

## University of Illinois College of Medicine Student Academic Policies and Professional Standards<sup>1</sup>

ACADEMIC YEAR 2021-2022

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<sup>1</sup> As last amended and approved by the College Committee on Instruction and Appraisal, August 4, 2021.

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## STUDENT ACADEMIC POLICIES AND PROFESSIONAL STANDARDS

This document describes the academic 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

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#### **I.A. Introduction, Rights Reserved and Student Responsibilities**

The College will apply its academic policies, procedures, and professional standards at two levels. As provided for by College policies, each campus will have a student promotions committee in addition to the College Committee on Student Promotions (CCSP). Campus student promotions committees will make an initial recommendation regarding student academic and professional standing to CCSP. CCSP will make final decisions on behalf of the College. CCSP will report its actions to the Executive Committee of the College of Medicine via documents redacting student names and via an annual report to the Dean.

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.

Students have the responsibility to know and rely on these policies in their decisions.

#### **I.B. Application of Academic Policies**

The College of Medicine will apply its standards strictly, with attention to 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 or designee in regard to *any* circumstances that may 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.

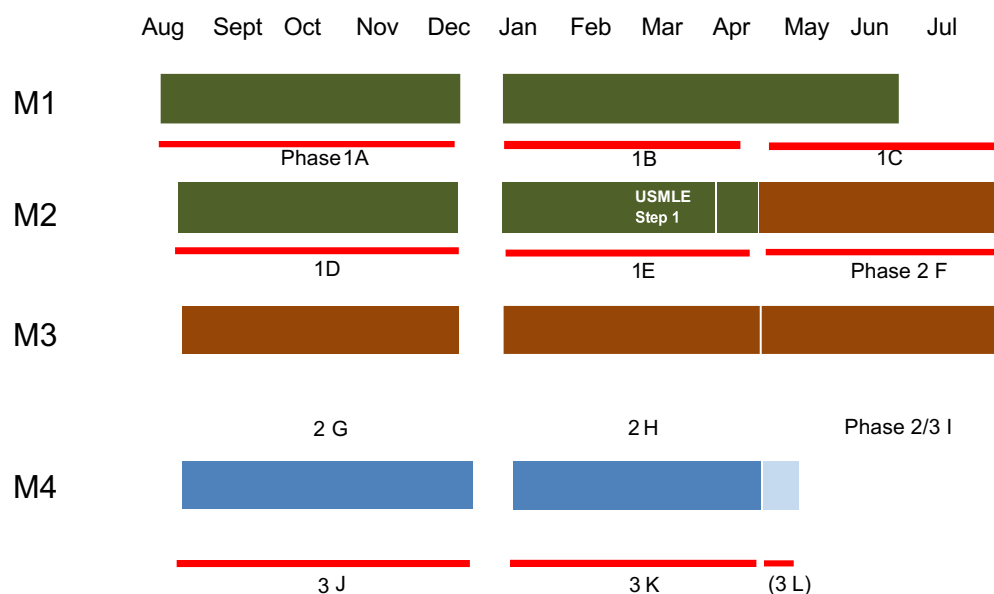
**(Note:** Decisions by CCSP are also noted in the student's Medical Student Performance Evaluation [MSPE], including all leaves of absence, repeat years,

and remediation, among other official actions. If an official action occurs after the student's MSPE has already been completed, the College will offer an addendum to that evaluation.)

## I.C. 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, 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.**

**Restart Year:** A restart year allows students in the M1 or M2 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.

**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.)

#### **I.D. College of Medicine Professionalism Code**

This College of Medicine Professionalism Code represents the expectations of every student. It is signed by each student at orientation as a marker that they have received the form and will endeavor to abide by it throughout their time at the College.

The code reads as follows:

A commitment to professionalism is an obligation of every medical student and physician. Because the care of patients is a fundamental privilege and responsibility, professional behavior is a competency that each student must demonstrate while enrolled in the College of Medicine. Professional behavior includes but is not limited to the following standards: truthfulness and integrity; respect for self and others, conscientiousness and preparation, participation, and discernment. Discernment means that one is aware of the limits to one's knowledge, skills, and attitudes, seeks help when needed, recognizes and admits mistakes, seeks and accepts feedback and uses it to improve performance.

