Policies Concerning Promotion and Graduation

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

1. Committee on Student Promotion Procedures

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

a. Committee Membership

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

b. Meetings

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

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

c. Receiving Reports, Nature of Reports Received

All course grade reports and evaluations in any course shall be properly signed by faculty and transmitted to the University Office of the Registrar from the course coordinator or the department chairman's designee.

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

After review, the Committee on Student Promotion may accept the grades or evaluations submitted or may return them for departmental clarification or reconsideration if a discrepancy or inconsistency appears, or if other questions arise relating to the academic, professional/ethical status, or personal attributes. The Committee on Student Promotion may not, however, change any course grade or evaluation. Only the responsible faculty member is vested with the power to modify a specific grade or evaluation. Any student who challenges a grade should direct his/her question to the appropriate faculty member. The Committee on Student Promotion will notify each student in writing about any actions it has taken regarding his/her student status, except for the routine acceptance of grades.

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

2. General Requirements for Promotion/Graduation

a. The student must meet all of the requirements of the curriculum in terms of specific courses taken as defined by the Curriculum Committee.

b. The student must meet all of the requirements specified by each contributing department for each course taken:
   i) Demonstration of adequate knowledge.
   ii) Demonstration of appropriate skills, attitudes, professional and ethical conduct, and personal attributes.
   iii) Attendance, punctuality and respect for property of the College and its affiliated training sites.
c. USMLE
The student must receive passing scores in Step 1 and Step 2 CK (Clinical Knowledge) and 2 CS of the United States Medical Licensing Examinations (USMLE) of the National Board of Medical Examiners. These examinations are recognized by the College as Comprehensive Examinations for the preclinical and clinical years of study respectively. Second-year students must pass Step 1 to be officially promoted to the third year. Fourth-year students must pass Step 2 CK and Step 2 CS to satisfy graduation requirements.

The second-year Comprehensive Examination (USMLE Step 1) is taken following the successful completion of all second-year courses. This computer-based exam must be taken prior to the first day of third-year clerkships. Successful completion is required for official promotion into third year.

Step 1: A student who fails the Comprehensive Examination Step 1 at the first sitting will be expected to repeat the Comprehensive Examination before continuation in clerkships and promotion to the third year. The student is expected to seek guidance from the Office of Academic Affairs/Undergraduate Medical Education to assist the student in completion of the USMLE. The student who satisfactorily passes the Comprehensive Examination at the second sitting will be returned to accredited third-year status. The student who fails the repeat Comprehensive Examination will be given an Academic Dismissal.

No student with a failing grade in any course during the second year will be permitted to take the USMLE Step 1 until that failure has been resolved. If approved by the Committee on Student Promotion, the student may resolve the failure by passing a makeup examination(s). If the reexamination(s) is passed, the student will be allowed to sit for Step 1, but may be advised to take the first teaching block as vacation to prepare for the Step 1 Examination. If the course reexamination(s) is not passed, the student will not be permitted to take the Comprehensive Examination until a passing score on this reexamination is achieved. The Committee on Student Promotion may either allow the student to repeat the second year in its entirety, or give the student an Academic Dismissal.

The student who passes the makeup examination and passes the Comprehensive Examination will continue with his/her classmates in the third-year curriculum.

The student who fails the Comprehensive Examination Step 1 at the first sitting will be removed from his/her clerkships and placed on a vacation block until he/she sits again for the examination. Special consideration may be given if the student requests permission to finish the clerkship currently in process. Such a student may be allowed to complete this clerkship only. The student is expected to seek assistance and guidance under the direction of the Office of Academic Affairs/Undergraduate Medical Education to assist the student in completion of the USMLE.

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

The student who fails the repeat Comprehensive Examination at the second sitting will be given an academic dismissal. The student who fails Step 1 for the second time will not receive credit for any clinical clerkships that were completed before passing Step 1.

