

# Student Evaluation, Attendance and Promotion

## Preamble

Sidney Kimmel Medical College recognizes that it has obligations not only to its students, but also to the faculty of the institution, to the medical profession, and most important, to society. The function of the Committee on Student Promotion is to help ensure that each graduate of Sidney Kimmel Medical College meets essential requirements of medical knowledge, skills, and attitudes. The Committee on Student Promotion must also ensure that each student demonstrates the appropriate professional behavior, ethical conduct and personal attributes that are crucial to the practice of medicine. As students progress through the College curriculum, the Committee on Student Promotion must ensure that students meet those overall requirements to move from one level of instruction to the next. Through the Committee on Student Promotion, Sidney Kimmel Medical College seeks to ensure that each student fulfills all requirements for every course included within their program of medical education, as well as all non-cognitive requisites for pursuing a medical career. The purview of the Committee on Student Promotion extends to all aspects of the student's ability to perform as a physician inclusive of professional behavior. It is also recognized that through its faculty and through the Committee on Student Promotion, Sidney Kimmel Medical College has an obligation to help each student to recognize and, where possible, to correct any identified deficiencies. When this cannot be reasonably accomplished, the institution, through the Committee on Student Promotion, has the further obligation to withhold a medical degree.

A candidate for the Doctor of Medicine degree must demonstrate abilities and skills in a number of areas including: observational, communicative, motor, conceptual, integrative and quantitative, and behavioral and social. Candidates for the degree of Doctor of Medicine must be certified by the faculty to exhibit the requisite knowledge, skills and attitudes to complete the prescribed course of study. Students must also possess personal qualifications and attributes deemed necessary to perform the duties of the medical profession. All candidates must be free of any judgment-impairing condition, attitude, habit or addiction. The Board of Trustees reserves the right to withhold the degree from any candidate who has not been certified for graduation by the Committee on Student Promotion.

The Committee on Student Promotion of the Sidney Kimmel Medical College faculty is vested with the responsibility of evaluating the academic performance, the professional and ethical conduct, and the personal attributes of all students and rendering decisions regarding promotion, dismissal, leaves of absence, or any other appropriate actions. The following guidelines highlight specific policies and procedures of the Committee on Student Promotion with respect to promotion of qualified and competent students. These guidelines are implemented at the sole discretion of the Committee on Student Promotion. In such situations, the Committee will carefully examine all relevant facts and assess any extenuating circumstances.

# Student Evaluation in the Core Curriculum

Students are evaluated by an appropriate departmental or interdepartmental faculty. Criteria for evaluation are established using general guidelines formulated and approved by the Committee on Student Promotions. These guidelines reflect and recognize differences in methods of evaluation unique to each course. Specific course requirements, such as format, date and logistics of examinations, requirements for satisfactory course completion, textbook suggestions, etc., are made available during the first week of each course. It is the student's responsibility to become familiar with all course requirements.

## 1. Grading in Phase 1

### a. Grading in Foundations of Medicine Courses (Years 1 and 2)

Foundation of Medicine Courses	Blocks
JMD 101	Blocks 1-3A
JMD 102	Blocks 3B-4B
JMD 201	Blocks 5 and 6
JMD 202	Blocks 7 and 8

There are four components to assessment in the Foundations of Medicine courses. Course grades are derived from the assessment components of multiple Blocks. A student must pass all assessment components to pass a single course.

**1. Weekly Quizzes** – Quizzes derive their content from the Learning Objectives delivered in the case of the week. For Weekly Quizzes, an average is calculated from the weekly quiz assessment components across all Blocks within a course. A student must pass the quiz component in a given semester with an average grade equal to or greater than 65.

**2. Block Exams** – Exams derive their content primarily from the Learning Objectives delivered in all content across the Block. Exam content is integrated across all the threads. In Blocks with a dissection component, the Block Exam will include a timed practicum. This practical component will be worth approximately 20% of the overall Block exam grade. The Block exam component average will be a weighted average of the end-of-Block exam score, midterm exam score, and an anatomy practicum score. A student must pass the Block exam component in a given semester with an average grade equal to or greater than 70.

**3. Case-based learning** – Student performance is assessed by CBL (case-based learning) faculty and CBL group peer evaluations. Faculty will evaluate students using a scored rubric and narrative feedback. Peer evaluators will also provide formative feedback for each student in the group; however, peer feedback does not count toward CBL grades. A student must meet expectations across all Blocks within a course.

**4. Clinical Skills** – Assessed content is derived primarily from the Learning Objectives delivered for the Clinical Skills sessions across the Block. These assessments include clinical exercises known as Objective Structured Clinical Examinations (OSCEs) as well as narrative feedback from Clinical Skills Small Group faculty. For Clinical Skills, an average is calculated from the Clinical Skills assessment components across all Blocks within a course. A student must pass the Clinical Skills component in a given semester with an average grade equal to or greater than 70.

## Passing Standards Per Component

Assessment Component	Passing Standard	
Weekly quizzes	Pass $\geq$ 65%	Average is calculated from all quiz grades in a Block with lowest quiz score of each block dropped. Any quiz not taken will be awarded a score of zero.
Block exam	Pass $\geq$ 70%	In Blocks that include an anatomy practicum, the Block exam score will include both MCQ items (~80%) and practicum items (~20%).
CBL	Pass/Fail	Based on the scoring of the CBL facilitator rubric.
Clinical Skills Assessment	Pass $\geq$ 70%	Based on the scoring of the Clinical Skills assessment (see below).

## Passing Standards Per Clinical Skills Component

Assessment Component	Passing Standard	
Block Clinical Skills Assessment	Pass $\geq$ 70%	Average is calculated from all Block Clinical Skills Assessments within the course.
End of Year One OSCE	Pass $\geq$ 70%	End of Year 1 OSCE is averaged with the Block 3B and Block 4A Clinical Skill Assessments to determine the Clinical Skill Component score of JMD 102.
End of Phase One OSCE	Pass $\geq$ 70%	End of Phase 1 OSCE must be passed in order to Pass JMD 202. This OSCE score is also averaged with the Block 7 Clinical Skill Assessments to determine the Clinical Skills Component score of JMD 202.
Clinical Skills Small Group	Pass	Based on the scoring of course requirements; includes Health Mentors requirements.

## Clinical Skills Component Assessments and Grading

Grading for the individual Clinical Skills Assessments, and for the overall Clinical Skills Component, is Pass or Fail.

### 1. Calculation of Block Grades for Clinical Skills Assessments:

- To achieve a Pass, students must achieve a grade of 70% or greater on every end of Block Clinical Skills Assessment. If a student does not achieve 70% or greater, they are required to attend additional coaching sessions.

### 2. Calculation of Course Grade for Clinical Skills Component:

- To achieve a Pass, the average of the Block Clinical Skills Assessment Scores must be 70% or greater.
- If a student's average is below 70%, they will receive a grade of Incomplete for the course. To convert an Incomplete to a Pass, they must successfully pass a reassessment exam.

## Clinical Skills Small Groups

Grading for the Clinical Skills Small Groups is Pass or Fail and is based on course requirements. Students must receive a passing grade in the Clinical Skills Small Groups in order to receive a grade of Pass in the Clinical Skills component.

## Health Mentors

The Health Mentors Program (HMP) consists of individual and team assignments. All HMP assignments must be passed in order to receive a grade of Pass in the Clinical Skills component.

## End of Year 1 OSCE

Within JMD 102, there is an end of year, two-station OSCE. To receive a Pass, students must achieve a 70% or greater. If a student does not achieve 70% or greater, they are required to attend additional coaching sessions. For JMD 102, the End of Year 1 OSCE is averaged with the Block 3B and Block 4A Clinical Skill Assessments to determine the Clinical Skill Component score.

## Clinical Skills Preceptorship Program (“Affiliates”)

The Clinical Skills Preceptorship Program consists of individual assignments. All assignments must be passed in order to receive a grade of Pass in the Clinical Skills component.

## End of Phase 1 OSCE

Within JMD 202, there is a four-station OSCE. The content is representative of all skills obtained in Phase 1. To receive a Pass, a student must achieve a 70% or greater. Note: If a student’s score in this OSCE is below 70%, they will receive a grade of Incomplete for JMD 202.

For JMD 202, the End of Phase OSCE is averaged with the Block 7 Clinical Skill Assessment to determine the Clinical Skill Component score. If their average is below 70%, the student will receive a grade of Incomplete for the course.

## Calculation of Course Grades

Overall grades for each Course will be recorded on the transcripts as Pass/Fail.

Course grades are derived from the assessment components of multiple blocks. Students must pass ALL assessment components to pass a single course.

Students will be assessed for continuation in the program at the end of each Foundations of Medicine course:

1. Foundations of Medicine I (JMD 101) (end of Block 3A)
2. Foundations of Medicine II (JMD 102) (end of Block 4B)
3. Foundations of Medicine III (JMD 201) (end of Block 6)
4. Foundations of Medicine IV (JMD 202) (end of Block 8)

## Comprehensive Basic Science Self-Assessment (CBSSA)

In addition to successfully passing all components of each Foundations of Medicine course, students are required to take the Comprehensive Basic Science Self-Assessment (CBSSA) three times during Phase 1.

The CBSSA is administered as an online take-home assessment, with each testing window open for several weeks during each JMD 102, JMD 201, and JMD 202. Additional information on the CBSSA will be made available from the Student Assessment Office and Student Affairs in advance of each administration.

## b. Grading in Scholarly Inquiry, Clinical Experience, and Humanities Selectives

In addition to the Foundations of Medicine courses I-IV, students are assessed on a Pass/Fail basis in Scholarly Inquiry, Clinical Experience, and the Humanities Selectives courses. These courses will be separately evaluated as outlined in their course websites on Blackboard.