As a student in the University of Illinois College of Medicine:

I will abide by the UIC [Academic Integrity](#) standards. I pledge to observe academic honesty in all situations. I will not give or receive impermissible aid on any tests or assignments. I will not plagiarize others' work, whether intentionally or unintentionally. (Truthfulness)

I will be honest and forthcoming in all of my communications and interactions with peers, faculty, residents, staff, patients and families, and members of the community at large. (Truthfulness)

I will protect confidential information that is shared with me regarding patients, peers and others in my role as a UI COM medical student and I will not access information to which I am not entitled. I will adhere to the [Social Media Guidelines](#) of UI COM. (Integrity)

I will demonstrate respect and empathy in my interactions with patients and patients' families, peers, residents, staff, and other health professionals. I will never conduct myself in a threatening or harassing manner. I will abide by the [UIC Sexual Misconduct Policy](#). (Respect for Self and Others)

I will respect all persons and will work to value, embrace and learn about the diversity of human characteristics and cultural contexts. I will strive to eliminate discrimination and provide equitable treatment to all peoples regardless of age, race/ethnicity, religion, gender, gender identity, sexual orientation, disability, language, country of origin, socioeconomic status and other personal characteristics. I will seek to understand my personal biases and to engage in activities to mitigate them. (Respect for Self and Others)

I will abide by UI COM's [Positive Learning Environment Policy](#) and will participate in creating a positive learning environment, free of abuse and mistreatment. (Respect for Self and Others)

I will provide feedback to colleagues and teachers in a way that honors the dignity of the individual. (Respect for Self and Others)

I will adhere to course expectations regarding attire for the didactic and clinical environments in which I am learning, out of respect for patients and my own safety. (Respect for Self and Others)

I will abide by the [UIC Alcohol and Other Drugs Policy](#) and will not use alcohol or drugs in any way that would interfere with patient care or clinical responsibilities. I will seek help for substance use if necessary.

I will show commitment and dependability in preparing for and completing assigned tasks. (Conscientiousness and preparation)

I will be actively involved in learning. I will arrive on time and actively participate in clinical and didactic activities. (Participation)

I will participate in the process of program evaluation and improvement. (Participation)

I will help others learn and complete tasks whenever such assistance is permissible and appropriate. (Participation)

I will respond promptly to communications from UI COM administration and will maintain communications whether I am actively registered or on leave. (Conscientiousness and preparation)

I will fulfill and keep current all compliance expectations of UI COM and its affiliate health care sites, including any mandatory testing or immunizations. (Conscientiousness and preparation)



I will demonstrate awareness of the limits of my knowledge, skills, and attitudes. I will seek help when needed, seek and accept feedback, use feedback to improve performance, and recognize and admit mistakes. (Discernment)

I will attend to my own wellness. I will seek assistance from care providers when needed, and whenever my health could hinder my ability to care for patients. (Discernment)

I understand that violations of this code can result in consequences including dismissal from COM and may be represented to postgraduate training programs as part of my academic record in the Medical Student Performance Evaluation and may also be presented in future licensing requests.

### **Lapses in Professionalism**

A professional development form may be used when a student demonstrates a lapse in professional behavior as described in the Professionalism Code, whether or not the concern has also been considered in determining the student's course evaluation.

Any faculty member, staff member, resident, student or patient may report a professionalism concern to the campus curricular dean or their designee. The curricular dean or designee may then complete a professional development form if they deem it appropriate. The curricular dean or designee also may initiate the professional development form based on their own knowledge about an incident.

When notified of an incident of concern that may merit a professional development form, the curricular dean or designee must notify the student and schedule a discussion with the student as well as with the appropriate student affairs representatives, which may include deans for student affairs, the student's faculty or physician advisor, and the student's staff advisor. At the discretion of the completing curricular dean or designee, the individual(s) reporting the concern may also be invited to attend. At least 2 faculty or staff must take part in the meeting with the student.

