



# The Medical College of Georgia Office of Academic Affairs

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## Criteria for Promotion, Graduation, and Dismissal

### I. Standards of Academic Performance

#### A. Academic Requirements Graduate (All Campuses)

1. A student must satisfactorily complete the required curriculum,
  - a. including required courses
  - b. designated USMLE exams
  - c. Clinical Progression Assessments (CPAs)
  - d. and meet all other MCG requirements.

#### B. Academic Requirements Preclerkship Experience - Augusta Campus

1. **Academic Requirements to Pass from Preclerkship Curriculum to the Clerkship Curriculum**
  - a. The student must pass all Preclerkship courses.
  - b. Successfully remediate deficiencies.

#### C. Academic Requirements Preclerkship Experience - Athens Campus

1. **Academic Requirements to Pass from the Year 1 Curriculum to the Year 2**
  - a. The student must pass all Year 1 courses.
  - b. Successfully remediate deficiencies.
2. **Academic Requirements to Pass from the Year 2 Curriculum to the Clerkship Experience (Athens Campus)**
  - a. Pass all Year 2 courses.
  - b. Pass USMLE Step 1.
  - c. Successfully remediate deficiencies.
  - d. Complete all Year 1 and 2 requirements and enter Clerkship Experience within four years of matriculation.
    - i. Note the exception for enrollment in the MD/PhD program.

#### D. Academic Requirements to Complete Courses/Clerkship/Enrichment Experience and Graduate – Augusta Campus (Class of 2023); Athens Campus (all Classes)

1. Pass all required courses.
2. Pass 16 weeks of electives.
3. Pass Clerkship CPA (See below for passing requirement).
4. Pass USMLE Step 1.
5. Pass USMLE Step 2.



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### **E. Academic Requirements to Complete Courses/Clerkship/Enrichment Experience and Graduate – Augusta Campus (Class of 2024)**

#### Pass Core Curriculum Requirements

1. Pass all required courses.
2. Pass 6 weeks of electives.
3. Pass Clerkship CPA (see below for passing requirement).
4. Pass USMLE Step 1.
5. Pass USMLE Step 2.

#### Pass Requirements of Chosen Pathway

1. PGY1 Pathway – graduate and go to residency
2. Dual Degree Pathway – complete requirements of second degree, PCL
3. Enrichment Pathway –
  - a. Pass required enrichment phase courses (ex. PCL).
  - b. Pass an additional 8 weeks of electives.
  - c. Pass three enrichment selectives – one advanced clinical elective, one scholarly project course, and any combination of one more of these.

### **F. Academic Requirements to Complete Courses/Clerkship/Enrichment Experience and Graduate – Augusta Campus (Class of 2025 and beyond)**

#### Pass Core Curriculum Requirements

1. Pass all required courses.
2. Pass 6 weeks of electives.
3. Pass Clerkship CPA (see below for passing requirement)
4. Pass USMLE Step 1.
5. Pass USMLE Step 2.

#### Pass Requirements of Chosen Pathway

1. PGY1 Pathway – graduate and go to residency
2. Dual Degree Pathway – complete requirements of second degree, PCL
3. Enrichment Pathway –
  - a. Pass required enrichment phase courses (ex. PCL)
  - b. Pass an additional 8 weeks of electives
  - c. Pass five enrichment selectives – one advanced clinical elective, one scholarly project course, one integrative science course, and any combination of two more of these.