## 2. Grading in Phase 2

Transition to Clerkships (JMD 300) and Dimensions of Clinical Medicine (JMD 301) are graded as Pass/Fail courses. Attendance of all curricular sessions and completion of all required assignments is required to pass each course. Grading specifics for each course will be discussed during the course orientation and posted on the course BlackBoard Page.

## Core Clerkship Grading System

During each core clerkship, students will be assessed using the standard SKMC Clinical Evaluation Form. This form is distributed electronically to faculty and housestaff who worked with the student during the course of the clerkship. This may be done by the clerkship coordinator based on the student schedule or faculty/housestaff requests, or by the student themselves.

Final grade for each core clerkship will be determined based on clinical performance, NBME Subject Examination score, OSCE score (if applicable) and performance in various projects students participate in during the course of each clerkship. How the grade is determined, including the weight of each component towards the final grade, is established by each clerkship. Students will be informed of the grading policy for each clerkship during the clerkship orientation. Grading policy will be posted on each clerkship's BlackBoard page.

- Grading system for Core Clinical Clerkships will have 4 tiers – Honors, High Pass, Pass, Fail.
  - Conditions to receive grades of Honors, High Pass, and Pass will be defined by each clerkship.
- “Conditional Pass” is a temporary grade assigned to students who do not successfully complete the requirements of the clerkship.
  - Examples of reasons why students do not successfully complete the requirements of a clerkship may include but is not limited to
    - students with weak clinical performance
    - students who fail the shelf exam once
    - students who were able but chose not to submit mandatory projects that contribute to the clerkship grade
    - students with unprofessional behavior during clerkship.
- Conditional Pass will trigger a mandatory Individualized Learning Plan (ILP) process and remediation.
  - An ILP team will be assembled, including at least the Student, Clerkship Director, Director of Clinical Proficiency Remediation, and the Student Affairs Dean. Additional team members may include Clinical Skills Center staff, Dean of Professionalism, other clerkship directors, etc.
  - Contents and conditions of the remediation will be determined by the ILP team. Examples of remediation include but are not limited to more clinical time (duration to be determined by the ILP team), retake of the shelf exam, submission of a missing project, etc.
  - An ILP team will convene and provide, in writing, a remediation plan to the student. Copy of the plan will be provided to each ILP team member.
  - Students who fail to meet with the ILP team upon receipt of the grade of Conditional Pass, or fail to fulfill the plan outlined by the ILP team, will receive a grade of Failure for the Clerkship.
  - Clerkship director will supervise the remediation process and determine by the end of the remediation process whether the student met the clerkship goals and objectives to receive a passing grade.
- Conditional Pass will be a temporary grade only and is considered neither a passing nor a failing grade. It will not grant the student graduation credit for a given clerkship. A student will not be allowed to graduate with a grade of Conditional Pass on the transcript.
- Student may only receive a grade of conditional pass once per each clerkship – i.e., they must either successfully pass the clerkship or fail the clerkship at the end of the remediation period.
- A grade of conditional pass will be replaced on the transcript by the grade the student ultimately earns, whether passing or failing.
  - Any student with a grade of Conditional Pass will be presented to the Committee on Student Promotion as a potential actionable item.

- A grade of “Incomplete” will be assigned in the following circumstances:
  - Students who are not able to complete the entire length of a given clerkship due to a personal or medical leave of absence, with the understanding that they will make up the missing portion of the clerkship upon their return. At that time, the grade of ‘Incomplete” will be replaced by the actual grade and sent to COSP as an informational item.
- A grade of “Failure” will be assigned to:
  - Students who fail to meet goals and objectives of the clerkship and are deemed by the clerkship director to benefit from repeating the entire clerkship;
  - Students who received a Conditional Pass but failed to meet goals and objectives of the clerkship at the end of the remediation period that was determined by the ILP team;
  - Students who received a Conditional Pass but fail to fulfill the remediation plan as determined by the ILP team;
  - Students who fail the Clerkship NBME subject exam twice;
  - Students who display unprofessional behavior during the clerkship that is determined by the clerkship director to be too egregious to be remediated via the ILP process.

#### **Process of Remediating a Grade of Failure**

- All grades of Failure will be presented to the Committee on Student Promotion as an action item.
- Committee on Student Promotion will determine if student will be allowed to remediate the failure by repeating the clerkship.
- If remediation by repeating the clerkship is permitted by the Committee on Student Promotion, the ILP process will be invoked:
  - An ILP team will be assembled, including at least the Student, Clerkship Director, Director of Clinical Proficiency Remediation and the Student Affairs Dean. Additional team members may include Clinical Skills Center staff, Dean of Professionalism, other clerkship directors, etc.
  - The ILP team will convene and determine what additional resources and processes student will require to increase the chances for successful remediation.
  - An ILP team will provide, in writing, a remediation plan to the student. Copy of the plan will be provided to each ILP team member.
  - Students who fail to meet with the ILP team or fail to fulfill the plan outlined by the ILP team, will receive a grade of Failure for the repeat clerkship.
  - Clerkship director will supervise the remediation process and determine by the end of the repeat clerkship whether the student met the clerkship goals and objectives to receive a passing grade.

#### **Process of Grade Reporting and Grade Change Approvals**

- Grades of Honors, High Pass, and Pass will be reported on the transcript.
- All grade changes must be presented to the Committee on Student Promotion for approval.
- Conditional Pass
  - Once student successfully passes the clerkship, “Conditional Pass” will be replaced on the transcript by the actual grade attained by the student. No transcript annotation will accompany this grade.
  - Conditional pass, its conditions, and resolution will be outlined on the MSPE.
- Incomplete
  - A grade of “Incomplete” will be reported on the transcript until the student successfully completes the clerkship. At that time, the actual clerkship grade will replace “Incomplete.”

- o No permanent annotation on the transcript or mention in MSPE will be made.
- Failure
  - o If the student is allowed to repeat the clerkship by the Committee on Student Promotion, and does so with a passing grade, this grade will replace the grade of Failure with a permanent annotation on the transcript.
  - o MSPE will mention the failure, as well as description of remediation.

### 3. Assessment Policies (Phase 1)

The Student Code of Conduct (Honor Code) mandates honesty before, during, and after all examinations. Students are expected to comply with all tenets of the Code of Conduct as a matter of professional integrity. Any attempt to subvert the assessment process by obtaining exam materials early, bringing unauthorized materials or equipment to a test space, copying or reconstructing test questions, or sharing test materials will result in disciplinary action.

#### a. Examination Policies for Multiple Choice Question Assessments

##### Student Responsibilities

Quizzes are scheduled for 9 AM every Friday (except during assessment week). Block exams are scheduled for 9 AM the Friday of an assessment week.

Students must download the assessment file by 5:00 PM the day before any quiz or exam.

When a computer-based examination is scheduled, students are expected to make all reasonable efforts to use their iPad provided by SKMC.

Students must install ExamSoft's Examplify application on the iPad that will be used during proctored exams. Students may download Examplify via the App Store on their device.

Students should be familiar with their iPad and Examplify software and instructions prior to downloading an examination. Students are expected to arrive at the test room with a fully charged iPad. Students should submit the exam on completion and display the green confirmation screen to a proctor before leaving the room.

Students experiencing technology problems with their iPad must make arrangements with the IS&T Service Desk (Scott Library, 2nd Floor) to inspect their iPad prior to the scheduled examination. If necessary, students can obtain an iPad from the Scott Library Circulation Desk. This ensures a diagnosis of the technical issue and that appropriate support measures can be taken to allow a student to take an exam as scheduled. iPad equipment/software problems should also be reported via email to the Student Assessment Office (skmc.assessment@jefferson.edu), as far in advance of the exam as possible.

##### Examination Day Policies and Procedures

Examinations are administered electronically using ExamSoft. The details of registering, downloading, opening, and uploading the exams have been outlined in the above section.

Students are responsible for bringing an ExamSoft-registered iPad with Examplify installed, the downloaded exam file, a **fully charged iPad**, and an appropriate power adapter with them to the examination room. Loaner iPads and power cords ARE NOT available during an examination.

Students should notify a proctor immediately if they encounter technical problems with an iPad at the start of or during an examination. Every effort will be made to resolve the issue in a reasonable time frame. If the proctor determines that the issue cannot be resolved in a reasonable time frame, the student will be issued a paper exam form on which to complete the examination. In the event of technical failure that results in loss of data, students will be provided an opportunity for retesting.

Students **MUST** arrive at least 10 minutes before the official start time of an examination. Plan travel accordingly.

Students **who arrive late but within the first 15 minutes of any MCQ examination time** will be permitted to sit for the examination but the student will not be granted extra time to complete the examination.

Students who arrive **late but within the first 15 minutes** of a quiz will be allowed to take the quiz but the student will not be granted extra time to complete the quiz. **Quizzes will close at 9:30 AM.**

Students who arrive **more than 15 minutes late** for an End of Block exam will not be permitted to take the exam and will need to take the make-up exam. **Exams will close at 12:00 PM.**

**Please note: Students who start an examination late will not be granted additional time to complete the examination.**

The examination will begin when the proctor instructs the students to begin. The examination will end when the proctor instructs the students to stop. There are no exceptions. The proctors are present to facilitate completion of the examination within the rules of the examination. They are not course faculty, and will not provide interpretations or explanations of assessment items.

Unprofessional behavior of any kind, including harsh or inappropriate remarks, or failure to adhere to examination rules or directions provided by proctors, will be reported to the Assistant Dean of Assessment immediately and may result in a Physicianship form.