The goals of the discussion are to review and document the incident, understand the student's perspective about the incident, create an action plan to avoid future lapse, and to allow the student to respond in writing and document receipt of the form through their signature.

If a student declines to participate in a discussion and/or to sign the form, the form may still be submitted without the student's response.

Professional development forms are not a part of the permanent student academic record unless an adverse action is approved by the College Committee on Promotions (CCSP).

### **Single Major Incident**

Major incidents are substantial violations of integrity or behaviors which actually or potentially compromise the safety of others. These include but are not limited to dishonesty or misconduct which results in harm to others. As appropriate, alleged major incidents may also be referred to other COM or UIC offices including COM-Student Learning Environment, the UIC Dean of Students Office, and/or the UIC Office of Access and Equity/Title IX Office. The completing campus curricular dean or designee should immediately report to their campus associate dean for medical education/academic affairs if they consider that the violation may be a major incident.

The professionalism subcommittee of the CCSP will review all submitted professional development forms on an approximately monthly basis. A simple majority of the voting members present at the subcommittee meeting must determine if the incident is a "major incident" by reviewing the form, and potentially reviewing additional data gathered by members of the subcommittee. In order to make the determination, two or more subcommittee members may need to interview the student and gather data from other parties to determine whether or not the violation meets the threshold of a major incident. The student may request to have an advisor from student affairs or a faculty advisor present during the interview for support.

#### Decisions

Following the assessment by the professionalism subcommittee, major incidents will be presented by a subcommittee member to the CCSP, and the CCSP will determine an appropriate action. Actions can include sanction, and sanction is reported on the MSPE. Actions can include but are not limited to:

1. Voiding the referral after review
2. No action
3. Mandatory remediation
4. Dismissal

The Senior Associate Dean of Students may determine if the major incident should be referred to the University Disciplinary Committee at any point. For example, if the lapse in professionalism falls within the parameters of the University disciplinary system (e.g., plagiarism; falsification of documents; verbal or physical assault; sexual harassment) the Senior Associate Dean may refer to the University in addition to the CCSP.

#### Single Regular (Non- Major) Incident

All professional development forms will be reviewed approximately monthly by the college-wide professionalism subcommittee of the CCSP to determine 1) how many forms the student has received (see below) 2) if the violation should be considered to be a major, rather than regular violation and 3) whether any forms describing a lapse should be voided as the incident does not seem significant or its veracity is in question. Only the professional development subcommittee may void a form and will document this as an informational item to the CCSP.

#### Repeated Regular (Non- Major) Incidents

If a student receives two or more professional development forms, the Professionalism Subcommittee of the CCSP will determine any need for the subcommittee or its members to meet with the student or talk with others who have information about the incidents to gain more information. Following this data-gathering, the professionalism subcommittee will meet to determine if remediation is needed. Remediation may be defined by the professionalism subcommittee. It may consist of goal-setting and regular meetings with the student's faculty or staff advisor, a reflection exercise, working with a preceptor, or other interventions. Non-participation or low-quality participation in remediation, as determined by the professionalism subcommittee will result in a referral to the CCSP for consideration of action/sanction. Full participation will also be documented by the Professionalism Subcommittee.

The need for remediation as determined by the professionalism subcommittee is not considered an adverse action/sanction and is not reportable in the MSPE nor to programs or licensing committees.

Three or more forms (whether for the same or a different professionalism concern) will be reported to CCSP for consideration of action. CCSP actions are reportable on the MSPE. Potential actions by CCSP include mandatory remediation under the supervision of the Professionalism Subcommittee and dismissal.

#### Appeal

Students may appeal 1) required remediation by the professionalism subcommittee 2) the referral of a professionalism concern to the CCSP by the professionalism subcommittee. The appeal is conducted as a level 2 grievance to an administrative officer as described in the APPS.

<https://medicine.uic.edu/wp-content/uploads/2021/03/2021-03-27-APPS-AY-2021-2022-FINAL.pdf>

### **Exemplary Professionalism**

Exemplary professionalism is characterized by behavior toward others or to benefit others that is not part of routine coursework and could not reasonably be expected to improve a student's course grade. A campus curricular dean or their designee may complete a professional development form for exemplary behavior upon report by any faculty member, staff member, resident, student or patient affiliated with UI-COM. The same professional development form is completed for exemplary behavior as for a lapse, but a meeting and signature are not required.

