Important Update (July 30, 2008): Changes to these BUSM Policies and Procedures

During the 2007-2008 curricular year the BUSM Medical Education Committee (MEC) voted for the following two changes in the policies governing the grading and official transcript of our medical students. These changes are not reflected in this current document. The respective passages related to these changes, and therefore no longer in effect, are highlighted on pages 3 and 5 of this document, keyed to the highlighted passages below. The committee discussions and rationale for these changes are included in the minutes of the MEC meetings, which are available at [http://www.bumc.bu.edu/Dept/Content.aspx?DepartmentID=454&PageID=9396].

At the MEC meeting of December 20, 2007, the following motion was made and accepted.

“All courses in the second year curriculum at BUSM will be graded as Pass/Marginal Pass/Fail in the same fashion as BUSM 1 is now graded. This grading system will take effect as of this vote and include all other courses in the second semester of the 2007-2008 academic year.”

At the MEC meeting of June 26, 2008, the following two motions were made and accepted.

“The transcript issued from Boston University School of Medicine will accurately represent a student’s unabridged grading history.” This means that all Marginal Pass grades and all Fail grades that are remediated by the student will appear on that student’s official transcript in addition to the new grade. All unremediated Marginal Pass grades will appear on the student’s official transcript.

“The ‘unabridged transcript’ policy will be implemented for the incoming class of 2012 (the 2008-09 academic year). The transcripts for students in the classes of 2009, 2010 and 2011 will continue to be reported as currently described in the BUSM ‘General Policies and Procedures Governing the Evaluation, Grading and Promotion of Students’.”

*Approved by the faculty of Boston University School of Medicine, June 18, 2003
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PART I. GENERAL POLICIES AND PROCEDURES FOR EVALUATION, GRADING, AND PROMOTION OF STUDENTS AT BOSTON UNIVERSITY SCHOOL OF MEDICINE

I. Qualifications for Promotion

In order to be promoted to the next curricular year, medical students must (1) meet all requirements of the current year, and (2) satisfactorily adhere to all University standards.

To continue and progress through the curriculum, to be promoted from year to year and, thus, ultimately to graduate from Boston University School of Medicine (BUSM), each student must be deemed qualified by the appropriate Student Promotions Committee on the basis of standards and
requirements described in this Statement of Procedures and in the written Policy Statements of the appropriate Student Promotions Committee. In addition to cognitive performance, students’ behavioral performance is equally subject to evaluation. Students are expected to be honest, conscientious, respectful, and reliable in carrying out their assignments. Their behavior toward colleagues, faculty, staff, patients, and others with whom they interact in their roles as medical students is expected to be appropriate, reasonable and considerate – consistent with medical professional standards.

Students who are in good academic standing are those who are performing at a passing level in all courses, or who have acquired no more than the allowed number of Marginal Pass grades to be eligible for promotion, and whose overall progress renders them eligible for promotion. Two Marginal Passes are permitted for promotion eligibility from the first and second years into the second and third years respectively, and no Marginal Passes are permitted for promotion eligibility from the third year or graduation eligibility from the fourth year. Students who are not in good academic standing include those who have failed any courses, those who have acquired more than the allowed number of Marginal Pass grades to be eligible for promotion, and those who are on academic probation or who are suspended.

The term “Satisfactory Academic Progress” defines the situation of all students who are in good academic standing as defined above, as well as those students who are participating in, or eligible for, established procedures of academic remediation, including repeating courses and taking make-up examinations, and those students who are registered in a decelerated curriculum. Students who are considered not to be maintaining satisfactory academic progress include those who are on academic probation, and those who have been suspended from Boston University School of Medicine. The current federal requirements of Satisfactory Academic Progress are that a maximum timeframe for degree completion is established at 150% of the program length (see Part I, VIII, below). Boston University School of Medicine policy is consistent with this requirement.

II. Failure to Qualify for Promotion

A student who fails to qualify for continuation or progression within the curriculum or for promotion from year to year will be subject to action by the relevant Promotions Committee. A Promotions Committee may, at any of its meetings, review a student’s Academic Record of cognitive and behavioral performance and take appropriate action.

III. Evaluation of Student Performance

Each Department or Faculty or other organized teaching program is to evaluate students by means they judge appropriate to their respective courses. These student evaluations will be communicated to the Registrar and to the appropriate Promotions Committee through the Associate Dean for Student Affairs, acting as an agent of the relevant Promotions Committee.

A. Grades and Definition of Grades: Grades summarizing evaluation of student performance must be presented in the form of one of these symbols:
H (Honors): This grade will be used only for second year courses, and for third and fourth year clerkships and rotations. This grade will be employed to indicate that the student’s performance and achievement are of outstanding quality. Consistent performance at this level throughout the curriculum has, in the past, made a student eligible for graduation with Academic Honors.

HP (High Pass): This grade will be used only for third and fourth year clerkships and rotations. This grade will be employed to indicate that the student’s performance is just short of Honors, exceeding a satisfactory or acceptable performance.

P (Pass): This grade will be employed to indicate that the student’s performance and achievement are of acceptable quality. Consistent performance at this level throughout the curriculum is expected of a student qualified for promotion and graduation.

MP (Marginal Pass): Work in the course is complete, but at a level of quality only slightly above the minimum standards determined by the Department or Faculty in that segment of the curriculum. When the Faculty of a course submit a Marginal Pass grade, they are indicating their concern that if the student performs at the same level in other courses, there is a likelihood that he or she will be markedly impaired in future work within the curriculum or after graduation from the School of Medicine. There is a limit in each curricular year of how many Marginal Passes a student may attain without being required to remediate those grades.

- Students are eligible for promotion from the First to the Second Year with a limit of two Marginal Pass grades.
- Students are eligible for promotion from the Second to the Third Year with a limit of two Marginal Pass grades.
- Third Year Students must remediate all Marginal Pass grades to be eligible for promotion from the Third Year to the Fourth Year.
- Fourth Year Students must remediate all Marginal Pass grades to be eligible for graduation.

I (Incomplete): Work in the course, clerkship, or rotation is incomplete.

1. Students must contact the appropriate Course Manager or Clerkship/Rotation Director as well as the Associate Dean for Student Affairs in advance to explain any inability to take a scheduled examination or to meet other formal obligations. If the course manager or clerkship/rotation director decides the reason is acceptable, e.g., serious illness or a death in the immediate family, then arrangements should be made for the student to complete the course requirements as soon as possible. If a student does not present an acceptable reason, then the “Incomplete” grade is inappropriate, and a grade of “Fail” (see below) will be given instead.

2. If a student is unable to complete a course, clerkship, or rotation due to circumstances beyond his or her control (e.g., an emergent illness in which the student is incapacitated), the student may receive an Incomplete if he or she is in good standing in that course, clerkship, or
rotation. The Course Manger/Clerkship Director/Rotation Director will decide what will be required of the student to complete the course.

If the student does not complete the course requirements within six months, the student will be placed on the agenda of the appropriate Promotions Committee. If the student does not complete the course requirements within twelve months, the Incomplete grade will automatically be converted to a grade of “Fail.”

**F (Fail):** Work in the course was at a level of quality too low to meet the minimum requirements determined by the Department or Faculty in that segment of the curriculum.

**B. Qualitative Evaluations – Comportment and Professionalism:** Many important facets of a student’s medical training and subsequent professional practice cannot be measured or predicted by conventional quantitative examination. Examples include, but are not limited to, a sense of personal responsibility, sensitivity and adaptability to the needs of others, and the ability to form effective and respectful working relationships with peers, to cope with stressful situations, and to accept and respond appropriately to constructive criticism.

Issues of professionalism are considered a measure of the student’s overall performance in medical school, and may be reported as deemed appropriate by the faculty. There are five evaluation forms used for reporting on issues of professionalism. These evaluation forms are transmitted to the Registrar and are included in the student’s permanent Academic Record.

The five evaluation forms serve the following purposes:
- To provide students with feedback essential to their personal and professional development.
- To bring students with deficient professional comportment to the attention of the relevant Promotions Committees for remedial or other action. For this reason, marginal or adverse evaluations may result in formal review of a student’s complete Academic Record by the relevant Promotions Committee.
- To acknowledge exceptional or outstanding behavior. This information may be used in the preparation of Dean’s Letters and other letters of recommendation, and in the awarding of academic prizes.