All personal belongings and electronic devices **MUST** be turned off and stored for the duration of the assessment and the review period. Any student found to have such an electronic device on their person during the examination or any review of exam material will be referred to the Student Professional Conduct Committee (PCC). Electronic devices include, but are not restricted to; all phones, tablets, laptops, and Internet-capable watches.

Students are **ALLOWED**: a jacket/sweater, beverage container, a food item, and a device to charge their iPad at their test station. These items must be at their space 5 minutes prior to the official start of the exam. Once the exam begins, students are not permitted to retrieve these items from their belongings.

Students are allowed to wear earplugs during exams. Students are not allowed to wear headphones during exams. This includes noise-canceling headphones, earbuds/in-ear headphones, and wired/wireless variations.

Bathroom breaks are permitted if necessary. Students must sign out and sign back in with the exam proctor, noting the times. The ExamSoft timer does not stop during a break. Students must leave their iPad at their desk and utilize the "Hide Exam" feature in Exemplify. Only one student is allowed in each restroom at any given time. Any student abusing this privilege will be referred to the PCC.

When the examination time ends, students must close the exam program immediately, and show the exam submission confirmation screen to the proctor before leaving the exam room. This is to ensure that the student's exam results are received properly.

## **Student Examinations Results**

Examination data captured during the End of Block examinations will be transmitted to the Student Assessment Office. Key analysis will be conducted immediately after the exam is completed to identify individual item performance that falls outside expected ranges. Aberrant items will undergo individual review by the Student Assessment Office. After Key Validation is complete, percent correct scores and three-digit standard scores will be calculated. Following final quality assurance procedures, score reports will be posted.

Automated analytic programs may be used as quality control and security measures. Candidates whose item response patterns are aberrant may be asked to provide an explanation of their scores. Please note that automated answer pattern analysis is routinely employed to ensure the integrity and security of the exam process.

## **Examination Review Policies**

### **1. Weekly Quiz and Exam Review**

Secure reviews are administered using the Exemplify product after the completion of weekly quizzes and end of Block exams. During the review period, the students will see their assessment questions, their responses, and the rationale for each item. The rationale will include the learning objective being assessed and a statement to help guide the students if there is a learning gap. If students have additional questions after the quiz and review, they should direct their questions to the Block and Thread Directors



via email. Contact information for all Block and Thread Directors is available under the "Contacts" link on each Foundations of Medicine Blackboard site.

## **2. Policy on Weekly Quiz Reviews**

For quiz reviews, students should be back in their seats at the start of the review period with their devices ready to begin the secure review, and they are expected to enter the review promptly. Once the passwords for the review are provided to students, exam conditions will be in place for the remainder of the review period: students should not take out other electronic devices (phones, laptops, tablets) or paper notes, and they should not leave the room with their device still in review mode. Talking during the review should be in the spirit of peer teaching. Once students have finished reviewing their results, they should exit the review and leave their iPad out to confirm with staff or a proctor.

For quiz reviews, the end time will be strictly enforced and students will be asked to exit the review at that time, even if Exemplify still shows time remaining.

## **3. Policy on Exam Reviews**

For exam reviews, students should be in their seats before the start time with their devices ready to begin the secure review, and they are expected to enter the review promptly. Once the passwords for the review are provided to students, exam conditions will be in place for the remainder of the review period: students should not take out other electronic devices (phones, laptops, tablets) or paper notes, and they should not leave the room with their device still in review mode. Talking during the review should be in the spirit of peer teaching. Once students have finished reviewing their results, they should exit the review and leave their iPad out to confirm with staff or a proctor. If students choose to stay in the room during the exam review, they will not be allowed to use their other devices or review paper notes while other students are reviewing.

For exam reviews, the end time will be strictly enforced and students will be asked to exit the review at that time, even if Exemplify still shows time remaining. Students who leave the review early will not be allowed back into the room.

## **b. Examination Policies for Anatomy Practicums**

Practical examinations derive content from the Anatomy thread Learning Objectives in a given Block. Examinations are delivered as MCQs in a timed format and may be administered using an Examssoft-registered iPad via Exemplify, or using Scantron sheets on which students record their answers. Stations may include tagged dissections, tagged bones, and computer projections using diagnostic images, microscopic anatomy samples, and planar anatomical sections.

Students will be assigned a practical examination time approximately one week prior to assessment week. On examination day, students must arrive at their appointed time in clothing suitable for the dissection facility. Students who arrive late will be bumped to a later examination time.

Each student will be assigned a starting station before moving into the examination rooms. No electronic equipment, other than the device used to complete the exam, may be brought into the examination room. Students will move through the stations in one-minute intervals; exam durations will be between 30-45 minutes. Once the examination begins, there are no bathroom breaks and students will not be permitted to return to any station once they have passed it.

Following the completion of the examination, students will turn in their Scantron sheets or show proof of their successful Exemplify upload to examination proctors. Results will not be posted until the exams are reviewed for student performance and item performance to ensure exam quality.

## **Attendance and Absence Policies**

### **1. Phase 1**

#### **a. Policy on Unscheduled Time for Phase 1 (JeffMD)**

The Committee on Curriculum is committed to assuring that there is sufficient time available for independent study and other non-curricular activities. On this basis, the Phase 1 courses must provide the students with on average, two free half days per week. This time must not be converted to any mandatory curricular activity, including, but not limited to lecture, directed small group sessions, laboratory

activities or clinical skills training. Adherence to this policy will be reviewed by the Committee on Curriculum at least annually, or as needed.

## **b. Phase 1 Attendance Requirements**

- Case-Based Learning sessions – Mandatory
- Clinical Skills sessions – Mandatory
- Team-Based Learning sessions – not mandatory but quizzes may be given
- Patient present sessions – Mandatory
- Labs – not mandatory
- Lectures – not mandatory except for when designated, e.g. patient panels

## **c. Recording of Sessions**

**Lectures will continue to be recorded as follows:**

- Block directors, however, have the discretion to determine that a lecture will not be recorded if they feel it is too interactive to capture well; in this case, it will be indicated on the calendar that it will not be recorded.
- Student expectations will be explained at orientation.
  - Delivery – many lectures are interactive, which may not record well.
  - Professionalism – students are responsible for obtaining the content in the best manner for them, and should be prepared that electronic delivery may not translate the same as it would by attending a live lecture; respectful behavior is expected.

**Non-Lectures will not be recorded, specifically for the following situations:**

- Team Based Learning sessions (TBLs)
- Any session when a patient is present Case-Based Learning sessions (CBLs)
- Clinical Skills sessions
- Lab sessions
- Interactive Review sessions

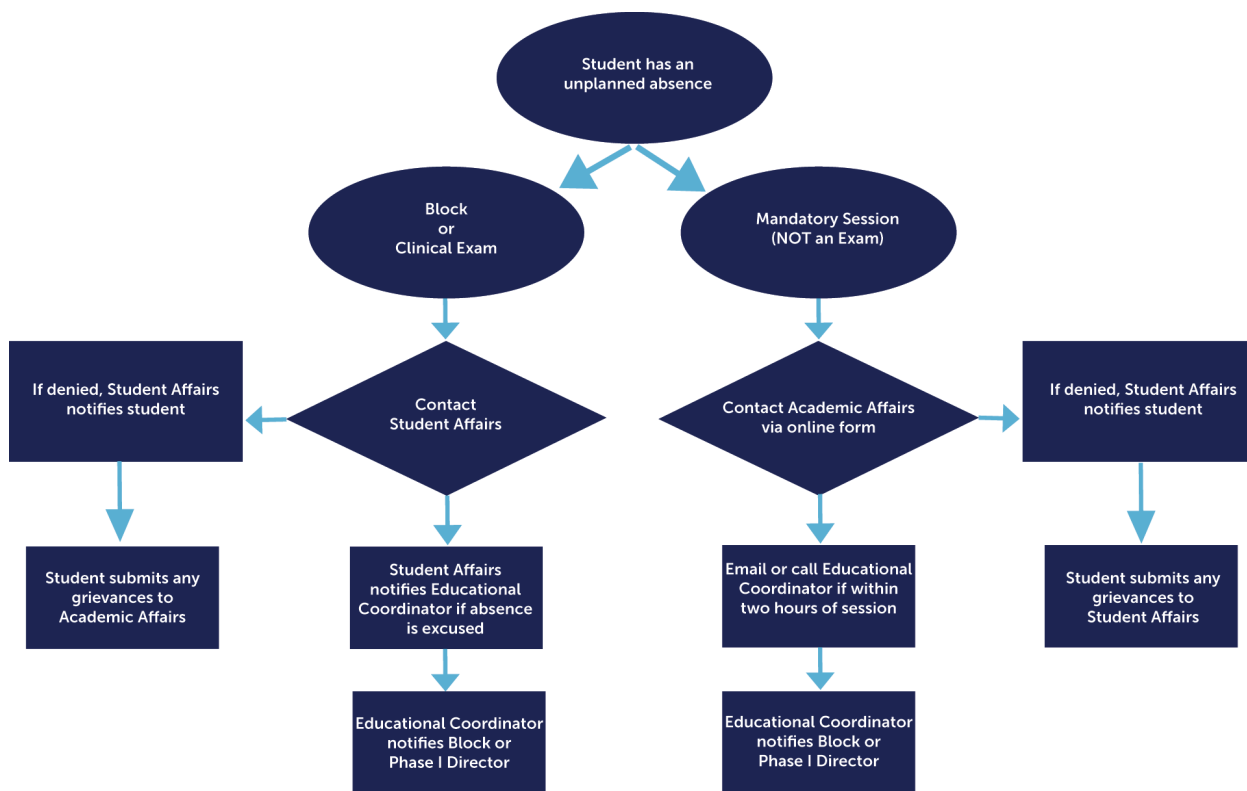
## **d. Missed Time in Phase I**

Attendance is required for case-based sessions, clinical skills sessions, clinical experience, patient sessions, quizzes, and all other sessions labeled mandatory. Excused absences may be granted in the case of illness, personal/family emergency, or religious holidays.

