



Academic and Professionalism Policies and Procedures

THE RED BOOK

**Student Academic Promotions and Professionalism Conduct Committee
Medical College of Georgia Faculty Senate**

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Medical College of Georgia

Academic and Professionalism Policies and Procedures

I. STUDENT ACADEMIC PROMOTIONS AND PROFESSIONALISM CONDUCT COMMITTEE

The Student Academic Promotions and Professionalism Conduct Committee of the Medical College of Georgia (MCG) Faculty Senate is responsible for assessing the cumulative performance of the student during and at the completion of each academic year. The Committee and its Subcommittees will include representatives from among the geographically separated campuses. Revisions of this document are made from time to time and become applicable once the revisions are approved. MCG is not bound by inadvertent errors of any type, inclusion or exclusion that may be present in this document.

In the remainder of this document, the Student Academic Promotions and Professionalism Conduct Committee shall be referred to as the **Student Promotions Committee**.

A. Organization

1. Composition

- a. Student Promotions Committee: Each member must be actively involved in teaching and/or supervising medical students. Members must have been on the AU/MCG faculty for at least two years. The Committee members should represent basic science, clinical departments, and regional campuses.
 - i. Voting members shall be:
 - Chair
 - Twenty-four members of the faculty, including representation from geographically separated campuses
 - President, Medical College of Georgia Faculty Senate
 - ii. Ex-officio non-voting members shall be:
 - Augusta Campus:
 - Associate Dean, Curriculum
 - Associate Dean, Student Affairs
 - Assistant Deans (Class Deans), Student Affairs
 - Assistant Dean, Academic Advising
 - Medical Partnership (Four-Year) Campuses in Athens and Savannah:
 - Campus Associate Dean, Student Affairs (or designee)
 - Campus Associate Dean, Curriculum (or designee)
 - Regional/Clinical (Two-Year/Clerkship/Enrichment) Campuses
 - The senior member of the Dean's staff from each campus (or designee)
 - Campus Associate/Assistant Dean, Curriculum

In the remainder of this document, the terms Student Affairs Dean and Curriculum Dean will be used to indicate the proper individual for the list below, based on campus. The Associate Dean of Student Affairs (Augusta) and Campus Assistant/Associate Deans of Student Affairs (Athens and Savannah) are collectively referred to as Student Affairs Deans. The Assistant Deans of Student Affairs (Augusta) are collectively referred to as Class Deans. The Associate Dean of Curriculum (Augusta) and Campus Associate/Assistant Deans of Curriculum (all campuses) are referred to as Curriculum Deans.

- b. Student Promotions Subcommittees: Each of the four classes will have a Student Promotions Subcommittee that will follow their class from matriculation until graduation. Each Subcommittee will have six members with at least one member from a Medical Partnership campus. Members should broadly represent basic science and the clinical departments. The term of service on the Subcommittee shall be four years, with term expected to end at the graduation of the class of students served. Hence, one new Subcommittee shall be selected annually for the entering first year class.

2. Appointments

- a. Student Promotions Committee
 - i. Members: Faculty members are solicited by the MCG Faculty Senate. Potential members are vetted by the current Chair of the Committee and the Vice Dean to assure that the individuals are aware of the Committee demands, and care is taken to assure balanced representation for basic and clinical science departments and from amongst the geographically distributed campuses. Potential Committee members are recommended to the Committee on Committees. The Committee membership is nominated by the Committee on Committees and appointed in the customary manner (Article III, Section 3.A.).
 - ii. The Chair of the Committee and each of the Subcommittees will be recommended by the Vice Dean, with input from the current Chair of the Student Promotions Committee and approved by the Faculty Senate Committee on Committees.
 - iii. Committee Chair: The Chair of the Student Promotions Committee shall have at least four years of experience on an MCG Student Promotions Subcommittee. The term of office of the Chair shall be three years. The Chair shall be an ex-officio non-voting member of all Subcommittees, and a voting member of the Student Promotions Committee which includes Academic Performance Hearings. In the event that quorum is lost, the Chair of the Student Promotions Committee may act as a voting member of a Subcommittee to satisfy quorum requirements.
 - iv. Subcommittee Chairs: Prior promotions Committee service is an important qualification for Subcommittee Chairs, with preference to four years of prior service.
 - v. Acting Chair: The Chair of the Subcommittee for the senior class shall act as Chair in the absence of the Chair of the Student Promotions Committee. If that Chair cannot serve, rank order of succession shall be the junior class Chair followed by the sophomore class Chair and the freshman class Chair.
- b. Student Promotions Subcommittees
 - i. Members: as in 1.a. above.
 - ii. Chair: Every effort will be made to make sure the Chair of the Subcommittee shall have had at least four years prior service on a Subcommittee.
 - iii. One new Subcommittee and a Chair for that Subcommittee shall be selected annually for the entering class using the same selection process described above (Section I.B.1.a.b.).
- c. Subcommittee Member Term of Service
 - i. Subcommittee members will serve four years on their Subcommittee, with their term of service expected to end at the graduation of the class they have served.
- d. Subcommittee Vacancies
 - i. In the event that a vacancy is created on a Subcommittee, the Vice Dean of Academic Affairs, with input from the Chair of the Student Promotions Committee shall submit candidates for potential Committee membership to the Committee on Committees. The Committee membership is then nominated by the Committee on Committees and appointed in the customary manner in accordance with Faculty Senate Rules and By-Laws (Article III, Section 3.A.).

3. Recusal

- a. Members of the Student Promotions Committee or Subcommittees shall recuse themselves in case of potential, perceived, or actual conflict of interest, or situations that require recusal from a procedural perspective.
 - i. If a Student Promotions Committee or Subcommittee member has provided health care to the student they shall recuse and be absent from the entire deliberation.
 - ii. If a Student Promotions Committee or Subcommittee member served as the faculty member or course Director or Instructor who submitted the unsatisfactory grade or narrative that led to the need for a Student Promotions Committee or Subcommittee meeting, that individual may respond to questions from the other Committee members and then will leave the room prior to deliberation and recuse from voting.
 - iii. Other associations between Student Promotions Committee members and student are considered on a case-by-case basis in consultation with the Chair of the Student Promotions Committee with respect to recusal.

B. Jurisdiction and Responsibilities

1. Jurisdiction/Approaches

- a. It is the responsibility of the faculty and the Student Promotions Committee to evaluate the records of academic performance and professional behavior of students enrolled at MCG.
- b. The Student Promotions Committee may recommend that a student be denied continued enrollment at MCG if the student's academic performance or professional behavior/ conduct casts serious doubt upon the student's potential capabilities as a physician.
- c. An MCG student will have until June 30th in the sixth academic year following matriculation (approximately seventy months) to complete all requirements for MD degree inclusive of leaves of absence.
- d. Students transferring from another medical school will be required to complete their education by June 30th in the sixth academic year following initial matriculation at the other school (approximately seventy months), inclusive of leaves of absence.
- e. The Vice Dean of Academic Affairs may grant a student additional official leave time because of exceptional circumstances.
- f. Students in the MD/PhD program will have until June 30th of the eighth year following initial matriculation (approximately ninety-four months) inclusive of leaves of absence.
- i. If it appears a student will not complete the MD/PhD degrees within the eight years (ninety-four months), they must meet with the MCG Student Promotions Committee, Dean of The Graduate School (or designee), Dean of MCG (or designee), and the MD/PhD program director. A written report shall be filed as a PDF in an access-limited share file by the MCG Student Promotions Coordinator.
 - ii. A student must complete the Preclerkship Curriculum, including passing the USMLE Step 1, before entering the PhD component of the MD/PhD program.
 - iii. A student must successfully defend their thesis before entering or re-entering Clerkships/Clinical Phase of MCG.
 - iv. A student who enters PhD education after the third year of medical school must pass USMLE Step 2 CK prior to entering the PhD component of the MD/PhD program.
- g. The term "course" in this document refers to any course type, including course, module, intersession, clerkship, elective, selective, or other required component of the medical educational program.

2. Recognition of Student Problems

- a. The faculty, all educational program leaders, and the Student Promotions Committee are responsible for ensuring, insofar as possible, that students receive feedback regarding their academic performance. Students with unsatisfactory academic performance shall be notified of these deficiencies and recommended action for improvement in a timely manner.

- b. The Chair of the Subcommittee may initiate academic performance procedures when a Subcommittee questions the appropriateness of a student's continuing in medical school at any time during or at the end of an academic year. (Section V., "Academic Performance Hearing")
- c. Final responsibility for meeting the academic requirements of MCG rests with the student.

3. Decisions of the Student Promotions Committee and Subcommittees

- a. The Student Promotions Committee and Subcommittees shall render decisions and recommendations about matters brought to them for consideration.
- b. The Student Promotions Committee or Subcommittee Chair will notify the student, in writing, of the decisions and recommendations made by the Committee or Subcommittee.
- c. The Vice Dean has the prerogative to review decisions and ensure compliance with applicable rules, regulations, and approaches established by MCG. In cases where the Vice Dean has concerns in these areas, they may refer back to the Subcommittee (for Subcommittee actions) or full Committee (for Committee or Subcommittee actions) for reconsideration. In no case shall the Vice Dean impose dismissal when the Committee has chosen otherwise. For matters other than the overall decision (e.g., dismissal, repeat of a year, remediation in the summer), such matters may be reconsidered by discussion between the Vice Dean and the Committee or Subcommittee Chair.
 - i. If the decision is referred for reconsideration, a second meeting of the Student Promotions Committee or Subcommittee shall be held within ten (10) business days.
 - ii. A two-thirds majority of those present and voting is required to sustain the initial decision or offer a new decision with respect to the Vice Dean of Academic Affairs' previous comments.
 - iii. The Chair shall notify the student of a decision in writing within five (5) business days of making that decision.

4. Evaluation and Recommendation of Students for Promotion and Graduation

- a. The Subcommittees shall review each student's performance as grades become available during the year and make recommendations regarding remediation or dismissal based on the Student Promotions Policies and Procedures taking into account the course directors' recommendations.
- b. Students completing all requirements of an academic period, including USMLE, Clinical Progression Assessment, and other required exercises, who have no concerns raised about professionalism are automatically recommended for promotion to the next academic period.
- c. The Subcommittee for the fourth-year class shall meet during the spring semester and as necessary to make recommendations to the Vice Dean of Academic Affairs regarding student graduation.

5. Annual Report

- a. The Chair of the Student Promotions Committee shall present an annual report to the Medical College of Georgia Faculty Senate Executive Committee and the Faculty Senate in accordance with Faculty Senate Rules and By-Laws at the end of the academic year.
- b. The report shall include the following information about each Subcommittee for the year:
 - i. Number of students beginning the year.
 - ii. Number of students requiring remediation.
 - iii. Number of students repeating the year.
 - iv. Number of students on long term leave of absence.
 - v. Number of students dismissed.
 - vi. Other information of importance.

C. Meetings of the Student Promotions Committee and Subcommittees

1. Notice of Meetings

- a. Notice and the agenda of meetings of the Student Promotions Committee and Subcommittees shall be sent to all voting and ex-officio members. In addition, a notice of meetings of the Student Promotions Committee shall be sent to the Vice Dean of Academic Affairs, and the President of the Faculty Senate.

2. Meetings of the Student Promotions Committee

- a. The Student Promotions Committee will meet at least annually to hear reports from each Subcommittee.
- b. A quorum for the Student Promotions Committee meetings shall consist of 50% of the voting members plus one.
- c. Additional meetings of the Student Promotions Committee will be called to address matters such as, but not limited to:
 - i. At the request of and to assist a Subcommittee.
 - ii. To reconsider Committee recommendations at the request of the Vice Dean of Academic Affairs.
 - iii. To consider changes in Student Promotions Committee Policies and Procedures.
 - iv. For the purpose of considering a student's academic performance and possible dismissal.

