

ACADEMIC RULES
AND REGULATIONS

41st EDITION

2017 - 2018

RUTGERS
ROBERT WOOD JOHNSON
MEDICAL SCHOOL

Academic Rules and Regulations (41st Edition 2017 to 2018)

PLEASE NOTE: Occasionally, revisions are made in the *Academic Rules and Regulations* and these revised rules supersede all others, and are applicable to all classes immediately.

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I. ACADEMIC STANDING COMMITTEE

A. The Academic Standing Committee is charged with monitoring the academic status of all students, and of formulating and applying the *Academic Rules and Regulations*. Actions of the Academic Standing Committee may include, but are not limited to, the following:

1. Recommendation of students for promotion
2. Recommendation of students for award of the M.D. degree
3. Review of annual Registrar's report of affirmation of degree requirement completion
4. Approval of Leaves of Absence for students in academic difficulty
5. Approval of reduced course load for students in academic difficulty
6. Placement of students on Academic Warning
7. Placement of students on Academic Suspension
8. Dismissal of students
9. Establish Standards for Satisfactory Academic Progress and consider related appeals

Academic Standing Committee meetings shall be governed by the rules contained in "Robert's Rules of Order" in all cases to which these rules are applicable and in which they are consistent with the Rutgers Robert Wood Johnson Medical School Bylaws.

B. Any student may appeal, to the Academic Standing Committee, the application of these *Academic Rules and Regulations*. Any student may appeal an adverse decision of the Academic Standing Committee related to promotion, graduation, or dismissal to the Dean. Any student wishing to appeal to the Dean must contact the Dean's Office within two weeks of the date of the Committee's letter notifying the student of its decision.

C. The Rutgers Robert Wood Johnson Medical School Academic Standing Committee should keep in mind conflicts of interest or the appearance of a conflict of interest, and the committee must take appropriate action when a conflict of interest arises. A conflict of interest might occur when a faculty or staff member has a relationship that may conflict with, or prevent, a person from carrying out duties or exercising good judgment in an independent way, with matters that involve committee activities. Not all relationships pose a conflict of interest or automatically exclude a person from serving. It is the responsibility of the committee member to communicate the potential conflict to the committee chair. It is the responsibility of the

committee chair to communicate their own potential conflicts of interest to the Senior Associate Dean for Education.

Conflicts of interest may include, but are not necessarily limited to:

- A close relationship with a student, such as, but not solely, a familial relationship
- A current or former patient who is a student
- A close relationship, including a familial relationship, with another committee member
- A personal or professional relationship with a student or student's family
- Cases where a conflict of interest, or potential conflict of interest, has been previously identified.

If a committee member believes that there may be a conflict of interest or the appearance of a conflict of interest for reasons other than those defined above, the committee member should err on the side of disclosure.

When there is a potential conflict of interest as defined above, the faculty member will discuss this with the chair of the committee to determine if recusal is warranted. The chair of the committee will then determine if a true conflict exists. If a potential conflict of interest exists for the chair of the committee, the chair will communicate this to the Senior Associate Dean for Education, who will determine if recusal is warranted. In cases where recusal of the committee chair is warranted, the Senior Associate Dean for Education will serve as committee chair or delegate another committee member to temporarily perform the responsibilities of the chair. Committee minutes should reflect recusals as appropriate.

II. REQUIREMENTS FOR PROMOTION AND GRADUATION

A. Candidates for the degree of Doctor of Medicine must exhibit the requisite attitudes, skills, knowledge and professional behavior to complete the prescribed course of study, and must meet "The Essential Functions for Admission and Matriculation" cited in the catalog of Rutgers Robert Wood Johnson Medical School. In addition, a candidate must also possess personal qualifications and attributes deemed necessary to perform the duties of a medical professional. Specifically, all candidates are expected to exhibit unimpaired judgment and behavior consistent with the responsibilities of a medical professional. Thus, in addition to the usual academic evaluations for each course, the student evaluation will also take into consideration the following:

- Professional demeanor
- Professional conduct
- Concern for the welfare and dignity of patients
- Concern for the rights of others
- Responsibility to duty
- Trustworthiness
- Honesty
- Ethical conduct
- Aberrant behavior
- General or specific conduct meriting concern

B. Entrance into the second year requires successful completion of the first year curriculum and compliance with the reporting requirements for the Independent Project. Entrance into the third year requires successful completion of the second year curriculum and compliance with the reporting requirements for the Independent Project. Prior to beginning required rotations of the fourth year curriculum, students must satisfactorily complete all core clerkships of the third year and satisfy the reporting requirements for

the Independent Project. Students who fail to satisfy these requirements will not be permitted to register for the next academic year.

