



University of Illinois College of Medicine Student Academic Policies and Professional Standards¹

Academic Year 2018-2019

- I General Policies – 2**
 - A. Introduction, Rights Reserved, and Student Responsibilities – 2
 - B. Application of Academic Policies – 2
 - C. Time Limit for Completing the MD Degree – 2
 - D. Statement on Professional Behavior – 3
 - E. Definition of Terms – 5
- II Examination Policies – 9**
- III M1 Students – 10**
- IV Students Granted a Repeat of the M1 Year – 11**
- V Decompressed Programs – 11**
- VI M2 Students – 12**
 - A. Promotion to M3 Year – 12
 - B. Students Who Fail to Sit for Step 1 – 13
 - C. Students Who Fail an Initial Attempt at USMLE Step 1 – 14
 - D. Students Who Fail a Second Attempt at USMLE Step 1 – 14
- VII M3 Students – 15**
 - A: Promotion to the M4 Year – 15
 - B: Core Clerkships – 15
 - C: Other Required and Elective Experiences – 16
- VIII M4 Students – 17**
 - A. Multiple Deficiencies - 17
 - B. Multiple Clerkship Failures - 17
 - C. USMLE Step 2s - 17
 - D. Students Who Fail the First Attempt to Pass USMLE Step 2 – 17
 - E. Graduation - 18
 - F. Summary of Progress and Promotion Policies – 18
 - G. Graduation with Honors – 19

¹ As amended and approved by the College Committee on Student Promotions, May 24, 2017; approved by the College Executive Committee June 14, 2017.

- IX. Leaves of Absence – 21**
 - A. Requesting a Leave of Absence – 21
 - B. Granting Leaves of Absence – 22
 - C. Returning to the College of Medicine after a Leave – 22
- X Adverse Actions – 23**
- XI Grievances – 24**
 - A. Initiating a Grievance – 25
 - B. Level 1 Grievance Procedure – 26
 - C. Level 2 Grievance Procedure – 28
 - D. Appeal to the Chancellor – 29
- XII Withdrawal and Suspension – 30**
 - A. Voluntary Withdrawal – 30
 - B. Involuntary Withdrawal – 30
 - C. Temporary Suspension from Academic and Clinical Activities – 30
 - D. Emergency Suspension – 32

STUDENT ACADEMIC POLICIES AND PROFESSIONAL STANDARDS

This document describes the policies, procedures and professional standards governing students' progress through the MD curriculum across all campuses of the University of Illinois College of Medicine.

SECTION I: GENERAL POLICIES

I.A: Introduction, Rights Reserved and Student Responsibilities

The College will apply its policies in regard to promotion, graduation, delay in graduation, and dismissals at two levels. Each campus of the College will have a student progress and promotions committee, and these committees will offer an initial recommendation in these matters. These committees will report their recommendations to the College Committee on Student Promotions (CCSP) which will make final decisions on behalf of the College. The CCSP will report its actions to the Executive Committee of the College of Medicine.

The University of Illinois College of Medicine reserves the right to change, at any time and without notice, its policies and procedures, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters under its control, notwithstanding the terms set out here. The College will communicate such changes to all students and faculty.

Each student has the responsibility to know and utilize these policies.

College of Medicine students must adhere to all relevant policies, procedures, and requirements to progress, to be promoted, and to graduate.

I.B: Application of Academic Policies

The College of Medicine will apply its standards strictly, but in the context of students' individual circumstances. The College will depart from its standards *only* on the basis of documented circumstances that offer compelling and extenuating reasons for doing so. This standard applies to circumstances involving the College's Statement on Professional Behavior as well.

Students are strongly advised to seek guidance from their campus student / academic affairs dean in regard to *any* circumstances that impact their ability to participate in the medical curriculum and to do so before these circumstances lead to academic and/or professional difficulties.

Decisions by CCSP to apply College policies may delay a student's progress toward graduation.

I.C. Time Limit for Completing the MD Degree

Students must complete requirements for promotion and graduation within the following time limits, from the date of initial enrollment (M1 orientation). The College may dismiss students who do not meet these time limits.

Students must complete the M1 and M2 years (Phase 1, for those matriculating after 2017), which includes passing Step 1, within a maximum of four years, with leaves of absence for any reason counting toward this time limit. Students must finish all graduation requirements within a maximum of seven years.

Decompressed Program: For students in the Urbana decompressed program, these time frames are expanded to five years for the completion of Phase 1 and a passing score on Step 1, and an overall maximum of eight years for all curricular requirements. Students in this program must complete all graduation requirements within a maximum of eight years.

Joint Degree Students: Time Limits for joint degree students enrolled in the Medical Scholars Program (MSP) or the Medical Scientist Training Program (MSTP) are described in the following paragraphs. These limits apply to completion of the MD degree. Other requirements may be imposed for continued participation in the joint degree programs. The MD completion time limits are as follows:

Medical Scholars Program (MSP): Once an MSP student begins the M2 year, a maximum of three years will be allowed to complete the M2 year, which includes passing USMLE Step 1. MSP students must finish all graduation requirements within a maximum of six years from the start of the M2 year. Time participating solely in graduate studies does not count toward the time limit. Note that students who withdraw from the Medical Scholars Program will be subject to the time limit policy as it applies to students pursuing only the MD degree. The time limit will be designated based on the student's progress in the medical school curriculum at the time the student withdraws from the MSP.

Medical Scientist Training Program (MSTP): The time limits for the MD curriculum apply to MSTP students. However, time spent participating primarily in graduate studies does not count toward the time limits for MSTP students' completion of the MD degree.

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

I.D: Statement on Professional Behavior

The profession of medicine requires mastery of the relevant body of knowledge, mastery of clinical skills, as well as conformity to high standards of behavior in all academic, clinical, and other settings. The determination of academic success in the College will include an assessment of the student's knowledge and skills as well as the student's adherence to expected standards of behavior. This statement applies to students at all times, including leaves of absence.

As a matter of its educational goals, the College expects students to display behavior, attitudes, and personal characteristics consistent with the standards expressed in this Statement on Professional Behavior, interpreted in light of standards across the profession.

Students who fail to comply with the College's standards in all their elements are subject to dismissal. At its sole discretion, the College may require that, in lieu of dismissal, students who fail to meet professional standards in minor ways must complete a program of remediation, as approved

by CCSP. Any such remediation may involve completion of additional activities, which may, in turn delay the student's progress toward graduation. Any delays due to remediation or other College actions may be reported in the Medical Student Performance Evaluation.

Where there is any question about a student's suitability for the profession, based upon a student's failure to meet academic and/or professional/behavioral standards, the College reserves the right to evaluate the student according to its own policies and procedures. (Note: See UIC Student Disciplinary Policy, F.1 at: [https://dos.uic.edu/docs/Student%20Disciplinary%20Policy%2017-18%20\(FINAL\).pdf](https://dos.uic.edu/docs/Student%20Disciplinary%20Policy%2017-18%20(FINAL).pdf)) Certain types of behavior, however, may be determined to be more amenable to adjudication through the campus disciplinary process. In those cases, the campus administrative officer may opt to pursue disciplinary charges against the student through the UIC Student Disciplinary Procedures. Any disciplinary findings will be reported in the Medical Student Performance Evaluation.

