



MMCSOM Promotion and Graduation Standards and Procedures

Table of Contents

PROMOTION AND GRADUATION STANDARD AND PROCEDURES.....3

ACADEMIC PROGRESSION THROUGH THE CURRICULUM AND GRADUATION4

 Foundational Courses 4

 MD-PhD Students 4

 Clerkships..... 5

 Electives 5

 Required Sub-Internship 5

 Registering a Score for USMLE Step 1 and Step 2 CK..... 5

 Conferral of M.D. Degree 9

STUDENT ASSESSMENT AND GRADES10

 Grade Reporting Time Frame 10

 Formative Feedback Policy..... 10

 Clinical Grade Reporting Guidelines 10

 Guidelines for Writing the Summative Narrative Assessment (to be used in the MSPE): 10

 “Incomplete” Grade Reporting Guidelines 11

 Student Request for a Course Evaluation/Grade Review 12

 Grade Review Timeline Process and Checklist..... 12

UNSATISFACTORY ACADEMIC PERFORMANCE IN A COURSE13

 Actions During a Course..... 13

 Submission of Assignments After the Designated Deadline (“Late Submission”) 13

 Actions Upon Completion of a Course 13

FACULTY DETERMINATIONS REGARDING UNSATISFACTORY ACADEMIC PERFORMANCE.....14

 Academic Good Standing 14

 Remedial Course Work 14

 Criteria for Continuation in the Academic Program and Dismissal 15

STUDENT EVALUATION, PROMOTION AND GRADUATION.....16

 Student Evaluation and Promotion Committee (SEPC) 16

 Policies for Action of the SEPC..... 16

SEPC Procedures.....	17
<i>DISMISSAL AND APPEAL PROCESS POLICY</i>	18
Student Dismissal	18
Procedures for Review and Appeal of Academic Actions, Adverse Action Based on Grades, Academic Progress, or Licensure Progress	18
Adverse Action Based on Professional Code of Conduct Violations (Professionalism).....	19
The Meharry Medical College School of Medicine Student Disciplinary Committee.....	19
Leave of Absence.....	20
Leave of Absence for Enhancement of Medical Education	20
Withdrawal, Transfer, or Dismissal.....	20
Withdrawal from Meharry Medical College School of Medicine	20
Request for Transfer from Meharry Medical College School of Medicine	21

PROMOTION AND GRADUATION STANDARD AND PROCEDURES

The Medical College curriculum represents the academic standards students are required to achieve. There is a single set of policies for promotion and graduation-The Promotion and Graduation Standard-and this Standard applies across all instructional sites.

The curriculum is divided into successive academic courses across two phases over four years, each course building on the subject material and experiences of preceding years. The curriculum is comprised of three phases: Phase 1-Foundational Curriculum); Phase 2-Clinical Clerkships Curriculum); and Phase 3-Post-Clerkship Curriculum.

A student is expected to exhibit mastery of learning unit or course objectives and to complete required clerkships and rotations as determined by faculty. A student's progress is assessed and monitored on an on-going basis. If a student does not demonstrate an acceptable level of proficiency or has not made timely progress toward the satisfactory completion of the curricular requirements, the Promotion and Graduation Committee, using information supplied by the Student Evaluation Committees, will determine a student's continued status in the Medical College.

Students are assessed on academic performance and must also demonstrate professionalism as set forth in the curriculum, satisfactorily meet the Technical Standards and conform to the Standards of Conduct, adhere to the Attendance Standards, and follow all other policies set forth in the Student Handbook to successfully complete the educational program for the MD degree. Compliance with all policies of the Medical College, and where relevant, with affiliated hospitals of the Medical College and with the institutions that sponsor approved away electives and is expected across all instructional sites and throughout the duration of the educational program and is a requirement for advancement and graduation. Failure to meet academic standards, including professional standards of conduct, and compliance with Medical College policies may be grounds for disciplinary action, including dismissal, from the Medical College.

The Student Evaluation and Promotion Committee (SEPC) reviews students' final course performance and academic progress longitudinally across all courses of the curriculum to determine if students may advance to the next course of the curriculum. The SEPC will identify extenuating circumstances, patterns of poor performance across courses of the curriculum, as well as serious breaches of professionalism and make decisions regarding global remediation or counseling interventions. If the issues regarding a student's performance or behavior are sufficiently serious to question the student's suitability for the practice of medicine, the SEPC may recommend to the Dean of Medicine suspension or dismissal. Individuals who have been found to commit Title IX violations will promptly be reviewed by an ad hoc committee. Procedures will be followed as indicated in the Student Handbook and Title IX procedures. The SEPC will hear and act on the report of the ad hoc committee. In addition, the SEPC will review each student's cumulative performance to nominate them as candidates for graduation to the Senior Associate Dean of Academic Affairs and the Dean of Medicine.

ACADEMIC PROGRESSION THROUGH THE CURRICULUM AND GRADUATION

Effective academic year 2024-25, the Medical College's Curriculum Committee approved a grading system for the Foundational Curriculum ('Pass' or 'Fail') and Clinical Clerkship and Post-Clerkship Curriculum ('Honors', 'High Pass', 'Pass', or 'Fail'). Students in the incoming class of 2028 will operate under this grading system.

Students in the classes of 2025, 2026, and 2027 will continue to operate under the current letter grading (A, B+, B, C+, C, F; and/or Pass (P) or Fail (F)) system for the Foundational, Clinical Clerkship, and Post-Clerkship Curriculums.

Students in the class of 2028 must achieve a passing grade, (defined as either "Pass", "High Pass", or "Honors") in all required courses prior to graduation. Any student who is unsure how this policy applies in a given situation should contact the Office of Student Academic Affairs for clarity. The academic advancement of students must be approved by the Student Evaluation and Promotion Committee (SEPC).

Foundational Courses

Students in the class of 2028 must satisfactorily complete, i.e., receive a grade of "Pass", in each of the foundational year courses, prior to beginning the clerkships. Students are expected to complete the foundational courses sequentially.

Students must pass each learning unit within each of the foundational courses (described above) to achieve a "Pass" grade for the course. Final numerical grades above a 69.5 will be rounded up to a "Pass" (P).

If a student receives a non-passing grade of either "Fail" (F), or "Incomplete" (I) in any foundational course, the student will progress to the next foundational course and remediate at the following summer. This is to ensure that a student's education is not unduly interrupted or extended since each foundational course is held only once a year and there is the potential opportunity for remediation between the first and second year of medical school.

Students must place their highest priority on remediating any failed learning units ahead of summer research fellowships/programs, electives or travel plans. Accordingly, students are ineligible to participate in summer research electives, fellowships or programs between Year 1 and 2 if they have not yet passed any foundational learning units or courses prior to the start date of these fellowships, programs or electives. This is to ensure ample remediation time prior to the Year 2 start date so that a student's education is not unduly interrupted or extended.

With one failure of a learning unit or course/clerkship, student is allowed to remediate. Upon second failure depending on SEPC's determination on potential for academic progress, student will either repeat of academic year or be dismissed from Meharry Medical College. Opportunities for remediation may prolong a student's time to graduation.

Students in the class of 2027 must satisfactorily complete, i.e., receive a grade of "A, B+, B, C+, C, F; and/or Pass (P) or Fail (F)" in each of the foundational year courses, prior to beginning the clerkship year. Students are expected to complete the foundational courses sequentially.

