SOP Title: BSOM Academic Achievement Program

Rationale
In an effort to support student learning and success of all medical students, the Brody School of Medicine (BSOM) Division of Academic Affairs has established procedures for intervention and remediation for students having academic difficulty.

Scope

Students in M1 and M2 years
The Academic Achievement Program aims to help students who have academic difficulty as defined below by: low grade average, exams or quiz scores below required thresholds, or failures of USMLE Step 1. The program has a plan in place to provide support and resources to those students.

Students in M3 and M4 years
The Academic Achievement Program outlines a plan for providing feedback for all students in the M3 and M4 years. Additionally, the program aims to help those students who have academic difficulty as defined by: exam or quiz scores below required thresholds, or failures of USMLE Step 2CK or 2CS. The program has a plan in place to provide support and resources to those students. Additionally, the program helps identify risk factors for students who may not pass USMLE Step 2CS, and it guides students through a preparation plan.

Definitions
OSCE: Objective Structured Clinical Exam
USMLE: United States Medical Licensing Exam
NBME: National Board of Medical Examiners
Academic Difficulty: Any one or more of the following items: low grade average, failure of exams or quizzes, OSCE exam remediation identification, USMLE Step 1, 2CS or 2CK failure, or NBME Clerkship Subject Exam score < 12th %

- Low Grade Average:
  - M1 or M2 Years: Cumulative Course average of < 70% after an exam.
- Exam/Quiz Failures:
  - Blocks 1-3: Failure (score <70%) of:
    - two quizzes before the first exam of the Block
    - the first exam of the Block
    - two or more exams in one course or thread
o Block 4: Failure (score <70%) of:
  ▪ two quizzes before first exam of the Block or course.
  ▪ one or more courses or two or more threads (that are not part of a course failure)

o M3 or M4 Years: Failing final grade in any Core Clinical Clerkship (as defined in each clerkship syllabus).

- **OSCE Exam Remediation Identification**: Identification of ‘Needs Remediation’ on a midterm practice or final graded OSCE in the Medicine Course, Doctoring Course or a Core Clinical Clerkship.

- **‘At Risk’ for USMLE Step 2 CS**: Any one or more of the following scenarios:
  - Failure of USMLE Step 1, Step 2CK or first attempt at Step 2CS
  - Failure of one NBME Clerkship Subject Exam (<12th%) and any OSCE remediation identification in one Clerkship
  - Failure of two NBME Clerkship Subject Exams (<12th%)
  - Any OSCE remediation identification in 2 separate Clerkships

**Core Clinical Clerkships**: Clerkships which are mandatory for all BSOM students. These include: Family Medicine, Internal Medicine, Obstetrics and Gynecology, Surgery, Psychiatry, Pediatrics, Emergency Medicine and Neurology/Physical Medicine and Rehabilitation.

**Clinical Correlations Seminar (CCS)**: Remediation Course for USMLE Step 1 (8 weeks). The Course Director is the Associate Dean for Medical Education. The Course description can be found in the course catalog on the Office of Medical Education website.

**Clinical Medicine Enrichment (CME)**: Remediation Course for NBME Subject Examinations (8 weeks). The Course Director is the Associate Dean for Medical Education. The Course description can be found in the course catalog on the Office of Medical Education website.

**Clinical Applications and Practice Seminar (CAPS)**: Remediation Course for USMLE Step 2 CK (4 weeks). The Course Director is the Associate Dean for Medical Education. The Course description can be found in the course catalog on the Office of Medical Education website.

**Responsibilities**

**All Medical Students**

All medical students who are, by definition above, considered to be in academic difficulty must complete the LIPPMR process. That process is defined as follows:

1. For students who are identified as being in academic difficulty, the following actions must be taken (students will be alerted in these cases):
   a. They must complete a ‘Learning Improvement Plan Pre-Meeting Reflection’ (LIPPMR) form on the first occurrence of academic difficulty in any course in Blocks 1-3 (M1 students) and upon the first occurrence of academic difficulty in any course or thread in Block 4 (M2 students) as well as for any OSCE remediations and USMLE and NBME failures.
   b. Once the LIPPMR form is completed, students must meet with the applicable Course/Clerkship Director to seek assistance. Exceptions to this rule include:
i. Students with a course, thread, or exam/quiz average >65 and <70. In these situations, the course director may, at their discretion, contact the student via email to discuss their performance in lieu of a meeting. A student may always request a meeting with a Course/Clerkship Director.

ii. Students with subsequent occurrences of academic difficulty in the same course in Blocks 1-3 (M1 students) or the same course or thread in Block 4 (M2 students). These students are not required to complete a LIPPMR. Instead, these students will receive a notification from the course director, offering an opportunity to meet and remind the student to seek support resources. The course director may, at their discretion, require a meeting with a student in academic difficulty. A student may always request a meeting.

c. Meet with academic support staff in the Office of Student Development and Academic Counseling (OSDAC) if referred by a Course/Clerkship Director.