(Note: In keeping with the terms of the UIC College of Medicine Safety and Technical Standards, students who are convicted of any felony while enrolled in the College will immediately notify the Office of Student Affairs as to the nature of the conviction. Failure to disclose offenses may lead to disciplinary action by the College, including possible dismissal. See the Safety and Technical Standards agreement at: <https://medicine.uic.edu/wp-content/uploads/2017/10/Safety-and-Technical-Standards-092517.pdf>)

It is incumbent on all students to seek the counsel Student /Academic Affairs if they believe themselves unable to meet the College's academic and professional/behavioral standards for any reason.

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

Each student has the responsibility to know these standards and to abide by them.

Truthfulness and Integrity: Communicates honestly, directly, and tactfully with peers, faculty, residents, and staff in all situations and interaction. Identifies and maintains confidential information. Observes academic honesty in all circumstances.

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

Respect. Provides support and is empathic and respectful in interactions with peers, residents, staff, patients and patient families. Interacts effectively in difficult situations. Demonstrates respect for and complements the roles of other professionals. Is cooperative and earns respect through trustworthiness.

Conscientiousness / Preparation. Is thorough, committed, and dependable in preparing for and completing assigned tasks. Is able to act independently and to identify and complete additional tasks as they arise. Responds promptly to COM officials and maintains

communication with the COM whether actively registered or on leave. Ensures that immunizations are current.

Participation: Is actively involved in learning. Arrives on time and actively participates in clinical and didactic activities. Helps others learn; and completes tasks.

Discernment. Is aware of the limits to knowledge, skills, and attitudes. Seeks help when needed. Recognizes and admits mistakes. Seeks and accepts feedback and uses it to improve performance.

Function under stress: Maintains professional composure and exhibits good personal and clinical judgment in stressful situations.

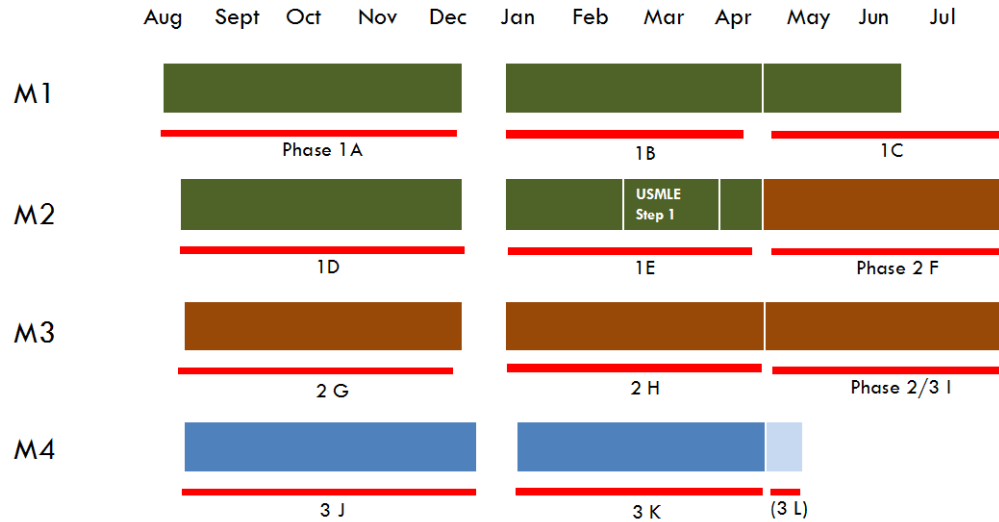
Appearance: Displays appropriate professional appearance. Is appropriately groomed.

In addition to this Statement on Professional Behavior, students in the College of Medicine are also subject to a variety of other standards of conduct. These include but are not limited to HIPAA standards, sexual harassment standards, sexual misconduct standards, the University code of conduct, and criminal codes. Students disciplined in relation to these standards will also be subject to review by CCSP in light of the Statement on Professional Behavior.

I.E: Definition of Terms

Academic Year: The MD curriculum is composed of eleven 16-week terms (see the illustration below, where each red bar - Phase 1A, 1B, etc. - represents one such term). The M1, M2 and M3 academic years are composed of three terms (fall, spring, and summer); the M4 year includes only fall and spring terms. Students are promoted to the M2 year at the conclusion of the third (summer) term. Eligibility for promotion to the M3 year (or to Phase 2 for students matriculating in 2017 and thereafter) is assessed at the end of the fifth term (completion of Phase 1), and is effective with the seventh term (fall M3). Promotion to the M4 year (and Phase 3) is effective at the start of the tenth term (fall M4).

Urbana students will remain on the traditional academic calendar through the completion of their program.



For students admitted prior to 2017, students are eligible for promotion to the M3 year after completion of all M2 requirements, including sitting for Step 1.

Academic Good Standing: An enrolled student is in good academic standing when eligible to continue in or return to the medical curriculum, to transfer to another medical school, or to graduate.

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

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

Delay in Class: A delay in class occurs when a student's expected graduation date is postponed. A delay in class is recommended by the appropriate campus committee(s) and approved by CCSP for a variety of reasons, such as enrollment in joint degree programs, leaves of absence, an extended period of remedial study, a restart phase, or a repeat year, or new placement in the curriculum as a continuing student.

Passing Grade: Student performance in the M1 and M2 years (Phase 1, for students matriculating in 2017 and thereafter) is assessed on a pass-fail basis. In the M3 and M4 years (Phases 2 and 3), most clerkships/courses are graded in a tiered fashion (Outstanding, Advanced, Proficient, Unsatisfactory). The first three of these designations are passing grades, whereas the Unsatisfactory designation is a failing grade. All courses will ordinarily be graded at their conclusion.

Incomplete Grade: A student who is, for reason of illness or other circumstances beyond the student's control, kept from completing all required activities of a course or clerkship by the time of its scheduled completion may be given a temporary placeholder of Incomplete. The Incomplete grade is *not* to be applied to the student who has had the opportunity to fulfill all course/clerkship requirements but has fallen short of doing so. The course/clerkship director, student and academic affairs, and if necessary the campus promotions committees/CCSP will work with the student to provide the opportunity for the student to complete the remaining clerkship requirements. At its discretion, the CCSP may suspend the student's progress in the curriculum until the Incomplete grade is resolved.

Note: Beginning with the 2016 academic year, entering students will be evaluated on a pass-fail basis, except as provided in clerkships. All other students will continue to be evaluated by existing policy.

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

Note: Students are advised that Academic Year 2017-2018 will be the final year in which the current M2 curriculum will be offered in Chicago, Peoria, and Rockford. A student who does not progress to the M3 year for 2018-2019, for any reason (including academic failure or leaves of absence), will have limited options for completing the pre-clerkship curriculum. In some instances, a return to restart as an M1 student in the new MD curriculum may be the only option available.

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

Note: Students matriculating in fall 2016 should note that Academic Year 2017-2018 will be the final year in which the current M2 curriculum will be offered in Chicago, Peoria, and Rockford. As a result, M2 students in 2017-2018 will not be eligible for a 2018-2019 M2 restart year at these campuses.

Continuing Status: Students who take a leave of absence at any point *during* an academic year will have their status converted to *Continuing* when required documentation is received and student's

return is approved. **Such students must meet with the academic dean or the dean's designee -- in consultation with student and academic affairs -- to assess their status and review their academic records to determine what courses they should take upon reentry, no later than three months prior to the anticipated date of return to medical curriculum.**

In consultation with the academic dean, the student must prepare a plan for returning to the curriculum, subject to the review and approval of the campus promotions committee. All campus recommendations are subject to the approval of CCSP.

Note: Curricular changes in the content or assessment methodology within courses may necessitate modifications in the student's educational plan and may result in a delay in progress toward graduation.