If a grade of "Incomplete"(I) is recorded because one or two foundational courses are failed within a semester, students will be required to pass a remediation exam for each failed unit. If any remediation exam is failed, the corresponding semester course grade will be converted to grade of "Fail" (F), and a recommendation will be made to the SEPC for repeat of the entire semester, including retaking courses previously passed, if the student is eligible (i.e. not otherwise dismissed). A student will be allowed to take the remediation exam a second time only in extenuating circumstances as determined by the SEPC. If a student fails three units, the course grade will be recorded as a "Fail" (F), and like any other failed course, the student will be referred to the SEPC.

No student will be allowed to repeat more than one academic semester or year during his or her entire course of matriculation. A student failing two courses within one academic year is subject to dismissal for poor academic performance.

Upon the recommendation of the SEPC, with the concurrence of the Dean, the School of Medicine permits only a maximum of three (3) years to complete the pre-clerkship (MS1 and MS2 years) curriculum. Any student not completing the pre-clerkship curriculum in its entirety within three academic years is noted as failure to academically progress and will be dismissed from the School of Medicine. This must be enforced to prohibit further student financial debt. When permitted to repeat a semester or the academic year, specific details regarding eligibility for the future financial aid should immediately be discussed by the student with the Office of Financial Aid.

MD-PhD Students

MD-PhD students must be in good academic standing in the medical school (i.e., no outstanding “Fail” or “Incomplete” grades) upon entering the PhD portion of training.

MD-PhD students re-enter the medical school portion of training after they have successfully defended their thesis and submitted the final, approved copy of their thesis to the relevant graduate school office, and they are held to the same standards for assessment, advancement, and promotion as the medical students.

Clerkships

Students must complete all required foundational courses and receive a “Pass” on USMLE Step 1 prior to beginning the Phase 2-Clinical Clerkship Curriculum.

Students must complete all required clerkships prior to beginning Phase 3-Post-Clerkship Curriculum.

Students must place their highest priority on remediating any failed clerkships ahead of scheduling USMLE Step 2 CK exams and Phase 3-Post-Clerkship courses.

Electives

Students who have non-passing grades in any required clerkship and Step 1 national board exam are not permitted to enroll in electives or selectives, until a passing grade in that clerkship and board exam is obtained.

Required Sub-Internship

Students who have non-passing grade of “Fail” in any prior required clerkship and Step 1 national board exam will not be allowed to progress to the required sub-internship, until a passing grade in that clerkship and board exam is obtained.

Registering a Score for USMLE Step 1 and Step 2 CK

No student is permitted to delay sitting for the USMLE Step Examinations regardless of perceived or real “unreadiness”; therefore, when a student is eligible to take USMLE Step 1 or Step 2 CK during each semester and fails to do so at least once, the student is considered to failure to academically progress. Specific details regarding eligibility for financial aid should be discussed with the Office of Financial Aid.

Regarding USMLE Step 1 for students who will graduate in the class of 2025, 2026, or 2027:

- Only those students who have completed all required clinical clerkships and received a “Pass” on the Gateway Comprehensive Basic Science Examination (CBSE) at the end of MS3 year are eligible to take USMLE Step 1. Students scoring below 42% will not be promoted to M4 year and will enter ASMD 505 for further preparation and remediation. The director of the board preparation course will determine when the ASMD 505 student is prepared for another attempt at the CBSE.
- Students scoring an equated score of 50% and above on the second CBSE attempt will be promoted to M4 year. Students scoring between 42-49% equated score will be promoted to the pre-clerkship phase but will join the required CBSE remediation sessions. Students unsuccessful in achieving an equated score of 42% after three attempts at CBSE will be referred to the Student Evaluation and Promotion Committee (SEPC) for dismissal due to failure to academically progress. Students will have until the end of the spring semester to successfully remediate their third and final attempt taking the CBSE.
- Any student who sits for USMLE Step 1 without fulfilling the preceding requirements will be referred for lack of integrity to the MMCSOM Disciplinary Committee to be sanctioned, which could include dismissal from the Medical College or if the student is in poor academic progress, the student will be referred to the SEPC for dismissal from the School of Medicine.
- Passing USMLE Step 1 is a graduation requirement.
- Failure to pass USMLE Step 1
 - Students who do not pass USMLE Step 1, will be halted in their course progression and enrolled in [ASMD 420] Board Review immediately after receipt of the score; then the student will retake the examination within eight (8) weeks. Students who fail to take the examination within this period will be referred to the SEPC for dismissal. Once the Office of Student Academic Affairs verifies the student has retaken USMLE Step 1 for the second time, the student will remain in Board Review to study for USMLE Step 2 CK, while awaiting the score. The student will only be moved from Board

Review when Step 1 has been passed. Regardless of the amount of time spent in Board Review, tuition is not prorated and is set unless the student moves out of [ASMD 420] Board Review into a course or clerkship in the same semester. The balance of full tuition will be assessed during the semester when a student moves out of Board Review to a clerkship or course. No away electives or interviews will be allowed until passage of USMLE Step 1. Students successfully passing USMLE Step 1 after a retake will be allowed to take registered MS4 away rotations and interviews once the score is received. Students with a second failure of USMLE Step 1 will be referred for a hearing with the Student Evaluation and Promotion Committee for failure to academically progress. Students who have not passed USMLE Step 1 cannot participate in the National Residency Matching Program (NRMP). Students with a third USMLE Step 1 failure will be dismissed. Students may make an appeal to the Dean of School of Medicine who may uphold the SEPC's decision or allow a fourth retake.

- NOTE: Based on the structure of the entire integrated curriculum, it is highly unlikely that a student would ever have more than two [ASMD 420] Board Review Courses. Regardless of reason, students cannot ever enroll in [ASMD 420] Board Review more than a total of three times. At any time during remediation, particularly if a student participates in more than one Board Review, federal financial aid might not be awarded due to failure to academically progress. Specific details regarding eligibility for financial aid should be discussed with the Office of Financial Aid. Any student who receives a grade of "U" in [ASMD 420] Board Review will be considered as failure to academically progress and will be referred to the SEPC for dismissal.
- The Remediation plan is subject to change from year to year.

Regarding USMLE Step 2 CK for students who will graduate in the class of 2025, 2026, or 2027:

- Must receive a "Pass" on USMLE Step 1 for approval to register for USMLE Step 2 CK.
- Passing USMLE Step 2 CK is a graduation requirement. Successful passing of Step 2 CK within two years of first being eligible is required for graduation and receipt of the M.D. degree, provided that the student is still eligible, i.e. within the six year academic calendar limit; otherwise, the student will be dismissed when the six years expires and any further attempts are forfeited if not completed in this time frame.
- All students are required to sign an acknowledgment for USMLE Step 2 CK in order for the Office of Student Academic Affairs to verify the student for registration to sit for the USMLE Step 2 examination. All students planning to participate in the NRMP must sit for the USMLE Step 2 CK at least once by December 31st of their MS4 year.
- Only those students who have completed all required clinical clerkships are eligible to take USMLE Step 2 CK. Any student who sits for USMLE Step 2 CK without fulfilling the preceding requirements will be referred for lack of integrity to the MMCSOM Disciplinary Committee to be sanctioned, which could include dismissal from the Medical College or if the student is in poor academic progress, the student will be referred to the SEPC for dismissal from the School of Medicine.
- It is expected that students take USMLE Step 2 CK during the semester that he/she first becomes eligible and then each subsequent semester thereafter up to a total of 4 attempts each until passage. Therefore, successful negotiation of Step 2 CK within two years of first being eligible is required for graduation and receipt of the M.D. degree regardless of if the student took advantage of the four (4) allowed attempts. Any unused attempts are forfeited. Failure to take USMLE Step 2 CK when eligible to do so each semester is considered failure to academically progress and will be subject to dismissal.
- If a student is unsuccessful in passing USMLE Step 2 CK after the first two attempts during their fourth year, he/she will be placed on an administrative extension of matriculation, for a maximum period of one (1) year, by being enrolled in the ASMD 620 Board Review course. This extension is only provided if the 6-year maximum will not be exceeded. In preparation for USMLE Step 2 CK, the student will be required to participate in the resources offered by the Center for Academic Success and Achievement (CASA); and, if applicable, must participate in the Simulation & Clinical Skills Center. If a student wishes to also participate in an external clinical skills or board review program, this must be approved by the ASMD 620 Board Review Course Director. Upon passage of USMLE Step 2 CK, the student must present official documentation that he/she has passed the examinations to be eligible to receive the M.D. degree from Meharry Medical College.
- Failure to present official documentation of the successful passage of USMLE Step 2 CK by the end of the

