

Effective Date: January 1, 2019

Retired:

Revised:

Approved by:

Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research

Subject: Academic Progression Policy**PURPOSE:****The purpose of this policy is:**

To provide students with a framework for the monitoring and management of academic progression and disciplinary actions at Meharry Medical College Physician Assistant Sciences Program (MMCPA), as administered through the PA Student Progress Committee (SPC), which may lead to a variety of actionable levels of observation including the dismissal of a student. Generally, the faculty and staff are available as support to each student in achieving academic excellence. The assumption of the program is that each student will do their absolute best in completing program expectations in each course in order to obtain a level of competency acceptable to transition into clinical practice upon graduation.

This policy is designed to provide guidance regarding procedural rights and actions when a student is determined to have failed to meet program-defined cognitive, academic, or behavioral standards as outlined in policies and the MMC PA Sciences Program Student Handbook. This policy is to ensure that students receive fair and impartial consideration in such matters.

Pursuant to the authority granted by the Academic Affairs Committee (Article IX, Section 10 of the Meharry Medical College Bylaws), the MMCPA Sciences Program has been granted the authority to establish written policies, procedures and sanctions for program dismissals in lieu of the procedures set forth in the School of Graduate Studies and Research (SGSOR). This policy does not replace or supplant any section of the Student Academic Policies and Procedures Manual of the SOGSR.

Failure to adhere to MMC PA Sciences Program and/or MMC expectations or policies may result in remediation, academic monitoring, academic probation and/or dismissal. Probation and dismissal are not to be construed as progressive steps. Probation and/or dismissal may occur if the student engages in "Prohibited Conduct" as set forth in the General Policies and Procedures section of the Student Academic Policies and Procedures Manual of the SOGSR (or any successor section of the MMC Code of Conduct defining "prohibited conduct"). Probation and/or dismissal may also occur at any time a student is determined to have failed to meet cognitive, academic or behavioral standards outlined in the Technical Standards, PA Academic Dishonesty

Subject: Academic Progression Policy

Policy, this Academic Progression Policy and the Student Professional Behavior Policy in the MMC PA Sciences Program.

Emergency Removal

In the event of professionalism violations, threat to safety, well-being or institutional property or normal operations, students may be subject to immediate removal from program activities by any faculty or program director. Removal proceedings will be consistent with [MMC Policy for Managing Informal and Formal Student Complaints](#), or any successor section of the policy regarding Emergency Removal. The review process will commence immediately and the recommendation for dismissal will be communicated to the MMC PA Sciences Program Director and the Dean of the SOGSR. (ARC-PA C3.03)

POLICY STATEMENT:

Academic Progression

Academic Progression is a term used by the MMC PA Sciences Program meaning that a student is maintaining a satisfactory level of academic achievement in each course, phase, and throughout the program, such that they will be able to meet expected graduate competencies, take the Physician Assistant National Certification Examination (PANCE), and enter into clinical practice as a physician assistant.

Monitoring, probation, suspension, and dismissal (all defined below) are not to be construed as progressive steps. Probation and dismissal are not to be construed as progressive steps. Probation and/or dismissal may occur if the student engages in "Prohibited Conduct" as set forth in the General Policies and Procedures section of the Student Academic Policies and Procedures Manual of the SOGSR (or any successor section of the MMC Code of Conduct defining "prohibited conduct"). When the PA Student Progress Committee (SPC) considers progression, it will assess student progress in academic, behavioral, and professional issues. The SPC (see below) will meet regularly to review all aspects of a student's contribution to the program and overall academic progress.

Academic progression in the didactic phase of the MMC PA Sciences Program is dependent on passing each required course in the phase prior to advancing to the next semester. In the clinical phase, Structured Clinical Practice Experiences (SCPE) are not dependent upon each other for progression and this allows for flexibility in specific disciplines and, if approved, delay in starting a SCPE due to hardship or a designated remediation plan. (ARC-PA A3.17c, C3.03)

Subject: Academic Progression Policy

Students must meet Satisfactory Academic Progress (SAP) standards to be eligible for financial aid. The MMC Office of Student Financial Aid has established guidelines (based on federal regulations) for re-evaluating student progress. Responsibility for understanding the financial aid implications of academic progress rests solely on the student. Questions should be directed the Office of Student Financial Aid.