3. Meetings of the Student Promotions Subcommittees

- a. A quorum for Subcommittee meetings shall consist of 50% of the voting members plus one.
- b. The Subcommittee for each academic class year shall meet at least once each semester or as often as needed to consider the academic progress of their students.
- c. The Subcommittee of the senior class shall meet at least once each semester of the calendar year to consider applicants for graduation. Recommendations for student graduation shall be sent to the Vice Dean of Academic Affairs when approved by the Student Promotions Subcommittee.

4. Records of Committee Meetings

- a. Minutes of the Student Promotions Committee or Subcommittees will be recorded by the MCG Student Promotions Coordinator. If they are absent, a member of the Committee will provide a summary of that meeting for the official record.
 - i. Committee: Minutes of the Student Promotions Committee meetings shall be confidential and available to the Chair of the Committee, ex officio members of the Committee, and the Vice Dean of Academic Affairs, and stored in an access-limited share file.
 - ii. Subcommittee: Minutes of each Subcommittee meeting shall be confidential and available to all voting and ex-officio members of that Subcommittee and the Vice Dean of Academic Affairs and stored in an access-limited share file.
- b. The Student Affairs Deans from the appropriate campus (or their designee) will contact the student advisor as appropriate about matters related to student progress.
- c. The Chair of the Student Promotions Committee or Subcommittee must ensure that the minutes of their meetings are on record within ten business days after the meeting. Minutes shall be stored as a PDF document in an access-limited share file by the MCG Student Promotions Coordinator.
- d. Official records are kept in an access-limited share file, with access limited to the Committee and Subcommittee members, and appropriate administrators.

II. CRITERIA FOR PROMOTION, GRADUATION, AND DISMISSAL

The Student Promotions Committee makes recommendations and decisions in accordance with the Criteria for Promotion, Graduation and Dismissal as approved by the Curriculum Oversight Committee. (see [MCG Policy Library](#))

A. Standards of Academic Performance

1. Academic Requirements Graduate – All Campuses

- a. Satisfactory completion of the required curriculum
- b. Successful completion of USMLE exams
- c. Successful completion of all Clinical Progression Assessments (CPAs)
- d. Meeting all MCG requirements.

2. Specific Curriculum Requirements – unless otherwise noted students must meet the requirements of each phase of the curriculum listed below to progress to the next phase

- a. Preclerkship Phase - Augusta/Savannah Campuses
 - i. Successfully pass all Preclerkship courses.
 - ii. Successfully meet all benchmarks for each module
 - iii. Successfully remediate deficiencies
Note: failure of a one-week remediation is *not* considered a second deficiency; failure of a six-week remediation *is* considered a second deficiency.
- b. Preclerkship Phase - Athens Campus
 - i. Academic Requirements to Pass from Year 1 to Year 2
 - Pass all Year 1 courses.
 - Successfully remediate deficiencies.
 - ii. Academic Requirements to Pass from Year 2 to the Clerkship Phase
 - Pass all Year 2 courses.
 - Pass USMLE Step 1.
 - Successfully remediate deficiencies.
 - Complete all Year 1 and 2 requirements and enter the Clerkship Phase within four years of matriculation.
 - Note the exception for enrollment in the MD/PhD program.
- c. Clerkship/Enrichment Phases – Augusta/Savannah/Regional Campuses
 - i. Pass Core Curriculum Required Courses
 - ii. Pass 6 weeks of electives.
 - iii. Pass Clerkship CPA (see below for passing requirement).
 - iv. Pass USMLE Step 1.
 - v. Pass USMLE Step 2.
 - vi. Pass Requirements of Chosen Pathway
 - PGY1 Pathway – graduate and go to residency
 - Dual Degree Pathway – complete requirements of second degree, PCL
 - Residency Prep Pathway –
 - Pass required enrichment phase courses (PCL, etc.)
 - Pass an additional 8 weeks of electives
 - Pass Enrichment selectives – one advanced clinical elective, one scholarly project course, and any combination of two more of these. (Class of 2024 only required to complete one more of these)
- d. Clerkship/Enrichment Phases – Athens Campus
 - i. Pass Core Curriculum Required Courses
 - ii. Pass 14 weeks of electives.

- iii. Pass Clerkship CPA (see below for passing requirement).
- iv. Pass USMLE Step 1.
- v. Pass USMLE Step 2.
- vi. Pass required enrichment phase courses (PCL, etc.)
- vii. Pass Enrichment selectives – one advanced clinical elective, one scholarly project course, and any combination of two more of these. (Class of 2024 only required to complete one more of these)

B. Grade Assignment

1. Preclerkship – All Campuses

- a. Modules in the Preclerkship Phase are graded as Satisfactory or Unsatisfactory

2. Clerkship and Enrichment – All Campuses

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

3. Interpretation of Grades – All Campuses

“A”	Outstanding performance
“B”	Very good performance
“C”	Satisfactory; acceptable performance
“D”	Unsatisfactory – performance has not met the acceptable standards
“F”	Failing
“P”	Passing
“S”	Satisfactory
“U”	Unsatisfactory
“CP”	Continuing Progress – courses that cover more than one semester will receive a “CP” grade for the first semester. This does not affect the final grade or credit for the course.
“I”	Incomplete – a student who is doing satisfactory work but, for non-academic reasons beyond his/her control is unable to meet the full requirements of the course, may be assigned an incomplete (“I”) grade. A form must be completed to assign the incomplete grade and must include justification.
“NR”	Not Reported – “NR” is a temporary grade used when a student has not completed all of the work at the end of a course. “NR” is different from “I” because “I” is used only when the student does not complete the work for non-academic reasons.

Note: Unless otherwise noted, a student who has received an “I” or “NR” grade has a maximum of one additional semester to complete the required work and to receive a final grade. Any incomplete grade not removed after the next semester will be converted to an “F” grade automatically.

C. Definition of Deficiency and Academic Difficulty

1. Preclerkship – All Campuses

- a. Grade of unsatisfactory “U”
- b. Failure to successfully remediate a module
- c. Failure to meet any of the core competencies in a module in which the student received a passing grade
- d. Professional misconduct (see section IV Professionalism Policy)
Note: An unsatisfactory grade resulting from professional misconduct is one deficiency; a second deficiency is not accrued for the professionalism concern that caused the failing score.

e. Clerkship and Enrichment – All Campuses

- a. Deficiency
 - i. Grade of “D” or “F” in a required course or activity
Note: A grade of “D” is only assigned when a student fails to meet the passing cutoff on a shelf exam but otherwise would pass the course. If remediation is successful, the “D” is converted to a “C”. If it is unsuccessful the “D” becomes an “F”. (see Section below on Grade Designation after Remediation)
 - ii. Failure to successfully remediate a course or activity
 - iii. Failure of USMLE Step 1 or Step 2
 - iv. A significant concern about meeting any of the core competencies in a course in which the student received a passing grade
 - v. Students rated “Unable to Perform” or “Needs Significant Assistance to Perform” (“Does Not Meet Expectations” or “Marginal”) in any category of Professionalism that is endorsed by the clerkship director as warranted, will earn a “D” or “F” and will require consideration for remediation
 - vi. Professional misconduct (see Section IV – Professionalism Policy)
Note: An unsatisfactory grade resulting from professional misconduct is considered one deficiency; a second deficiency is not accrued for the professionalism concern that caused the failing score.
- b. Clerkship CPA
 - i. Failure of the initial take of the Clerkship CPA does not constitute a difficulty or deficiency for the purposes of academic promotion
 - ii. The student's performance on the exam is discussed by the Clinical Skills Advisory Group, who devises a detailed remediation plan for the student
 - iii. Successful completion of the remediation program constitutes a Passing grade on the CPA
 - iv. Failure to successfully complete the remediation constitutes a failure of the CPA and a deficiency with all of the implications indicated below
- c. Academic Difficulty
 - i. Failure of first take of NBME shelf exam in more than one clerkship

D. Review by Promotions Committee

1. Remediation will be based on evaluation of the totality of the student's record.
2. Depending on the number of deficiencies and the totality of their record, students may meet with their Student Affairs/Class Dean and Subcommittee chair, their Subcommittee, or the full Promotions Committee.
3. The remediation plan is based on the total number of deficiencies throughout the entirety of their schooling (see below for specifics), but may include:

- a. Doing remedial work (independent, supervised, course, or other)
 - b. Retaking examinations
 - c. Repeating a course
 - d. Repeating some or all of the year's curriculum
4. The Student Promotions Committee or Subcommittee will generally follow the Remediation Plan outlined below, but based on the full evaluation of the student's record may elect to outline a different plan.
 5. The Student Promotions Committee or Subcommittee may consider the recommendations for remediation made by the appropriate faculty leadership.

E. Remediation Plan

1. Preclerkship – Augusta/Savannah Campuses

- a. One deficiency:
 - i. The Subcommittee Chair and Student Affairs/Class Dean will meet with the student and review the academic progress of students who have one deficiency.
 - ii. Student will automatically be enrolled in a one-week remediation course that will occur immediately following the module and retake the end of module exam. If they are not successful with the one-week remediation, they will take a six-week remediation course before starting clerkships.
 - iii. Subcommittee approval for the automatic one-week remediation course is not required prior to enrollment in the course.
- b. Two or more deficiencies:
 - i. An Academic Performance Hearing with the full Student Promotions Committee will be held to meet with the student and review the academic progress of the student.
 - ii. Student will stop progressing in the curriculum and be reenrolled to repeat the Preclerkship Phase with the next academic class. The Promotions Committee may consider an alternative plan in exceptional circumstances.
- c. Three or more deficiencies:
 - i. An Academic Performance Hearing with the full Student Promotions Committee will be held to meet with the student and review the academic progress of the student.
 - ii. This meeting could lead to dismissal.
 - iii. The Chair of the Student Promotions Committee may defer the hearing until a later time if it will yield a better outcome for the student.

2. Preclerkship – Athens Campus

- b. One deficiency:
 - i. The Subcommittee Chair, or their designee from the Subcommittee, and the Campus Associate Dean for Student Affairs will meet with the student and the recommended remediation will be reported to the appropriate Subcommittee for a vote.
 - ii. The student will remediate the deficiency at the end of the academic year and continue to the next year of the curriculum.
- c. Two deficiencies:
 - i. All members of the Subcommittee will meet with the student and review their academic progress.
 - ii. The student will remediate the deficiencies at the end of the academic year.
 - iii. The Subcommittee may recommend a repeat of the academic year to be reviewed and approved during an Academic Performance Hearing with the Full Student Promotions Committee.
- d. Three or more deficiencies:
 - i. An Academic Performance Hearing with the full Student Promotions Committee will be held to meet with the student and review the academic progress of the student.

- ii. The student will likely repeat the academic year.
- iii. This meeting could lead to dismissal.
- iv. The Chair of the Student Promotions Committee may defer the hearing until a later time in the academic year if the additional period of observation will yield a better outcome for the student.

