The Medical College of Georgia
Office of Academic Affairs

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Category: Promotion, Evaluation

Criteria for Promotion, Graduation, and Dismissal

A. Standards of Academic Performance

1. Academic Requirements Graduate – All Campuses

a. Satisfactory completion of the required curriculum
b. Successful completion of USMLE exams
c. Successful completion of all Clinical Progression Assessments (CPAs)
d. Meeting all MCG requirements

2. Specific Curriculum Requirements – Unless otherwise noted students must meet the requirements of each phase of the curriculum listed below to progress to the next phase.

a. Preclerkship Phase – Augusta/Savannah Campuses
   i. Successfully pass all Preclerkship courses.
   ii. Successfully meet all benchmarks for each module
   iii. Successfully remediate deficiencies
   Note: Failure of a one-week retake is *not* considered a second deficiency; failure of a six-week remediation *is* considered a second deficiency.

b. Preclerkship Phase – Athens Campus
   i. Academic Requirements to Pass from Year 1 to Year 2
      - Pass all Year 1 courses.
      - Successfully remediate deficiencies.

   ii. Academic Requirements to Pass from Year 2 to the Clerkship Phase
      - Pass all Year 2 courses
      - Pass USMLE Step 1
      - Successfully remediate deficiencies
      - Complete all Year 1 and 2 requirements and enter the Clerkship Phase within four years of matriculation
      - Note the exception for enrollment in the MD/PhD program

c. Clerkship/Enrichment Phases – Augusta/Savannah/Regional Campuses
   i. Pass Core Curriculum Required Courses
   ii. Pass 6 weeks of electives.
   iii. Pass Clerkship CPA (see below for passing requirement).
   iv. Pass USMLE Step 1.
   v. Pass USMLE Step 2.

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vi. Pass Requirements of Chosen Pathway
- PGY1 Pathway – graduate and go to residency
- Dual Degree Pathway – complete requirements of second degree, PCL
- Residency Prep Pathway:
  - Pass required enrichment phase courses (PCL, etc.)
  - Pass an additional 8 weeks of electives
  - Pass Enrichment selectives – one clinical elective, one scholarly project course, and any combination of two more of these.

d. Clerkship/Enrichment Phases – Athens Campus
   i. Pass Core Curriculum Required Courses
   ii. Pass 14 weeks of electives.
   iii. Pass Clerkship CPA (see below for passing requirement).
   iv. Pass USMLE Step 1.
   v. Pass USMLE Step 2.
   vi. Pass required enrichment phase courses (PCL, etc.)
   vii. Pass Enrichment selectives – one advanced clinical elective, one scholarly project course, and any combination of two more of these. (Class of 2024 only required to complete one more of these)

B. Grade Assignment

1. Preclerkship – All Campuses

a. Modules in the Preclerkship Phase are graded as Satisfactory or Unsatisfactory.

2. Clerkship and Enrichment – All Campuses

a. Clerkships have both a clinical and a shelf exam component with the final grade being comprised of a weighted average of the two.
b. Clinical grades are assigned based on evaluations by faculty at the end of the clinical portion of the clerkship.
c. Except for Emergency Medicine, which has only one shelf exam, the shelf exam score is comprised of the higher of two administered NBME shelf exams – first attempt at end of the clerkship and retake at end of clerkship phase.
   i. The first attempt is given at the end of the clinical portion of the clerkship(s).
   ii. The second attempt is given during the shelf study course at the end of the clerkship year in both the traditional curriculum and the LIC curriculum.
d. Selectives and Electives are either letter graded or pass/fail, depending on the course, and the grades are assigned as one grade. There is no separate exam grade.