PA Student Progress Committee (SPC)

The SPC consists of faculty members from the MMC PA Sciences Program and may include other faculty members of Meharry Medical College. This committee is charged with regular and consistent monitoring of all PA students, both academically and professionally, throughout their time in the program. Pursuant to this policy, the SPC is also the PA Program's disciplinary committee. The committee, on an as needed basis, reviews students who are identified as "at risk" or needing special attention or resources to support their academic or professional progress. This may include conduct violations, remediation, academic monitoring, or probation (definitions below). The SPC may review and discuss all student educational records with appropriate faculty members and/or preceptors in determining an appropriate course of action for students under review. The SPC may act to protect the students, community or institution at any time.

Request for Student to Appear Before the SPC

The SPC may request the appearance of the student to clarify issues under review. This notification will be in writing and transmitted in person or through official MMC email. In this communication, the student will be notified of the topic of discussion, proposed action and the reason for the proposed action. The meeting shall take place within fifteen (15) business days after the notice to the student. The student may refuse to appear and may submit evidence on his/her behalf. If the student chooses not to appear, this action will not be a factor in the decision of the SPC. However, it will limit the student's ability to represent themselves.

The meetings associated with this process are closed to the public. The student may seek counsel but the student must present his or her own case without legal representation present.

Prior to the SPC meeting, the student may inspect his/her MMC PA Sciences Program academic file, excluding any contents of the file where the student has waived his or her right to review.

Subject: Academic Progression Policy

The student may request a copy of his/her academic file, excluding those matters mentioned above, at his/her expense. The student may also request a copy of the record of the SPC meeting at his/her expense as it relates to his/her appearance before the SPC.

SPC Meeting Process

The student's experience of meeting with the SPC shall be informal, supportive and non-adversarial. The Chair(s) shall preside over the meeting, maintain order and determine relevancy of the information presented to the SPC. The contents of the meeting are to be closed and confidential except as required by law or called by witness in litigation. Students or representatives present may not use recording devices during the meeting. The Chair(s) of the SPC may request the presence of legal counsel at any time to provide advice to the SPC. The student may be present for only that section that requires appearance and discussion and may not remain during deliberations of the SPC. Witnesses invited by the Chair(s) to provide statements or clarification of the situation may only be present while providing their own testimony.

Notification of Outcomes

After the review and, if appropriate, interview with the student, the committee will recommend actions which may include continued monitoring, development of a remediation plan, probation, or dismissal from the program. These definitions are listed below in this document. The committee's requirements will be communicated directly to the student by the Chair(s) of the SPC within fourteen (14) calendar days of the close of the meeting. Absent an appeal, the decision of the SPC is final and binding to all issues.

Appeal Process

The student may appeal the decision of the SPC to the program director. The notice of appeal must be in writing and must be received by the program director within five (5) calendar days of the date on which the SPC's written decision was issued. The student will continue to be enrolled in the PA program during the time of the appeal and, if the student has provided written notice of appeal, pending the decision of the program director. Failure to appeal within the time limit and protocol set forth in this section renders the decision of the SPC final and binding as to all issues.

The appeal process commences using the following process:

Subject: Academic Progression Policy

Appeals of an academic evaluation related to a course:

- I. **Conference with the instructor:** The student shall set forth his or her allegation of a prejudiced or capricious evaluation in a written statement that details the circumstances giving rise to the allegation and provides the statement to the instructor. A conference between the student and the instructor in an attempt to resolve the matter shall occur according to the following timeline. The instructor shall deny any appeal that does not meet this deadline unless the student is on an approved leave of absence.

Timeline: If the evaluation is made known during the term, the student must provide the written statement to the instructor and must attempt to resolve differences no later than five (5) College business days after the evaluation decision was made available to the student. In the cases of end of term evaluations, the student must provide the written statement to the instructor and must attempt to resolve differences no later than five (5) College business days after the first day of classes start the following term.

