

# GRADING AND PROGRESSION POLICY

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**Note:** Initial policies were approved on September 16, 2009. Policies take effect July 1, 2010, unless otherwise noted in this document. They were revised on April 28, 2010; May 19, 2010; April 20, 2011; Feb. 15, 2012; July 27, 2012; October 17, 2012; and June 20, 2013, unless otherwise noted in the policy.

## SECTION ONE: GRADING AND PROGRESSION POLICIES FOR THE PRECLERKSHIP CURRICULUM

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### A. REQUIRED SURVEY COMPLETION – PRECLERKSHIP CURRICULUM

Approved date: June 4, 2014

Effective date: July 1, 2014

Approved February 21, 2018

#### Policy statement:

- 1) Students must complete assigned program evaluation surveys for all required blocks and courses in the Preclerkship curriculum.
- 2) Students who do not complete assigned surveys will have a 5% reduction from the professionalism grade in the next block.
- 3) Students who do not complete assigned surveys in the last course or block of the Preclerkship curriculum during Year 2 are required to complete them before beginning the Clerkship Curriculum.

**Rationale:**

Student feedback is critical to the evaluation of the program and is a major requirement for accreditation. It has been affirmed that, for the purposes of program evaluation for the college, students are required to complete evaluation surveys during the Preclerkship curriculum. This policy establishes that requirement.

**B. PROTOCOL & STANDARDS FOR ELECTRONIC EXAMS (EXAMSOFT)- PRECLERKSHIP**

Approved date: July 2, 2014

Effective date: July 2, 2014

Approved February 21, 2018

Approved: October 13, 2021

**Policy statement:** This policy establishes the protocols and standards for students in the Preclerkship phase who will use the ExamSoft examination system for graded and non-graded assessments. The following policy is in place to ensure that students have efficient, fair, and positive experiences on assessment days.

**Key Terms:**

- ExamSoft – is the electronic exam system used by the UA College of Medicine (COM-T) as of Academic Year 2014-15
- Exemplify– the software provided by ExamSoft that is loaded onto student devices

**1. APPLICABLE TO ALL ACTIVITIES**

- 1) Electronic testing software (SofTest) must be pre-loaded and registered on the student’s preferred testing device (iPad or laptop).
- 2) The student must come prepared **with session files already downloaded** on his/her preferred testing device. **The student must download all available session files.**
- 3) The testing device must be fully charged before activity. The student must bring the device charger.
- 4) Coats, large/oversize/bulky jackets, and hats must be removed before entering the room. Head gear will only be allowed for religious purposes.
- 5) Glasses that obscure the eyes are not permitted to be worn in the classroom.
- 6) Please review the “University of Arizona Disruptive and Behavior in an Instructional Setting” for further applicable policy information on expected behaviors in the learning environment at:

<http://policy.arizona.edu/education-and-student-affairs/disruptive-behavior-instructional-setting>

- 7) Please review the “Procedures for Student Progress, Academic Integrity, and Managing Grade Appeals at the University of Arizona College of Medicine” policy for grade appeals at: <https://medicine.arizona.edu/form/procedures-student-progress-academic-integrity-and-managing-grade-appeals-com>

## 2. EXAMS, MIDTERMS AND QUIZZES

1. If the student’s testing device is not working, the student will need to go to the COM ITS Service Desk located in the AHSC Library prior to get it fixed or to receive a loaner laptop for the assessment activity (first-come, first-served basis).
2. Exams must be taken in the assigned room unless, at least 2 weeks before, approval is obtained, and arrangements are made with the Block Director.
3. There is no assigned seating. However, **no more than three students are permitted to sit at each table**, and no more than **two students can be seated on one side** of the table. If two are seated on the same side of the table, the students must sit as close as possible to the opposite corners of the table.
4. The student must be in his/her seat, with the testing device turned on, setup, and ready to start by the designated exam time. As soon as the student is seated in the exam room, he/she must launch the exam, navigate to the “Begin Screen”, and wait for instruction from the proctor (exam password) indicating that it is okay to begin.
5. Students arriving 30 minutes or later from the start time of an exam will not be granted entrance to the exam and will be required to submit an absence request through the process identified in the “Attendance Policy for Years 1 and 2,” available at this link: <http://medicine.arizona.edu/form/attendance-policies-medical-students-com>.
6. Late arrivals will result in a 10% professionalism grade reduction, at the discretion of the block director. No additional time to complete the exam will be allotted for students arriving prior to 30 minutes late.
7. The student may only have his/her CatCard, approved exam-taking device, device charger, ear plugs, or COM-T-supplied headphones, pen/pencil, and a water-tight beverage container. The student must leave bags, iPods/music players, purses, backpacks, notes, paper, and other belongings in lockers or the front of the classroom. **Cell phones are strictly prohibited.** If the student is discovered with a cell phone, the student will be escorted out of the room and receive a zero for that assessment. Should the student require an exception for emergency purposes, the student should speak directly with the Block Director prior to the day of the examination.
8. Scratch Paper will be distributed by the proctors. The student is not permitted to have scratch paper in his/her possession until it is provided by the proctor. All scratch paper must be returned to the proctor at the end of the assessment for secure disposal.
9. No talking is allowed during the exam. No questions will be allowed during exams unless there is an electronic malfunction or a defect in the exam itself.

10. Students are permitted to use the restroom during the assessment. The student will sign out of the exam room. One male and/or female student may leave the testing room at the same time during an exam. All materials must be left at the student's seat. The student will need to bring his/her CatCard for classroom reentry.
11. **The student must upload the exam file prior to leaving the classroom.** The student must keep his/her device out to show the green upload confirmation screen to the proctor in the hallway and must sign out on the sign-out sheet with identification by showing his/her CatCard. If a student leaves the classroom without uploading his/her exam file for any reason, the student will receive a zero for the assessment.
12. The student may not reenter the classroom after finishing the assessment.

### 3. TEAM LEARNING (TL) SESSIONS

- 1) The student must be in his/her seat, with the testing device turned on, setup, and ready to start by the designated session time. As soon as the student enters the classroom, the student should launch the IRAT, navigate to the "Begin Screen", and wait for instruction from the proctor (for the password) indicating that it is okay to begin.
- 2) All personal belongings should be removed from the table. Cell phones must be put away.
- 3) Scratch Paper will be distributed by the proctors. The student is not permitted to have scratch paper in his/her possession until it is provided by the proctor. All scratch paper must be returned to the proctor at the end of the assessment for secure disposal.
- 4) After the IRAT and GRAT have been completed by all students, students are permitted to open their note-taking electronic devices or use notebook paper and take notes for the rest of the session. Students are not permitted to use these devices to record the IRAT and GRAT questions. Any student recording IRAT and GRAT questions, whether for their own use or with the intent to share with other students, will be in violation of the honor code and may be dismissed from their medical education program.
- 5) No talking is permitted during individual activities.
- 6) The student must save and exit the IRAT upon completion or at the direction of the facilitator, whichever occurs first. The student must upload his/her IRAT quiz prior to leaving class to receive credit. If a student leaves the classroom without uploading his/her answer file for any reason, the student will receive a zero for that activity.
  - a) For GROUP ACTIVITIES (GRAT) – The group must elect ONE group member who will complete and upload the activity on behalf of the group that day. The designated group member will be responsible for saving and uploading the GRAT results file. It is the responsibility of the group to see the green upload confirmation screen to ensure that the result file has been uploaded. Under no circumstances should more than one group member submit a result set. Doing so will result in a score of zero for the activity for all members of the TL group.
  - b) ALL other TL group members who are not designated as the responsible party for saving and uploading the GRAT result file must reverse download their blank, unused files to ExamSoft. This will then remove the file from their devices.

i) For reverse download instructions please click on the following link:

<http://support.examssoft.com/link/portal/15157/15194/Article/34/How-do-I-reverse-download-an-exam-file>

- 7) If a student arrives late to a graded activity, the student may lose credit in both Professionalism and Medical Knowledge grades.
- 8) If a student arrives after the Individual Readiness Test is collected during a Team Learning session, the student will receive a zero on that assignment. If a student arrives after the Group Readiness Test is collected, the student will receive a zero for both the Individual and the Group Readiness assignments.