### **G. Interpretation of Grades (All Campuses)**

1. “**A**” – Outstanding performance
2. “**B**” – Very good performance
3. “**C**” – Satisfactory; acceptable performance
4. “**D**” – Unsatisfactory; performance has not met the acceptable standards
5. “**F**” – Failing
6. “**P**” – Passing



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7. “S” – Satisfactory
8. “U” – Unsatisfactory
9. “CP” - Continuing Progress – courses that cover more than one semester will receive a “CP” grade for the first semester. This does not affect the final grade or credit for the course.
10. “NR” - Not Reported - “NR” is a temporary grade used when a student has not completed all of the work at the end of a course. A student who has received an “NR” grade has one additional semester to complete the required work and to receive a final grade. A grade change form is required to remove the "NR" and assign the final grade. Any "NR" grade not removed after the next semester will be converted to an “F” grade. “NR” is different from “I” because “I” is used only when the student does not complete the work for non-academic reasons.
11. “I” – Incomplete; a student who is doing satisfactory work but, for non-academic reasons beyond his/her control is unable to meet the full requirements of the course, may be assigned an incomplete (“I”) grade. A form must be completed to assign the incomplete grade and must include justification. A student who has received an “I” grade has one additional semester to complete the required work and to receive a final grade. A grade change form is required to remove the incomplete and assign the final grade. Any incomplete grade not removed after the next semester will be converted to an “F” grade.

### II. Deficiencies, Preclerkship Curriculum, Prescribing Remediation, Consideration for Dismissal (Augusta Campus)

#### A. Definition of Deficiency in Preclerkship Experience

1. Grade of unsatisfactory “U”.
2. Failure to successfully remediate a module.
3. Failure to meet any of the core competencies in a module in which the student received a passing grade.
4. Professionalism Concerns.

#### B. Remediation Based on the Number and Severity of Deficiencies

1. Remediation will be based on evaluation of the totality of the student’s record.
2. The Student Promotions Committee or Subcommittee will consider the recommendations for remediation made by the appropriate faculty leadership of the educational program, modules, and/or phases from the appropriate campus.
3. The approach the Student Promotions Committee or Subcommittee takes differs depending upon the number of deficiencies and the totality of performance, but may include:
  - a. Requirement for remedial work (independent, supervised, course, or other)
  - b. Taking examinations
  - c. Repeating a course
  - d. Repeating some or all of the year’s curriculum
  - e. Setting an Academic Performance Hearing with the Student Promotions Committee



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4. One deficiency: The Subcommittee Chair, or their designee from the Subcommittee, and the student's Class Dean, will meet with the student about a first deficiency.
  - a. If a student does not meet the minimum requirements for passing a preclerkship module on the Augusta campus, they will receive a grade of "U" for that module and automatically be enrolled in a one-week remediation course that will occur immediately following the module and retake the end of module exam. If they are not successful with the one-week remediation, they will take a six-week remediation course before starting clerkships.
  - b. Subcommittee approval to be enrolled in the automatic one-week remediation course is not required. All other requirements and recommendations made by the Subcommittee Chair and Class Dean will be reported to the appropriate Subcommittee for a vote.
5. Two deficiencies: All members of the Subcommittee will meet with the student and review the academic progress of students who have more than one deficiency.
  - a. Typically, the Subcommittee will choose among the following options:
    - i. Remediation of the deficiencies at the time determined by the Curriculum Office.

Repeat of the preclerkship curriculum to be reviewed and approved during an Academic Performance Hearing with the Student Promotions Committee.6. Three or more

deficiencies: An Academic Performance Hearing with the full Student Promotions Committee will be held to meet with the student and review the academic progress of students who have more than two deficiencies. This meeting could lead to dismissal.

7. At the end of any semester or at the end of the entire preclerkship curriculum, the Student Promotions Committee has the ability to review the total academic performance of the student in the preclerkship curriculum and decide about repeating the semesters or dismissal.
8. An academic segment of the curriculum may only be repeated once: If a student achieves an unsatisfactory grade in any module/course during an academic segment that is being repeated, an Academic Performance Hearing will be initiated, and the student will be subject to dismissal.

### **C. Remediation Preclerkship Track - Class of 2025 and beyond**

1. Students must meet all benchmarks to pass a module. If a student does not meet the benchmarks for passing a preclerkship module on the Augusta campus, they will receive a grade of "U" for that module and be automatically enrolled in a one-week remediation course that will occur immediately following the module. If they are not successful with the one-week remediation, they will take a six-week remediation course before starting clerkships.
2. The grades for the initial course and the remediation course(s) will be included on the transcript. Failure to pass the one-week remediation will not be considered a second deficiency. Failure to pass the six-week remediation will be considered a second deficiency.

