



# Academic Progress & Graduation

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**Senior Leader:** Medical School Dean

**Responsible University Officer:** Associate Dean for Undergraduate Medical Education

**Policy Owner:** Assistant Dean, Student Affairs - Twin Cities

Associate Dean, Student Life & Academic Affairs - Duluth

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## POLICY STATEMENT

All students of the University of Minnesota Medical School (UMMS) are expected to maintain continuous enrollment and meet the same academic, technical, and professional standards for advancement and graduation within a prescribed time frame, with or without accommodations. These requirements include successful completion of all preclinical and clinical phase work, passing of the USMLE Step 1 and 2CK, and demonstrated proficiency in the Competencies Required for Graduation. Satisfactory academic progress is also necessary for determining financial aid eligibility.

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## REASON FOR POLICY

This policy clarifies the requirements governing what constitutes satisfactory academic progress for advancement in the educational program and for graduation. In addition, for students receiving financial aid, federal regulations require the UMMS to establish, publish, and apply standards to monitor progress toward completion of the MD degree.

This policy also ensures the medical school meets LCME Accreditation requirements as follows:

**Element 9.9: STUDENT ADVANCEMENT AND APPEAL PROCESS.** “A medical school ensures that the medical education program has a single set of core standards for the advancement and graduation of all medical students across all locations. A subset of medical students may have academic requirements in addition to the core standards if they are enrolled in a parallel curriculum. A medical school ensures that there is a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation, or dismissal.”

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## PROCEDURES

### I. Requirements

In order to make academic progress and be eligible to receive the MD Degree, the following requirements must be met.

#### 1. Preclerkship Phase

- a. All students must successfully pass Year 1 courses in order to progress to Year 2
- b. All students must successfully pass Year 2 courses in order to progress to the Clinical Phase (Year 3)

### Procedures and Limitations for Transition to the Central Campus in the Twin Cities

Students matriculated on the Regional Campus in Duluth will transition to the Central Campus upon successfully passing all preclerkship phase courses. Students who have not successfully passed one or more preclerkship phase requirements will not transition to the Twin Cities campus (and will not be approved for a transfer to another school) until successful remediation. At which point the student may transition to the Twin Cities, subject to scheduling modifications resulting from the delayed transition.

#### 2. **Clinical Phase**

- a. Students must successfully pass all required and elective clinical rotations and fulfill all required weeks of electives across the clinical phase
- b. All students must take and meet established performance levels (eg. pass) all required institutional assessments as designated in the MD Program requirements

#### 3. **All Phases**

- a. Students must successfully pass the USMLE Step 1 and Step 2CK as described in the section **USMLE Requirements**, below
- b. Students must meet compliance requirements for up-to-date immunizations as outlined in the **Student Compliance Requirements, Years 1-4** policy (see “*Related Information*”)
- c. Students must meet the academic, technical, and professional standards at each level of the medical education program and must do so within the prescribed time frame with or without accommodations (*see below*)

#### 4. **Time Limits for completion of coursework and awarding of MD**

The maximum duration for completion of undergraduate medical education is six years from matriculation as detailed below.

- a. All preclerkship phase courses and academic requirements must be successfully completed within three years from matriculation<sup>1</sup>
- b. All clinical phase courses and academic requirements must be successfully completed within three years from the start of the Year 3 curriculum<sup>1</sup>

#### Exceptions:

- a. Students enrolled in a dual degree program are granted additional time as long as they otherwise remain in good academic standing in the medical school
- b. Approved Leaves of Absence (LOA) are not counted against time to completion

<sup>1</sup> For purposes of this policy, successful completion of the academic requirements in the preclerkship and clinical phases is inclusive of passing scores on the USMLE Step 1 and Step 2CK.

## **II. Systematic Progression**

#### 1. **Academic Difficulty**

Refers to failing and/or performing marginally on one or more graded components within a course/clerkship, *prior* to receiving a final grade for the course/clerkship. In these instances, students are strongly encouraged to proactively seek out services to support their academic success. It is ultimately each student’s responsibility to be engaged in, and take responsibility for, their own education and for availing themselves of academic resources.

#### 2. **At Risk**

A student is considered “At Risk” inclusive of, but not limited to: students who receive a failing grade (N) in any one basic science or clinical course in a given term, or those who fail their first attempt on USMLE Step 1 or Step 2CK with no other previous, current, or outstanding academic failures or professional deficiencies.

Students At Risk will meet with their Twin Cities Academic Advisor, and/or the Dean of Students for

their campus to develop an appropriate and detailed remediation plan.

### 3. Academic Probation

This refers to students with continuing and/or more serious deficiencies. Probation is noted in the student's academic record and the Medical Student Performance Evaluation (MSPE) and the student is no longer in Good Academic Standing. Factors resulting in probationary status include the following:

- a. failing a **repeat** of a basic science or clinical course (see "*Definitions*")
- b. failing a **re-examination** of a basic science exam (see "*Definitions*")
- c. failing to meet the requirements of a remediation plan
- d. a second failure in any combination of basic science courses, clinical courses, or USMLE Step Exams whether previously remediated or currently unremediated
- e. Being sanctioned for a significant or persistent professionalism or behavioral violation (see "*Related Information*").