3. Clerkship Deficiency – All Campuses

- a. One deficiency:
 - i. The Subcommittee Chair, or their designee from the Subcommittee, and the student's Student Affairs/Class Dean will meet with the student about a first deficiency. The recommended remediation will be reported to the appropriate Subcommittee for a vote.
 - ii. A student who has one clerkship deficiency ("D") will remediate that deficiency in a one-month remediation period followed by a retake of the NBME shelf exam, and if the student fails the remediation, the student will be required to repeat the clerkship in its entirety.
 - iii. A student who receives a failing ("F") grade in the required clerkship must repeat the clerkship entirely before progressing to the next phase.
- b. Two deficiencies:
 - i. All members of the Subcommittee will meet with the student and review their academic progress.
 - ii. A student with two clerkship deficiencies ("D") in a single academic year will remediate the deficiencies in two separate one month remediation periods followed by a retake of the NBME shelf exam. If the student is unsuccessful in retaking one or both of the NBME shelf exams they will be required to repeat that entire clerkship/s and may be required to repeat the academic year.
 - iii. The student may be required to repeat one or both clerkships without having done the one-month remediation periods. Note: Any student who receives a failing ("F") grade in the required clerkship *must* repeat the clerkship entirely before progressing to the next phase.
 - iv. The student may be required to repeat the academic year.
- c. Three or more deficiencies:
 - i. An Academic Performance Hearing with the full Student Promotions Committee will be held to meet with the student to review their academic progress
 - ii. The student will likely be required to repeat the entire year (this requirement includes clerkships that may have been passed previously).
 - iii. The student may be considered for dismissal.

4. Clerkship Difficulty (failure of two or more first-take NBME shelf exams)

- a. Warning of academic difficulty (unsuccessful first take NBME shelf exam score in one clerkship):
 - i. Student meets with academic advisor.
- b. One academic difficulty (unsuccessful first-take NBME shelf exam score in two clerkships):
 - i. Student meets with Student Affairs/Class Dean and promotions Subcommittee Chair and determine course of action.
 - ii. Summary letter for the meeting sent to student and Promotions Subcommittee
- c. Three academic difficulties (unsuccessful first-take NBME shelf exam score in four clerkships)
 - i. Student meets with Promotions Subcommittee
- d. Additional meetings with the Promotions Subcommittee may be necessary and are at the discretion of the Student Affairs/Class Deans or Subcommittee Chair.

5. Advanced Clerkship/Enrichment – All Campuses

- a. Clerkship CPA
 - i. Failure of the initial take of the Clerkship CPA does not constitute a difficulty or deficiency for the purposes of academic promotion.
 - ii. The student's performance on the exam is discussed by the Clinical Skills Advisory Group, who devises a detailed remediation plan for the student.
 - iii. Successful completion of the remediation program constitutes a Passing grade on the CPA.
 - iv. Failure to successfully complete the remediation constitutes a failure of the CPA and a deficiency with the same consequences outlined above
- b. Selective/Elective Deficiency:
 - i. A student who fails a selective or elective may be required to retake the same selective or elective or to take a different comparable selective or elective.

6. Consideration for Repeat or Dismissal – All Campuses

- a. The academic performance of each student in all phases of curriculum shall be evaluated regularly as information about academic performance is received by the Student Promotions Subcommittee. An Academic Performance Hearing shall be called at least in the following situations:
 - i. A student's knowledge, character, mental or physical fitness casts grave doubt upon that student's potential capabilities as a physician
 - ii. The student has accumulated three or more deficiencies
 - iii. The student achieves an unsatisfactory grade in any module, course, intersession, clerkship, elective or selective during an academic year that is being repeated. No academic year may be repeated more than once.
 - iv. The Subcommittee requests a hearing
 - v. The Subcommittee recommends dismissal or repeat of an academic year

Note: Students who are required to repeat all or part of an academic year are subject to graduation requirements as specified by the Return to Curriculum Policy.

F. Scheduling of Remediation

1. Preclerkship Phase – All Campuses

- a. A remediation plan is designed by the Student Promotions Committee or Subcommittee in collaboration with the Curriculum Office.
- b. The Student Promotions Committee or Subcommittee Chair (or designee) submits the decision of the Committee or Subcommittee, in writing, to the Vice Dean of Academic Affairs or the Campus Dean for the Athens or Savannah campuses. They will review the decision to ensure compliance with applicable rules, regulations, and approaches established by MCG. In cases where there are concerns in these areas, they may refer back to the appropriate Subcommittee (for Subcommittee actions) or full Committee (for Committee or Subcommittee actions) for reconsideration.
- c. The remedial plan is made known to the student, in writing, by the Chair of the Student Promotions Committee or Subcommittee. The Chair of the Student Promotions Committee or Subcommittee will notify the Associate Dean for Student Affairs and the Associate Dean for Curriculum. The Associate Dean for Curriculum will notify the appropriate faculty member(s) of the remediation.
- d. The student must schedule the remediation through the Curriculum Office.
- e. A remediation plan may only begin after items 1- 4 above have occurred.
- f. Remediation may not be scheduled concurrent with any other module, clerkship or course.

- g. Remediation will be scheduled following the preclerkship curriculum and prior to beginning clerkships (Augusta and Savannah Campuses)
- h. Remediation will be scheduled following the academic year in which the deficiency occurred, and prior to the onset of the subsequent academic year curriculum (Athens Campus)

2. Clerkship and Enrichment Phase – All Campuses

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

F. Grade Designation following Remediation

1. Preclerkship – All Campuses

- a. An unsatisfactory grade (U) will be entered on the transcript for the original course
- b. The student will be enrolled into the appropriate one credit hour remediation course, which will be designated as "MEDR" on the transcript.
- c. If the student successfully completes the remediation course, a satisfactory grade (S) will be entered on the transcript for the remediation course.
- d. If the student does not successfully complete the remediation, an unsatisfactory grade (U) will be entered on the transcript for the remediation course.
- e. The remediated and original course grades will be recorded on the student's transcript.

2. Clerkship and Enrichment Phases – All Campuses

- a. NBME Shelf Exam Deficiency (see Appendix A for NBME re-take flow chart):
 - i. Students who successfully pass up to two NBME shelf exam retakes after the appropriate remediation will be assigned a grade of "C" (without annotation).
 - ii. Students who fail a shelf exam remediation will be required to retake the entire clerkship. Grades in this case are assigned in the same manner as a student who must retake an entire clerkship because of a clerkship clinical failure.

- iii. If a student is required to repeat a clerkship, the repeated and original clerkship grades will be recorded on the student's transcript; both grades will be used in calculating the student's grade point average.
 - iv. The original course and grade will remain on the student's transcript.
- b. Clerkship Clinical Deficiency:
 - i. If a student is required to repeat a clerkship, the repeated and original clerkship will be recorded on the student's transcript; both grades will be used in calculating the student's grade point average.
 - ii. The original course and grade will remain on the student's transcript.
- c. Selective/Elective Deficiency:
 - i. If a student is required to repeat a Selective or Elective, the repeated and original course will be recorded on the student's transcript; both grades will be used in calculating the student's grade point average.
 - ii. The original course and grade will remain on the student's transcript.

G. United States Medical Licensing Examinations (USMLE)

1. USMLE Step 1

- a. A student may not take USMLE Step 1 until they have satisfactorily completed the entirety of the preclerkship curriculum.
- b. A student must pass USMLE Step 1 to graduate (see [USMLE Testing Policy](#) for deadlines for taking Step 1).

2. USMLE Step 2

- a. A student may not take USMLE Step 2 until they have satisfactorily completed the entirety of the core clerkship curriculum.
- b. A student must pass USMLE Step 2 to graduate (see [USMLE Testing Policy](#) for deadlines for taking Step 2).

3. Remediation

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

III. LEAVE OF ABSENCE POLICY

The Student Promotions Committee may make recommendations related to student leaves of absence in accordance with the Leave of Absence Policy as approved by the Curriculum Oversight Committee. (see [MCG Policy Library](#))

Leaves of Absence (LOA) are common amongst medical students nationwide for reasons including, but not limited to: academic distress, health matters, personal situations, advanced degrees, and research enrichment. A standardized approach across all campuses of the Medical College of Georgia (MCG) ensures a uniform manner to address leaves of absence and promotes consistency and comparability. There are two common ways that LOAs are initiated at MCG: Student Affairs-initiated and Student Promotions Committee-initiated.

Student failure to comply with the terms of this policy may lead to repercussions including, but not limited to, administrative withdrawal, referral to the Student Promotions Committee, and/or dismissal from the Medical College of Georgia at Augusta University. Students who plan to be out of the curriculum for a semester or more are encouraged to go on an LOA. Students who are not registered for any courses for two consecutive semesters and are not LOA will be administratively withdrawn.

A. Student Affairs Initiated LOA Process

1. Class Dean is made aware that a student may benefit from leave of absence (LOA).
 - a. This may be student-initiated or through reports received through academic, professional, or other avenues.
2. Class Dean meets with student.
 - a. Risks/benefits/alternatives regarding LOA discussed. Specific policy areas that are necessary to discuss:
 - i. Requirement to stay in contact with Student Affairs. Monthly as standard but may be adjusted per discretion of Student Affairs.
 - ii. MCG six-year graduation rule (eight-year if MD/PhD).
 - iii. Failure to return by specified date can result in administrative withdrawal.
 - iv. Notation of LOA on MSPE.
 - v. Health insurance may be impacted- it is the responsibility of student to look into this.
 - vi. Financial aid may be impacted- it is responsibility of student to look further into this.
 - vii. Loan repayment- it is the responsibility of student to look further into this.
 - viii. Scholarship funds may be impacted.
 - b. Meeting is documented in writing and placed in student's confidential student affairs file.
 - i. If LOA involves professionalism, academic matters, or Promotions Committee to any extent; other faculty/personnel/scribe, in addition to documentation, required.
3. MCG Student Promotions Committee can be consulted at any point in the process if Class Dean or Associate Dean for Student Affairs feels it is warranted. However, Student Affairs reserves the right to grant a LOA for up to six months without Student Promotions Committee input for personal, health, research enrichment, and dual degree reasons. Curriculum must be consulted for all dual degree experiences.
 - a. At baseline, a six-month LOA should be seen as the "standard" initial LOA.
 - i. Student can always return sooner with appropriate notification.
 - b. If a LOA is going to exceed six months, student must meet with respective student promotions Subcommittee or full Committee if warranted by prior history.
4. Associate Dean for Student Affairs is notified of LOA.
 - a. Discussion regarding LOA.
 - i. Modifications if necessary.
5. Formal letter summarizing academic performance, describing provisions of LOA, and stipulating the requirements for continued enrollment at the Medical College of Georgia at Augusta University generated and sent to student by Class Dean.
 - a. Two copies sent- one for signing and one for student's records.
 - b. Student has five business days from receipt of letter to sign and return.
 - c. Copy of letter sent in secure email to:
 - i. MCG Associate Dean for Student Affairs
 - ii. Appropriate Campus Dean or Campus Associate Dean
 - iii. MCG Associate Dean for Curriculum and Campus Associate Dean for Curriculum
 - iv. If applicable, the appropriate Academic Advising or Academic Success leadership
 - v. Student Promotions Subcommittee Chair
 - vi. Student Promotions Committee Chair
6. Class Dean notifies the curriculum office, which generates withdrawal/drop/incomplete form that is signed off by Student Affairs and submitted to registrar through Curriculum.

7. It is the responsibility of the Class Dean to track students on LOA to ensure consistent return into the curriculum, make alterations to LOA if necessary, and/or refer to Student Promotions Committee or Subcommittee if warranted.
8. Return from LOA
 - a. In addition to routine contact with Student Affairs, student must alert respective Class Dean regarding intent to return. Must be in writing.
 - b. Student must also alert respective curriculum offices regarding intent to return. Must be in writing.
 - c. Intent to return must be communicated six weeks prior to return date in order to allow for appropriate administrative accommodations to be made.
 - d. Student Promotions Committee or Subcommittee Chair will send notification to appropriate Committee members for vote regarding need for meeting.
 - e. Student Affairs and Curriculum may meet with student in combination to help navigate next best steps for student's success. This may be called by Student Affairs, Curriculum, and/or student.
9. If student does not comply with LOA provisions/stipulations, the following actions may occur:
 - a. Referral to Student Promotions Committee or Subcommittee.
 - b. Administrative withdrawal.