#### 4. SELF-ASSESSMENTS AND PRACTICE EXAMS

1. Self-assessments and practice exams are administered through the ExamSoft system and available for download on a varied schedule, at the discretion of the Block Director. These assessments are optional and do not affect the final grade.
2. Self-assessments and practice exams are unsecured and vary in the number of times students can access them for retakes, at the discretion of the Block Director.

### C. DETERMINATION OF GRADES – PRECLERKSHIP CURRICULUM

1. Grades in years 1 & 2 (including grades in blocks, longitudinal and semester-long courses) are based on the student's performance in assessments that measure the ACGME competencies, described in the "Core Educational Competencies for the Program Leading to the MD Degree."
2. Different blocks and courses may assess different combinations of the competencies. Decisions about which competencies will be assessed will be made by the TEPC.
3. Policies and procedures concerning the number, frequency, weighting, format, and grading of exams will be established by the TEPC.
4. In the Preclerkship Curriculum, the student will receive a grade of Pass (P) or Fail (F) in each course.
  - a) **Pass grade:** To receive a grade of Pass, the student must demonstrate satisfactory performance in each competency that is assessed in that block or course by meeting the established performance standard for that competency.
  - b) **Fail grade:** The student will receive a grade of Fail if s/he fails to meet the performance standard in any competency that is assessed in that block or course, after a retake examination

### D. UNSATISFACTORY PERFORMANCE IN A BEHAVIORAL COMPETENCY IN A

#### PRECLERKSHIP BLOCK - REASSESSMENT

- 1) If a student does not meet the performance standard for a behavioral competency in a block, s/he will receive an Unsatisfactory for that competency and an Incomplete grade for the block. The student's performance in that competency will be reassessed in the subsequent block.
  - a) A student failing the Professionalism competency will meet with the block director to discuss remediation. The block director may consult with the Associate Dean of Student Affairs and/or

the Associate Dean of Curricular Affairs regarding remediation. The student may also be directed to meet with his/her House Dean to include the remediation plan into future performance criteria in the next course block(s).

- 2) If the student achieves satisfactory performance in the same competency in the next block, then s/he will be deemed to have met the performance criteria for that competency in the first block.
  - a) If the student had achieved satisfactory performance in the other competencies in the first block, the grade for the first block will be changed from Incomplete to Pass on the student's transcript.
  - b) For purposes of evaluating the student's academic progress, a record of the initial Unsatisfactory in the first block will be kept.
- 3) If a student does not achieve satisfactory performance in that behavioral competency in the second block, then grades of Fail will be entered in the student's transcript for both blocks.
  - a) This will constitute failure of two courses/blocks, which will result the halting of the student's academic progress.
  - b) The Senior Associate Dean for Student Affairs and Admissions will report the failures to the Student Progress Committee. The Student Progress Committee will meet with the student to design a plan of action.

#### **E. UNSATISFACTORY PERFORMANCE IN A BEHAVIORAL COMPETENCY IN THE CLINICAL REASONING COURSE (CRC) - REASSESSMENT**

- 1) If a student does not meet the performance standard for a behavioral competency in a given semester of the Clinical Reasoning Course (CRC), s/he will receive an Unsatisfactory for that competency and an Incomplete grade for that semester of the CRC course. The student's performance in that competency will be reassessed in a subsequent semester of the CRC course.
  - a) A student failing the Professionalism competency will be referred to the College's Professionalism Support Team and is expected to meet with the Professionalism Support Team to develop a plan to satisfactorily meet the Professionalism performance criteria in the next semester of the CRC course.
- 2) If the student achieves satisfactory performance in the same competency in the next semester of the CRC course, then s/he will be deemed to have met the performance criteria for that competency in the first semester.
  - a) If the student had achieved satisfactory performance in the other competencies in the first semester, the grade for the first semester of the CRC course will be changed from Incomplete to Pass on the student's transcript.
  - b) For purposes of evaluating the student's academic progress, a record of the initial Unsatisfactory in the first semester of the CRC course will be kept.
- 3) If a student does not achieve satisfactory performance in that behavioral competency in the second semester of the CRC course, then grades of Fail will be entered in the student's transcript for both semesters.
  - a) This will constitute failure of two courses, which will result the halting of the student's academic progress.

- b) The Senior Associate Dean for Student Affairs and Admissions will report the failures to the Student Progress Committee. The Student Progress Committee will meet with the student to design a plan of action.

## **F. FOUNDATIONS OF MEDICAL SCIENCE (PRECLERKSHIP ) RETAKE AND REMEDIATION POLICY**

Section F Revised October 5, 2017

Revised: February 12, 2018

**Policy statement:** The policies below apply to blocks/courses in the preclinical years and are approved by the Tucson Education Policy Committee.

### 1. ELIGIBILITY FOR RETAKE EXAM

Students must receive an overall block/course Medical Knowledge (MK) score equal to or greater than 70.0% to receive an overall block/course grade of Pass.

- 1) MK scores will not be rounded up under any circumstances.
- 2) Students may be given the opportunity for an optional Retake Exam if the student meets the following eligibility requirements:
  - a) For all blocks except **Foundations**, only students who score less than 70.0% on no more than **one (1)** high-stakes written exam<sup>1</sup> with an overall block/course MK score less than 70.0% will be eligible for a Retake Exam.
  - b) For all blocks except **Foundations**, students who score less than 70.0% on **two (2)** or more high-stakes written exams with an overall MK score less than 70.0% are **NOT** eligible for a Retake Exam and will receive a grade of "Fail". Students must: (1) remediate the block/course or (2) repeat that block/course.
  - c) For the **Foundations** block, all students are eligible for a Retake Exam, regardless of performance on individual exams.
- 3) The Block/Course Director will inform the student if the student is eligible for a retake exam.
- 4) The score on the Retake Exam must be greater than or equal to 70.0% to pass the block/course.
- 5) If the student chooses not to partake in a Retake Exam, a grade of "Fail" will be recorded on the student's transcript. The student will be required to remediate the course or else must repeat that course. Refer to *Unsatisfactory Performance in Medical Knowledge – Remediation*.
- 6) Any student who receives a score below 75% on any high-stakes written exam<sup>1</sup> is required to work with the Office of Student Success to develop and follow an approved individualized study plan. Refer to *Required Participation in Academic Support Programs*.

**Note:** This policy will go into effect in AY 2017-2018, beginning with MS2 Life Cycle and MS1 Nervous System.

### 2. FORMAT FOR RETAKE EXAM



The retake exam should be cumulative for the course. Each year, beginning with AY 2017-18, block directors will remove at least ten percent of their vetted questions from block exams and will use those questions exclusively in the retake exams. An additional 10% will be replaced each subsequent year for a minimum of three years.

### 3. TIMING OF RETAKE EXAM- (IN EFFECT WITH THE CLASS OF 2020)

- 1) The retake exam for a given block will be administered on the Monday morning immediately following the end of a given block, as specified by the College's Block Retake/Remediation Schedule.
- 2) All students taking a retake exam for a block will do so at the same time and date, in accordance with the dates published in the College's Block Retake/Remediation Schedule.
- 3) Retake exams scheduled to occur during the summer break will be administered within two weeks after the end of the curricular year. This facilitates implementation of summer remediation (if necessary) and the student's subsequent curricular progress.
- 4) Students who are eligible for a retake exam will be informed of the date of the retake exam by the Block Director.

