following the second numerical rank, the Honors Score for each member of the tie is  $(3 + 4 + 5)/3 = 4$ . The next higher numerical rank after the tie is 6.
12. If two or more students tie at the last position of the maximum number allowed for *Cum Laude*, the student with the highest cumulative GPA shall be awarded the Latin honor *Cum Laude*.

*Note:* Students graduating at the end of the Summer Semester (e.g., SS2011) will be ranked with those who graduated in the preceding Spring Semester (e.g., SP2011). The total number of graduates in the current year is increased by the number of Summer Semester graduates. For students graduating at the end of the Fall Semester (e.g., FS2011), they will be ranked with those who have graduated in the preceding Spring Semester (e.g., SP2011) and Summer Semester, e.g., SP2011). The total number of graduates in the current year is increased by the number of Fall Semester graduates.

#### 2-Year OMS+MD and Advanced Standing/Transfer Program Calculations

1. All customary requirements for 'promotion' from Year 6 to Graduation remain the same, including satisfactory completion of Year 6 coursework, ACLS certification, satisfactory completion of elective coursework, satisfactory completion of minimum medical and enrollment blocks, first attempt passing USMLE Step 2 CS and CK, no periods of probation and no incidents of unprofessional behavior.
2. Because 2-Year OMS+MD and Advanced Standing /Transfer students may have no UMKC GPA, the cumulative GPA from a student's previous medical or dental school will be used when formulating the combined rank.
3. Regular 6-Year and MD Only students have the opportunity to earn 'Honors' grades in up to 16 required courses, but OMS+MD and Advanced Standing Transfer students have only 12 opportunities. In order to normalize the OMS+MD and Advanced Standing/Transfer students Honors Credits, the total number of 'Honors' grades will be multiplied by 1.333 when formulating the combined rank.

## *Part V: Leaves, Extension and Remediation Policies*

### LEAVES OF ABSENCE

A leave of absence is an approved and defined period of time during which a student is not participating in the requirements of his/her program. A student might request a leave due to an emergency, because of medical or psychiatric illness or in order to participate in scholarly research or educational programs. The school might also place a student on leave in accordance with specific academic policies. Any leave will have academic and/or financial repercussions, and should therefore not be undertaken without considerable thought, planning and communication with school and university staff and advisors.

The School of Medicine allows for the following types of leave:

- Personal
- Medical
- Emergency
- Administrative

Any student who takes twelve or more consecutive blocks of leave, regardless of type, must undergo a status review prior to returning to the program. The status review allows the Councils on Evaluation and Curriculum to make appropriate curricular and/or remediation recommendations guiding the student's return to the School of Medicine.

#### Personal Leave

A personal leave of absence is defined as a period of time during which a student is granted permission to be away from the program in order to engage in academic research or educational programming not offered by UMKC or to attend to familial or personal obligations which interfere with the student's ability to adhere to the School of Medicine Technical Standards. Personal leave is granted by the Chair of the Council on Evaluation and is subject to the approval of the Coordinating Committee and the Dean or his/her designee.

Any student seeking personal leave must follow the procedure outlined below. Any student failing to fully participate in the program without a documented leave risks meeting criteria for separation.

A student requesting personal leave is personally responsible for ensuring the timely completion and submission of all required forms and supporting documentation, and for maintaining accurate course enrollment in the Pathway system. Requests for personal leave must coincide with the start of the block or academic term and conclude at the end of a block or academic term. Once granted, personal leave is counted in whole blocks away from the program and may extend a student in the program an equivalent amount of time to the leave. A student may request an extension of personal leave by submitting updated required forms and supporting documentation for review by the Council Chair. In accordance with university policy, any request for extension will not be granted beyond one year from the original leave date. Retroactive requests for personal leave are not permitted. Students on personal leave must petition for permission to take any National Board of Medical Examiners (NBME) exam, including all subject, board examinations and readiness assessment (i.e. CBSE, CPA) examinations or to engage in other education programming. Upon return from leave, students must adhere to the schedule outlined by either the Council on Curriculum or the Council on Evaluation to complete outstanding NBME exams, including subject, board and readiness assessment (i.e. CBSE, CPA) examinations.

A student must return from personal leave when s/he is prepared to adhere to the School of Medicine Technical Standards and the pre-approved period of time for the leave expires. Students request permission to return from personal leave by submitting required forms and supporting documentation identified in this policy. In order to satisfy enrollment requirements, students must return to the program and register for coursework following an expired leave.

#### *Procedure for Requesting Personal Leave*

1. The student completes the SOM Request for Personal Leave of Absence form and obtains signatures from his/her ETC, Docent and a representative from the Council on Curriculum.
2. The student reads and completes the SOM Technical Standards document.
3. The student completes the UMKC Request for Leave of Absence form and obtains all necessary signatures from Step 2 of that form.
4. The student submits the completed SOM Request for Personal Leave of Absence, SOM Technical Standards document and UMKC Request for Leave of Absence forms to the Council on Evaluation office no later than 30 days prior to the anticipated leave start date.
5. The Council on Evaluation Chair will review the paperwork and render a decision upon the request.