B. Student Promotions Committee Initiated LOA Process

1. The MCG Student Promotions Committee or Subcommittees reserve the right to recommend and implement a LOA as part of their processes.
 - a. This letter would be generated by the Student Promotions Committee or Subcommittee Chair with appropriate CC's based upon MCG policies and procedures.
2. In the event of a Student Promotions Committee Initiated Process, the appropriate Class Dean must have a follow-up meeting with student in order to ensure the student understands:
 - a. Requirement to stay in contact with Student Affairs.
 - b. MCG six-year graduation rule.
 - c. Failure to return by specified date can result in administrative withdrawal.
 - d. Notation of LOA on MSPE.
 - e. Health insurance may be impacted- it is the responsibility of student to look further into this.
 - f. Financial aid may be impacted- it is responsibility of student to look further into this.
 - g. Loan repayment- it is the responsibility of student to look further into this.
 - h. Scholarship funds may be impacted.

Note: This meeting should be documented and filed into the student's private student affairs file. A witness to meeting, pending reasoning for LOA, is strongly encouraged.

3. Return from LOA
 - a. In addition to routine contact with Student Affairs, student must alert respective Class Dean regarding intent to return. Must be in writing.
 - b. Student must ALSO alert respective curriculum offices regarding intent to return. Must be in writing.
 - c. As LOA was initiated by the Student Promotions Committee or Subcommittee, student must meet with Committee prior to reentry into the curriculum.
 - d. Student Affairs and Curriculum may meet with student individually or in combination to help navigate next best steps for student's success after approval for reentry by Student Promotions Committee or Subcommittee. This may be called by Student Affairs, Curriculum, and or student.
 - e. Intent to return notification must be communicated six weeks prior to return date in order to allow for appropriate administrative accommodations to be made.
4. If student does not comply with LOA provisions/stipulations, the following actions may occur:
 - a. Immediate referral to Student Promotions Committee.

C. Administrative Withdrawal

Students who are not on LOA or registered in any courses for two consecutive semesters will be administratively withdrawn. Prior to withdrawal, every attempt will be made to contact the student to ascertain the situation and place the student on LOA if appropriate.

IV. PROFESSIONALISM POLICY

The Student Promotions Committee makes recommendations and decisions related to professionalism in accordance with the Student Professionalism Policy (Appendix C) approved by the Curriculum Oversight Committee. (see [MCG Policy Library](#))

As an academic competency, professionalism also falls under the purview of the Student Promotions Committee. All medical students are expected to consistently conduct themselves in a professional manner, consistent with both AU policy and MCG policy. Where MCG policy is inconsistent with AU policy, MCG policy supersedes AU policy. AU policies can be found at the following link: <https://www.augusta.edu/services/legal/policyinfo/policies.php>.

Physicians share a commitment to professionalism and regulate or govern themselves through peer reviews, hospital committees, and state medical boards. Physicians are also expected to practice in accord with a code of ethics. Therefore, medical students are expected to operate under similar guidelines throughout the course of their academic careers.

A. Professional Misconduct

1. Professional behavior is expected both on and off campus. The Associate Dean of Student Affairs and the Student Promotions Committee have the initial and primary responsibility for reviewing instances of unprofessional student behavior and determining the appropriate response. Professional misconduct by students has broad implications for the well-being of students, faculty, and staff at the Medical College of Georgia. It is important for students, as physicians in training, to understand that there are many behaviors that, although legal, are not professional or fitting of a physician. Professional misconduct includes, but is not limited to:
 - a. Violation of conduct described in course policies or syllabi, or as communicated by the instructor.
 - b. Violation of any code of ethics of the medical profession.
 - c. Academic dishonesty including cheating, or attempted cheating; stealing, or attempted stealing; plagiarism; misrepresentation; or academic misconduct.
 - d. Engaging in or contributing to any activity that disrupts or interferes with the intended teaching, research, or outreach programs of the Medical College of Georgia, on campus or at affiliated training sites.
 - e. Arriving late or leaving early for any curricular or professional activity, including classroom, lab, and clinical experiences, without an excused absence.
 - f. Failure to do any of the following:
 - i. Participate in any required curricular experience, including assessments, without an excused absence
 - ii. Submit an assignment on time
 - iii. Keep an appointment with faculty, staff, or administration
 - iv. Complete assigned duties
 - v. Follow instructions
 - g. Failure to show respect for faculty, staff, students, or patients, including failure to use requested forms of address.
 - h. Failure to communicate and interact professional staff and members of the healthcare team, including peers and patients, in a considerate manner and with a spirit of cooperation.
 - i. Unprofessional dress (as outlined in the professional program, class, and/or clinical agency policies) during classes, clinical experiences, or when representing MCG.

- j. Bringing family members, guests, and pets to the classroom or other instructional facilities (ex. gross anatomy laboratory, simulation lab) or to any curricular or professional academic activities without prior consent of the instructor.
- k. Falsifying application, forms, documents, reports, or records of any kind; or providing false or misleading information to MCG personnel prior to admission, or while an active member of MCG's academic programs.
- l. Unauthorized accessing or revealing of confidential information about faculty, staff, or students at MCG.
- m. Violation of patient respect and confidentiality in any practice/learning setting.
- n. Theft, damaging, defacing, or unauthorized use or misuse of any property of MCG or training sites.
- o. Improper internet behavior.
- p. Computer usage that violates AU/MCG and/or clinical sites acceptable use policies.
- q. Sexual harassment as defined by AU and/or clinical sites: <https://www.augusta.edu/student-life/conduct/sexual-misconduct-policy.php>.
- r. Harassment (including cyber bullying), threats of violence, intent to do harm: <https://www.augusta.edu/services/legal/policyinfo/policy/anti-harassment-non-discrimination-policy>.
- s. Violation of the University System of Georgia Board of Regents Sexual Misconduct Policy: <https://www.usg.edu/policymanual/section6/C2655>.
- t. Endangering patients, faculty, staff, and/or fellow students, or damaging their property.
- u. Intoxication, use, abuse, possession, and/or illegal sale of alcohol, drugs, and/or other prohibited substances/chemicals on campus or while acting as a student or representative of MCG.
- v. Illegal possession of firearms, explosives, harmful chemicals, or other weapons on campus or while acting as a student or representative of MCG.
- w. Any violation, arrest, and/or conviction of any federal, state, or municipal law other than minor traffic violations (ex. speeding or parking tickets). Any individual violating these laws is required to report the violation to the Student Affairs office within seven days of the event.
- x. Any violation of an MCG rule or rule at a professional experience site.
- y. Pleading no contest or being involved in adjudication that is withheld.
- z. Failure to report any violation, arrest, or conviction of any federal, state, or municipal law to the Office of Student Affairs within seven days of the event.

B. Reporting Process – Professionalism

1. As outlined above, students are required to self-report any violation that results in arrest, and/or conviction of any federal, state, or municipal law other than minor traffic violations (ex. speeding or parking tickets) to the appropriate Student Affairs Dean within seven days of the occurrence.
2. speeding or parking tickets) to the appropriate Student Affairs Dean within seven days of the occurrence.
3. If a faculty member is aware that a student has violated the conduct policy outside of the classroom, they shall remind the student of the policy and direct the student to self-report any professional misconduct violations to the appropriate Student Affairs Dean within seven days of the occurrence.
4. The aforementioned faculty member is encouraged to report his/her finding independently to the appropriate Student Affairs Dean within seven days of the occurrence.
5. Any concerns regarding mistreatment of any student by peer, staff, or faculty should be reported using the [Student Mistreatment Reporting Portal](#).

C. Professionalism Actions

1. The Student Affairs Deans and Student Promotions Committee Chair are responsible for transferring cases to the Student Promotions Committee or appropriate Subcommittee which may issue or recommend disciplinary actions on behalf of the Medical College of Georgia.

The Student Promotions Committee or Subcommittee will take all available information into consideration in its discussions of student professionalism concerns. Disciplinary action for professional misconduct will depend on the circumstances and may include dismissal or other action decided upon by the committee.

- a. The committee may review the circumstances and decide to issue a letter of reprimand via the decision letter from the Subcommittee/Full Committee chair. This will be considered a deficiency in terms of being used by the committee to determine next steps should further professionalism concerns arise. However, it will not be considered a deficiency in terms of being placed on the student's Medical School Performance Evaluation (MSPE). Any individual violating the DUI/DWI laws may be required to undergo an alcohol/drug evaluation through the Georgia Physicians Health Program (PHP).
 - b. Probation: Professionalism Concern:
 - i. A student may be referred to the full Committee by the Student Promotions Subcommittee for an Academic Performance Hearing to be considered for placement in the category of "Probation: Professionalism Concern" for any breach of professionalism that requires the Subcommittee's review and is felt to constitute a substantial breach of professional behavior.
 - ii. A student may be placed in the category of "Probation: Professionalism Concern" by the Student Promotions Committee for any breach of professionalism that requires the Full Committee's review and is felt to constitute a substantial breach of professional behavior.
 - iii. Probation: Professionalism Concern is considered to be a deficiency and will be reported in all official documentation.
 - c. Students may be placed on immediate leave of absence and suspension from the Medical College by the action of the Vice Dean for Academic Affairs or designee.
2. Requirements in the Category of Probation: Professionalism Concern
Students placed in the category of "Probation: Professionalism Concern" will:
- a. Be informed of their status and will be followed at specified intervals by their Student Promotions Subcommittee or full Committee until the issues of concern are satisfactorily resolved. Students will also likely need to meet with their Student Affairs/Class Dean on a regular basis as determined by their Student Promotions Subcommittee or full Committee.
 - b. Be offered guidance and an appropriate professional referral(s) toward the resolution of behaviors of concern.
 - c. Remain in this category until the Student Promotions Subcommittee or full Committee reviews and determines that it is appropriate to remove the designation. During this period, the student may not hold any leadership or officer position within MCG, will not be excused for travel for any professional conference. Students on professionalism probation may not be approved for any away electives at the discretion of the Student Promotions Subcommittee.
 - d. Students on Professionalism Probation may not enroll in the Dual Degree pathway.
 - e. Students may be dismissed from the Medical College of Georgia by action of the Full Promotions Committee in the event of additional academic or professionalism concerns while on probation.
 - f. Medical Student Performance Evaluation (MSPE): Students placed on "Probation: Professionalism Concern" will have this noted on their Medical School Performance Evaluation (MSPE) with corresponding dates.
3. Student Appeals of Professionalism Actions
- a. Students placed on Probation: Professionalism Concern have the right to appeal. Students must follow the process outlined in the section on appeals.

V. ACADEMIC PERFORMANCE HEARING PROCEDURES

A. Notification of Academic Performance Hearing

1. The Chair of the Student Promotions Subcommittee shall inform the Vice Dean of Academic Affairs and the Chair of the Student Promotions Committee when a student's academic record or concerns regarding professional behavior meet the criteria for dismissal or repeat year consideration by the Student Promotions Policies and Procedures. The Subcommittee may choose to make a recommendation to the Student Promotions Committee, and if such a recommendation is made, it will be included in the summary letter from the Subcommittee Chair.
2. The Student Promotions Committee Chair and the Student Affairs Dean shall ascertain within one week of informing the Vice Dean of Academic Affairs that all records are prepared for the Academic Performance Hearing.