### **D. Notification and Scheduling of Remediation**

1. A remediation plan is designed by the Student Promotions Committee or Subcommittee in collaboration with the Curriculum Office.
2. The Student Promotions Committee or Subcommittee Chair (or designee) submits the decision of the Committee or Subcommittee, in writing, to the Vice Dean for Academic



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Affairs. The Vice Dean will review the decision to ensure compliance with applicable rules, regulations, and approaches established by MCG. In cases where the Vice Dean has concerns in these areas, they may refer back to the appropriate Subcommittee (for Subcommittee actions) or full Committee (for Committee or Subcommittee actions) for reconsideration.

3. The remedial plan is made known to the student, in writing, by the Chair of the Student Promotions Committee or Subcommittee. The Chair of the Student Promotions Committee or Subcommittee will notify the Associate Dean for Student Affairs and Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member(s) of the remediation.
4. The student must schedule the remediation through the Curriculum Office.
5. A remediation plan may only begin after items 1-4 above have occurred, with the exception of automatic one-week remediation courses.
6. Remediation may not be scheduled concurrent with any other module.
7. Remediation will be scheduled following the , preclerkship curriculum and prior to beginning clerkships.

### **E. Grade Designation following Remediation for Preclerkship Experience**

1. A student must satisfactorily complete the required Preclerkship Experience courses/modules to be eligible for promotion and may not begin courses for the Clerkship Experience until the remediation is completed. Remediation guidelines are outlined above.
2. Grade designation following remediation will be as follows.
  - a. The student will be enrolled into the appropriate one credit hour remediation course, which will be designated as “MEDR” on the transcript.
  - b. If the student successfully completes the remediation course, a satisfactory grade (S) will be entered on the transcript for the remediation course.
  - c. If the student does not successfully complete the remediation, an unsatisfactory grade (U) will be entered on the transcript for the remediation course.
  - d. The remediated and original course grades will be recorded on the student’s transcript.

### **F. Consideration for Dismissal or Repeat**

1. The academic performance of each student in the Preclerkship Experience shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:
  - a. A student’s knowledge, character, mental or physical fitness casts grave doubt upon that student’s potential capabilities as a physician.
  - b. The student has accumulated three or more deficiencies.
  - c. The Subcommittee requests a hearing
  - d. The Subcommittee recommends dismissal or repeat of the preclerkship curriculum.

## **III. Deficiencies, Preclerkship Experience, Prescribing Remediation, Consideration for Dismissal (Athens Campus)**



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### A. Definition of Deficiency in Year 1

1. Grade of unsatisfactory “U”.
2. Failure to successfully remediate a module.
3. Failure to meet any of the core competencies in a module in which the student received a passing grade.
4. Professionalism Concerns.

### B. Definition of Deficiency in Year 2

1. Grade of unsatisfactory “U”.
2. Failure to successfully remediate a module.
3. Failure to meet any of the core competencies in a module in which the student received a passing grade.
4. Professionalism Concerns.