### 4. GRADE ON RETAKE EXAM

- 1) An overall score of 70% or greater constitutes a passing score for the retake exam.
- 2) A passing score on the retake exam will result in a satisfactory grade in Medical Knowledge, and a subsequent "Pass" as the Block grade.
- 3) A failing grade on the retake exam (below 70%) will result in an unsatisfactory grade in Medical Knowledge, and a "Fail" will be recorded on the student's transcript.
- 4) Scores on a retake exam will be posted in MedLearn within 24 hours after the exam has been administered. Students will be notified of their score and their block grade by the block director.

### 5. LIMIT TO NUMBER OF RETAKE EXAMS

- 1) A student who becomes eligible for a retake exam in a second block in an academic year will appear before the Student Progress Committee to discuss his/her progress and plans for improvement.
- 2) **In effect with the Class of 2021 and all future classes:** A student who requires retake exams in two blocks in one academic year may meet the conditions for academic probation. Refer to [Section Four: Academic Probation](#).

### 6. UNSATISFACTORY PERFORMANCE IN MEDICAL KNOWLEDGE - REMEDIATION

- 1) A student who fails a course due to Unsatisfactory performance in Medical Knowledge will be given the opportunity to remediate that course in the summer unless the Student Progress Committee determines otherwise.
- 2) Only one course per academic year can be remediated.
- 3) A student is allowed only one attempted remediation per course.
- 4) If the student passes the summer remediation, the original Fail grade for the block will remain on the student's transcript. The block will be entered on the transcript a second time at the next offering of the course with a grade of Pass.

- 5) If the student fails the summer remediation, the student will be required to repeat the course during the academic year.
  - a) Failure of the summer remediation is not recorded on the student's transcript.
  - b) Failure of a summer remediation does not constitute a separate course failure for purposes of the policy on academic dismissal.
  - c) Failure of the summer remediation will be reported to the Student Progress Committee.

### **Process for Remediation**

- 1) When a student fails a block, regardless of the time of the year, the student will go before the Student Progress Committee
- 2) At the end of a year (approximately May), the Student Progress Committee will review every student who has failed a block during that academic year
- 3) A student who fails a course due to Unsatisfactory performance in Medical Knowledge will be given the opportunity to remediate that course in the summer unless the Student Progress Committee determines otherwise.
- 4) The format of summer remediation will be developed by a content expert(s) from the block and an educational expert from the Office of Student Success .
- 5) Regardless of a block's placement in the curriculum, remediation will take place during the summer break. This allows 4-8 weeks for a remediation program. A remediation final examination must occur at least two weeks prior to the start of the upcoming academic year.
- 6) All students taking a remediation exam for a block will do so at the same time and date. If a student is unable to take the remediation exam when scheduled, the student must obtain approval from the Senior Associate Dean for Student Affairs and Admissions, as described in the Attendance Policy.
- 7) Resources for content questions will be provided on a periodic schedule during the summer remediation. They may be provided by faculty and/or advanced students.
- 8) At the end of the remediation, the student must take a comprehensive exam. The structure of the exam will be determined by the Block Director in consultation with the Office of Student Success. The remediation exam may be written by block faculty or may be a shelf exam.
- 9) Scores on the remediation comprehensive exam will be posted in MedLearn within 24 hours after the exam has been administered. Students will be notified of their score and their block grade by the block director.
- 10) Block Directors will provide feedback to the student about his/her progress towards passing the remediation at the mid-point of the remediation.

## **G. REQUIRED PARTICIPATION IN ACADEMIC SUPPORT PROGRAMS**

Approved: April 3, 2013

Revised: March 5, 2014

Approved: October 13, 2021

Goals:

- 1) Provide early intervention for students not meeting minimum criteria for mastery of medical knowledge.

- 2) Provide structured and consistent support for the development of improved learning and study skills.

### 1. REQUIREMENT TO DEVELOP AN INDIVIDUALIZED STUDY PLAN

- 1) Once a student has received a score below 75% on any block exam (excluding any dropped exam or standalone practical exam) during academic years 1 & 2, the student is required to work with the Office of Student Success to develop and follow an approved individualized study plan.
- 2) This individualized study plan may include participation in some or all of Student Success academic support services.
- 3) Any exception to this plan must be discussed with and approved by the Associate Dean of Student Affairs is subject to approval by the Student Progress Committee.

### 2. REQUIREMENT FOR USMLE STEP 1 PREPARATION

- 1) The Office of Student Success will identify MS2 students at risk of failing the USMLE Step 1 board exam using a combination of the following data: MCAT scores, cumulative MK score of less than 75% across all blocks at the end of Advanced Topics, NBME practice exam performances based on national data recommendations, and other data sources not listed.
- 2) These students will be required to develop an individualized study plan that may include participation in resources recommended to prepare for the USMLE Step 1 board exam.
- 3) Scores from re-take exams will not be used to calculate the cumulative MK score.
- 4) Any exception to this plan must be discussed with and approved by the Associate Dean of Student Affairs and is subject to approval by the Student Progress Committee.
- 5) Any failure to abide by this policy will result in a meeting with the Student Progress Committee at which the student will be required to explain their plan for academic success.

### **Procedures:**

**Individualized Study Plan:** A student who scores less than 75% on a block exam is notified by the block director that the student is required to meet with a learning specialist in Office of Student Success (OSS) to develop an individualized study plan. The Block Director also notifies the learning specialists in the OSS. The learning specialists notify the Student Affairs House Dean assigned to the student at the weekly Student Success meeting where the individualized study plans are discussed and reviewed. In addition, the student and the student's Societies mentor review the grade entered in MedLearn and meet to discuss the student's academic difficulty.

- 2) **USMLE Step 1 Preparation:** At the end of Advanced Topics, Curricular Affairs will provide the Office of Student Success with a list of students who have scored less than 75% on the MK competency across all blocks. MCAT and NBME practice exam scores will also be collected and analyze for all individuals preparing for USMLE Step 1. Upon final analysis based on national data recommendations, the Office of Student Success will contact the students to inform them of their requirement to develop an approved individualized study plan.
- 3) The Office of Student Success will provide students with meeting dates, times, and locations. Each student will be required to reply and state that s/he understands they are taking responsibility for their academic success by adhering to the approved study plan.

## H. REPEATING AN ACADEMIC YEAR

Approved: October 13, 2021

- 1) A student who meets any of the following conditions will be deemed to not be making acceptable academic progress. The student will be required to terminate the academic year and repeat the year at a time decided by the Student Progress Committee, in consultation with the student:
  - a) The student fails any two preclerkship blocks in one year or the same course twice at any time during the preclerkship phase.
  - b) The student achieves unsatisfactory performance in the same competency twice in one year.
  - c) Unsatisfactory performance in three different competencies within one year.
- 2) This policy includes unsatisfactory performances in either a single course or multiple courses, including consecutive, non-consecutive, and concurrent courses
- 3) For the Medical Knowledge competency, unsatisfactory performance for the sake of this policy is determined after any retake exam.
- 4) For the behavioral competencies, unsatisfactory performance is determined before reassessment.
- 5) The student may request in writing a review by and provide input to the Student Progress Committee within 7 days.

## SECTION TWO: GRADING AND PROGRESSION POLICIES FOR THE CLERKSHIP AND TRANSITION TO RESIDENCY PHASES

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### A. REQUIRED SURVEY COMPLETION – CLERKSHIP AND TRANSITION TO RESIDENCY STUDENT FEEDBACK SURVEYS

Approved date: October 16, 2013

**Policy Statement:** Students must complete program evaluation surveys for each assigned site within a clerkship and for all clinical electives supervised by UArizona faculty. Clerkship and electives grades will be withheld until the surveys are completed.