one year period of approved administrative extension of matriculation will result in the ineligibility to receive the M.D. degree from Meharry Medical College (i.e., no student who has failed to pass the USMLE Step 2 CK after four (4) attempts within the aforementioned time period* will be eligible to receive the M.D. degree from this institution).

- In order for a student to participate in current commencement exercises, all course requirements must be completed, and must have passed or sat for USMLE Step 2 CK, with a pending score, by the Friday prior to commencement of the graduation calendar year. Otherwise, the student will not be permitted to participate in commencement exercises until the following May, provided that all these requirements are met in the interim. Receipt of the M.D. degree is contingent upon completion of all coursework and official documentation of successful passage of USMLE Steps 1 and 2 CK.
- If a student is enrolled in their last remaining course during the end of May until mid-June rotation block, the student in this scenario will be able to participate in commencement exercises, provided that they have sat for USMLE Step 2 CK with a pending score, by the Friday prior to May commencement.
- All who complete requirements after the May graduation date will have 30-days to complete all course requirements and successfully pass Step 2 CK in order to receive a May commencement date diploma. Completion after this date will result in a commencement date diploma of June, October or December.

Regarding USMLE Step 1 for students who will graduate in the class of 2028:

- Only those students who have completed all foundational courses in Years 1 and 2 and received a “Pass” on the Gateway Comprehensive Basic Science Examination (CBSE) at the end of MS2 year are eligible to take USMLE Step 1.
- Students scoring below 42% will not be promoted to M3 year and will enter ASMD 505 for further preparation and remediation. The director of the board preparation course will determine when the ASMD 505 student is prepared for another attempt at the CBSE.
- Students scoring an equated score of 50% and above on the second CBSE attempt will be promoted to M3 year. Students scoring between 42-49% equated score will be promoted to the pre-clerkship phase but will join the required CBSE remediation sessions. Students unsuccessful in achieving an equated score of 42% after three attempts at CBSE will be referred to the Student Evaluation and Promotion Committee (SEPC) for dismissal due to failure to academically progress. Students will have until the end of the spring semester to successfully remediate their third and final attempt taking the CBSE.
- Any student who sits for USMLE Step 1 without fulfilling the preceding requirements will be referred for lack of integrity to the MMCSOM Disciplinary Committee to be sanctioned, which could include dismissal from the Medical College or if the student is in poor academic progress, the student will be referred to the SEPC for dismissal from the School of Medicine.
- The Office of Student Academic Affairs recommends that students take USMLE Step 1 by April 30th, 2026, to receive a passing score in time to progress to clinical clerkships by June 1st, 2026.
- The start of clinical clerkships will be postponed for students without a passing score received by June 1st, 2026.
- Must pass USMLE Step 1 to progress to clinical clerkships and be permitted to participate in the National Residency Matching Program (NMRP).
- Passing USMLE Step 1 is a graduation requirement.
- Failure to pass USMLE Step 1
 - Students who do not pass USMLE Step 1, will be halted in their course progression and enrolled in [ASMD 420] Board Review immediately after receipt of the score; then the student will retake the examination within eight (8) weeks. Students who fail to take the examination within this period will be referred to the SEPC for dismissal. Once the Office of Student Academic Affairs verifies the student has retaken USMLE Step 1 for the second time, the student will remain in Board Review to study for USMLE Step 1, while awaiting the score. The student will only be moved from Board Review when Step 1 has been passed. Regardless of the amount of time spent in Board Review, tuition

is not prorated and is set unless the student moves out of [ASMD 420] Board Review into a course or clerkship in the same semester. The balance of full tuition will be assessed during the semester when a student moves out of Board Review to a clerkship or course. Students with a second failure of USMLE Step 1 will be referred for a hearing with the Student Evaluation and Promotion Committee for failure to academically progress. Students who have not passed USMLE Step 1 cannot participate in the National Residency Matching Program (NRMP). Students with a third USMLE Step 1 failure will be dismissed. Students may make an appeal to the Dean of School of Medicine who may uphold the SEPC's decision or allow a fourth retake.

- NOTE: Based on the structure of the entire integrated curriculum, it is highly unlikely that a student would ever have more than two [ASMD 420] Board Review Courses. Regardless of reason, students cannot ever enroll in [ASMD 420] Board Review more than a total of three times. At any time during remediation, particularly if a student participates in more than one Board Review, federal financial aid might not be awarded due to failure to academically progress. Specific details regarding eligibility for financial aid should be discussed with the Office of Financial Aid. Any student who receives a grade of "U" in [ASMD 420] Board Review will be considered as failure to academically progress and will be referred to the SEPC for dismissal.
- The Remediation plan is subject to change from year to year.

Regarding USMLE Step 2 CK for students who will graduate in the class of 2028:

Must receive a "Pass" on USMLE Step 1 for approval to register for USMLE Step 2 CK.

Passing USMLE Step 2 CK is a graduation requirement. Successful passing of Step 2 CK within two years of first being eligible is required for graduation and receipt of the M.D. degree, provided that the student is still eligible, i.e. within the six year academic calendar limit; otherwise, the student will be dismissed when the six years expires and any further attempts are forfeited if not completed in this time frame.

All students are required to sign an acknowledgment for USMLE Step 2 CK in order for the Office of Student Academic Affairs to verify the student for registration to sit for the USMLE Step 2 examination. All students planning to participate in the NRMP must sit for the USMLE Step 2 CK at least once by December 31st of their MS4 year.

Only those students who have completed all required clinical clerkships are eligible to take USMLE Step 2 CK. Any student who sits for USMLE Step 2 CK without fulfilling the preceding requirements will be referred for lack of integrity to the MMCSOM Disciplinary Committee to be sanctioned, which could include dismissal from the Medical College or if the student is in poor academic progress, the student will be referred to the SEPC for dismissal from the School of Medicine.

It is expected that students take USMLE Step 2 CK during the semester that he/she first becomes eligible and then each subsequent semester thereafter up to a total of 4 attempts each until passage. Therefore, successful negotiation of Step 2 CK within two years of first being eligible is required for graduation and receipt of the M.D. degree regardless of if the student took advantage of the four (4) allowed attempts. Any unused attempts are forfeited. Failure to take USMLE Step 2 CK when eligible to do so each semester is considered failure to academically progress and will be subject to dismissal.

