

Office of Student Affairs
Division of Academic Affairs
Brody School of Medicine
East Carolina University

SOP #

[10.3.2]

Version #

2

Implementation Date

Aug 30, 2021

Last Reviewed/Update Date

Aug 30, 2021

Approval by ECC

Aug 30, 2021

Heading: Promotion Guidelines

SOP Title: Student Promotion and Advancement Guidelines

Rationale

The Brody School of Medicine (BSOM) is committed to clearly communicating its student promotion and advancement guidelines, as well as the responsibilities of all parties in the process. The purpose of this policy is to provide notice to students of the requirements for advancement in the academic curriculum and to clearly outline BSOM's policies regarding students in poor academic standing.

Scope

This SOP applies to all currently admitted/enrolled students at the BSOM, in addition to students on a leave of absence with a plan to return to the curriculum.

Definitions

Review and Promotion Committee(s):

There are four separate Review and Promotion Committees (M1, M2, M3 and M4), roughly corresponding to each year of the medical school curriculum. The M1 Committee is responsible for Blocks 1 and 2; the M2 Committee is responsible for Blocks 3 and 4, The M3 committee is responsible for clerkships and clinical rotations, and the M4 Committee reviews and recommends students for graduation to the full faculty. The faculty then must approve students for graduation by a vote. These committees are responsible for reviewing the academic and professional assessments of each student and making recommendations to the Dean of the BSOM regarding student development and promotion of each student to a subsequent year.

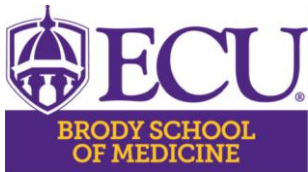
Academic Standing:

A student with an un-remediated 'F' course grade or an un-remediated failing score on a USMLE examination is in 'poor academic standing'. Once a student remediates the failed course or USMLE exam (when such remediation is possible), they are back in 'good academic standing'. A student's academic standing is often requested by scholarship programs, away rotations or dual degree programs.

Withdrawal:

Students may withdraw from all courses in a term (term withdrawal). Per ECU policy, a 'W' will appear next to the withdrawn course(s) on the student's transcript if the withdrawal is within the first 60% of the course.

In-Progress Grade (IP):



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An in-progress grade (IP) can be assigned by a Course Director -- at their discretion, as outlined in the syllabus -- if the student has not completed the required work for the course. An in-progress grade should be assigned only if there is a plan to complete the coursework in a reasonable timeframe as outlined in the syllabus. Any 'IP' grades that remain after that timeframe will be converted to 'F' grades by the BSOM Registrar. The Course Director must submit a 'Change of Grade' form to the BSOM Registrar to change the 'IP' grade to the final earned grade in the course. It is the responsibility of the Course Director to inform the student and the BSOM Registrar when a student fails to complete the coursework within the time required by the Course Director.

Responsibilities

Review and Promotion Committee(s):

M1 and M2 Review and Promotion (R&P) Committees meet concurrently but vote separately on review and promotion matters. The Chairs of the M1 and M2 Review and Promotion Committees will set the meeting schedule at the beginning of the academic year, with an attention to scheduling meetings after exam grades are available. The M3 and M4 Review and Promotion Committees will meet concurrently every other month but vote separately on review and promotion matters, with a required meeting in March or April to review the class being considered for graduation. Only the M1 R&P Committee members vote on decisions involving M1 students, only M2 R&P Committee members vote on decisions involving M2 students, etc.

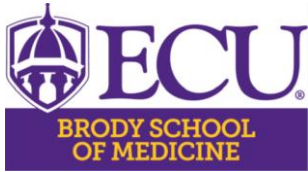
The following procedures apply to all review and promotion committee meetings, without regard to program year. A quorum is achieved when more than 50% of the voting members are present. Course Directors who have a student with a current 'F' in their course do not count toward a quorum. Course Directors who have a student who has earned a current 'F' grade in their course must abstain from any votes on motions regarding that student. A simple majority of those present and eligible to vote determines a decision.