**Rationale:** Student feedback surveys have, heretofore, been voluntary contributions by students to program evaluation. Typically, response rates are high in the early years, but become lower as students proceed through the curriculum. Student feedback is critical to the evaluation of the program and is a major requirement for accreditation. It has been affirmed that, for the purposes of program evaluation for the college, students are required to complete evaluation surveys in the Clerkship and Transition to Residency phases of the curriculum. This policy establishes that requirement.

## **B. PROTOCOLS AND STANDARDS FOR DELIVERY OF CLERKSHIP EXAMS**

Approval Date: December 3, 2014

Effective Date: 6/30/2014

**Policy statement:** This policy establishes the protocols and standards for students in the Clerkship year who will use the online National Board of Medical Examiners (NBME) shelf examination system and the ExamSoft examination system (during Intersessions) for graded and non-graded assessments. The following policy is in place to ensure that students have efficient, fair and positive experiences on assessment days.

### **Key Terms:**

- Shelf exam – end of core clerkship examination
- ExamSoft – the electronic exam system used by the COM-T as of Academic Year 2014-15
- Exemplify – the software provided by ExamSoft that is loaded onto student devices

### **NBME Shelf Exam**

- 1) All clerkships administer the NBME Shelf Exam (electronic) on the last day of each rotation to all students as a group to ensure uniform testing procedures and conditions.
- 2) Coordinators from each clerkship will be present to proctor.
- 3) The time allotted for the exam is 2 hours and 30 minutes except for the Medicine exam which is 2 hours and 45 minutes.
- 4) Each student will take the electronic shelf exam using his/her laptop. It must be fully charged before activity and the student must bring the device charger.
- 5) No programs or software can be opened or accessed during the assessment period.
- 6) Prior to test day an email will be sent to students with instructions to run an exam compatibility check (URL is <http://wbt.nbme.org/exam>). Please see your clerkship manual for details regarding the procedure.
- 7) Students should consult with the COM-ITS Help Desk (520-626-8721 or <https://comhelp.arizona.edu/>) should technical assistance be required.
- 8) Students should arrive no later than 30 minutes prior to the start of the exam.
- 9) If a restroom break is needed during the examination, click the Pause button at the bottom of your screen. A screen saver will appear. However, this pause does not stop the timer for the exam. Students will be escorted one at a time to the restroom.
- 10) If the screen freezes, raise your hand and a proctor will assist you.
- 11) Students will be provided with scratch paper to make notes or calculations once the exam begins. These will be collected at the end of the examination session.
- 12) Before the exam begins, students should be sure no unauthorized personal items and/or devices are in the testing room. These items include, but are not limited to the following:
  - a) Cell phones

- b) iPods/ iPads
- c) Watches with alarms, computer, or memory capability
- d) Calculators
- e) Paging devices
- f) Recording/filming devices
- g) Reference materials (book, notes, papers)
- h) Backpacks, briefcases, or luggage
- i) Beverages or food or any type
- j) Coats, outer jackets, or headwear

### 1. SYSTEM REQUIREMENTS FOR LAPTOPS

**For the most current guidelines, refer to your clerkship manual.**

### 2. EXAMSOFT

- 1) Electronic testing software (SofTest) must be pre-loaded and registered on the student's preferred testing device (iPad or laptop).
- 2) The student must come prepared with session files already downloaded on his/her preferred testing device. The student must download all available session files.
- 3) The testing device must be fully charged before activity. The student must bring the device charger.
- 4) No programs or software can be opened or accessed during the assessment period.
- 5) Scratch Paper will be distributed by the proctors. The student is not permitted to have scratch paper in his/her possession until it is provided by the proctor. All scratch paper must be returned to the proctor at the end of the assessment for secure disposal.
- 6) Coats, large/oversize/bulky jackets, and hats must be removed before entering the room. Head gear will only be allowed for religious purposes. Glasses that obscure the eyes are not permitted to be worn in the classroom.
- 7) Please review the "University of Arizona Disruptive Behavior in an Instructional Setting" for further applicable policy information on expected behaviors in the learning environment at: <https://policy.arizona.edu/education-and-student-affairs/disruptive-behavior-instructional-setting>
- 8) Please review the "Procedures for Student Progress, Academic Integrity, and Managing Grade Appeals at the University of Arizona College of Medicine" policy for grade appeals at: <https://medicine.arizona.edu/form/procedures-student-progress-academic-integrity-and-managing-grade-appeals-com>

### 3. EXAMS AND QUIZZES

- 1) If the student's testing device is not working, the student will need to go to the COM-T ITS Help Desk located in the AHSC Library prior to get it fixed or to receive a loaner laptop for the assessment activity (first-come, first-served basis).
- 2) Exams must be taken in the assigned room.

- 3) There is no assigned seating. However, no more than three students are permitted to sit at each table, and no more than two students can be seated on one side of the table. If two are seated on the same side of the table, the students must sit at the opposite corners of the table.
- 4) The student must be in his/her seat, with the testing device turned on, setup, and ready to start by the designated exam time. As soon as the student is seated in the exam room, he/she must launch the exam, navigate to the "Begin Screen", and wait for instruction from the proctor (exam password) indicating that it is okay to begin.
- 5) Late arrivals will result in a 10% professionalism grade reduction, at the discretion of the Block Director. No additional time to complete the exam will be allotted. Late arrivals will be granted entrance until 50% of the allotted test administration time has elapsed. Absences are dealt with as described in the "Attendance Policy" and available at this link:  
<http://medicine.arizona.edu/form/attendance-policies-medical-students-com>.
- 6) The student may only have his/her CatCard, device charger, iPad case, ear plugs, pen/pencil, and a water-tight beverage container. The student must leave bags, iPods/music players, purses, backpacks, notes, paper, or anything else in lockers or the front of the classroom. Cell phones are strictly prohibited. If the student is discovered using a cell phone, the student will be escorted out of the room and receive a zero for that assessment. Should the student require an exception, the student should speak directly with the Block Director prior to the day of the examination.
- 7) Students are permitted to use the restroom during the assessment. All materials must be left at the student's seat. The student will need to bring his/her CatCard for classroom reentry.
- 8) The student must upload the exam file prior to leaving the classroom. After seeing the green upload confirmation screen, the student will put his/her device away and check out with the proctor in the hallway by showing his/her CatCard. The proctor will confirm that the exam has uploaded successfully. If a student leaves the exam area without uploading his/her exam file for any reason, the student will receive a zero for the assessment.
- 9) The student may not reenter the classroom after finishing the assessment.

### **C. GRADING POLICIES FOR TRANSITION TO CLERKSHIP COURSE**

Approved: June 15, 2011

Revised: June 20, 2012

- 1) The two grades available for this course are Pass and Fail.
- 2) The student's grade is based on his/her attendance and participation.
- 3) The Attendance Policy must be followed, which means a student must receive approval from the Associate Dean of Student Affairs for any absence in the course.
- 4) If a student has an excused absence for a session, the student must arrange with the course director to make up the session.
- 5) An unexcused absence can result in a failure of the course at the discretion of the course director.
- 6) A student may not progress to Clerkships until s/he passes the Transition course.