### 4. Academic Dismissal

Dismissal will be noted in the student's academic record. A student will be subject to a dismissal hearing for the following reasons, including but not limited to:

- a. Having three or more failures in any combination of basic science or clinical courses, and/or USMLE exams (Step 1, Step 2CK) whether remediated or unremediated
- b. Failing USMLE Step 1 or Step 2CK three times (see "*USMLE Requirements*")
- c. Failing to remediate academic probation
- d. Egregious or repeated violations of professional standards in academic, clinical, or other related professional settings
- e. Egregious or repeated violations of the University's Code of Conduct (see "*Related Information*")
- f. Failing to adhere to the *Time Limits for Completion of Coursework and Awarding of the MD* as outlined herein

## IV. Scholastic Standing Committee Referral

Students who meet the criteria for Academic Probation will be referred to the relevant scholastic standing subcommittee (TSSC or DSSC). A scholastic standing subcommittee, with final authorization from the MSSSC, may also place a student on academic probation wherever warranted. In addition, any student, irrespective of academic standing may be referred to a scholastic standing subcommittee where review is warranted. Academic Dismissals may be considered irrespective of the student's academic standing at the time such action is considered. Refer to the [Scholastic Standing Committees Policy](#) for details.

## V. Graduation

Medical students must meet the following requirements to be awarded the MD degree.

- a. All requirements of the medical education program must be successfully completed and within the prescribed time limits
- b. Students must satisfy all conditions for remediation and not be on academic probation at the time of graduation

## VI. USMLE Requirements

Medical students must pass the United States Medical Licensing Examination (USMLE) Step 1 and Step 2 Clinical Knowledge (CK) in order to graduate with the MD degree. Passing standards are those established by the National Board of Medical Examiners (NBME).

### Time limits

Students are expected to take and pass USMLE Step 1 before the end of their first semester of the clinical phase. In the case of a failing score, students may be approved by the Twin Cities Scholastics Standing Committee (TSSC) to continue for up to one additional semester in their clinical coursework in order to permit time to retake and pass Step 1.

Students who have not received a passing score on USMLE Step 1 after retaking the exam may be referred to the TSSC for further review. In addition to other outcomes, the student may be required to take a Leave of Absence as per the [Leave of Absence and Withdrawal Policy](#) (see “*Related Information*”).

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## FORMS/INSTRUCTIONS

There are no forms associated with this policy.

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## APPENDICES

There are no appendices associated with this policy.

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## FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Email
<b>Primary Contact</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Academic Advising - Twin Cities	Addy Irvine	(612) 624-6665	<a href="mailto:abrickwe@umn.edu">abrickwe@umn.edu</a>
Learner Development - Twin Cities	Scott Slattery	(612) 626-7196	<a href="mailto:slattery@umn.edu">slattery@umn.edu</a>
Learner Development - Duluth	Phyllis Lindberg	(218) 726-7059	<a href="mailto:plindber@d.umn.edu">plindber@d.umn.edu</a>

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## DEFINITIONS

### **Repeat**

A repeat refers to instances in which a student must retake the entire course/clerkship.

### **Re-examination**

A re-examination refers to instances in which a student must retake a specific graded examination/activity as part of a formal remediation plan implemented through an advisor or scholastic standing committee.

### **Satisfactory Academic Progress**

Satisfactory academic progress is the appropriate successful completion of degree requirements according to established increments that lead to degree completion within published completion limits.

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## RESPONSIBILITIES

There are no responsibilities associated with this policy.

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## RELATED INFORMATION

### **Competencies Required for Graduation**

<https://med.umn.edu/md-students/academics/competencies-required-graduation>

**Student Compliance Requirements, Years 1-4**

[https://med.umn.edu/sites/med.umn.edu/files/student\\_compliance\\_requirements.pdf](https://med.umn.edu/sites/med.umn.edu/files/student_compliance_requirements.pdf)

**Leave of Absence and Withdrawal Policy**

[https://med.umn.edu/sites/med.umn.edu/files/ume.0819.015.1\\_loaandwithdrawal.pdf](https://med.umn.edu/sites/med.umn.edu/files/ume.0819.015.1_loaandwithdrawal.pdf)

**Flexible MD Program**

<https://www.med.umn.edu/md-students/student-experience/flexible-md-program>

**Scholastic Standing Committee Policy:**

[https://med.umn.edu/sites/med.umn.edu/files/osa.1219.020.1\\_scholastic\\_standing\\_committee\\_2.pdf](https://med.umn.edu/sites/med.umn.edu/files/osa.1219.020.1_scholastic_standing_committee_2.pdf)

**Reinstatement from Withdrawal Policy:**

[https://med.umn.edu/sites/med.umn.edu/files/osa.0219.009.1\\_reinstatement\\_from\\_withdrawal.pdf](https://med.umn.edu/sites/med.umn.edu/files/osa.0219.009.1_reinstatement_from_withdrawal.pdf)

**Medical School Grades Policy:**

[https://med.umn.edu/sites/med.umn.edu/files/medical\\_student\\_grading\\_policy.pdf](https://med.umn.edu/sites/med.umn.edu/files/medical_student_grading_policy.pdf)

**Medical School Registration Policy:**

[https://med.umn.edu/sites/med.umn.edu/files/ome.1118.008.1\\_medical\\_school\\_registration\\_policy.pdf](https://med.umn.edu/sites/med.umn.edu/files/ome.1118.008.1_medical_school_registration_policy.pdf)

**University of Minnesota Code of Conduct**

[https://med.umn.edu/sites/med.umn.edu/files/student\\_conduct\\_code.pdf](https://med.umn.edu/sites/med.umn.edu/files/student_conduct_code.pdf)

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## HISTORY

**Approved:** COSSS/SSC, April, 2021

**Approved:** MSSSC, January, 2022