### C. Remediation Based on the Number and Severity of Deficiencies

1. Remediation will be based on evaluation of the totality of the student’s record.
2. The Student Promotions Committee or Subcommittee will consider the recommendations for remediation made by the appropriate faculty leadership.
3. The approach the Student Promotions Committee or Subcommittee takes differs depending upon the number of deficiencies and the totality of performance, but may include:
  - a. Requirement for remedial work (independent, supervised, course, or other)
  - b. Taking examinations
  - c. Repeating a course
  - d. Repeating some or all of the year’s curriculum
  - e. Setting an Academic Performance Hearing with the Student Promotions Committee
4. One deficiency: The Subcommittee Chair, or their designee from the Subcommittee, and the Campus Associate Dean for Student Affairs will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate Subcommittee for a vote.
  - a. Typically, the Subcommittee will allow the student to remediate the deficiency at the end of the academic year and continue to the next year of the curriculum.
5. Two deficiencies: All members of the Subcommittee will meet with the student and review the academic progress of students who have more than one deficiency.
  - a. Typically, the Subcommittee will choose among the following options:
    - i. Remediation of the deficiencies at the end of the academic year
    - ii. Repeat of the academic year to be reviewed and approved during an Academic Performance Hearing with the Student Promotions Committee
6. Three or more deficiencies: An Academic Performance Hearing with the full Student Promotions Committee will be held to meet with the student and review the academic progress of students who have more than two deficiencies. This meeting could lead to dismissal.
  - a. The Subcommittee, with the concurrence of the Chair of the Student Promotions Committee, may defer the hearing until a later time in the academic year if the



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Subcommittee believes that the additional period of observation will yield a better outcome for the student.

7. At the end of the academic year, the Student Promotions Committee has the ability to review the total academic performance of the student in the preclerkship curriculum and decide about repeating the year or dismissal.
8. An academic year may only be repeated once: If a student achieves an unsatisfactory grade in any module, course, intersession, clerkship, elective or selective during an academic year that is being repeated, an Academic Performance Hearing will be initiated and the student will be subject to dismissal.

### **D. Notification and Scheduling of Remediation**

1. A remediation plan is designed by the Student Promotions Committee or Subcommittee in collaboration with the Curriculum Office.
2. The Student Promotions Committee or Subcommittee Chair (or designee) submits the decision of the Committee or Subcommittee, in writing, to the Vice Dean of Academic Affairs. The Vice Dean will review the decision to ensure compliance with applicable rules, regulations, and approaches established by MCG. In cases where the Vice Dean has concerns in these areas, they may refer back to the appropriate Subcommittee (for Subcommittee actions) or full Committee (for Committee or Subcommittee actions) for reconsideration.
3. The remedial plan is made known to the student, in writing, by the Chair of the Student Promotions Committee or Subcommittee. The Chair of the Student Promotions Committee or Subcommittee will notify the Associate Dean for Student Affairs and the Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member(s) of the remediation.
4. The student must schedule the remediation through the Curriculum Office.
5. A remediation plan may only begin after items 1-4 above have occurred.
6. Remediation may not be scheduled concurrent with any other module.
7. Remediation will be scheduled following the academic year in which the deficiency occurred, and prior to the onset of the subsequent academic year curriculum.

### **E. Grade Designation following Remediation for Preclerkship Experience**

1. A student must satisfactorily complete the required Preclerkship Experience courses/modules to be eligible for promotion and may not begin courses for the Clerkship Experience until the remediation is completed. Remediation guidelines are outlined above.
2. Grade designation following remediation will be as follows.
  - a. The student will be enrolled into the appropriate one credit hour remediation course, which will be designated as “MEDR” on the transcript.
  - b. If the student successfully completes the remediation course, a satisfactory grade (S) will be entered on the transcript for the remediation course.
  - c. If the student does not successfully complete the remediation, an unsatisfactory grade (U) will be entered on the transcript for the remediation course.
  - d. The remediated and original course grades will be recorded on the student’s transcript.



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### **F. Consideration for Dismissal or Repeat**

1. The academic performance of each student in the preclerkship curriculum shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:
  - a. A student's knowledge, character, mental or physical fitness casts grave doubt upon that student's potential capabilities as a physician
  - b. The student has accumulated three or more deficiencies
  - c. The Subcommittee requests a hearing
  - d. The Subcommittee recommends dismissal or repeat of an academic year