## D. GRADING IN CLERKSHIPS

Revised and Approved February 3, 2021

- 1) The grade in a clerkship is based on a student's performance in the competencies.
- 2) The grade is a composite grade, using workplace-based assessment, the clinical assessment form, test scores, and other evaluation tools that are approved by the TEPC.
- 3) Once a clerkship grade is submitted, no change to the grade will be made even if additional performance evaluations are submitted regarding the student.
  - a) Exception: if the student is on a community clerkship site and there is only one evaluator, a grade of incomplete (I) is recorded until the evaluation is received.
- 4) A mid-clerkship assessment for each student is required and occurs at least at the midpoint of the clerkship. This assessment is based on the Mid- Clerkship Formative Feedback form and workplace-based assessment dashboard approved by the TEPC. The student's performance must be reviewed in a face-to-face meeting with a clinical instructor, and the student and clinical instructor must sign the Mid-Clerkship Formative Feedback form.
- 5) The composite clerkship grade is scored on a four-point scale: Honors, High Pass, Pass, or Fail (H, HP, P, F).
  - a) The composite grade is comprised of three components. These three components sum to 100% of the total grade:
    - i) Summative medical knowledge exam component: 15% of the composite grade.
      - (1) Each clerkship will set the minimum passing score on its exam.
      - (2) The test must be an NBME shelf exam or self-designed.
    - ii) Clerkship activities component (e.g., case presentations, professionalism, etc.): 15% of the composite grade.
      - (1) The activities are set by the clerkship director and must be approved by TCCS and TEPC using the clerkship change form
      - (2) These activities must be clearly and transparently communicated to faculty, residents, and students at orientation to the rotation, and in the clerkship handbook.
    - iii) Clinical and Workplace-based assessment component: 70% of the composite grade.
      - (1) The clinical assessment form accounts for 35% of the Clinical and Workplace-based assessment component. The comments on the clinical assessment form must incorporate specific narrative examples of the competencies being assessed that aligns with and clearly conveys the overall grade of H, HP, P, or F.
      - (2) The Workplace-based assessment (WBA) form accounts for 35% of the Clinical and Workplace-based assessment. In order to receive a grade of 35%, a student must complete:
        - (a) Minimum of one WBA form submitted for an average of one per week for each week of patient interaction in the clerkship block.
        - (b) Minimum of four different Entrustable Professional Activities (EPAs) seen by end of each rotation. Each clerkship director sets the specific EPAs, and this must be documented and communicated to faculty and students.



- (c) Minimum of two faculty members and two residents must complete WBA assessments for the learner. If no resident is present in a clinical rotation (e.g., rural rotations, some community clinic rotations), then only the attending assesses the learner.
- (d) Workplace-based assessment will be graded as 0% for either or both of the following conditions:
  - (i) A student does not complete the minimum in one or more of the minimum requirements as outlined in section (iii)(2)
  - (ii) A student is evaluated by someone other than the faculty or resident in the rotation (e.g., peer, friend, family member, etc.). This constitutes academic dishonesty and is subject to consequences outlined in the Honor Code Policy.
- (e) The grading for a WBA is pass/fail. Students are awarded 35% for WBA for completing the minimum requirements. If a student does not meet the minimum requirements, that student will receive 0% for WBA and will fail the clerkship.
- b) The composite clerkship grade of “Honors” is awarded to students with composite grades in the top 25% of all student scores. “High Pass” will be awarded to those students whose score falls in the top 26-50% and meets one of the following conditions:
  - i) Excelled in either the exam or the clinical grade but not both, or
  - ii) Who is outstanding in all areas and is close to an Honors score, but does not achieve it.
- c) TCCS will annually review procedures for determining Honors and High Pass and revise as needed.
- d) A student must achieve minimum “Meets Expectations” assessment in every competency on the clinical assessment form in order to receive either a P, HP, or H for the clerkship. Receiving “Below Expectations” or “Far Below Expectations” in any competency will result in a failing grade in the clerkship.
- e) The clerkship director is responsible for final determination of each student’s grade. The comments submitted with the final grade must incorporate specific narrative examples of the competencies being assessed that aligns with and clearly conveys the overall grade of H, HP, P or F. All final composite grades and comments must be submitted within six weeks of the rotation block ending. All grade changes following the posting of the final grade must follow the Grade Appeal Policy.
- 6) If a student fails a clerkship exam, the student will have one opportunity to retake the exam.
  - a) If a student needs to schedule a retake clerkship exam during the Clerkship year, the exam must be scheduled at the next Winter or Spring academic break.
    - i) The ‘next’ break will be determined by the timing of the results of the 1st exam and the time it takes to order a new exam.
  - b) A retake clerkship exam cannot be scheduled during a clerkship, Intersessions, or the third-year elective block.
  - c) If a student needs to schedule a retake clerkship exam during the Transition to Residency phase of the curriculum, the student will arrange his/her schedule to accommodate a week without curricular requirements and will schedule the retake clerkship exam at the end of that week.

- d) **In effect with the Class of 2021 and all future classes:** A student who requires retake exams in any two clerkships (including the same clerkship twice) in one academic year may meet the conditions for academic probation. [Refer to Section Four: Academic Probation.](#)
  - e) A student who fails a second clerkship exam before completing the retake clerkship exam for a previous failure must stop academic progress and meet with the Student Progress Committee to agree on a plan for the student to complete the retake clerkship exams. If a student must schedule multiple retake clerkship exams, the student must pass all exams before resuming clinical training.
- 7) A student who passes a retake clerkship exam will receive a grade of Pass for the clerkship. A student who is required to retake a clerkship exam is not eligible for a final clerkship grade of Honors or High Pass. If a student fails a clerkship retake exam, the student will receive a grade of Fail in the clerkship and will be required to repeat the clerkship.
  - 8) A student who is repeating a clerkship must complete all components and requirements for the clerkship regardless of whether the student completed those components during the initial attempt at the clerkship. Previous work cannot be resubmitted. Students repeating a clerkship are eligible for final clerkship grades of “Honors” and “High Pass.”

## **E. INTERSESSIONS GRADING**

Revised: April 28, 2022

- 1) Intersessions I consists of one week-long course and Intersessions II consists of one two-week course, each of which is graded independently.
  - a) The final grade is either Pass or Fail.
  - b) Assessment is based on performance in each competency.
  - c) If a student receives an Unsatisfactory in any competency, the student has failed the course.
- 2) Attendance is required at all activities.
  - a) The Associate Dean for Student Affairs, in consultation with the course director, must approve any absence.
  - b) If a student has an excused absence for a session, the student must arrange with the course director to make up the session.
  - c) An unexcused absence can result in a failure of the course at the discretion of the course director.
- 3) The MK competency is based on exams, administered at the end of Intersessions week(s).
  - a) If there is more than one exam, each exam will contribute equally towards the final MK grade.
  - b) If at the end of the course, the student has not met the criteria for satisfactory performance in MK, s/he will be offered one opportunity to take another examination, called a retake exam.
  - c) The retake exam will be comprehensive, covering Intersessions material addressed across the week(s).
  - d) The retake exam will be scheduled by the course director in consultation with the Associate Dean of Student Affairs. The retake exam will be scheduled within 4 weeks after the end of Intersessions.
  - e) Passage of the retake exam will result in satisfactory performance in the MK competency.

- f) Failure of the retake exam will result in unsatisfactory performance in MK and therefore failure of the Intersessions course.
- 4) If a student fails one of the Intersessions courses, the student must repeat the failed Intersessions course in Year IV.
- a) The student in conjunction with their House Dean and in consultation with the Office of Student Records will designate week(s) in his/her 4th year that is/are equivalent to the duration of the Intersessions course. During that time, the student cannot be enrolled in other medical curriculum courses.
  - b) The student will be required to submit one to three papers on topics decided by course director. The topics will cover broad integrative content areas from the Intersessions course.
    - i) The student will be expected to review relevant podcasts, MedLearn materials from the Intersession course, as well as the student will be required to research additional information from literature sources (articles, textbooks, etc).
    - ii) The paper will be evaluated by relevant faculty and given a grade of Pass/Fail. The paper(s) must be scholarly and include references.
    - iii) The student can receive either a Pass or Fail grade for the repeat of the Intersessions course and must pass the written paper.
    - iv) If a student fails the repeat of the Intersessions course, it will be a second failure of the same course and the student would be subject to academic dismissal, as per Section 5 of this policy.