B. Notification of Rights

1. The Student Promotions Committee or Subcommittee Chair shall notify the student that an Academic Performance Hearing by the Student Promotions Committee will be held on the date specified.
2. There should be at least five (5) business days after the student receives notification and before the hearing.
3. At the time of notification of the Academic Performance Hearing, the student shall be advised by the Student Promotions Committee or Subcommittee Chair, in writing, that a student's rights are as follows:
 - a. The student must be furnished with a written statement giving the reasons for consideration of dismissal or repeat year.
 - b. The student must be allowed to inspect their medical school file, including materials upon which the proposed dismissal or repeat year is based, and shall be made available to the student upon request at least five (5) business days prior to the hearing.
 - c. At the hearing, the student will be allowed to present their version of the circumstances that prompted the Academic Performance Hearing.
 - d. The student may submit documentary evidence in advance of the hearing. Those documents must be provided to the office of Student Affairs at least forty-eight (48) hours prior to the Academic Performance Hearing, to be placed in an access-limited share file accessible by all voting and ex-officio members.
 - e. The student is strongly encouraged to have a faculty advocate present to advise the student during the hearing. Members of the Dean's staff and members of the Student Promotions Committee or Subcommittees shall not serve as a faculty advocate during the hearing.
 - f. The hearing will be held on the designated date and time and location. If the student does not appear despite appropriate notice, the hearing may continue in the student's absence.

C. Academic Performance Hearing by the Student Promotions Committee

1. All documents pertaining to the hearing shall be made available to the Student Promotions Committee members at least forty-eight (48) hours prior to the Academic Performance Hearing.
2. The Chair of the Student Promotions Committee shall preside at the hearing.
3. A quorum (fifty percent of voting members plus one) of the Student Promotions Committee must be present at the hearing.
4. The student's rights shall be as set forth in Section XII B. The objective of the hearing is to present information regarding the student's performance that prompted the Academic Performance Hearing so that an informed decision concerning the student's academic status can be reached. For an Academic Performance Hearing, attendance shall be in person. The decision and the voting results shall be sent in writing to the Vice Dean of Academic Affairs by the Chair of the Student Promotions Committee.

5. The Student Promotions Committee shall listen to the evidence and make a decision to dismiss, repeat the year, or continue in the curriculum, with or without some other stipulation(s). Unless the decision is for dismissal, the Student Promotions Committee may also include Academic Probation or Probation: Professionalism Concern. A simple majority of those present and voting is required to recommend Academic Probation or Probation: Professionalism Concern. A two-thirds majority of those present and voting is required to decide on dismissal. The Vice Dean has the prerogative to review decisions and assure compliance with applicable rules, regulations, and approaches established by MCG. The Vice Dean may accept the decision or refer back to the Committee for re-consideration. In no case shall the Vice Dean impose dismissal when the Committee has chosen otherwise.

D. Deficiencies Subsequent to Academic Performance Hearing and Academic Probation or Probation for Professionalism Concern

1. Academic Probation
 - a. Students who have been required to repeat an academic phase or who have been considered for dismissal and allowed to continue their studies will be placed on Academic Probation.
 - b. Students placed on Academic Probation for repeat of an academic phase are not subject to the Academic Difficulties process as described in sections II.D.2. and II.D.3. Failure to achieve a passing score on the first attempt of an NBME subject examination will result in an academic deficiency.
 - c. Students who receive another deficiency (see definitions in Sections VI., VII., VII. and IX.) while on Academic Probation following an Academic Performance Hearing may be considered for dismissal by the Student Promotions Committee.
 - d. Students will remain on Academic Probation for one year after all deficiencies have been remediated or until graduation requirements are fulfilled, whichever comes first.
2. Probation: Professionalism Concern
 - a. Students who have been required to repeat an academic year or who have been considered for dismissal when there is an issue pertaining to professionalism and allowed to continue their studies will be placed on Probation: Professionalism Concern.
 - b. Students who receive another deficiency while on Probation: Professionalism Concern following an Academic Performance Hearing may be considered for dismissal by the Student Promotions Committee.
 - c. Students placed on Probation: Professionalism Concern will remain in this category as designated by the Student Promotions Committee or Subcommittees.

VI. STUDENT APPEAL PROCESS

A. Students Right to Appeal

1. Students recommended and approved for the following, have the right to appeal:
 - a. Remediation programs for failed courses
 - b. Repeat of an entire academic year
 - c. A probation/professionalism concern
 - d. Academic probation
 - e. Dismissal
2. The student must be allowed to inspect their medical school file, including materials upon which the proposed dismissal or repeat year is based and shall be made available to the student at least five (5) business days prior to the Academic Performance Hearing.
3. Student appeals of a grade or narrative report is described in the MCG Grade Appeal Process.

B. Student Appeal Procedures for Committee or Subcommittee Decisions

1. If the student chooses to appeal a decision by the Student Promotions Committee or Subcommittee for Academics and/or Professionalism, related to: a) remediation programs for failed courses; b) repeat of an entire academic year; c) probation: professionalism concern; d) academic probation, or; e) dismissal, they has the right to appeal that decision. Student appeals must be pursued according to the procedure outlined below:
 - a. An appeal of one of the aforementioned decisions must be made in writing within 10 business days of notice of the initial decision and within five (5) business days of appellate decisions in each of the steps below. Appeal letters must specify in detail one or more of the following bases of appeal:
 - i. The action is considered too severe for the offense.
 - ii. The action is believed to have been made in an arbitrary or capricious manner.
 - iii. The finding that a policy of the Student Promotions Policies and Procedures was violated is believed to not be substantiated by evidence.
 - iv. The student's rights were believed to have been violated (student must specify those rights believed to have been violated).
 - b. If a student is appealing a decision by one of the Student Promotions Subcommittees, that appeal is submitted to the Student Promotions Committee. The Student Promotions Committee then meets and comes to a conclusion.
 - c. If a student is appealing a decision by the Student Promotions Committee, that appeal is submitted to the Vice Dean of Academic Affairs. The Vice Dean may:
 - i. Accept, reject, or modify, the decision but may not impose dismissal when the Committee did not recommend dismissal.
 - ii. Appoint an Ad Hoc Student Promotions Reconsideration Committee of three experienced faculty members as advisory to their decision.
 - iii. The Vice Dean shall then notify the student of a decision, in writing, within twenty (20) business days of the appeal.
 - d. If a student is appealing a decision by the Vice Dean of Academic Affairs, that appeal is submitted to the Dean of MCG. The Dean may:
 - i. Accept, reject, or modify, the decision but may not impose dismissal when the Committee did not recommend dismissal.
 - ii. Appoint an Ad Hoc Student Promotions Reconsideration Committee of three experienced faculty members as advisory to their decision.
 - iii. The Dean shall then notify the student of a decision, in writing, within twenty (20) business days of the appeal.
 - e. The student has the right to appeal the decision of the Dean pursuant to the Augusta University policy attached in Appendix E.
 - f. MCG Curriculum Office grade appeal process found in the [MCG Policy Library](#).

C. Medical Student Performance Evaluation (MSPE)

1. Students have the opportunity to review their MSPE and request corrections of factual inaccuracies.
2. Such requests are not a part of the student's school file and shall not be mentioned in the MSPE.
3. Students shall have the opportunity to review their final MSPE.
4. The review/appeal of the students MSPE does not take the place of the student's responsibility to follow established school policy and timelines regarding the appeal of module/clerkship grades and comments.
5. After the student has discussed concerns about the content or wording of their MSPE with the MSPE author, the student has the prerogative of appealing the wording in the MSPE to the Ad Hoc Committee described below. The portion of the MSPE that is available for review shall be the component that is developed by the author, specifically the unique characteristics and summary sections. This appeal must be made in writing within two (2) business days of review.

6. The Ad Hoc Committee shall be comprised of the Chair of the Student Promotions Committee and the Chairs of each of the four Subcommittees.
7. The decision of the Ad Hoc Committee shall be rendered within ten (10) business days and the decision of the Committee shall be final.

VII. ANNUAL DISTRIBUTION OF POLICIES AND PROCEDURES

A URL of the MCG Academic and Professionalism Policies and Procedures is sent annually to all Medical College of Georgia medical students via the MCG student e-mail list at the beginning of each academic year. Students are strongly encouraged to read and understand the policies and procedures contained in this document and agree to accept and abide by these policies and procedures. The MCG Academic and Professionalism Policies and Procedures is also available for students on the MCG Faculty Senate Student Promotions webpage:

<https://www.augusta.edu/mcg/facultysenate/stdpromo.php>.

VIII. INCOMPLETE DISCIPLINARY PROCESS

Resolution of all matters under jurisdiction of the Student Promotions Committee is required prior to permitting graduation or promotion.

IX. GRADUATION

The Student Promotions Committee makes decisions and recommendations related to graduation in accordance with the Graduation Policy as approved by the Curriculum Oversight Committee:

<https://www.augusta.edu/mcg/coffice/curriculum/policies.php>. (Appendix F)

If a student is enrolled in an elective or selective during the May rotation and that is their only remaining graduation requirement, they may participate in the hooding and graduation ceremonies. A student who has not fully completed all graduation requirements but wants to participate in the graduation and/or hooding ceremonies must submit a request, in writing, to the Student Promotions Subcommittee for their class no later than April 1st of that year. The Subcommittee will consider the student's request and make its recommendation. The Subcommittee Chair will submit the recommendation to the Vice Dean of Academic Affairs who will uphold or deny the recommendation.

X. APPENDICES

All policies in the Appendices can be found in the [MCG Policy Library](#).

Appendix A: NBME Shelf Examination Retake Flow Chart

<https://www.augusta.edu/mcg/coffice/curriculum/policies.php>

Appendix B: USMLE Testing Policy

<https://www.augusta.edu/mcg/coffice/curriculum/documents/usmle-testing-policy.1.7.25.pdf>

Appendix C: Student Professionalism Policy

<https://www.augusta.edu/mcg/coffice/curriculum/documents/professionalism.1.7.25.pdf>

Appendix D: Student Mistreatment Policy

<https://www.augusta.edu/mcg/coffice/curriculum/documents/student-mistreatment-policy.6.4.24.pdf>