C. Students for whom greater than 2.5 years have elapsed since the completion of the second year Patient Centered Medicine course must satisfy the following requirements prior to entry into the third year:

1. Students must take a six week "practice clerkship" in Medicine or Family Medicine, at least 50% of which shall be in an inpatient setting, immediately prior to entry into the third year curriculum. The activities of the "practice clerkship" will conform to a standard clerkship except that no written exam will be given, no credit will be given, and no grade will be entered on the transcript. The student will, however, be given evaluative feedback. This requirement will be waived for students in an M.D./Ph.D. program that includes regular clinical experiences during the Ph.D. phase.
2. Students must take Introduction to the Clerkship Experience prior to taking the first clerkship or elective for credit.
3. For M.D./Ph.D. students, all work for the Ph.D. (including thesis defense and revisions) must be completed prior to starting the "practice clerkship," if a "practice clerkship" is required, or the first clerkship for credit, if a "practice clerkship" is not required.

D. All students must pass the Summative Clinical Skills Assessment, complete the Clinical Procedures Requirement, and complete the Independent Scholarly Project.

E. Successful completion of twenty-one weeks of electives (three of which must be in an ambulatory outpatient specialty) are required for graduation. Under special circumstances and at the discretion of the Academic Standing Committee, up to four weeks of electives may be waived. In certain cases, the M.D. degree may be awarded after the University commencement, once the student successfully completes all requirements.

1. Students who are in the M.D./Ph.D. program and have completed all course and research requirements for the Ph.D. (as certified by the thesis advisor) will be allowed to substitute the Ph.D. training for up to 16 weeks of electives.
2. Students who are in the M.D./M.P.H. program or the M.D./M.B.A. program and have completed all requirements for the M.P.H. or M.B.A. (as certified by the program director) will be allowed to substitute previously taken health care related courses, as approved by a Dean of SA, for up to 12 weeks of electives.
3. Students who are in the M.D./M.S.C.T.S. program and have completed all requirements for the MSCTS (as certified by the program director) will be allowed to substitute health care related courses for up to 12 weeks of elective credit as approved by a Dean of SA.
4. Students engaged in Student Scholar activity (approved by a Dean of Student Affairs) after completion of the pre-clerkship curriculum may receive up to 8 weeks of elective credit. In order to receive credit, students must submit an approved Individually Designed Elective form to the Office of the Registrar prior to beginning this activity.
5. Students who complete masters or doctoral programs at other universities while enrolled at Rutgers Robert Wood Johnson Medical School may receive up to 12 weeks of elective credit for work done toward a masters degree and 16 weeks of elective credit for work done toward a doctoral degree with approval of a Dean of Student Affairs. These credits will be awarded for health sciences related courses as determined by a Dean of Student Affairs.

F. All students must successfully complete the full third and fourth year curricula and pass the United States Medical Licensing Exam Step 2 Clinical Knowledge and Step 2 Clinical Skills prior to being awarded the M.D. degree.

III. GRADING

As used in these *Academic Rules and Regulations*, Pre-clerkship Curriculum is defined as courses of the first and second year curricula. Clinical Curriculum is defined as courses of the third and fourth year curricula. The core requirements of third year are defined as the clerkships in: Medicine, Surgery, Pediatrics, OB/Gyn, Family Medicine and Psychiatry. The core requirements of the fourth year are defined as: Sub-Internship, Critical Care Selectives, Emergency Medicine, and Boot Camp Selectives. In addition, students are required to complete the Neurology Clerkship in either the third or fourth year.

A. Grading System:

1. Pre-clerkship Curriculum

Pass	P
Conditional Pass	CP
Fail	F
Audit	AUD
Withdrawal	W
Withdrawal (in Academic Difficulty)	WF
Advanced Standing	ADV
Not for Credit	NC

2. Clinical Curriculum

Honors	4
High Pass	3
Pass	2
Conditional Pass	1
Fail	0
Audit	AUD
Withdrawal	W
Withdrawal (in Academic Difficulty)	WF
Withdrawal (because of withdrawal from the medical school)	WW
Advanced Standing	ADV
Not for Credit	NC

All one week courses are graded on a pass/fail basis and are noted as P or F on the transcript.

These are the only grades submitted to the Registrar's Office. In addition, departments may submit a written appraisal of each student at the end of each course.

B. Withdrawals: (see also section VIII.C)

Withdrawal from a course in progress is indicated on the transcript by W when a student is in satisfactory academic standing in that course and by WF when a student is in academic difficulty in that course.