### **IV. Deficiencies, Clerkship and Enrichment Phase, Prescribing Remediation and Consideration for Dismissal**

#### **A. Grade Assignment – Clerkship and Enrichment Phase**

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

#### **B. Definition of a Deficiency and Academic Difficulty in Clerkship and Enrichment Phase**

1. **Academic Difficulty (Class of 2024 and beyond)**
  - a. Failure of first take of NBME shelf exam in more than one clerkship
2. **Deficiency**
  - a. Grade of "D" or "F" in a required course or activity.  
\*Note that a grade of "D" is only assigned when a student fails to meet the passing cutoff on a shelf exam but otherwise would pass the course. If remediation is successful, the "D" is converted to a "C". If it is unsuccessful the "D" becomes an "F". (see Section G below on Grade Designation after Remediation).
  - b. Failure to successfully remediate a course or activity.
  - c. Failure of USMLE Step 1 or Step 2.
  - d. A significant concern about meeting any of the core competencies in a course in which the student received a passing grade.





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- e. Students rated “Unable to Perform” or “Needs Significant Assistance to Perform” (“Does Not Meet Expectations” or “Marginal”) in any category of Professionalism that is endorsed by the clerkship director as warranted, will earn a “D” or “F” and will require consideration for remediation.

### 3. Clerkship CPA

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

### C. Recommendations Based on the Number and Severity of Academic Difficulties (Class of 2024 and beyond)

1. All academic difficulties must be reviewed by the appropriate Student Promotions Subcommittee (or full Committee as circumstances warrant).
2. The level of review will be based on the number of difficulties and the totality of the student's record.
  - a. Warning of academic difficulty (i.e. unsuccessful first take NBME shelf exam score in one clerkship): Student meets with academic advisor.
  - b. One academic difficulty (i.e. unsuccessful first take NBME shelf exam score in two clerkships): Student meets with academic advisor; student meets with Class Dean and promotions Subcommittee Chair and determine course of action.
  - c. Two academic difficulties (i.e. unsuccessful first take NBME shelf exam score in three clerkships): Student meets with advisor; student meets promotions Subcommittee and determine course of action.
  - d. Three or more academic difficulties (i.e. unsuccessful first take NBME shelf exam score in four or more clerkships) - Student may need to meet with the promotions Subcommittee at the discretion of the Class Dean and promotions Subcommittee Chair.
3. The Subcommittee will consider the recommendations made by the appropriate faculty leadership, including input from the Class Dean and/or other representative(s) from Academic Affairs as well as the relevant course director, as appropriate.

### D. Remediation Based on the Number and Severity of Deficiencies

1. Remediation will be based on the number of deficiencies and the totality of the student's record.
2. The Student Promotions Committee or Subcommittee will consider the recommendations for remediation made by the appropriate faculty leadership.
3. The Student Promotions Committee or Subcommittee Chair (or designee) submits the decision of the Committee or Subcommittee, in writing, to the Vice Dean of Academic



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- Affairs. The Vice Dean will review the decision to ensure compliance with applicable rules, regulations, and approaches established by MCG. In cases where the Vice Dean has concerns in these areas, they may refer back to the appropriate Subcommittee (for Subcommittee actions) or full Committee (for Committee or Subcommittee actions) for reconsideration.
4. The approach the Student Promotions Committee or Subcommittee takes differs depending upon the number of deficiencies and the totality of performance, but may include:
    - a. Requirement for remedial work (independent, supervised, course, or other).
    - b. Taking examinations.
    - c. Repeating a course.
    - d. Repeating some, or all, of the Clerkship and Enrichment curriculum.
    - e. Setting an Academic Performance Hearing with the Student Promotions Committee.
  5. One deficiency: The Subcommittee Chair, or their designee from the Subcommittee, and the student's Class Dean will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate Subcommittee for a vote.
    - a. Typically, the Subcommittee will choose from the following options:
      - i. A student who has one clerkship deficiency ("D") may be allowed to remediate that deficiency at the end of the academic year, and if the student fails the remediation, the student will be required to repeat the clerkship in its entirety.
      - ii. A student who receives a failing ("F") grade in the required clerkship must repeat the clerkship before progressing to the next phase.
  6. Two deficiencies: All members of the Subcommittee will meet with the student and review the academic progress of students who have more than one deficiency.
    - a. Typically, the Subcommittee will choose from the following options:
      - i. A student with two clerkship deficiencies in a single academic year may be allowed to retake the NBME shelf exams if they are the only deficiencies. A student who is unsuccessful in retaking an NBME shelf exam will be required to repeat the entire clerkship.
      - ii. A student may be required to repeat one or both clerkships.
      - iii. A student may be required to repeat the academic year.
  7. Three or more deficiencies: An Academic Performance Hearing with the full Student Promotions Committee will be held to meet with the student and review the academic progress of students who have more than two deficiencies. This meeting could lead to dismissal.
    - a. Typically, the Subcommittee will choose the following options:
      - i. A student who fails remediation or who acquires three or more deficiencies within a single academic year may be required to repeat the entire year (this requirement includes clerkships that may have been passed previously).
      - ii. A student may be considered for dismissal.
  8. An academic year may only be repeated once. If a student achieves an unsatisfactory grade in any course during an academic year that is being repeated, the student is subject to dismissal and an Academic Performance Hearing will be initiated.