Copies of these five evaluation forms are included in the Appendices to this document, and are as follows:
- *The Supplemental Student Evaluation Form:* This form is designed to be used by the faculty of First and Second Year Courses to comment on issues of professionalism as needed.
- *The Integrated Problems Course: Evaluation of Student Performance Form*
- *The Student Evaluation Form: Introduction to Clinical Medicine II*

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1 Please see “Ethics Manual” and AAMC's Learning Objectives for Medical Student Education (1998), provided in the Orientation Packet.
• The Clinical Clerkship Evaluation Form
• The Clinical Rotation Evaluation Form

The Course Manager, Clerkship Director or Rotation Director will provide a reasonable opportunity for students to meet to discuss the report for whom comportment deficiencies have been noted.

C. Grade Reconsiderations: A student may request a Course Manager or Clerkship/Rotation Director to review a grade for reconsideration no more than two months from the time the grade is officially recorded in the Registrar’s office. If a student has completed an away clerkship or rotation, a request for reconsideration for that away clerkship or rotation must be made no more than six months from the time the grade is officially recorded in the Registrar’s office.

IV. The Official Transcript

To be eligible for graduation, each medical student must satisfactorily complete the required courses, electives, clerkships, and rotations for each of the four curricular years at BUSM. Each student must also meet all other School of Medicine and University requirements, including but not limited to fulfilling fiduciary responsibilities.

The BUSM grading system will be used to report grades for all courses. All Incomplete (I) and Fail (F) grades must be remediated prior to promotion, or, in the fourth year, prior to graduation. When the Promotions Committee judges that a student is qualified for promotion or for graduation, grades of H (Honors), High Pass (HP), and P (Pass) only will be recorded in the official transcript. The grade of Marginal Pass (MP), having been accepted as the final grade by the Promotions Committee, will appear on the official transcript as Pass (P).

Exceptions are limited to the following:

Advanced Standing: Boston University undergraduate students who satisfactorily complete Modular Medical Integrated Curriculum (MMEDIC) courses, Early Medical School Selection Program (EMSSP) courses, Seven Year Liberal Arts/Medical Education Program courses, or Engineering/Medical Integrated Curriculum (ENGMEDIC) courses that are deemed comparable to Boston University School of Medicine courses (or portion of a course) by the BUSM Course Managers, will be considered for Advanced Standing credit. The School of Medicine Course Manager will assess whether the student will receive Advanced Standing. These courses must have been taken no earlier than two years prior to the start of the comparable BUSM course in the medical curriculum. “Satisfactorily completed” is defined as a grade of “B” or better. In a two-semester course, no single semester grade may be less than a “B-”. Advanced Standing grades will be recorded on the official transcript as “AS”.

Boston University graduate students in the Master of Medical Science Program in the Division of Graduate Medical Education who satisfactorily complete Graduate Medical Science (GMS) courses that are defined by faculty as the equivalent to those comparable BUSM courses will be considered
for Advanced Standing credit for those courses. The School of Medicine course manager will assess whether the student will receive Advanced Standing. These courses must have been taken no earlier than two years prior to the start of the comparable BUSM course in the medical curriculum. Students may petition individual Course Managers for exceptions to the two year time limit. “Satisfactorily completed” is defined as a grade of “B” or better. In a two-semester course, no single semester grade may be less than a “B-”. Advanced Standing grades will be recorded on the official transcript as “AS”.

**Exemption:** Prior to matriculation in the School of Medicine, students may apply for an exemption in courses in which they previously completed course work outside of BUSM. Application is made directly to the individual Course Managers who determine the credentials necessary to award exemption status (which may include satisfactory completion of a placement examination). This will be recorded on the official transcript as “Exempt.”

**Repeat:** Repeated courses will be recorded on the transcript with the word “Repeat” next to the grade.

The official transcript notes will address any matters in a student’s Academic Record such as participation in the alternative/modified curriculum, transfer into the medical school, interruptions in the student’s progress through the curriculum, and actions including Academic or Disciplinary Suspension or Academic Dismissal.

### V. The Academic Record

The Academic Record comprises those documents/electronic images maintained by the Office of the Registrar that reflect the unabridged academic history of the student at the institution. It is a chronological listing of the student’s total quantitative and qualitative learning experiences and achievements, and may include any information pertinent to the evaluation thereof. This record can include but is not limited to the AMCAS application file, Promotions Committee petitions, Promotions Committee letters, evaluation forms, Supplemental Student Evaluation forms, grade change forms, the Medical Student Performance Evaluation (formerly known as the Dean’s Letter), final transcript, USMLE scores, Leave of Absence forms, Withdrawal forms, and Dismissal forms.

### VI. Channels of Communication

To facilitate and regularize communication concerning student performance, the following procedures are employed:

**A. Administration-Student Communication:** The main method of Administration-Student communication will be via Boston University electronic mail. Each student is required to access and maintain his or her BU e-mail account on a regular basis. Daily checking is recommended.

Students may view their grades through the “Individual Student Profile” (student password protected) maintained on the website of the Office of the Registrar, at:
Boston University/Boston University School of Medicine maintains an Individual Student Profile (ISP) for each student, which includes grades, contact information, and course schedules.

Boston University School of Medicine requires that each student keep his or her current local street address, telephone number, beeper number, e-mail address, cell phone, and fax number updated through the Individual Student Profile on the Office of the Registrar’s website.

The Course Managers, the Clerkship Directors, and the Rotation Directors will forward grades to the Office of the Registrar for inclusion on the student’s ISP.

Each student is responsible for review of his or her Academic Record located in the Office of Student Affairs, at regular intervals. Students are responsible for electronic review of their grades, via the Office of the Registrar website. It is recommended that students in the preclinical years review their folders and grades at least twice per year, after each semester’s grades are registered, and in the clinical years at more regular intervals, but minimally four times per year.

B. **Faculty-Student Communication:** The teaching faculty should provide students with feedback about their academic progress during a course. The nature and frequency of such communication may vary from course to course, depending on the student/faculty ratio, faculty contact time, curriculum schedules, the nature of the learning task, etc. The manner by which students will get feedback should be made explicit at the beginning of each course. The preclinical faculty may inform the students of their exam grades. Students who feel the need for more detailed or more frequent feedback should contact the faculty or department involved; the faculty are the proper sources of such information during a course.

C. **Faculty-Administration Communication:** To facilitate understanding and communication between student and faculty, the Associate Dean for Student Affairs should be prepared to provide the faculty with summaries of relevant data in a student’s Academic Record. Such précis will be provided only upon written request of a Department Chairperson or faculty member who has legitimate educational interest in the information.

D. **Family Educational Rights and Privacy Act:** All access to information within student records is governed by the rules set forth in the University’s Compliance Manual for the Family Educational Rights and Privacy Act (FERPA), a copy of which may be obtained from the Registrar. A copy is also available in the Student Handbook.

VII. **Promotions Committees**
A. Promotions Committees: According to the Bylaws of the Boston University School of Medicine, there shall be a Promotions Committee for each of the first two years of the curriculum and a combined committee for years 3 and 4 for the doctoral program in Medicine. Each of the Committees shall be chaired by the Associate Dean for Student Affairs; the Registrar shall act as secretary without vote. The committees shall be composed of one voting representative for each required (i.e. non-elective) course for which independent grades are recorded.

These Committees shall meet at the call of the Associate Dean for Student Affairs. For a schedule of yearly meetings, please refer to Part 2, Section 1, II; Part 2, Section 2, II, and Part 3, II, A.

The Committees shall have the following functions:

- To act in accordance with faculty rules governing promotion.
- To report their decisions regarding student promotions to the Dean of the School of Medicine for executive action.²

Medical school faculty shall participate in the promotions process of students who are in any of the Early Pathway Programs³ prior to the students’ matriculation in the doctoral program in medicine. Such participation is in accord with agreements between the School of Medicine and other participating schools or programs.