If a student is unsuccessful in passing USMLE Step 2 CK after the first two attempts during their fourth year, he/she will be placed on an administrative extension of matriculation, for a maximum period of one (1) year, by being enrolled in the ASMD 620 Board Review course. This extension is only provided if the 6-year maximum will not be exceeded. In preparation for USMLE Step 2 CK, the student will be required to participate in the resources offered by the Center for Academic Success and Achievement (CASA); and, if applicable, must participate in the Simulation & Clinical Skills Center. If a student wishes to also participate in an external clinical skills or board review program, this must be approved by the ASMD 620 Board Review Course Director. Upon passage of USMLE Step 2 CK, the student must present official documentation that he/she has passed the examinations to be eligible to receive the M.D. degree from Meharry Medical College.

Failure to present official documentation of the successful passage of USMLE Step 2 CK by the end of the one year period of approved administrative extension of matriculation will result in the ineligibility to receive the M.D. degree from Meharry Medical College (i.e., no student who has failed to pass the USMLE Step 2 CK after four (4) attempts within the aforementioned time period* will be eligible to receive the M.D. degree from this institution).

In order for a student to participate in current commencement exercises, all course requirements must be completed, and must have passed or sat for USMLE Step 2 CK, with a pending score, by the Friday prior to commencement of the graduation calendar year. Otherwise, the student will not be permitted to participate in commencement exercises until the following May, provided that all these requirements are met in the interim. Receipt of the M.D. degree is contingent upon completion of all coursework and official documentation of successful passage of USMLE Steps 1 and 2 CK.

If a student is enrolled in their last remaining course during the end of May until mid-June rotation block, the student in this scenario will be able to participate in commencement exercises, provided that they have sat for USMLE Step 2 CK with a pending score, by the Friday prior to May commencement.

All who complete requirements after the May graduation date will have 30-days to complete all course requirements and successfully pass Step 2 CK in order to receive a May commencement date diploma. Completion after this date will result in a commencement date diploma of June, October or December.

Conferral of M.D. Degree

Satisfactory completion of all required courses and required academic milestones must be achieved prior to the conferral of the M.D. degree.

STUDENT ASSESSMENT AND GRADES

Each course director determines the final grade of a student after evaluation of the student's performance in all aspects of the course work. This should include results of examinations if applicable as well as narrative descriptions of student performance and non-cognitive achievement in all required learning units, courses and clerkships where teacher – student interaction permits this form of assessment.

Faculty members are also expected to evaluate each student early enough during a course to allow time for improvement. Students will be required to be present at the time of a regularly scheduled examination or other course activities in order to complete the learning unit or course unless they have made previous arrangements with the learning unit or course director, as detailed in the section herein entitled “Attendance Policy.”

Grade Reporting Time Frame

Faculty members are expected to submit grades promptly after a course or curricular unit is completed. To meet the LCME benchmark that final grades are available within six weeks of course completion, the Medical College requires grade submission, which includes narrative comments, made available to students no later than four weeks from the end of a course or clerkship. Clinical coordinators and the Registrar regularly monitor the timeliness of grade submissions and the Senior Associate Dean of Academic Affairs reminds all course directors if they have not submitted grades after four weeks, informing the Dean of Medicine for all phases of the curriculum. Any leader of a foundational course or clerkship not submitting grades after four weeks after course end may have an individual meeting with the Senior Associate Dean of Academic Affairs, the Dean of Medicine and the Registrar.

Formative Feedback Policy

It is the expectation of the Medical College that faculty will provide students with formative feedback on their overall performance during required courses and clerkships. The purpose of the feedback is to provide the student with a sense of relative strengths and areas needing improvement in meeting the learning objectives of the course. Formative feedback should be delivered at a timepoint that allows the student to make substantive changes in the trajectory of their performance, ideally around the course midpoint.

The content of the feedback should align with areas that are included in summative assessments. At a minimum, feedback should include an assessment and/or discussion of medical knowledge and where relevant clinical, research or participation skills, and if necessary, concerns about professionalism or teamwork.

Formative feedback may include quizzes, case analysis exams, self-assessment questions, narrative written feedback from small group sessions, “practice” non-graded write-ups, formative patient simulation sessions, and/or one-on-one meetings with course faculty, as needed. Overall student performance is also monitored on an ongoing basis by the course directors. For students whose performance during the course is not satisfactory, individualized feedback is provided from the course director by email, telephone, or an in-person meeting and may also include referral for additional academic support.

During the clerkships, mid-clerkship feedback is provided at a scheduled meeting between the student and the clerkship director, associate director or relevant clerkship faculty. The feedback session is listed on the Blackboard course calendar, and both the student and relevant faculty member document its successful completion.

The provision of feedback to students is monitored during each course or rotation by course leadership and curriculum coordinators and annually by the relevant curriculum subcommittees, and by the assistant deans of pre-clinical and clinical curriculum.

Clinical Grade Reporting Guidelines

Narrative comments, in the form of official summative assessment, should be included as part of the final grade for each clinical course. Additional narrative comments as formative, constructive feedback should be provided to students for core clinical clerkships of more than two weeks in length.

All clinical courses should adopt a consistent narrative format. This is to ensure consistency in grading information and feedback to students across all clinical courses. In addition, official, summative comments from core clerkships are used for the Medical School Performance Evaluation (MSPE), also known as “the Dean’s Letter.” Consistency in the narrative summative comments portion of the final grade gives the MSPE a more professional and uniform look, making it a more effective document in the residency application process.

Guidelines for Writing the Summative Narrative Assessment (to be used in the MSPE):

1. For the official, summative comments section, write 1-2 paragraphs that are edited to eliminate redundancy and proofed for typos.
2. The comments should represent a synthesis of the principal points raised in the individual evaluations and NOT a “cut-and-paste” aggregation of individual comments.
3. The comments should describe the performance of the student and not just be a listing of adjectives, e.g., “The student wrote notes that were accurate, thorough, yet concise.” Not “The student wrote wonderful notes.”
4. Use whole sentences in proper English in the same tense (past) with correct spelling.
5. Write in the third, not first, person.
6. Do not number sections.
7. Use the student’s formal first name; do not use nicknames.
8. Do not enter grading rubrics in the summative assessment section. These should be delineated on the course site.
9. For courses with exams, do not routinely report the exam score or national percentile.

For the constructive/formative comments section, follow all guidelines as described under summative narrative assessments and enter helpful and constructive suggestions for areas of improvement.

Students in the class of 2028, may receive the following grades: “Honors, High Pass, or Pass” or “Fail” (below satisfactory performance in all or a preponderance of the components and/or activities comprising the final grade).

Students in the classes of 2025, 2026, and 2027, during their second through fourth years of the curriculum, may receive the following grades: “A, B+, B, C+, C”, “Incomplete” (a non-passing, interim grade based on less than satisfactory performance in one or more components and/or activities comprising the final grade), or “Fail” (below satisfactory performance in all or a preponderance of the components and/or activities comprising the final grade).

The temporary grade “Incomplete” may be assigned to a student in any course in which the student has been unable, due to an emergent event or a planned and excused activity, to attend and/or complete a required component or activity that the course director has agreed may be completed at a subsequent agreed-upon date. The grade “Incomplete” is not available if the failure to attend and/or complete a required component or activity results from unexcused absences or activities. Students must complete at least half of the required course meetings to be eligible to receive a grade of “Incomplete.”

