

**POLICY MANUAL**

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| <b>SUBJECT:</b> | <b>Student Promotions</b> | <b>TITLE:</b>   | <b>NJMS Advancement and Promotion Policy</b>  |
| <b>CODING:</b>  | 40-10:00                  | <b>ADOPTED:</b> | <b>AMENDED:</b><br>12/13/04, 8/05,<br>12/05, 10/09,<br>8/10, 9/10, 2/12,<br>12/12, 2/13,<br>6/13, 6/14,<br>2015, 2016 |

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- I. **PURPOSE:** To establish rules and regulations governing the academic standing and promotion of NJMS students.
- II. **ACCOUNTABILITY:** Under the Dean, and with the assistance of the Offices of Student Affairs and Registrar, the Committee on Student Affairs is charged with the responsibility for reviewing the academic standing of all students matriculated at the New Jersey Medical School.
- The Committee on Students Affairs shall report decisions on academic standing, promotions, dismissals and graduation to the Faculty Council for its action. The Committee on Student Affairs shall also make recommendations for academic and/or financial aid probation, remedial work, repeat of courses/clerkships or repeat of any part or the whole of an academic year.
- III. **APPLICABILITY:** This policy shall apply to all students who matriculate at Rutgers' New Jersey Medical School.
- IV. **REFERENCES:**
- NJMS Policy: Good standing and Participation in Academic and Extracurricular Activities  
NJMS Grading Policy  
NJMS Policy: NJMS Code of Professional Conduct 40-20:00  
NJMS Satisfactory Academic Progress Policy 40-11:00  
NJMS Request for a Leave of Absence  
NJMS USMLE Step 1 and Step 2 CK/Step 2 CS Policy  
Rutgers' Policy: Student Rights, Responsibilities and Discipline Procedures
- V. **DEFINITIONS:**
- A. **Matriculant** - A student is considered a matriculant of New Jersey Medical School upon his/her formal admittance to the doctor of medicine degree program and attendance on the first day classes. A student is considered a matriculant until he/she graduates, withdraws, or is dismissed.
- B. **Enrollment Status** - A student in the doctor of medicine degree program is considered actively enrolled while pursuing coursework, clerkships or while enrolled in a special independent study or scholars program. Students actively enrolled in the Doctor of Medicine degree program are considered full-time enrollees. With the exception of scholars programs, all periods of enrollment are calculated when assessing satisfactory academic progress.
- C. **Good Standing** - Most students are admitted to medical school in academic good standing, which indicates that their academic performance is satisfactory at the time of

admission. Students will continue in this status provided the student performs in a satisfactory or better fashion in all academic work. Academic work includes all courses, clerkships, acting internships, required USMLE Step 1 and 2 examinations, the NJMS Graduation OSCE and electives.