SECTION II: EXAMINATION POLICIES

Attendance at College of Medicine examinations is required unless permission for an excused absence has been obtained in advance of the test administration from the designated administrative campus officer.

The College requires that students take all scheduled examinations, unless they have secured an excused absence in advance.

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

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

Each campus will administer its own policies regarding late arrivals at examinations.

Retake Examinations: Retake exams are offered to students who fail certain courses but who are entitled by policy to sit for those examinations again (see Sec. III.). M1 and M2 (Phase 1) retake examinations are given during the summer term.

SECTION III – M1 STUDENTS

III.A. Promotion to the M2 Year

Each campus promotions committee and CCSP will adhere to the following policies when reviewing students for promotion to the M2 year.

1. The College will promote to the M2 year all students who satisfactorily complete all M1 curricular requirements.
2. Students at any campus who pass less than 40% of the weighted curriculum at their campus are subject to dismissal.
3. Students who pass 40% to 66% of the weighted curriculum at their campus, and have not already repeated a year, are eligible for a repeat year under certain conditions. **These students are not eligible to retake examinations to achieve the 67% passing threshold.** They are instead required to prepare a study plan that must be approved by their **faculty** advisor and the student / academic affairs dean or the dean's designee. The study plan must address what the student will do to ensure success during the repeat year. At its discretion, CCSP may review and approve the study plan. The Unsatisfactory (Fail) grade(s) will remain on the transcript. Students who have already repeated the M1 year are subject to dismissal.
4. Students who pass at least 67% of the weighted curriculum at their campus will be allowed to retake end of course examinations.
 - a. Students who earn grades of Satisfactory (Passing) on retake examinations and have met all other academic requirements will be promoted to the M2 year. Their records will be annotated "Passed after initial failure."
 - b. Students who do not pass all requirements after participating in retake examinations are eligible for a repeat year if they have not already repeated a year. They are required to prepare a study plan that must be approved by their **faculty** advisor and the student /academic affairs dean or the dean's designee. The plan must detail the student's strategy to ensure success during the repeat year. At its discretion, CCSP is entitled to review and approve the student plan. The Unsatisfactory (Fail) grade(s) will remain on the transcript. Students who have already repeated the M1 year are subject to dismissal.

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

5. In addition, and distinct from the provisions of #s 2-4 above, any student with an Unsatisfactory or Failing grade in the clinical skills courses (by various names at each campus in the M1/M2 curriculum for the classes of 2018-2020; Doctoring and Clinical Skills (DoCS) for the class of 2021 and thereafter) will be required to work with course faculty to develop a plan for remediation of deficiencies, either in conjunction with or in lieu of continuing in the next course in the clinical skills series. At its discretion, CCSP may review and approve the study plan. Any two failing grades in these courses – a repeat failure of the same course segment, or successive failing grades in two course segments – will constitute eligibility for dismissal from the College.

SECTION IV: STUDENTS GRANTED A REPEAT OF THE M1 YEAR

Promotion to the M2 Year

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

Note: Students matriculating in fall 2016 are advised that Academic Year 2017-2018 will be the final year in which the current M2 curriculum will be offered in Chicago, Peoria, and Rockford. A student who does not progress to the M3 year for 2018-2019, for any reason (including academic failure or leaves of absence), will have limited options for completing the pre-clerkship curriculum. In some instances, a repeat M1 student in the new MD curriculum may be the only option available.

SECTION V: DECOMPRESSED PROGRAM

Students already admitted to the Decompressed Program may complete the curricular requirements of the M1 year over two years, completing approximately half of the curriculum each year. Policies for the Decompressed Curriculum at Urbana-Champaign are detailed in separate documents appended to these Guidelines and available at the following link:

Urbana-Champaign

https://www.med.illinois.edu/sa/Policies/Decompressed_Program.pdf

SECTION VI: M2 STUDENTS

VI.A. Promotion to the M3 Year

Each campus promotions committee and CCSP will adhere to the following policies when reviewing students for promotion to the M3 year.

1. Students who complete satisfactorily all M2 curricular requirements (for students matriculating in 2017 and thereafter, the fourth and fifth terms during M2) and have taken USMLE Step 1 will be recommended for promotion to the M3 year. The promotion will not be effective, however, until the fall M3 term (seventh term), and is dependent upon the receipt of a passing Step 1 score in the interim.

Students who are not recommended for promotion following the fifth term will not be allowed to begin clerkships.

Students are expected to sit for Step 1 before Phase 2 orientation. Any student who anticipates not being able to sit by this date must request a delay at least 6 weeks prior to that orientation date.

2. Students who pass at least 67% of the weighted curriculum at their campus are entitled to retake end of course examinations, but must pass these examinations before sitting for Step 1 and entering their first clerkship. Students who fail to do so may be delayed in progress toward graduation. Students who have not yet passed these examinations will participate in the clinical year orientations.
 - a. Students who earn passing grades on retake examinations and have met all other curricular requirements will be promoted to the M3 year. Their records will be annotated "Passed after initial failure."
 - b. Students who do not pass all requirements after participating in retake examinations or approved summer courses are eligible for a repeat year, **if they have not already repeated one or more of each year's terms.**

Note: Students are advised that Academic Year 2017-2018 will be the final year in which the current M2 curriculum will be offered in Chicago, Peoria, and Rockford. A student who does not progress to the M3 year for 2018-2019, for any reason (including academic failure or leaves of absence), will have limited options for completing the pre-clerkship curriculum. In some instances, a return as an M1 student in the new MD curriculum may be the only option available.

Students who are granted a repeat of a year are required to participate in all courses, including those previously passed. Repeating students who do not pass all courses by the end of the academic year are subject to dismissal.

They are required to prepare a study plan that must be approved by their faculty advisor and the student /academic affairs dean or the dean's designee. At its discretion, CCSP may

review and approve the study plan. The plan must detail the student's strategy to ensure success during the repeat year. The Failing grade(s) will remain on the transcript.

Students who have already repeated the M1 or M2 year are subject to dismissal.

3. Students who pass 40% to 66% of the weighted curriculum at their campus are eligible for a repeat year, if they have not already repeated a year, under certain conditions. **They are not eligible to retake examinations to achieve the 67% passing threshold.** They are instead required to prepare a study plan that must be approved by their **faculty** advisor and the student /academic affairs dean or the dean's designee. The plan must detail their strategy to ensure success during the repeat year. At its discretion, CCSP may review and approve the study plan. Students who are granted a repeat year must participate in all M2 courses at their campus. **Students who have already repeated the M1 or M2 year are subject to dismissal.** The Failing grade(s) will remain on the transcripts.
4. Students who pass less than 40% of the curriculum are subject to dismissal.

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

5. In addition, and distinct from the provisions of #s 2-4 above, any student with an Unsatisfactory or Failing grade in the clinical skills courses (by various names at each campus in the M1/M2 curriculum for the classes of 2018-2020; Doctoring and Clinical Skills (DoCS) for the class of 2021 and thereafter) will be required to work with course faculty to develop a plan for remediation of deficiencies, either in conjunction with or in lieu of continuing in the next course in the clinical skills series. At its discretion, CCSP may review and approve the study plan. Any two failing grades in these courses – a repeat failure of the same course segment, or successive failing grades in two course segments – will constitute eligibility for dismissal from the College.

VI.B. Students who fail to sit for Step 1.

Students are expected to sit for Step 1 before M3 Orientation. Any student who anticipates not being able to sit by this date must request a delay at least 6 weeks prior to that orientation date.