### **Associated Documents**

1. Faculty Handbook: Policy Creating the Professionalism Subcommittee of the CCSP
2. Professional Development Form

Document 1. The Professionalism Subcommittee of the CCSP is under the direction of the chair of the CCSP, who is responsible for the process of selecting committee members.

The subcommittee membership is determined by CCSP. The subcommittee members cannot also be members of the CCSP but may be members of local promotions committees.

The responsibilities of the subcommittee are to determine whether a professional development incident needs to be presented to the CCSP per policy and to present the incident at the CCSP; determine whether any given professional development form is unwarranted and should be discarded; determine if remediation is needed (per policy); conduct remediation of professionalism concerns (faculty on the subcommittee may carry out the remediation or may collaborate with course/clerkship faculty to do so); and determine if remediation of the concerns has been adequate.

The subcommittee will schedule monthly meetings. The subcommittee must reach all decisions by the same majority used by the CCSP in their votes. The subcommittee may request a student to speak with members of the subcommittee or with the full subcommittee in order to carry out its responsibilities. Subcommittee decisions that do not call for a CCSP review will be presented to the CCSP as informational items only.

Document 2. The Professional Development Form will indicate

- Whether it is an Incident of Concern or an Incident of Exemplary professional Behavior
- The name of the student
- Date of the incident
- Description of the incident (including any relevant witnesses)
- The standards of the code of conduct that are relevant to the incident
- Name, role, and signature of the person completing the form
- Date the form was discussed with the student
- Names of those present during the discussion
- Student response-completed by student (optional)
- Student signature as an acknowledgement of the form and meeting (if a student refuses to sign, the form may still be completed)
- Action plan agreed to by the student after discussion to prevent future lapses (for concerns forms)
- Curricular Deans and designees per campus who may complete form

## **SECTION II. TIME LIMITS AND EXAMINATION POLICIES**

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### **II.A. TIME LIMITS**

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 Phase 1, 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 timeframes 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.***

## **II.B. EXAMINATION POLICIES**

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

Certain absences may be excused (such as illness, death in the immediate family) provided that students follow Attendance Policy and Procedures (available on the College's main Educational Policies page: [medicine.uic.edu/education/educational-policies/](http://medicine.uic.edu/education/educational-policies/)). Students are also required to observe the College's policy and procedure

regarding late arrival at exams.

If prior permission for an absence is not obtained in advance or provided after the fact per College policy, 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.

**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 as scheduled by the College.

## SECTION III – M1 STUDENTS

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### III.A. Eligibility for 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.

*When reviewing the policies below use the following definitions:*

**Unmet Requirement:** An unmet requirement is defined as a lack of demonstration of proficiency in medical knowledge or clinical skills through failure:

- ❑ To meet the minimum pass level (MPL) of a block exam on first attempt
- ❑ To meet the (MPL) of an end of term exam (e.g., DoCS) on first attempt
- ❑ To meet the MPL of the M1 Core exam on first attempt
- ❑ To meet the MPL of the M1 OSCE on first attempt
- ❑ Of a non-compensatory component of any course as noted in the course's grading rubric and the Phase 1 assessment policy (e.g., professionalism standard or assignment)
- ❑ Of a course, or a term in the case of longitudinal courses (e.g., DoCS, Synthesis).

**Remediation:** Remediation is defined as passing a previous unmet requirement. Thus, remediation enables students to remove an unmet requirement by demonstrating proficiency in a curricular domain. In most cases remediation is passing, on retake, a failed exam. Students should attempt to remediate a failed exam at the earliest possible date offered by the Office of Educational Affairs in order to avoid accrual of multiple unmet requirements at a time. In some cases, the unmet requirement is a missed assignment or lack of professionalism such that a remediation plan may include an additional assignment or project. Students who fail to demonstrate proficiency through remediation will fail the course; their case will be discussed at the campus student promotions committee and CCSP.