3. Interpretation of Grades – All Campuses

- "**A**" – Outstanding performance
- "**B**" – Very good performance

- "**C**" – Satisfactory; acceptable performance
- "**D**" – Unsatisfactory; performance has not met the acceptable standards
- "**F**" – Failing
- "**P**" – Passing
- "**S**" – Satisfactory
- "**U**" – Unsatisfactory
- "**CP**" - Continuing Progress – courses that cover more than one semester will receive a "CP" grade for the first semester. This does not affect the final grade or credit for the course.
- "**I**" – Incomplete; a student who is doing satisfactory work but, for non-academic reasons beyond his/her control is unable to meet the full requirements of the course, may be assigned an incomplete ("I") grade. A form must be completed to assign the incomplete grade and must include justification.
- "**NR**" - Not Reported - "NR" is a temporary grade used when a student has not completed all of the work at the end of a course. "NR" is different from "I" because "I" is used only when the student does not complete the work for non-academic reasons.
  Note: Unless otherwise noted, a student who has received an "I" or "NR" grade has a maximum of one additional semester to complete the required work and to receive a final grade. Any incomplete grade not removed after the next semester will be converted to an "F" grade automatically.

C. Definition of a Deficiency and Academic Difficulty

1. Preclerkship – All Campuses

a. Grade of unsatisfactory "U"
b. Failure to successfully remediate a module
c. Failure to meet any of the core competencies in a module in which the student received a passing grade
d. Professional misconduct (see Professionalism Policy)
   Note: Note: An unsatisfactory grade resulting from professional misconduct is one deficiency; a second deficiency is *not* accrued for the professionalism concern that caused the failing score.

2. Clerkship and Enrichment – All Campuses

a. Deficiency
   i. Grade of "D" or "F" in a required course or activity
   Note that a grade of "D" is only assigned when a student fails to meet the passing cutoff on a shelf exam but otherwise would pass the course. If remediation is successful, the "D" is converted to a "C." If it is unsuccessful the "D" becomes an "F" (see Section on Grade Designation after Remediation)

ii. Failure to successfully remediate a course or activity
iii. Failure of USMLE Step 1 or Step 2
iv. A significant concern about meeting any of the core competencies in a course in which the student received a passing grade
v. Students rated "Unable to Perform" or "Needs Significant Assistance to Perform" ("Does Not Meet Expectations" or "Marginal") in any category of Professionalism that is endorsed by the clerkship director as warranted, will earn a "D" or "F" and will require consideration for remediation
vi. Professional misconduct (see Professionalism Policy)
Note: An unsatisfactory grade resulting from professional misconduct is considered one deficiency; a second deficiency is *not* accrued for the professionalism concern that caused the failing score.

b. Clerkship CPA
i. Failure of the initial take of the Clerkship CPA does not constitute a difficulty or deficiency for the purposes of academic promotion.
ii. The students performance on the exam is discussed by the Clinical Skills Advisory Group, who devises a detailed remediation plan for the student.
iii. Successful completion of the remediation program constitutes a Passing grade on the CPA.
iv. Failure to successfully complete the remediation constitutes a failure of the CPA and a deficiency with all of the implications indicated below.

c. Academic Difficulty
i. Failure of first take of NBME shelf exam in more than one clerkship.

D. Review by Promotions Committee

1. Remediation will be based on evaluation of the totality of the student's record.

2. Depending on the number of deficiencies and the totality of their record students may meet with their Student Affairs/Class Dean and Subcommittee chair, the full Subcommittee, or the full Promotions Committee.

3. The remediation plan is based on the total number of deficiencies throughout the entirety of their schooling (see below for specifics), but may include:
a. Doing remedial work (independent, supervised, course, or other)
b. Retaking examinations
c. Repeating a course
d. Repeating some or all of the year's curriculum

4. The Student Promotions Committee or Subcommittee will generally follow the Remediation Plan outlined below, but based on the full evaluation of the student's record may elect to outline a different plan.

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5. The Student Promotions Committee or Subcommittee may consider the recommendations for remediation made by the appropriate faculty leadership.