Students may petition for a delay in sitting for Step 1 in writing to the Office of Student / Academic Affairs.

Any student who fails to petition for a delay in sitting for Step 1 may be delayed in progress toward graduation and will be placed on administrative leave of absence. Any administrative leave longer than 1 year must be reviewed and approved by CCSP.

Return from this leave of absence requires a formal statement of intent to return to the curriculum by a specified date as well as approval by Student/Academic Affairs of a written plan to sit for Step

1. Students who sit for Step 1 in accordance with the approved study plan may enter clerkships before a score is received.

Students are in all cases expected to sit for Step 1 no later than December 1, if not sooner, of the year of their originally scheduled M3 orientation.

VI.C. Students who fail an initial attempt at USMLE Step 1

Students who fail their initial attempt at USMLE Step 1 will be allowed to complete the clerkship in which they are enrolled. They must then discontinue further clerkship activity and submit a remedial study plan for approval to the student/academic affairs dean or the dean's designee. Study plans may also require the approval of the campus promotions committee. They must then engage in remedial study and retake USMLE Step 1 in accordance with the terms of their approved study plan. Any changes to the study plan, such as rescheduling the examination date, must be resubmitted for approval.

Students must remain in contact with their faculty advisor and the Office of Student / Academic Affairs during remedial study. Students who fail to do so will be subject to dismissal. Students must also notify the registrar and the financial aid office regarding withdrawal from clerkships. This may adversely impact financial aid as well as other campus services associated with registration. Once they have retaken USMLE Step 1, they may resume clerkship activity unless they have failed a clerkship exam. Such students will not be formally promoted to the M3 year until a passing score is reported.

VI.D. Students Who Fail a Second Attempt at USMLE Step 1

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

SECTION VII: M3 STUDENTS

VII.A: Promotion to the M4 Year

The appropriate campus committee(s) and CCSP will review students' entire academic records for promotion to the M4 year. To earn promotion to the M4 year, M3 students must complete satisfactorily all M3 (Phase 2 for students matriculating in 2017 and thereafter) curriculum/clerkship requirements.

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

VII.B: Core Clerkships

For Academic Year 2017-2018 and students on the Urbana campus through 2022, the College of Medicine requires successful completion of six core clerkships by all students: Family Medicine, Medicine, Obstetrics and Gynecology, Pediatrics, Psychiatry, and Surgery. (Note that these core clerkship requirements subject to change.) Successful completion of clerkship requires satisfactory completion of the clinical performance component and the end-of-clerkship examination.

Each campus promotions committee and CCSP will apply the following policies when reviewing the performance of M3 students who are deficient in core clerkships.

1. **Clinical Requirements: Initial Attempt**

Students are obliged to finish their core clerkships within the allotted time. For reasons of documented and extenuating circumstances, instructors may offer students the place holding designation of "Incomplete." This designation is only available to students who are otherwise proficient in the clerkship but who cannot satisfy a certain requirement because of extenuating circumstances (see section I.E. for the definition of an "Incomplete" grade). For each designation of "Incomplete," the clerkship director will grant additional time to satisfy the outstanding requirement(s) and will require that the student prepare a plan in order to do so. Failure to comply with the plan will result in a grade of Unsatisfactory.

2. **Failure to Satisfy Clinical Requirements**

Students who are judged to be below the acceptable level of performance in a *core* clerkship must repeat the clerkship in its entirety, including the end-of-clerkship examination. They are required to prepare a study plan that must be approved by their **faculty** advisor and the student /academic affairs dean or the dean's designee. At its discretion, CCSP may review and approve the study plan.

Students who have had to repeat the clinical experience (or any part thereof) will receive a clinical grade of Proficient if they successfully complete the study plan. **These students are**

not eligible to receive an Advanced or Outstanding Final Grade. Failure in the second attempt at a full clerkship would be grounds for dismissal.

3. End of Clerkship Examination Failure

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

Students who have an Unsatisfactory grade due to subject examination failure are entitled to a final attempt to repeat the clerkship in its entirety, including the end of clerkship examination.

In the second attempt at the clerkship under these circumstances, the student's initial clinical score will not be used in computing the final grade. Depending on their performance in the second attempt, students may earn a clinical grade of Proficient or Advanced. Students who have had to retake clerkship examinations are not eligible to receive a final grade of Outstanding.

Any student who fails a clerkship taken as a second attempt is subject to dismissal.

4. Multiple Deficiencies

Students who accumulate more than one failing grade will be withdrawn from further clinical activity at the end of the clerkship or clinical activity during which the second failing grade is reported. Students may not resume any clinical activity until they have achieved passing grades in all examinations and clinical components in which their performance was deficient. Students will be allowed to participate in non-clinical courses, while awaiting the results of their remedial efforts.

5. Multiple Clerkship Failures

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

VII.C: Other Required and Elective Experiences

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

SECTION VIII: M4 STUDENTS

VIII.A. Multiple Deficiencies

Students who accumulate more than one failing grade in clerkships and/or Step 2 exams will be withdrawn from further clinical activity at the end of the clerkship or clinical activity during which the second failing grade is reported. Students may not resume any clinical activity until they have achieved passing grades in all examinations and clinical components in which their performance was deficient. Students will be allowed to participate in non-clinical courses, while awaiting the results of their remedial efforts.

VIII.B. Multiple Clerkship Failures

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

VIII.C: USMLE Step 2 CK and Step CS (Steps 2)

Students must take and pass the USMLE Steps 2 CK and CS to be eligible for graduation.

1. Students are expected to **complete successfully all M3 core clerkships before sitting for the USMLE Step 2 CK or Step 2 CS for the first time**. Any exceptions must be approved through a written petition to the appropriate campus promotions committee. Students in the Medical Scholars Program (MSP) in Urbana-Champaign or the Medical Scientist Training Program (MSTP) in Chicago, and James Scholar Independent Study Program (ISP) students will typically be granted such an exception upon request.
2. To be eligible to **register** for and **take** the USMLE Steps 2, M4 students must, in accord with the policies of the National Board of Medical Examiners, be verified as **enrolled** in the University of Illinois College of Medicine. Students engaged in approved research or educational experiences while on leaves of absence are eligible to take the USMLE Steps 2. Students in the Medical Scholars Program in Urbana may be permitted to register for and take the examinations while registered in their graduate program. Students in this program should consult with the Urbana student affairs officer prior to registering for Steps 2.

VIII.D. Students Who Fail the First Attempt to Pass the USMLE Steps 2

Students who fail either Step 2 CK or CS must enter supervised remedial study. Students will prepare a plan for this study in consultation with the campus dean for student /academic affairs or designee. At its discretion, CCSP may review and approve all such plans.

Students who fail Step 2 CK will be allowed to complete the experience in which they are enrolled, but will be withdrawn from further clinical experiences. They must submit a remedial study plan for approval to the student / academic affairs dean or the dean's designee. At its discretion, CCSP may review and approve all such plans. The students must then engage in remedial study and retake Step 2 in accordance with the terms of their approved study plan. Any changes to the study plan, such as rescheduling the examination date, must be resubmitted for approval. Students must remain in contact with their faculty advisor and the Office of Student / Academic Affairs during remedial

study. Students who fail to do so will be subject to dismissal. Students must also notify the registrar and the financial aid office regarding withdrawal from clinical experiences. This may adversely impact financial aid as well as other campus services associated with registration. Once they have retaken Step 2, they may resume clinical activity, as prearranged in the study plan.

