Consequences of “Unsatisfactory” Academic Performance

Section: 3
Policy number: 3.11
Responsible Office: Vice President for Health Affairs/Dean
Issued: TBD
Latest Review: N/A

POLICY STATEMENT

A student who receives a grade of “Unsatisfactory” in a course may be subject to probation, suspension, or dismissal.

_____________________________________________________

REASON for POLICY

Promotion from one educational level of the curriculum to the next and graduation from the program with the granting of the M.D. degree are based on a student satisfactorily meeting the performance standards established by the faculty of the SMHS. A student who receives a grade of “Unsatisfactory” in a single course shall have the opportunity to remediate the course so as to correct the deficiency and demonstrate satisfactory performance. Receipt of an “Unsatisfactory” grade following remediation or receipt of “Unsatisfactory” grades in more than a single course shall be cause for a hearing before the MSAPC or dismissal from the M.D. degree program.

_____________________________________________________

SCOPE of POLICY

This policy applies to:
√ Deans, Directors, and Department Heads
√ Faculty
√ Managers and supervisors
√ Staff
√ Students
Others: ________

WEB SITE REFERENCES

This policy: http://www.med.und.edu/policies/_files/docs/unsatisfactory-academic-performance.pdf
Policy Office: http://www.med.und.edu/administration/deans-office/index.cfm
Student Affairs and Admissions: http://www.med.und.edu/student-affairs-admissions/index.cfm
DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remediation</td>
<td>The correction of a grade of “Unsatisfactory” in a block, clerkship, or elective to “S/U” or satisfactory after remediation.</td>
</tr>
<tr>
<td>Reexamination</td>
<td>The process of correcting an unsatisfactory completion in a single component of assessment in a course.</td>
</tr>
<tr>
<td>Course</td>
<td>Throughout the document the term course shall refer to a unit of education. In the first two years this can be either a block or a course, in the third year it refers to a clerkship or a course and in the fourth year it refers to an acting internship, rotation or an elective (either on or off campus).</td>
</tr>
<tr>
<td>“Satisfactory” (S)</td>
<td>The notation assigned to a student who meets or exceeds the criteria for performance in a block, clerkship, course or elective.</td>
</tr>
<tr>
<td>“Unsatisfactory” (U)</td>
<td>The notation assigned to a student who fails to meet the criteria for performance in any single component of a block, clerkship, course or elective.</td>
</tr>
<tr>
<td>“Successful Remediation” (S/U)</td>
<td>The notation assigned to a student who fails to successfully complete a re-examination of a single component of a block during Special Studies week, fails two components of a block, fails a clerkship, acting internship, course or elective, but successfully remediates the block, clerkship, or elective at a later date.</td>
</tr>
<tr>
<td>MSAPC</td>
<td>Medical Student Academic Performance Committee</td>
</tr>
<tr>
<td>Special Studies Week</td>
<td>The week following Assessment week in Blocks I-VIII (the 10th week of the Block in years one and two.)</td>
</tr>
</tbody>
</table>
| Probation                   | A condition in which a student is other than “in good standing or progressing satisfactorily with the class.” A student who fails to complete satisfactorily a single block, required clinical experience, course, or elective will be automatically placed on academic
probation. Students may also be placed on probation as a result of unprofessional behavior within or in some cases outside of the SMHS course work.

Suspension
The status of a student who has been Suspended by SMHS. A Suspended student may not attend classes and may not participate in extra-curricular or co-curricular activities pending action on the issue(s) by the MSAPC. Suspension may also include stipulations barring the student from being on campus.

Dismissal
The status of a student who has been Dismissed from SMHS. A Dismissed student is ineligible to continue to be enrolled in the SMHS and cannot be awarded the M.D. degree.