If a student receives a non-passing interim grade of “Incomplete,” the learning unit or course director will discuss the performance with the student and will notify the Office of Student Academic Affairs (see Section below, entitled “Faculty Determinations Regarding Unsatisfactory Academic Performance”). The opportunity to do remedial work, or complete necessary work, generally will be presented to the student, in accordance with the procedures described in these regulations. The work that is necessary to address an “Incomplete,” or “Fail” grade should take place at the first available opportunity (as determined by the course director in consultation with the student and the Senior Associate Dean of Academic Affairs but may not conflict with any other scheduled required course or activity. In the case of an “Incomplete” grade, if a student completes the missing work satisfactorily within the time extension period specified a priori, the “Incomplete” interim grade can convert to a passing grade; if not, the grade may convert to a “Fail” grade. If a student receives a grade of “Fail,” the learning unit or course director will notify the Office of Student Academic Affairs and will discuss with the student the need to repeat the course or other remediation if appropriate. In the event a student’s performance is deemed unsatisfactory, the Medical College may follow other procedures, also described in these regulations, to assess continued participation in the M.D. program.

“Incomplete” Grade Reporting Guidelines

1. The course director should submit in the narrative comments a description of what portion of the course:
 - a. has already been completed
 - b. is left to complete upon return, including the number of weeks needed
2. For coursework credit to be awarded prior to time of the student’s leaving the course and to assess the final course grade when completed, there needs to be documentation of the quality of the work the student

has already completed.

- a. Foundational courses: course directors should keep on file any completed Unit grades and quiz scores.
 - b. Clerkship and other courses: clerkship/course directors should obtain and keep on file Student Performance Evaluations (SPEs) and any other grading forms for that portion of the clerkship/course the student has completed.
3. The plan for completion, including timing and scheduling should be discussed with:
 - a. the Associate Dean of Student Affairs, for “Incomplete” grades due to personal/medical issues
 - b. the Senior Associate Dean of Academic Affairs, for “Incomplete” grades due to academic issues
 4. Once a student has completed the course, in addition to submitting the final grade, the clerkship/course director should update all narrative comments, eliminating any mention of the initial “Incomplete” grade in the summative comments section.

Student Request for a Course Evaluation/Grade Review

If a student believes that there is a credible basis to assert that a course evaluation, including examination and narrative assessment, or grade awarded does not reflect the student’s objective course performance, the student must first seek the guidance of the Course/Clerkship Director before filing an appeal in writing for a formal Grade Review. This must be done within five (5) business days of the posting of the grade. If a discussion with the Course/Clerkship Director (or designee if unavailable) does not resolve the issue, the student must present the concerns in writing to the Assistant Dean of Pre-clinical or Clinic Curriculum for a request for a formal Grade Review or evaluation no later than 10 business days following the posting of the grade. Grades may not be appealed after this 10-business day deadline has passed. The student should set forth the reasons for his or her request for review of the grade. An adjunct committee comprised of the faculty involved, another faculty member, the Assistant Dean of Pre-clinical or Clinic Curriculum, or his/her representative, will meet at their discretion to review relevant documentation and information that would be needed to conduct a full and fair assessment of the evaluation or grade under review. The Assistant Dean of Pre-clinical or Clinic Curriculum shall determine a final resolution and communicate this to the student and to the appropriate Course/Clerkship Director within ten (10) business days of the request for course evaluation/grade review. The decision of the Assistant Dean of Pre-clinical or Clinic Curriculum shall be considered final and is not subject to further appeal.

Grade Review Timeline Process and Checklist

1. Student grade posted
2. Student emails Course/Clerkship Director **within five (5) business days of grade posting** to address concerns and review applicable data.
3. Course/Clerkship Director (or designee, if unavailable) promptly communicates decision in writing to student- grade upheld or grade changed.
4. If grade is changed, the Course/Clerkship Director also submits a grade change form to the Registrar’s Office.
5. If grade upheld (i.e., not changed), the student has 10 business days from grade posting to email the Assistant Dean of Preclinical or Clinical Curriculum of the outcome of the meeting with the Course/Clerkship Director to file a request a formal Grade Review. (The request for a formal Grade Review can be filed only after the Course/Clerkship Director’s decision following his or her review of the student’s concerns.)
6. The Assistant Dean of Preclinical or Clinical Curriculum has 10 business days from student request for a formal Grade Review to adjudicate and communicate in writing to student and Course Director the final decision.

UNSATISFACTORY ACADEMIC PERFORMANCE IN A COURSE

Actions During a Course

Any student who is having academic difficulty with a learning unit or course/clerkship (or his or her overall academic performance) should consult with faculty or administrators at the Medical College. Depending upon the problem, a student may wish to seek advice or assistance from a learning unit or course director, the Senior Associate Dean of Academic Affairs and/or relevant Assistant Dean of Curriculum. Early intervention with academic difficulties may provide a wider range of solutions and is in the student's best interest. It is the responsibility of a student to seek advice or assistance when such student is having difficulty with a learning unit or course/clerkship.

If a student exhibits unsatisfactory performance during a learning unit or course/clerkship, and generally before a non-passing grade is assigned, the learning unit or course/clerkship directors shall make an effort to notify the student, the Senior Associate Dean of Academic Affairs and the relevant Assistant Dean of Curriculum. Faculty in the learning unit or course/clerkship may meet with the student and outline a program to address deficiencies in the student's performance. The Senior Associate Dean of Academic Affairs and/or relevant Assistant Dean of Curriculum also may make an effort to address this with the student.

Submission of Assignments After the Designated Deadline ("Late Submission")

All written assignments are due on the date and time as specified by the faculty. Written assignments typically include essays, papers, case write-ups, problem sets, required self-assessment quizzes or web-based modules, mentor declarations and research proposals or reports. Students who incur personal emergencies or illnesses that would preclude their timely submission of a written assignment should notify the course director immediately to describe the nature of the situation and request a reasonable time extension. Students who submit a report past the deadline who have not received an extension will fall under the following operational protocol with the relevant sanctions. In addition, in some courses students may have their scoring of their assignment adjusted for late submission, which may be reflected in the final grade assigned to the student for that course.

Actions Upon Completion of a Course

The Student Evaluation and Promotion Committee (SEPC) is responsible for assessing the overall performance of students in the Medical College on an ongoing basis. In the event of unsatisfactory work ("Incomplete," or "Fail"), the grade will be reported in writing to the Office of Student Academic Affairs upon the completion of a course. At his or her discretion, the Senior Associate Dean of Academic Affairs, or his or her designee, will meet with a student who has earned non-passing grades to discuss the reasons for the student's unsatisfactory work. The Senior Associate Dean of Academic Affairs, or his or her designee, shall assemble and present information to the SEPC about the students with non-passing grades to assist the Committee in its deliberations. Generally, a student will not have an opportunity to appear before the SEPC during this stage of the process, unless requested by the Committee.

FACULTY DETERMINATIONS REGARDING UNSATISFACTORY ACADEMIC PERFORMANCE

Remedial work, re-examination or repetition of a course are not to be regarded as a right for a student who has an unsatisfactory record in a course but are options which may be offered to individual students, in the judgment of the faculty, based on the student's academic record and consideration of circumstances related to completion of the course. The Student Evaluation and Promotion Committee (SEPC) will review each student's performance, and will make decisions, in consultation with the learning unit or course director, about an opportunity for remedial work within a course. When there is a pattern of poor performance longitudinally across courses or failure of remediation at the SEPC level, the Committee will make decisions about whether to permit a student to have an opportunity for remedial work, re-examination, repetition of a course, or other appropriate alternatives.

Academic Good Standing

A student with a "Fail," or "Incomplete" course grade is not considered to be a student in good academic standing and is ineligible to go on an academic leave of absence, participate in the summer research opportunities, or go on an international elective, until a passing grade is obtained in the pertinent course(s).