6. If the request for personal leave is approved by the Chair, Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student's university email account. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the leave.
7. If the request for personal leave is denied by the Chair, Council on Evaluation staff will notify the student and/or request any additional information necessary.
8. During any approved leave, a student is required to monitor his/her UMKC email address and keep in contact with his/her ETC.

*Procedure for Returning from Personal Leave*

1. The student completes the SOM Request for Return from Personal Leave form and obtains the ETC, Docent and Council on Curriculum signatures.
2. The student reads and completes a new SOM Technical Standards document.
3. The student completes the campus UMKC Request for Return from Leave form and obtains all necessary signatures from Step 2 of that form.
4. The student submits the completed SOM Request for Return from Personal Leave, SOM Technical Standards document and UMKC Request for Return from Leave forms to the Council on Evaluation office no later than 30 days prior to the anticipated leave return date.
5. The Council on Evaluation Chair will review the paperwork and render a decision upon the request.
6. If the request for return from personal leave is approved by the Chair, Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student's university account. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the return.
7. If the request for return from personal leave is denied by the Chair, Council on Evaluation staff will notify the student and/or request any additional information necessary. *No student is permitted to return to the program or coursework without permission from the school.*

Medical Leave

A medical leave of absence is defined as a period of time during which a student is medically unable, as certified by a treating physician or therapist who is not a family member or relative of the student, to fully participate in the program as required by School of Medicine Technical Standards. Medical leave is granted by the Chair of the Council on Evaluation and is subject to the approval of the Coordinating Committee and the Dean or his/her designee.

Any student seeking medical leave must follow the procedure outlined below. Any student failing to fully participate in the program without a documented leave risks meeting criteria for separation.

Any student requesting medical leave is personally responsible for ensuring the timely completion and submission of all required forms and supporting documentation, and for maintaining accurate course enrollment in the Pathway system. Requests for medical leave must coincide with the start of the block or academic term and conclude at the end of a block or academic term. Once granted, medical leave is counted in whole blocks away from the program and may extend a student in the program an equivalent amount of time to the leave. A student may request an extension of medical leave by submitting updated required forms and supporting documentation for review by the Council Chair. In accordance with university policy, any request for extension will not be granted beyond one year from the original leave date. Retroactive requests for medical leave are not permitted. Enrollment in **any** coursework, at **any** institution, while on medical leave is strictly prohibited. Students on medical leave are also ineligible to take any National Board of Medical Examiners (NBME) exam, including all subject, board examinations and readiness assessment (i.e. CBSE, CPA) examinations. Upon return from leave, students must adhere to the schedule outlined by either the Council on Curriculum or the Council on Evaluation to complete outstanding NBME exams, including subject, board and readiness assessment (i.e. CBSE, CPA) examinations.

A student must return from medical leave when the treating physician or therapist identified in the original request for leave certifies that the student is ready to enter with full-time participation in the program as required by the School of Medicine Technical Standards and the pre-approved period of time for the leave expires. Students request permission to return from medical leave by submitting required forms and supporting documentation identified in this policy. In order to satisfy enrollment requirements, students must return to the program and register for coursework following an expired leave.

*Conditions for a Medical Leave of Absence*

A medical leave of absence may be granted when a student has a verified medical condition, including psychiatric illness, which prohibits full participation in the program as defined by the School of Medicine Technical Standards.

It is inappropriate to request medical leave for any of the following reasons:

- The request is made in an attempt to avoid receiving undesirable grades in one or more courses
- The request is made in an attempt to gain additional time to prepare for coursework or examinations
- The request is made in an attempt to avoid meeting criteria for separation

#### *Procedure for Requesting Medical Leave*

1. The student completes the top of the SOM Provider Certification for Medical Leave of Absence form and submits it to the treating physician/therapist, along with the SOM Technical Standards document. *Note that hospital family members/relatives, Emergency Room physicians and/or urgent care facility physicians are not accepted as providers able to certify a student's need for medical leave.*
2. The student completes the SOM Request for Medical Leave of Absence form and obtains the ETC, Docent and Council on Curriculum signatures.
3. The student completes the campus UMKC Request for Leave of Absence form and obtains all necessary signatures from Step 2 of that form.
4. The student submits the completed SOM Request for Leave of Absence and UMKC Request for Leave of Absence forms to the Council on Evaluation office no later than 30 days prior to the anticipated start of the leave.
5. Once the SOM Provider Certification for Medical Leave of Absence form, SOM Technical Standards document and supporting documentation is submitted to the Council on Evaluation by the care provider, the Council Chair will review the paperwork and render a decision upon the request.
6. If the request for medical leave is approved by the Chair, Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the leave.
7. If the request for medical leave is denied by the Chair, Council on Evaluation staff will notify the student and/or request any additional information necessary.
8. During any approved leave, a student is required to monitor his/her UMKC email address and keep in contact with his/her ETC.