Office of Student Affairs:

The Office of Student Affairs serves as a liaison for the Student and the Review and Promotion Committees. The Office of Student Affairs has a role in both helping students understand and navigate the review and promotion process and ensuring that this SOP as well as other BSOM standard operating procedures are applied in all circumstances.

Students:

Students are expected to utilize available resources to ensure academic success. When a change in registration is needed or desired, students are required to communicate effectively with the Office of Student Affairs. Students must educate themselves regarding all pertinent dates, deadlines and financial/academic consequences related to withdrawal from courses and



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navigate the extenuating circumstances process with the East Carolina University Dean of Students Office.

Procedures for Implementation and Review

Review and Promotion Committee Membership:

Committees are comprised of a representative from each course taught within the corresponding curriculum year. Representatives are selected by the Chair of the Department from which each course originates. Administrators from the Office of Student Affairs, the Office of Medical Education, the Office of Admissions, the Office of Diversity Affairs, and the Office of Student Development and Academic Counseling serve as resource (non-voting) members of these Committees.

Dual Degree Students (MD/MBA or MD/MPH):

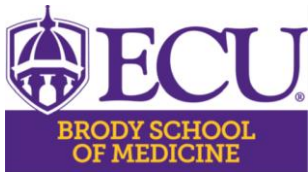
Students must be in good academic standing in order to be considered for approval to participate in a dual-degree program. Due to the complexity of the medical school curriculum, students are encouraged to complete these degrees between the M3 and M4 years. All leaves of absence to pursue a dual degree must be approved by the year-appropriate Review and Promotion Committee. Students approved for a dual degree program will be placed on a leave of absence (for ‘other reasons’) from the Brody School of Medicine during the time that they are completing the other degree program. Students taking a year off must be in good academic standing in the dual degree program and on target to complete the degree. A student cannot be enrolled in two separate degree programs simultaneously.

Student Advancement:

No student will be advanced from one curriculum year to the next unless they are in good academic standing. A student may only be in good academic standing if they have remediated any course, thread, or USMLE exam failure.

Foundational Years:

- **Blocks 1-3 Performance:** Based upon their performance in Blocks 1-3, a medical student is considered to be in “poor academic standing” and may not move forward in the curriculum if:
 - The student earns a single “F” course grade and fails to remediate that course grade. (Each BSOM course has a corresponding remediation course – information on these courses is available from the Course Director and will be detailed in the remediation course syllabi.) The student will be required to remediate the course during the summer break between Blocks 3 and 4 and may not remediate more than one failed course.
 - The student earns two “F” course grades during Blocks 1-3.



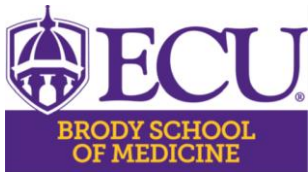
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- Block 4 Performance: Based upon their performance in Block 4, a medical student is considered to be in “poor academic standing” and may not move forward in the curriculum if:
 - The student has an unresolved thread failure. When a student has a thread failure during Block 4, the student will receive an “IP” grade for the course until that thread failure is successfully resolved. If the student fails to remediate the failing thread grade, the thread failure results in a failure for that course.
 - The student earns two cumulative “F” course grades, or four cumulative thread failures, or 1 course failure and three cumulative thread failures in Block 4.
- Consequences of Poor Academic Standing – Dismissals and Leaves of Absence:
 - If the student has an unremediated course failure the Student Review and Promotion Committee shall recommend dismissal of the student from the school.
 - If the student has either (A) earned two “F” course grades during Blocks 1-3 or (B) earned either two cumulative “F” course grades in Block 4 or three cumulative thread failures in Block 4 (whether remediated or not), the student’s status will be reviewed by the year-appropriate Review and Promotion Committee. In these situations, a student may be recommended by the committee for dismissal from school if they had a prior academic leave of absence, or they may be recommended to restart the academic year in question. Students restarting their academic year are expected to participate in the entire curriculum, including courses already successfully completed. For any course which spans Blocks 3 and 4 of the curriculum, the M1/M2 Curriculum Committee will evaluate whether a student who has successfully completed that course must repeat that course.