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9. A student who receives a failing (“F”) grade in a course, must repeat it. If the student fails to achieve a satisfactory grade when the course is repeated, the student must present at an Academic Performance Hearing.
10. A student who receives an unsatisfactory grade in a required Enrichment course must remediate or repeat the course. If a student receives an unsatisfactory grade in an elective, the Subcommittee may require that the student repeat the elective or may permit the student to choose another elective to meet graduation requirements.

### **E. Remediation Guidelines – Clerkship and Enrichment Phase:**

1. NBME Shelf Exam Deficiency:
  - a. A student who has one NBME shelf exam deficiency (failure of the shelf exam after the retake) may be required to retake the NBME shelf exam after a four-week study block for each exam deficiency
  - b. A student who fails one NBME shelf exam remediation (failure of the above remediation) may be required to retake the whole clerkship.
  - c. A student who fails three or more NBME shelf exam after the retake or two or more shelf exam remediations may be required to repeat the entire clerkship phase of the curriculum (this requirement includes clerkships that may have been passed previously) or may be considered for dismissal.
2. Clerkship Clinical Deficiency:
  - a. A student who has one clinical deficiency (Grade “F” in the clinical portion of the clerkship) may be required to repeat the clinical portion of the clerkship.
  - b. A student who has two clinical deficiencies (Grade “F” in the clinical portion of the clerkship) may be required to repeat the clinical portion of one or both clerkships or may be required to repeat the clerkship phase of the curriculum.
  - c. A student who fails remediation or who has three or more clinical deficiencies may be required to repeat the entire clerkship phase of the curriculum (this requirement includes clerkships that may have been passed previously) or may be considered for dismissal.
3. Selective/Elective Deficiency:
  - a. A student who fails a selective or elective may be required to retake the same selective or elective or to take a different comparable selective or elective.
4. Clerkship CPA Deficiency:
  - a. Failure of the initial take of the Clerkship CPA does not constitute a difficulty or deficiency for the purposes of academic promotion.
  - b. The student's performance on the exam is discussed by the Clinical Skills Advisory Group, who devises a detailed remediation plan for the student.
  - c. Successful completion of the remediation program constitutes a Passing grade on the CPA.
  - d. Failure to successfully complete the remediation constitutes a failure of the CPA and a deficiency with all of the implications indicated below.