2. Ensure that the LIPPMR form, when required, is signed by the Course/Clerkship Director and the student.

- Any student identified as needing OSCE Remediation Identification must:
  1. Meet with the applicable Course/Clerkship Director to seek assistance.
  2. Meet with academic support staff in OSDAC.
  3. If recommended by the Clerkship Director, meet with the Associate Director of the Office of Clinical Skills Assessment and Education (OCSAE).
  4. Ensure that the LIPPMR form is signed by the Course/Clerkship Director and the student.

- Students must follow through with the recommendations from all parties.

- Students are expected to complete the LIPPMR form process and required meetings (as applicable) immediately after receiving notification from a Course/Clerkship Director of being in academic difficulty.

- Students who fail to complete/document the requirements of the program will be reviewed by the year-appropriate Review and Promotion Committee. The Committee will meet with the student, discuss the student’s failure to complete the LIPPMR process, receive any information the student wishes to present, and address the matter as a professionalism issue. Depending upon the facts of each case, potential consequences for failure to complete the LIPPMR process include counseling from the Committee concerning professionalism, referral to the Associate Dean for Student Affairs for additional counseling, a letter of concern to the student from the Committee, and, in the case of repeated professionalism issues, referral to a Professional Conduct Committee for possible sanctions.

**M1 and M2 Students:**
Students must meet or correspond with the appropriate parties (as applicable) as soon as possible after receiving notice of the LIPPMR process. Students will be identified as being in academic difficulty after the first two quizzes in a Block and after each exam set. These students must complete the required meeting or correspondence (as applicable) and the LIPPMR form on the first occurrence of academic difficulty in a Block (M1 students) or course (M2 students). For subsequent instances of academic difficulty in a course or thread, the Course Director will send a notification to the student to offer an opportunity to meet and to remind the student to seek support resources. A course director may, at their discretion, require a meeting.

Students identified as ‘Needs Remediation’ on an OSCE exam must complete the LIPPMR form and required meetings prior to taking the subsequent final OSCE exam.

Students who fail an initial attempt at USMLE Step 1 are required to meet with the Associate Dean for Medical Education and OSDAC academic support staff to plan the Clinical Correlations Seminar for remediation and preparation for a subsequent attempt at the examination. Students must submit a copy of the completed LIPPMR within 3 weeks of receiving the failing score.

M3 and M4 Students:

- Students identified as ‘Needs Remediation’ on an OSCE exam must complete the LIPPMR form and required meetings prior to taking the subsequent final OSCE exam.
- M3 and M4 students who are identified as ‘At Risk for USMLE Step 2 CS’ will be required to complete an additional practice OSCE exam, co-administered by the Office of Clinical Skills and the Office of Medical Education.
- LIPPMR forms for USMLE and NBME exam failures must be completed and submitted no later than 3 weeks after the test results are received.
- Students who score below the 12th% on an NBME Clerkship Subject Exam will be required to retake the exam. It is the student’s responsibility to communicate with the Associate Dean for Medical Education regarding the scheduling of this retake. Students are allowed three attempts at each NBME Clerkship Subject Exam. If a student is not successful on an NBME Clerkship Subject Exam after three attempts, they will fail that Clerkship and will be required to remediate the entire Clerkship.
- Students who have two outstanding NBME Clerkship Subject Exam scores below the 12th% will be removed from their upcoming clerkship and enrolled in the Clinical Medicine Enrichment Course.
- Students who fail an initial attempt at USMLE Step 2CK are required to meet with the Associate Dean for Medical Education and OSDAC academic support staff to plan the Clinical Applications and Practice Seminar for remediation and preparation for a subsequent attempt at the examination.
- Students who fail an initial attempt at USMLE Step 2CS are required to meet with the Assistant Dean for Medical Education, OSDAC academic support staff and the Associate Director of the OCSAE to plan a remediation program in preparation for a second attempt.
at the examination. Upon notification of a Step 2CS failure, students should immediately notify the Assistant Dean for Medical Education and the Associate Director of the OCSAE (with a copy to the Associate Dean for Student Affairs) to plan this remediation. Students will be required to participate in a practice OSCE.