C. Incomplete:

"Incomplete" is not a grade, but a notation that a grade cannot be determined because the student has been unable to complete all or part of the course due to extenuating circumstances (e.g., illness, death in family, etc.). Extenuating circumstances must be

validated by a Dean of Student Affairs before the course director may grant an "Incomplete." This notation is not to be used to denote unsatisfactory performance.

A notation of "Incomplete" will be replaced by a grade when a student has made up the missing material and/or taken the necessary examination(s) as approved by the course, clerkship or elective director. For students entering the second year curriculum, this must be done one week before the start of any second year course or block. For students entering the clinical curriculum, this must be done prior to one week before the start of the student's first clerkship. Any notations of "Incomplete" remaining beyond these time limits will be converted to a grade of Fail. Incompletes in core clerkships must be completed no later than four months after the completion of the last core clerkship or November 1st of the academic year of anticipated graduation, whichever date is earlier, except as approved by a Dean of Student Affairs. Any notations of "Incomplete" remaining at that time will be converted to a grade of Fail.

D. Auditing Classes:

A student may elect to audit a course upon approval of a Dean of Student Affairs. The name of an auditing student appears on the class roster provided by the registrar. Tuition is charged for an audited course. Audited courses will appear in the student's official record. There will be no credit recorded for the audited course.

E. Extramural Courses:

Courses taken outside the institution prior to matriculation at Rutgers Robert Wood Johnson Medical School may be approved for credit by the individual department. Extramural courses taken by Rutgers Robert Wood Johnson Medical School students following their matriculation at Rutgers Robert Wood Johnson Medical School will be accepted for credit only under one of the two following circumstances:

1. The extramural course has been approved for remediating a course failure.
2. The extramural course is an approved elective.

IV. LIMITS ON LENGTH OF THE ACADEMIC PROGRAM

A. Unless otherwise approved by the Academic Standing Committee, the maximum allowable time limits for components of the overall academic program are as follows:

1. Pre-clerkship studies: 3 years
2. Clinical studies: 3 years
3. Pre-clerkship plus Clinical studies: 6 years
4. Leaves of absence: total accumulated leaves of absence (medical and/or non-medical, whether granted or assigned administratively) may not exceed 2 years
5. Pursuit of Ph.D.: 4 years
6. Pursuit of other approved academic programs (e.g. J.D., M.B.A., M.P.H., M.S.C.T.S., Student Scholar) or research activities: 3 years (unless extended for one additional year by approval of a Dean of Student Affairs).

B. The overall maximum allowable time from matriculation to completion of requirements for the M.D. degree is 10 consecutive calendar years.

V. PROCEDURES FOR RE-EXAMS FOR FIRST AND SECOND YEAR CURRICULA

A. A grade of Conditional Pass (CP) will require remediation.

B. Re-examinations, after a grade of Fail or Conditional Pass has been filed with the Registrar, may be given at the discretion of the block or course director involved, except as restricted by the Academic Rules and Regulations. Regulations concerning re-examinations will be issued in writing by the block or course director at the start of the relevant course or block. Based on a student's performance, a block or course director may decide that the student may not be permitted to take a re-examination, but must

repeat the entire block or course. When a re-examination is not offered based on student performance in a course/block or an offered re-examination is not taken by the student, no summer remediation will be made available, and a block grade of CP will be converted to a grade of Fail by the block or course director.

C. The schedule for re-examinations for both first and second year students will be approved by the Office for Student Affairs in consultation with the appropriate block or course director to ensure coordination of re-examination procedures.

D. Only one re-examination is permitted in each course. Petitions for exceptions must be supported by both the student and the block or course director, and require specific approval of the Academic Standing Committee.

E. All re-examinations are to be given on the premises of the Rutgers Robert Wood Johnson Medical School.

F. Students failing a course taken at the Rutgers Robert Wood Johnson Medical School for the second time will not be allowed a re-examination and will be subject to dismissal. This rule applies also to those students who did not take a re-examination after the first failure.

VI. PROCEDURES FOR REMEDIATING OR REPEATING COURSES AFTER FAILED RE-EXAMS IN THE FIRST AND SECOND YEAR CURRICULA

A. When the nature of a course or block does not permit a re-examination, or when a student has failed a re-examination, a block grade of CP or F will remain and additional remediation will be required. A summer program of remediation may be offered at the discretion of the block or course director involved, except as restricted by the Academic Rules and Regulations. If no summer remediation program is permissible, then a block grade of CP will be converted to a grade of Fail by the block director. If a summer remediation program is offered, the specifics of that remediation will be determined by the relevant course or block director. Upon completion of the required remediation, a student's final grade must be recorded as either Pass or Fail.

B. After the re-examination period, any student for whom remediation is required in more than two courses will not be permitted to undergo any summer program of remediation and will be required to repeat the courses in their entirety.