- II. **Conference with the Program Director:** If the dispute is not resolved to the satisfaction of the student after the conference with the instructor, he or she must attempt to resolve the matter with the program director (in those instances where the complaint is against the program director as the instructor, references to the “program director” shall refer to the dean.) The student must request a meeting with the program director within five (5) College business days of the student’s meeting with the instructor. The program director shall deny any appeal that does not meet this deadline unless the student is on an approved leave of absence. The program director must be given a copy of the detailed written statement provided to the instructor pursuant to subsection (I) above and the detailed written response to the statement by the instructor.

The program director will:

- a. Meet with student and consider the information contained in the detailed written statement provided by the student and the detailed written response to the statement by the instructor;
- b. Remind the student that the responsibility for academic evaluation rests with the faculty;
- c. Explain that the appeal must be based on an articulated prejudiced or capricious action of the faculty member;
- d. Confer with the instructor, if deemed necessary; and

Subject: Academic Progression Policy

- e. Advise the student about the academic appeals process and procedures should there be no resolution and the student decides to appeal to the dean.

The program director shall make no statement(s) regarding whether the matter should be appealed to the dean or discuss how the dean would likely respond.

- III. If the dispute is not resolved to the satisfaction of the student after the conference with the department chair and program director, he or she must attempt to resolve the matter with the dean (in those instances in which the complaint is against the dean as the instructor, references to the “dean” shall refer to the president.) The student must request a meeting with the dean within five (5) College business days of the student’s meeting with the department chair and program director. The dean shall deny any appeal that does not meet this deadline unless the student is on an approved leave of absence. The dean must be given a copy of the detailed written statement provided to the instructor pursuant to subsection (I) above, the detailed written response to the statement by the instructor, and the detailed written response by the program director.

The dean will:

- a. Meet with student and consider the information contained in the detailed written statement provided by the student, as well as the written responses by the instructor and department chair and program director
- b. Remind the student that the responsibility for academic evaluation rests with the faculty
- c. Explain that the appeal must be based on an articulated prejudiced or capricious action of the faculty member
- d. Confer with the instructor and/or the department chair and program director, if deemed necessary; and
- e. Notify the student that the dean’s decision is final and may not be appealed.

The dean can deny hearing the student’s appeal if the dean determines the appeal fails to articulate capricious or prejudicial action. The dean can uphold the evaluation or overturn the evaluation based on capricious or prejudicial grounds. The dean will discuss the decision with the program director and instructor regarding the final decision. The dean will have ten (10) College business days to render a final decision after meeting with the student. The dean’s decision is final and may not be appealed.

Subject: Academic Progression Policy

Appeals Under the Student Professional Behavior in an Academic Program Policy

- I. Students who are suspended or dismissed due to violations of the student professional behavior in an academic program policy may appeal the decision based solely on alleged prejudice or capriciousness in the suspension or dismissal decision or action. The burden of proof shall be upon the student, who must establish by a preponderance of the evidence that the suspension or dismissal was prejudiced or capricious. A student may not appeal an action taken simply because he/she does not agree with it.
- II. The filing of a written statement by the student to appeal a suspended or dismissal decision under the student professional behavior in an academic program policy shall be made to the dean within five (5) College business days. The dean shall deny any appeal that does not meet this deadline unless the student is on an approved leave of absence. The dean can deny hearing the student's appeal if the dean determines the appeal fails to articulate capricious or prejudicial action in the decision to suspend or dismiss the student due to violations of the student professional behavior in an academic program policy.
- III. The dean can uphold the suspension or dismissal decision or overturn the decision based on capricious or prejudicial grounds. The dean will have ten (10) College business days to render a final decision after meeting with the student. The dean's decision is final and may not be appealed.
- IV. The student may continue with enrolled courses in progress while the appeal is in progress. The student may not enroll or start new courses until the final decision of the appeal is rendered. This is to protect the student from incurring unnecessary educational expense and the likelihood of having to repay distributed financial aid.