#### *Procedure for Returning from Medical Leave*

1. To prepare for returning from leave, the student must complete the top of the SOM Provider Certification for Return from Medical Leave of Absence form and submit it to the same treating physician/therapist who originally certified the leave, along with the SOM Technical Standards document.
2. The student completes the SOM Request for Return from Medical Leave form and obtains the ETC, Docent and Council on Curriculum signatures.
3. The student completes the campus UMKC Request for Return from Leave form and obtains all necessary signatures from Step 2 of that form.
4. The student submits the completed SOM Request for Return from Leave and UMKC Request for Return from Leave forms to the Council on Evaluation office no later than 30 days prior to the anticipated return from leave.
5. Once the SOM Provider Certification for Return from Medical Leave of Absence form, SOM Technical Standards document and any supporting documentation is submitted to the Council on Evaluation by the care provider, the Council Chair will review the paperwork and render a decision upon the request.
6. If the request for return from medical leave is approved by the Chair, Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the return.
7. If the request for return from medical leave is denied by the Chair, Council on Evaluation staff will notify the student and/or request any additional information necessary. *No student is permitted to return to the program or coursework without permission from the school.*

#### Emergency Leave

An emergency leave of absence is defined as a period of time during which a student is medically unable to fully participate in the program as required by the School of Medicine Technical Standards as the result of an emergent or potentially life-threatening medical or psychiatric illness. Emergency Leave is determined by the Associate Dean for Student Affairs, working in conjunction with the Council on Evaluation.

A student seeking emergency leave must, when able, follow the procedure outlined in this policy. School of Medicine staff will assist in the completion of any required paperwork for Emergency Leave in the event a student is unable to participate in the process. Any student failing to fully participate in the program without a documented leave risks meeting criteria for separation.

Any student seeking emergency leave is personally responsible for ensuring the timely completion and submission of all required forms and supporting documentation, and for maintaining accurate course enrollment in the Pathway system *when able*. Emergency leave should coincide with the start of the acute illness and is granted for a period not to exceed 30 days. Emergency leave is counted

as an entire block away from the program. A student may not request an extension of emergency leave but can, if necessary, request medical leave by submitting all required forms and supporting documentation for Medical Leave to the Council on Evaluation. Retroactive requests for emergency leave are not permitted. Enrollment in any coursework, at any institution, while on emergency leave is strictly prohibited. Students on emergency leave are also ineligible to take any National Board of Medical Examiners (NBME) exam, including all subject, board examinations and readiness assessment (i.e. CBSE, CPA) examinations. A student must return from emergency leave when a treating physician or therapist who is not a family member or relative of the student certifies that the student is ready to fully participate in the program as required by the School of Medicine Technical Standards and the pre-approved period of time for the leave expires. Students request permission to return from emergency leave by submitting required forms and supporting documentation identified in this policy. In order to satisfy enrollment requirements, students must return to the program and register for coursework following an expired leave.

#### *Conditions for an Emergency Leave of Absence*

An emergency leave of absence may be granted when a student or immediate family member has an emergent or life-threatening medical condition, including psychiatric illness, which prohibits the student's full participation in the program as defined by the School of Medicine Technical Standards.

It is inappropriate to seek emergency leave for any of the following reasons:

- The medical condition or psychiatric illness is not life-threatening or incapacitating in nature
- The request is made in an attempt to avoid receiving undesirable grades in one or more courses
- The request is made in an attempt to gain additional time to prepare for coursework or examinations
- The request is made in an attempt to avoid meeting criteria for separation

#### *Procedure for Obtaining Emergency Leave*

1. The student, if able, completes the SOM Request for Emergency Leave of Absence form and submits it to the Associate Dean for Student Affairs. The Associate Dean will render a decision regarding the request and forward it on to the Council on Evaluation.
2. The student, if physically able, completes the SOM Technical Standards document and campus UMKC Request for Leave of Absence form and obtains all necessary Step 2 signatures.
3. The student submits the completed UMKC Request for Leave of Absence form and SOM Technical Standards document to the Council on Evaluation office no later than 48 hours following the submission of the SOM Request for Emergency Leave of Absence form.
4. Once the SOM Request for Emergency Leave of Absence, the SOM Technical Standards document and the UMKC Request for Leave of Absence forms are submitted to the Council on Evaluation, the Council staff will review the paperwork for completeness and note the decision of the Associate Dean for Student Affairs.
5. If the request for emergency leave is approved by the Associate Dean, Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student. The student, if physically able, must then facilitate any necessary change in enrollment in the Pathway system as a result of the leave.
6. If the request for emergency leave is denied by the Associate Dean, Council on Evaluation staff will notify the student and/or request any additional information necessary.
7. During emergency leave, students who are physically able must monitor his/her UMKC email address and keep in contact with his/her ETC.

#### *Procedure for Returning from Emergency Leave*

1. To prepare for returning from an emergency medical leave, the student must complete the top of the SOM Provider Certification for Return from Emergency Medical Leave of Absence form and submit it to the treating physician/therapist who treated the student during the leave, along with the SOM Technical Standards document. The student must also complete the forms listed below. Students granted emergency leave for non-medical reasons need to complete steps 2 – 7 below *only*.
2. The student completes the SOM Technical Standards document and SOM Request for Return from Emergency Leave form and obtains the ETC, Docent and Council on Curriculum signatures.
3. The student completes the campus UMKC Request for Return from Leave form and obtains all necessary Step 2 signatures.
4. The student submits the completed SOM Request for Return from Emergency Leave, SOM Technical Standards and UMKC Request for Return from Leave forms to the Council on Evaluation office no later than 7 days prior to the anticipated return from leave.
5. Once the SOM Provider Certification for Return from Emergency Leave of Absence form (where applicable) and all other non-medical emergency leave return forms are submitted to the Council on Evaluation, the Council Chair will review the paperwork and render a decision upon the request.