E. Remediation Plan

1. Preclerkship – Augusta/Savannah Campuses

a. One deficiency:
   i. The Subcommittee Chair and Student Affairs/Class Dean will meet with the student and review the academic progress of students who have one deficiency.
   ii. Student will automatically be enrolled in a one-week retake course that will occur immediately following the module and retake the end of module exam. If they are not successful with the one-week retake, they will take a six-week remediation course before starting clerkships.
   iii. Subcommittee approval for the automatic one-week retake course is not required prior to enrollment in the course.

b. Two or more deficiencies:
   i. An Academic Performance Hearing with the full Student Promotions Committee will be held to meet with the student and review the academic progress of the student.
   ii. Student will stop progressing in the curriculum and be reenrolled to repeat the Preclerkship Phase with the next academic class. The Promotions Committee may consider an alternative plan in exceptional circumstances.
   iii. The one exception to this occurs when one of the two deficiencies is a component failure and not a module failure. In this case the student will meet with the appropriate Promotions Subcommittee.

2. Preclerkship – Athens Campus

a. One deficiency:
   i. The Subcommittee Chair, or their designee from the Subcommittee, and the Campus Associate Dean for Student Affairs will meet with the student and the recommended remediation will be reported to the appropriate Subcommittee for a vote.
   ii. The student will remediate the deficiency at the end of the academic year and continue to the next year of the curriculum.

b. Two deficiencies:
   i. All members of the Subcommittee will meet with the student and review their academic progress.
   ii. The student will remediate the deficiencies at the end of the academic year.
   iii. The Subcommittee may recommend a repeat of the academic year to be reviewed and approved during an Academic Performance Hearing with the Full Student Promotions Committee.

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c. Three or more deficiencies:
    i. An Academic Performance Hearing with the full Student Promotions Committee will be held to meet with the student and review the academic progress of the student.
    ii. The student will likely repeat the academic year.
    iii. This meeting could lead to dismissal.
    iv. The Subcommittee, with the concurrence of the Chair of the Student Promotions Committee, may defer the hearing until a later time in the academic year if the Subcommittee believes that the additional period of observation will yield a better outcome for the student.

3. Clerkship Deficiency – All Campuses

a. One deficiency:
    i. The Subcommittee Chair, or their designee from the Subcommittee, and the student's Student Affairs/Class Dean will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate Subcommittee for a vote.
    ii. A student who has one clerkship deficiency ("D") will remediate that deficiency in a one-month remediation period followed by a retake of the NMBE shelf exam, and if the student fails the remediation, the student will be required to repeat the clerkship in its entirety.
    iii. A student who receives a failing ("F") grade in the required clerkship must repeat the clerkship entirely before progressing to the next phase.
b. Two deficiencies:
    i. All members of the Subcommittee will meet with the student and review their academic progress.
    ii. A student with two clerkship deficiencies ("D") in a single academic year will remediate the deficiencies in two separate one-month remediation periods followed by a retake of the NMBE shelf exam. If the student is unsuccessful in retaking one or both of the NBME shelf exams they will be required to repeat that entire clerkship/s and may be required to repeat the academic year.
    iii. The student may be required to repeat one or both clerkships without having done the one-month remediation periods.
    Note: Any student who receives a failing ("F") grade in the required clerkship *must* repeat the clerkship entirely before progressing to the next phase.
    iv. The student may be required to repeat the academic year.
c. Three or more deficiencies:
    i. An Academic Performance Hearing with the full Student Promotions Committee will be held to meet with the student to review their academic progress.

ii. The student will likely be required to repeat the entire year (this requirement includes clerkships that may have been passed previously).
iii. The student may be considered for dismissal.