## **F. END-OF-CLERKSHIP OSCE EXAMINATION**

Approved: March 17, 2010

Revised and approved: July 14, 2021

**Rationale:** To have the end-of-Clerkship OSCE exam results assure an appropriate level of clinical competence, the TEPC examined changing the grading of the University of Arizona College of Medicine - Tucson end-of-Clerkship OSCE exam. The following policies regarding grading and timing of the end-of-Clerkship OSCE exam were approved by the committee effective beginning with the Class of 2022:

- 1) Students must independently pass both the Arizona Clinical Interview Rating (modified) (ACIRm) and Integrated Clinical Encounter (ICE) components of the end-of-Clerkship OSCE exam. The passing score on each component shall be 65%.
- 2) The end-of-Clerkship OSCE exam will take place twice each year, approximately six months apart. The first administration of the exam will be scheduled at the end of the clerkship phase (Intersessions II Block); the second administration of the exam will occur approximately six months later.
  - a) If a student has not completed their clerkships by of the Intersessions II, they will take the exam during the second administration.

- b) If a student is unavailable to take the OSCE due to a clinical elective, this will need to be discussed with the House Dean, and a special accommodation will be designed in collaboration with the Director of OSCE, Director of Interprofessional Clinical and Professional Skills (ICaPS), Associate Dean of Curricular Affairs, and the respective House Dean.
- 3) It is the policy of the University of Arizona College of Medicine – Tucson that a student may retake the end-of-Clerkship OSCE under the following circumstances:
  - a) If a student does not pass the end-of-Clerkship OSCE on the first attempt (as outlined above – passing both ACIRm & ICE), they will retake during the second administration of the exam.
  - b) If a student does not pass the exam on the second attempt, they may sit for an OSCE retake in the spring semester of their fourth year with the third-year class.
  - c) The inability to pass the third attempt may result in postponing graduation. Successful passage of the end-of-Clerkship OSCE is a graduation requirement (see “Section One: Graduation Requirements” in [Curriculum & Enrollment Policies](#)).

## G. GRADING POLICIES FOR ELECTIVES

Approved December 6, 2017

**Rationale:** In order to explain the rationale for grading in electives it is helpful to consider their unique educational purpose and format. Their purpose is to enable a student to pursue areas of interest, which is quite different than other courses, which are designed to teach fundamental skills, that all students are expected to master.

- Each student’s Transition to Residency curriculum is individualized to meet his/her educational and career needs. A designated advisor (house dean) will approve the specific selection and enrollment of electives.
  - A “clinical” or “patient-care” elective is a medical training experience that involves direct patient contact, and is expected to provide the student with structured, individualized education, training, or experience in some branch of medicine. These electives require, at a minimum, 40 hours per week commitment.
  - A “non-clinical” or “non-patient-care elective” is any course that does not involve direct patient care and may include research, independent study, seminars, or on-line courses.
- 1) A mid-elective assessment for each student is required and occurs at least at the midpoint of the elective. This assessment is based on the Mid-Elective Formative Feedback form. The student’s performance must be reviewed in a face-to-face meeting with a clinical instructor, and the student and clinical instructor must sign the Mid-Elective Formative Feedback form. A clinical course or elective less than four weeks in length provides a narrative assessment that follows the Narrative Assessment Policy and is approved by TEPC prior to implementation.
  - 2) The final grade in an elective course is based on a student’s performance in all of the competencies.

- a) A student must achieve satisfactory performance in every competency, as a minimal requirement, to receive a “Pass” for the elective. Unsatisfactory performance in any competency will result in a failing grade in the elective.
  - i) All electives must complete a final grade report form that includes the Final Report of Faculty Assessment of Student Performance in an Elective at the end of the elective.
  - ii) The form is stored by the Department and a copy is submitted to Student Affairs for recording the final grade on the student’s transcript and is included in the student’s file.
  - iii) Information on the form will be used in the Dean’s letter.
- 3) There are four possible grades that are recorded on the transcript: Honors, High Pass, Pass, or Fail, which are identified on the form described above.
  - a) The grade will be a composite grade, using the standard form (mentioned above), and other evaluation tools that are approved by the Electives Subcommittees.
  - b) An elective will determine its own formulas for determining the composite score. The formula must be documented and communicated to students in the orientation materials for the elective.
- 4) A failure in an elective course is recorded on a student’s transcript and its units do not accrue toward graduation requirements.
  - a) If a student fails a selective that is required for graduation (e.g., Surgery Subspecialty or Subinternship) the student must pass a selective in the same subspecialty that fulfills the specific requirement. However, the remedial selective rotation may be taken at a different site from the original selective.
  - b) If a student fails an elective that accrues generally towards the total number of units needed for graduation, the student must complete and pass another elective to meet the required number of units.

## SECTION THREE TIMING & COMPLETION OF USMLE EXAMINATIONS

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### A. NBME COMPREHENSIVE EXAM

Approved: January, 2010

**Policy Statement:** Tucson students in the Preclerkship curriculum must take two formative assessments of their exam preparedness (commonly referred to as the “Mock USMLE exams”) in advance of the actual Step 1 examination. A student must take the exam at the time assigned to him/her by the College of Medicine. In the case of a student taking a leave of absence or some other extraordinary circumstances, the student must be excused in advance by the Senior Associate Dean for Student Affairs and Admissions. Students requiring rescheduling of exams may be charged a fee.

This policy on NBME comprehensive exams is in place for the benefit of students and for curricular evaluation purposes. Preclerkship students will be required to take diagnostic exams constructed by the NBME. Exam results will not be recorded in official records or reflect on student progress, and students

will not be asked to do any preparation for the tests other than what they are already engaged in for their current courses. By taking the exams, students will be given exposure to the USMLE testing methods, and their performance will provide them with some guidance as to their readiness for the Step exams. The exam items have been normalized against a national population, based on subsequent Step 1 and 2 results, thus students will be able to compare their performance against a reliable standard.

## **B. TIMING OF USMLE EXAMINATIONS**

Revision approved: August 3, 2016

Effective date: August 3, 2016 beginning with the Class of 2019

Revision approved: February 7, 2018

Effective date: AY 2018-2019

- 1) All students must take the USMLE Step 1 Exam within three years of the initial date of matriculation, excluding medical leaves of absence. Failure to do so may result in dismissal from the College of Medicine.
- 2) All students who complete the pre-clerkship curriculum on time must complete the USMLE Step 1 Exam for the first time prior to the first day of the Transition to Clerkship block. Extensions to take the exam after the first day of the Transition to Clerkship block are limited to
  - a. students who need to remediate pre-clerkship coursework after the completion of the pre-clerkship phase.
  - b. students on a leave of absence as approved by the Student Progress Committee (SPC) and the Senior Associate Dean for Student Affairs and Admissions.
  - c. students who need additional board preparation time as reflected by their practice test results. An extension given for this reason must first be recommended by Student Development and Student Affairs and be approved by the SPC.
- 3) Any student who postpones taking the USMLE Step 1 Exam without the approval of SPC and the Associate Dean of Student Affairs will be dismissed from the College of Medicine.
- 4) All students must pass the USMLE Step 1 before taking the USMLE Step 2 Clinical Knowledge (CK) exam.
- 5) Enrollment in courses following initial attempt at USMLE Step 1:
  - a. A student who has completed the Step 1 exam may begin his/her first clerkship rotation while his/her result is pending.
  - b. In the case of a student in a dual-degree program, s/he must take the Step 1 exam before beginning any clerkship or starting any additional work toward the non-M.D. degree.