There are three ways for an item to be placed on the agenda of a Promotions Committee:

- a student-generated written petition;
- an issue raised by the Associate Dean for Student Affairs or by any other voting or non-voting member of the Committee; or
- a Marginal Pass or Fail grade (placed on the agenda by the Registrar).

A Promotions Committee may, at any of its meetings, review a student’s Academic Record of cognitive and behavioral performance and take appropriate action. Records and letters relating to a student scheduled to be discussed at a Promotions Committee meeting will be made available to committee members at that meeting, provided that the student has had an opportunity to review these documents. A Course Manager or Clerkship/Rotation Director must have provided an opportunity to discuss adverse reports or evaluations with the students before a Promotions Committee acts on these adverse reports or evaluations.

Formal meetings are supplemented by the following expedited procedures:

- The Associate Dean for Student Affairs may, in lieu of calling a formal meeting, e-mail the appropriate Promotions Committee with a student’s petition for comment. The

² Boston University School of Medicine Bylaws, Article V; Section J, Student Promotions Committees; approved by the faculty, 5/10/2000.
³ The Seven Year Combined B.A.-M.D. Program, the MMEDIC Program, the EngMEDIC Program, the EMSSP Program
Committee members may approve the petition or request a meeting be held for further discussion and resolution.

- The Associate Dean for Student Affairs may, at his or her discretion, act on student petitions. The Associate Dean will report these decisions to the appropriate Promotions Committee.

Records of all Promotions Committees meetings will include one copy of all documents presented at the meeting as well as the minutes of the meeting. These records will be kept for a period of six years after the graduation of the students on the agenda.

B. **Student Generated Petitions:** A student-initiated petition requesting Alternative Curriculum, Modified Curriculum, Leave of Absence, Decelerated Curriculum, or another modification to the curriculum or the Promotions Policies should be prepared in consultation with the Associate Dean for Student Affairs and/or a faculty advisor. This petition must be in accordance with the rules established by the Faculty of Medicine governing evaluation, grading, and promotion. The student’s Academic Record will be reviewed during consideration of his or her petition.

A student-generated petition must be typed, dated, signed and addressed to the Promotions Committee, and received by the Office of Student Affairs no fewer than three working days before the next scheduled meeting.

C. **Student Appearance before Promotions Committees:** All students about whom the Promotions Committee may be taking action must be notified that they are on the agenda. The student has the right to review in advance all documents that will be submitted to the Committee and to address the Committee in person. Students may choose to submit a written statement in lieu of addressing the Committee. The Promotions Committee may act whether or not the student exercises his or her right to address the Committee, whether verbally or in writing.

A student may elect to appear before the Promotions Committee. The student may be accompanied by an advisor of his or her choice from the faculty. The advisor may present information and may be asked to participate in the general discussion on the student. Neither the student nor the advisor may be present during the deliberation and final vote of the Committee.

Legal counsel for the student is not entitled to attend meetings of the Promotions Committees.

Decisions rendered by the Promotions Committees are based upon the student’s entire Academic Record and Disciplinary Record as of the time of the meeting. The Associate Dean for Student Affairs will communicate the Committee’s decision to the student, in writing, in a timely manner.

D. **Committee on Appeals:** The Committee on Appeals, in accordance with the Bylaws of the Boston University School of Medicine, shall be composed of seven faculty members, none of whom is also a member of any Promotions Committee. Four faculty members shall be appointed by the Dean, and three shall be selected by the student body. Three of the faculty appointed by
the Dean and the three selected by the student body must each represent one of the first three curricular years. The members of the Committee on Appeals will serve three-year terms, up to six consecutive years. The Chair shall be appointed annually by the Dean, and the Registrar shall act as a secretary without vote.

A member from the relevant Promotions Committee may be invited to the Committee on Appeals as a non-voting ad hoc representative to communicate the views of that Promotions Committee.

The Committee on Appeals is charged with the responsibility to hear any student appeal of a decision of any Promotions Committee affecting that student, and shall take such action as it finds advisable concerning the original decision. As stated in the Bylaws, all decisions of the Committee on Appeals shall be reported to the Dean of the School of Medicine.

The following procedures apply to the Committee on Appeals process:

1. Appeals must be submitted in writing within 10 days after a student receives notice of a Promotions Committee’s decision. The Associate Dean for Student Affairs may grant an extension of the filing deadline, so long as this is requested within the 10-day period.

2. A student may elect to appear before the Committee on Appeals accompanied by an advisor of his or her choice from the faculty. A student whose petition or performance is scheduled for review by the Appeals Committee is not permitted to be present during the discussion, deliberation or voting on the petition or performance issues. The student’s advisor may accompany the student while the student appears before the Committee. The advisor may present information and may be asked to participate in the general discussion on the student. The advisor may not be present during the deliberation and final vote of the Committee.

3. The Committee on Appeals may grant or deny a student’s appeal, or it may modify the Promotions Committee’s original decision.

4. The recommendations of the Committee on Appeals should comply with the General Policies and Procedures governing evaluation, grading, and promotion of students, as adopted by the Faculty of Medicine.

5. A student may submit an appeal to the Dean of the School of Medicine in writing within ten days after receipt of a decision of the Committee on Appeals. The Dean may affirm, modify, or reverse the decision of the Committee on Appeals, or remand matters to the Committee on Appeals or the relevant Promotions Committee for reconsideration, and will communicate in writing his or her decision and his or her rationale to the student, the Committee on Appeals, and the relevant Promotions Committee. If the student so wishes, he or she may, within ten days after receipt of the Dean’s decision, submit a written appeal to the Provost of Boston University School of Medicine. Should the appeal be denied by the Provost, the student has the right to appeal to the Provost of Boston University.
6. Students whose academic progress is interrupted by a decision of a Promotions Committee, including, but not limited to Academic Dismissal, Academic Suspension, required repeat of a curricular year, or a required Leave of Absence, and who are appealing this decision, will not be allowed to register for or participate in courses, clerkships or rotations while an appeal is pending.

7. Failure to comply with decisions of a Promotions Committee or the Committee on Appeals constitutes grounds for Academic Dismissal from BUSM.

8. Legal counsel for the student is not entitled to attend meetings of the Committee on Appeals.

VIII. Curricular Pathways

Most M.D. candidates pursue the Standard Curriculum, which is completed in four consecutive years following matriculation into Boston University School of Medicine. Other Curricular Pathways are available for students, as described below, who wish to have time to pursue other interests along with their medical studies or to reinforce selected aspects of their medical education.

The Association of American Medical Colleges published a compendium of medical school guidelines in March of 2000 that includes a discussion and description of Satisfactory Academic Progress. The current federal requirements of Satisfactory Academic Progress for eligibility for federal loan programs are that a maximum timeframe for degree completion is established at 150% of the program length and that periods of nonenrollment do not count against the quantitative measurement.¹

Consistent with AAMC guidelines and recommendations, normally, no Boston University School of Medicine student will be permitted to complete the four-year program in more than six years: three years to complete the first and second curricular years, and three years to complete the third and fourth curricular years. This policy applies regardless of whether the student is in the Standard Curriculum, or in an Alternative, Modified, or Decelerated Curriculum.

A. Standard Curriculum: satisfactory completion of the M.D. degree in four years, two years of preclinical basic science courses, and two years of clinical clerkships and rotations. The student is registered as full-time each semester and is charged full tuition.

B. Alternative Curriculum: a student making satisfactory academic progress may apply prior to, or during, the first 5 weeks of each semester of the first or second year to enter the Alternative Curriculum – i.e., to spread that curricular year over a period of two years, to pursue other interests along with medical studies. The tuition charges will be adjusted. The student will be registered for, and pay for one-half semester’s tuition for each of the four semesters. After the first five weeks of the semester, a student making satisfactory academic progress may apply for

the Alternative Curriculum, however, it will be too late to adjust tuition charges for that semester. Charges will be adjusted for future semesters.

1. All requests for entry to the Alternative Curriculum must be submitted in writing to the Associate Dean for Student Affairs for presentation to the appropriate Promotions Committee for approval. The grounds for approved requests and the action taken will be retained in the minutes of the Promotions Committee and included in a letter written to the student, a copy of which will be filed in the student’s Academic Record.