Remedial Course Work

Remedial work, including re-examination, will ordinarily be offered at times which do not conflict with regularly scheduled required academic activities. Generally, remedial work, including re-examination, will be available only if the student has successfully completed the majority of course work required for a passing grade in the course. Remedial work and any re-examination needed in first year courses will be scheduled during the following summer. Remediation of more than one failed unit must be done sequentially, not concurrently, and may extend throughout the summer. All non-passing course grades must be remedied before sitting for USMLE Step 1 and entering Phase 2 of the curriculum (clerkship year). Students should review the academic calendar for the pre-set foundational remediation dates. Students must recognize that remediation of failed units takes priority over their summer plans (i.e., research, travel, jobs, work-study, fellowships, electives abroad, vacation, etc.), as failed remediation can result in more serious academic consequences and/or delays to graduation.

For students in the class of 2028, a non-passing grade in a required foundational science course in the first year will have to be remedied during the summer before second year. A non-passing grade second year will have to be remedied prior to the beginning of the clerkships. A clerkship that is failed usually will be repeated as soon as possible.

In the case of a "Incomplete" grade, the remedial work may be targeted in scope, as determined at the discretion of the learning unit or course/clerkship director in consultation with the learning unit or course faculty. A student who successfully completes remediation for an "Incomplete" or "Fail" grade is eligible only for a grade of "Pass." However, if the first attempt by a student at remediation of an "Incomplete" or "Fail" grade is not satisfactory, the course grade converts to a "Fail" and remediation for a grade of "Fail" must ensue.

In the case of a "Fail" grade in any course/clerkship, the course/clerkship must be retaken in its entirety when it is offered again or as scheduled by the relevant Assistant Dean of Curriculum and must result in the satisfactory demonstration of competence in all aspects of the course. The nature of the remediation lies solely in the province of the course/clerkship director in consultation with the learning unit leader.

For students in the class of 2025, 2026, 2027, a non-passing grade in a required foundational science course in the first year will have to be remedied during the summer before second year. A non-passing grade second year will have to be remedied prior to the beginning of the clerkships. A clerkship that is failed usually will be repeated as soon as possible.

In the case of a "Incomplete" grade, the remedial work may be targeted in scope, as determined at the discretion of the learning unit or course/clerkship director in consultation with the learning unit or course/clerkship faculty. A student in the class of 2025, 2026, 2027 who successfully completes remediation for an "Incomplete" or "Fail" grade is eligible only for a grade of "C". A student in the class of 2028 who successfully completes remediation for an "Incomplete" or "Fail" grade is eligible only for a grade of "Pass".

In the case of a "Fail" grade in any course, the course must be retaken in its entirety when it is offered again or as scheduled by the relevant Assistant Dean of Curriculum and must result in the satisfactory demonstration of competence in all aspects of the course/clerkship. The nature of the remediation lies solely in the province of the course/clerkship director in consultation with the learning unit leader.

Criteria for Continuation in the Academic Program and Dismissal

In the Foundational Years (the first 2 years of the curriculum) faculty use a wide array of formats to assess a student's performance including quizzes, essay exams, laboratory practicals, clinical write-ups, and case analyses. Students must complete satisfactorily all required learning units of the major foundational year courses, before advancing to the Clinical Clerkships.

Students who fail fewer than three (3) units comprising a course will receive a "Fail" grade for the relevant course and must then undergo a structured remediation program, as prescribed by the course leadership. Failure of the structured remediation program of one or more units results in the student maintaining a "Fail" grade for the course. The failed course ordinarily must be retaken in class in its entirety when that course is offered again or at a time specified by the Assistant Dean of Preclinical Curriculum. Failure to pass any one unit in a course that is retaken results in a second "Fail" grade in that course, and results in automatic dismissal from the Medical College, subject to confirmation by the Student Evaluation and Promotions Committee (SEPC).

Students who fail three (3) or more units constituting a foundational course will receive a "Fail" grade in that course. The student must retake the failed foundational course in its entirety during the following summer. Failure to pass any unit in a course that is retaken results in a second "Fail" grade in that course, and results in automatic dismissal from the Medical College, subject to confirmation by the Student Evaluation and Promotions Committee (SEPC).

Students must satisfactorily complete all required clerkships, which use several methods to assess performance. A student who receives a "Incomplete" or "Fail" grade in a required clerkship will ordinarily be given an opportunity for remediation, as arranged by the clerkship leadership and the Assistant Dean of Clinical Curriculum. If the remediation is successful, the "Fail" grade will convert to a passing grade. If the remediation is unsuccessful, the "Fail" grade will be maintained, requiring that the student re-take the entire clerkship. Any student who must repeat a clerkship and does not initially achieve a passing grade, will receive a second "Fail" grade in that clerkship, without opportunity for remediation, and will automatically be dismissed from the Medical College subject to confirmation by the Student Promotion and Graduation Committee (SEPC).

A student who accumulates a "Fail" grade in three of the required clerkships will not be given an opportunity for additional remediation for the third failed clerkship and will be automatically dismissed from the Medical College subject to confirmation by the Student Evaluation and Promotions Committee (SEPC).

Students are strongly advised to consult the specifics of assessment/remediation processes and policies for their individual foundational year's courses, clerkships, and other core curriculum activities on the course websites.

Students are also required to complete the Step Study courses, a series of selective/elective courses, sub-internships, and Capstone. Students who fail an elective course may repeat that course or, with the approval of the Senior Associate Dean of Academic Affairs, enroll in another elective course, as needed, to complete the number of elective weeks required for graduation. A student may not take elective courses concurrently with any other courses to satisfy the required elective weeks.

Students who will graduate after May 2025 are required to take the United States Medical Licensing Exams (USMLE) Step 1 by March 15 of the academic year in which they are graduating. Students who plan to enter the Match must pass Step 2 CK by December 31st of the academic year in which they are graduating. Passing these exams is a graduation requirement.

Students who accumulate three or more grades of "Fail" in different courses may be at risk for further or "Fail" grades which could result in unsatisfactory overall academic performance as defined in the section below. The performance of students who receive three or more grades of "Fail" in different courses over the course of their study, even if those grades have been successfully remediated, shall be reviewed at the next scheduled meeting of the Student Evaluation and Promotions Committee (SEPC) to determine if a formal review of the student's suitability for the practice of medicine for continued study in the Medical College is warranted. The SEPC may specify the nature of the intervention(s) recommended based on its evaluation of the student's performance.

STUDENT EVALUATION, PROMOTION AND GRADUATION

Student Evaluation and Promotion Committee (SEPC)

The SEPC is responsible for monitoring the academic progress of all medical students regardless of the curriculum track, i.e. including the 3+4 parallel track. Students in the parallel track are subjected to the same single core of standards for advancement and graduation, being that all students must pass all coursework in each track, as well as USMLE Step 1 and 2 CK to receive the Medical Degree from Meharry Medical College.

The chairperson and members of this committee are appointed by the Dean. The Senior Associate Dean of Student Academic Affairs ensures that the policies for the student advancement and appeal processes are being followed. This occurs at multiple steps. First, to ensure that policies are being followed, the Office of Student Academic Affairs is responsible for providing oversight of student academic progress, and also participate as ex-officio members on committees such as the Student Evaluation and Promotion Committee (SEPC) and Student Academic Support Services Committee (SASSC). As ex-officio members, the Student Academic Affairs deans serve as a resource to the committees to ensure compliance with these policies. In addition, decisions from student hearings made by the SEPC are reviewed by the Senior Associate Dean of Student Academic Affairs and delivered to the involved student by the Senior Associate Dean. Lastly, promotion and graduation decisions by the SEPC are delivered to the Office of the Registrar by the Associate Dean or Senior Associate Dean of the Office of Student Academic Affairs for the School of Medicine.