### **1. Acute Illness or Emergency**

*Block and Clinical Examinations:* A student must contact the Dean for Student Affairs to be excused. The student must contact the Dean at 215-503-6988 if during business hours or via pager (877-656-4337) at all other times. All health-related excuses for missing examinations must also have documented approval of the Director of University Health Services or his/her designee. Make-up for the missed examination will take place on designated exam make-up dates and times, published on the university calendar.

If the Student Affairs office approves the absence from the examination as excused, they will notify the appropriate educational coordinator. The educational coordinator will communicate this information to the Block Director as well as to the Phase 1 Director for informational purposes.



Students with grievance of decision should contact the Vice Dean of UME/Academic Affairs.

*Other Mandatory Sessions (such as case-based sessions, clinical skills sessions, quizzes, etc.):* A student must notify the Office of UME/Academic Affairs, in writing via electronic submission, to be excused. *If it is within two hours of a mandatory session, the student must contact the Academic Affairs office, JeffMD@jefferson.edu or 215-955-9714; a student must leave a voicemail for all unanswered calls.* Students are responsible for contacting the Block Director regarding make-up arrangements for all missed work.

Students with grievance of decision should contact the Dean of Student Affairs.

## 2. Requests for Absence Due to Religious Holidays

Students must notify the Office of UME/Academic Affairs, in writing via electronic submission, of any days they will miss class because of religious holidays *within three business days of the start of classes on a semester by semester basis*. Students will not be excused from class for days intended for travel for religious observance.

(For more information refer to <http://www.jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks/university-policies/religious-accommodation-policy.html>)

Students with grievance of decision should contact the Office of the Provost.

## 3. Requests for Absence Due to Special Circumstances

Examples of special circumstances where absences from mandatory sessions may be approved include family member weddings or student presentation at a conference. Since dates for these special circumstances are known in advance, requests must be made in writing via electronic submission to the Office of UME/Academic Affairs as early as possible but *at least four weeks prior to the event*.

The more advance notice that is given, the more likely the request will be able to be accommodated. Students with grievance of decision should contact the Dean of Student Affairs.

## e. Policy on Quiz Absences and Quiz Make-up Dates

### 1. Lowest Quiz Grade Dropped

Weekly quizzes are scheduled each Friday morning except at the time of End of Block examinations. The lowest quiz in each Block will be dropped and the average grade of the remaining quizzes will be calculated. An average score of 65% correct or greater is necessary to pass the Quiz component as outlined in the assessment policies. Students may elect not to take one quiz per Block for personal reasons. If a student elects not to take one quiz, this will constitute the “dropped quiz.”

We have established this policy of dropping the lowest quiz grade for several reasons. We believe this policy encourages students to see a broader view of their growing knowledge base, and that poor performance in one week of a Block would not define the overall outcome of that Block. In addition, we believe that offering the flexibility to miss one Friday quiz per Block without academic repercussion will allow students to continue their non-academic growth and balance personal demands, such as missing a Friday quiz to attend a personal event or to take an opportunity for necessary self-care.

### 2. Make-up Opportunities for Quizzes

JeffMD offers make-up opportunities for the weekly quizzes in ONLY the following circumstances:

- Religious observances;
- Serious illness with documentation from a physician, urgent care clinic, or emergency room;
- Extraordinary circumstances (such as family illness or attending a funeral).

Absences for any other reason will result in a grade of zero. As noted above, the lowest quiz grade in each Block will be dropped. All other scores, including zeros resulting from unexcused absences, will be averaged with the scores of completed quizzes.

Students who believe an extraordinary circumstance would make them eligible for a make-up quiz should contact the Phase 1 Director, Urvashi Vaid, at [Urvashi.Vaid@jefferson.edu](mailto:Urvashi.Vaid@jefferson.edu).

### 3. Make-up Quizzes

Students who are allowed to make up a Friday quiz will have their make-up quiz scheduled for 12:00 p.m. the Monday after the original quiz date. The location of the make-up quiz will be provided to them in advance via email by the Student Assessment Office.

Students who are scheduled for a make-up quiz are advised that the SKMC Honor Code applies to these make-up quizzes. They should not seek unfair advantage from classmates who have already taken the quiz; they should not compromise in any way the integrity of the make-up test conditions. Students who witness attempts at dishonesty and violation of the Honor Code are obligated to contact the Faculty or Student PCC.

## 2. Phase 2

### a. Policy on Clinical Duty Hours

Medical students must learn to balance the long hours that patient care and learning demand while at the same time getting adequate rest to ensure that they function at the highest level while caring for their patients. Sidney Kimmel Medical College is committed to providing a safe and supportive learning environment for our students.

“Duty Hours” are defined as all clinical and academic activities undertaken by students while at a duty site. These activities include patient care, time spent on call at a duty site, and scheduled academic activities, such as conferences. Duty hours do not include reading and preparation time spent away from duty site.

Each student must have no more than 80 hours per week of duty hours, averaged over a 4-week period.

One day in 7 must be free from required clinical and educational experiences, averaged over a 4-week period. A day is defined as one continuous 24-hour period free from all clinical, educational, and administrative activities. Eight hours duty-free time must separate work periods.

Continuous on-site duty hours must not exceed 28 hours.

Compliance is monitored by the clerkship directors who receive the data from student questionnaires administered at the end of each clerkship rotation.

Any violations of the regulations should be reported by the students to the clerkship coordinator, site director, or the clerkship director. The faculty member or resident who is responsible for the violation will be contacted to make sure that the policy is understood and future violations don't occur. If repeated violations occur the clerkship director will be notified and will report the problem to the curriculum committee.

The policy is discussed yearly with each affiliate site. The policy is in the student handbook. Each clerkship director reviews the policy with the students at the beginning of each rotation.

## **b. Supervision Policy**

During clinical rotations, students are valuable members of the healthcare team, participating in the evaluation and management of patients. It is imperative that students receive appropriate supervision during patient care at all times. This will ensure safety in the delivery of care and also serves to maximize the learning the students gain from any clinical situation.

Students may collect the history and perform a physical examination independently, but must review the history and physical exam findings with either a member of the housestaff or a faculty member immediately after such an encounter.

Students are expected to document clinical encounters in the Electronic Health Record (EHR). Students must review every documented encounter with either a member of the housestaff or a faculty member who will cosign the documentation. In certain clerkships, separate documentation applications are used to record encounters and receive feedback on documentation. Students will be informed if they will be using an application instead of EHR for documentation during their clerkship orientation.

Students may perform discharge counselling of a patient only under direct supervision of the housestaff or a faculty member. All other counselling can be performed independently as long as the content of such counselling is discussed in advance with a housestaff or faculty member.

Students may obtain informed consent for procedures they will perform only under direct supervision of the housestaff or a faculty member. Students may not obtain informed consent for procedures they will not perform.

Students may perform basic procedures, including but not limited to, Foley catheter placement, venous cannulation, phlebotomy, arterial blood sampling, and nasogastric tube placement, only once they received education about such a procedure, and only under direct supervision by a member of the housestaff, nursing (if appropriate), or a faculty member. This includes students who may possess knowledge of such procedures due to prior clinical experiences. Students must not perform any procedure, even under supervision, that they do not feel comfortable performing.

## **c. Phase 2 Absence Policy**

Active participation in the clerkship activities indicates the student's understanding and mastery of professional responsibilities. When it is necessary for students to be absent from a required MD program activity, students must approach such absences with the same standard of professional responsibility required of practicing physicians; professional responsibility extends to one's patients and members of one's team. Extracurricular activities at this point in medical school should not interfere with clinical obligations, if there are obligations they should be discussed with the Clerkship Director four weeks before any conflict. Students at all times should prioritize attending clinical rotations.

A central tenet of the attendance policy is that students provide the faculty with timely and valid requests. The faculty relies on a student's honesty in presenting a compelling reason for an absence from a required activity to be the core principle underlying professional communication regarding such absences; integrity is a core value for doctors. Faculty will likewise apply the attendance policy without preconceived judgment or assumptions in a way that is both fair and consistent, but which also considers a student's individual situation. When a student does not attend a required session and has not

provided, in advance, an appropriate request for permission the student is in violation of the standards of conduct.

Planned absences for religious observance, presentations at scientific conferences, or required legal activity (e.g., jury duty) should be discussed in advance with the Student Affairs Dean and Clerkship Director. Only the Clerkship Director may excuse a student from a course, not a site director or a Clerkship Coordinator. The Student Affairs Dean must be informed of all absences, including cases of acute illness for tracking purposes. An explanation of the criteria for consideration of absences from courses and clerkships is outlined below.

#### **Category 1 Absence – Unexpected and excused**

These absences include personal medical and family emergencies. These will be considered excused absences; it is the student's responsibility to notify the appropriate people as soon as possible. Failure to notify faculty will make these absences considered a Category 4 absence. The student shall use their judgment about whether they are too sick to work safely.

#### **Category 2 Absence – Planned in Advance**

This category is designated for special events such as weddings, graduations, family events. It also includes scientific meetings where the student is the first author or presenting an oral abstract or poster for the day of their presentation and associated travel time. These requests need to be submitted at a minimum of four weeks in advance and will be issued at the Clerkship Director's discretion. All of these absences will be tracked centrally, and no student should have more than four in an academic year unless approved by the SKMC Dean's office. If any student has reason to request more than 4 days in a year they should meet with their Student Affairs Dean to discuss their needs and formulate a plan. Specific dates in every rotation such as orientation, OSCE, NBME exam are not candidates for these types of absences.