Sponsorship for a third sitting of the USMLE Step 1, for those students who have been academically dismissed, will be decided on an individual basis by the Committee on Student Promotion. Such a student may apply for readmission through the Committee on Student Promotion after receiving notification of passing the USMLE Step 1. When the student is readmitted, he/she will be required to complete the third year in its entirety. This must be done within one calendar year. Upon receipt of a passing USMLE Step 1 score, the student should reapply by May 1 for the next academic year.

Step 2 CK: The fourth-year Comprehensive Examination (USMLE Step 2 CK) is taken following successful completion of the Phase 1 clerkships. It is required that all students sit for the fourth year Comprehensive Examination (USMLE Step 2CK) by December 31 of their senior year. If circumstances arise which make it a hardship to comply with this deadline, the student must request permission for an extension through the Office of Student Affairs and the Office of Academic Affairs/Undergraduate Medical Education. Note: Receipt of a passing score on Step 2 CK is required for a student to participate in graduation ceremonies and to receive his or her M.D. degree with the class. No student with a failing grade in any course/clerkship will be permitted to take the Comprehensive Examination Step 2 CK until that failure has been resolved. Makeup examinations in the clinical years must be scheduled within 90 days of the decision by the Committee on Student Promotion authorizing the student to take a re-exam, at a time that is mutually acceptable to the student and the course coordinator.
The student who receives a passing score on USMLE Step 2 CK in the fourth year, with results reported by mid-April, will have satisfactorily complied with the requirements of the Comprehensive Examinations at Jefferson. It is strongly recommended that Step 2 CK be taken between August and October of the fourth year, and is required to be taken by December 31 of the fourth year. Scores are generally reported within four to six weeks of the examination date but reporting has, at times, been delayed.

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

Step 2 CS: This test of clinical skills is a requirement for medical licensure in the United States. All students are required to pass the examination before graduation. It is strongly recommended that this be completed by November 1 of the fourth year. Students should be aware that some residency programs may not rank a student for the Match if he/she does not have a passing score reported on this exam.

End-of-Clerkship NMBE Subject Examinations. All students are required to pass the clinical 351 examinations at the end of each Core Clerkship. If an exam is failed, makeup NBME subject exams must be taken on specific reexamination dates set by the Office of Academic Affairs/Undergraduate Medical Education. If the student fails the makeup examination in the clinical years, the Committee on Student Promotion will determine appropriate remedial action, which may include repeating the clerkship, repeating the year in question, a remedial time period for reading and attendance at didactic lectures, or academic dismissal. All third year 351 reexaminations must be passed before a student will be promoted to the fourth-year curriculum.

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

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

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

3. Specific Academic/Promotion Guidelines
   
a. Absences from Examinations
Students are excused from taking examinations at scheduled times only for the most extraordinary of circumstances, such as acute debilitating illness or an unanticipated family emergency. Students requesting to be absent from a scheduled examination for these or other reasons must do so in a timely manner. Students are required to request to be excused from taking an examination at a scheduled time. Approval for the request must be obtained from the course/ clerkship director. All health-related excuses must also have documented approval of the Director of University Health Services or his/her designee. Remediation for the missed examination will be made at the discretion of the course/ clerkship director.

b. Third and Fourth Years (Clinical Curriculum)
Because these two years provide the most important opportunity to assess a student’s ultimate ability to function successfully in a patient care setting, it is imperative that the Committee on Student Promotion exercise even greater
flexibility and latitude in determining academic status. A student who fails one or more clinical clerkships will be required either to retake the clerkship(s) or to repeat the entire year's rotations, or he/she may be dismissed from the College, depending on an evaluation by the Committee on Student Promotion of all relevant factors in the student’s entire record.

A student who is in good academic standing and receives one “Marginal Competence” evaluation in a Phase I clerkship will be placed on Academic Probation and offered the option of repeating that clerkship for academic remediation. The timing of the repeat clerkship will be determined by the Committee on Student Promotion and the Office of the Registrar in collaboration with the clerkship director. This time will be taken from the 10 weeks allotted vacation or may result in delayed graduation. The student may be offered the opportunity to improve the grade from Marginal Competence to Good or Excellent.