- D. Advancement – Advancement is defined as a student’s ability to advance from course to course, or clerkship to clerkship, within a given academic year. A student’s eligibility to advance, or progress, through each year’s curriculum is governed by the NJMS Advancement and Promotions policy.
- E. Promotion – Each student's achievement of the educational goals and objectives of the School is evaluated in summative manner at the conclusion of each academic year. A student who has satisfied the requirements for given curricular year is eligible for promotion to the next year of study in the curriculum. A student’s promotion from one year to the next is governed by the NJMS Advancement and Promotions policy.
- F. Leave of Absence (also refer to NJMS Procedure to Request a Leave of Absence) Students may request a leave of absence from their studies per the NJMS Procedure to Request a Leave of Absence Policy. While on a leave, a student is considered separated from the school; leave of absence (LOA) is a period of non-enrollment. Students on a leave of absence are not considered to be enrolled nor actively working toward the M.D. degree. Periods of leave are excluded from satisfactory academic progress assessment. The maximum duration of a leave per request is one calendar year. A student may not exceed a cumulative total of twenty-four months leave during his/her matriculation in the doctor of medicine degree program.
- G. Academic Difficulty - Academic difficulty is defined as having an unremediated conditional pass grade, course/clerkship failure or being in clear danger of conditionally passing or failing a course/clerkship.
- H. Special Independent Study Program – A program of study during which time a student is required to remediate or complete academic work and/or exams that serve to complete specific degree requirements. Time spent in a special independent study program will be applied toward the six year maximum time frame permitted for completion of the doctor of medicine degree requirements.
- I. Academic Probation - Students who demonstrate a pattern of unsatisfactory or marginal academic and/or professional performance may be placed on academic probation. Conditions of academic probation will be communicated to the student in writing. The purpose of probation is to give a student specific notice of academic or professional performance deficiencies and an opportunity to correct those deficiencies. The length of the probationary period may vary but it must be specified at the outset and be of sufficient duration to give the student a meaningful opportunity to remedy the identified performance problem(s). Most often the student will be placed on a special independent study program while on academic probation. Depending on the student’s performance during probation, the possible outcomes of the probationary period are: removal from probation with a return to good academic standing; continued probation with new or remaining deficiencies cited; non-promotion to the next year with further probationary training required; or dismissal. A student will remain on probation until the probation status is removed, regardless of the student’s enrollment status.
- J. Academic Suspension - A student may be suspended due to a failure to meet academic standards or a violation of the school or university policies. During a period of suspension, a student is barred from enrollment for a specified period of time. There may be requirements placed upon the student for activities that must be undertaken and fulfilled during the period of suspension in order for the student to be eligible for reinstatement or readmission.
- K. Withdrawal - Withdrawal is a voluntary, permanent resignation from NJMS by a matriculated student. Students considering withdrawal should discuss the matter with

their advisor(s) and the Associate Dean for Student Affairs. The withdrawal mechanism is not intended to serve as an outlet to avoid dismissal due to academic failure or disciplinary reasons. A student wishing to withdraw must submit a written request to the Associate Dean for Student Affairs who may approve or refer such requests to the Committee on Student Affairs for its action. The status of withdrawn is not considered an active academic status, but a terminal one.

- L. Dismissal – Reasons for dismissal from NJMS include, but are not limited to:
1. Failure of the same course or course equivalent twice, whether taken intramurally or extramurally.
  2. Failure to uphold professional standards as described in the NJMS Code of Conduct or other generally accepted standards of the medical profession and/or Rutgers.
  3. Failure to satisfy conditions imposed by the Committee on Student Affairs as a requirement for continued enrollment.
  4. Failure to complete all pre-clerkship and clerkship requirements within six academic years,
  5. Failure to pass USMLE, Step 1 and Step 2 CK and CS within the specified timeframe(s).
  6. Failure to satisfy NJMS Advancement and Promotion Policy and USMLE Step policy guidelines.
  7. Failure to abide by any and all NJMS, RBHS, and Rutgers institutional policies.

The status of dismissed is considered an involuntary separation and not considered an active academic status, but a terminal one.

## VI. ADVANCEMENT AND PROMOTIONS POLICY

- A. The Committee on Student Affairs shall routinely review the academic progress of all matriculated students and take appropriate actions when warranted. In addition to regularly scheduled advancement and promotions meetings, the Committee on Student Affairs shall review the progress of any student when his/her academic performance warrants action per this policy. .
- B. Appeals
1. Students have the right to appeal this policy to the Committee when compelling mitigating circumstances can be documented. Such appeals must be made in writing at least four (4) days prior to the Committee meeting. Additionally, the student must meet with the Associate Dean for Student Affairs or his/her designee at least one week prior to the date of the Committee meeting. A student who submits an appeal to the Committee must be available to meet with Committee membership on the date of the meeting. Decisions of the Committee will be conveyed to the student verbally and in writing.
  2. Students have the right to appeal all decisions rendered by the Committee on Student Affairs to the Dean of NJMS within ten (10) business days of the Committee's action. The appeal to the Dean must be presented in writing, and must include exceptions to the Committee's findings. The Dean shall render, within a reasonable period of time, a final decision on the matter and provide written copies of the decision to the student, the Offices of Student Affairs and Registrar and the Committee on Student Affairs.
- C. Doctor of Medicine Program Requirements for Degree
1. All students, including those in approved dual degree decelerated programs, are expected to enroll every semester after the first term of their degree program and must complete all requirements for graduation in six years or less, excluding leave(s) of absence, approved dual degree or scholars programs. Students are subject to the degree requirements and

academic rules and regulations of their graduating class. Additionally, students are ranked with their graduating class.