Appeals of Academic Program-Related Decisions

- I. Students who are dismissed from the program or required to repeat a semester or year may appeal according to the procedures noted herein. The sole basis for an appeal of an academic program-related decision is alleged prejudice or capriciousness in the dismissal or requirement to repeat. The burden of proof shall be upon the student, who must establish by a preponderance of the evidence that the dismissal or requirement to repeat a year was prejudiced or

Subject: Academic Progression Policy

capricious. A student may not appeal an action taken simply because he/she does not agree with it.

- II. The filing of a written statement by the student to appeal an academic program-related decision resulting in dismissal or requirement to repeat a suspended shall be made to the program director within five (5) College business days. The program director shall deny any appeal that does not meet this deadline unless the student is on an approved leave of absence.
- III. The program director can deny hearing the student's appeal if the program director determines the appeal fails to articulate capricious or prejudicial action in the decision to dismiss or requirement to repeat.
- IV. The program director can uphold the dismissal or requirement to repeat based on capricious or prejudicial grounds. The program director will have ten (10) College business days to render a decision after meeting with the student.
- V. If the dispute is not resolved to the satisfaction of the student after the appeal has been decided by the program director, he or she must appeal to the dean. The student must request a meeting with the dean within five (5) College business days after receipt of the program director's decision. The dean shall deny any appeal that does not meet this deadline unless the student is on an approved leave of absence. The dean must be given a copy of the detailed written statement provided to the student informing them of the dismissal or requirement to repeat decision and the detailed written response to the appeal by the department chair and program director.
- VI. The dean can uphold the dismissal or requirement to repeat based on capricious or prejudicial grounds. The dean will have 10 College business days to render a final decision after meeting with the student. The dean's decision is final and may not be appealed.
- VII. The student may continue with enrolled courses in progress while the appeal is in progress. The student may not enroll or start new courses until the final decision of the appeal by the dean has been made. This is to protect the student from incurring unnecessary educational expense and the likelihood of having to repay distributed financial aid.

Academic Monitoring Status

Subject: Academic Progression Policy

Academic Monitoring ("Monitoring") is a term and official designation used by the MMC PA Sciences Program when a student's performance is marginal or not fully meeting the expectations supported by the curriculum and policies of the program. The meaning of this term, according to Oxford Dictionary is, "The process of observing students' academic progress in one or more subject over a period of time. It is used by teachers to compare the performance of a particular student to that of his/her classmates and to identify students who are struggling, excelling, or underachieving." This designation is created as a step prior to a student being placed on Academic Probation (see below) which would be recorded on the official transcripts. The student will be asked to appear before the SPC and will receive notification from the committee if he/she is placed in this status.

A student may be placed on monitoring status for academic or behavioral/professionalism reasons. The performance of students on monitoring status will be reviewed by the SPC at regular intervals and at the conclusion of each phase, to establish the overall status of progression in the program. Additionally, the terms of monitoring will be documented in the student file and may include a remediation plan to improve performance in areas of deficiency.

Summary of Criteria for Placement on Academic Monitoring

Students placed on Academic Monitoring status occurs when:

- a. The student fails two (2) exams (<69.5%) in any one (1) course in the same phase in the didactic phase.
- b. The student fails three (3) exams in one (1) phase during the didactic phase.
- c. The student fails two (2) End of Rotation (EOR) examinations during the clinical phase.
- d. The student fails to adhere to the PA policy on Student Professional Behavior and PA Academic Dishonesty policies at any time.
- e. The Student's cumulative GPA falls below 2.5
- f. Verbal or written reports and/or evaluations from academic faculty, clinical preceptors, designees, or staff indicate that a student is not adhering to course requirements or not achieving learning outcomes.

Subject: Academic Progression Policy

The SPC may consider placing a student on Academic Monitoring status for the following:

- a. Any combination of examination failures in different didactic courses in the same phase.
- b. An identified pattern of failure to meet assignment deadlines as required in all courses.
- c. Failure to adhere to the MMC PA Sciences Program Student Professional Behavior and PA Academic Dishonesty policies as documented by faculty or designee (i.e. preceptors or instructors).
- d. Failure to adhere to any program policies and procedures as defined in the MMC PA Sciences PA Program Student Handbook.