2. Performance of students admitted to the Alternative Curriculum may be reviewed by the appropriate Promotions Committee at any of its meetings. Such students are subject to the guidelines governing promotion.

C. Modified Curriculum: A student making satisfactory academic progress in the Third or Fourth Year may apply for Modified Curriculum status for the purposes of research, internships, clinical experiences, additional educational opportunities, or personal reasons. The curricular year would be extended beyond 12 months. The student will be charged for specific credit hours, and will be registered as full-time or part-time, depending on the number of credit hours.

1. All requests for entry to the Modified Curriculum must be submitted in writing to the Associate Dean for Student Affairs for presentation to the Third and Fourth Year Promotions Committee for approval. The grounds for approved requests and the action taken will be retained in the permanent record of the Promotions Committee and included in a letter written to the students, a copy of which will be filed in the student’s Academic Record.

2. Performance of students admitted to the Modified Curriculum may be reviewed by the appropriate Promotions Committee at any of its meetings. Such students are subject to the guidelines governing promotion.

IX. Decelerated Curriculum

Students who encounter academic difficulties during any curricular year may request, or may be required by the Promotions Committee, to enter the Decelerated Curriculum. After the first five weeks of the semester, it will be too late to adjust tuition charges for that semester. During subsequent Decelerated semesters, the student will pay tuition for each semester prorated according to the number of credit hours taken during that semester.

In the first and second curricular years, after the first five weeks of any semester, a student may enter the Decelerated Curriculum. The remaining courses of that curricular year will be spread out over an extended period as determined by the Promotions Committee. A student may enter the Decelerated Curriculum only once. Courses taken during the Decelerated Year may not be repeated.

In the third and fourth curricular years, a student may enter the Decelerated Curriculum for periods of less than one year, up to a total of twelve months.
X. **Repeat Year**

Students who have exceeded the limits of Fail or Marginal Pass grades permitted for their curricular year and thus have not met the academic standards required for promotion or graduation may be required by the relevant Promotions Committee to repeat all courses with initial Marginal Pass or Fail grades for that curricular year. A student will be allowed to repeat only one of the four curricular years. During the repeat year, the student will be registered as part-time or full-time depending on the number of credit hours and will pay additional tuition prorated according to the number of repeated credit hours.

XI. **Academic Probation**

A student whose cognitive or comportment performance does not meet School of Medicine standards may be placed on Academic Probation by the appropriate Promotions Committee. Academic Probation is a period of time when a student is actively engaged in academic activity but is monitored by the school administration, and asked to meet certain standards or additional remedial requirements to satisfy academic standards. Failure to meet these standards may lead to additional action by the appropriate Promotions Committee. The nature and duration of the Academic Probation will be determined by the appropriate Promotions Committee or Appeals Committee. Information regarding a student’s Academic Probation is not included on the student’s transcript but may be included in the student’s Medical Student Performance Evaluation (Dean’s Letter) at the discretion of the Associate Dean for Student Affairs. This information will remain as part of the student’s Academic Record, and will be available to appropriate external professional organizations that request such information, such as state medical registration boards.

XII. **Academic Suspension**

Academic Suspension is a measure imposed by a Promotions Committee or Appeals Committee on a student due to seriously deficient academic performance. In accordance with Section XIV below, students on Academic Suspension are required to present and carry out acceptable plans for remediation and/or enhancement and maintenance of readiness to return to the curriculum. Unless expressly permitted by the Committee, students on Academic Suspension may not engage in any activity in the School’s curriculum, will not be allowed the use of student services on all Boston University campuses, and will be required to turn in all School of Medicine and Boston University property, including, but not limited to, identification cards.

Students will be notified in writing of an Academic Suspension, its duration, and criteria for return to the curriculum (see Section XIV. Below)

Academic Suspension will be recorded in the student’s transcript and in the student’s Academic Record.

XIII. **Leaves of Absence**
A student may petition in writing for a Leave of Absence for academic, personal, financial, administrative, or medical reasons. The student’s petition must state the reasons for the requested Leave of Absence. Non-Medical Leaves of Absence may be granted by the Associate Dean for Student Affairs who may bring the request to the relevant promotions committee when appropriate. Medical Leaves of Absence may be granted by the Associate Dean of Student Affairs, with advice of his/her Advisory Committee on Medical Fitness (see XIII, B.2 below). Academic conditions relating to any Leaves of Absence may be imposed by the Promotions Committee, as provided in this policy (see XIV, B below). All petitions for Leaves of Absence should be prepared in consultation with the Associate Dean or his/her designee and must be submitted in writing to him/her. The Associate Dean for Student Affairs will notify the appropriate Promotions Committee of his/her action.

A student, while on an approved Leave of Absence, is a matriculated student; however, he or she is not registered for any courses in the School of Medicine curriculum.

A. **Non-Medical Leaves of Absence:** A student’s petition should state the reasons for requesting the Non-Medical Leave of Absence. This petition should also describe plans for the period of Leave that address academic difficulties that may have been experienced by the student prior to the Leave or that might result due to extended time away from the curriculum.

B. **Medical Leaves of Absence:** A student’s petition for Medical Leave of Absence should state the basis for requesting a Medical Leave of Absence. If possible, such petition should also state any plans of the student for the period of Leave that address academic difficulties that may have been experienced by the student or that might result due to extended time away from the curriculum.

1. **Routine, self-limiting medical conditions:** If the basis for the Leave of Absence is expected to be a routine, self-limiting condition (e.g., maternity, appendectomy), it will be dealt with as described in this paragraph. These petitions will be reviewed by the Associate Dean for Student Affairs, who may request that the student provide evidence of the medical basis for the Leave, and its likely duration, from the student’s treating healthcare professional. The Associate Dean for Student Affairs may grant these petitions, subject to presentation to the Promotions Committee for establishment of any necessary academic requirements for return to the curriculum, in accordance with Section XIV below. The Associate Dean may also refer these petitions to the Medical Fitness Advisory Committee in accordance with the following paragraph.

2. **Medical conditions that are chronic or more complex:** An ad hoc Medical Fitness Advisory Committee will be appointed by the Associate Dean for Student Affairs to assist in reviewing cases where students require a Leave of Absence due to chronic or more complex medical conditions. This Committee will consist of the Associate Dean for Student Affairs, or his or her designee, and at least one Assistant Dean for Student Affairs and any additional relevant professional(s) selected as deemed pertinent to the case. Efforts will be made to
protect the confidentiality of medical information about students to the extent possible consistent with the needs of the institution.

**a. Student-initiated Medical Leave of Absence:** If the basis for requesting a Medical Leave of Absence is expected to be other than a self-limiting condition (e.g., chronic disease, mental illness, addiction) it will be dealt with as described in this section, XIII, B.2.a. These petitions will be reviewed by the Associate Dean for Student Affairs in consultation with the Medical Fitness Advisory Committee. The Associate Dean may request that the student provide evidence of the medical basis for the Leave, and its likely duration, from the student’s treating healthcare professional. If the Medical Fitness Advisory Committee deems that additional information is required to justify the request for Medical Leave of Absence, the Associate Dean may require the student to undergo a medical evaluation by a physician designated by the Committee. The Associate Dean for Student Affairs may grant these petitions, with the concurrence of the Medical Fitness Advisory Committee and subject to presentation to the Promotions Committee for establishment of any necessary academic requirements for return to the curriculum, in accordance with Section XIV below. Denial of these petitions by the Associate Dean shall be appealable to the Dean of the School of Medicine.

**b. School-initiated Medical Leave of Absence:** If evidence is received by the Associate Dean for Student Affairs giving reason to believe that a student in the School of Medicine (a) may be unfit to perform safely and reliably (without danger to him or herself or to others) the functions required of a medical student in non-clinical, clinical and/or laboratory settings and (b) such unfitness may warrant removal of the student from the School in order to protect the safety and well-being of students, patients or the School of Medicine community, the Associate Dean may take action either in accordance with the following guidelines or, immediately, under the *Student Disciplinary Code of Academic and Professional Conduct*, whichever is deemed appropriate under the circumstances.

The Associate Dean will request a meeting with the student, inform the student of the reason for questioning the fitness of the student, and give the student an opportunity to respond.