#### **Category 3 Absence – Religious Exemption Planned in Advance**

Any religious holiday that a medical student feels impacts their ability to work or provide clinical care falls under Category 3. Students must notify the Office of UME/Academic Affairs, in writing, of any days that they are requesting off within 3 business days of the start of clinical clerkships on a semester by semester basis. Recurrent religious obligations should be addressed with the Student Affairs Dean and a plan should be made that reflects the nature of clinical medicine and educational opportunities along with respecting the importance of religious obligations. A uniform plan will be made and applied to clinical rotations.

#### **Category 4 Absence – Unexcused**

Any absence not falling into the above categories is considered a Category 4 absence. Any of the above, without appropriate discussion and documentation, is a Category 4 absence. Category 4 absences are unexcused and not allowed. If any occur, it is a violation of professionalism and may result in the student being presented before the committee on promotions. Repeated tardiness is also considered unprofessional and an unexcused absence.

If more than 2 days are missed per 4-week time period for any reason the medical student should be prepared to make them up with additional shifts at the Clerkship Director's discretion for timing and location. The student will carry a grade of incomplete until shifts are made up. For extended absences the entire rotation may need to be repeated.

All absences will be tracked by clerkship directors and reported to the Dean's office for central tracking. Student health is important, but every effort should be made to reduce absences whenever possible.

Physician appointments, physical therapy, or dental appointments should be scheduled in the least disruptive way possible.

All students will continue to use the Absence form for all planned absences.

If Thomas Jefferson University announces a closure due to inclement weather or an event, clerkship students will be excused from clinical duties, regardless of the site of current clinical rotation. Absences from clinical duties during university-wide closures are considered excused and do not need to be made up.

### 3. Absences in Year 4 (Class of 2020)

Students in fourth year who plan to take extended leaves to visit postgraduate programs are urged to use their vacation time for this purpose. If additional time is needed for residency interviews, a student may request additional days of excused absence during the fourth-year clerkships, but in no instance shall such absences exceed two days per four-week clerkship period. All such excused absences must have approval of the department course director or his or her designee (at TJUH or affiliate) for the clerkship or basic science course in which the student is enrolled. The course/clerkship director may require a student to make up missed time. Absences greater than this will result in the student being given an Incomplete (I). Any exceptions to the above policy must be approved by the Office of Student Affairs and Career Counseling, in consultation with the Office of Academic Affairs.

## Policies Concerning Promotion and Graduation

There are areas of competency that must be met for students to be promoted and graduated from Sidney Kimmel Medical College. These are medical knowledge, psychomotor skills, communication skills, interpersonal skills, attitudes, professional and ethical conduct, and personal attributes. If a student fails to meet any of these requirements, he or she may not be promoted or graduated. It is the responsibility of the Committee on Student Promotion to evaluate each individual in light of each of these requirements and to make determinations based upon the circumstances of each individual case.

### 1. Committee on Student Promotion Procedures

The Committee on Student Promotion is charged with determining that the institutional requirements for each of the General Requirements for Promotion/Graduation are met by all Sidney Kimmel Medical College students.

#### a. Committee Membership

The Committee on Student Promotion is composed of at least 12 members of the Professorial Faculty including six basic science and six clinical science faculty and a representative from the Office of the Dean.

#### b. Meetings

The Committee on Student Promotion meets monthly. At least one-half of the members must be present to constitute a quorum; however, the Executive Council of Sidney Kimmel Medical College may, at its sole discretion, provide for a different quorum requirement. Written minutes of each committee meeting shall be prepared and retained in the Office of the Dean.

The Bylaws of the Medical College require that the Committee on Student Promotion recommend to the Professorial Faculty evaluation procedures, requirements, and general policies for satisfactory scholarship. The Professorial Faculty shall apply such policies as the Committee may adopt from time to time. The Committee's decisions with respect to particular students may not be reversed by another faculty body or individual at Sidney Kimmel Medical College, except as expressly provided herein.

#### c. Receiving Reports, Nature of Reports Received

All course grade reports and evaluations in any course shall be properly signed by the Phase 1 Director or course director, or otherwise electronically approved, and transmitted to the University Office of the Registrar from the Office of Student Assessment or the department chairman's designee.

The Registrar, in turn, submits unsatisfactory and remediated grades and evaluations to the Office of Academic Affairs/Undergraduate Medical Education, which then submits them to the Committee on Student Promotion. Unsatisfactory and remediated grades and evaluations shall also be reported to the Office of Student Affairs.

After review, the Committee on Student Promotion may accept the grades or evaluations submitted or may return them for departmental clarification or reconsideration if a discrepancy or inconsistency ap-

pears, or if other questions arise relating to the academic, professional/ethical status, or personal attributes. The Committee on Student Promotion may not, however, change any course grade or evaluation. Only the responsible faculty member is vested with the power to modify a specific grade or evaluation. Any student who challenges a grade should direct his/her question to the appropriate Course Director or for the Foundations of Medicine courses to the Phase 1 Director. The Committee on Student Promotion will notify each student in writing about any actions it has taken regarding his/her student status, except for the routine acceptance of grades.

The ultimate decision regarding any action to be taken on unsatisfactory grades or changes of evaluations is the responsibility of the Committee on Student Promotion. Students who receive grades below the expected level of competence will have their entire record reviewed for appropriate action, which may include counseling, academic probation or other actions as described below. The Committee on Student Promotion may review at any time the entire academic history and record of any student for consideration of cognitive and noncognitive behavior, including professional, social, moral, and personal attributes.

## 2. General Requirements for Promotion/Graduation

### a. Overview

The student must meet all of the requirements of the curriculum in terms of specific courses taken as defined by the Curriculum Committee. The student must meet all of the requirements specified by each contributing department for each course taken.

1. Demonstration of adequate knowledge.
2. Demonstration of appropriate skills, attitudes, professional and ethical conduct, and personal attributes.
3. Attendance, punctuality and respect for property of the College and its affiliated training sites.

### b. USMLE

The student must receive passing scores in Step 1 and Step 2 CK (Clinical Knowledge) and Step 2 CS (Clinical Skills) of the United States Medical Licensing Examinations (USMLE) of the National Board of Medical Examiners. These examinations are recognized by the College as Comprehensive Examinations for the preclinical and clinical years of study, respectively. Second-year students must pass Step 1 to be officially promoted to the core clerkships. Fourth-year students must pass Step 2 CK and Step 2 CS to satisfy graduation requirements.

The second-year Comprehensive Examination (USMLE Step 1) is taken following the successful completion of Phase 1. This exam must be taken prior to the first day of core clerkships.

No student with a failing grade in any course during the second year will be permitted to take the USMLE Step 1 until that failure has been remediated. If approved to do so by the Committee on Student Promotion, the student may remediate the failure by passing a makeup examination(s). If the reexamination(s) is passed, the student will be allowed to sit for Step 1, but may be advised to take the first teaching block as vacation to prepare for the Step 1 Examination. If the course reexamination(s) is not passed, the student will not be permitted to take the Comprehensive Examination. Possible actions include repeat of Year 2 of Phase 1 or academic dismissal.

The student who passes the re-examination and passes the Comprehensive Examination will continue with his/her classmates in the core clerkships.

#### 1. Step 1

A student who fails the Comprehensive Examination Step 1 at the first sitting will be expected to repeat the Comprehensive Examination before continuation in clerkships and promotion to the core clerkships. The student is expected to seek guidance from the Office of Academic Affairs/Undergraduate Medical Education to assist the student in completion of the USMLE.

The student who fails the Comprehensive Examination Step 1 at the first sitting will be removed from his/her clerkships and placed on a vacation block until he/she sits again for the examination. Special



consideration may be given if the student requests permission to finish the clerkship currently in process. Such a student may be allowed to complete this clerkship only.

The student who satisfactorily passes the Comprehensive Examination at the second sitting will be returned to accredited core clerkship status. Credit may be given for clerkships passed to date if the student returns during the current academic year. If the student does not return in the current academic year, no credit will be given for clerkships completed before the academic leave of absence.

The student who fails the repeat Comprehensive Examination may either be academically dismissed or sponsored for a 3rd and final sitting. Sponsorship for a third sitting of the USMLE Step 1 will be decided on an individual basis by the Committee on Student Promotion and is impacted by relevant factors, including the student's previous academic history. A student sponsored for a 3rd sitting will be placed on a mandatory academic leave of absence. Due to the mandatory leave of absence for such students, and the extended time away from the core clerkship curriculum, students requiring 3 attempts to pass the USMLE Step 1 exam will be expected to complete the core clerkship curriculum in its entirety upon their return to SKMC; i.e., no credit will be given for core clerkships taken and passed prior to passing Step 1. Upon receipt of a passing USMLE Step 1 score, the student should submit a letter requesting termination of the leave of absence by October 1 for the next academic year. It is expected that the student will progress through the Phase 2 curriculum, uninterrupted, within one calendar year.

Failure of the Comprehensive Examination Step 1 at the third sitting will result in academic dismissal.

## **2. Step 2 CK**

The Comprehensive Examination (USMLE Step 2 CK) is taken following successful completion of the Phase 2 clerkships. No student with a failing grade in any course/clerkship will be permitted to take the Comprehensive Examination Step 2 CK until that failure has been resolved. It is strongly recommended that Step 2 CK be taken between May and October of Phase 3, and is required to be taken by December 31 of the fourth year. If circumstances arise that make it a hardship to comply with this deadline, the student must request permission for an extension through the Office of Student Affairs and the Office of Academic Affairs/Undergraduate Medical Education.