4. **Clerkship Difficulty** (failure of two or more first-take NBME shelf exams)

a. Warning of academic difficulty (i.e., unsuccessful first take NBME shelf exam score in one clerkship):
   i. Student meets with academic advisor.
b. One academic difficulty (unsuccessful first take NBME shelf exam score in two clerkships):
   i. Student meets with Student Affairs/Class Dean and promotions Subcommittee Chair and determine course of action.
   ii. Summary letter for the meeting sent to student and Promotions Subcommittee
c. Three academic difficulties (unsuccessful first take NBME shelf exam score in four clerkships):
   i. Student meets with Promotions Subcommittee
d. Additional meetings with the Promotions Subcommittee may be necessary and are at the discretion of the Student Affairs/Class Dean or Subcommittee chair.

5. **Advanced Clerkship/Enrichment – All Campuses**

a. Clerkship CPA
   i. Failure of the initial take of the Clerkship CPA does not constitute a difficulty or deficiency for the purposes of academic promotion.
   ii. The student's performance on the exam is discussed by the Clinical Skills Advisory Group, who devises a detailed remediation plan for the student.
   iii. Successful completion of the remediation program constitutes a Passing grade on the CPA.
   iv. Failure to successfully complete the remediation constitutes a failure of the CPA and a deficiency with the same consequences outlined above.
b. Selective/Elective Deficiency:
   i. A student who fails a selective or elective may be required to retake the same selective or elective or to take a different comparable selective or elective.

6. **Consideration for Repeat or Dismissal – All Campuses**

a. The academic performance of each student in all phases of curriculum shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:
   i. A student's knowledge, character, mental or physical fitness casts grave doubt upon that student's potential capabilities as a physician.
   ii. The student has accumulated three or more deficiencies.

iii. The student achieves an unsatisfactory grade in any module, course, intersession, clerkship, elective or selective during an academic year that is being repeated. No academic year may be repeated more than once.
iv. The Subcommittee requests a hearing.
v. The Subcommittee recommends dismissal or repeat of an academic year. **Note:** Students required to repeat all or part of an academic year are subject to graduation requirements as specified by the Return to Curriculum Policy.

F. Scheduling of Remediation

1. Preclerkship Phase – All Campuses

a. A remediation plan is designed by the Student Promotions Committee or Subcommittee in collaboration with the Curriculum Office.
b. The Student Promotions Committee or Subcommittee Chair (or designee) submits the decision of the Committee or Subcommittee, in writing, to the Vice Dean of Academic Affairs or the Campus Dean for the Athens or Savannah campuses. They will review the decision to ensure compliance with applicable rules, regulations, and approaches established by MCG. In cases where there are concerns in these areas, they may refer back to the appropriate Subcommittee (for Subcommittee actions) or full Committee (for Committee or Subcommittee actions) for reconsideration.
c. The remedial plan is made known to the student, in writing, by the Chair of the Student Promotions Committee or Subcommittee. The Chair of the Student Promotions Committee or Subcommittee will notify the Associate Dean for Student Affairs and the Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member(s) of the remediation.
d. The student must schedule the remediation through the Curriculum Office.
e. A remediation plan may only begin after items a - d above have occurred.
f. Remediation will be scheduled prior to beginning clerkships (Augusta and Savannah Campuses)
g. Remediation will be scheduled following the academic year in which the deficiency occurred, and prior to the onset of the subsequent academic year curriculum (Athens Campuses)

2. Clerkship and Enrichment Phase – All Campuses

a. A remediation plan is recommended by the Subcommittee.
b. The Student Promotions Committee or Subcommittee Chair (or designee) submits the decision of the Committee or Subcommittee, in writing, to the Vice Dean of Academic Affairs or the Campus Dean for the Athens or Savannah campuses. They will review the decision to ensure compliance with applicable rules, regulations, and approaches established by MCG. In cases where there are concerns in these areas, they may refer back to the appropriate Subcommittee (for Subcommittee

actions) or full Committee (for Committee or Subcommittee actions) for reconsideration.