6. If the request for return from emergency leave is approved by the Chair, Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the return.
7. If the request for return from emergency leave is denied by the Chair, Council on Evaluation staff will notify the student and/or request any additional information necessary. *No student is permitted to return to the program or coursework without permission from the school.*

### Administrative Leave

An administrative leave of absence is defined as a period of time during which a student is not permitted to participate in the program due to academic performance or as the result of an appeal for retention. Administrative leave is determined by the Chair of the Council on Evaluation and is subject to the approval of the Coordinating Committee and the Dean or his/her designee.

Any student placed on administrative leave is personally responsible for ensuring the timely completion and submission of all required forms and supporting documentation, and for maintaining accurate course enrollment in the Pathway system. Administrative leave coincides either with the start of the block or academic term or with the date of a School of Medicine Coordinating Committee meeting. Administrative leaves conclude at the end of a block or academic term. Administrative leave is counted in whole blocks away from the program and may extend a student in the program an equivalent amount of time to the leave. A student may not request an extension of administrative leave but can, if appropriate, request personal leave by submitting all required forms and supporting documentation for Personal Leave to the Council on Evaluation. Students on administrative leave must petition for permission to take any National Board of Medical Examiners (NBME) exam, including all subject, board examinations and readiness assessment (i.e. CBSE, CPA) examinations. Enrollment in non-required coursework only while on administrative leave is permitted.

A student must return from administrative leave when he/she is prepared to adhere to the School of Medicine Technical Standards and the pre-approved period of time for the leave expires. Students request permission to return from administrative leave by submitting required forms and supporting documentation identified in this policy. In order to satisfy enrollment requirements, students must return to the program and register for coursework following an expired leave.

### *Procedure for Placement on Administrative Leave*

1. The student receives notification from the Council on Evaluation that s/he meets criteria for placement on Administrative Leave.
2. The student completes the UMKC Request for Leave of Absence form and obtains all necessary signatures from Step 2 of that form.
3. The student submits the completed UMKC Request for Leave of Absence forms to the Council on Evaluation office no later than 3 days following the original notification from the Council on Evaluation.
4. Council on Evaluation staff will forward the leave information to the Registrar's Office for final processing and send an email notification to the student's university email account. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the leave.
5. During administrative leave, the student is required to monitor his/her UMKC email address and keep in contact with his/her ETC.

### *Procedure for Returning from Administrative Leave*

1. The student completes the SOM Technical Standards document and the SOM Request for Return from Administrative Leave form and obtains the ETC, Docent and Council on Curriculum signatures.
2. The student completes the campus UMKC Request for Return from Leave form and obtains all necessary signatures from Step 2 of that form.
3. The student submits the completed SOM Technical Standards document, the SOM Request for Return from Administrative Leave and the UMKC Request for Return from Leave forms to the Council on Evaluation office no later than 10 days prior to the anticipated leave return date.
4. The Council Chair will review the paperwork and render a decision upon the request.
5. If the request for return from personal leave is approved by the Chair, Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student's university account. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the return.
6. If the request for return from personal leave is denied by the Chair, Council on Evaluation staff will notify the student and/or request any additional information necessary. *No student is permitted to return to the program or coursework without permission from the school.*

### ACADEMIC PROBATION

Probation, a period of “academic warning”, is a trial period in which a student remediates failing grades or nonprofessional conduct. *Students who meet criteria for probation are subject to the customary probation stipulations listed below immediately, regardless of “official” notification from an ETC, Docent, Council Staff or other School of Medicine official.*

*Please note:*

1. Only grades of “A”, “B”, “C” (including +/-), “Credit/Pass”, “Marginal Pass”, “Satisfactory Pass”, High Pass”, and “Honors” are acceptable as “passing”.
2. Receipt of a “D (+/-)”, “F”, “WF”, “No Credit”, or “Fail” constitutes a “failing” grade.
3. Students who fall under the guidelines of the extended probation policy and/or the Alternate Program for Year 1 & 2 Students may have additional stipulations that apply for dismissal.
4. The Council on Evaluation has the authority to impose a probationary status beyond the customary reasons listed below at its discretion.
5. Students should be prepared to explain periods of academic probation or unprofessional behavior probation on all future licensure paperwork.

Students in all programs meet criteria for placement on probation for any one of the following reasons:

1. A grade of “D (+/-)”, “F”, “WF”, “No Credit”, or “Fail” after commencing the course in one required course or rotation of the School of Medicine.
2. A grade of “D (+/-)”, “F”, “WF”, “No Credit”, or “Fail” after commencing the course in two elective courses of the School of Medicine.
3. A grade of “W” after commencing the course in two required courses throughout enrollment in the School of Medicine.
4. Change of status of a required course from graded/credit to audit after commencing the course.
5. Failure to meet promotion criteria (including extended or Alternate Program criteria) due to academic difficulties.
6. Attitudinal problems or nonprofessional behavior.