If the student fails this examination at the first sitting, he/she will be placed on academic probation and will be allowed to remain in clerkships until the results of the second USMLE Step 2 CK sitting are reported. If a student has not obtained a passing grade on the USMLE Step 2 CK exam by April, the residency program to which the student has matched will be notified. Students who fail the Comprehensive Examination Step 2 CK at the second sitting will be considered on an individual basis by the Committee on Student Promotion; such a student may be allowed to continue on academic probation or may be academically dismissed. A student's previous academic history impacts this decision.

## **3. Step 2 CS**

This test of clinical skills is a requirement for medical licensure in the United States. All students are required to pass the examination before graduation. It is strongly recommended that this be completed by November 1 of the fourth year. Students should be aware that some residency programs may not rank a student for the Match if he/she does not have a passing score reported on this exam.

The student who receives passing scores on USMLE Step 2 CK and USMLE Step 2 CS in the fourth year, with results reported by mid-April, will have satisfactorily complied with the requirements of the Comprehensive Examinations at SKMC. Receipt of passing scores on Step 2 CK and Step 2 CS is required for a student to participate in graduation ceremonies and to receive his or her M.D. degree with the class. Students requesting an exception to this policy, and with expected completion of requirements by July 1st, must submit a written request to the Committee on Student Promotion no later than April 20th. Factors to be considered include compelling exigencies that may have precluded timely completion of these testing requirements. Students who are permitted to participate in graduation, but who have not met all graduation requirements, will be noted as such with an asterisk in the graduation program.

### **c. End-of-Clerkship NBME Subject Examinations**

All core clinical clerkships use NBME Subject Examination, also known as the “shelf exam,” as one of the required assessments. NBME Subject Exam is a secure, standardized exam administered in a monitored setting with a proctor.

NBME Subject Examination must be taken at the end of the corresponding clerkship at the time scheduled by and for that clerkship. Exams may not be moved or rescheduled unless the timing of the exam will pose significant hardship for the student. Each such instance must be approved by the Office of Student Affairs as well as the clerkship director at least 4 weeks in advance of the scheduled exam date.

Students requiring special academic exam day accommodations must be approved by the Office of Student Affairs to do so, and must notify the clerkship director and coordinator at least 4 weeks in advance of the scheduled exam date.

Students must pass the NBME Subject Examination in order to pass the clerkship. First failure on the NBME Subject Examination will result in a grade of “Conditional Pass” for the entire clerkship. Committee on Student Promotion will review each such instance, and grant, if appropriate, a permission to retake the examination, notifying the student of their decision in writing. Students must contact the Clerkship Director and Coordinator to schedule the “make-up” exam, which is administered during a predetermined date and time several times throughout the year.

Second failure on the NBME Subject Examination will result in a failing grade for the entire clerkship.

### **d. End-of-Third Year OSCE (Class of 2020 and 2019)**

All students are also required to take and pass the Sidney Kimmel Medical College End-of-Third Year Objective Structured Clinical Examination (OSCE). Students who do not pass this exam on the first try will be required to complete a remedial elective and re-sit for an OSCE. It is very strongly advised that students sit for the USMLE Step 2 CS exam only after passing this OSCE.

#### **End of Phase 2 OSCE (Class of 2021 and beyond)**

End of Phase 2 OSCE is a part of the JMD301 Dimensions of Clinical Medicine Course. All students are required to pass the End-of-Phase 2 OSCE in order to receive a passing grade for JMD301. It is very strongly advised that students sit for the USMLE Step 2 CS exam only after passing this OSCE.

### **e. Additional Requirements for Promotion**

Each student must demonstrate appropriate standards of professional and ethical conduct, attitudes, moral, and personal attributes deemed necessary for the practice of medicine. These behavioral traits include, but are not limited to: honesty, integrity, willingness to assume responsibility, good interpersonal skills, compassion, logical thinking, good judgment, the absence of chemical dependency, and appropriate professional, social, moral, and personal behavior. The Committee on Student Promotion may dismiss a student for failure to meet these standards. If a student poses a threat to the health, welfare, or safety of patients, staff, or colleagues, the Committee on Student Promotion will remove such a student from the classroom or clinical setting immediately and, if warranted, dismiss him/her from the College. The Committee on Student Promotion may require a psychiatric evaluation and report from a psychiatrist selected by Sidney Kimmel Medical College for any student whose conduct during a course is deemed to warrant such an evaluation.

There must be no legal or other impediments to the student’s being promoted or graduated. Legal impediments to the student’s promotion or graduation will be resolved by the joint action of the Judicial Board and the Committee on Student Promotion, in consultation as necessary with college administration and legal counsel.

### 3. Specific Academic/Promotion Guidelines

#### a. Academic/Promotion Guidelines for Foundations of Medicine Course

First year and second year students with cumulative Block exam scores falling below 70% or subthreshold competencies in any other block component are reported to COSP as an information item. For students on Academic Probation, failing Block exam scores will be reported as an *actionable item*.

Failing course grades in any Foundations of Medicine course (JMD 101, 102, 201, and 202) will be reported to COSP for potential action. Any student with a failing grade will be placed on Academic Probation. All Year One competencies must be met in order to progress to Year Two. All year one and two competencies must be met in order to progress to Phase 2. For any course failures, COSP actions may include continuation in the curriculum with a remediation plan, repeat of year or academic dismissal. Failure of JMD 102 after failing JMD 101 will result in repeat of the year or academic dismissal. Failure of JMD 202 after failing JMD 201 may result in repeat of the year or academic dismissal.

Students receiving a failure for any component of Foundations of Medicine should meet with their Student Affairs dean for counseling.

##### **Failure of the Block Exam component**

Remediation of failure may be by reassessment exam if the student is determined to be eligible for reassessment. This will take the form of a comprehensive exam covering the materials from all blocks within a course and will include a practicum component. The reassessment examination date will be determined based on the course failed. Failure of the Block reexamination(s) will be reviewed by COSP for action. Possible actions include repeat of year or academic dismissal.

##### **Failure of the Quiz component**

Remediation of failure may be by reassessment exam if the student is determined to be eligible.

The reassessment exam date will be determined based on the course failed. Failure of the quiz reexamination(s) will be reviewed by COSP for action. Possible actions include a customized remediation, repeat of year or academic dismissal.

##### **Failure of the Clinical Skills component**

Students must receive a cumulative average of 70% of all Clinical Skills examinations to receive a Pass. Students who fall below threshold for the Clinical Skills component will receive an incomplete.

Students must receive a score of 70% on the End of Phase 1 OSCE to receive a Pass. Students who fall below threshold will receive a grade of Incomplete.

Students must receive a passing grade in the Clinical Skills Small Groups to receive a Pass in the Clinical Skills component. Students who fall below threshold for the Clinical Skills component will receive an incomplete.

Remediation of an incomplete may be by a reassessment exam if the student is determined to be eligible for reassessment by COSP. The reassessment examination date will be determined based on the course in which the incomplete is received.

Clinical Skills assessment component will be converted to Pass if the remediation is successfully completed. Students who do not successfully remediate will receive a Fail for this component, a Fail for the relevant course, and be reported to COSP for action. Possible actions include a customized remediation, repeat of year or academic dismissal.

##### **Failure of the CBL component**

Students who fail the Case Based Learning component will receive a Failure" for the course. Remediation of a failure of this component may occur during the following semester if the student is deemed eligible. Failure of the CBL remediation may result in a repeat of the year or academic dismissal.

## **b. Academic/Promotion Guidelines for Scholarly Inquiry**

The Scholarly Inquiry Director and Track Director(s) will monitor student progress and may intervene with remediation action before the end of the academic year. Such intervention may require that the student complete additional work or requirements to strengthen the areas in which they are deemed to be deficient. Any student deemed at high risk of failing will meet with their Student Affairs Dean for counseling.

Failing course grades will be reported to the Committee on Student Promotions (COSP) for appropriate action. Any student with a failing grade will be placed on academic probation. For course failure, COSP actions may include continuation in the curriculum with a remediation plan, repeat of year, or academic dismissal. Remediation may occur during the summer. The remediation plan will be developed by the student's Scholarly Inquiry Track Director(s), in consultation with the student's advisor and mentor, and will typically involve supervised work on the required component(s) on which the student showed serious deficiencies.

## **c. Academic/Promotion Guidelines for Clinical Experience**

Clinical Experience is graded pass/fail. Students who fail the Clinical Experience will receive a failure for JMD 151/251 and will be reported to COSP for potential action.

Remediation of failure may be performed by additional activities deemed appropriate by the director of Clinical Experience, if the student is deemed eligible by COSP.

Remediation of a failure in Clinical Experience may occur during the following semester, or summer following the academic year of failure.

## **d. Academic/Promotion Guidelines for Humanities Selectives**

Failing course grades will be reported to COSP for potential action. Any student with a failing grade will be placed on academic probation. For course failure, COSP actions may include continuation in the curriculum with a remediation plan, repeat of year, or academic dismissal. Remediation of failure for JMD 152/252 may occur during the following semester, or summer following the academic year of failure, if the student is deemed eligible by COSP. Failure of JMD 252 after failing JMD 152 may result in repeat of year or academic dismissal, as recommended by COSP. Students receiving a failing grade for any component of JMD 152/252 should meet with their Student Affairs dean for counseling.

## **e. Phase 2 and Phase 3**

Because these two years provide the most important opportunity to assess a student's ultimate ability to function successfully in a patient care setting, it is imperative that the Committee on Student Promotion exercise even greater flexibility and latitude in determining academic status.

A student who fails one or more clinical rotations will be required either to retake the rotation(s) or to repeat the entire Phase of the Curriculum, or he/she may be dismissed from the College, depending on an evaluation by the Committee on Student Promotion of all relevant factors in the student's entire record. The timing of the repeat clerkship/rotation will be determined by the Committee on Student Promotion and the Office of the Registrar in collaboration with the clerkship director. This time will be taken from the 10 weeks allotted vacation or may result in delayed graduation.