c. The Chair of the Student Promotions Committee or Subcommittee will notify the Associate Dean for Student Affairs and Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member(s) of the required remediation.
d. The student must schedule the remediation through the campus Curriculum Office.
e. A remediation plan may only begin after items a - d above have occurred.
f. Remediation cannot be scheduled concurrent with any other clerkship, elective, or selective.
g. Clerkship remediation:
    i. Must be scheduled at the beginning of the student's Enrichment phase unless another time is approved by the Associate Dean for Curriculum.
    ii. Clinical: Remediation of the clinical portion of a clerkship will be scheduled in the next available clerkship block following the failure. This may involve rescheduling a previously scheduled clerkship.
    iii. NBME Shelf Exam: Remediation of an NBME shelf exam deficiency will be scheduled in the next available four-week block following the deficiency.
h. Selective/Elective remediation will take place in the next available four-week block following the deficiency.
i. The Associate Dean for Curriculum will notify the appropriate faculty member(s) of the required remediation.

G. Grade Designation following Remediation

1. Preclerkship – All Campuses

a. An unsatisfactory grade (U) will be entered on the transcript for the original course.
b. The student will be enrolled into the appropriate one credit hour retake course, which will be designated as "MEDR" on the transcript.
c. If the student successfully completes the retake course, a satisfactory grade (S) will be entered on the transcript for the retake course.
d. If the student does not successfully complete the retake, an unsatisfactory grade (U) will be entered on the transcript for the retake course and the student will repeat the module for remediation.
e. Depending on which courses the student has taken, the retake, remediated, and original course grades are all recorded on the student's transcript.

2. Clerkship and Enrichment Phases – All Campuses (see appendix for flow chart)

a. NBME Shelf Exam Deficiency:
    i. Students who successfully pass the NBME shelf exam after the appropriate remediation will be assigned a grade of "C" (without annotation).

ii. Students who fail a shelf exam remediation will be required to retake the entire clerkship. Grades in this case are assigned in the same manner as a student who must retake an entire clerkship because of a clerkship clinical failure.
iii. If a student is required to repeat a clerkship, the repeated and original clerkship grades will be recorded on the student's transcript; both grades will be used in calculating the student's grade point average.
iv. The original course and grade will remain on the student's transcript.

b. Clerkship Clinical Deficiency:
i. If a student is required to repeat a clerkship, the repeated and original clerkship will be recorded on the student's transcript; both grades will be used in calculating the student's grade point average.
ii. The original course and grade will remain on the student's transcript.

c. Selective/Elective Deficiency:
i. If a student is required to repeat a Selective or Elective, the repeated and original course will be recorded on the student's transcript; both grades will be used in calculating the student's grade point average.
ii. The original course and grade will remain on the student's transcript.

H. United States Medical Licensing Examinations (USMLE)

1. USMLE Step 1

a. A student may not take USMLE Step 1 until they have satisfactorily completed the entirety of the preclerkship curriculum.
b. A student must pass USMLE Step 1 to graduate (see USMLE Testing policy for deadlines for taking Step 1).

2. USMLE Step 2

a. A student may not take USMLE Step 2 until they have satisfactorily completed the entirety of the core clerkship curriculum.
b. A student must pass USMLE Step 2 to graduate (see USMLE Testing Policy for deadlines for taking Step 2).