C. After the summer remediation period, failures may be remediated by repeating the course/block at Rutgers Robert Wood Johnson Medical School during the next academic year.

D. Students receiving multiple non-passing grades in the first and second year curricula may, after review by the Academic Standing Committee, be required to repeat some or all of the appropriate courses, whether passed previously or not.

E. If a student has failed a block after taking it for a second time at Rutgers Robert Wood Johnson Medical School, the student will not be permitted to remediate and will be considered for dismissal.

F. If the failed course or block is no longer offered at Rutgers Robert Wood Johnson Medical School because of a change in curriculum, the Academic Standing Committee shall determine which courses or blocks must be taken in the subsequent academic year to satisfy the requirements of the curriculum. Failure of any such course or block will be considered as a failure of the same course for a second time and the student may be subject to dismissal.

VII. PROCEDURES FOR REMEDIATION IN THE THIRD AND FOURTH YEAR CURRICULA

Remediation of grades of Pass or higher is not permitted.

A. REQUIRED COURSES

1. A grade of Conditional Pass (CP) will require remediation. The specifics of the remediation will be determined by the relevant clerkship director. Remediation may include clinical duties, an examination, both clinical duties and an exam, or other specific remedial programs. The duration of such remediation may not exceed four weeks; students whose clinical deficiencies require a longer remedial period should be given a grade of Fail. Upon completion of the required remediation, a student's final grade must be recorded as either Pass or Fail.
2. After a grade of Fail has been filed with the Registrar, the student must repeat the clerkship in its entirety except as restricted by the *Academic Rules & Regulations*.
3. Remediation of a course will be scheduled at a time approved by the course director and a Dean of Student Affairs. Remediation of third year core clerkships must be completed no later than four months after completion of the last third year core clerkship, except as approved by a Dean of Student Affairs. All remediation of third year core clerkships must be completed before engaging in fourth year core rotations except with permission of a Dean of Student Affairs in consultation with the relevant fourth year course director.
4. All re-examinations are to be given on the premises of the Rutgers Robert Wood Johnson Medical School.
5. A student who has received multiple non-passing grades in clerkships may, after review by the Academic Standing Committee, be denied the opportunity to remediate these grades by re-examination or additional clinical experience. Such students may be required to repeat some or all of the clerkships, whether passed previously or not.
6. Students who have failed a clerkship for a second time will be subject to dismissal.

B. ELECTIVES

1. A grade of Conditional Pass will require remediation. The specifics of the remediation will be determined by the relevant course director. Remediation may include clinical duties, an examination, both clinical duties and an exam, or other specific remedial programs. The duration of such remediation may not exceed the duration of the elective taken; students whose clinical deficiencies require a longer remedial period should be given a grade of Fail. Upon completion of the required remediation, a student's final grade must be changed to either Pass or Fail.
2. A grade of Fail requires remediation. Remedial work, ordinarily, will be done in the same division as that of the failed course, but may be done in a different division if approved by the student's advisor, chair of the department in question, and a Dean of Student Affairs.
3. Remediation must be scheduled as soon as possible, at a time mutually agreed upon by the course director, the Office for Student Affairs, and the student. Students must remediate all failures before graduation.
4. Grades of Conditional Pass and Fail on away electives will require remediation. Remedial work, ordinarily, will be done in the same division as that of the failed course, but may be done in a different division if approved by the student's advisor, chair of the department in question, and a Dean of Student Affairs.

VIII. PROCEDURES REGARDING STUDENTS IN ACADEMIC DIFFICULTY AND OTHER MATTERS OF ACADEMIC STANDING

A. Academic Difficulty:

For the purposes of the *Academic Rules and Regulations*, academic difficulty is defined as having an unremediated course failure or being in clear danger of failing a block or course (as certified by the block or course director) or receiving a grade less than Pass while on Academic Warning.

B. Transcript entries after remediation:

1. If a student is taking a block or course for the first time, a grade of Fail or Conditional Pass may be changed to Pass by the block or course director upon satisfactory completion of a re-examination or of limited course work. For the pre-clerkship curriculum, this must be completed prior to one week before the start of the next academic year. Only students who receive Fail or Conditional Pass may be permitted to improve their grades. The original and the improved grade will both appear on the transcript.
2. When a student has failed a block or course and is permitted to satisfy the requirement by repeating a block or course at Rutgers Robert Wood Johnson Medical School, or by passing a remediation program approved by the appropriate block or course director and by a Dean of Student Affairs, an additional transcript entry without alteration of the original grade will appear. Successful completion of a course at another approved institution will result in a transcript entry without a specific grade.