The Associate Dean may, in consultation with the Medical Fitness Advisory Committee, by written notice to the student:

i. request the student to temporarily absent himself or herself from attendance at all or part of the School program, if deemed warranted to protect the safety and well-being of the student and others in the School community, including the School’s affiliates; and/or

ii. request the student to provide satisfactory evidence of his/her fitness, which may include the results of a medical evaluation of fitness by his/her treating physician/psychotherapist, or by an unaffiliated physician/psychotherapist designated
by the Medical Fitness Advisory Committee, to determine whether he or she has an impairment that may be the cause, in whole or in part, of his/her unfitness to perform safely or reliably. The student must consent to allow his/her physician/psychotherapist provide relevant medical information to a physician or psychotherapist designated by the School to advise the Associate Dean and the Medical Fitness Advisory Committee. If the evidence indicates that the student is not fit, the Associate Dean, with the concurrence of the Medical Fitness Advisory Committee, may request the student to take such steps as may be warranted by the evidence, including but not limited to the following, separately or in combination, as applicable under the circumstances:

- request the student to take a Medical Leave of Absence for a specified duration, and to take steps to remediate unfitness, which may include receiving treatment as appropriate during such Leave of Absence;
- request the student to enter a treatment and monitoring program, such as, in the case of substance abuse, the Massachusetts Medical Society’s program for impaired physicians and medical students;
- request the student to withdraw from the School of Medicine if remediation of unfitness is not available as an option, or has been reasonably tried without success.

If the student at any time refuses or materially fails to comply with any request made by the Associate Dean in conformity with this Section XIII of this policy, such material refusal or failure will constitute a disciplinary infraction under the Student Disciplinary Code of Academic and Professional Conduct, and the Associate Dean for Student Affairs may then proceed under that Code. The student will have the rights of hearing and appeal provided under that Code.

If the student agrees to take a Medical Leave of Absence at the request of the Associate Dean and/or to enter a treatment or monitoring program, then, as a condition of re-entering the curriculum the Associate Dean for Student Affairs, with the concurrence of the Medical Fitness Advisory Committee may impose a requirement of continued medical monitoring and reporting to the Associate Dean. In addition, if the student has been or will be out of the curriculum for a significant period of time, the relevant Promotions Committee will establish any necessary academic requirements for return to the curriculum, in accordance with Section XIV below.

Continued or repeated non-compliance with monitoring required in accordance with this policy or continued or repeated lack of medical fitness may lead to a determination by the Associate Dean with the concurrence of the Medical Fitness Advisory Committee that underlying causes of unfitness are not remediable. The Associate Dean, with the concurrence of the Medical Fitness Advisory Committee, may then recommend to the relevant Promotions Committee that the student be suspended or dismissed from the curriculum for repeated lack of fitness. If the student claims to
have a disability, such determinations and recommendations will be made in consultation with the Boston University Office of Student Disabilities Services and the Dean of the School of Medicine.

XIV. Academic Conditions Imposed due to Absences from the Curriculum (Whether Due to Academic Suspension or Leave of Absence)

A. General Academic Concerns Relating to Absences from the Curriculum: Any absence from the M.D. degree curriculum, whether requested by a student or initiated by the School, raises issues of sufficient academic continuity and readiness to return to the curriculum. In addition, absences from the curriculum whether requested by a student or initiated by the School, may be coincident with deficiencies in a student’s Academic Record. Therefore, regardless of the reasons for an absence from the curriculum, academic action may be taken by the School, either based on past deficiencies in academic performance (cognitive or behavioral) or to avert future deficiencies that might arise due to time away from the curriculum. Such academic action may include notifying the student of the seriousness of past deficiencies, and/or concerns relating to a requested period of time away from the curriculum. The student may also be required to propose an acceptable plan of activity or remediation to be completed during the absence.

B. Academic Conditions Relating to Absences from the Curriculum: Whenever a student is permitted or required to take time away from the curriculum (whether by Academic Suspension, Disciplinary Suspension or by Leave of Absence), the relevant Promotions Committee or Appeals Committee may require the student to develop, present, and obtain approval from the Committee for a plan of academic remediation or a plan to minimize academic discontinuity, or both, as appropriate to the circumstances. The plan should be prepared in consultation with the Associate Dean for Student Affairs or his/her designee. Any plan of remediation should be designed to enhance the student’s insight into any deficiencies in his or her performance and to make adequate progress towards remediating them.

1. Plans of remediation: A plan of remediation should be designed to enhance the student’s insight into any deficiencies in his or her performance and to make adequate progress towards remediating the deficiencies. Such plans may include, for example, engaging in professional or social service activities to enhance professional skills and insights and taking steps to assess whether there may be underlying personal or medical factors contributing to any deficiencies in academic performance (e.g. by obtaining a medical, neurological, and/or psychiatric assessment and undertaking treatment, if recommended as a result of such assessment).

2. Plans to minimize academic discontinuity: Plans to minimize academic discontinuity should include specific proposals for time away from the curriculum, such as engaging in activities to practice or maintain needed skills, and to develop or enhance professionalism and educational mastery (e.g., reading, research, clinical activity, health service activity).

The Promotions Committee may require the student to consult with an advisor from the faculty, in addition to the Associate Dean for Student Affairs, for assistance in preparing his/her proposed
plans for the period of absence from the curriculum and in monitoring the student’s success in carrying out his or her approved plans.

C. Notice to Students in Severe Academic Jeopardy, in Connection with an Absence from the Curriculum: Some absences from the curriculum, whether requested by a student or required by the Promotions Committee, are preceded by the student’s having academic difficulty severe enough to warrant Academic Dismissal. In lieu of Academic Dismissal, the relevant Promotions Committee may decide to allow a student to attempt to develop and demonstrate evidence during an absence from the curriculum, sufficient to convince the Committee, in its discretion, to allow the student another chance to re-enter the curriculum.

In connection with any absence from the curriculum, the relevant Promotions Committee will review the entire Academic Record of any student who has a deficient Academic Record and will determine whether the student is in jeopardy of immediate Academic Dismissal. If so, the Committee will notify the student in writing that he or she is in such jeopardy of immediate Academic Dismissal based on his or her Academic Record to date, describing the deficiencies in the letter of notification. If the Committee approves, or requires, an absence from the curriculum (and related plans) for a student in such jeopardy, the student will remain in jeopardy of Academic Dismissal until and unless he or she is allowed, in the discretion of the Promotions Committee, to re-enter the curriculum. If the plans submitted by such student are not acceptable to the Committee or if the student fails to carry out accepted plans during an approved absence in a satisfactory manner, the Committee may dismiss the student based on the deficiencies that previously placed the student in jeopardy of immediate Academic Dismissal.

D. Petition for Return from Curricular Absences: For academic reinstatement to the curriculum after any period of absence from the curriculum, the student must file a written petition addressed to the Promotions Committee. The petition must be received by the Associate Dean for Student Affairs and the Registrar at least three days prior to the scheduled meeting of the applicable Committee.

The Promotions Committee will require the student to provide acceptable evidence as to the student’s readiness to re-enter the curriculum and his/her completion of any previously accepted plan of remediation of academic deficiencies or plan of activities to minimize academic discontinuity. Such evidence may include reports from professionals with whom the student may have worked or consulted during the absence from the curriculum, to the extent that such reports are relevant to academic readiness to return. If an accepted plan of remediation has included a plan to consult with healthcare professionals regarding underlying causes of academic deficiencies and to undertake treatment if recommended, then the student will be expected to provide reports from such professionals to the Associate Dean for Student Affairs who will have such reports reviewed by his/her Advisory Committee of Student Medical Fitness and will arrange for information relevant to the academic decision to be shared with the Promotions Committee.
E. **Academic Actions on Petitions to Return from Curricular Absences:** After review of a student’s petition and evidence, and after providing the student with an opportunity to address the relevant Promotions Committee, the Committee may:

1. determine that the student has satisfactorily demonstrated readiness and fulfilled all conditions contained in accepted plans of remediation and/or accepted plans to enhance or maintain readiness to return; and permit re-entry to the curriculum subject to academic conditions deemed appropriate to the situation by the Committee, including but not limited to placing the student on a monitored probationary status; or

2. determine that the student has not satisfactorily demonstrated readiness and fulfilled all conditions contained in accepted plans of remediation and/or accepted plans to enhance or maintain educational continuity to return; and either:
   a. allow the student to return to the curriculum, subject to additional requirements related to the deficiencies in the student’s performance of his/her plan;
   b. disallow the student’s petition to return to the curriculum and either:
      i. dismiss the student if the student has been previously notified in accordance with Section XIV, C of this Policy that he/she was in jeopardy of Academic Dismissal based on academic deficiencies existing prior to the absence from the curriculum; or
      ii. dismiss the student if the student’s time away from the curriculum has been so extensive as to result in academically unacceptable discontinuity.