A student who receives one or more Marginal Competence evaluations during the clinical years will be placed on academic probation and have his/her entire academic record reviewed. The Committee on Student Promotion may also exercise one of the following options: repetition of the course involved, repetition of the year, or academic dismissal for poor performance.

An optional repeat of a clerkship, for remediation of a marginal Phase I clerkship grade, may occur only once in a student's program. The option of repeating a clerkship may be exercised only with approval of the Committee on Student Promotion. The student must be aware that he/she may be held to a higher standard on the repeat rotation, and that the grade obtained on the repeat experience will be final.

c. Academic Deficiencies
All academic deficiencies and grades of Incomplete, described in the section on class attendance, must be resolved before a student may be promoted into the next academic year. The mode of removing such deficiencies will be determined by the Committee on Student Promotion and transmitted to the student by the Office of Student Affairs. Such recommendations are carefully made on an individual basis and must be followed closely. The Committee may permit a student to begin the third year on a conditional basis while awaiting the reporting of Step 1 scores, but the student will not be officially promoted until all work of the previous academic year has been satisfactorily completed.

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

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

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

It is a Committee directive that course reexaminations in first- and second-year courses are to be given only during officially scheduled reexamination periods. Any request by a student for reexamination at a time other than the official reexamination period must be submitted in advance to the Committee on Student Promotion and must be supported by the course director. First-year students may be offered reexaminations in no more than one failed course.

Second-year students may be offered reexaminations in the Fundamentals of Pathology and Pharmacology course and Immunity Infection and Disease. This option may only be offered by the Committee on Student Promotion after a review of the student's academic record. Prior Academic Probation status may preclude this reexamination option.

In the second-year course, Foundations of Clinical Medicine, students must achieve a passing grade on each of the module examinations. Failure on any of the module examinations will be referred to the Committee on Student Promotion for review regarding the option of reexaminations. Prior Academic Probation status may preclude this reexamination option. Module re-exams passed will be recorded in the transcript with a (#) sign. Failure on three module examinations (or any combination of module examinations and re-examinations) in the Foundations of Clinical Medicine course may necessitate a repeat of the Foundations of Clinical Medicine course or the second year in its entirety.
Third- and fourth-year reexaminations must be scheduled within 90 days of the decision by the Committee on Student Promotion authorizing the student to take a reexam, at the recommendation of the department involved, at a time acceptable to both the student and course director, on the designated reexamination date for NBME subject examinations. Reexaminations must be passed to qualify for promotion into the next year of the curriculum. A student who does not pass the reexamination may be given the opportunity to remediate this reexamination failure. This remediation may involve a repeat of the clerkship, reading time and attendance at didactic lectures, or a repeat of the third year of the Jefferson curriculum. Based on review of the entire academic record, the student may be given an academic dismissal. Remediation for reexamination failures will be determined on a case-by-case basis.

Students who experience a second examination failure, in a different clerkship, will be reviewed on an individual basis by the Committee on Student Promotion. Such students may be offered the opportunity to take a reexamination, to repeat the clerkship in its entirety, to repeat a year of the Jefferson curriculum in its entirety or may be academically dismissed. Students who experience more than two examination failures, or who fail to successfully complete a scheduled reexamination, may be offered the opportunity to repeat a year of the Jefferson curriculum in its entirety or, in extreme circumstances, a remedial time period for reading and attendance at didactic lectures, or academic dismissal. When students are directed by the Committee on Student Promotion to repeat the entire academic year, they are required to retake each course/clerkship and all examinations. A grade will have to be resubmitted for each course/clerkship.

Passing grades on all reexaminations in the clinical years shall be recorded on the student’s transcript with a pound sign (#) to indicate that the grade was achieved by reexamination, regardless of the actual score achieved on the reexamination. Appeals for exemptions from first- or second-year courses during a repeat year must be submitted in writing by the student, along with a letter from the Course Director, to the Committee on Student Promotion. Such appeals will be considered only if the student has obtained a grade of Honors in the first sitting. Such decisions are made by the Committee on Student Promotion on an individual basis. Students who afford themselves the opportunity to repeat a year of curriculum must pass all courses. Matriculation may be terminated if any student fails to achieve satisfactory scholarship, or pass any course in its timely sequence during a second attempt at a year of the curriculum.