Clinical Years:

- Student final grades in Clerkships reflect the knowledge, skills and attitudes demonstrated by the students during the clerkships. Students must pass multiple components of the clerkship (OSCE, NBME Subject Exam, and others as determined by the clerkship) to record a grade for that clerkship.
- Students who do not attain a passing grade in their first attempt at the NBME subject examination will receive an ‘IP’ grade for the clerkship until the NBME subject examination is successfully passed. Students who do not attain a passing grade after 3 attempts at the NBME subject examination will receive a failing grade for that clerkship.
- Students cannot progress to the next clerkship with two ‘IP’ grades. Students with two ‘IP’ grades will be enrolled in a remediation course allowing them to remediate one or both ‘IP’ grades.
- Students are expected to progress through the clerkships with their graduating class. Students who are one clerkship behind can progress with their class. Students who fall two clerkships behind their class will be withdrawn from the curriculum and will restart the entire clinical curriculum with the next class. A “W” grade will be assigned to



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any clerkships begun but not successfully completed, including any clerkships with “IP” grades. Students restarting the clerkship year are expected to participate in the entire curriculum, including clerkships already successfully completed.

- The impact of performance on USMLE Examinations on student academic progression is covered by a separate SOP.

Total Curriculum:

- Students must meet all requirements for graduation within 6 years of matriculation, including all leaves of absence but excluding time spent in pursuit of a dual degree. The Promotion and Review committee may recommend an exception to this rule due to extenuating circumstances.
- Remediation courses are listed on the transcript with the grade earned. No ‘F’ grades are removed from the transcript after remediation.
- Students are only allowed one withdrawal for academic remediation. Students returning to the curriculum after a withdrawal for academic remediation will be recommended for dismissal if they fail to progress through the curriculum.

Academic Dismissal Process

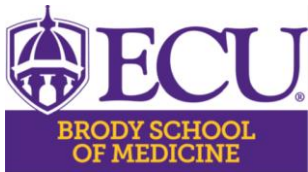
Any recommendation for dismissal of a student from the BSOM is made by the Student Review and Promotion Committee of the specific year in which the student is officially enrolled. A student shall be recommended for dismissal by the appropriate Student Review and Promotions Committee if that student:

- Fails three courses within the M1 (Blocks 1, 2 and 3) curriculum year.
- Fails a course that was previously failed.
- Fails the remediation of a course in which a failing grade" was received the first time.
- Does not show evidence of the development of the knowledge, competencies, and personal characteristics, in the judgment of the committee, to justify continuing him/her as a reasonable candidate for the M.D. degree.

Recommendations for dismissal are made to the BSOM Dean. Students recommended for dismissal may appeal this recommendation. In the event of an appeal, the Dean shall consider the Student Review and Promotions Committee recommendation and the recommendation of the appeal committee in making the final determination.

Academic Appeal Process

A student may appeal a recommendation of dismissal by submitting a written statement to the Dean within two weeks of notice of the recommendation of dismissal.



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1. During the appeal process, the student will continue in the curriculum as usual, including participation in all required activities and assessments. Grades for assessments will be recorded pending the result of the appeal. Should the appeal be overturned, any grades or assessments completed during the appeal process will be struck from the student’s record.
2. The written statement by the student must declare the grounds for the appeal and include copies of all relevant documents. The Office of Student Affairs will assist in the preparation of such an appeal. An ad hoc Review and Promotion Appeals Committee, composed of five members appointed by the Dean, will hear the appeal at the earliest possible time consistent with thorough review and preparation. This will be determined by committee member availability and should occur within four weeks of the receipt of the student’s written statement to the Dean. Members of the ad hoc Review and Promotion Appeals Committee unable to attend the appeals meeting may not send a delegate to these proceedings. A quorum will consist of four-fifths of the committee membership. The student who is appealing will be offered the opportunity to meet with the ad hoc Review and Promotion Appeals Committee to present a statement and/or answer questions the Committee members might have.
3. Recommendations of both the ad hoc Review and Promotion Appeals Committee and the recommendation of the Student Review and Promotions Committee will be considered by the Dean in making their final determination.
4. The “Course and Clerkship Grade Return/Appeals of Grades and Data” SOP describes the process for appeals related to grades and/or prescribed remediation.