#### Initial Instance of Academic Probation

An initial probation period is a *minimum* of 6 blocks **and** until the deficiency that caused the probation is alleviated. Customary initial probation stipulations include:

1. Repeat the courses in which the “D (+/-)”, “F”, “WF”, “No Credit”, or “Fail” was received, and receive a grade of “C-” or better or “Credit/Pass” or higher in that course. Receipt of an additional “D (+/-)”, “F”, “WF”, “No Credit”, “Fail”, or change to “Audit” after commencing the class in the same or another required course during the probation period will meet criteria for separation (dismissal) from the School of Medicine. Please note that students who are in the Year 1 and 2 Alternate Probation and Non-probation Program must receive a grade of “B-“ or better in required science courses they repeat.
2. Receive no further grade of “W” in required courses of the School of Medicine. Receipt of an additional “W” grade in the same or another required course during the probationary period will meet criteria for separation (dismissal) from the School of Medicine.
3. Pass USMLE Step 1, Step 2 Clinical Knowledge, and Step 2 Clinical Skills
4. Fulfill criteria for promotion to the next year of the program by May 31<sup>st</sup> of the following year.
5. Resolve attitudinal problems or nonprofessional behavior during probation.
6. No violations of specifically stipulated probationary conditions.

#### Extended Year 3 Probation

The following probation policy applies to Year 3 students that, while in the alternate program, did not achieve a semester science gpa of 2.800 or higher during the HSF I-III semester.

1. The probation period is effective until promotion to Year 4.
2. Fulfill criteria for promotion to Year 4 by Block 1 of the following year.
3. Receipt of a “D (+/-)”, “F”, “WF”, “No Credit”, “Fail”, or change to “Audit” after commencing the class in any course/rotation will meet criteria for separation (dismissal) from the program.
4. “Withdrawals” will not be permitted and any withdrawals will meet criteria for separation (dismissal) from the program.

### Extended Academic Probation

The following probation policy applies to students who currently meet criteria for probation, were previously on probation that has since expired, and/or who have met criteria for dismissal but are retained:

1. The probation period is a minimum of two years and until the failed courses/rotations have been satisfactorily repeated with "Credit/ Pass" or higher or a passing grade of "C-" or better. Please note that students who are in the Year 1 and 2 Alternate Probation and Non-probation Program must receive a grade of "B-" or better in required science courses they repeat.
2. Receipt of a "D (+/-)", "F", "WF", "No Credit", "Fail", or change to "Audit" after commencing the class in **any** course/rotation **will** meet criteria for separation (dismissal) from the program.
3. "Withdrawals" will not be permitted and **any** withdrawals **will** meet criteria for separation (dismissal) from the program.

### Alternate Program for Years 1 & 2 Students

A Year 1 or 2 student in the BA/MD Program may require additional time to successfully complete requirements for promotion to the next level. The Alternate Program addresses those needs as detailed below.

#### Years 1 & 2 Alternate Program

A student may enter the Alternate Program if any of the following occur:

- The student self-selects the Alternate Program due to specific, personal reasons, such as a medical leave or other life circumstance
- The student meets criteria for placement into the Alternate Program at any point during the first two years of enrollment by:
  - a. experiencing academic difficulties, such as earning a grade of "D(+/-)", "F", "WF", "No credit", or "Fail" in any of the following required School of Medicine coursework:

Chem 211 & 211L: General Chemistry I & Lab  
Chem 212 & 212L: General Chemistry II & Lab  
LSMCRB 121 & 121L: Human Biology III & Lab (Microbiology)  
LSANAT 219 & 219L: Human Biology I & Lab (Functional Anatomy)  
BMS 9265: Human Biochemistry I (Medical)  
Chem 320 & 320L: Elementary Organic Chemistry & Lab  
LSBIO 202: Cell Biology  
LSBIO 206: Genetics  
PSY 210: General Psychology  
SOC 101: Sociology: An Introduction  
SOC 211: Social and Psychological Development through the Life Cycle  
BMS 9296 Human Structure Function I  
BMS 9297 Human Structure Function II  
BMS 9298 Human Structure Function III  
MED 9110: Fundamentals of Medical Practice I  
MED 9120: Fundamentals of Medical Practice II  
MED 9210: Fundamentals of Medical Practice III  
MED 9220: Fundamentals of Medical Practice IV  
MED 9115: Medical Terminology  
MED 9119: Learning Basic Medical Sciences  
MED 9221: Hospital-Team Experience

- b. earning an insufficient cumulative or science GPA for promotion. Details of the required cumulative and science GPA calculations are found in the Council on Evaluation policy manual, under the heading "Grade Point Average".
- The student does *not* meet criteria for promotion to
    - a. Year 2 by May 31<sup>st</sup> of the first year of enrollment
    - b. Year 3 by May 31<sup>st</sup> of the second year of enrollment

Upon entering the Years 1 & 2 Alternate Program, students must sign an Alternate Plan Contract in order to continue in the School of Medicine BA/MD Program. Students will be placed into a personalized curriculum program that consists of bachelors and medical degree coursework to achieve either a baccalaureate degree in Biology or Chemistry and to strengthen their knowledge and study habits in the basic sciences.