VIII.E GRADUATION

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

1. Meet all requirements outlined in the preceding sections (M1 Students through M3 Students);
2. Complete satisfactorily all M4 curriculum/graduation requirements
3. Take and pass the USMLE Steps 2 Clinical Knowledge (CK) and Clinical Skills (CS).

The promotions committees will review the entire academic record of all students who fail to complete satisfactorily all M4 curriculum/graduation requirements. The appropriate campus committee(s) and CCSP may recommend alterations in the student's M4 year to remedy identified weaknesses. The committee(s) may require that M4 students participate in specific clerkships in areas of identified weakness or participate in other remedial activities. These requirements may delay progress toward graduation and may exclude students from participation in the residency match.

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

VIII.F. Summary of Progress and Promotion Policies

Progress/Promotion/Graduation Element	Policy
M1 retake examinations	Students who pass at least 67% of the weighted curriculum during the academic year are allowed to retake examinations.
Decompressed Program	Refer to campus-specific policies.
Repeat M1 year	In order to be eligible for a repeat M1 year, students must pass at least 40% of the weighted curriculum and may not have already repeated the M1 year. They are not eligible to retake exams to pass failed courses to achieve the 67% passing threshold. Students granted a repeat year are

	allowed an entire academic year in which to fulfill requirements of repeating M1 students. Only one repeat year may be granted.
M1 year to M2 year	Students must satisfy all M1 requirements.
M2 retake examinations	Students who pass at least 67% of the weighted curriculum during the academic year are required to retake examinations prior to beginning their first clerkship.
Repeat M2 year	In order to qualify for a repeat M2 year, students must pass at least 40% of the weighted curriculum. They are not eligible to retake exams to pass failed courses to achieve the 67% passing threshold. Students granted a repeat year are allowed an entire academic year in which to fulfill requirements. Only one repeat year may be granted.
M2 year to M3 year	Students must satisfy all M2 requirements <i>including passing USMLE Step 1.</i>
M3 year to M4 year	Students must satisfy all M3 curriculum/clerkship requirements.
M4 year to MD degree	Students must satisfy all M4 curriculum/graduation requirements, which include passing the USMLE Steps 2 Clinical Knowledge (CK) and Clinical Skills (CS).

VIII.G Graduation with Honors

Criteria for Graduation with Honors:

For the graduating classes of 2018 and 2019: At the end of M2 year, the top 25% of students at each campus are eligible for further consideration for Honors, based on end of course grades for academic courses only, plus consideration for professionalism and other factors determined by the campus.

Once the baseline eligibility has been established by the campuses and approved by the CCSP, the College will apply the objective criteria of clerkship grades and USMLE Step1 and Step 2 CK scores as follows:

1. Total score on the USMLE Step 1 greater than or equal to 240,
2. Total score on the USMLE Step 2 CK greater than or equal to 245,
3. Core clerkship performance in Family Medicine, Medicine, Surgery, Pediatrics, Psychiatry, and Obstetrics/Gynecology at the Outstanding level in at least four of the M3 clerkships.

For the graduating class of 2020: All students passing all M1/M2 required courses (with or without initial examination failure) will be eligible for baseline consideration for graduation honors. Once baseline eligibility has been established, the College will apply the same criteria regarding clerkship grades and USMLE Step1 and Step 2 CK scores as detailed above for prior graduating classes.

For the graduating classes of 2021 (fall 2017 matriculating students) and beyond: The criteria for graduation with honors will be changing for students matriculating in 2017 and thereafter. The new criteria will be available before the students to be affected by the change will begin their Phase 2 clerkships.

Additional honors are available to qualified students, for example, through the Alpha Omega Alpha Honor Society and the Gold Humanism Honor Society.

SECTION IX: LEAVES OF ABSENCE

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

A leave of absence is one of eight types:

1. **Academic study:** to meet the terms of an approved study plan.
2. **Financial reasons:** to allow students to resolve financial issues.
3. **Medical:** to allow a student to address significant health problems.
4. **Participation in a joint degree program:** to allow students to complete requirements of a joint degree.
5. **Personal:** to permit a student to address significant personal circumstances, such as serious illness in the immediate family, death of an immediate family member, or divorce/separation from one's spouse/partner.
6. **Career reconsideration:** to permit students to reconsider medicine as a career. Students may request this leave at any time during the year, provided they are not subject to dismissal.
7. **Research/educational:** to allow a student to engage in formal research or participate in a structured educational program. Students granted a leave of absence for research or educational reasons must be in good academic standing when they begin the leave.
8. **Administrative.** The College will place on administrative leave students who are unable to apply for a leave on their own, who lapse in communication with the College, who are known to be absent from the College, or for other similar reasons. Students who do not sit for Step 1 as required and who have not received prior permission for this delay will be placed on this kind of leave.

Students are advised that the Statement on Professional Behavior applies to students during any and all leaves of absence.

IX.A. Requesting a Leave of Absence

To obtain a leave, students must initiate a request *in writing* in a timely manner. The request must state clearly the basis of the leave, specify start and end dates, and include contact information while on leave. Students should work with the campus student / academic affairs officer and consult with the registrar and Financial Aid office to select the dates and be aware of the leave's potential ramifications (e.g., financial aid, Campus Care coverage, student services).

Documentation must accompany the request, if applicable. For example, a student who requests a medical leave may be required to provide appropriate evidence of the health problem.

IX.B. Granting Leaves of Absence

A leave of absence for less than one term may be granted by the campus academic administration. Details must be provided to the campus student progress and promotions committee and CCSP, accompanied by a recommendation to change the student's anticipated graduation date, if necessary. If an M3/M4 (Phase 2/3) student takes a leave during a clinical rotation, the number of weeks of instruction earned (if any) will be determined by the clerkship director.

CCSP must review and approve (a) any request for a leave of absence of one full term or more, (b) a second leave of absence for the same reason, regardless of length, and (c) any combination of leaves of absence whose total time exceeds one year.

IX.C Returning to the College following a Leave

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

Students on leave will have their status converted to *Continuing* when appropriate documentation is received and approved by the student /academic affairs dean that the student is ready to return. Students on continuing status will have their academic records reviewed to determine what courses they must take. Any curricular changes in the content or assessment methodology may necessitate modifications in the student's educational plan. Based on this review, a student's anticipated graduation date may be modified.

Students who do not return to the College of Medicine at the conclusion of the approved leave of absence will be withdrawn administratively from the College. The action will be reported to CCSP for review and approval. Students who have been withdrawn administratively from the College and wish to be readmitted must petition in writing to CCSP. CCSP will decide to readmit or not based on the merits of the student's rationale for readmission and the student's likelihood of success. If CCSP rejects the petition, such a determination is final and not subject to further appeal through CCSP. Students may file a claim of grievance, as provided in Section XI.

CCSP will refer readmitted individuals to the appropriate campus committees for the development and implementation of an appropriate curriculum plan, including placement in the curriculum. This plan is subject to approval by CCSP.

SECTION X: ADVERSE ACTIONS

Adverse decisions are those that would dismiss the student from the College or cause a change in anticipated graduation date due to reasons *other than* adherence to College policy.

The campus student promotions committee will notify students if it forwards a recommendation involving an adverse decision to CCSP. To the extent possible, the campus student promotions committee will also notify students if CCSP might make an adverse decision. These notifications will clearly describe the nature of the student's right to be heard in regard to this recommendation.

Any student who is recommended for an adverse decision by the campus committee will have the opportunity to present an appeal *in writing* to CCSP, in which the student will offer reasons for not accepting the campus recommendation, including new information and/or explanations of extenuating circumstances. Students may appeal an adverse recommendation only once, and – except for circumstances involving dismissal -- may offer information to CCSP *only* in writing.