Academic Probation

Academic Probation ("Probation") is an academic status designed by the SPC to alert students that their academic, professional, or behavioral performance is failing to meet minimum standards, placing them at risk for program dismissal. The performance and progress of students on Probation will be reviewed by the SPC monthly and at the conclusion of each phase. The terms of Probation will be documented in the educational record and may include a remediation plan, required meetings with faculty advisor, repeating or review of part or all the curriculum, personal counseling or tutoring, and other cognitive evaluations or approaches to encourage satisfactory performance. Students placed on Probation have failed to meet minimum academic or professional standards; as such, Probation status may be documented in the student's official MMC transcript. Students may not be on Probation, for any reason, for more than two (2) phases throughout the program or they may be recommended for dismissal.

Student Restrictions while on Probation

Students on Probation are not permitted to serve in elected leadership positions, participate in admissions applicant interviews, and may be subject to additional restrictions as determined by the SPC. Students on Probation are not considered to be in "good academic standing" until Probation status has been lifted by the SPC. Students may not graduate while on Probation.

Criteria for Placement on Academic Probation

The student will be placed on Academic Probation if the student's Cumulative GPA falls below 2.5.

Subject: Academic Progression Policy

Remediation

Remediation is the opportunity to correct unsatisfactory performance, progress and/or professional conduct in the program. Remediation may be recommended by the SPC to further assess/evaluate a student and to support the student in meeting the learning objectives of the course.

Remediation may also begin when a student is placed on Academic Monitoring or Probation. The student may be offered a remediation plan (see below). Remediation is not automatic or guaranteed.

A **Remediation Plan** is designed to notify faculty and learners of program expectations established to provide the greatest opportunity to achieve success in meeting the learning outcomes of a course when an initial attempt of the assessment indicates the student has been unsuccessful. The plan will be developed by the Academic Education (AED) or Clinical Education Director (CED) with the assistance of the course director. The plan will be presented and reviewed by the SPC.

The components of the plan will include:

- a. required activities, assignments and assessments to be successfully completed
- b. the final date of submission of materials in support of the remediation plan; and
- c. signatures of the students and the faculty reviewer or SPC Chair(s).

Failure to fulfill all the terms of a remediation plan may result in dismissal from the program. Student remediation progress will be monitored by the course director and the SPC.

(ARC-PA A3.17f, C3.03)

Deceleration

Deceleration is the loss of a PA student from an entering cohort, who remains matriculated in the PA program. The MMC PA Sciences curriculum is designed to be delivered and completed on a full-time basis. The MMC PA Sciences program **does not** offer deceleration or option to complete the curriculum on a part-time basis.

Withdrawal

Subject: Academic Progression Policy

Students are required to submit written notification to the program director if they choose to voluntarily withdraw from the program. The date the program receives the written withdrawal notification becomes the official withdrawal date. (ARC-PA A3.17e, C3.03)

Dismissal

Students recommended for dismissal from the program can appeal the decision as outlined in the Academic Appeals Policy. If the MMC Dean of SOGSR confirms the decision to dismiss, the Registrar's office will be notified, and the student will no longer be allowed to attend activities with the MMC PA Sciences Program. (ARC-PA A3.17e)

In summary, the SPC may recommend dismissal in the following cases:

- a. Meeting criteria to be placed on Academic Probation for a third semester at any time in the program.
- b. Failure of course anytime during enrollment in the program.
- c. Violation of the Student Professional Behavior and PA Academic Dishonesty policies.
- d. Violation of the Academic Dishonesty Policy.