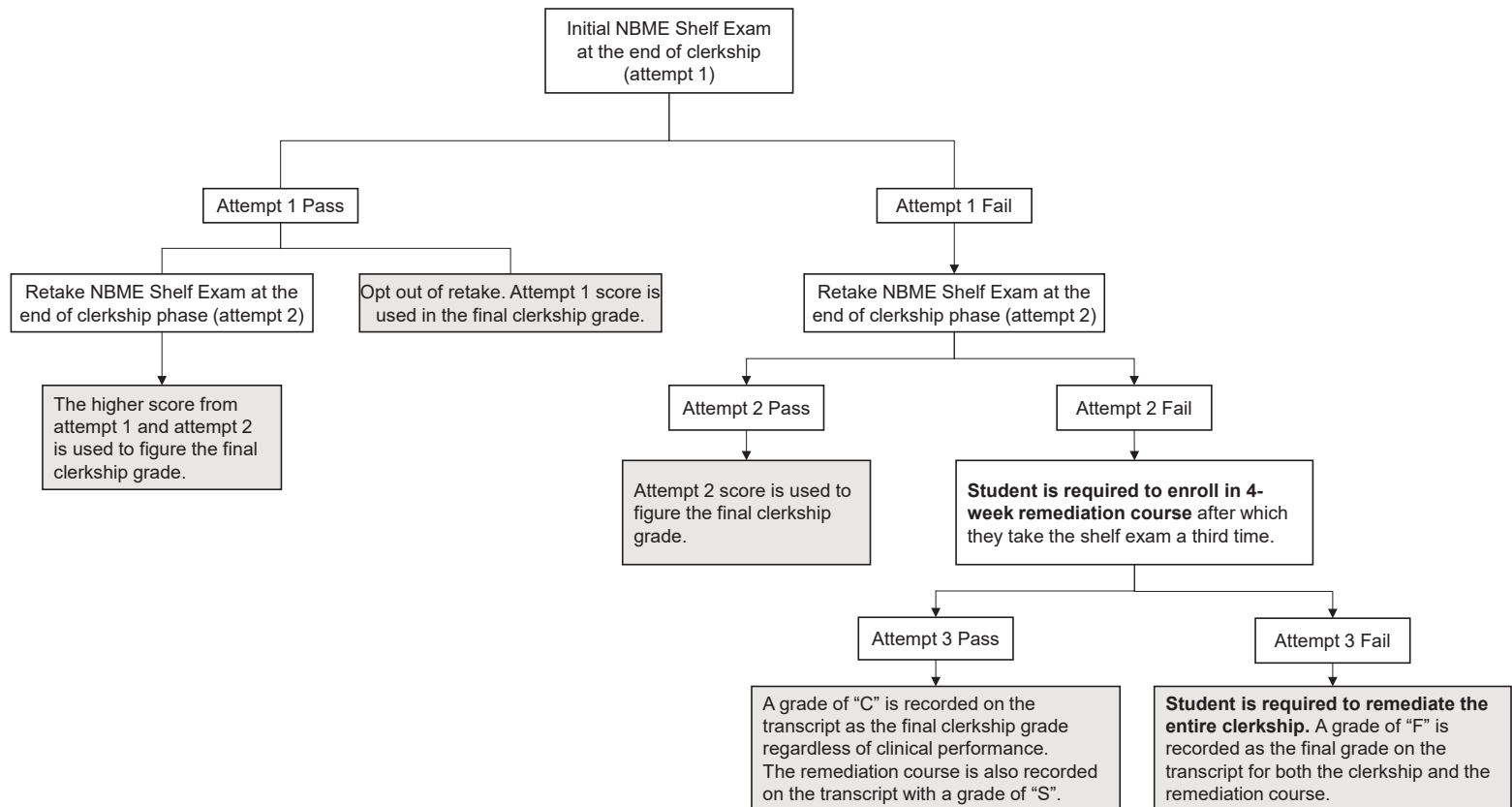
Appendix E: Augusta University Student Appeal Policy

<https://www.augusta.edu/services/legal/policyinfo/policy/student-academic-appeals-policy.pdf>

Appendix F: Graduation Policy

<https://www.augusta.edu/mcg/coffice/curriculum/documents/graduation-policy.8.6.24.pdf>

NBME RETAKE FLOW CHART





The Medical College of Georgia Office of Academic Affairs

APPENDIX B

Approved on: October 6, 2020
Effective on: immediately
Last Approval/Revision: January 7, 2025
Expires: on revision

Applicable to: all students
Approved by: COC
Category: NBME Policies
Context:

USMLE Testing Policy

Achieving a passing score on both USMLE Step 1 and Step 2 is a graduation requirement. Failure of either one of these exams is considered an academic deficiency and is handled according to the [Red Book/MCG Student Policies and Promotions Handbook](#). Requirements for each of the exams is as follows.

USMLE Step 1

- Step 1 scheduling:
 - Students are strongly encouraged to take Step 1 during the Capstone course/dedicated study time at the end of the Preclerkship Phase.
 - Students may take the test during a lotteried *elective period* in the Clerkship Phase. No clerkship can be rescheduled for Step 1.
 - Students may take the test after the completion of the USMLE Prep course (retake course).
- Students may *not* begin Advanced Clerkship or Enrichment Phase courses (excluding the USMLE Prep Course and the Clerkship CPA) prior to sitting for Step 1.
 - This includes the Emergency Medicine Clerkship, Ambulatory, Critical Care, and Sub-I selectives as well as any elective listed as Enrichment only.
 - After sitting for the Step 1, students are allowed to begin these courses while awaiting a score, but must achieve a passing score to continue.
- Students must sit for the Step 1 within six months of completing the clerkship year for on track students or within six months of completing the clinical portion of the clerkships for off track students. If they do not, they will be required to take a Leave of Absence until they have taken the exam.
- Students must pass Step 1 by September 1st of the year before they plan to graduate in order to have an MSPE and enter the Match.

USMLE Step 2

- Step 2 Scheduling
 - Students are encouraged to take Step 2 as close to the completion of the USMLE Prep course (retake course) as possible.
 - Students are strongly encouraged to take Step 2 by January 1 of the year they plan to graduate
- Students who have postponed taking Step 1 may choose to take Step 2 before Step 1
 - They must first meet with regional campus leadership (regional campus students) or academic advisor/curriculum leadership (Augusta-based students).
 - Students choosing to do this must still meet the above requirements for Step 1.
- Students **must** have a passing Step 2 CK score to be certified for the Match in the spring

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



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APPENDIX C

Approved on: Prior to 2021
Effective on: immediately
Last Approval/Revision: January 7, 2025
Expires: upon revision

Applicable to: all students
Approved by: COC, Promotions
Category: Professionalism Redbook
Context:

Student Professionalism

The Student Academic Promotions and Professionalism Conduct Committee makes recommendations and decisions related to professionalism in accordance with the professionalism policies approved by the Curriculum Oversight Committee: <https://www.augusta.edu/mcg/coffice/curriculum/policies.php>.

As an academic competency, professionalism also falls under the purview of the Student Promotions Committee. The Medical College of Georgia strives to maintain a positive learning environment as detailed in the Achieving a Positive Learning Environment Policy.

All medical students are expected to consistently conduct themselves in a professional manner, consistent with both AU policy and MCG policy. Where MCG policy is inconsistent with AU policy, MCG policy supersedes AU policy. AU policies can be found at the following link: <https://www.augusta.edu/services/legal/policyinfo/policies.php>.

Physicians share a commitment to professionalism and regulate or govern themselves through peer reviews, hospital committees, and state medical boards. Physicians are also expected to practice in accord with a code of ethics. Therefore, medical students are expected to operate under similar guidelines throughout the course of their academic careers.

A. Professional Misconduct:

1. Professional behavior is expected both on and off campus. The Associate Dean of Student Affairs and the Student Promotions Committee have the initial and primary responsibility for reviewing instances of unprofessional student behavior and determining the appropriate response. Professional misconduct by students has broad implications for the well-being of students, faculty, and staff at the Medical College of Georgia. It is important for students, as physicians in training, to understand that there are many behaviors that, although legal, are not professional or fitting of a physician. Professional misconduct includes, but is not limited to:
 - a. Violation of conduct described in course policies or syllabi, or as communicated by the instructor.
 - b. Violation of any code of ethics of the medical profession.
 - c. Academic dishonesty including cheating, or attempted cheating; stealing, or attempted stealing; plagiarism; misrepresentation; or academic misconduct.
 - d. Engaging in or contributing to any activity that disrupts or interferes with the intended teaching, research, or outreach programs of the Medical College of Georgia, on campus or at affiliated training sites.
 - e. Arriving late or leaving early for any curricular or professional activity, including classroom, lab, and clinical experiences, without an excused absence.

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- f. Failure to do any of the following:
 - i. Participate in any required curricular experience, including assessments, without an excused absence
 - ii. Submit an assignment on time
 - iii. Keep an appointment with faculty, staff, or administration
 - iv. Complete assigned duties
 - v. Follow instructions
- g. Failure to show respect for faculty, staff, students, or patients, including failure to use requested forms of address.
- h. Failure to communicate and interact professional staff and members of the health care team, including peers and patients, in a considerate manner and with a spirit of cooperation.
- i. Unprofessional dress (as outlined in the professional program, class, and/or clinical agency policies) during classes, clinical experiences, or when representing the Medical College of Georgia.
- j. Bringing family members, guests, and pets to the classroom or other instructional facilities (ex. gross anatomy laboratory, simulation lab) or to any curricular or professional academic activities without prior consent of the instructor.
- k. Falsifying application, forms, documents, reports, or records of any kind; or providing false or misleading information to Medical College of Georgia personnel prior to admission, or while an active member of MCG's academic programs.
- l. Unauthorized accessing or revealing of confidential information about faculty, staff, or students of the Medical College of Georgia.
- m. Violation of patient respect and confidentiality in any practice/learning setting.
- n. Theft, damaging, defacing, or unauthorized use or misuse of any property of the Medical College of Georgia or training sites.
- o. Improper internet behavior
- p. Computer usage that violates AU/MCG and/or clinical sites acceptable use policies.
- q. Sexual harassment as defined by AU and/or clinical sites. <https://www.augusta.edu/student-life/conduct/sexual-misconduct-policy.php>
- r. Harassment (including cyber bullying), threats of violence, intent to do harm. <https://www.augusta.edu/services/legal/policyinfo/policy/anti-harassment-non-discrimination-policy>
- s. Violation of the University System of Georgia Board of Regents Sexual Misconduct Policy <https://www.usg.edu/policymanual/section6/C2655>
- t. Endangering patients, faculty, staff, and/or fellow students, or damaging their property.
- u. Intoxication, use, abuse, possession, and/or illegal sale of alcohol, drugs, and/or other prohibited substances/chemicals on campus or while acting as a student or representative of the Medical College of Georgia.
- v. Illegal possession of firearms, explosives, harmful chemicals, or other weapons on campus or while acting as a student or representative of the Medical College of Georgia.



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- w. Any violation that results in arrest, and/or conviction of any federal, state, or municipal law other than minor traffic violations (ex. speeding or parking tickets). Any individual violating these laws is required to report the violation to the Student affairs office within 7 days of the event.
- x. Any violation of a Medical College of Georgia rule or rule at a professional experience site.
- y. Pleading no contest or being involved in adjudication that is withheld.
- z. Failure to report any violation, arrest, or conviction of any federal, state, or municipal law to the Office of Student Affairs within 7 days of the event.

B. Reporting Process

1. As outlined above, students are required to self report any violation that results in arrest, and/or conviction of any federal, state, or municipal law other than minor traffic violations (ex. speeding or parking tickets) to the appropriate Student Affairs Dean within seven days of the occurrence.
2. If a faculty member is aware that a student has violated the conduct policy outside of the classroom, they shall remind the student of the policy and direct the student to self-report any professional misconduct violations to the appropriate Student Affairs Dean within seven days of the occurrence.
3. The aforementioned faculty member is encouraged to report his/her finding independently to the appropriate Student Affairs Dean within seven days of the occurrence.
4. Any concerns regarding mistreatment of any student by peer, staff, or faculty should be reported using the Student mistreatment reporting portal.
<https://www.augusta.edu/mcg/students/studentmistreatment.php>

C. Professionalism Actions

1. The Student Affairs Deans and Student Promotions Committee Chair are responsible for transferring cases to the Student Promotions Committee or appropriate Subcommittee which may issue or recommend disciplinary actions on behalf of the Medical College of Georgia. The Student Promotions Committee or Subcommittee will take all available information into consideration in its discussions of student professionalism concerns. Disciplinary action for professional misconduct will depend on the circumstances and may include dismissal or other action decided upon by the committee.
 - a. The committee may review the circumstances and decide to issue a letter of reprimand via the decision letter from the Subcommittee/Full Committee chair. This will be considered a deficiency in terms of being used by the committee to determine next steps should further professionalism concerns arise. However, it will not be considered a deficiency in terms of being placed on the student's Medical School Performance Evaluation (MSPE). Any individual violating the DUI/DWI laws may be required to undergo an alcohol/drug evaluation through the Georgia Physicians Health Program (PHP).