Year 1
Instructional Blocks I-IV

Year 2
Instructional Blocks V-VIII

Year 3
Clerkships and Epidemiology Project

Year 4
Electives and Acting Internships

RELATED INFORMATION

| First Year Dismissal Policy | http://www.med.und.edu/policies/_files/docs/automatic-dismissal.pdf |
| Promotion and Graduation | http://www.med.und.edu/policies/_files/docs/promotion-graduation.pdf |
| MSAPC | http://www.med.und.edu/policies/_files/docs/academic-performance-committee.pdf |

CONTACTS

Specific questions should be directed to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone/FAX</th>
<th>Office/Dept Email/Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy clarification</td>
<td>Dean’s Office</td>
<td>777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
<tr>
<td>Policy format</td>
<td>Dean’s Office</td>
<td>777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
</tbody>
</table>

PRINCIPLES

OVERVIEW— All students admitted into the M.D. degree program at the University of North Dakota School of Medicine and Health Sciences are selected by the Admissions Committee with the expectation that students have the intellectual capability, motivation, and behavioral characteristics to achieve a
“Satisfactory” grade in all required coursework. However, due to the inherent difficulty associated with the medical school curriculum and/or because of differences in educational background, experience, or extenuating factors unrelated to academic performance, some students will receive an “Unsatisfactory” grade on an examination or in a course.

Students who receive an “Unsatisfactory” grade will be given the opportunity to correct the deficiency either by reexamination of a single failed assessment component or remediation of a single failed course. However, students will not be guaranteed more than a single opportunity to correct the unsatisfactory grade.

PROCEDURES

Consequences of Unsatisfactory Academic Performance

1. Mid-Course Evaluation: If, by student self-assessment, mid-block examination, or observation by a faculty facilitator or preceptor, a student is performing unsatisfactorily during a course, the block or clinical experience director may prescribe measures to help correct the deficiencies. The availability and type of intervention is developed between the student and faculty and may include, but are not limited to, designated tutorials, academic exercises, or supplemental instruction.

2. Reexamination: Within Blocks I-VIII of Years 1 and 2, if a student fails a single component of assessment in an individual block during Assessment Week, the student will be allowed the opportunity for reexamination during Special Studies week. Successful reexamination during Special Studies Week will result in a grade of “Satisfactory” for the block. Unsuccessful reexamination during Special Studies Week will result in a grade of “Unsatisfactory” for the block and Remediation shall be required. For Year 3, a student will be allowed a single reexamination of the USMLE Shelf examination before receiving a grade of “Unsatisfactory”.

3. Remediation: Remediation will be required for a student who receives a grade of “Unsatisfactory” for a course. Students with a grade of “Unsatisfactory” in more than one required clinical experience cannot begin Remediation until the MSAPC has given approval, usually through the hearing process.

   A. Within Blocks I-VIII of Years 1 and 2, a grade of “Unsatisfactory” will not affect participation in the subsequent block if it is the only unremediated block failure. However, the student will be responsible for Remediating the entire block at a designated time during the summer following the academic year in which the deficiency occurred. Satisfactory completion of the failed block during the summer session will result in a Successful Remediation grade (S/U). Failure to Remediate block assessment in the summer will result in a hearing before the MSAPC.

   B. Within Blocks I-VIII of Years 1 and 2, failure of more than one component of assessment in an individual block results in a grade of “Unsatisfactory” grade for the block. While the deficiency will not affect participation in the subsequent block, Remediation of the entire block is necessary and will occur at a designated time during the summer following the academic year in which the
deficiency occurred. Remediation will be done according to these policies. Satisfactory completion of the failed block during the summer session will result in a Successful Remediation grade (S/U). Failure to remediate block assessment in the summer will result in a hearing before the MSAPC.

C. For required clinical rotations (clerkships and acting internships), if a student fails one or more components of assessment, the student may progress to the next clerkship but must make arrangements with the clerkship director(s) for remediation of the clerkship in a timely manner. Satisfactory completion of the failed clerkship will result in a grade of “Successful Remediation” (S/U). Failure to remediate the clerkship will result in a hearing by the MSAPC.

D. Within the longitudinal integrated clerkships, students must successfully pass all components of assessment. Failure of any component of assessment will require remediation before going on to Year 4 clinical experiences. Failure to successfully remediate will result in a hearing by the MSAPC.