Students facing a recommendation to dismiss or declared intention to dismiss, have the right to be heard in person by CCSP, in addition to offering written materials. After the appearance of the student and/or review of any supporting materials, CCSP will make a decision, which is final. Students receiving notice of intent to dismiss may appear before CCSP only once, and no appeal of a decision to dismiss is possible through CCSP. A student who wishes to pursue a claim of grievance may do so by following the policies described in Section XI.

CCSP may also initiate an adverse decision *de novo*, overriding the recommendation of the campus committee or at its own discretion. If it does so, it will advise the student of its *intent* to dismiss or *intent* to impose requirements that change an anticipated graduation date. CCSP will clearly describe the nature of the student's right to be heard in regard to these intended decisions, postponing its final decision until the subsequent scheduled meeting, and it will make available to the student the material it has reviewed in its decision-making. In making its decision regarding dismissal, CCSP will have access to the student's complete educational record.

All student communications regarding adverse decisions should be sent to the chair of CCSP. Consideration of all adverse recommendations will take place at the meeting of the College Committee that immediately follows the campus's original recommendation. The Chair of the College Committee may grant exceptions to this timeline only because of demonstrated extenuating circumstances or when a strong case has been made that pertinent information cannot be available by the time of the next scheduled meeting. Requests for an extension should be directed to the Chair of CCSP. The Chair will ordinarily only grant a single extension in matters of adverse decisions.

SECTION XI: GRIEVANCES

The Student Academic Grievance Procedures of the College of Medicine are governed by the UIC Student Academic Grievance Policy and University-wide Student Academic Grievance Procedures, both found here: <http://oae.uic.edu/resources/grievance-procedures/student-academic-grievances/>. These policies define an administrative process through which students may seek resolution of Complaints or Grievances regarding academic standing during their enrollment at UIC.

The university-wide policy and procedure allow colleges, departments, and other units to extend or enhance the Student Academic Grievance Procedures in keeping with their accreditation or professional standards. Given the College of Medicine's multi-campus administrative structure, certain academic and behavioral expectations unique to an education in medicine and other professions, and specific accreditation requirements, the grievance procedures of the College of Medicine do extend those of the university in several specific ways. These procedures have been constructed in accord with the directive of the university that:

Professional programs will adhere to the common principles of the [Level 1 and Level 2] Student Academic Grievance Process(es) including the three steps (informal, formal with AO and GO), the separation of AO and GO duties, the three person Hearing Panel [Level 1 only], and the time limits for each step in the process. Due to varying administrative structures and separate accreditation requirements, professional programs may modify their processes within this framework. Each process should be made widely available to students, staff and faculty in a student handbook or on a website equivalent.

The distinctive features of these procedures specific to the College of Medicine include:

- a) Adaptation to the multi-campus environment of the College. Level 2 grievances are primarily dealt with at the individual campus level, and Level 1 grievances at the level of College of Medicine central administration (see definitions below in Section XI.A).
- b) The availability and potential role of the Director, Medical Student Learning Environment in assisting students during the first stage of the process.
- c) The College's incorporation of behavioral standards as an academic expectation. While elsewhere in the University, disciplinary actions based upon behavioral lapses are most often adjudicated through the Senate Student Judiciary Committee, within the College of Medicine professional behavior is considered an academic expectation, and in fact comprises one of the primary graduation competencies. Because of this, and in keeping with the accreditation requirements of the Liaison Committee on Medical Education, lapses in professional behavior are dealt with in the first instance by the College of Medicine faculty and its promotions committees, and students have the right to grieve such decisions through the procedures described here.

Sections XI.A through XI.C below provide an abridged version of the UIC Student Academic Grievance Policy, with all details specific to the College of Medicine included. This abridged version will serve as an introduction to the procedures sufficient to inform the general student body of their right of redress and to familiarize all students with the appropriate procedures and administrative contacts. A student seeking to file a grievance should, however, consult and study in

detail the following additional documents so as to take full advantage of the available resources and comply fully with policy and procedural expectations:

- 1) UIC Student Academic Grievance Policy <http://oae.uic.edu/resources/grievance-procedures/student-academic-grievances/>
- 2) UIC Student Academic Grievance Procedures <http://oae.uic.edu/resources/grievance-procedures/student-academic-grievances/>, and its appendices:
 - a. The University Guidelines on Grievance Procedures for Complaints of Discrimination at the University of Illinois, which were approved by the Board of Trustees in 1996, are considered to be part of these Student Academic Grievance Procedures. In the event of a conflict between the Guidelines and these Procedures, the Guidelines will govern.
 - b. The UIC Prohibition of Sex Discrimination, Sexual Harassment and Sexual Misconduct Policy
 - c. The Student Academic Grievance Forms that should be used at each step of the Formal Grievance Process

XI.A. Initiating a Grievance

The UIC policy and procedures define two categories of grievance. **Level 1 Academic Grievances** are those concerning serious adverse decisions that will prevent the Student from continuing their progress toward a degree in good academic standing. **Level 2 Academic Grievances** concern decisions that, while undesirable for the Student, do not prevent the Student from continuing their progress toward a degree in good academic standing and were not concerning grades or evaluations that are entirely based on a subjective judgment by a University agent.

Within the College of Medicine, the **Level 1 Grievance Procedure** is reserved for those decisions, usually rendered by the College Committee on Student Promotions, that a) result in a delay or discontinuation of the student's progress toward a degree (except as may be requested by the student), or b) otherwise adversely affect the student's academic standing. Other grievances, such as those related to grades, are considered **Level 2 Grievances** and follow an abbreviated procedure.

For **Level 2 Grievances**, except in Academic Complaints or Academic Grievances that include an allegation of sexual misconduct or unlawful discrimination (see Section III.B), the Student is expected to attempt to resolve their Academic Complaint or Academic Grievance informally. This informal attempt must include discussion of the Academic Complaint with the Respondent (the person who made the decision or took the action that is the subject of the Grievance).

The student may also contact the College's Director, Medical Student Learning Environment to assist in resolution efforts and/or in determining whether the grievance should be handled via Level 1 or Level 2 procedures.

The informal process with the Respondent should be documented in writing.² In the event that a resolution is not found, and the Student chooses to pursue the Formal Grievance Process, this

² Throughout these Procedures, "in writing" should be understood to include email. Note that a signature line in an email will not suffice to meet the requirements of a "signature" as set forth within this policy. However, a scanned document containing the signature and attached to an email is acceptable.

documentation should be sent to the Administrative Officer. **The Formal Grievance Process must be initiated with the Administrative Officer within 40 days from the time that the Grievant was notified of the decision being grieved.**

Should the Complaint/Grievance contain allegations of discrimination or sexual misconduct by the Respondent, the student must either notify the university's Office for Access and Equity directly, or may contact the College's Director, Medical Student Learning Environment for assistance. In such cases, there is no expectation of informal resolution; the Student can immediately initiate the Formal Grievance Process with the Administrative Officer. For additional information about Sexual Misconduct and UIC's Prohibition of Sexual Harassment, Sex Discrimination and Sexual Misconduct please visit (<http://sexualmisconduct.uic.edu/policy/>). For the definition of "unlawful discrimination" please see the University of Illinois Nondiscrimination Statement at <http://oae.uic.edu/wp-content/uploads/sites/32/2017/05/Nondiscrimination-Statement-06-10.pdf>.