C. A notation of "Incomplete" will be replaced by a grade by making up the missing material and/or taking the necessary exam(s) as approved by the block, clerkship or elective director. For students entering the second year curriculum, this must be done one week before the start of any second year course or block. Incompletes in core clerkships must be completed no later than four months after the completion of the last core clerkship or November 1st of the academic year of anticipated graduation, whichever date is earlier, except as approved by a Dean of Student Affairs. Any notations of "Incomplete" remaining at that time will be converted to a grade of Fail.

D. Policy on Withdrawal from Blocks, Courses, Clerkships, or Electives:

1. Withdrawal will be recorded in one of two ways:
 - a. Withdrawal when a student is not in academic difficulty in that block, course, clerkship or elective will be indicated as W.
 - b. Withdrawal from a block, course, clerkship or elective in which a student is currently in academic difficulty will be indicated on the transcript as WF.
2. Before receiving permission to withdraw from a block, course, clerkship or elective, the academic status of the student will be reviewed by a Dean of Student Affairs in consultation with the block, course, clerkship or elective director. Permission to withdraw must be approved by both a Dean of Student Affairs and the Chair of the Academic Standing Committee. In the event of a disagreement, an ad hoc committee of at least four members of the Academic Standing Committee plus the Chair may be convened to resolve the matter.
3. Limitations on Withdrawal:
 - a. Students whose academic performance as determined by the block, course, clerkship or elective director is sufficiently poor as to preclude passing the course will not be permitted to withdraw.
 - b. A student will be permitted to withdraw only once from any given block, course, clerkship or elective.
 - c. A student who has previously failed a block or course will not be permitted to withdraw in academic difficulty when repeating that block or course.
4. A student who has withdrawn from a block or course may not substitute a summer remedial course in place of completing that course at Rutgers Robert Wood Johnson Medical School.
5. A student who withdraws from a block, course, clerkship or elective when in academic difficulty, and fails it the next time it is taken, is entitled to the usual remediation procedures (re-examination/summer course). If remediation is unsuccessful, the student will be subject to dismissal.

- E. Professionalism and Behavior:
1. When problems are noted in a student's behavior indicating that the student lacks the personal qualifications and attributes deemed necessary to perform the duties of a medical professional as referred to in Section II, action will be initiated by an Office of Education Dean. Such action may include referral to the Academic Standing Committee.
 2. The Academic Standing Committee will review the academic record of any student for whom two or more Professionalism Conduct Forms have been submitted. Such review may result in placement on Academic Warning or consideration for dismissal.
- F. The Academic Standing Committee will review the academic record of any student who has received within one academic year (irrespective of re-examination or other remediation):
1. one or more initial grades of Fail in pre-clerkship blocks or courses.
 2. two or more grades of WF in pre-clerkship blocks or courses.
 3. one or more initial grades of CP, Fail and/or WF in a clinical course.
 4. failure of the Summative Clinical Skills Assessment.
- Such students may be placed on Academic Warning, and may be required to alter their subsequent proposed academic schedule.
- G. Students on reduced academic loads must receive grades of Pass or better. Therefore, for students on reduced schedules, any grade of CP, F or WF will serve as grounds for review, and may result in placement on Academic Warning and/or consideration for dismissal by the Academic Standing Committee.
- H. Any student repeating a previously failed block or course, or repeating a block or course to fulfill a requirement of the Academic Standing Committee or the Dean, must achieve a grade of Pass or better; failure to do so may result in placement on Academic Warning and/or consideration for dismissal.
- I. Limitations on number of failing grades for students taking a full academic load:
- Consideration for dismissal from the medical school will result under the following conditions (For purposes of calculation, grades of WF and initial grades of CP are equivalent to one another and equal to one-half of an initial grade of Fail. In addition, a CP which converts to a Fail is equivalent to an initial grade of Fail):
1. Two or more initial grades of Fail, three or more initial grades of CP, or one initial grade of Fail and one initial grade of CP are received (irrespective of remediation) in blocks of the first year curriculum.
 2. Two or more initial grades of Fail, three or more initial grades of CP, or one initial grade of Fail and one initial grade of CP are received (irrespective of remediation) in blocks of the second year curriculum.
 3. A total of two or more initial grades of Fail have been received (irrespective of remediation) in blocks of the first and second year curricula combined. If a student matriculated prior to August 2010, combined grades in blocks and courses will be considered.
 4. Two initial grades of Fail, one initial grade of Fail and one initial grade of CP, or three or more initial grades of CP are received (irrespective of remediation) in the clinical curriculum.

- J. Review of students who have a change in status or adverse action while in a dual degree program:

Any student who has a change in status or an adverse action while in a dual degree program will be reviewed by the Academic Standing Committee. Such review may result in placement on Academic Warning or consideration for dismissal.