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### F. Notification and Scheduling of Remediation

1. A remediation plan is recommended by the Subcommittee.
2. The Student Promotions Committee or Subcommittee Chair (or designee) submits the decision of the Committee or Subcommittee, in writing, to the Vice Dean of Academic Affairs. The Vice Dean will review the decision to ensure compliance with applicable rules, regulations, and approaches established by MCG. In cases where the Vice Dean has concerns in these areas, they may refer back to the appropriate Subcommittee (for Subcommittee actions) or full Committee (for Committee or Subcommittee actions) for reconsideration.
3. The Chair of the Student Promotions Committee or Subcommittee will notify the Associate Dean for Student Affairs and Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member(s) of the required remediation.
4. The student must schedule the remediation through the campus Curriculum Office.
5. A remediation plan may only begin after items 1-4 above have occurred.
6. Remediation cannot be scheduled concurrent with any other clerkship, elective, or selective.
7. Clerkship remediation:
  - a. Must be scheduled at the beginning of the student's Enrichment phase unless another time is approved by the Associate Dean for Curriculum.
  - b. Clinical: Remediation of the clinical portion of a clerkship will be scheduled in the next available clerkship block following the failure. This may involve rescheduling of a previously scheduled clerkship.
  - c. NBME Shelf Exam: Remediation of a NBME shelf exam deficiency will be scheduled in the next available four-week block following the deficiency.
8. Selective/Elective remediation will take place in the next available four-week block following the deficiency.
9. The Associate Dean for Curriculum will notify the appropriate faculty member(s) of the required remediation.

### G. Grade Designation following Remediation - Clerkship and Enrichment Phase

1. NBME Shelf Exam Deficiency:
  - a. Students who successfully pass up to two NBME shelf exam retakes after the appropriate remediation will be assigned a grade of "C" (without annotation).
  - b. Students who fail a shelf exam remediation will be required to retake the entire clerkship. Grades in this case are assigned in the same manner as a student who must retake an entire clerkship because of a clerkship clinical failure.
  - c. If a student is required to repeat a clerkship, the repeated and original clerkship grades will be recorded on the student's transcript; both grades will be used in calculating the student's grade point average.
  - d. The original course and grade will remain on the student's transcript.
2. Clerkship Clinical Deficiency:
  - a. If a student is required to repeat a clerkship, the repeated and original clerkship will be recorded on the student's transcript; both grades will be used in calculating the student's grade point average.
  - b. The original course and grade will remain on the student's transcript.



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### 3. Selective/Elective Deficiency:

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

### **H. Consideration for Dismissal or Repeat - Clerkship and Enrichment Phase**

1. The academic performance of each student in the Clerkship and Enrichment curriculum shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:
  - a. A student's knowledge, character, mental or physical fitness casts grave doubt upon that student's potential capabilities as a physician.
  - b. The student has accumulated three or more deficiencies.
  - c. The Subcommittee requests a hearing.
  - d. The Subcommittee recommends dismissal or repeat of an academic year.
  - e. A student does not pass a required remediation.
  - f. A student has not passed either USMLE Step 1 or Step 2 in three attempts.

Note: Students who are required to repeat a clerkship because of a failed remediation or to repeat an entire academic year are not subject to the Academic Difficulties process described above and do not take retake shelf exams in the repeated clerkship or academic year. In this situation, failure to achieve a passing score on the first attempt of an NBME subject exam will result in a academic deficiency.

## **VI. United States Medical Licensing Examinations (USMLE)**

### **A. USMLE Step 1**

1. A student may not take USMLE Step 1 until they have satisfactorily completed the entirety of the preclerkship curriculum.
2. A student must pass USMLE Step 1 to graduate.

### **B. USMLE Step 2**

1. A student may not take USMLE Step 2 until they have satisfactorily completed the entirety of the core clerkship curriculum.
2. A student must pass USMLE Step 2 to graduate.