Withdrawals:

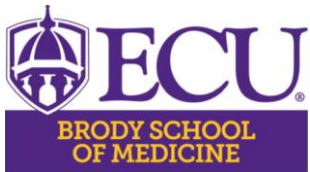
Due to the nature of the curriculum, a student cannot withdraw from individual courses and remain in others. Any withdrawal from the Brody School of Medicine will be a withdrawal from all courses registered in that Block. Additional information about withdrawals is at <https://registrar.ecu.edu/course-drops-withdrawal-policy/>

Withdrawal Requests Made Within 60% of the first Academic Block:

During the first 60% of regularly scheduled class meetings, a student may withdraw from the Brody School of Medicine without receiving grades for courses in which he/she is enrolled. A ‘W’ will be recorded on the transcript as the final grade for each course.

Withdrawal Requests Made Beyond 60% of the first Academic Block:

After 60% of regularly scheduled class meetings, a student withdrawing from the Brody School of Medicine shall receive no credit for the courses which they are passing at the time of



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withdrawal (the student will receive their current grade in the course, with the missing coursework factored in as ‘0’ – it would be rare for a student to receive a passing grade in this circumstance). A student will receive a grade of ‘F’ for all courses in which they are failing at the time of withdrawal.

Limit on the number of withdrawals

Students are only allowed one withdrawal for academic remediation. Students returning to the curriculum after a leave of absence for academic remediation will be recommended for dismissal if they fail to progress through the curriculum.

Extenuating Circumstances:

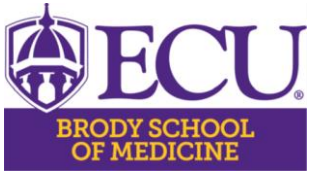
Extenuating circumstances can warrant consideration for withdrawal by exception. Students must petition the East Carolina University Dean of Students (not the BSOM Office of Student Affairs) for course withdrawals by exception. Petitions for course withdrawal after the 60% withdrawal period deadline will typically be granted only for unforeseen and uncontrollable medical, psychological, or personal reasons directly affecting the course(s). The following are not considered a basis for exception: poor performance in course work, missed deadlines, a course grade’s adverse effect on the student’s grade point average, probationary standing, or other eligibility. The Dean of Students cannot accept requests after the last regularly scheduled class meeting prior to the final examination for the course(s) in question. Students whose request is received after the last class meeting or whose request is denied by the Dean of Students may appeal to the East Carolina University Student Academic Appellate Committee (SAAC). The decision of the Student Academic Appellate Committee is final.

Leaves of Absence:

Any student can request a leave of absence (for up to twelve months in length). Leaves of absence from the BSOM fall into four categories: ‘academic remediation’, ‘financial reasons’, ‘health reasons’ and ‘other reasons’. All leaves of absence must be approved by the year-specific Student Review and Promotion Committee, and all leaves of absence are noted on both the students’ transcript and MSPE.

A leave of absence must be requested in writing and must include the reason, proposed duration, and emergency contact for the time away. Students planning leaves of absence must meet with the financial aid office to ascertain how the leave will affect their financial aid status.

In the case of a leave of absence for ‘health reasons’, the student must submit a letter to the Committee from their medical provider, supporting the need for the time away from school. Before being allowed to return to the curriculum, the student must submit another letter from their medical provider specifically stating that they are “healthy enough to participate in the rigors of the medical curriculum”. Students on a leave of absence for ‘health reasons’ will not be allowed to enroll in other degree programs at East Carolina University as the intent of this type of leave is to allow students to use the time to focus on their personal health.



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Students requesting leaves of absence during a semester will follow the withdrawal protocol above.

Related Policies and Procedures

Academic Achievement Program
Grade Appeals Process
USMLE Examinations
Transcript and Academic File

Applicable Laws, Regulations & Standards

LCME Standard 10, Element 3