3. Remediation

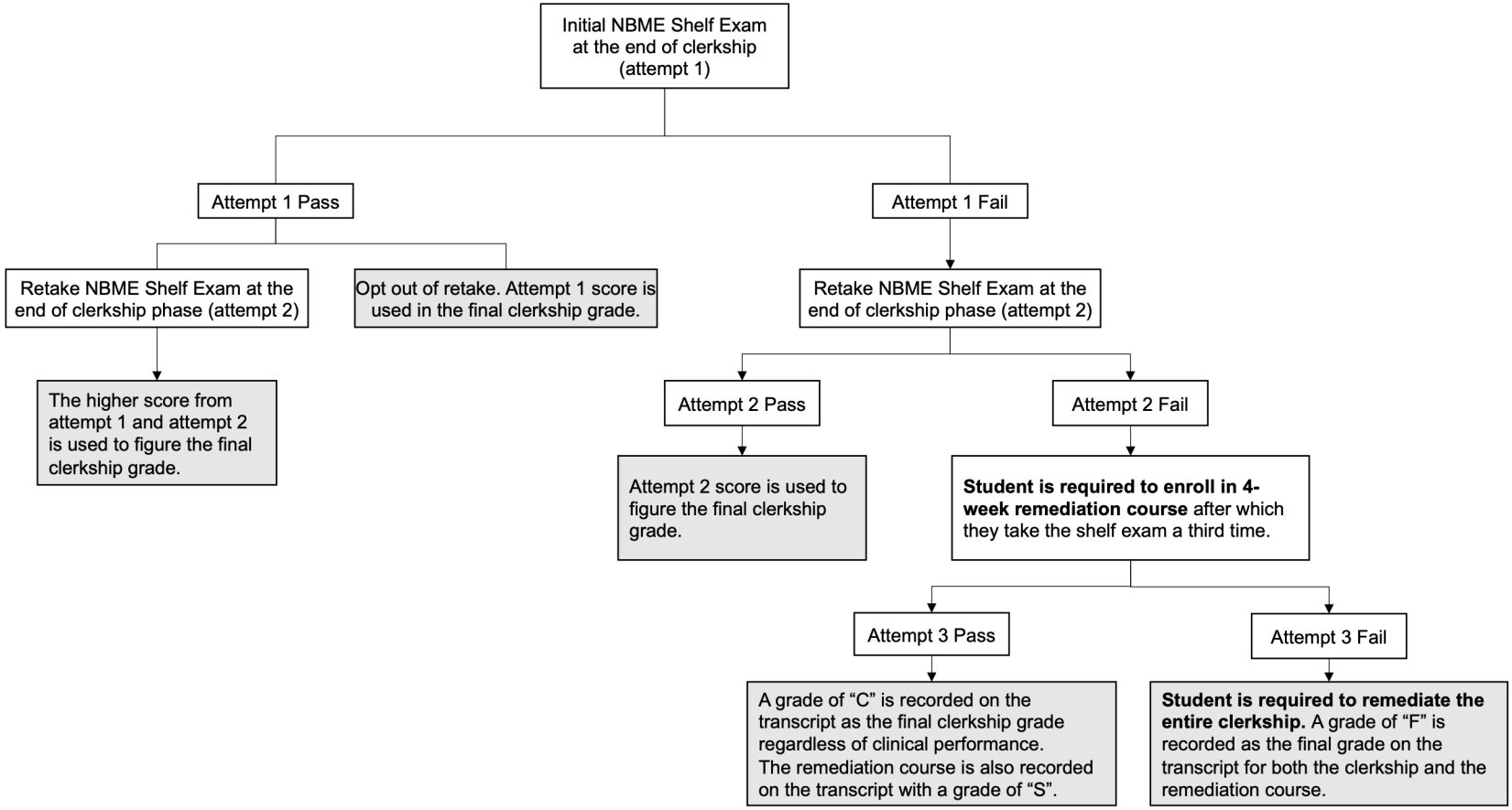
a. A student must have all USMLE Step scores reported to MCG each time they take the exam.
b. A student will be subject to dismissal if they are unable to pass USMLE Step 1 or Step 2 in three attempts. Students will not be certified by MCG to take the USMLE Step 1 or Step 2 examinations more than three times for each unless the student presents compelling evidence of extenuating circumstances that contributed to the failures and that those circumstances have resolved. A decision to allow a fourth attempt of either exam will follow the Academic Performance Hearing process as

outlined above and must be recommended by a two-third majority of those present and eligible to vote and approved by the Vice Dean of Academic Affairs.

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Appendix A: NBME Retake Exam Flowchart



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