The College will promote to the M2 year all students who satisfactorily complete all M1 curricular requirements. This includes all credit-associated courses (by assessment policy this includes all non-compensatory course components) as outlined in college's Assessment policies.

1. Students must pass all requirements (either initially or through remediation) of all credit-associated courses of the M1 year before promotion to the M2 year.
2. Any student who has an unmet requirement is encouraged to remediate the unmet requirement at the earliest possible opportunity offered.
  - a. A student who has accrued two unmet requirements at the same time in the M1 year may continue in the curriculum but must remediate these requirements as soon as reasonably possible and before the start of the M2 year.
  - b. A student who has accrued three unmet requirements in the M1 year must halt their progress in the curriculum and meet with the Office of Student Affairs to request a Leave of Absence for their case to be discussed at their campus promotions committee and CCSP. This student is eligible for a repeat year (provided they are not already on a repeat year) or dismissal from the college as outlined below.
3. Students who do not complete all requirements of all credit-associated M1 courses after attempted remediation must undergo review by their campus promotions committee and CCSP. These students are eligible for dismissal. The CCSP may, at its discretion, approve these students for a repeat year only if they have not already repeated a year.

### **III.B. Repeat of the M1 Year**

If the CCSP approves a repeat year, the following conditions pertain:

- a. The student is 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 study plan. Any Unsatisfactory (Fail) grade(s) will remain on the transcript.
- b. The student must satisfy the conditions of their repeat year 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 reviewed for dismissal.
- c. The student is required to participate in all courses of the repeat year, including those previously passed.

- d. Repeating students who do not pass all courses by the end of the repeated academic year are reviewed for dismissal by CCSP.
- e. Policies for promotion and dismissal as written above apply to the repeat year as written, the only exception being that the student may not be granted an additional repeat year.

### **III.C. 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](https://www.med.illinois.edu/sa/Policies/Decompressed_Program.pdf)

## **SECTION IV: M2 STUDENTS**

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### **IV.A. Eligibility for 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.

*When reviewing the policies below use the following definitions:*

**Unmet Requirement:** An unmet requirement is defined as a lack of demonstration of proficiency in medical knowledge or clinical skills through failure:

- ☐ To meet the minimum pass level (MPL) of a block exam on first attempt
- ☐ To meet the (MPL) of an end of term exam (e.g. DoCS) on first attempt
- ☐ To meet the MPL of the M1 Core exam on first attempt
- ☐ To meet the MPL of the M2 OSCE on first attempt
- ☐ Of a non-compensatory component of any course as noted in the course's grading rubric and the Phase 1 assessment policy (e.g., professionalism standard or assignment)
- ☐ Of a course, or a term in the case of longitudinal courses (e.g., DoCS, Synthesis).

**Remediation:** Remediation is defined as passing a previous unmet requirement. Thus, remediation enables students to remove an unmet requirement by demonstrating



proficiency in a curricular domain. In most cases remediation is passing, on retake, a failed exam. Students should attempt to remediate a failed exam at the earliest possible date offered by the Office of Educational Affairs in order to avoid accrual of multiple unmet requirements at a time. In some cases, the unmet requirement is a missed assignment or lack of professionalism such that a remediation plan may include an additional assignment or project. Students who fail to demonstrate proficiency through remediation will fail the course; their case will be discussed at the campus student promotions committee and CCSP.

The College will promote to the M3 year all students who do the following (A and B):

- A. Satisfactorily complete all M2 curricular requirements. This includes all credit-associated courses (by assessment policy this includes all non-compensatory course components) as outlined in college's Assessment policies.
  - 1. Students must pass all requirements (either initially or through remediation) of all credit-associated courses of the M2 year before promotion to the M3 year.
  - 2. Any student who has an unmet requirement is encouraged to remediate the unmet requirement at the earliest possible opportunity.
    - a. A student who has accrued two unmet requirements at the same time in the M2 year may continue in the curriculum but must remediate these requirements as soon as reasonably possible and before the start of the M3 year.
    - b. A student who has accrued three unmet requirements in the M2 year must halt their progress in the curriculum and meet with the Office of Student Affairs to request a Leave of Absence for their case to be discussed at their campus promotions committee and CCSP. This student is eligible for a repeat year (provided they are not already on a repeat year) or dismissal from the college as outlined below.
  - 3. Students who do not complete all requirements of all credit-associated M2 courses after attempted remediation must undergo review by their campus promotions committee and CCSP. These students are eligible for dismissal. The CCSP may, at its discretion, approve these students for a repeat year only if they have not already repeated a year.
- B. Students who 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 seventh term will not be allowed to begin clerkships.