IX. APPEARANCE BEFORE ACADEMIC STANDING COMMITTEE

A. A student may request to appear in person before the Academic Standing Committee to discuss matters of his or her academic standing that are within the jurisdiction of the committee. Such requests for appearances should be made in writing to a Dean of Student Affairs. Similarly, the Academic Standing Committee can request that a student make a personal appearance before it.

B. When a student appears before the Academic Standing Committee, he or she may be accompanied by a maximum of three individuals affiliated with Rutgers Robert Wood Johnson Medical School.

X. REQUIREMENTS OF UNITED STATES MEDICAL LICENSING EXAM (USMLE)

A. All students are required to take the USMLE Step 1 examination prior to the Introduction to the Clerkship Experience course except with permission of a Dean of Student Affairs. All students are required to take the USMLE Step 1 exam prior to beginning any clerkship. All students are required to take USMLE Step 1 within one calendar year of completion of the second year curriculum. In addition to all other requirements, no student may receive credit for more than one third year clerkship without first passing USMLE Step 1.

1. Students who do not pass the USMLE Step 1 on the first attempt are allowed only one additional attempt within one calendar year following the first taking to successfully pass Step 1. Students may not take the USMLE Step 1 more than two times.
2. If a student has taken one clinical clerkship without having passed USMLE Step 1, the student shall be placed in a program of independent study and shall not receive credit for any clerkship or any clerkship activity until the student has passed the USMLE Step 1.

B. In addition to all other requirements, all students must pass Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS) of the USMLE to be eligible to graduate. All students must take the Step 2 CK and Step 2 CS exams by December 31 of the academic year of anticipated graduation, unless otherwise approved by a Dean of Student Affairs. Students who do not pass the USMLE Step 2 CK or CS exams on the first attempt are allowed two additional attempts within two calendar years following the first taking of the exam. Students are permitted a total of three attempts to pass the USMLE Step 2 CK exam and a total of three attempts to pass the USMLE Step 2 CS exam.

C. Failure to adhere to any of the conditions stipulated in this section will result in a review of the student's academic record by the Academic Standing Committee.

XI. LEAVE OF ABSENCE PROCEDURES

Students who have been granted a Leave of Absence shall notify the Office for Student Affairs, in writing, of their intention to return, no later than 6 weeks before their intended

return. A shorter notice requires approval by a Dean for Student Affairs. Maximum cumulative medical and/or personal leave is two years. If after the maximum permissible period of a leave of absence the student does not return, it will result in an administrative withdrawal of the student from the medical school. Students who are on an approved Leave of Absence may, by approval of a Dean of Student Affairs, maintain their enrollment in the medical school.

A. Non-Medical:

1. The student must submit a letter to a Dean of Student Affairs requesting a Leave of Absence and explaining the reasons for the request.
2. Requests for a Leave of Absence by students in good academic standing will be acted upon by a Dean of Student Affairs. Appeals of the Dean's decision may be made to the Academic Standing Committee.
3. Requests for a Leave of Absence by students in academic difficulty will be forwarded by a Dean of Student Affairs to the Chair of the Academic Standing Committee for consideration and action.
4. Conditions which must be met before the student is permitted to return may be attached to the Leave of Absence by either a Dean of Student Affairs or the Chair of the Academic Standing Committee.

B. Medical:

1. Requests for a medical Leave of Absence should be made in writing to a Dean of Student Affairs, and must include a letter from the student's licensed health care professional and, at the discretion of the Office for Student Affairs, a health care professional designated by the school, documenting the need for a medical leave.
2. Upon return from a medical Leave of Absence, a letter from the student's licensed health care professional and, at the discretion of the Office for Student Affairs, a health care professional designated by the medical school certifying readiness of the student to return to school is required 6 weeks prior to the intended return.
3. If after the maximum permissible period of a leave of absence the student is not found fit to return, it will result in an administrative withdrawal of the student from the medical school.

XII. ACADEMIC WARNING

Academic Warning is a condition that reflects the concern of the Academic Standing Committee about the academic performance of a student. A student on Academic Warning will remain enrolled in medical school and will be permitted to register for blocks or courses. A student on Academic Warning will be notified by the Academic Standing Committee that he or she has been judged by that committee to be encountering academic problems. If such difficulty persists, the student may be considered for dismissal as set forth in XIV.A.3. The duration and conditions for removal from Academic Warning must be stipulated in writing by the Academic Standing Committee.