2. The faculty and administration of NJMS are dedicated to helping all students successfully complete each academic year. Towards this end, students who experience difficulty early in a given semester will be invited to meet with a team consisting of Student Affairs and Center for Academic Success and Enrichment staff members who will apprise them of the available support services. All courses and clerkships must be completed in accordance with the advancement and promotion rules for each year. In addition to the successful completion of coursework/clerkships in years 1 through 4, each student must successfully pass USMLE Step 1, Step 2 CK, Step 2 CS and the NJMS Graduation OSCE. Questions about degree requirements should be referred to the Office of the Registrar.
3. Services available to students in academic difficulty include tutoring and counseling; review classes and individual sessions with faculty members may be arranged at the mutual agreement of students and faculty members. Students not meeting the standards of satisfactory academic progress or whose good standing is at risk due to course failures or incomplete grades cannot participate in first or second year credit-earning electives. Students should be familiar with the NJMS Policy: Good Standing and Participation in Academic and Extracurricular Activities.
4. Candidates for the degree of Doctor of Medicine must exhibit the requisite knowledge and skills to complete the prescribed course of study. In addition, they must also possess personal qualifications and attributes deemed necessary to perform the duties of the medical profession. Specifically, all candidates are expected to exhibit unimpaired judgment and behavior consistent with the responsibilities of the medical profession. Accordingly, the school reserves the right to dismiss a student for either academic or non-academic reasons and will therefore consider such factors as professionalism, honesty, ethical conduct, and responsibility to duty in the evaluation of its students. Students are responsible for familiarizing themselves with all pertinent NJMS, RBHS, and University policies.

#### D. Year 1, Phase 1 Advancement and Promotions Policy

1. The academic performance of students will be routinely reviewed by the Committee on Student Affairs throughout Year 1, Phase 1 of the curriculum. Year 1, Phase 1 includes the following coursework:
  - a. Foundations of Body Systems
  - b. Musculoskeletal and Integumentary Systems
  - c. Cardiovascular System
  - d. Pulmonary System
  - e. Renal System
  - f. Health Equity and Social Justice

There are a total of 40 credits in Year 1, Phase 1.

Additionally, five disciplines will be integrated across Year 1, Phase 1 coursework. These disciplines are: anatomy/embryology, histology/pathology/pathophysiology, pharmacology, physiology and patient centered medicine. To be eligible for advancement and promotion, students are expected to achieve competency in each of these disciplines. Competency will be assessed within coursework and students will receive feedback regarding their performance throughout the academic year.