4. Academic Status

a. Academic Probation

Academic Probation is an administrative warning for any student who does not achieve a grade of Pass in a course, Step 1 or 2 CK or 2 CS of the USMLE, or receives a grade of Marginal or Fail in a clinical clerkship.

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

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

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

b. Academic Dismissal

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

1) Following receipt of notification of academic dismissal by the Committee on Student Promotion, a student may appeal a decision about his/her student status by submitting within 10 days a written request to the Office of Office of Academic Affairs/Undergraduate Medical Education. This request must contain the grounds being asserted by the student for the appeal.

2) If possible, the student’s appeal will be heard by the Committee on Student Promotion at the next scheduled meeting. However, a special meeting may be called to hear this appeal, if warranted, at the discretion of the Office of Office of Academic Affairs/Undergraduate Medical Education or chairman of the Committee on Student Promotion.

3) The student must submit additional documents or other materials to substantiate his/her basis for appeal.

4) The student may request the right to appear before the Committee on Student Promotion to present his/her appeal. He/she may request a faculty advisor to accompany him/her but under no circumstances should he/she directly contact individual members of the Committee on Student Promotion regarding the appeal.

5) At the meeting, the Committee on Student Promotion will deliberate and reach a decision regarding the student’s appeal. If additional investigation is required for the Committee on Student Promotion to obtain further information and make its determination. A final decision may be postponed for up to 10 days if additional investigation is required for the Committee on Student Promotion to obtain further information and make its determination. In any case, the student will be notified in writing of the decision of the Committee on Student Promotion regarding his/her appeal.

6) If the student wishes to appeal the decision of the Committee on Student Promotions to the Dean of the medical college he/she must submit such a request in writing to the Dean within seven days after the date of written notification of the Committee on Student Promotion's determination. This written request to the Dean must state the basis for the new appeal and must include new information that would warrant a reconsideration of the decision to dismiss.

7) The College Bylaws preclude any other body from overruling a decision of the Committee on Student Promotion. However, the Dean may remand the matter to the Committee on Student Promotion for reconsideration if warranted. In the alternative, the Dean may find no merit in the request and deny the second appeal.

8) The student will be notified in writing of the Dean’s decision within 14 days after receipt of his/her written request by the Dean.

9) If the Dean recommends reconsideration, the Committee on Student Promotion will review and re-evaluate the matter at the next scheduled meeting. The student will have the right to appear at this meeting to give a brief summary of new information presented to the Dean and to respond to questions. The decision rendered by the Committee on Student Promotion after this reconsideration will be final and binding.

d. Reinstatement of Students after Academic Dismissal

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

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

In making its decision, the Committee on Student Promotion may request additional information and/or personal interview(s) with the student. The procedure to be used will be determined at the discretion of the Committee on a case-by-case basis.
e. Withdrawals
Withdrawals from the medical college may be permitted under special circumstances. The Office of Student Affairs shall be consulted before any steps are taken. A letter of withdrawal shall then be submitted to the Committee on Student Promotion. A student must have passing grades in all coursework to request withdrawal. If a student with academic deficiency requests withdrawal, this is deemed as equivalent to an academic dismissal. Any student who withdraws from the medical college and wishes to subsequently return within two calendar years must submit a letter with this request to the Committee on Student Promotion. The Committee will rule on any and all such requests for readmission on a case-by-case basis. Inactive status after two calendar years will result in an administrative withdrawal or dismissal.

f. Voluntary Leaves of Absence
Under certain circumstances, leaves of absence may be granted to students who are in good academic standing.