## **f. Academic Deficiencies**

Successful completion of the requirements for each course in each Phase is a necessary precondition for advancement to the next Phase of the curriculum. All academic deficiencies and grades of Conditional Pass and Incomplete must be resolved before a student may be promoted into the next Phase of the curriculum. The mode of removing such deficiencies will be determined by the Committee on Student Promotion and transmitted to the student by the Office of Student Affairs. Such recommendations are carefully made on an individual basis and must be followed closely. The Committee may permit

a student to begin Phase 2 on a conditional basis while awaiting the reporting of Step 1 scores, but the student will not be officially promoted until all work of the previous academic year has been satisfactorily completed.

### **g. Clerkship OSCE**

Several core clinical clerkships use the Objective Structured Clinical Examination (OSCE) as one of the required assessments.

OSCE must be taken at the end of the corresponding clerkship at the time scheduled by and for that clerkship. OSCE may not be moved or rescheduled unless the timing of the exam will pose significant hardship for the student. Each such instance must be approved by the Office of Student Affairs as well as the clerkship director at least 4 weeks in advance of the scheduled exam date.

Students requiring special accommodations must be approved by the Office of Student Affairs to do so, and must notify the clerkship director and coordinator at least 4 weeks in advance of the scheduled exam date.

By direction of the Clerkship Director, a student may be required to review the video of his clerkship OSCE. When the need for such a session is made known to the student by the clerkship director, the student must contact designated faculty in the University Clinical Skills and Simulation Center in a timely fashion to arrange a time to review the OSCE video. The designated faculty will collect pertinent information from the clerkship director.

After this OSCE review, a report will be sent to the clerkship director. Failure to review the OSCE will result in the student receiving an Incomplete grade until this requirement is completed.

### **h. Reexaminations**

Course and clerkship reexaminations are given only with approval by the Committee on Student Promotion. A course passed by reexamination will be noted on the transcript with a pound sign (#).

It is a Committee directive that course reexaminations in first- and second-year courses are to be given only during officially scheduled reexamination periods. Any request by a student for reexamination at a time other than the official reexamination period must be submitted in advance to the Committee on

Student Promotion and must be supported by the course director. Prior Academic Probation status may preclude reexamination option.

### **i. Repeat of year**

When students are directed by the Committee on Student Promotion to repeat the entire academic year, they are required to retake each course/clerkship and all examinations. A grade will have to be resubmitted for each course/clerkship. A student will only be permitted to repeat one academic year during their progress at Sidney Kimmel Medical College. Students who afford themselves of the opportunity to repeat a year of curriculum must pass all courses. Matriculation may be terminated if any student fails to achieve satisfactory scholarship, or pass any course in its timely sequence, during a second attempt at a year of the curriculum.

### **j. Maximum time frame**

A student is expected to complete the medical curriculum, as a full-time student, in a maximum of six (6) years, inclusive of approved leaves of absence. Rare exceptions will be considered by the Committee on Student Promotion in the event of extenuating circumstances. Students who are enrolled in the MD/ PhD program are expected to complete the combined curriculum in twelve (12) years, inclusive of approved leaves of absence, unless extenuating circumstances are presented to and approved by the Committee on Student Promotion.

## 4. Academic Status

### a. Academic Probation

Academic Probation is an administrative warning for any student who does not achieve a grade of Pass in a course, Step 1 or 2 CK or 2 CS of the USMLE, or receives a grade of Incomplete (for reason of NBME subjection examination failure, if the student is already on Academic Probation), Marginal or Fail in a clinical clerkship.

Academic Probation is not recorded on a student's permanent academic record. It is used as an internal early academic warning to the student, and will be considered should the student's subsequent performance warrant review by the Committee on Student Promotion.

A student who is on Academic Probation will remain in such status for at least the equivalent of 12 months. The student who is required to repeat a year for academic reasons or has received an Academic Dismissal and subsequent reinstatement, will be on Academic Probation as long as he/she remains a student at Sidney Kimmel Medical College. Students on Academic Probation for the repeat of a year and/or reinstatement are expected to achieve passing grades in all subsequent courses. Failure to achieve passing grades while on Academic Probation may result in Academic Dismissal.

Each student's continuing probationary status in medical school will be dependent on the individual student's entire record as evaluated by the Committee on Student Promotion. A student who is on Academic Probation who receives Marginal or Fail on clinical clerkship evaluations, fails any course, or manifests unprofessional behavior, may be subject to any of the following actions: reexamination, repeat of the course or clerkship, repeat of the year, or Academic Dismissal.

### b. Fourth Year Flexible Curriculum

Under certain circumstances, a voluntary extension of a student's medical education via a flexible fourth-year may be approved by the Sidney Kimmel Medical College's Committee on Student Promotion. Approval is contingent upon the criteria described below.

1. Unless otherwise approved by the Committee on Student Promotions (COSP), a student must fall within the maximum time frame for graduation to be eligible for this one-year special program. That is, "A student is expected to complete the medical curriculum in a maximum of six (6) years, inclusive of approved leaves of absences. Students who are enrolled in the MD/PhD program are expected to complete the combined curriculum in twelve (12) years, inclusive of approved leaves of absence..." (SKMC Student Handbook).
2. Both the student and his/her OSACC Dean believe that such an extension is needed to enhance a student's experience/competitiveness/progress toward a particular specialty. The flexible curriculum is not available to students who wish to do a year of research at an outside institution. This academic work is considered a Leave of Absence.
3. The student has not yet completed all SKMC graduation requirements.
4. The student will work with his/her assigned student affairs dean and a faculty advisor to design a flexible/extended schedule. This schedule may consist of research experiences, required clerkships and electives. Electives may be performed either on-campus or may be extra-mural electives. In addition, student must:
  - Fulfill specific academic requirements deemed necessary by their faculty advisor or OSACC dean.
  - Be limited to one sub-internship at TJUH or affiliates, if available, unless approved by a Dean for Student Affairs.
  - Be committed to at least 12 credits per semester of academic work during his/her additional year.

- Work with the Office of the Registrar to finalize his/her schedule after the regularly scheduled fourth-year students have completed registration for fourth year courses.
- Provide a letter of support from a research mentor if assisting in a research project for a period exceeding four weeks. This letter must detail the research experience, including goals and objectives.

5. The student must notify his/her assigned OSACC Dean, the Office of the Registrar and Office of Financial Aid by March 31st of their scheduled graduation year of their request to participate in the program.

6. Meet quarterly with an OSACC Dean and faculty advisor during the extended fourth year.

7. Provide an administrative fee in order to maintain his/her matriculation.

8. Provide documentation of a meeting with the Director of Financial Aid to the OSACC. Full tuition must be paid for the first year of the two year flexible fourth year curriculum. An administrative fee of will be charged during the second year of this academic program.

All such students on a Flexible Curriculum will be presented to the Committee on Student Promotion as an action item. A student who has been initially unsuccessful in the Match and intends to flex the fourth-year curriculum to improve his/her application, is still eligible to accept a residency position outside of the Match, should a vacancy arise. However, such student may only accept this residency position, and receive a diploma from SKMC, contingent upon completing all SKMC graduation requirements. Such student will have a graduation date which is consistent with their acceptance of such a vacant residency position. In all other cases, the extension of a student's academic program will result in a graduation date of either August 31st or December 31st of a given academic year or the regularly scheduled graduation date at the end of a given academic year. An acknowledgement of the above will be signed by both the student and their OSACC dean.

### **c. Academic Dismissal**

Academic Dismissal is the separation of a student from the medical college because the student has not met the academic requirements of Sidney Kimmel Medical College. Academic Dismissal is invoked only after a most careful review of the entire academic history and record of a student by the Committee on Student Promotion and only in situations in which the Committee feels the student has demonstrated a consistent inability to achieve a satisfactory academic record in the medical curriculum of Sidney Kimmel Medical College. In most, but not all, situations, students whose academic records are unsatisfactory will be warned by being placed on Academic Probation prior to Academic Dismissal.

### **d. Appeal Procedures for Academic Dismissal**

1. Following receipt of notification of Academic Dismissal by the Committee on Student Promotion, a student may appeal a decision about his/her student status by submitting within 10 days a written request to both the Dean of the Medical College and the Office of Academic Affairs/Undergraduate Medical Education. This request must contain the grounds being asserted by the student for the appeal. This written request must state the basis for the appeal and may include new information that would warrant a reconsideration of the decision to dismiss.

2. Upon review of the student's request, the Dean may either deny the appeal or refer the matter to the Appeals Committee on Student Promotion for reconsideration. A denial of appeal rendered by the Dean is final and binding.

3. The student will be notified in writing of the Dean's decision within 14 days after receipt of his/her written request.

4. If the Dean refers the matter, the Appeals Committee on Student Promotion will convene within 30 days of the Dean's decision and review and evaluate the appeal. The student will have the right to appear at this meeting to give a brief summary of information presented to the Dean and to respond to questions. At this meeting, the Appeals Committee on Student Promotion may decide either to rescind or

maintain the dismissal. A final decision may be postponed for up to 10 days if additional investigation is required. The decision rendered by the Appeals Committee on Student Promotion is final and binding.

5. The Appeals Committee on Student Promotion shall be a subcommittee of the Committee on Student Promotion. It shall be composed of 5 members of the Committee on Student Promotion drawn from the Professorial Faculty, including one designee appointed by the Dean. Members of the Appeals Committee on Student Promotion will not attend regular monthly meetings of the Committee on Student Promotion and will not have deliberated or voted on original dismissal actions.