2. Students in Year 1, Phase 1 of the curriculum are subject to the advancement and promotions policies described below:

- a. those who record a grade of “F-Failure” in the Foundations of Body Systems course are not permitted to advance; the student is required to immediately withdraw from all subsequent coursework and initiate a leave of absence from the School until the next academic year. In the subsequent academic year, otherwise known as the repeat year, the student will be required to repeat all Year 1, Phase 1 coursework;
- b. those who record a grade of “P-Pass” in the Foundations of Body Systems course and subsequently record a grade of “F-Failure” in one of the remaining Year 1, Phase 1 courses are not permitted to advance; the student is required to immediately withdraw from all subsequent coursework and initiate a leave of absence from the School until the next academic year. In the subsequent academic year, otherwise known as the repeat year, the student will be required to repeat all Year 1, Phase 1 coursework except the Foundations of Body Systems course;
- c. those who record a grade of “P-Pass” in the Foundations of Body Systems course and subsequently record three grades of “CP-Conditional Pass” will be required to repeat all Year 1, Phase 1 coursework in the following academic year, otherwise known as the repeat year. If the third “CP-Conditional Pass” grade is recorded prior to the conclusion of the academic year, the student is not permitted to advance; the student is required to immediately withdraw from all subsequent coursework and initiate a leave of absence from the School until the next academic year. During the repeat year, the student will be required to repeat all Year 1, Phase 1 coursework except the Foundations of Body Systems course;
- d. those who record one or two grades of “CP-Conditional Pass”, and with the permission of the Associate Dean for Student Affairs, the course manager(s) and the Committee on Student Affairs (CSA), will be permitted to attempt remediation of those courses prior to the start of Year 2 of the Phase 1 curriculum. If a student is unable to satisfy all remediation requirements by the start date of Year 2, s/he will be required to repeat all Year 1, Phase 1 coursework, except the Foundations of Body Systems course, the following academic year (otherwise known as the repeat year). If a student satisfies all remediation requirements prior to the start date of Year 2, the student is eligible for promotion to Year 2;
- e. those who record grades of “P-Pass” in all Year 1, Phase 1 coursework who do not demonstrate competency in all of the five disciplines will be permitted to attempt remediation of the discipline(s) prior to the start of Year 2 of the Phase 1 curriculum. If a student is unable to satisfy all remediation requirements by the start date of Year 2, s/he will be required to repeat all Year 1, Phase 1 coursework, except the Foundations of Body Systems course, the following academic year (otherwise known as the repeat year). If a student satisfies all remediation requirements prior to the start date of Year 2, the student is eligible for promotion to Year 2;
- f. those who record grades of “P-Pass” and demonstrate competency in all of the five disciplines are eligible for promotion to Year 2;
- g. In addition to the successful completion of all Year 1, Phase 1 curricular requirements, students must satisfy the standards of professionalism as set forth in the NJMS Code of

Professional Conduct and the RBHS Policy: Student Rights, Responsibilities and Discipline Procedures in order to be eligible for promotion to Year 2.

3. Students repeating Year 1, Phase 1 of the curriculum are subject to the advancement and promotions policies described below:
  - a. those who record a grade of “F-Failure” in the repeat year may not advance; the student will be withdrawn from all subsequent coursework and dismissed;
  - b. those who record a grade of “CP-Conditional Pass” in a course in which a grade of “CP-Conditional Pass” was previously recorded may not advance; the student will be withdrawn from all subsequent coursework and dismissed;
  - c. those who record a grade(s) of “P-Pass” courses in which grades of “F-Failure” and/or “CP-Conditional Pass” were earned and who have recorded one or two grades of “CP-Conditional Pass” in which grades of “CP-Conditional Pass” were not previously recorded will be permitted to attempt remediation of those courses prior to the start of Year 2 of the Phase 1 curriculum with the permission of the Associate Dean for Student Affairs, the course manager(s) and the Committee on Student Affairs (CSA). If a student is unable to satisfy all remediation requirements by the start date of Year 2, the student is not eligible for promotion and s/he will be dismissed;
  - d. those who record three grades of “CP-Conditional Pass” in the repeat year will be dismissed;
  - e. those who record grades of “P-Pass” in the repeat year of Year 1, Phase 1 coursework who do not demonstrate competency in one or more of the five disciplines will be permitted to attempt remediation of the discipline(s) prior to the start of Year 2 of the Phase 1 curriculum. If a student is unable to satisfy all remediation requirements by the start date of Year 2, the student is not eligible for promotion and s/he will be dismissed;
  - f. those who record grades of “P-Pass” in the repeat year and demonstrate competency in the five disciplines are eligible for promotion to Year 2;
  - g. In addition to the successful completion of all Year 1, Phase 1 curricular requirements, students must satisfy the standards of professionalism as set forth in the NJMS Code of Professional Conduct and the RBHS Policy: Student Rights, Responsibilities and Discipline Procedures in order to be eligible for promotion to Year 2.

