

	Policy on Academic Deficiencies and Promotion (LCME 10.3 Policies Regarding Student Selection/Progress and Their Dissemination)	Effective Date:	
		Current Date:	
		Contact:	Office of Admissions & Student Affairs
Approved by Executive Faculty		Date Approved:	August 26, 2014
Additional changes adopted by Professionalism & Promotion Committee		Date Adopted:	January 2019 August 6, 2019

1) GENERAL POLICY STATEMENT

The School of Medicine has a standard for academic deficiencies as they relate to eligibility for academic progress.

a) **Scope:** This policy applies to all medical students.

b) **Responsible Department/Party/Parties:**

Policy Owner: Office of Admissions & Student Affairs

Procedure: Professionalism & Promotion Committee/Office of Admissions & Student Affairs

Supervision: Office of Admissions & Student Affairs

2) DEFINITIONS

For purposes of this Policy, the following terms and definitions apply:

3) POLICY GUIDELINES

General Requirements:

A failing, condition (C), or incomplete (I) grade in any course or clerkship constitutes an academic deficiency and requires review by the Student Professionalism and Promotion Committee which recommends to the Course Director or Clerkship Director how the deficiency is to be resolved, or if the student has more than one deficiency, what the student's promotional status may be.

C grades are not permanent and are converted to either Condition/Pass (C/P) or Failing (F) grades. Incomplete grades are also temporary and must be converted within 6 months, or they will be converted to failures. Incomplete grades may be resolved by completing the outstanding work. All incompletes must be resolved or converted to failures before a student is eligible to graduate. For example, if the student has earned an incomplete in an elective he or she does not need to meet graduation requirements, the incomplete must be converted to an F on the student's transcript if the student opts not to resolve the incomplete.

Condition grades may be resolved by repetition of the course or by re-examination (for pre-clinical coursework, re-examination is generally given on a scheduled date prior to the beginning of the next school year).

For the pre-clinical years (T1 and T2), all academic deficiencies must be removed before a student can be advanced to the next year. Unless decided otherwise by the Student Professionalism and Promotion Committee, T1 students needing to remediate a T1 course in the summer between T1 and T2 year, may continue on to phase II in the spring of T1 year, but may not continue in the fall unless the deficiency has been resolved. For T1s needing to repeat a course(s) the following year (that cannot be resolved in the summer), they should register for and take the T1 Immunology course in the spring of their T1 year. They may sit in on phase II courses but will not sign up or take them for a grade until the T1 course deficiency has been resolved.

In the clinical years (T3 and T4), when a student receives two deficiencies (C, F, or I) grades, the student must stop clinical rotations until all deficiencies are remediated. In the T4 year, students must remediate deficiencies acquired in the required clerkships by October to ensure graduation in May.

Students serving as officers of student organizations are expected to be in good academic standing without any unresolved incompletes, conditions, or failing grades on their transcripts. If, for any reason, a student must repeat a course or courses or an entire semester due to academic deficiency, appropriate tuition and fees based on the academic year of repetition will be charged.

Academic reasons for requiring a student to repeat a year include the following: incurring more deficiencies than can be cleared in one summer; one or more academic deficiencies accompanied by generally marginal performance; failure to remove an academic deficiency during the summer, or major lapses in professional behavior.

Passing grades in all major required courses of the current phase are necessary for advancement to the succeeding phase. Rules established by the Student Professionalism and Promotion Committee and the Executive Faculty, combined with existing precedents regarding resolution of deficiencies and dismissal, are consistently enforced. These include the following:

Pre-Clinical Coursework (Phases 1 and 2):

1. A student may only repeat the same course or course equivalent once.
2. When repeating a pre-clinical course following a failure, the student must earn a grade of at least 75 or higher depending on the parameters established by the particular department. Failure to meet these requirements results in a second failure of that course and the student is dismissed, according to rule #1.
3. Failure in one pre-clinical course and a "C" in a second one in a single year requires repetition of the year.
4. Failure of two individual pre-clinical courses results in dismissal.
5. Any combination of three deficiencies (F or C) in phases 1 or 2 results in dismissal.
6. A student cannot proceed in the clinical curriculum until deficiencies are resolved. The student must take a leave of absence to remedy the deficiencies prior to advancement to the clinical phase.
7. Students having difficulty in pre-clinical courses (as determined by course directors) are required to meet with course directors and the senior associate dean within 14 calendar days of notification. Failure to do so may result in an official professionalism issue report.
8. A student may be dismissed due to failure to follow the Tulane University Code of Student Conduct or the Code of Professional Conduct of the School of Medicine.

Clinical Clerkships (Phase 3):

1. A student may only repeat a clerkship once.
2. When repeating a clerkship following a failure, the student must meet the parameters established by the particular department.
3. Failure to meet these requirements results in a second failure of that clerkship and the student is dismissed, according to rule #1.
4. Failure of two individual clerkships results in dismissal.
5. Any combination of three deficiencies (F or C) in phases 3 results in dismissal.
6. A student who has 2 deficiencies (I, C, or F) cannot proceed in the clinical curriculum until all deficiencies are resolved. The student must take a leave of absence to remedy the deficiencies prior to advancement.
7. Students having difficulty in clerkships (as determined by clerkship directors) are required to meet with clerkship directors and the senior associate dean within 14 calendar days of notification. Failure to do so may result in an official professionalism issue report.
8. A student can have a condition grade or fail a clerkship based on professionalism alone regardless of academic performance.

4) REVIEW/REVISION/IMPLEMENTATION

- a) Review Cycle: This policy shall be reviewed by the Professionalism & Promotion Committee annually, or as needed
- b) Office of Record: After authorization, the Office of Admissions and Student Affairs shall be the office of record for this policy.

5) RELATED POLICIES

None

6) GOVERNING LAW OR REGULATIONS

7) ATTACHMENTS

None