Readmission

A student dismissed from the MMC PA Sciences Program **will not** be granted readmission (ARC-PA C3.03)

Program Completion

The maximum time to complete the MMC PA Sciences Program is 4 years from the time of matriculation. (ARC-PA A3.17f)

Grading

Minimum Grade Point Average (GPA)

Students must maintain a GPA of 2.5 or above to continue in "Good Standing" in the MMC PA Sciences Program. However, students must have a cumulative GPA of 2.5 to be eligible to graduate. Students with a cumulative grade point average in the MMC PA Sciences Program below 2.5 will be placed on Monitoring Status. (ARC-PA A3.17a)

Subject: Academic Progression Policy

Percentage	Letter Grade
100 - 90	A
89 - 85	B+
84 - 80	B
79 - 75	C+
74 - \geq 69.5	C
< 69.5	F

Incomplete Course and/or Grades

The grade of Incomplete ("I") is an option given by the course director when the required assignments and activities need to be finished beyond the expected course duration. An "I" is given when a student is performing passing work, but for some uncontrollable reason is unable to complete a final portion of their course requirements during the scheduled instructional period. An "I" mark is excluded from grade-point average computation. Non-attendance, poor performance, or student requests are not acceptable reasons for issuance of the "I" mark. Students must complete the course work within 6 weeks to be issued a grade or it will be recorded as a "F".

The course director must assign a grade for the course by the end of the following semester or it will automatically be assigned a "F". This would allow for additional work such as remediation to be completed.

Students will sign an agreement, created and signed by the course director, with a detailed plan on the course work needing to be completed and the timeline for completion. The course director will review the agreement criteria with the student for clarification.

During the clinical phase, a student can have one (1) "Incomplete Course" on record and still be able to enroll in another course. For example: a student completes the clerkship clinical experience but has not passed the End of Rotation examination and needs to retest. If a student has two (2) "incomplete courses" during the clinical phase, he/she will not be allowed to enroll into another course until the longest running "incomplete" course requirements are fulfilled.

Subject: Academic Progression Policy

Program Progression

The maximum time to complete the MMC PA Sciences Program is 4 years from the time of matriculation. (ARC-PA A3.17f)

Didactic Phase Progression

Failure of an examination or course grade is generally defined as achieving below a 69.5% (See Grading). Students found to be acting out of integrity during an examination or evaluation by violating the Academic Dishonesty Policy or being disruptive in the classroom may result in receiving a failure of the examination/assignment with a grade of ZERO (0) and must meet with the SPC to review and discuss further actions.

Didactic Phase Examination Failures

1. **First failure of an examination in one (1) course, one (1) semester:**
 - a. A notification is sent to the student from the course director and a copy is sent to the student's advisor.
 - b. The student must meet with his/her advisor.
 - c. The student must meet with the course director to review the examination.
 - d. Examination grade remains the same.
 - e. If the exam counts for $\geq 50\%$ of the course grade, the student may be required to meet with the SPC.

2. **Second failure of an examination in the same course in the same semester:**
 - a. A notification is sent to the student from the course director and a copy is sent to the student's advisor.
 - b. The student must meet with his/her advisor.
 - c. The student must meet with the course director to review the examination.
 - d. The student is immediately placed on Academic Monitoring.
 - e. The student will be required to meet with the SPC.
 - f. Examination grade remains the same.

3. **Second failure of an examination in same semester but a different course:**
 - a. A notification will be sent to the student and advisor from the course director.
 - b. The student must meet with his/her advisor.
 - c. The student must meet with the course director to review the examination.
 - d. Examination grade remains the same.

Subject: Academic Progression Policy

4. Third (or more) failure of an examination in one (1) semester in any combination of course(s):

- a. See steps 3. a, b, c, and d.
- b. The student must meet with the SPC to determine action(s) to be taken.

Failure to Meet Didactic Course Requirements

1. Initial failure to meet minimum required criteria to successfully pass a course with an offer of remediation:

- a. The student will be placed on Academic Monitoring status.
- b. The student's initial course grade will be Incomplete ("I").
- c. The student must meet with the SPC for the development of a Remediation Plan outlining the steps for successful course remediation.
- d. Failure of successful remediation will result in dismissal from the program.