**M1/M2 Course Directors:**
Course Directors must link to this policy on their course Elentra site. Course Directors are responsible for notifying students (within one week of the failed exam/quiz) when they are in academic difficulty in their Course by completing the Student Notification Form - the Associate Dean for Student Affairs must be copied on these notifications. Students will be identified as being in academic difficulty after the first two quizzes and after each exam set. Course Directors will be required to notify students each time that they are identified as being in academic difficulty. Course directors will be required to meet with students on the first instance of academic difficulty in a course or thread, with the option for email in lieu of a meeting for students with a course average or exam/quiz average >65 and <70, at the discretion of the Course Director. For subsequent instances of academic difficulty in a course or thread, the Course Director will send a notification to the student to offer an opportunity to meet and to remind the student to seek support resources. A course director may, at their discretion, require a meeting. A student may always request a meeting. When a LIPPMR form is required, it is recommended that Course Directors require that the LIPPMR form be completed by the student prior to meeting with a student in academic difficulty, thus maximizing discussion and meeting efficiency. Course Directors must make every effort to meet with students within two weeks of the failed exam/quiz (one week is ideal) to support student success.

**M3/M4 Clerkship Directors:**
Clerkship Directors must link to this policy on their Clerkship Blackboard site. Clerkship Directors are responsible for notifying and meeting with students who are identified as ‘Needs Remediation’ on the OSCE exam (within two weeks of the OSCE exam date) for their respective Clerkship. It is recommended that Course Directors require that the LIPPMR form be completed by the student prior to meeting with a student in academic difficulty, thus maximizing discussion and meeting efficiency. Clerkship Directors must make every effort to meet with students within a reasonable timeframe to support student success.

**OSDAC Academic Support Staff:**
When a LIPPMR form is required, it is recommended that the meeting with OSDAC academic support staff occur following meetings with the Course/Clerkship Directors. OSDAC academic support staff must work with the Associate and Assistant Deans for Medical Education to facilitate student remediation plans for USMLE Step 1, 2CK, 2CS and NBME Clerkship Subject Exams. OSDAC academic support staff must make every effort to meet with students within a reasonable timeframe (within one week of student notification of academic difficulty) to support student success.
Associate Director of the OCSAE:
The Associate Director of the OCSAE will partner with the Assistant Dean for Medical Education and OSDAC academic support staff to provide OSCE remediation for students who are identified as ‘At Risk’ for USMLE Step 2CS or who have failed an attempt at USMLE Step 2CS. They are responsible for meeting with students who are identified as ‘Needs Remediation’ on an OSCE exam. The Associate Director of the OCSAE must make every effort to meet with students within a reasonable timeframe (within two weeks of receipt of the score report) to support student success.

Assistant Dean for Clinical Medical Education:
The Assistant Dean for Medical Education is responsible for identifying/overseeing the notification M3/M4 students if they are ‘At Risk’ for USMLE Step 2CS. This notification will occur each year in April. The Assistant Dean for Medical Education meets with students who are unsuccessful at an attempt at USMLE Step 2CS and oversees remediation plans for this exam.

Associate Dean for Medical Education:
The Associate Dean for Medical Education is responsible for identifying/overseeing the notification of students who fail USMLE Step 1, 2CK and 2CS as well as those who score below the 12th% on NBME Clerkship Subject Exams. The Associate Dean for Medical Education serves as the Course Director for the CCS, CME and CAPS Courses. In this role, they are responsible overseeing remediation plans for these exams.

Associate Dean for Student Affairs:
The Associate Dean for Student Affairs is responsible for tracking student compliance with the Academic Achievement Program. They are expected to provide data, as requested, to the BSOM Promotion and Review Committees, OSDAC academic support staff, the Director of the OCSAE as well as the Assistant and Associate Deans for Medical Education to guide their work.

BSOM Review and Promotion Committees:
The BSOM Review and Promotion Committees will review and make recommendations as appropriate for all students who are identified as having academic difficulty. The Committees are responsible for creating timely reports (within one week of each exam in the M1 and M2 year, for each M3/M4 Committee meeting) of students in academic difficulty. The M1 and M2 Committee reports must address the indicators outlined in this procedure (low grade average, exam/quiz failures and OSCE exam remediation). The Committees will meet with all students who do not comply with the Academic Achievement Program guidelines. After a first offense (non-compliance with the guidelines), the Committee will issue a written warning. Repeated issues with compliance will warrant a consideration of referral to a Professional Conduct Committee for sanctions. The BSOM Promotion and Review Committees will follow BSOM procedures for student advancement.
Procedures for Implementation and Review

This procedure will be reviewed by the M1-M4 Review and Promotion Committees as well as the M1-M4 Curriculum Committees before approval by the Executive Curriculum Committee every three years.

This procedure will be disseminated by the Office of Student Affairs to students and teaching faculty/administration as part of a ‘student handbook’ during orientation each year.

Related Policies

9.9.1

Applicable Laws, Regulations & Standards

LCME Standard 11, Element 1