XIII. ACADEMIC SUSPENSION

Upon consideration of a student for dismissal, the Academic Standing Committee may decide to place a student on academic suspension. A student on academic suspension will not be enrolled in medical school. The duration and conditions for removal from suspension must be stipulated in writing by the Academic Standing Committee. The designation of suspension will be recorded on the transcript.

XIV. DISMISSAL

A. Reasons for Dismissal:

Reasons for dismissal include, but are not limited to, the following:

1. Failure of the same block or course taken twice at Rutgers Robert Wood Johnson Medical School. In this instance a re-exam will not be allowed.
2. Failure of Step 1 of the USMLE two times, or failure to take or pass the Step 1 within the required time periods as described in Section X.A.
3. Failure of USMLE Step 2 CK or Step 2 CS three times, or failure to take and pass Step 2 CK and/or Step 2 CS within the required time period described in Section X.B.
4. Exceeding the limitation on number of failed blocks or courses as described in Sections VIII. G., H., I., or having other persistent academic difficulty.
5. Behavior which results in two or more Professionalism Conduct forms.
6. Absence of the personal qualifications and attributes deemed necessary to perform the duties of a medical professional.
7. Inability to complete the academic programs within the established time limits set forth in Section IV, including inability to complete the M.D. degree within ten years.
8. Failure to satisfy the conditions for removal from Academic Warning or Academic Suspension.
9. Deliberate falsification of admissions information or other official records.
10. Inability to complete the curriculum.
11. Adverse action while in a dual degree program.

B. Procedures for Dismissal:

1. The student is provided at least two weeks notice of a scheduled dismissal hearing and is given an opportunity to appear before the Academic Standing Committee to discuss reason(s) for dismissal.
2. The Academic Standing Committee makes a decision for or against dismissal after consideration of all presented materials.
3. If the decision is made to dismiss a student, a letter is forwarded to the Dean of Rutgers Robert Wood Johnson Medical School and to the student. The effective date of dismissal is two weeks after the date of this letter, unless an appeal to the Dean is pending.
4. A student may appeal the decision of the Academic Standing Committee to the Dean. Students wishing to appeal must contact the Dean's Office within two weeks of the date of the Committee's letter notifying the student of the Committee's decision to dismiss the student.
5. The Dean's decision regarding appeals is final.

XV. SATISFACTORY ACADEMIC PROGRESS (SAP)

A. PURPOSE

To establish rules and regulations governing satisfactory academic progress for Rutgers Robert Wood Johnson Medical School students. Sound academic principles require that students maintain satisfactory academic progress. In addition, federal regulations require the school to establish standards for students who are awarded federal financial aid that are at least as strict as the standards that apply to students who have not received federal assistance. In addition, the policy provides consistent application of standards to all students.

B. ACCOUNTABILITY

Under the direction of the Dean, the Office for Student Affairs, the Registrar, and the Financial Aid Office shall implement and ensure compliance with this policy.

C. APPLICABILITY

This policy shall apply to all matriculating students whether they are aid recipients or not. The Office for Student Affairs shall review each student's progress annually, in the month of July for M1, M2 and M3 students.

D. STANDARDS

Standards for SAP are established by the Academic Standing Committee based upon the Academic Rules and Regulations. Occasionally, revisions are made to the Academic Rules and Regulations and these revised rules supersede all others, and are applicable to all classes immediately.

1. Qualitative Standard:

Students are required to earn a grade of Pass in preclerkship blocks. A grade of Pass, High Pass or Honors in clinical courses is required for successful completion of a course.

Grading System:

Pre-clerkship Curriculum

Pass- P
Conditional Pass- CP
Fail- F
Audit- AUD
Withdrawal-W
Withdrawal (in Academic Difficulty)- WF
Advanced Standing- ADV
Not for Credit- NC

Clinical Curriculum

Honors- 4
High Pass- 3
Pass-2
Conditional Pass- 1
Fail- 0
Audit- AUD
Withdrawal- W
Withdrawal (in Academic Difficulty)- WF
Advanced Standing- ADV
Not for Credit- NC

For purposes of calculation, grades of WF and initial grades of CP are equivalent to one another and equal to one-half of an initial grade of Fail. In addition, a CP which converts to a Fail is equivalent to an initial grade of Fail.

Students will be considered to not be making SAP if any of the following circumstances apply and all non-passing grades have not been successfully remediated at the time of SAP review:

- A. Student does not receive a grade of Pass or better on a reduced academic load.
- B. When repeating a previously failed block or course or repeating a block or course to fulfill a requirement of the Academic Standing Committee or the Dean, student did not receive a grade of Pass or better. Transfer credits are not applicable to SAP review.