#### Years 1 & 2 Alternate Program Requirements

Performance in the curriculum for these alternate students will be monitored each semester upon placement in the program. Students maintain eligibility for each semester in accordance with Council on Evaluation policy. Council on Evaluation policies for separation (dismissal) remain in effect throughout the Alternate semesters. Students will be placed on probation for a time frame to be determined by the Council on Evaluation.

Successful participation in the Alternate Program and promotion to Year 3 includes the following requirements:

1. The student must adhere to a personalized Alternate Plan Contract as designed by the student's ETC and/or the Assistant Dean of Years 1 & 2 Medicine with approval by the Council on Curriculum. Students may not alter the curriculum plan.
2. Students must declare a BA in Biology or a BA in Chemistry. Students deemed unable to complete a BA in either Biology or Chemistry due to time constrictions, determined by the Assistant Dean of Years 1 and 2 with approval of the Council on Evaluation, will continue work towards their prior baccalaureate degree designation.
3. Students must complete all course work at UMKC.
4. Students will remain enrolled as full-time School of Medicine students.
5. Students must complete the Year 1 & 2 Docent experience. Every attempt will be made to assign the student to their established Docent. During the Year 2 alternate year, students must be enrolled in a clinically focused School of Medicine course.
6. Students must repeat any required School of Medicine courses in which the student previously earned a grade of "C (+/-)", as their Alternate Plan Contract allows.
7. Students must satisfactorily complete all attempted coursework as outlined in the student's Alternate Plan Contract. Students are not permitted to withdraw from coursework. However, students granted a medical leave of absence by the Associate Dean for Student Affairs and/or the Council on Evaluation prior to the Academic Assessment date will be allowed to withdraw from coursework. Students who withdraw from coursework for a medical leave of absence must complete a performance review by the Council on Evaluation prior to re-entering the curriculum.
8. Students must achieve a grade of "B-" or better in any repeated science course. A course is defined as being repeated if enrollment in a semester-based course on the first attempt extends past the Census Date. The Census Date occurs on the 20<sup>th</sup> day of classes for the fall and winter semesters and the 10<sup>th</sup> day of classes for the summer semester. Courses not on a semester-based schedule will be considered as repeated if more than one-quarter of the instruction has been completed on the first attempt of the course.
9. Students must achieve a grade of a "C-" or better in all attempted coursework not designated as a repeat science course.
10. Students must achieve a semester science GPA of at least 2.800 until promotion to the Human Structure Function Series (HSF). For students in the Years 1 & 2 Alternate Program, a semester science GPA is calculated using the following:
  - a. The most recent attempt of any science course required for the medical degree
  - b. The most recent attempt of any science course required for the Biology or Chemistry degree
  - c. Any non-100 level math or science course required in the student's Alternate Plan Contract
11. Students that earn a semester science GPA below a 2.800 in the HSF I-III semester will be placed on an extended probation during their Year 3 coursework.
12. Students must achieve a minimum cumulative GPA of 2.800 at promotion to Year 3 in the School of Medicine.
13. Students must achieve a cumulative science GPA of 2.800 to begin the Human Structure Function Series and to promote to Year 3 in the School of Medicine. The most recent attempt of the following courses are included in the School of Medicine Cumulative Science GPA calculation:

Chem 211 & 211L  
Chem 212 & 212L  
LSMCRB 121 & 121L  
LSANAT 219 & 219L (instead, LSANAT 218L for BA Biology)  
Chem 320 & Chem 320L (either Chem 320 & 320L or Chem 321 & 321L for BA Chemistry)  
LSBIO 202 Cell Bio  
LSBIO 206 Genetics  
BMS 9265 Human Biochemistry  
BMS 9296 Human Structure Function I  
BMS 9297 Human Structure Function II  
BMS 9298 Human Structure Function III  
BMS 9399 Human Structure Function IV  
BMS 9310 Medical Neurosciences  
BMS 9311 Medical Microbiology  
MEDIC 9390 Clinical Correlations  
MEDIC 9312 General Clinical Pathology I  
MEDIC 9313 General Clinical Pathology II

14. Students must complete all required coursework in the Years 1 & 2 curriculum in no more than three years after matriculation.
15. Failure to meet any of the above requirements will result in meeting criteria for separation (dismissal) from the program.

In addition, if a student has not completed all requirements for their undergraduate degree, a student in the Years 1 & 2 Alternate Program will be required to take a campus semester during Year 4

1. If a student has not completed all requirements for their undergraduate degree, a student in the Years 1 & 2 Alternate Program will be required to take a campus semester during Year 4.

### **POLICY ON READMITTED STUDENTS**

The first year of readmission will be considered a probationary period. The terms of probation are:

1. The probation period is a minimum of 1 year.
2. Receipt of a 'D (+/-)', 'F', 'WF', 'No Credit', 'Fail', or change to 'Audit' after commencing the class in **any** course/rotation for the duration of enrollment in the program **will** meet criteria for separation (dismissal) from the program.
3. 'Withdrawals' are not permitted and **any** withdrawal **will** meet criteria for separation (dismissal) from the program.

All other Council on Evaluation guidelines and policies apply to all readmitted students.