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

**\*\*As of March 16, 2020, Prometric Testing Centers closed due to the CoVID-19 pandemic, affecting medical students' ability to schedule USMLE Steps 1, 2CK and 2CS in a way to meet COM requirements. Due to these closures, the following exception to the requirement to sit for Step1 prior to the M3 year was adopted April 2020 and is subject to revision:**

**Step 1 exam:** Students who began the curriculum before Fall 2018 but have not yet taken Step 1 may begin clerkships provided the local campus promotions committee or dean's designee deems the student is prepared based on self-assessments and other indicators. This approval may include an exception to policy in regard to the time limit policy for sitting for Step 1, no later than April 24, 2021. If the local campus promotions committee or dean's designee disapproves the student's plan, the student may petition CCSP to begin clerkships.

Students who matriculated in 2018 are granted an exception to the requirement that they must sit for Step 1 prior to beginning clerkships but must sit for this exam no later than April 24, 2021. Students in this cohort who do not sit for USMLE Step 1 by April 24, 2021, will be considered to have deferred Step 1.

As of January 1, 2022, the temporary exception to the Step 1 deadline, implemented as a result of testing center closures due to the COVID-19 pandemic, is no longer in effect. Students who matriculated on or before 2018 and have not yet sat for USMLE Step 1 may not schedule any coursework beyond the fall term of 2021 until they have earned a passing score on the USMLE Step 1 exam.

Students must request a leave of absence for the period of time they are not registered for courses.

All other existing policies, including the time limit (II.A) and fail to sit for Step 1 (IV.B), remain in effect.

#### **IV.B. Students Who Fail to Sit for Step 1.**

Students are expected to sit for Step 1 before M3 the Transition to the Clerkships course. 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.

#### **IV.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 reviewed for 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, for which a study plan approved by the clerkship director of the failed clerkship exam is required. Such students will not be formally promoted to the M3 year until a passing score on USMLE Step 1 is reported. These students must pass the failed clerkship exam before starting a new clerkship.

#### **IV.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 reviewed for 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 on USMLE Step 1 has been documented. If students have a failed clerkship exam, they must have an approved study plan by the clerkship director of the failed clerkship exam. Such student must pass the failed clerkship exams before beginning a new clerkship.

### **SECTION V. M3 STUDENTS**

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#### **V.A: Core Clerkship Requirements**

For Academic Year 2018-2019 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
- Surgery

Successful completion of clerkship requires satisfactory completion of the clinical performance component and the end-of-clerkship examination.

**(Note:** These core clerkship requirements are subject to change.)

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

#### **A.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.C 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.

#### **A.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 the clerkship director 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 and pass the end-of-clerkship examination. **These students are not eligible to receive an Advanced or Outstanding Final Grade. Students who failed a second attempt at a full clerkship are reviewed for dismissal.**

#### **A.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, including the MSPE, 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 and that grade will be reported in the MSPE.

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 reviewed for dismissal.

#### **A.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.

#### **A.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.

#### **V.B. 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, transcript and included in the MSPE. 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."

#### **V.C. Eligibility 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) and CCSP will review students' entire academic records to determine this eligibility.

The appropriate campus committee(s) will review the entire academic record of students

who do not complete satisfactorily all M3 curriculum and clerkship requirements. Upon recommendation from appropriate campus committee(s), CCSP may require certain students 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.

## SECTION VI. M4 STUDENTS

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### VI.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.

### VI.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.

### VI.C. USMLE Step 2 CK and Step 2 CS (Steps 2)

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

**NOTE:** Please see page 9 in reference to new policy regarding timing on sitting for Step 2 CK and CS for the Class of 2021.

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.