- C. Student receives two or more initial grades of Fail, three or more initial grades of CP, or one initial grade of Fail and one initial grade of CP in blocks of the first year curriculum.
- D. Student receives two or more initial grades of Fail, three or more initial grades of CP, or one initial grade of Fail and one initial grade of CP in blocks of the second year curriculum.
- E. Student receives a total of two or more initial grades of Fail in blocks in the first and second year curricula combined. If a student matriculated prior to August 2010 combined grades in blocks and courses will be considered.
- F. Student receives two initial grades of Fail, one initial grade of Fail and one initial grade of CP or three or more initial grades of CP in the clinical curriculum.
- G. Student does not take the USMLE Step 1 exam within one calendar year of completion of the second year curriculum, or student does not pass the USMLE step 1 on the first attempt and is unable to successfully pass the exam on one additional attempt within one calendar year following the first taking of the exam.
- H. Student does not pass the Step 2 CK or CS exam within three attempts each.

A student who has not passed Step 2 CK or CS or completed the Independent Project or Procedural Skills requirement by the expected graduation date, but has completed all other graduation requirements, will not be enrolled as full time and will not be eligible for financial aid.

Transfer credits are not accepted and therefore not applicable for SAP review.

2. Quantitative Standard:

The overall maximum allowable time from matriculation to completion of requirements for the M.D. degree is 10 consecutive calendar years. Students who have exceeded the maximum allowable time limits (noted below) for components of the overall academic program, unless otherwise approved by the Academic Standing Committee, will be considered to have not made satisfactory academic progress.

The maximum allowable time limits are:

- a. Pre-clerkship studies: 3 years
- b. Clinical studies: 3 years
- c. Pre-clerkship plus Clinical studies: 6 years
- d. Leaves of absence: total accumulated leaves of absence (medical and/or non-medical, whether granted or assigned administratively) may not exceed 2 years
- e. Pursuit of Ph.D.: 4 years
- f. Pursuit of other approved academic programs (e.g. J.D., M.B.A., M.P.H., M.S.C.T.S., Student Scholar) or research activities: 3 years (unless extended for one additional year by approval of the Dean of Student Affairs).

If a student who is enrolled as a Student Scholar receives any graduation credit (maximum of 8 weeks), that period of time will be included in the maximum allowable time period.

Periods of Independent Study for the USMLE may be approved by a Dean of Student Affairs for incremental periods of up to 3 months. If a student remains on Independent Study for more than one year, the student will not be making SAP.

E. NOTIFICATION OF LACK OF SAP

Students whose records have been reviewed and who are not meeting one of the quantitative or qualitative standards are not making SAP. A letter is sent to the student in writing by the Dean of Student Affairs explaining the SAP status, and what needs to be accomplished to regain SAP status. The notification for annual reviews must also include explanation of the appeal process. Students who are deemed to be not making SAP are not eligible for financial aid funding.

F. APPEAL

Purpose of an appeal is to reinstate eligibility of Title IV aid. Students can appeal to the Academic Standing Committee by submitting a written request to appeal to a Dean of Student Affairs. A student can request to appear in person before the Academic Standing Committee to discuss matters that led to his or her non-SAP status.

If extenuating circumstances affected a student's ability to make SAP, such student may appeal to the Academic Standing Committee for financial reinstatement. If the Academic Standing Committee approves an appeal, the student will be placed on Financial Aid Probation for one term (equivalent to one semester). If the time needed to achieve SAP will be longer than one term (semester) the student will be provided an Academic Plan endorsed by the Academic Standing Committee.

1. Financial Aid Probation-

When an appeal is approved by the Academic Standing Committee the student will be placed on Financial Aid Probation, which will make the student eligible to receive Title IV funding for one payment period, equivalent to one term.

2. Academic Plan-

An Academic Plan will be provided to students who will require more than one payment period to regain SAP due to circumstances out of their control (i.e. courses not offered at next payment period). An academic plan will be developed by the Deans of Student Affairs and the Registrar and will be endorsed by the Academic Standing Committee.

When a student appears before the Academic Standing Committee, he or she may be accompanied by a maximum of three individuals affiliated with Rutgers Robert Wood Johnson Medical School.

G. DOCUMENTATION

Documentation of decisions and data regarding SAP, financial aid warning or probation and appeals, shall be maintained in the Office of the Registrar and provided to the affected student and the Rutgers Office of Financial Aid.

H. DISMISSAL AND WITHDRAWAL

Students who are dismissed or withdrawn from the school are not deemed to be making SAP and are not eligible to receive financial aid.

I. DISSEMINATION

The policy on SAP will be disseminated to all newly matriculated students. All students will be notified yearly of the SAP policy which will be published yearly in the Student Handbook and on the Academic Rules and Regulations webpage.