The SEPC meets at regular intervals during the academic year at the request of the Senior Associate Dean of Academic Affairs to monitor the academic progress of students. The Senior Associate Dean of Academic Affairs meets monthly with members of the Student Academic Support Services Committee (SASSC), and the course leadership to provide guidance and to determine the dispositions of students who encounter difficulty in their medical studies by holding student hearings.

Every pre-clerkship student record is reviewed by the SASSC after each unit completion and end of course; and the clerkship student record is reviewed monthly by the Course and Clerkship Directors Committee. Students are referred to CASA and other resources, if there is academic difficulty after formative evaluations and will refer students to the SEPC if there is poor summative performance.

After the completion of each course/clerkship, grades are to be submitted within four weeks. Course/Clerkship directors' designee, (coordinators) submit grades to the Registrar via Banner, which become the official record. The Office of Student Academic Affairs will be informed by the course/clerkship director of any student with an "I" grade (Incomplete) or failed grade so that an academic record review can be performed to determine the student's disposition, i.e. to be pulled from current course/clerkship schedule, to be referred to the SEPC, to execute an SEPC ruling, etc. When a student is referred to the SEPC, the review by the committee will include any known and significant extenuating circumstances that may have led to poor performance. After these reviews, the SEPC will make its final decisions utilizing the guidelines that follow below. The SEPC's decision need not be restricted solely to academic performance.

At the end of the academic year, the Registrar provides the chairperson of the SEPC with the appropriate grades for all students for all courses during that academic year. The SEPC chairperson will convene a meeting of the membership to review the annual progress of all students for promotion or graduation.

Policies for Action of the SEPC

- If at the completion of one academic year, a student has received a passing grade in all courses, the student will be promoted to the next level.
- No student will be promoted to the next academic level until they have completed all academic requirements for the year in which he/she was enrolled.
- No student will be allowed to repeat any academic year more than one time throughout matriculation.
- Any student exhibiting academic difficulty shall be required to participate in learning remediation programs recommended by the SEPC via the Center for Academic Success and Achievement (CASA).
- During the pre-clerkship years, if a student receives a grade of F in one or more courses which have a total number of credit hours less than or equal to 11 credit hours within a given academic year, the student will be required to repeat the course(s) failed. This could result in repeating the entire semester, including passed

courses due to the integrated curriculum. If the failed course is Foundations of Health, Disease, and Management, the student will either be required to repeat the entire semester, including courses passed; or otherwise be dismissed for overall poor academic performance.

- Any student receiving a grade of F in at least two courses totaling greater than or equal 22 credit hours in a single academic year, will be recommended for dismissal from the School of Medicine due to poor academic performance or progress.
- Any student receiving a grade of F in a course taken a second time or any student repeating a semester or year due to dropped or failed courses, who subsequently earns an F in any of those courses will be referred for dismissal due to poor academic performance or progress.
- Any student failing to pass USMLE Step 1 after three (3) attempts or failing USMLE Step 2 after four (4) attempts will be dismissed from the School of Medicine.
- If a student has successfully completed all requisite course work and attained passing scores on USMLE Step 1 and Step 2CK, the student will be recommended to the Dean to receive the M.D. degree.

SEPC Procedures

The student will be notified in writing at regularly designated evaluation periods of academic deficiencies by the Chair of the SASSC or by the Senior Associate Dean of Academic Affairs. Final grades are recorded in the Office of the Registrar.

Any department submitting a final grade of less than C for a student will be required to also submit to the Senior Associate Dean of Academic Affairs, a statement describing the details of the student's failure and recommendation(s) for retaking the course.

In addition to the alphabetical grades which appear on all students' transcripts, Student Evaluation Forms are required for all students and the completed forms must be submitted to the Office of Student Academic Affairs at the conclusion of each course/clinical rotation along with the alphabetical grade, and a narrative statement regarding medical knowledge, professionalism, interpersonal/communication skills, and clinical performance/competency.

DISMISSAL AND APPEAL PROCESS POLICY

Student Dismissal

The School of Medicine reserves the right to dismiss a student at any time for violation of the student conduct policy, inadequate academic performance, or upon determination that a student is, for any reason, unfit to continue as a student or as a potential practicing physician.

Procedures for Review and Appeal of Academic Actions, Adverse Action Based on Grades, Academic Progress, or Licensure Progress

A student's academic status is determined by the Student Evaluation and Promotion Committee (SEPC). The process is as follows:

Adverse Action: Once the SEPC or the Senior Associate Dean of Student Academic Affairs makes a decision or recommendation that would result in adverse action against a student, the student shall be notified in writing within 5 working days and given an opportunity to respond prior to the action being taken and shall have the right to appeal the decision. This policy describes the due process procedures including timelines, committees and administrators, governing academic actions involving medical students.

A student's academic status is determined by the SEPC. If an adverse action is being considered based on grades or progress towards licensure, the process is as follows:

1. The responsible faculty awards definitive grades. The Course/Clerkship Director designates a grade for the student and the grade is reviewed by the chair, followed by the deans within the Office of Student Academic Affairs, and then submitted to the Office of the Registrar.
2. The registrar (or his/her designee) receives all grades for the School of Medicine and provides the grades to the SEPC, which consists of members of the teaching faculty. The Faculty Assembly elects 50% of the members of the SEPC and the Dean appoints the remaining 50% of the members. In all instances, members serve on the SEPC for three- year renewable terms.
3. The Senior Associate Dean of Student Academic Affairs monitors the academic progress of each student and is responsible for forwarding the names of students at risk for dismissal to the SEPC for review of their academic standing and progress.
4. If a student is being considered or otherwise at risk for dismissal, the student will be invited to appear in a hearing with the committee where they can present their case and respond to questions from the committee. Committee members who may have a conflict of interest, course/clerkship directors including having previously taken an action (e.g., awarded a failing grade) that contributes to the adverse academic action being proposed against a student or clinical faculty having provided health care to a student being reviewed will recuse themselves.
5. The hearing should occur within ten (10) working days of the date of the written notification to the student. Failure to appear for the hearing will be interpreted as acceptance and confirmation of the dismissal recommendation.
6. For the hearing, the committee will accept, either in person or in writing, up to three expressions of support for the student. This is not a legal proceeding. Therefore, representation by legal counsel is not permitted.
7. The committee will deliberate and make a decision detailing specific curricular and/or behavioral requirements and stipulations if the student is allowed to continue.
8. The Senior Associate Dean of Academic Affairs will then notify the student of the recommendation, in writing, within three (3) working days.
9. If a student is dismissed, the student may appeal the dismissal decision to the Dean.
10. A student must notify the Dean's office within five (5) working days of the date of the dismissal notification letter if they wish to appeal.
11. The Dean will review the appeal based on the claim of compelling reasons, bias or failure to follow due process within ten (10) calendar days.

12. The Dean will not rehear the case itself, but will evaluate the merit of the appeal claim.
13. The Dean can either uphold or overturn the dismissal decision. The Dean's decision is the final decision on disposition.

Failure to comply with these requirements shall waive and terminate any further rights the student may have under this procedure.

Adverse Action Based on Professional Code of Conduct Violations (Professionalism)

Student cases involving professionalism will be referred to the School of Medicine Student Disciplinary Committee or the College Student Disciplinary Committee. For information regarding the College Student Disciplinary Committee, refer to the College Catalog.