F. **Two-Year Limit on Absences from Curriculum:** The total time taken for Leaves of Absence (whether a single leave or multiple leaves) may not exceed two years during the entire period of enrollment at Boston University School of Medicine. The Promotions Committee may dismiss a student whose absences exceed this total unless the student is entitled under applicable disability discrimination law to a longer period of absence.

Should a student who has been dismissed because of absence of greater than two years wish to return to the School of Medicine, the student must reapply for admission to the School of Medicine. Admission under these circumstances is not guaranteed. The decision as to readmission shall be made by the School of Medicine Admissions Committee.

XV. **Withdrawal**

Withdrawals are initiated when the student wishes to permanently leave the School of Medicine. Requests to withdraw should be prepared in consultation with the Associate Dean for Student Affairs. The withdrawal is effective on the date the completed Withdrawal form is received in the Office of the Registrar.

XVI. **Academic Dismissal**

The School of Medicine reserves the right to dismiss any student for failure to maintain a satisfactory Academic Record, including acceptable professional comportment. A student whose academic
progress is halted by Academic Dismissal will not be allowed to continue with courses, clerkships or rotations currently underway, or to register for courses, clerkships, or rotations while an appeal of this decision is pending.

XVII. Reports to the Promotions Committee regarding Disciplinary Proceedings

Whenever a student in the M.D. program, or any of the combined M.D. programs, is subjected to disciplinary proceedings under a disciplinary code of academic and professional conduct of the School or a disciplinary code of the University, the Promotions Committee will be provided with a copy of the letter charging the student with specific misconduct and with a copy of each decision in the matter (initial decisions, decisions after hearing, decisions after appeals), all in accordance with the applicable disciplinary procedure.

Upon final disciplinary adjudication by the University, the appropriate Promotions Committee may review the final disciplinary decision together with the complete Academic Record of the student and may determine whether, taking this information as a whole, the student is professionally and academically qualified to be promoted, or to graduate, from the M.D. program or any of the combined M.D. programs. Prior to making any determination, the Promotions Committee will give the student notice and an opportunity to be heard at a meeting of the Promotions Committee. Any action by the Promotions Committee will be subject to appeal to the Committee on Appeals, then to the Dean of the School of Medicine, followed by the School of Medicine Provost, and then followed by the Boston University Provost.
PART II.  POLICIES AND PROCEDURES FOR EVALUATION, GRADING, AND PROMOTION OF FIRST AND SECOND YEAR STUDENTS

Section 1.  BUSM I

I. BUSM First Year Promotions Committee

According to the Bylaws of the Boston University School of Medicine, there shall be a Promotions Committee for each of the first two years of the curriculum for the doctoral program in Medicine. The First Year Promotions Committee members are listed in Appendix A.

In the event that the Chair is not present and has not designated an acting chair, the voting members present will designate an alternate who will serve as Chair for that session. A quorum shall consist of a simple majority of the members entitled to vote.

The BUSM First Year Promotions Committee:

- monitors the cognitive and behavioral aspects of a student’s academic performance during the first medical school year, and takes appropriate action in accordance with the policies and/or standards of the School of Medicine;
- acts upon written petitions from students who request a waiver from policies;
- reviews and takes appropriate action in cases where a student’s performance is deficient under School of Medicine policies and/or standards relating to curricular requirements.

II. BUSM First Year Promotions Committee Policy Statement for Meetings

A. The Promotions Committee will meet after the first set of exams in the first semester to identify students who appear to have cognitive or behavioral academic problems.

B. The Committee will meet at the end of the first semester to consider issues, including identifying students who appear to have cognitive or behavioral academic problems.

C. The Committee will meet after the first set of exams in the second semester to identify students who appear to have cognitive or behavioral academic problems.

D. The Committee will meet at the end of the second semester to consider final grades, requests for re-exams, and to vote on promotion to the second year of the curriculum.

E. The Committee will meet after reexaminations, remedial courses, or other remediations to consider issues, including the results of remediation and to vote on promotion to the second year of the curriculum.

F. Additional meetings will be called, as needed, by the Associate Dean for Student Affairs.
G. Formal meetings are supplemented by the following expedited procedures:

1. The Associate Dean for Student Affairs may, in lieu of calling a formal meeting, e-mail the First Year Promotions Committee with a student’s petition for comment. The Committee members may approve the petition or request a meeting be held for further discussion and resolution.

2. The Associate Dean for Student Affairs may, at his or her discretion, act on student petitions. The Associate Dean will report these decisions to the First Year Promotions Committee.

III. Procedures

A. The Promotions Committee may, at any of its meetings, review a student’s entire Academic Record of cognitive and behavioral performance and take appropriate action. Such action may include, but is not limited to, requiring a Repeat Year, the Decelerated Curriculum, a Leave of Absence, Academic Probation, Academic Suspension, or Academic Dismissal.

B. A student must be notified prior to any formal review of his or her record by the Promotions Committee when a major action may be taken, e.g., requiring repetition or modification of a curricular year, Academic Probation, Academic Suspension, or Academic Dismissal. Students will be notified via e-mail, as described in Part I, VI, A, “Administration-Student Communication”.

All students appearing on the agenda for a Promotions Committee meeting will be notified via e-mail of the meeting’s date, time and place. It is in the student’s best interest to be available to answer questions the Committee may have for the student, or to speak on his or her own behalf. Please refer to Part I, VII, C. Upon receiving notification, the student must contact the appropriate Student Affairs officer within 24 hours indicating whether or not he or she will attend.

C. A student-initiated petition requesting Alternative Curriculum, Leave of Absence, Decelerated Curriculum, or another modification to the curriculum or the promotions policies should be prepared in consultation with the Associate Dean for Student Affairs and/or a faculty advisor. This petition must be in accordance with the rules established by the Faculty of Medicine governing evaluation, grading, and promotion. The student’s entire Academic Record will be reviewed during consideration of his or her petition.

D. A student whose petition or performance is scheduled for review by the First Year Promotions Committee is not permitted to be present during the discussion, deliberation, or voting on the petition or performance issues. The student may elect to appear before the Promotions Committee accompanied by an advisor of his or her choice from the faculty. The advisor may present information and may be asked to participate in the general discussion on the student. The advisor may not be present during the deliberation and final vote of the Committee. Legal representation is not permitted at meetings of the First Year Promotions Committee.
E. In exceptional circumstances affecting professional fitness, e.g., upon review of findings of a disciplinary committee, the Promotions Committee reserves the right to take such action as it deems appropriate.

F. Decisions rendered by the First Year Promotions Committee are based upon the information available to the Committee at the time of the meeting. The Associate Dean for Student Affairs will communicate the Committee’s decision to the student, in writing, in a timely manner.

G. Upon promoting a student to the second curricular year, the First Year Promotions Committee may recommend in writing special arrangements for the student in one or more specific ways, for example: 1) assignment to regular meetings with the Director of Student Support Services, a Student Affairs Dean, and/or a faculty mentor for a stated purpose, 2) rapid intervention in the event of unprofessional behavior or academic problems, 3) fulfillment of an existing educational plan. This recommendation will be included in the student’s Academic Record. Students who would be eligible for such a recommendation may be those with deficiency grades or any documented question of unprofessional behavior during the first curricular year. The recommendation shall be written by the Associate Dean for Student Affairs on behalf of the First Year Promotions Committee and in consultation with the student. The Associate Dean for Student Affairs will monitor the student closely at the beginning of the Second Year and if the student continues to have academic difficulties, appropriate assistance will be made available and Second Year Course Managers will be notified.