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- b. Probation: Professionalism Concern:
 - i. A student may be referred to the full Committee by the Student Promotions Subcommittee for an Academic Performance Hearing to be considered for placement in the category of “Probation: Professionalism Concern” for any breach of professionalism that requires the Subcommittee’s review and is felt to constitute a substantial breach of professional behavior.
 - ii. A student may be placed in the category of “Probation: Professionalism Concern” by the Student Promotions Committee for any breach of professionalism that requires the Full Committee’s review and is felt to constitute a substantial breach of professional behavior.
 - iii. Probation: Professionalism Concern is considered to be a deficiency and will be reported in all official documentation.
 - c. Students may be placed on immediate leave of absence and suspension from the Medical College by the action of the Vice Dean for Academic Affairs or designee.
2. Requirements in the Category of Probation: Professionalism Concern: Students placed in the category of “Probation: Professionalism Concern” will:
- a. Be informed of their status and will be followed at specified intervals by their Student Promotions Subcommittee or Full Committee until the issues of concern are satisfactorily resolved. Students will also likely need to meet with their Class Dean on a regular basis as determined by their Student Promotions Subcommittee/Full Committee.
 - b. Be offered guidance and an appropriate professional referral(s) toward the resolution of behaviors of concern.
 - c. Remain in this category until the Student Promotions Subcommittee/Full Committee reviews and determines that it is appropriate to remove the designation. During this period, the student may not hold any leadership or officer position within MCG, will not be excused for travel for any professional conference. Students on professionalism probation may not be approved for any away electives at the discretion of the Student Promotions Subcommittee.
 - d. Students who are on Professionalism Probation may not enroll in the Dual Degree pathway.
 - e. Students may be dismissed from the Medical College of Georgia by action of the Full Promotions Committee in the event of additional academic or professionalism concerns while on probation.
 - f. Medical Student Performance Evaluation (MSPE): Students placed on “Probation: Professionalism Concern” will have this noted on their Medical School Performance Evaluation (MSPE) with corresponding dates.
3. Student Appeals of Professionalism Actions.
- a. Students placed on Probation: Professionalism Concern have the right to appeal. Students must follow the process outlined in the section on appeals.



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APPENDIX D

Approved on: November 4, 2014
Effective on: immediately
Last Approval/Revision: June 4, 2024
Expires: upon revision

Applicable to: all students
Approved by: COC
Category: Professionalism
Context:

Student Mistreatment Policy

Policy Statement

The medical learning environment is expected to facilitate students' acquisition of the professional and collegial attitudes necessary for effective and compassionate health care. All students deserve a learning environment that promotes their acquisition of knowledge and skills without experiencing or fearing mistreatment. The development of these attitudes is based on the presence of mutual respect between teacher and learner and represents the AAMC Teacher-Learner Compact.

The Medical College of Georgia (MCG or the College) is committed to maintaining a safe and supportive academic environment at all teaching/clinical sites that is free of all mistreatment, including intimidation, disrespect, belittlement, humiliation, and abuse. The College has a policy of zero tolerance with respect to student mistreatment. The policy is intended to protect students and delineate how mistreatment is reported and addressed at MCG. It is understood that all faculty, residents, and staff will treat students in a collegial, respectful, and professional manner. It is also understood that students will treat each other in a collegial, respectful, and professional manner.

Definitions and Examples

Complainant: An individual who is alleged to have experienced conduct that violates applicable Policies.

Mistreatment Response Team (MRT): Task force assigned to investigate complaints, comprised of the Associate Dean for Student Affairs, Campus Associate Dean for Student Affairs (Athens), Associate Dean for Graduate Medical Education (GME) or designee, and Associate Dean for Faculty Affairs. Should a complaint be made about a member of the Mistreatment Response Team, that person will be recused from the MRT and treated as any other accused.

Mistreatment Council: Will meet at the request of the MRT. A larger council comprised of the Associate Dean for Student Affairs, Class Deans, Associate Dean for GME, Associate Dean for Faculty Affairs, Campus Associate Dean for Student Affairs (Athens), Campus Dean (Athens), Associate Dean for Regional Campuses.

Prohibited Discrimination: Prejudice and discrimination based on one's gender, racial, ethnic, religious identity, national origin, disability, or sexual orientation.

Respondent: An individual who is alleged to have engaged in conduct that violates applicable policies.



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Sexual Harassment: Unwelcome verbal, nonverbal, or physical conduct, based on sex (including gender stereotypes) that may include: (a) offensive comments to or about the student, (b) unwanted attention or unwelcome verbal advances, (c) unwanted, persistent invitations, (d) unwelcome, explicit propositions, (e) offensive displays, (f) offensive body language, (g) unwanted physical advances, and/or (h) sexual bribery.

Student Mistreatment: Any behavior outside the bounds of acceptable conduct in which a student is abused or perceived to be abused in any way.

What is Abuse?

In general, student mistreatment is defined as any instance in which a student is abused in any way. This includes abuse of power by asking the student to do things beyond the scope of the medical student's role.

Examples of abuse include, but are not limited to:

- Threat of harm or being physically abused. Aggressive behavior (e.g., yelling, throwing objects, cursing, and threatening physical harm) that creates a hostile learning environment.
- Treating students in an injurious or offensive way. Attacking in words, speaking insultingly, harshly, or unjustly to or about a student.
- Public belittling or humiliation (feeling dehumanized, disrespected, or undignified, being shouted at, cursed, or ridiculed).
- Being asked to perform services unrelated to education or patient care (shopping, running errands, etc.). Assigning tasks or denying educational opportunities with the intent of punishment.
- Threat of grading and other forms of assessment as a reward or punishment for inappropriate requests.
- Offensive remarks based on one's gender, racial, ethnic, religious identity, national origin, disability, or sexual orientation.
- Having grades lowered based solely on gender, race, ethnicity, religion, sexual orientation, gender identity, national origin, or disability.
- Telling inappropriate stories or jokes (e.g., ethnic, sexist, racist).
- Taking credit for a student's work.
- Intentional neglect/ignoring of a student.
- Sexual harassment, including but not limited to offensive comments to or about the student; unwanted attention or unwelcome verbal advances; unwanted persistent invitations; unwelcome explicit propositions; offensive displays; offensive body language; unwanted physical advances; and/or sexual bribery. This form of abuse should be reported under the procedures contained within Augusta University's Sexual Misconduct Policy and the Title IX Office.



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What is Not Abuse?

- Pointing out that a student has not adequately prepared for his/her assignments during rounds.
- Asking students questions on rounds.
- Providing feedback about these behaviors is not abuse or mistreatment unless done in an abusive manner or if such correction is disproportionately directed at specific individuals based on their gender, race, ethnicity, religion, sexual orientation, gender identity, national origin, or disability.

Expectations

The medical learning environment is expected to facilitate students' acquisition of the professional and collegial attitudes necessary for effective and compassionate health care.

Examples of appropriate behavior include, but are not limited to:

- Conducting all interactions in a manner free of bias or prejudice of any kind.
- Providing a clear description of expectations by all participants at the beginning of all educational endeavors, rotations, and assignments.
- Encouraging an atmosphere of openness in which students will feel welcome to raise questions, ask for help, make suggestions, and respectfully disagree.
- Providing timely and specific feedback in a constructive manner, appropriate to the level of experience/training, and in an appropriate setting, with the intent of guiding students towards a higher level of knowledge and skill.
- Focusing such feedback on observed behaviors and desired outcomes, with suggestions for improvement.
- Encouraging an awareness of faculty responsibilities towards all individual learners in a group setting.
- Providing an educational experience of the highest quality, along with the time, preparation, and research necessary to achieve that goal.
- Basing rewards and grades on merit, not favoritism.
- Focusing constructive criticism on performance rather than personal characteristics of the student.

Expectations of Students

- Student acknowledgement of course or rotation expectations and the responsibility for fulfilling those requirements to the best of one's ability.
- Asking for feedback from professors, interns, residents, nurses, and attending physicians as appropriate.
- The acceptance of feedback provided by faculty in an objective manner and the incorporation of such feedback into future efforts to achieve the desired educational outcome.
- An understanding that feedback is given with the intention of helping to further the student's progress in meeting course and/or rotation expectations.



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- Promptly and properly addressing, through appropriate administrative avenues, of any incidents and circumstances that fall outside the tenets set forth here.
- An honest and earnest effort to provide constructive criticism-written, verbal or otherwise to peers and supervisors, when such feedback is likely to enhance their colleague's skill as a physician.

PROCESS AND PROCEDURES

Reporting Mistreatment

A student who believes they have experienced mistreatment can consult with one of the following individuals who can assist the student with determining whether an identified or anonymous report should be made:

- Associate Dean for Student Affairs (Augusta)
- Campus Associate Dean for Student Affairs, Diversity, and Inclusion (Athens)
- Class Dean (Augusta)
- Campus Associate Dean (Regional Campuses)

A student may also take one of the following steps:

- Report a Complaint via the MCG Mistreatment Form online or in person.
- Report a Complaint to the Vice Dean for Academic Affairs (who takes the incident to MRT)

All reports from all sources and mechanisms of reporting are required to come to the Mistreatment Response Team (MRT) for investigation and resolution, by contacting either the Associate Dean for Student Affairs or the Vice Dean for Academic Affairs. All tracking for, reporting to, and oversight by the COC will be through the Office of Evaluation, Accreditation, and CQI.

Online Reporting

The reporting form can be found on both the Office of Academic Affairs and Office of Student Affairs websites: <http://www.augusta.edu/mcg/students/studentmistreatment.php>

This form and process provides MCG students, faculty, staff, and house staff with a web form for reporting acts of student mistreatment and abuse that occur at MCG, either named or anonymously. If you or someone you know is in an emergency situation that requires or could require medical, psychological or police services, please call 911 or the MCG Police at 706-721-2911 or in Athens the UGA police at (706) 542-2200. Use this Web form to report an act of student abuse or mistreatment.

In Person Reporting

- Augusta and regional campus students should contact the Associate Dean for Student Affairs.

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



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- Athens Medical Partnership students should contact the Campus Associate Dean for Student Affairs.

Confidentiality and Protection from Retaliation

- It is expected that the complainant, respondent(s), witness(es), committee members, and all other participants in the mistreatment reporting process will maintain confidentiality throughout the entire process and after the process is complete in perpetuity, unless otherwise required by law or another binding authoritative body.
- All complaints will be handled promptly and appropriate action taken with the goal of protecting the student from harm or any type of retaliation.
- Personnel actions by the College and/or University against the perpetrator are often confidential.
- Exceptions to confidentiality can be made in cases where there appears to be imminent risk of serious harm or if evidence of criminal behavior is uncovered which requires reporting per state or other applicable laws.

Malicious Accusations

Any complainant or witness found to have been dishonest or malicious in making the allegation of mistreatment will be subject to disciplinary action and the matter brought before the Promotions Committee.

Investigation and Resolution

After receiving a formal complaint, the Mistreatment Response Team (MRT) will investigate the allegations and determine recommendations for resolution in the following manner.

1. The MRT will gather information from the complainant, respondent(s), witness(es) and others as appropriate. The accused party has the right to engage the MRT to present their side of the allegation.
2. The MRT will notify legal counsel if necessary.
3. The MRT will consult and bring-in resources within and outside MCG as needed to determine the appropriate course of action.
4. The MRT will facilitate resolution, whenever possible, which may include direct intervention with an accused party to solve the situation.
5. The complainant who elects to file an identified report will be contacted by the Associate Dean for Student Affairs within 5 business days of the complaint. Human Resources policies and procedures may limit what can be shared with the complainant.