All Academic Grievances must be (a) filed in writing, (b) signed and dated by the Grievant, and (c) accompanied by the **Student Academic Grievance Form** and contain or have attached all supporting documentation at the time it is filed. The Grievant should fill in as much of the form as possible, though must minimally provide:

- a clear description of the decision/action being grieved;
- the basis or bases for challenging that decision (including any relevant allegations of unlawful discrimination and/or sexual misconduct);
- the identity of the party or parties who made the decision and/or took the action;
- the specific remedy or remedies requested;
- a description of all informal resolution attempted (not required in grievances including allegations of sexual misconduct or unlawful discrimination).

An Academic Grievance must be filed by the Grievant with the appropriate Administrative Officer within forty (40) days from the time the Grievant was notified of the decision being grieved. The Grievant is encouraged to begin the process as soon as possible. If sexual misconduct or unlawful discrimination is alleged, the Administrative Officer must inform the Office for Access and Equity that the Academic Grievance has been filed no later than 5 days after receipt.

XI.B. Level 1 Grievance Procedure

First Step – Administrative Officer Review: The required information, as specified above in Section XI.A., should be submitted in writing to the appropriate Administrative Officer (AO). The designated AO for Level 1 Grievances will be the Director, Human Resources for the College of Medicine (<https://www.uic.edu/apps/departments-az/search?dispatch=find&orgid=99741>), unless he/she has been directly involved in the circumstances leading to the adverse action. In that event, the Executive Dean will designate another senior College leader to serve as AO.

The Administrative Officer for a Level 1 Grievance will determine whether or not a previous informal resolution process between the Student and the Respondent indeed occurred (except in Academic Complaints involving allegations of sexual misconduct or unlawful discrimination, where an attempt at informal resolution is not required). When the Administrative Officer is

satisfied that these conditions have been met, then they must investigate the facts. The Administrative Officer may consider holding an informal discussion with the Grievant.

The Administrative Officer may either grant or deny the remedy sought, or may provide other remedies. **A decision to deny a grievance that does not meet the eligibility criteria may not be appealed further.** The Administrative Officer's decision must be issued in writing, within ten (10) days following their receipt of the Academic Grievance. In the event that the Administrative Officer does not grant the remedy sought or provide other remedies, they must inform the Grievant of their right to request a Formal Hearing from the Grievance Officer.

The Grievant may withdraw an Academic Grievance at any time in writing. See the UIC Student Academic Grievance Procedures (<http://oae.uic.edu/resources/grievance-procedures/student-academic-grievances/>) for more details. Once resolved or withdrawn, the Grievant may not re-submit or reinstate an Academic Complaint or Academic Grievance challenging on the same decision/action.

Second Step – Formal Hearing and Grievance Officer Decision: If the Administrative Officer does not grant the Grievant the remedy sought, and provided the Academic Grievance meets all eligibility requirements, the Administrative Review decision will include notification to the Grievant that he/she/they may request a Hearing. This request must be submitted by the Grievant to the Grievance Officer, in writing and accompanied by the appropriate forms, within ten (10) days following the Grievant's receipt of the Administrative Officer's decision.

The Grievance Officer for all Level 1 Grievances is the Senior Associate Dean for Educational Affairs of the College of Medicine, unless he/she has been directly involved in the circumstances leading to the adverse action. In that event, the Executive Dean will designate another senior College leader to serve as GO.

The Grievance Officer, upon receipt of a request for a Formal Hearing will convene a Hearing Panel to hold the Formal Hearing. The Hearing Panel will consist of three faculty members. Ideally, the chair of the panel should be a member of the College of Medicine Executive Committee or the College Committee on Instruction and Appraisal. The other two panelists may be drawn from the faculty at large, but must not have been directly involved in the circumstances leading to the adverse action. Neither the Administrative Officer nor the Grievance Officer may serve on the Hearing Panel. The Hearing Panel must be selected and charged within ten (10) days of receipt of the request for a Formal Hearing, and the Hearing must be scheduled within thirty (30) days from the time the request for a Formal Hearing is made by the Grievant.

The role of the Hearing Panel, guidelines for the conduct of the Hearing, and rights of the Grievant and Respondent(s) are described in detail in Section V.A.8-9 of the UIC Student Academic Grievance Procedures (<http://oae.uic.edu/resources/grievance-procedures/student-academic-grievances/>).

The Hearing Panel will report to the Grievance Officer their findings, conclusions, and recommendations within five (5) days after the close of the Formal Hearing. Within five (5) days after receiving the findings and recommendations of the Hearing Panel, the Grievance Officer will

either grant or deny the remedy sought, or provide other remedies, and will so inform the Grievant, along with future steps, if any.

All decisions of the Grievance Officer will be conveyed in writing and are final except when the Grievance contains allegations of unlawful discrimination or sexual misconduct related to the academic determination. A significant and demonstrable deviation from the procedures which could have substantially affected the outcome of the decision, as described herein, may be reported to the Office of the Chancellor for consideration.

See also Section VII of the UIC Student Academic Grievance Procedures (<http://oae.uic.edu/resources/grievance-procedures/student-academic-grievances/>), Rules of Interpretation.

XI.C. Level 2 Grievance Procedure

First Step: Administrative Officer Review: The above information should be submitted, in writing, to the appropriate Administrative Officer (AO). Ordinarily, the AO for Level 2 Grievances will be the associate dean responsible for curriculum at the campus where the student is based, unless he/she has been directly involved in the circumstances leading to the adverse action. In that event, the campus regional dean will designate another senior College leader to serve as AO.

The Administrative Officer for a Level 2 Grievance will determine whether or not a previous informal resolution process between the Student and the Respondent indeed occurred (except in Academic Complaints involving allegations of sexual misconduct or unlawful discrimination, where an attempt at informal resolution is not required). When the Administrative Officer is satisfied that these conditions have been met, then they must investigate the facts. The Administrative Officer may consider holding an informal discussion with the Grievant.

The Administrative Officer may either grant or deny the remedy sought, or may provide other remedies. **A decision to deny a grievance that does not meet the eligibility criteria may not be appealed further.** The Administrative Officer's decision must be issued in writing, within ten (10) days following their receipt of the Academic Grievance. In the event that the Administrative Officer does not grant the remedy sought or provide other remedies, they must inform the Grievant of their right to request a Formal Hearing from the Grievance Officer.

The Grievant may withdraw an Academic Grievance at any time in writing. See the UIC Student Academic Grievance Procedures (<http://oae.uic.edu/resources/grievance-procedures/student-academic-grievances/>) for more details. Once resolved or withdrawn, the Grievant may not re-submit or reinstate an Academic Complaint or Academic Grievance challenging the same decision/action.

Second Step: Grievance Officer Review: If the Administrative Officer does not grant the Grievant the remedy sought, and provided the Academic Grievance meets all eligibility requirements, the Grievant may appeal the decision of the Administrative Officer to the Grievance Officer. For Level 2 Academic Grievances, **the Grievance Officer for all students is the senior associate dean for educational affairs of the College of Medicine**, unless he/she has been directly involved in the

circumstances leading to the adverse action. In that event, the dean will designate another senior College leader to serve as GO.

The Grievant's appeal must be submitted, in writing, to the Grievance Officer within five (5) days following the Grievant's receipt of the Administrative Officer's decision. Upon receipt of an appeal, the GO will consider the facts of the case, the Grievance process thus far, and the rationale for the Administrative Officer's decision in making their own decision. The Grievance Officer may also conduct further inquiry into the matter. The Grievance Officer will render their decision within ten (10) days following the receipt of the Grievant's appeal.