IV. Standards and Requirements

A. Qualitative Evaluations: Qualitative evaluations that raise concerns may result in review of a student’s record by the First Year Promotions Committee for possible action, up to and including Academic Suspension and Academic Dismissal.

B. Final Course Grades:

1. A student will not be promoted to the second curricular year with any Fail or Incomplete grades, or with more than two Marginal Pass grades in required courses.

2. A student who obtains four or more Fail grades within an academic year will be subject to Academic Dismissal from Boston University School of Medicine. Subsequent to re-examinations, a student with any Fail grade or more than two Marginal Pass grades within an academic year will be subject to Academic Dismissal.

C. Remediation of Course Grades by Reexaminations: Students who fail to meet the standards for promotion after final grades become available at the end of the curricular year must petition the Promotions Committee for permission to remedy Fail and Marginal Pass grades.
1. A single round of reexaminations is administered before the start of the second curricular year at a time selected by the Office of Student Affairs and the Course Managers. The schedule will be communicated in writing to those students who must then petition to sit for reexaminations.

2. Students must complete a reexamination registration form in consultation with the Associate Dean for Student Affairs. Normally, a student may not remediate more than two courses, either by means of a re-examination, or other method determined by the Course Manager. Under unusual circumstances, however, a student may petition the Promotions Committee for permission to remediate one additional course, with the total not to exceed three remediated courses. All petitions for remediation are subject to approval by the Promotions Committee.

3. No grade will be lowered on the basis of a reexamination or other remediated action. A Fail may be raised to Marginal Pass or Pass. A Marginal Pass may be raised to Pass.

D. Remediation of Course Grades by Repeating a Course: Under certain circumstances, a student may be allowed or required to take a summer course instead of a reexamination. The program and an acceptable level of performance must be approved in advance by the appropriate Boston University School of Medicine Course Manager. Upon completion of a course outside of Boston University School of Medicine, an official transcript from the outside institution must be received by the Course Manager, who will then transmit a grade of Pass, Marginal Pass, or Fail to the Registrar at Boston University School of Medicine. Remediation by a summer course will be noted on the transcript and in the Dean’s Letter as a repeated course.

E. Repeating the First Curricular Year:

1. A student required to repeat the first curricular year will normally be required by the Promotions Committee to retake all courses in which he or she had originally received a Fail or Marginal Pass evaluation before remediation. To be eligible for promotion, the student must attain a grade of Pass in each repeated course with benefit of remediation.

2. No student will be allowed to repeat the first curricular year more than once.

3. A student who repeats the first curricular year may not repeat the second curricular year. Such a student, however, may petition to enter the Alternative Curriculum for the second year prior to beginning the second year, or within the first five weeks of second year classes.

4. During the repeat year, the student will be registered as part-time or full-time depending on the number of credit hours, and will pay additional tuition prorated according to the number of repeated credit hours.

F. Decelerated Curriculum:
1. Students who encounter academic difficulties after the first five weeks of any semester for any curricular year may request, or may be required by the Promotions Committee, to enter the Decelerated Curriculum. The remaining courses of that curricular year will be spread out over an extended period as determined by the Promotions Committee. In the first two years of the medical curriculum, a student can decelerate the preclinical medical curriculum for only one curricular year, and the Decelerated Year may not be repeated.

2. Performance of students admitted to the Decelerated Curriculum may be reviewed by the Promotions Committee at any of its meetings. Such students are subject to normal guidelines governing promotions.

3. Students in the Decelerated Curriculum must remediate a Fail, Incomplete or Marginal Pass grade as described in the policy statement of the Promotions Committee. The total number of courses remediated in a curricular year cannot exceed the limits established for other students in the relevant policy statement. Limits are outlined in this document in Part I, III, “Evaluation of Student Performance” and in Part II, Section 1, IV, “Standards and Requirements.”

4. A student who obtains four or more Fail final grades within a curricular year will be subject to Academic Dismissal from Boston University School of Medicine for poor scholarship. Subsequent to reexamination, a student with any Fail grades, or more than two Marginal Pass grades, within a curricular year will be subject to Academic Dismissal for poor scholarship.

5. At the point of entry into the Decelerated Curriculum, tuition charges cannot be adjusted. For subsequent semesters in the Decelerated Curriculum, the student will be charged for specific credit hours, and will be registered as full-time or part-time, depending on the number of credit hours.

G. Alternative Curriculum:

1. A student making satisfactory academic progress may apply, prior to or during the first 5 weeks of each semester of the first or second year, to spread that curricular year over a period of up to two years to allow time to pursue other interests along with medical studies or to reinforce selected aspects of his or her medical education. The tuition charges will be adjusted. The student will be registered for, and pay for, one-half semester’s tuition for each of the four semesters.

2. A student making satisfactory academic progress may apply, after the first five weeks of each semester of the first or second year, to spread that curricular year over a period of up to two years. After the first five weeks of a semester, it will be too late to adjust tuition charges for that semester, however, charges will be adjusted for future semesters.
Section 2. BUSM II

I. BUSM Second Year Promotions Committee

According to the Bylaws of the Boston University School of Medicine, there shall be a Promotions Committee for each of the first two years of the curriculum for the doctoral program in Medicine. The Second Year Promotions Committee members are listed in Appendix B.

In the event that the Chair is not present and has not designated an acting chair, the voting members present will designate an alternate who will serve as Chair for that session. A quorum shall consist of a simple majority of the members entitled to vote.

The BUSM Second Year Promotions Committee:

- monitors the cognitive and behavioral aspects of a student’s academic performance during the second medical school year and takes appropriate action in accordance with the policies and/or standards of the School of Medicine;
- acts upon written petitions from students who request a waiver from policies;
- reviews and takes appropriate action in cases where a student’s performance is deficient under School of Medicine policies and/or standards relating to curricular requirements.

II. BUSM Second Year Promotions Committee Policy Statement for Meetings

A. The Promotions Committee will meet after the first set of exams in the first semester to identify students who appear to have cognitive or behavioral academic problems.

B. The Committee will meet at the end of the first semester to consider issues, including identifying students who appear to have cognitive or behavioral academic problems.

C. The Committee will meet after the first set of exams in the second semester to identify students who appear to have cognitive or behavioral academic problems.

D. The Committee will meet at the end of the second semester to consider final grades, requests for re-exams, and to vote on promotion to the third year of the curriculum.

E. The Committee will meet again after reexaminations, remedial courses or other remediations to consider issues, including the results of remediation and to vote on promotion to the third year of the curriculum.

F. Additional meetings will be called, as needed, by the Associate Dean for Student Affairs.

G. Formal meetings are supplemented by the following expedited procedures:
III. Procedures

A. The Promotions Committee may, at any of its meetings, review a student’s entire Academic Record of cognitive and behavioral performance and take appropriate action. Such action may include, but is not limited to, requiring a Repeat Year, the Decelerated Curriculum, a Leave of Absence, an Academic Probation, an Academic Suspension, or an Academic Dismissal.

B. A student must be notified prior to any formal review of his or her record by the Promotions Committee when a major action may be taken, e.g., requiring repetition or modification of a curricular year, Academic Probation, Academic Suspension, or Academic Dismissal. Students will be notified via e-mail, as described in Part I, VI, A, “Administration-Student Communication.”

All students appearing on the agenda for a Promotions Committee meeting will be notified via e-mail of the meeting’s date, time and place. It is in the student’s best interest to be available to answer questions the Committee may have for the student, or to speak on his or her own behalf. Please refer to Part I, VII, C. Upon receiving notification, the student must contact the appropriate Student Affairs officer within 24 hours indicating whether or not he or she will attend.

C. A student-initiated petition requesting Alternative Curriculum, Leave of Absence, Decelerated Curriculum, or another modification to the curriculum or the promotions policies should be prepared in consultation with the Associate Dean for Student Affairs and/or a faculty advisor. This petition must be in accordance with the rules established by the Faculty of Medicine governing evaluation, grading, and promotion. The student’s entire Academic Record will be reviewed during consideration of his or her petition.