## **C. NON-PROGRESSION FOLLOWING FAILURE OF FIRST ATTEMPT AT STEP 1**

Revision approved: November 2, 2016

Effective Date: November 2, 2016, effective with the Class of 2018

- 1) A student who does not achieve a passing score on the student's first attempt at the USMLE Step 1 exam may not enroll in any medical school curricular course, including any course for any dual-degree program, until after the student has taken the Step 1 exam a second time. The sole exception is that the student may enroll in courses that are approved by the Office of Student

Success and that serve to prepare for another attempt at Step 1.

- 2) If, while in clinical training, a student learns of a failure on the student's first attempt at Step 1, the student must meet with Student Affairs and the Office of Student Success. The student may continue clinical training until the end of the block in which the student is enrolled (up to 2 rotation periods). Decisions on continuation of clinical activity will be tailored to the needs of the student, based on academic and non-academic factors. At the end of the clinical activity/clerkship in which the student is enrolled, the student may not advance to another clinical activity/clerkship until the student has retaken Step 1. If the student is enrolled in a course, the student may complete the course, but then must stop.
- 3) After completing a second attempt at USMLE Step 1, the student may enroll in a new clerkship rotation, as determined by Student Affairs and the Office of Student Success, while awaiting the student's score on the second attempt. The student may not enroll in any course contributing to a dual-degree program, however, until a passing score has been posted.
- 4) If the student learns of a failure on the student's second attempt at Step 1 while in clinical training, as with failure of the initial attempt, the student may continue clinical training until the end of the block in which the student is enrolled (up to 2 rotation periods). Decisions on continuation of clinical activity will be tailored to the need of the student, based on academic and non-academic factors. At the end of the clinical activity/clerkship in which the student is enrolled, the student may not continue in a subsequent clinical activity/clerkship rotation until a passing score has been posted.
- 5) The student is expected actively to engage in remedial efforts to improve the student's performance on the USMLE Step 1. For example, the student may enroll in a Step 1- preparation course offered by the University or outside the University. If needed, the student will be enrolled in an independent study and will be supervised by the Office of Student Success. As part of the independent study, the student will be required to meet weekly and have his/her study supervised by the Office of Student Success or Office of Learning Resources.

#### **D. LIMITATIONS ON MULTIPLE ATTEMPTS AT USMLE STEP 1 EXAM**

Approved date: April 20, 2011

Revision approved: June 1, 2016, July 14, 2021

Effective date: July 25, 2016, beginning with the Class of 2020

- 1) A student must obtain approval from the Student Progress Committee before scheduling a third or any additional attempts at the USMLE Step 1 exam.
- 2) The Student Progress Committee will consider the following criteria in deciding whether to approve a request:
  - a) scores on the student's previous attempts
  - b) progress of scores on previous attempts
  - c) recommendations of the staff of the Office of Student Success who have supervised the student
  - d) the history of the student's efforts to remediate, including what courses s/he has taken
- 3) If an additional attempt is approved, the Student Progress Committee will review and approve the student's study plan and set a deadline for the next attempt at the exam.

- 4) Every student must have passed the USMLE Step 1 exam within one calendar year (12 months) after the date of his/her first attempt. A student who has not passed one year after his/her first attempt may be subject to academic dismissal.
  - a) The exact deadline for a calendar year will be postponed only until a pending score is posted for an exam that was taken before the one -year deadline. No further attempts after the one -year deadline will be allowed.
  - b) If a student requires a medical leave of absence after the first unsuccessful attempt at the exam, the student may request that SPC extend the one-year deadline.
    - i) No extension will be more than 6 months beyond the one-year deadline.

## **E. TIMING OF THE STEP 2 CK EXAM**

Revised and approved: July 14, 2021

- 1) It is recommended that a student take the USMLE Step 2 CK exam for a first time by mid-August of his/her senior year to ensure score availability for the residency application cycle.
  - a) In the case of a student taking a leave of absence that has been approved by the Student Progress Committee, s/he must take the USMLE Step 2 CK exam by another time determined by the Student Progress Committee.
  - b) The student must pass the USMLE Step 1 exam before entering his/her last academic year (Year 4).
  - c) If a student wishes to take the USMLE Step 2 CK exam after mid-August, the student must meet with his/her House Dean and obtain their approval.
- 2) Every student must have passed the USMLE Step 2 CK exam within one calendar year (12 months) after the date of his/her first attempt. A student who has not passed one year after his/her first attempt will be may be subject to academic dismissal.
  - a) The exact deadline for a calendar year will be postponed only until a pending score is posted for an exam that was taken before the one -year deadline. No further attempts after the one -year deadline will be allowed.
  - b) If a student requires a medical leave of absence after the first unsuccessful attempt at the exam, the student may request that the SPC extend the one-year deadline.
    - i) No extension will be more than 6 months beyond the original one-year deadline or applicable graduation deadline, whichever comes first.

## **SECTION FOUR: ACADEMIC PROBATION**

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Approved date: April 20, 2017

Effective date: July 1, 2017; in effect with the Class of 2021

- 1) A student may be placed on academic probation following the recommendation of the Student Progress Committee to the Associate Dean for Curricular Affairs. The student will be advised of the



academic probation status in writing by the Associate Dean for Curricular Affairs. In the written notice of probation status, the student will be advised of the reason the student is being placed on probation, the conditions that must be satisfied in order for the student to be removed from probation, and the student's right to request reconsideration from the Vice Dean for Education. Probationary status will be reviewed each semester and discontinued on the recommendation of the Student Progress Committee to the Associate Dean for Curricular Affairs.

- 2) Specific conditions that may warrant probation include, but are not limited to:
  - a) Failing to meet any of the Technical Standards for Admission, Advancement, and Graduation
  - b) Requiring retake of 2 block/course/clerkship exams in one academic year
  - c) Requiring retake of 3 block/course/clerkship exams in two academic years
  - d) Receiving a failing grade in a block/course/clerkship
  - e) Unprofessional behavior.
- 3) While on probation:
  - a) A student may not serve in elected or leadership positions within student government or student groups.
  - b) A student may not participate in distinction tracks. Eligibility to return to a distinction track following a period of probation will be determined by the individual tracks at the discretion of the track direction.
  - c) A student may be restricted from participation in enrichment electives.
  - d) A student must engage in all clinical rotations at Banner – University Medical Center or Banner – University Medical Center South on services with faculty able to provide appropriate optimal supervision. Placement determinations will be made by the clerkship director in conjunction with the Office of Student Affairs.
  - e) A student may be excluded from other activities at the discretion of the Associate Dean for Curricular Affairs in conjunction with the Senior Associate Dean for Student Affairs and Admissions.
- 4) A student placed on probation may appeal to the Vice Dean for Education for reconsideration. A written, signed request setting forth the student's position must be submitted within 14 calendar days of official notification of probation. It is the sole discretion of the Vice Dean to reverse, uphold, or modify the terms of the academic probation. The Vice Dean will notify the student and the Associate Dean for Curricular Affairs of the decision within 14 calendar days of receiving the request for reconsideration. Students will remain on probation pending reconsideration by the Vice Dean. A copy of the notice of probation will be placed in the student's file. Documented problems leading to probation, probation status, and remedial requirements may be reflected in the MSPE.