#### **VI.D. Students Who Fail the First Attempt to Pass the USMLE Step 2 CK or CS**

Students who fail either Step 2 CK or CS must enter supervised remedial study, which may entail a leave of absence for academic 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 Step2 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 reviewed for 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.



## **VI.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, or required elective, counted toward weeks of instruction to satisfy graduation requirements will have the failing grade reflected on their academic profiles, transcripts, and the MSPE or MSPE addendum. 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."

## **VI.F. 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 Step 1 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 Step 1 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 22 clerkships.

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

## VII. SUMMARY OF PROGRESS AND PROMOTIONS POLICIES

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Progress/Promotion/Graduation Element	Policy
M1 retake examinations	Students who have less than three unmet requirements and are not currently on a re- take year are allowed to retake examinations. All unmet requirements must be cleared prior to M2 year.
Decompressed Program	Refer to campus-specific policies.
Repeat M1	A student may be granted a repeat year by the Committee on Student Promotions. A student will not be granted a repeat year if they are already on a repeat year.
M1 to M2	Students must satisfy all M1 requirements.
M2 retake examinations	Students who have less than three unmet requirements and are not currently on a re- take year are allowed to retake examination. All unmet requirements must be cleared prior to promotion to Phase 2.
Repeat M2	A student may be granted a repeat year by the Committee on Student Promotions. A student will not be granted a repeat year if they are already on a repeat year.
M2 to M3	Students must satisfy all M2 requirements <i>including passing USMLE Step 1</i> .
M3 to M4	Students must satisfy all M3 curriculum/clerkship requirements.
M4 to graduation eligibility	Students must satisfy all M4 curriculum/ graduation requirements, which include passing the USMLE Steps 2 Clinical Knowledge (CK) and Clinical Skills (CS).

## SECTION VIII. LEAVES OF ABSENCE

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

### VI.A Types of Leaves

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 under review for 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. (See Section IV.B)

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

### VIII.B. 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 reason for the requested leave  
expected start and end dates  
contact information while on  
leave

Relevant documentation should accompany the request. For example, a student who requests a medical leave should provide evidence of the relevant health problem and/or evidence of being in treatment. A student who requests an education/research leave of absence should provide documentation of the education/research opportunity.

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 for financial aid, Campus Care coverage, and student services, etc.

### **VIII.C. Granting Leaves of Absence**

Campus academic administration may approve a leave of absence for less than one term. Leaves approved this way will be reported to the campus student progress and promotions committee and CCSP, accompanied by a recommendation to change the student's anticipated graduation date, if necessary.

CCSP must review and approve (a) any request for a leave of absence longer than one term, (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.

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.

### **VIII.D. 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, as in cases of returns from medical leaves of absence.

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.

## **SECTION IX. MEETING ACADEMIC AND PROFESSIONAL STANDARDS**

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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. The College will ordinarily rely on its student promotions committees to review students

who fail to meet its expectations.

Any determinations reached by the College Committee on Student Promotions will be reported in the Medical Student Performance Evaluation.

At its sole discretion, College may determine that certain kinds of behavior are more suitable for 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. (UIC Student Disciplinary Policy, I.F at: [https://dos.uic.edu/wp-content/uploads/sites/262/2020/01/DOS\\_Student-Disciplinary-Policy-2020.pdf](https://dos.uic.edu/wp-content/uploads/sites/262/2020/01/DOS_Student-Disciplinary-Policy-2020.pdf))

**(Note:** In keeping with the terms of the 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, up to and including dismissal. See the Safety and Technical Standards agreement on the College's main Educational Policies page: [medicine.uic.edu/education/educational-policies/](https://medicine.uic.edu/education/educational-policies/).)

## SECTION X. ADVERSE ACTIONS

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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**

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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.<sup>2</sup> In the event that a resolution is not found, and the Student chooses to pursue the Formal Grievance Process, this 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>.

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<sup>2</sup> 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.

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 appeal the decision to 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

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### **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/conductforstudents.shtml>.

### **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 process described 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 find 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 administrative withdrawal 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 reviewed for 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 administrative withdrawal 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/conductforstudents.shtml>.