#### **e. Reinstatement of Students after Academic Dismissal**

Any student dismissed from Sidney Kimmel Medical College wishing to continue his/her medical studies within two years after Academic Dismissal may apply once (in writing) for reinstatement to the Committee on Student Promotion.

A student whose dismissal includes failure of a USMLE will have to obtain the support of the Committee on Student Promotion to retake that examination. In evaluating a request for reinstatement, the Committee on Student Promotion will consider all factors related to the student's performance and potential to succeed, including, but not limited to, results of repeat USMLE, remedial work during time away from school, motivational and other behavioral factors, and attitude.

In making its decision, the Committee on Student Promotion may request additional information and/or personal interview(s) with the student. The procedure to be used will be determined at the discretion of the Committee on a case-by-case basis.

#### **f. Withdrawals**

Withdrawals from the medical college may be permitted under special circumstances. The Office of Student Affairs shall be consulted before any steps are taken. A letter of withdrawal shall then be submitted to the Committee on Student Promotion. For a student in good academic standing, the withdrawal will be noted on the transcript as "withdrawal in good academic standing." Any student who withdraws from the medical college and wishes to subsequently return within two calendar years must submit a letter with this request to the Committee on Student Promotion. The Committee will rule on any and all such requests for readmission on a case-by-case basis. Inactive status after two calendar years will result in an administrative withdrawal.

#### **g. Voluntary Leaves of Absence**

Under certain circumstances, leaves of absence may be granted to students upon request to the Committee on Student Promotion.

##### **1. Medical Leave of Absence**

A student who wishes to take a medical leave of absence must meet with the Medical Director of University Health Services, prior to the start of the leave, to discuss the reasons for the leave and to provide information from the treating clinician. The student must also provide a letter to the

Committee on Student Promotion requesting a medical leave of absence. The Medical Director will evaluate the student and will communicate in writing to the Committee on Student Promotion if a leave is warranted. In the event of an urgent medical condition, the Medical Director may opt to forego a personal visit and may gather the necessary information from the treating clinician with the student's consent. If the Medical Director is the treating provider of the student, an alternate, independent physician will be selected to evaluate the need for a leave of absence. All medical reasons for a leave of absence will be evaluated in this manner. In the event of a medical leave for a psychiatric diagnosis, the Medical Director may consult an independent psychiatrist for assistance. The Committee on Student Promotion will consider both the letter from the student and the letter from University Health Services. Approval for a medical leave of absence will be provided to the student, outlining the process for a future return from the leave.



Students requesting a return from a medical leave of absence must advise, in writing, the Medical Director of University Health Services and the Committee on Student Promotion of their intent. Appropriate medical screening will be arranged by the Medical Director that includes information from the treating clinician. Reentry after a leave for psychological/psychiatric reasons will include an interview by the psychiatrist designated by the Committee on Student Promotion. Information from the treating psychiatrist will be considered in the evaluation. Either the Medical Director or the designated psychiatrist will provide a written opinion regarding the return of the student. This may include recommendations for continued enrollment. The Committee on Student Promotion will consider the information provided and will notify the student in writing of their approval and any conditions of continued enrollment.

Students in good academic standing requesting a leave of absence prior to the completion of JMD101, JMD102, JMD201, or JMD202 will be required to return to the curriculum at the beginning of the course from which they departed.

## **2. Academic Enrichment/Personal/Non-Medical**

Leaves of absence for academic enrichment and personal, non-medical reasons, may be entertained by the Committee on Student Promotion upon receipt of a written request from a student in good academic standing in the medical college. The student must supply to the Committee the reasons for a personal or academic leave. As a corollary, should such a leave be granted, the Committee, at the time that the leave is granted, will establish clear stipulations that the student must follow in order to gain reinstatement. Generally, such leaves will be for no more than one (1) year in duration. Leaves of absence for PhD work either at Thomas Jefferson University or another institution will be granted for up to 4 years. Non-medical leaves do not involve or require action or endorsement by the Director of University Health Services. Failure to submit a written request to return to SKMC within two calendar years may result in an administrative withdrawal.

### **h. Mandatory Medical Leaves of Absence**

Sidney Kimmel Medical College has an obligation to protect patients, students, faculty and employees from harm caused by the actions of any student.

If remaining in a course or rotation or in medical school is thought to be detrimental to classmates, faculty or to the delivery of patient care, the Dean of the Medical College or the Dean's designee has the right to temporarily remove a student from SKMC, a course, or a rotation, pending medical and/or psychiatric evaluation. Removal from SKMC, a course, or rotation, are all subject to review by the Committee on Student Promotion or the Judicial Board, as appropriate.

The Committee on Student Promotion will determine the length of the medical leave of absence and will require the student to demonstrate fitness to return to school. The Dean's designee will determine whether restrictions in access to campus, students, email account or other university services are necessary during the leave. The Dean's designee will alert the student, in writing, of any restrictions during his/her leave of absence.

Prior to reentry, appropriate medical screening will be arranged by the Director of University Health Services with consultation, if necessary. Reentry after a leave for psychological/psychiatric reasons will include an interview by the psychiatrist designated by the Committee on Student Promotions.

Should the Committee on Student Promotion direct a mandatory leave of absence, the Committee on Student Promotions will define the conditions of return, which may include restricting the scheduling of clinical or research rotations at away sites or at Thomas Jefferson University Hospitals.

### **i. Class Assignments Following a Leave of Absence**

Following a leave of absence, a student approved to return to active status will be scheduled for clerkships or courses as they are available.

## **j. Special Policies in Regard to Course Incompletes, Withdrawals, and Repetitions**

The Committee on Student Promotion evaluates the academic performance of each student and determines promotion, probation, and academic dismissal. It also determines, on an individual basis, a plan for students with academic deficiencies. Due to the nature of the curriculum, this plan may require a student who has had academic difficulty at a certain point to repeat an entire year.

Students who take a leave subsequent to a failed or incomplete course are strongly encouraged to talk to the relevant course director(s) and to the SKMC Learning Specialist before leaving SKMC. The student should be counseled on acquiring skills that lead to improved learning and academic performance.

## **Qualifications for License in the Commonwealth of Pennsylvania**

The Commonwealth enacted a new Medical Practices Act in 1985 (Act 112 of 1985) that specifies the qualifications for obtaining a license to practice medicine from the Pennsylvania Board of Medical Education and Licensure.

The Board shall not issue a license or certificate to an applicant unless the applicant establishes with evidence, verified by an affidavit or affirmation of the applicant, that the applicant is of legal age, is of good moral character, and is not addicted to the intemperate use of alcohol or the habitual use of narcotics or other habit-forming drugs and that the applicant has completed the educational requirements prescribed by the Board and otherwise satisfies the qualifications for the license or certificate contained in or authorized by this act. The Board shall not issue a license or certificate to an applicant who has been convicted of a felony under the act of April 14, 1972 (P.L.233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act, or of an offense under the laws of another jurisdiction which, if committed in this Commonwealth, would be a felony under The Controlled Substance, Drug, Device and Cosmetic Act, unless:

- 1) at least ten years have elapsed from the date of conviction;
- 2) the applicant satisfactorily demonstrates to the Board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of his patients or the public or a substantial risk of further criminal violations; and
- 3) the applicant otherwise satisfies the qualifications contained in or authorized by this act.

As used in this section the term 'convicted' shall include a judgment, an admission of guilt or a plea of "nolo contendere."

## **Policy and Procedure for Students Promoted to and Enrolled in the Fourth Year (Class of 2020) Who Fail to Meet the Requirements for Graduation by the Scheduled Time of Commencement**

### **1. Official Graduation List Published in the Graduation Program**

If the student has not fulfilled the requirements for the degree his/her name may not appear on the graduation list for his/her class. His/her name will be included on the graduation list for the next scheduled Commencement, following the approval to issue the student the degree. The entry on the list will indicate, following the student's name, the date the degree was conferred.

### **2. Attendance at Commencement**

Students who have not fulfilled the requirements of the degree cannot participate in the Commencement program. A degree cannot be conferred until all requirements for the degree have been completed and approved. After a student has the degree conferred during the year, he/she may participate in the following year's Commencement program. Attendance at Commencement is required.

### **3. Yearbook**

At the beginning of the school year, the yearbook editor verifies the members of the class to be included in the yearbook. In the event a student is not able to graduate, he/she should contact the editor and indicate his/her status and preference (1) to be continued in the yearbook or (2) to be included in the next published yearbook. Inclusion in the yearbook is not official confirmation of graduation.

### **4. Alumni Records**

When a student will not graduate with his/her class, it is recommended that he/she contact the Alumni Office and express his/her desire to be included with his/her class of Alumni functions.

### **5. Procedure for Awarding Degrees to Students not Graduating with their Regular Class**

- a. All students who have not completed the requirements for their degree at the scheduled time for Commencement will:
  - i) Be required to meet with their Dean in the Office of Student Affairs to discuss what they need to do to fulfill the requirements for graduation;
  - ii) Receive a schedule of when each course will be taken and where (if applicable); and
  - iii) Be informed that:
    - He/she must register for each course at the University Office of the Registrar.
    - He/she should inform the University Office of the Registrar of a firm contact address subsequent to the completion of all graduation requirements.
- b. Upon receipt of the grades that will conclude a student's requirements for the degree, the University Office of the Registrar will prepare a copy of the academic record and submit it to the Office of Student Affairs, as well as the Committee on Student Promotion for action at its next scheduled meeting.
- c. In all cases, the student will be asked to receive his/her diploma in person from the Dean or his/her representative after administration of the Oath of Hippocrates by the Dean in the Office of Student Affairs and Career Counseling. If this is not feasible, arrangements will be made to have another physician known to the Office of Student Affairs complete this process.