#### E. Year 2, Phase 1 Advancement and Promotions Policy

1. The academic performance of students will be routinely reviewed by the Committee on Student Affairs throughout Year 2, Phase 1 of the curriculum. Year 2, Phase 1 includes the following coursework:
  - a. Digestive System
  - b. Genitourinary/Endocrine Systems
  - c. Nervous System
  - d. Health Equity and Social Justice II
  - d. Capstone

There are a total of 29 credits in Year 2, Phase 1.

Additionally, five disciplines will be integrated across Year 2, Phase 1 coursework. These disciplines are: anatomy/embryology, histology/pathology/pathophysiology, pharmacology, physiology and

patient centered medicine. To be eligible for advancement and promotion, students are expected to achieve competency in each of these disciplines. Competency will be assessed within coursework and students will receive feedback regarding their performance throughout the academic year.

2. Students in Year 2, Phase 1 of the curriculum are subject to the advancement and promotions policies described below:
  - a. those who record a grade of “F-Failure” in a Year 2, Phase 1 course are not permitted to advance; the student is required to immediately withdraw from all subsequent coursework and initiate a leave of absence from the School until the next academic year. If eligible to repeat Year 2, Phase 1, the student will be required to repeat all Year 2, Phase 1 coursework;
  - b. those who record “CP-Conditional Pass” grades in two or three courses totaling 12 or more credits will be required to repeat all Year 2, Phase 1 coursework. If this threshold is reached prior to the conclusion of the academic year, the student is not permitted to advance; the student is required to immediately withdraw from all subsequent coursework and initiate a leave of absence from the School until the next academic year. If eligible to repeat Year 2, Phase 1, the student will be required to repeat all Year 2, Phase 1 coursework;
  - c. those who have recorded grades of “CP-Conditional Pass” in one or two courses totaling 11 credits or less, and with the permission of the Associate Dean for Student Affairs, the course manager(s) and the Committee on Student Affairs (CSA), will be permitted to attempt remediation of those courses prior to the start of Year 3. If a student is unable to satisfy all remediation requirements by the start date of Year 3, s/he will be required to repeat all Year 2, Phase 1 coursework (if eligible);
  - d. those who record grades of “P-Pass” in all Year 1, Phase 1 coursework who do not demonstrate competency in all of the five disciplines will be permitted to attempt remediation of the discipline(s) prior to the start of Year 3. If a student is unable to satisfy all remediation requirements by the start date of Year 2, s/he will be required to repeat all Year 2, Phase 1 coursework (if eligible);
  - e. those who record grades of “P-Pass” and demonstrate competency in all of the five disciplines are eligible for promotion to Year 3;
3. Students deemed eligible to repeat Year 2, Phase 1 of the curriculum are subject to the advancement and promotions policies described below:
  - a. those who record a grade of “F-Failure” in the repeat year may not advance; the student will be withdrawn from all subsequent coursework and dismissed;
  - b. those who record a grade of “CP-Conditional Pass” in a course in which a grade of “CP-Conditional Pass” was previously recorded may not advance; the student will be withdrawn from all subsequent coursework and dismissed;
  - c. those who record “CP-Conditional Pass” grades in two or three courses totaling 12 or more credits in the repeat year will be withdrawn from all subsequent coursework and dismissed;
  - d. those who record a grade(s) of “P-Pass” courses in which grades of “F-Failure” and/or “CP-Conditional Pass” were earned and who have earned grades of “CP-Conditional Pass” in one or two courses totaling 11 credits or less will be permitted to attempt remediation of those courses prior to the start of Year 3 curriculum with the permission of the Associate Dean for Student Affairs, the course manager(s) and the Committee on Student

Affairs (CSA), If a student is unable to satisfy all remediation requirements by the start date of Year 3, the student is not eligible for promotion and s/he will be dismissed;