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

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

2. Academic Enrichment/Personal/Non-Medical
Leaves of absence for academic enrichment and personal, non-medical reasons, may be entertained by the Committee on Student Promotion upon receipt of a written request via the Office of Student Affairs for such a leave from a student in good academic standing in the medical college. The student must supply to the Committee reasons that unequivocally validate the need for a non-medical leave. As a corollary, should such a leave be granted, the Committee, at the time that the leave is granted, will establish clear stipulations that the student must follow in order to gain reinstatement. Generally, such leaves will be no more than one (1) year in duration. Leaves of absence for PhD work either at Jefferson or another institution will be granted for up to 4 years. Non-medical leaves do not involve or require action or endorsement by the Director of University Health Services.

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

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

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

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

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

h. Class Assignments Following a Leave of Absence

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

i. Special Policies in Regard to Course Incompletes, Withdrawals, and Repetitions

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

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

Reasonable Accommodations for SKMC Students

Jefferson will make reasonable accommodations which do not impose an undue hardship on the medical college on behalf of qualified individuals with disabilities or handicaps of which Jefferson is aware. Jefferson also will make reasonable accommodations which do not impose an undue hardship on Jefferson with regard to a student’s religious observances, practices and beliefs of which Jefferson is aware. Students are required to fulfill the technical standards of the Medical College, with or without accommodation. Technical standards for admission to medical school can be found on the Admissions Office Web site at http://www.jefferson.edu/SKMC/admissions/procedure.cfm.

Request(s) for accommodation(s) for medical or religious reasons, should be made through the Associate Dean for Academic Affairs/UME.

Testing Accommodations

Thomas Jefferson University (TJU) recognizes and respects the implications that Title III of the Americans with Disabilities Act has on those students with certain specific learning disabilities who seek appropriate testing accommodations. To assure appropriate response, TJU requires that the disability be properly disclosed at the onset of the student's education at Jefferson and that the disability be well documented. Further requirements are as follows:

1. Any student seeking accommodations for a disability must make this request in writing before the start of classes. The written request should be submitted to the appropriate college’s Office of Undergraduate Education. The request should state the diagnosis, the need for a specific type of accommodation or auxiliary aid and why the particular type of accommodation is appropriate. Written documentation must accompany the student’s request. Requests submitted after the beginning of classes may not be considered.

2. Any student with a learning disability and seeking testing accommodations must submit appropriate documentation. For learning disabilities, this documentation must include I.Q. test and achievement test scores that are a) converted to the norm for adult subjects, including raw scores; b) have been administered by a certified or licensed practitioner; c) have been administered and reported within the last three years. Jefferson reserves the right to require additional documentation from an appropriately credentialed examiner in order to further corroborate the diagnosis and or the specific accommodations requested. The student requesting accommodations will be responsible for the scheduling of and payment for these services; the examiner must be approved by the Associate Dean for Academic Affairs/UME. The diagnosis of a disability does not necessarily imply that accommodations are required or appropriate.
3. TJU requires that any supplied documentation include a specific medical and/or psychological diagnosis to warrant the consideration of accommodations.

4. Any grant of reasonable accommodations pursuant to Title III of the Americans with Disabilities Act will relate specifically to the diagnosed disability and will not necessarily affect other aspects of the student's education at Jefferson. For example, the grant of additional time as a testing accommodation will not necessarily warrant the grant of additional time for performing clinical assignments. In no case will accommodations be made if, in the judgment of the faculty, the accommodation would compromise standards of clinical competence or fundamentally alter the academic program.

*Note: The prior granting of accommodations for any other testing administration such as the SAT or MCAT does NOT necessarily mean that accommodations will be granted by TJU.

**Class Attendance**

The educational program is designed to offer the student varied modes of learning. This includes classroom lectures, seminars, small group sessions, demonstrations, and laboratory exercises, as well as the use of textbooks and other written material and audiovisual presentations. Direct faculty-student contact in various settings offers special advantages over other modes of communication. The classroom gives the faculty an opportunity to highlight, comment on, update, and summarize the material at hand. Demonstrations, laboratory exercises, and bedside learning can, in turn, provide a dimension not obtainable through reading and other didactic modes of learning. Participation in these activities is essential for a sense of collegiality, which is going to play an important role in the professional development of each individual. Therefore, distractors, such as the use of cell phones and other electronic devices during lecture, are not permitted.