All decisions of the Grievance Officer are final except when the Grievance contains allegations of unlawful discrimination or sexual misconduct related to the academic determination. A significant and demonstrable deviation from the procedures which could have substantially affected the outcome of the decision, as described herein, may be reported to the Office of the Chancellor for consideration.

See also Section VII of the UIC Student Academic Grievance Procedures (<http://oae.uic.edu/resources/grievance-procedures/student-academic-grievances/>), Rules of Interpretation.

XI.D. APPEAL TO THE CHANCELLOR – LEVEL 1 AND LEVEL 2 GRIEVANCES

The decision rendered by the Grievance Officer cannot be appealed except when the Academic Grievance includes an allegation of unlawful discrimination or sexual misconduct relating to the decision or action that is the subject of the Academic Grievance; or where the Grievant has alleged a significant procedural error(s) that may have substantially affected the outcome of the Academic Grievance. The appeal must be made within five (5) days of the Grievance Officer's decision. Upon receipt of the appeal, the Chancellor or their designee will review the record and the contents of the appeal, and issue a decision in writing within thirty (30) days. In doing so, the Chancellor or their designee may seek such advice and information as they deem necessary. The Chancellor's decision is final and no further appeal is available.

SECTION XII: WITHDRAWAL AND SUSPENSION

XII.A. Voluntary Withdrawal

A request to withdraw from the College of Medicine must be initiated in *writing* by the student and state clearly that s/he wishes to withdraw, and specify the effective date of the withdrawal. The request should be directed to the dean or his/her designee at the campus attended by the student. The dean or his/her designee will forward the student's request to the appropriate campus committees.

The campus student progress and promotions committee will review the request and academic record to determine whether the student is withdrawing in good academic standing. While considering notices of withdrawal, campus committees will also advise CCSP of any allegations of misconduct against the student, in which a final determination has not yet been made. The recommendation will be forwarded to the CCSP, accompanied by the student's written request and a copy of the entire academic record.

CCSP will review the campus recommendation, acknowledge the withdrawal and confirm the student's academic status if the recommendation is consistent with policy. If the College receives a notice of withdrawal from a student while charges, investigations, or other evaluations are current, it reserves the right to delay a decision on recording the withdrawal until a final determination has been made. The College also reserves the right to dismiss a student found to have violated its codes of conduct even if the student has submitted a notice of withdrawal prior to its final determinations.

Appropriate University withdrawal forms must be completed by the student. The Registrar will notify appropriate University offices of the withdrawal and student's academic status at the time of the withdrawal following action by CCSP.

Students who withdraw from the College and who wish to be readmitted must apply as a new student through the College's standard admissions process.

XII.B. Involuntary Withdrawal

In certain circumstances, the University may direct the involuntary withdrawal of a student if the student exhibits behavior that poses imminent danger to the health and welfare of others, that impedes the lawful activities of University members, or that inhibits the student's ability to function appropriately within the academic community.

In these matters, the College of Medicine follows University policies, as outlined in its current *Student Disciplinary Policies*: [https://dos.uic.edu/docs/Student%20Disciplinary%20Policy%2017-18%20\(FINAL\).pdf](https://dos.uic.edu/docs/Student%20Disciplinary%20Policy%2017-18%20(FINAL).pdf)

XII.C. Temporary Suspension from Academic and Clinical Activities

Every student enrolled in the College of Medicine is expected to participate and perform in a fit and safe manner, consistent with the academic and professional standards of the program. The College reserves the right to temporarily remove a student from any and all academic and clinical activities

if a student's behavior fails to meet those standards and that behavior raises significant concerns about the safety of the student or others (e.g., patients, other students, faculty, and staff).

The College recommends that all faculty, staff, and students report behavior that threatens the student's own safety or the safety of others. Such behavior includes, but is not limited to, unacceptable patient management, patient endangerment, inappropriate alteration of patient records, behavior that poses a danger to persons (the student him/herself, other students, patients, faculty, staff, or members of the community), behavior that involves damage to property, an ongoing threat of or disruption of the academic process or environment, and acts of violence or sexual misconduct. The College also recommends that all faculty, staff, and students report incidents of behavior that raise concern about impairment or an inability to function in educational or clinical settings (e.g., drug and alcohol use and/or erratic behavior).

Faculty, staff, and students are urged to call the police for events involving acts or threats of violence, urgent safety concerns, possession of weapons on campus, imminent threats of suicide, and medical emergencies.

Reports of behavior that threatens safety or that appears to impair functioning should be directed through the office of student /academic affairs to the Dean or the Dean's designee (hereafter: Dean's designees) using the forms available on the website of each COM campus.

The Dean will designate at least two persons to review receipt of these reports of threats or impaired function. After their review, these two parties may temporarily remove the student from all academic and clinical settings. By the end of the next business day following that removal or as soon as practical, the Deans' designees will schedule meetings with the student in question, the person who made the report, and others who may provide relevant information. The Dean's designees will advise the student that, if he/she fails to meet as requested, he or she may not return to campus for any reason.

After holding the relevant meetings, the Dean's designees will make one of the following findings:

Finding of No Evident Problem. If the Dean's designees find that the report of impairment or threat to safety is unsubstantiated or that the student's behavior does not, in fact, meet the standards for temporary removal, the Dean's designees will return the student to his/her academic and clinical activities.

Finding of Minor Problem. If reports of impairment or threat to safety prove to be minor, the Dean's designees will allow the student to continue with academic and clinical activities, with conditions if appropriate.

Finding of a Significant Problem. If the Dean's designees finds that the report of impairment or threat to safety is substantiated and the behavior poses an immediate threat to the health or safety of the student or others, the Dean's designee may seek temporary or permanent removal from the campus by following the procedures outlined in University Student Disciplinary Procedures for Emergency Suspension or Involuntary Withdrawal.

On the finding of an impairment or threat that is significant, the Dean's designee may require a "Fitness for Participation" evaluation. The Dean of Students Affairs will notify the student that the temporary suspension from all student academic and clinical activities will remain in effect until such time as the student is returned to the program following a "Fitness for Participation" evaluation.

Fitness-for-participation evaluations will be carried out by healthcare providers designated by each campus. The student is responsible for any costs associated with the initial evaluation and any costs associated with any required follow-up evaluations or treatment.

Students who decline to secure a required evaluation are subject to dismissal through either CCSP or the University Student Disciplinary Process.

Upon receipt of the fitness-for-participation evaluation, the Dean's designee will refer the results to the campus's student promotions committees, which may then recommend returning the student to the curriculum without restrictions, returning the student to the curriculum with restrictions, requiring a leave of absence, or disciplining the student as appropriate.

In reviewing reports regarding student behavior, the Dean's designee may at all times refer the student for disciplinary action, according to College and University policies.

Students are advised that temporary removal from the curriculum under this policy may result in a delay in the student's progress toward graduation.

XII.D. Emergency Suspension

In certain circumstances, the Chancellor, the Vice Chancellor for Student Affairs, or others may order the interim suspension of a student when, in his/her opinion, such immediate suspension from the Campus is necessary for the student's protection, for the protection of others, for the protection of the University and Campus property, or to maintain the normal operation of the University.

In these matters, the College of Medicine follows the University's policies, as outlined in its current *Student Disciplinary Policies*: [https://dos.uic.edu/docs/Student%20Disciplinary%20Policy%2017-18%20\(FINAL\).pdf](https://dos.uic.edu/docs/Student%20Disciplinary%20Policy%2017-18%20(FINAL).pdf)