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6. If the findings indicate a violation has occurred, the Associate Dean for Student Affairs will notify the appropriate senior leader(s) and provide recommendations made by the MRT.
 - a. Attending/faculty: Department Chair
 - b. Resident/fellow: Department Chair, Residency Program Director
 - c. Preceptor: Department Chair, Clerkship Director
 - d. Allied health care worker: Relevant Dean
 - e. Site leader: Vice Dean for Academic Affairs
7. If findings indicate a violation occurred by a resident, the Associate Dean for Graduate Medical Education will notify the Department Chair and provide recommendations made by the MRT.
8. If the MRT deems it necessary, the Mistreatment Council will convene to interview both the student and accused party.
 - a. If deemed necessary, the MRT will add other regional campus leadership to the Mistreatment Council.
 - b. If the accused party is a resident, leadership from the residency program and/or department should be present at the Mistreatment Council meeting.

References

1. Silver, H.K., M.D.; Glicken, A.D., M.S.W: Medical Student Abuse, JAMA 263: 527-532, 1990.
2. Komaromy, M., M.D.; Bindman, A.B., M.D.; Haber, R.J., M.D.; Sande, M.A., M.D.: Sexual Harassment in Medical Training. NEJM 328: 322-326, 1993.

Related Policies

[Augusta University's Policy Library](#)

Student Academic Appeals Policy

Policy Manager: Office of Faculty Affairs

POLICY STATEMENT

An academic appeal is a request for review of an administrative decision made with respect to an individual student which bears upon his/her student career, other than for matters involving student academic dishonesty or allegations of student cheating which are governed solely by the Academic Honesty Policy. The appeals procedure does not apply to issues which have broad application to the university as a whole or to constituent groupings within the university. However, appeals can be made in matters such as admission, transfer of credit, probation, suspension, dismissal, and other similar matters. A supervisor's decision in an appeal can itself be appealed, but there is no appeal of the President's decisions except in cases where it is reasonably alleged that a decision against the student was based on discrimination with respect to race, sex, age, handicap, religion, or national origin.

This policy provides a means to appeal in cases where administrative decisions have been made which may have a negative effect on a student's academic career. It addresses situations not covered by the Student Academic Grievance Policy or the Academic Honesty Policy.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- ☐ Alumni ☒ Faculty ☒ Graduate Students ☒ Health Professional Students
☒ Staff ☒ Undergraduate Students ☐ Vendors/Contractors ☐ Visitors
☐ Other:

DEFINITIONS

Academic Appeal -- a request for review of an administrative decision made with respect to an individual student which bears upon his/her student career.

Supervisor -- the person supervising the decision-maker whose decision is being appealed, usually a dean of a college or his/her designee (e.g., academic affairs dean, associate or assistant dean, vice dean, etc.).

PROCESS & PROCEDURES

The procedures set forth here are intended to provide students at Augusta University a means for appealing administrative decisions which are alleged to have a negative impact on that student's academic career. If the student wishes to address alleged violations of his/her rights by his/her instructor, the student should refer to the Student Academic Grievance Policy. If the student's problem is related to a nonacademic issue, he or she should refer to the Augusta University Student Code of Conduct.

Office of Legal Affairs Use Only

Executive Sponsor: Associate Provost, Faculty Affairs

Next Review: 7/2027

1. Appeals of Administrative Decisions

- 1.1. A student may file an appeal whenever he or she can reasonably claim that an administrative decision affecting his or her program of study was not justified by the procedures and/or guidelines established to govern that decision. It is not necessary that the student allege discrimination or other wrongdoing on the part of the administrator.
- 1.2. The student should submit the appeal in writing to the immediate supervisor of the administrator responsible for the decision he or she questions. It is the student's responsibility to gather the evidence necessary to support his or her case and to include that evidence when submitting the written appeal. In preparing the appeal, the student should keep in mind that the primary issue is whether the administrative decision was justified by the procedures and/or guidelines established to govern that decision.
- 1.3. The supervisor to whom the appeal is made may choose to appoint and be advised by a consultative board composed of students and/or faculty and/or administrators of the supervisor's own choosing, and may also choose to charge such a board with hearing oral arguments and/or with making inquiries into specified matters of fact. However, if a student has alleged discrimination on the basis of race, sex, age, handicap, religion, or national origin, a consultative board must be appointed and must include at least one student and at least one faculty member who is not an administrator. In no case will the supervisor be bound by the advice of the board.
- 1.4. The supervisor to whom the appeal is made will render a final decision in the case within ten (10) business days, and may either:
 - 1.4.1. uphold the original decision
 - 1.4.2. modify the decision, or
 - 1.4.3. overturn the decision.
- 1.5. If the student is not satisfied with the outcome of the administrative appeal, he or she may appeal the decision to the president.

2. Appeal to the President

- 2.1. All appeals must be in writing and submitted to the President of the University (or his/her designee) within five (5) business days of the receipt of the decision.
- 2.2. The student has the right to appeal the outcome on the following grounds:
 - New information: You may provide new information sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing;
 - You may allege a procedural error with the hearing process that may have substantially impacted the fairness of the process, including but not limited to whether any hearing questions were improperly excluded or whether the decision

was tainted by a conflict of interest or bias by anyone involved in the hearing process; or

- Inconsistent Findings: You may allege findings inconsistent with the weight of the information.

The appeal process is not intended to grant a new hearing at a higher level.

- 2.3. It is the student's responsibility to gather the evidence necessary to support his or her case and to include that evidence when submitting the Presidential appeal. In preparing the appeal, the student should keep in mind that the primary issue is whether the decision was justified by the procedures and/or guidelines established to govern that decision.
- 2.4. The President or his/her designee (e.g., Provost or Associate Provost Faculty Affairs) shall review the appeal within five (5) business days. He or she may either:
 - 2.4.1. uphold the decision,
 - 2.4.2. overturn the decision,
 - 2.4.3. or modify the decision.
- 2.5. The President or his/her designee shall notify in writing the concerned parties (i.e., both principals, the dean, and the APFA) of his/her decision within five (5) business days.

3. Appeal to the Board of Regents

Students have the right to appeal final decisions of the President to the Board of Regents of the University System in accordance with Section 6.26 of the BOR Policy Manual.

The decision of the Board shall be final and binding for all purposes.

REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank.

RELATED POLICIES

[USG Board of Regents Policy 6.26](#)

<https://www.usg.edu/policymanual/section6/C2714/>

Augusta University Academic Honesty Policy

Augusta University Student Academic Grievances Policy

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 7/18/2022

President, Augusta University

Date: 7/19/2022



The Medical College of Georgia Office of Academic Affairs

APPENDIX F

Approved on: October 1, 2019
Effective on: immediately
Last Approval/Revision: August 6, 2024
Expires: on revision

Applicable to: Graduating Students
Approved by: COC
Category: Graduation Policies
Context:

Graduation Participation Policy

In order to graduate from the Medical College of Georgia, students must meet all of the graduation requirements as approved by the Curriculum Oversight Committee.

This policy covers special circumstances surrounding student participation in Hooding and Graduation Ceremonies as well as circumstances when students may choose to delay graduation because they were unable to obtain a residency position in the Match.

Participation in Hooding and Graduation Ceremonies

Student eligibility to participate in the Hooding/Graduation ceremonies is based on the student's standing at the time of graduation. Review by the Promotions Subcommittee may be required depending on that status.

1. **Students who have graduated the previous December:** Participation in the ceremonies is automatic. No review is necessary.
2. **Students who will have completed all course requirements by the end of April:** Participation in the ceremonies is automatic. No review is necessary.
3. **Students who will not have completed requirements by the end of April but will do so by June 30 (previously scheduled May/June course, elective failure with May/June remediation):** Participation is probable. An expedited review by the Promotions Sub-Committee Chair is necessary. This review is to verify that the student is in good standing and will complete requirements in time. Names will be submitted by Curriculum Office. The student does not need to take any action.
4. **Students who will not have completed requirements by the end of April but may do so by June 30 (Step 2 Failure with retake scores due back before June 30, clerkship or selective failure with May/June remediation):** Participation is possible. A Review by the Promotions Subcommittee is necessary (may be done via email). This review should take into account the student's likelihood of completion by the end of the semester as well as the reason for delay. Names will be submitted by Curriculum Office; the student does not need to take any action.
5. **Students who will not have completed requirements by the end of June:** Participation is handled on a case by case basis. Review by Promotions Subcommittee is necessary (may be done by email). This review should take into account the circumstances that caused the delay in graduation, the expected date of completion of requirements, the student's academic record etc. Students in this circumstance must submit a written request to participate in Hooding/Graduation to the Promotions Subcommittee Chair by April 1st. This request should outline the reason for the delay in graduation, the remaining requirements and an expected completion date, as well as any special circumstances that may be pertinent.



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6. **Students who elect to delay graduation because of an unsuccessful match:** Participation is probable. An expedited review by the Promotions Sub-Committee Chair is necessary. This review is to verify that the student is in good standing and is delaying graduation solely because of an unsuccessful match. Names will be submitted by Curriculum Office. The student does not need to take any action.

Students may appeal above decisions to the Full Promotions Committee by petitioning the Promotions Committee Chair in writing.

Except in the case of a late failure or unsuccessful match where a review may be needed in the weeks immediately prior to graduation, all student names should be submitted to the appropriate Promotions Committee officer by April 1st and reviews completed by April 15th.

Delaying Graduation for Unsuccessful Match

Students who are unsuccessful in the Match during the spring of their senior year of medical school may be allowed to delay graduation by 6 months or 1 year so that they can reenter the match as a senior medical student. Students will be allowed to drop courses including ones that are already in progress during the month of match providing that they meet the conditions below:

1. Student is currently in good standing – no outstanding Promotions Committee requirements, no active failures etc.
2. Students must choose either 6 months or 1 year delay
3. Students may choose to continue in a normal course of study (taking additional electives, off campus rotations etc.), to participate in an extended research project for credit, or to pursue a dual degree in one of the other schools within the Augusta University system.
4. Any course which was dropped after it was already in progress, must be retaken in its entirety in the semester immediately following the unsuccessful match.
5. Students will be governed by University rules regarding graduation and will have to graduate at the end of the semester during which they complete their requirements.
6. Students still must complete medical school in a total of six consecutive calendar years.

Students who decide to pursue a delay will sign a form agreeing to the above terms (See Appendix A). Decisions about delay are binding and cannot be changed once the delay has been granted and the student has agreed to the terms. Students will incur additional tuition expenses during the delay up to the amount of full tuition for another year.



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Appendix A: Student Agreement

I am electing to delay my graduation from the Medical College of Georgia for the purpose of reapplying in the match next academic year because I was not successful in the match this year.

I am choosing to delay by ☐ six months ☐ one year.

I understand that in delaying I am agreeing to the following terms:

1. I must currently be in good standing – no outstanding Promotions Committee requirements, no active failures etc.
2. I must choose either 6 months or 1 year delay
3. I may choose to continue in a normal course of study (taking additional electives, off campus rotations etc.), to participate in an extended research project for credit, or to pursue a dual degree in one of the other schools within the Augusta University system.
4. If I must drop any course after it was already in progress in order to delay, it must be retaken in its entirety in the semester immediately following the unsuccessful match.
5. I will be governed by University rules regarding graduation and will have to graduate at the end of the semester during which I complete my graduation requirements.
6. I must still complete medical school in a total of six consecutive calendar years.

Printed Name

Date

Signature

Curriculum Office Dean - Printed Name

Date

Curriculum Office Dean – Signature