Clinical Phase Progression

The grading policy for each SCPE is outlined in the specific course syllabus. The following criteria for progression pertain to the clinical phase which is, by design, an opportunity for students to demonstrate competency outside of the focus of medical knowledge. Therefore, the assessments and evaluations of the students will be performed at different intervals, in a variety of settings and by a variety of evaluators. The following guidelines and expectations are created for the program to monitor ongoing progress of each student.

End of Rotation Examinations (EOR exam) Failures

1. Failure of one to two EOR exams

- a. The student is notified in writing by the course director of the failure and a copy is sent to the student's advisor.
- b. Student must meet with his/her advisor regarding circumstances surrounding the failure.
- c. The student will not receive a grade or will be given "Incomplete" grade for that course until a successful retest is completed.
- d. The student must retest at the next consecutive EOR exam session. The course director will provide the EOR exam retest. The student will be required to come to campus to take the retest.
- e. Successful passing of the retest (≥ 69.5) will result in passing the SCPE.

Subject: Academic Progression Policy

- f. Unsuccessful passing of the retest (≤ 69.5) will result in failing the SCPE, requiring a repeat of the SCPE. If the SCPE was an elective or primary care elective, the Clinical Education Director will determine the discipline for the course.
 - g. The student will be placed on Academic Monitoring status.
2. **Failure of three EOR exams (includes initial and retests)**
- a. The student is notified in writing by the course director(s) of the failure and copies are sent to the student's advisor.
 - b. The student must meet with the SPC.
 - c. The student will continue on Academic Monitoring status.
 - d. The student will be given an Incomplete ("I") grade for that course until completed.
 - e. The student will be offered a retest (one [1] time) to be taken at the next consecutive EOR exam session as in 1. d above.
 - f. Successful completion of the retest will result in a grade of "C".
 - g. Failure of retest (4th failure) will result in the next level of intervention noted below.
3. **Failure of four EOR exams (total at any time in the clinical phase including retests):**
- a. The student is notified in writing by the course director(s) of the failure and copies are sent to the student's advisor.
 - b. The student will continue Academic Monitoring status.
 - c. The student will be required to meet with the SPC to determine further disposition in the program and/or offer of remediation.
 - d. All subsequent EOR Exams must be passed or the student will be dismissed from the program for failure to progress academically.

Failure to Meet Passing Criteria of a SCPE (Course)

A student who initially fails to meet the requirements to successfully pass a SCPE for any reason will automatically be placed on Academic Monitoring.

Additionally:

- a. Incomplete ("I") will be recorded on the transcript.
- b. The student must meet with the SPC.
- c. The SPC will complete a full review of the overall performance of the student.

Subject: Academic Progression Policy

Preceptor Evaluation of Student Performance

Preceptors are required to evaluate student performance during a SCPE. This gives the program feedback regarding students' achievement of learning outcomes and program graduate competencies. A student evaluation by a preceptor indicating an overall score of ≤ 69.5 or below a 3.5 mark in any area will automatically result in a meeting between the student, their advisor, and the clinical team to discuss their SCPE performance and possible remediation plan.

Dismissal from a Clinical Site

If a student is asked/told to leave a SCPE and/or clinical site by the preceptor or administrator of a facility for the rest of the SCPE, the student must immediately notify the Clinical Education Director (CED) or designee in person or by telephone. If the CED is notified by the preceptor or administrative staff from the site that the student will not be welcomed back to complete their assigned SCPE for academic, professional or behavioral reasons, the student will be required to meet with the SPC.

Examination/Evaluation Challenge

A student who has a test question challenge in a graded examination must submit an official challenge form supplied by the program. The forms will be accepted 24 hours after test grades are released. The student must be prepared with a minimum of two (2) peer reviewed resources to support the alternative answer. The course director will respond to the review request within five (5) business days with a decision. Course directors may choose to meet with the student for further discussion.

Grade Appeal

Grades submitted to the Registrar are considered final. Any appeal of a grade needs to be processed through the MMC Division of Student Affairs (<https://home.mmc.edu/student-affairs/>).

DEFINITIONS:

PROCEDURE:

EXHIBITS:

Effective Date: 1/1/2019

Subject: Academic Progression Policy