## ***Part VI: Dismissal and Withdrawal Policies***

### **CRITERIA FOR SEPARATION (DISMISSAL)**

School of Medicine students in any program meet criteria for separation (dismissal) if **any** of the following occur:

1. A student earns a cumulative GPA of 2.499 or below, as noted by the Council during the promotion process or in meeting criteria to begin the Human Structure Function series in Year 2
2. A student earns a cumulative science GPA: 2.499 or below, as noted by the Council during the promotion process or in meeting criteria to begin the Human Structure Function series in Year 2
3. An MD Program student is ineligible for promotion to Year 4 within a maximum of 2.5 years of enrollment
4. A student enrolled in Arts & Sciences and/or Medicine courses/rotations and electives:
  - a. earns No Credit/Fail or failing grades in two required courses in a single semester
  - b. earns No Credit/Fail or failing grades in three electives; **or**,
  - c. earns No Credit/Fail or a failing grade in a required course while on probation
5. A student's examination performance results in:
  - a. Failure to pass USMLE Step 1 and/or Step 2 Clinical Knowledge, Clinical Skills within three attempts
  - b. Failure to pass USMLE Step 1 within one year of the Step 1 deadline as set by the Council on Curriculum (including leaves of absence taken for USMLE Step 1 study)
6. A student demonstrates attitudinal or behavioral problems
7. An unauthorized absence from the program occurs
8. A student fails to register for the subsequent semester after a semester break and/or fails to maintain continuous enrollment (considered to be an unauthorized absence)
9. A student fails to return to the program from a leave of absence
10. A student on probation violates probationary stipulations
11. A BA/MD program student fails to satisfactorily complete the required curriculum for Year 1 and 2 within three years of enrollment, which includes earning a cumulative and cumulative science GPA of at least 2.800
12. A BA/MD program student is unable to satisfactorily complete the required curriculum of the program within a maximum of 8 years of enrollment
13. An MD or 4-Year OS/MD program student is unable to satisfactorily complete the required curriculum of the program within a maximum of 6 years of enrollment
14. A 2-Year OS/MD or Advanced Standing/Transfer program student is unable to satisfactorily complete the required curriculum of the program within a maximum of 4 years of enrollment

*Please Note:* Some students may meet criteria for separation (dismissal) without having been in previous academic difficulty. Any student who meets criteria for separation (dismissal) is invited to appear before the Council on Evaluation to present reasons why they should be retained in the program.

### **ACADEMIC SEPARATION (DISMISSAL) PROCESS**

When a student in any School of Medicine program meets criteria for dismissal, including students who have not been in previous academic difficulty, s/he:

1. Shall be notified that s/he met criteria for separation (dismissal) from the program. This notification will come from the Council on Evaluation by email or in written form (letter) as necessary. Notification will be sent to the Education Team Coordinator, the Associate Dean for Student Affairs, and Docent (Years 3-6).
2. Will be invited to attend the Council on Evaluation meeting to show cause for retention in the program.
3. May have additional input into the Council on Evaluation discussion by:
  - a. Submitting a personal statement to the Council on Evaluation expressing his/her views. Acceptable personal statements are no more than two single-spaced typed pages with standard 1-inch margins, 12 point font and original signature.
  - b. Submitting supporting documents from others, e.g., the student's Education Team Coordinator, Docent and/or peers. Original supporting documentation on official letterhead from outside sources (i.e. treating physician) should be mailed or faxed directly to the Council on Evaluation.

The Council on Evaluation reviews the student's performance, and after thorough discussion and careful consideration, makes its recommendation for either retention or dismissal. If the recommendation of the Council on Evaluation is for retention, the recommendation is forwarded to the Coordinating Committee for approval. If the recommendation of the Council on Evaluation is for dismissal, the student is notified to inform the Council on Evaluation whether or not s/he wishes to appeal the recommendation. The student's reply must be given no later than twenty-four hours before the next meeting of the Student Appeals Subcommittee of the

Coordinating Committee. The Student Appeals Subcommittee may accept late student replies when lateness is necessitated by the close proximity of the scheduled meetings of the Council on Evaluation and the Student Appeals Subcommittee.

If the student chooses to forfeit his/her right to appeal, the Council on Evaluation recommendation for dismissal is forwarded to the Coordinating Committee for approval.

If the student chooses to appeal, then s/he has the right to:

1. Submit a written statement of appeal to the Student Appeals Subcommittee of the Coordinating Committee in lieu of appearing personally.
2. Appear personally before the Student Appeals Subcommittee at its next meeting.
3. Request more time for appeals preparation and a postponement of personal appearance.
  - a. Such request must be submitted to the Council on Evaluation no later than twenty-four hours before the next meeting of the Students Appeals Subcommittee (when time permits).
  - b. The student may postpone his/her appearance before the Student Appeals Subcommittee only until the meeting following the immediate next meeting of the Student Appeals Subcommittee.
  - c. The student postponing his/her appearance before the Student Appeals Subcommittee shall be placed on an administrative leave of absence by the Student Appeals Subcommittee if the Student Appeals Subcommittee, at the meeting immediately following the meeting of the Council on Evaluation, votes to sustain the separation recommendation from the Council on Evaluation. The administrative leave of absence takes effect on the day of the vote of the Student Appeals Subcommittee.
  - d. If the Student Appeals Subcommittee, at the meeting immediately following the meeting of the Council on Evaluation, votes to overturn the separation recommendation from the Council on Evaluation, the student is retained with stipulations specified by the Student Appeals Subcommittee.
4. Bring witnesses with him/her to testify on his/her behalf. Such witnesses might include other students, faculty members, family members, friends or legal counsel. At such a hearing, the student permitted to present his/her statement and supporting witnesses are also permitted to present statements in support of why the student should be retained in the program. Acceptable personal statements are no more than two single-spaced typed pages with standard 1-inch margins, 12 point font and original signature. Proceedings of these appeals hearings are digitally recorded, and a copy of the recording is provided to the student upon request.
5. Neither the student nor any witnesses who accompany the student, including any legal counsel, are permitted to cross examine members of the Student Appeals Subcommittee or other witnesses who testify. The advisor/counselor may only be present to advise the student during the proceedings.