The procedure used to monitor attendance will be described in the beginning of each course. Attendance is required for all small groups, laboratory, clinical correlations and presentations, clinical skills teaching, clinical skills assessment (i.e., OSCE), and clinical activities including didactic sessions, in all four years. Failure to meet clinical responsibilities because of justifiable inability of attendance may result in an Incomplete. An Incomplete is to be given when a student has been unable to meet the requirements for completion of a particular course. It implies that a student has made a legitimate effort to comply with the requirements, and it does not represent an appropriate evaluation solely for failure of a student to appear for a course. Coincident with submission of an Incomplete must be a statement from the faculty documenting the reasons for the evaluation, detailing the mechanisms for completion of the required course work, and establishing a time frame within which this work must be completed. Failure to meet clinical responsibilities because of the unjustified lack of attendance will result in the grade of Failure and will be referred to the Committee on Student Promotion for appropriate action.

**Sidney Kimmel Medical College’s Policy on Student Duty Hours**

Medical students must learn to balance the long hours that patient care and learning demand while at the same time getting adequate rest to ensure that they function at the highest level while caring for their patients. Sidney Kimmel Medical College is committed to providing a safe and supportive learning environment for our students. Using both the ACGME and the Institute of Medicine duty hour policies as guides, the Sidney Kimmel Core Clerkship committee with input for all of the clerkship directors has developed a policy regarding students’ duty hours. The policy was reviewed by the Curriculum Committee and adopted.

Jefferson’s policy regarding students’ duty hours follows:

1. The definition of duty hours is all clinical and academic activities undertaken by students. These activities include patient care, in house time spent on call, and scheduled academic activities such as conferences. Duty hours do not include reading and preparation time spent away from duty site.

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

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

4. Continuous on-site duty hours must not exceed 28 hours.
5. Compliance is monitored by the clerkship directors who receive the data from student questionnaires administered at the end of each clerkship rotation.

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

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

Approved Absences

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

Qualifications for License in the Commonwealth of Pennsylvania

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

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

1) at least ten years have elapsed from the date of conviction;

2) the applicant satisfactorily demonstrates to the Board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of his patients or the public or a substantial risk of further criminal violations; and

3) the applicant otherwise satisfies the qualifications contained in or authorized by this act.

As used in this section the term ‘convicted’ shall include a judgment, an admission of guilt or a plea of “nolo contendere.”

Policy and Procedure for Students Promoted to and Enrolled in the Fourth Year Who Fail to Meet the Requirements for Graduation by the Scheduled Time of Commencement

1. Official Graduation List Published in the Graduation Program

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

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

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

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

5. Procedure for Awarding Degrees to Students not Graduating with their Regular Class
   a. All students who have not completed the requirements for their degree at the scheduled time for Commencement will:
      i) Be required to meet with their Dean in the Office of Student Affairs to discuss what they need to do to fulfill the requirements for graduation;
      ii) Receive a schedule of when each course will be taken and where (if applicable); and
      iii) Be informed that:
          • He/she must register for each course at the University Office of the Registrar.
          • He/she should inform the University Office of the Registrar of a firm contact address subsequent to the completion of all graduation requirements.

   b. Upon receipt of the grades that will conclude a student’s requirements for the degree, the University Office of the Registrar will prepare a copy of the academic record and submit this to the Office of Student Affairs. The Office of Student Affairs will submit the record to the Committee on Student Promotion for action at its next scheduled meeting.

   c. Following the approval of the Committee on Student Promotion, the record will then be submitted for approval of the Executive Council at its next scheduled meeting. With approval of the Executive Council, the final approval will be obtained from the Board of Trustees. Assuming favorable action, the student will be informed and this information will include a date when the diploma will be available. The effective date the degree is granted will be the date of approval of the Board of Trustees.

   d. In all cases, the student will be asked to receive his/her diploma in person from the Dean or his/her representative after administration of the Oath of Hippocrates by the Dean in the Office of Student Affairs and Career Counseling. If this is not feasible, arrangements will be made to have another physician known to the Office of Student Affairs complete this process.