E. For remediation of elective clinical experiences the student may progress to the next elective but must make arrangements with the preceptor(s) and the campus dean for remediation of the elective in a timely manner. Satisfactory completion of the failed elective experience will result in a grade of “Successful Remediation” (S/U). Failure to remediate the elective clinical experiences in the time agreed upon will result in a hearing by the MSAPC.

4. Probation: A student who receives a grade of “Unsatisfactory” in a single block, required course will automatically be placed on academic Probation. Removal of Probationary status by the MSPAC Chairperson requires satisfactory completion of the remediation process in a timely manner, agreed upon by both parties. Students who are placed on probation for issues of professionalism must complete the requirements identified when they were placed on probation as well as those added by MSAPC or the Dean or his/her designee. These duties must be completed in a timely and agreed upon time frame.

5. Continuance in Curriculum: A grade of “Unsatisfactory” in any block of Year 1 must be corrected before starting Year 2. A grade of “Unsatisfactory” in any course of Year 2 must be corrected before starting Year 3. “Unsatisfactory” grades in any courses of Year 3 must be corrected before starting Year 4 courses. Students must successfully complete Board examinations as stipulated in other parts of this document to continue in the curriculum (see that section of this document). Exceptions to the above must be approved by the MSAPC, usually through the process of a hearing.

6. Dismissal and MSAPC Hearings

A. Any student who fails to satisfactorily complete two of the four blocks of education during Year 1 will be dismissed from the SMHS (where a block of education refers to one of the four major instructional groupings that constitute the Year 1 curricular offerings for enrolled medical students at the SMHS).
B. A student who receives two grades of “Unsatisfactory” in an academic year during Years 2-4 will be Suspended and a hearing will be held by MSAPC in accordance with Section V. Situations leading to Suspension and a hearing by MSAPC include:

i. For Blocks V-VIII of Year 2, when a student fails a single component of assessment in an individual block, fails reexamination during Special Studies Week, and fails any subsequent block in the same academic year.

ii. For Blocks V-VIII of Year 2, when a student fails multiple components of assessment in more than one course in the same academic year.

iii. When a student receives a grade of “Unsatisfactory” in two courses in either of Years 3 or 4.

C. A decision by MSPAC to permit a student to repeat any portion of the curriculum is conditional. The ultimate decision lies with the Dean of SMHS and is dependent on the availability of resources.

7. During a repeated year, a student will be Suspended and an MSAPC hearing will be held if the student fails any course in which the student was previously enrolled.

8. Should a student fail any two Step administrations (Step 1, Step 2 CK or Step 2 CS) they are subject to an MSAPC hearing.

RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Student</th>
<th>Be familiar with the consequences and procedures following unsatisfactory academic performance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director – Education Resources</td>
<td>Inform the Associate Dean for Student Affairs and Admissions of students who have received an “Unsatisfactory” grade on an examination or for a course.</td>
</tr>
<tr>
<td></td>
<td>Inform students of process for reexamination or remediation following receipt of an “Unsatisfactory” grade.</td>
</tr>
<tr>
<td></td>
<td>Arrange for reexamination of students receiving an “Unsatisfactory” grade on a single examination in Years 1-2.</td>
</tr>
<tr>
<td></td>
<td>Arrange remediation for students receiving an “Unsatisfactory” grade in a course during Years 1-2.</td>
</tr>
<tr>
<td>Campus Deans</td>
<td>Inform the Associate Dean for Student Affairs and Admissions of students who have received an “Unsatisfactory” grade on an examination or for a course.</td>
</tr>
</tbody>
</table>
Inform students of process for reexamination or remediation following receipt of an “Unsatisfactory” grade.

Arrange for reexamination of students receiving an “Unsatisfactory” grade on a single examination in Years 3-4. Arrange remediation for students receiving an “Unsatisfactory” grade in a course during Years 3-4.

| Associate Dean for Student Affairs and Admissions | Meet with students receiving an “Unsatisfactory” grade on an examination or for a course. Advise students on strategies for success in medical school. Contact chair of MSAPC to arrange hearings for students when appropriate. |

**FORMS**

None

**REVISION RECORD**