The Meharry Medical College School of Medicine Student Disciplinary Committee

The Meharry Medical College SOM Student Disciplinary Committee reviews charges of breaches of the rules, regulations, policies, and procedures of Meharry Medical College relating to academic matters, except for Title IX issues. Members of the Committee shall be appointed for a two-year term except for the student member, who shall be appointed on an annual basis. The MMCSOM Student Disciplinary Committee and its chairperson will be appointed by the Dean or Senior Associate Dean of Student Academic Affairs. Any person may inform the Senior Associate Dean of Student Academic Affairs of an allegation of a breach of rules, regulations, policies, and/or procedures of Meharry Medical College within the jurisdiction of the MMCSOM Student Disciplinary Committee. The MMCSOM Student Disciplinary Committee shall determine whether the allegations or charges, if proven true, are governed by the procedures for review and appeal of disciplinary action governing non-academic matters. Accusations involving violation of the College's Code of Professional Conduct and Honor Code will be referred to the College's Student Disciplinary Committee.

If the SOM Student Disciplinary Committee determines that the allegation or charge is governed by the procedures for review and appeal of disciplinary actions, the chairperson shall send a written notice to the student stating the charge(s) and notice of a hearing before the SOM Student Disciplinary Committee. The student shall receive notice of the scheduled hearing no later than 72 hours before the hearing. The SOM Student Disciplinary Committee may grant additional time, at its discretion, if the student's request is reasonable.

In the event of a challenge to whether a matter should be governed by the procedure for review and appeal of academic actions, the Dean of the School of Medicine shall have sole responsibility for determining which procedures shall govern. Any such challenge must be submitted in writing to the Dean no less than 24 hours before the scheduled hearing.

The student shall have the right to be present at the hearing to present witnesses, to rebut the evidence against him/her and to have a Meharry Medical College student or faculty member accompany him/her. Legal counsel may be present but may not participate in the hearing.

The hearing will be an informal one, not governed by technical rules of evidence as employed in a court of law, but the SOM Student Disciplinary Committee may accept any information it deems pertinent to the charges made.

The SOM Student Disciplinary Committee shall render its decision based upon the evidence presented at the hearing. The standard for determining whether the student has breached a rule, regulation, policy, or procedure, and is thereby subject to disciplinary action, shall be whether a preponderance of the evidence supports the Committee's decision. The burden of proof shall be upon the Medical College. Student discipline may take a variety of forms, including, but not limited to, counseling, oral reprimand, written reprimand, probation, restitution, suspension, and expulsion (with or without the possibility of readmission). The SOM Student Disciplinary Committee shall maintain a record of the hearing pending final determination of the charges against the student. The Committee will forward their decision to the Dean or designee. The Dean or designee may request the student and/or the SOM Student Disciplinary Committee to provide additional information prior to issuing a decision.

The Dean or designee notifies the student by certified or registered mail at the student's address as recorded in Banner. The Dean or designee shall also inform the Senior Associate Vice President for the College Division of Student Affairs.

A student may appeal the decision by writing a letter of appeal to the Chair of the College's Student Disciplinary Committee no later than 72 hours from the receipt of the decision of the SOM Student Disciplinary Committee.

Leave of Absence

A leave of absence is an interruption of the normal course of study requested by a student in good academic standing, requiring prior written approval by the Dean or his/her designee, Senior Associate Dean of Academic Affairs. A student's leave of absence shall not extend beyond one calendar year. The official date of leave shall not antedate the date of the student's request. By College policy, students are not allowed to sit for board exams while on leave of absence unless the leave is to enhance their medical education or professional development by participating in year-long research or an additional graduate degree at another institution. An official leave of absence form must be processed and can be obtained from the Office of Student Academic Affairs. If the situation is appropriate, the Senior Associate Dean of Academic Affairs may place a student on an Involuntary Leave of Absence and the form will be processed.

A leave of absence may be granted upon receipt of a written request for reasons of medical leave, personal and/or family exigencies, financial or economic constraints, and other extenuating circumstances. A Leave of Absence solely due to academic difficulty, i.e., failing courses, exams, and practice tests, will not be granted. Medical Leave requests must include a written statement from a physician that such a leave is indicated in the best interests of the student. The written request and physician statement (if requesting medical leave) will be considered by the Senior Associate Dean of Academic Affairs and may require additional documentation to accompany a request. One month prior to an anticipated return, the student must request in writing, a termination of Leave of Absence for reinstatement to active status. The student may be required to provide official documentation to return, including professional documentation of meeting Technical Standards for Admission, Retention, and Graduation, an up-to-date background check and urine drug screen, an evaluation by the Counseling Center, and stipulations to abide during matriculation. Extensions of the Leave of Absence may be requested, but not necessarily granted. If granted, the extension will not exceed one additional year. Failure of such requests will result in automatic dismissal.

Leave of Absence for Enhancement of Medical Education

The College may allow eligible students, who are in good standing, to go on a Leave of Absence to enhance their medical education by participating in year-long research or an additional graduate degree at another institution. Students who enroll in year-long research might be eligible to receive Meharry Medical College School of Medicine elective course credit, rather than take a Leave of Absence, if the research opportunity meets the standards required as outlined by the Course Director of the course, Medical Scholar Research Experience (ASMD 903, 9 credits). Students whose research does not qualify for elective credit and students who are enrolled as full-time students at other institutions for an additional graduate degree, must take a Leave of Absence.

All students must meet with the Senior Associate Dean of Academic Affairs for approval. For the purpose of sitting for the USMLE Step examination, students in this category will be considered enrolled at Meharry Medical College. Meharry Medical College tuition will not be assessed, but modified fees may apply.

Withdrawal, Transfer, or Dismissal

When a student wishes to withdraw from a course, he/she shall obtain the appropriate form from the Office of the Senior Associate Dean of Academic Affairs.

A student will not be permitted to withdraw from a course except for unusual or extenuating circumstances beyond the student's control which make it impractical or impossible to complete the course. The Office of Student Academic Affairs will require documentation to accompany a request for withdrawal. Requests for withdrawal will be granted only at the discretion of the Senior Associate Dean for Academic Affairs. Poor academic performance alone does not constitute sufficient basis for withdrawing from a course.

Students permitted to withdraw from a course for medical reasons or other extenuating circumstances before more than half of the course is complete will have a "WA" (Withdrawal Administrative) entered on their transcript. The student must obtain the approval of the appropriate department head, the Senior Associate Dean of Academic Affairs and file the approved form in the Office of the Registrar. If a student is failing and more than half of the course has been taken, a grade of WF will be assigned; however, if more than three fourths of the course transpired, a grade of F will be assigned.

Withdrawal from Meharry Medical College School of Medicine

A student may withdraw from Meharry Medical College after filing an official Withdrawal Form with the Office of Student Academic Affairs, and then having the form properly executed, by the Office of the Registrar. The student's total performance in all courses will be evaluated at the time of the requested withdrawal in accordance with the

policies of the Medical College. Grades for completed courses shall be recorded on the official transcript. Should the student seek to return to Meharry following withdrawal, a formal application must be filed with the Office of Admissions & Recruitment and the regular application process followed.

Request for Transfer from Meharry Medical College School of Medicine

All requests regarding transfers must occur through the Office of Student Academic Affairs. Requests for letters of recommendation required for a transfer must be made in writing with a clear statement of the reasons for considering the transfer. Students must have a conference with the Senior Associate Dean Academic Affairs. Students must present written certification by the Treasurer's Office that no outstanding indebtedness to the College exists, before any letters of recommendation will be forwarded. Letters of recommendation will reflect the academic standing of the student only. Failure to comply with the requirements for transfer will result in non-concurrence with the transfer.