Students appealing a Council recommendation will be required to submit to the Subcommittee Coordinator, 5 days prior to the hearing date, a complete and final list of all persons who have agreed to be present at the hearing on his/her behalf. The Student Appeals Subcommittee may accept late student submissions when lateness is necessitated by the close proximity of the scheduled meetings of the relevant Council and Subcommittee. This list must provide the names, professions (e.g., physician, attorney, etc.) and the specific purpose for their attendance (e.g., as witness, advisor, etc.) at the hearing. A signed FERPA release by the students will be required at the time of the hearing.

The Student Appeals Subcommittee, chaired by the Chairman of the Coordinating Committee, reviews the recommendation from the Council on Evaluation and determines whether to overturn or sustain the recommendation from the Council on Evaluation. If the Student Appeals Subcommittee makes a determination to overturn the recommendation for dismissal from the Council on Evaluation, the student is retained on probation with stipulations specified by the Student Appeals Subcommittee. No personal appearance by either the student or any of the witnesses is necessary.

If the Student Appeals Subcommittee makes a determination to sustain the recommendation for dismissal from the Council on Evaluation, the student may immediately exercise his/her right to appeal to the Student Appeals Subcommittee by appearing before the Student Appeals Subcommittee.

After hearing the student and accompanying witnesses, the Student Appeals Subcommittee excuses these individuals from its meeting, holds deliberations on the appeal, and subsequently determines anew whether to overturn or sustain the recommendation from the Council on Evaluation. If the Student Appeals Subcommittee makes a determination to overturn the recommendation for dismissal from the Council on Evaluation and its own earlier determination to sustain said recommendation, the student is retained on probation with stipulations specified by the Student Appeals Subcommittee. If the Student Appeals Subcommittee makes a determination to sustain the recommendation for dismissal from the Council on Evaluation and its own earlier determination to sustain said recommendation, then the Student Appeals Subcommittee forwards its final determination to the Coordinating Committee for formal review and approval at its regular meeting. The Coordinating Committee decision is final.

In the case that the dismissal recommendation is upheld by the Coordinating Committee, the student will be informed of the Coordinating Committee decision by the Chair of the Coordinating Committee or his/her designated administrator using official university email correspondence and by personal phone call. No further appeals will be accepted. The student will be referred to the University Counseling and Testing Center for support and career guidance. Students who are dismissed are ineligible to take USMLE Step 1, USMLE Step 2 CK and/or USMLE Step 2 CS since the National Board of Medical Examiners requires official enrollment for a medical student to be eligible to take these examinations.

In the case that dismissal recommendation is overturned by the Coordinating Committee, the student is retained on probation with stipulations specified by the Dean.

#### *Student Appeals Subcommittee Membership*

##### Voting Representation: Quorum = 5

1 Subcommittee Chair	Coordinating Committee Chair
1 Council on Evaluation	Chair or council appointed member serving on Coordinating
1 Council on Curriculum	Chair or council appointed member serving on Coordinating
1 Council of Docents	Chair or council appointed member serving on Coordinating
1 Basic Medical Science	BMS member serving on Coordinating or appointed alternate
1 Student	Primary or alternate serving on Coordinating

##### Non-Voting Representation who are members serving on Coordinating

- 1 Office of Student Affairs
- 1 Meeting Coordinator

#### **NON-ACADEMIC/DISCIPLINARY SEPARATION (DISMISSAL) PROCESS**

The procedures to be followed with regard to actions taken against students based upon non-academic/disciplinary grounds are set forth in the Standards of Professional Conduct section of this manual.

#### **APPEAL PROCESS FOR NON-SEPARATION/DISMISSAL (NON-STATUS REVIEW) CASES AND PETITIONS**

Students are permitted to appeal non-status review cases and petitions that have been denied by the Council on Evaluation to the Student Appeals Subcommittee in writing. This will be the final appeal and the appeal process ends with the final action by the Student Appeals Subcommittee.

#### **WITHDRAWAL FROM THE SCHOOL OF MEDICINE**

Any student who wishes to withdraw from the School of Medicine must complete and submit the School of Medicine Program Withdrawal Form. Students who fail to submit the form within 30 days after receipt of a letter of request from the School of Medicine will be considered separated from the program.

##### Verbal Withdrawal

Students who verbally notified the School of Medicine of their intent to withdraw from the program and fail to submit the Withdrawal Form within 30 days after receipt of a letter of request from the School of Medicine will be separated from the program.