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### C. Remediation

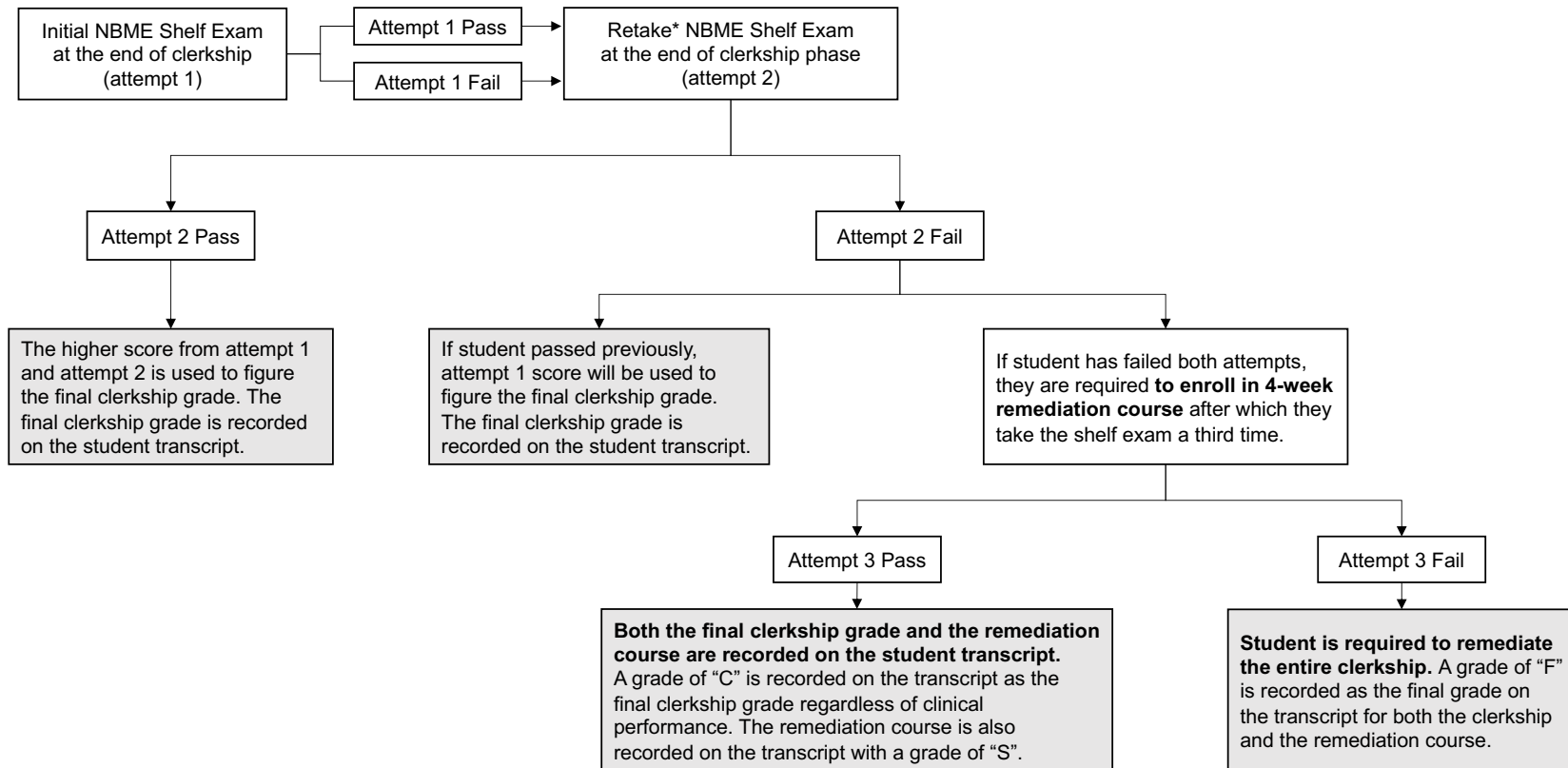
1. A student must have all USMLE Step scores reported to MCG each time they take the exam.
2. A student will be subject to dismissal if they are unable to pass USMLE Step 1 or Step 2 in three attempts. Students will not be certified by MCG to take the USMLE Step 1 or Step 2 examinations more than three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



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## Appendix A: NBME Retake Exam Flowchart

### NBME Shelf Exam Retake Flow Chart



*\*Excludes students covered in the Opt Out Policy.*

**\*DISCLAIMER:** Printed version of this document is unofficial for reference only; official version can be found online: <https://www.augusta.edu/mcg/coffice/curriculum/policies.php>