## SECTION FIVE: DISMISSAL FROM THE COLLEGE OF MEDICINE

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Approved date: Approved February 21, 2018

Effective date: October 13, 2021

- 1) A student who meets any of the following conditions will be subject to academic dismissal from the Doctor of Medicine degree program.
  - a) **The student fails the same course twice.** This includes any course in the curriculum, including blocks, longitudinal, clerkships, electives, and intersession courses.
  - b) **The student fails two different clerkships, electives, and intersession courses.**
  - c) **The student fails three different preclerkship blocks.**
  - d) **The student fails to take the USMLE Step 1 Exam on time, stopping progress in the curriculum without approval.**
  - e) **The student fails to timely pass USMLE Step 1 Exam.** The student has not passed the USMLE Step 1 Exam within one calendar year (12 months) after the date of his/her first attempt.
  - f) **The student fails to timely pass USMLE Step 2 CK Exam.** The student has not passed the USMLE Step 2 CK Exam within one calendar year (12 months) after the date of his/her first attempt.
  - g) **The student fails to academically progress within the required timeframes.** All students must satisfactorily complete the Preclerkship phase of the M.D. degree and take the USMLE Step 1 Exam within three years of the date of matriculation. A student will be deemed to have completed the Preclerkship phase upon an initial attempt at the USMLE Step 1 Exam. Progress in the Clerkships may halt if a student fails the USMLE Step 1. All M.D. degree students must satisfactorily complete all graduation requirements six years from the original date of matriculation. All time limits are inclusive of a repeat of an academic year, and retakes or remediation of any course, exam, or other requirement but exclusive of approved medical leaves of absence.
    - i) **Exception to section 1(e).** Dual-degree students in a College of Medicine MD-PhD or MD-MPH program may exceed the six-year limit to satisfy the requirements for the M.D. degree stated in section 1(e), above. However, dual degree students must satisfactorily complete the Preclerkship phase of the M.D. degree and take the USMLE Step 1 Exam within three years of the date of matriculation and must satisfactorily complete all Clerkships & Transition to Residency clinical experiences and electives and pass USMLE Step 2 CK Exam within three years of beginning Clerkships.
  - h) **The student is not enrolled or on an approved leave of absence.** At all times, all students must be continuously enrolled in the M.D. or dual-degree program curriculum, on an approved leave of absence, or otherwise have written permission from their House Dean to delay enrollment until a date determined by the House Dean. Failure to enroll, obtain a leave of absence, or obtain written permission for a period of three months will result in academic dismissal. Failure to meet the conditions to return from a Leave of Absence, including absences for failure to meet the technical standards of the program, will result in an academic dismissal.
  - i) **The student refuses a Fitness for Duty Evaluation.** A student who refuses a Fitness for Duty evaluation will not be permitted to continue in the curriculum and will be academically dismissed from the College of Medicine.
- 2) A student who is subject to academic dismissal will be notified of this by the office of Curricular Affairs who will simultaneously notify the student's house dean and the Student Progress Committee. The student may request in writing in review by the Student Progress Committee within 7 days.

- 3) If the Student Progress Committee recommends upholding the academic dismissal, the student is permitted to appeal to the Student Appeals Committee. The student may appeal within 7 days.
- 4) A student who is dismissed may reapply to the College of Medicine through the standard application process. If readmitted, the student will meet with the Student Progress Committee to determine where the student should reintegrate into the curriculum.

University of Arizona Student Disciplinary Procedures:

<https://deanofstudents.arizona.edu/policies/student-disciplinary-procedures>

## SECTION SIX ASSESSMENT AND FACULTY CONFLICT OF INTEREST

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### A. SEPARATION OF ACADEMIC ASSESSMENT AND PROVISION OF HEALTH SERVICES TO STUDENTS

Approved date: December 12<sup>th</sup>, 2012 (June 19, 2013?)

Revised: July 26, 2021

**Policy Statement:** LCME Standard 12.5 requires that health professionals at a medical education program who provide psychiatric/ psychological counseling or other sensitive health services to a medical student must have no involvement in the academic assessment or promotion of the medical student receiving those services. In order to meet this standard the following policy will be implemented at the College of Medicine:

- 1) Health professionals who provide psychiatric/psychological counseling or other sensitive health services to University of Arizona medical students will not be involved in the academic assessment or promotion of the medical student receiving those services. Health professionals may give lectures in a large class setting but they may not facilitate small group discussions; serve as clinical preceptors, course/block/clerkship directors; or serve on the student progress or appeals committees.
- 2) Procedures by which this policy is implemented include:
  - a) Health professionals from the University of Arizona Campus Health Service or any partner clinical site who are expected to participate in academic assessment or promotion decisions for students may not provide health care to COM-T students. When a COM-T student requires urgent or emergency health services, the student should be referred to another physician who is not involved in the academic assessment or promotion of the medical student unless either a delay in referral would cause harm to the student, or no other healthcare provider is available to provide such care.
  - b) At the beginning of each block of small group sessions, each faculty member who serves as a facilitator in small group learning sessions will be asked to review the students assigned to his/her group and assure that he/she has not provided psychiatric/psychological counseling or

other sensitive health services to any of these students. If a faculty facilitator has provided such services, the block/course/clerkship director will reassign the student or the faculty member to a different group.

- c) If faculty with appointments at the College of Medicine practice at a facility where students seek health services or counseling, students will not be assigned to those providers to receive care.
- d) Students who determine that a faculty member from whom they have received psychiatric/psychological counseling or sensitive health services might be involved in assessment of their performance should notify the block/course/clerkship director or the Office of Student Affairs immediately; the director will reassign the student or the faculty member.
- e) When students who are participating in a preceptorship or a rural health professions placement located distant from Tucson require urgent or emergency health services, their preceptors will refer the student to another member of the practice or another physician in the community or neighboring community who can competently care for the student and who is not involved in the academic assessment or promotion of the medical students. The preceptor will retain the authority to countermand this provision if the student requires more immediate attention than would be possible through a referral for care.
- f) If a health professional who has taught in the medical student curriculum receives a student performance assessment form to complete regarding a student to whom they have provided psychiatric/psychological counseling or sensitive health services, he/she will check the box at the top of the assessment form and return the blank form:
  - Pursuant to accreditation standards, I will not participate in assessment of this student's performance.

## **B. SOCIETY MENTORS CONFLICT OF INTEREST AND STUDENT PERFORMANCE ASSESSMENT**

Approved date: December 12, 2013

**Rationale:** Societies Program mentors have a unique role at the COM-T in which they maintain multiple responsibilities for their students including education and mentoring. Societies Program mentors are among the COM-T's best clinical educators and frequently serve in other leadership roles in the curriculum or administration of the COM-T. The purpose of this policy is to clarify the COM-T's position when there may be a perceived or real conflict of interest between a mentee and his/her mentor's other educational roles.

- 1) Societies Program mentors may not provide a summative grade for their own students in the Doctor and Patient course, which is administered by Societies Program mentors. Rather, the grade in this course is determined by a) a history and physical practicum graded by a trained Patient Instructor (Semester 1); b) two formal Standardized Patient encounters graded by a trained Patient Instructor and two written history and physicals graded by a Societies Program mentor different from the student's designated mentor (Semester 2) and c) the student's score on the Year 2 Clinical Thinking OSCE, which is observed and graded by a Societies Program mentor different from the student's designated mentor (Semester 3).

- 2) Societies Program mentors who serve as a block director may tabulate and report grades based on students' performance in Team-based Learning (TL), quizzes, homework assignments, and exams but may not independently assess individual students. Additionally, if a mentee challenges a the overall block grade, the matter will be referred to a co-Block Director and/or the Associate Dean for Curricular Affairs rather than the block director who is the mentee's designated mentor.
- 3) A Societies Program mentor may not function as a regular CRC facilitator for his/her assigned mentees.
- 4) Societies Program Mentors may not serve as clerkship directors.