- e. those who record grades of “P-Pass” in the repeat year of Year 2, Phase 1 coursework who do not demonstrate competency in one or more of the five disciplines will be dismissed;
  - f. those who record grades of “P-Pass” in the repeat year and demonstrate competency in the five disciplines are eligible for promotion to Year 2.
4. Students must complete the Phase 1 portion of their training within three academic years, exclusive of approved leaves of absence, dual degree, or scholars programs. Students who do not complete the Phase 1 curricula in three years will be dismissed.
  5. Failure of the same course or course equivalent twice, in either year, will result in dismissal. Additionally, students in the traditional (four-year) curriculum who have cumulatively earned two or more grades of “F-Failure” or who have earned four or more grades of “CP-Conditional Pass” during Phase 1 will be dismissed.
  6. Students must successfully complete all Phase 1 curricula in order to be eligible to sit and record a score for the USMLE Step 1 exam. Students must sit for the USMLE Step 1 exam by the deadline established for their class by the Associate Dean for Student Affairs. Students who are granted an extension of the USMLE Step 1 examination deadline will be placed on a special independent study program for the purpose of preparing for the exam. While on the independent study program, each student will be afforded full-time status, assessed tuition and the special independent student program will be noted on the MSPE (Dean’s Letter). The time spent enrolled in the special independent study program counts towards the time each student is given to complete the Clerkship (not the Phase 1) years. Students who fail their initial attempt at USMLE Step 1 will be given one more opportunity to pass the examination. Deadlines pertaining to re-examination can be found in the NJMS United States Medical Licensing Exam (USMLE) Step 1 and Step 2 CK & CS Policy.
  7. In addition to the successful completion of all Year 2, Phase 1 curricular requirements, students must satisfy the standards of professionalism as set forth in the NJMS Code of Professional Conduct and the RBHS Policy: Student Rights, Responsibilities and Discipline Procedures in order to be eligible for promotion to Year 3.

#### F. Third Year Promotions Policy

1. Students enrolled in the standard clinical curriculum during third year (i.e., seven clerkships totaling 49 credits) must pass all of the seven required clerkships, plus four weeks of electives, in order to begin fourth year mandatory or elective courses.
  - a. Upon recording a second failing grade in a clerkship, clerkship shelf exam and/or clerkship OSCE, the student will be required to present an academic remediation plan to the Committee on Student Affairs. After reviewing the student’s academic profile and plan for remediation, the Committee will decide whether or not the student will be permitted to advance in the third year curriculum. The Committee’s decisions will be rendered on a case-by-case basis. Additionally, a student may not advance into subsequent clerkships once a second incomplete/ requirement grade is recorded in third year.



- b. Students failing a total of 50% or more of their individual clerkships, clerkship shelf exams, or OSCEs will be dismissed.
2. In order to be promoted, students must satisfy the standards of professionalism as set forth in the NJMS Code of Professional Conduct and the RBHS Policy: Student Rights, Responsibilities and Discipline Procedures.

G. Fourth Year

1. Students enrolled in the standard clinical curriculum during fourth year (i.e., three clerkships, an Acting Internship, and electives totaling 38 credits) must pass all of these requirements, plus USMLE Step 2 CK, USMLE Step 2 CS and the NJMS Graduation OSCE in order to be eligible to graduate.
2. Students must complete the clinical portion of their training, including passage of the NJMS Graduation OSCE, USMLE Step 2 CK and USMLE Step 2 CS within three academic years, exclusive of approved leaves of absence or enrollment in approved dual degree or scholars programs or the student will be dismissed. Failure of the same clerkship or clerkship equivalent twice, in either year, whether taken intramurally or extramurally, will result in dismissal.
3. Students must sit and record a score for the NJMS Graduation OSCE and both USMLE Step 2 CK and CS exams by the deadlines established for their class by the Associate Dean for Student Affairs. Students will be permitted a maximum of two attempts to pass each component of the USMLE Step 2 (CK and CS.) Deadlines pertaining to re-examination can be found in the NJMS United States Medical Licensing Exam (USMLE) Step 1 and Step 2 CK & CS Policy.
4. Failure to meet these requirements will result in dismissal.