D. A student whose petition or performance is scheduled for review by the Second Year Promotions Committee is not permitted to be present during the discussion, deliberation, or voting on the petition or performance issues. The student may elect to appear before the Promotions Committee accompanied by an advisor of his or her choice from the faculty. The advisor may present information and may be asked to participate in the general discussion on the student. The advisor may not be present during the deliberation and final vote of the Committee. Legal representation is not permitted at meetings of the Second Year Promotions Committee.
E. In exceptional circumstances affecting professional fitness, e.g., upon review of findings of a disciplinary committee, the Promotions Committee reserves the right to take such actions as it deems appropriate.

F. Decisions rendered by the Second Year Promotions Committee are based upon the information available to the Committee at the time of the meeting. The Associate Dean for Student Affairs will communicate the Committee’s decision to the student, in writing, in a timely manner.

G. Upon promoting a student to the third curricular year, the Second Year Promotions Committee may recommend in writing special arrangements for the student in one or more specific ways, for example: 1) assignment to regular meetings with the Director of Student Support Services, a Student Affairs Dean, and/or a faculty mentor for a stated purpose, 2) rapid intervention in the event of unprofessional behavior or academic problems, 3) fulfillment of an existing educational plan. This recommendation will be included in the student’s Academic Record. Students who would be eligible for such a recommendation may be those with deficiency grades, those who have postponed the USMLE Step 1 exam, or those with any documented issue of unprofessional behavior during the second curricular year. The recommendation shall be written by the Associate Dean for Student Affairs on behalf of the Second Year Promotions Committee and in consultation with the student. The Associate Dean for Student Affairs will monitor the student closely at the beginning of the Third Year and if the student continues to have academic difficulties, appropriate assistance will be made available and Third Year Clerkship Directors will be notified.

IV. Standards and Requirements

A. Qualitative Evaluations: Qualitative evaluations that raise concerns may result in review of a student’s record by the Second Year Promotions Committee for possible action, up to and including Academic Suspension and Academic Dismissal.

B. Final Course Grades:

1. A student will not be promoted to the third curricular year with any Fail or Incomplete grades, or with more than two Marginal Pass grades in required courses.

2. A student who obtains four or more Fail grades within an academic year will be subject to Academic Dismissal from Boston University School of Medicine. Subsequent to re-examinations, a student with any Fail grade or more than two Marginal Pass grades within an academic year will be subject to Academic Dismissal.

C. Remediation of Courses by Reexaminations: Students who fail to meet the standards after final grades become available at the end of the curricular year may petition the Promotions Committee for permission to remedy Fail and Marginal Pass grades.
1. A single round of reexaminations is administered before the start of the third curricular year at a time selected by the Office of Student Affairs and the Course Managers. The schedule will be communicated in writing to those students who must then petition to sit for reexaminations.

2. Students must complete a reexamination registration form in consultation with the Associate Dean for Student Affairs. Normally, a student may not remediate more than two courses, either by means of a re-examination, or other method determined by the Course Manager. Under unusual circumstances, however, a student may petition the Promotions Committee for permission to remediate one additional course, with the total not to exceed three remediated courses. All petitions for remediation are subject to approval by the Promotions Committee.

3. No grade will be lowered on the basis of a reexamination or other remediated action. A Fail may be raised to Marginal Pass or Pass. A Marginal Pass may be raised to Pass. An Honors grade cannot be attained by reexamination.

D. Remediaiton of Course Grades by Repeating a Course: Under certain circumstances, a student may be allowed or required to take a summer course instead of a reexamination. The program and an acceptable level of performance must be approved in advance by the appropriate Boston University School of Medicine Course Manager. Upon completion of a course outside of Boston University School of Medicine, an official transcript from the outside institution must be received by the Course Manager, who will then transmit a grade of Honors, Pass, Marginal Pass, or Fail to the Registrar at Boston University School of Medicine. Remediation by a summer course will be noted on the transcript and in the Dean’s Letter as a repeated course.

E. Repeating the Second Curricular Year:

1. A student required to repeat the second curricular year will normally be required by the Promotions Committee to retake all courses in which he or she had originally received a Fail or Marginal Pass grade before remediation. To be eligible for promotion, the student must attain a grade of Pass in each repeated course, with benefit of remediation.

2. No student will be allowed to repeat the second curricular year more than once.

3. A student who has repeated the first curricular year will be ineligible to repeat the second curricular year. Such a student, however, may petition to enter the Alternative Curriculum for the second year prior to beginning the second year or within the first five weeks of classes.

4. During the repeat year, the student will be registered as part-time or full-time depending on the number of credit hours, and will pay additional tuition prorated according to the number of repeated credit hours.

F. Decelerated Curriculum:
1. Students who encounter academic difficulties after the first five weeks of any semester for any curricular year may request, or may be required by the Promotions Committee, to enter the Decelerated Curriculum. The remaining courses of that curricular year will be spread out over an extended period as determined by the Promotions Committee. In the first two years of the medical curriculum, a student can enter the Decelerated Curriculum only once, and the Decelerated Year may not be repeated.

2. Performance of students admitted to the Decelerated Curriculum may be reviewed by the Promotions Committee at any of its meetings. Such students are subject to normal guidelines governing promotions.

3. Students in the Decelerated Curriculum must remedy a Fail, Incomplete, or Marginal Pass grade as described in the policy statement of the Promotions Committee. The total number of courses remedied in a curricular year cannot exceed the limits established for other students in the relevant policy statement. Limits are outlined in this document in Part I, III, “Evaluation of Student Performance” and in Part II, Section 2, IV, “Standards and Requirements.”

4. A student who obtains four or more Fail final grades within a curricular year will be subject to Academic Dismissal from Boston University School of Medicine for poor scholarship. Subsequent to reexamination, a student with any Fail or more than two Marginal Pass grades within a curricular year will be subject to Academic Dismissal for poor scholarship.

5. At the point of entry into the Decelerated Curriculum, tuition charges cannot be adjusted. For subsequent semesters in the Decelerated Curriculum, the student will be charged for specific credit hours, and will be registered as full-time or part-time, depending on the number of credit hours.

G. Alternative Curriculum:

1. A student making satisfactory academic progress may apply, prior to or during the first 5 weeks of each semester of the first or second year, to spread that curricular year over a period of up to two years to allow time to pursue other interests along with medical studies or to reinforce selected aspects of his or her medical education. The tuition charges will be adjusted. The student will be registered for, and pay for, one-half semester’s tuition for each of the four semesters.

2. A student making satisfactory academic progress may apply, after the first five weeks of each semester of the first or second year, to spread that curricular year over a period of up to two years. After the first five weeks of a semester, it will be too late to adjust tuition charges for that semester, however, charges will be adjusted for future semesters.
PART III. POLICIES AND PROCEDURES FOR EVALUATION, GRADING, AND PROMOTION OF THIRD AND FOURTH YEAR STUDENTS

I. The Third and Fourth Year Promotions Committee

According to the Bylaws of the Boston University School of Medicine, there shall be a combined Promotions Committee for years 3 and 4 for the doctoral program in Medicine. The Third and Fourth Year Promotions Committee members are listed in Appendix C.

In the event that the Chair is not present and has not designated an acting chair, the voting members present will designate an alternate who will serve as Chair for that session. A quorum shall consist of a simple majority of the members entitled to vote.

The Third and Fourth Year Promotions Committee:

- monitors the cognitive and behavioral aspects of a student’s academic performance during the clinical curricular years, and takes appropriate action in accordance with the policies and/or standards of the School of Medicine;
- acts upon written petitions from students who request a waiver from set policies;
- reviews and takes appropriate action in cases where students have deviated from School of Medicine policies and/or standards relating to curricular requirements.

II. BUSM Third and Fourth Year Promotions Committee Policy Statement for Meetings

A. The Third and Fourth Year Promotions Committee meets on a monthly basis to discuss items that have been placed on its agenda.

B. Additional meetings will be called, as needed, by the Associate Dean for Student Affairs.

C. Formal meetings are supplemented by the following expedited procedures:

1. The Associate Dean for Student Affairs may, in lieu of calling a formal meeting, e-mail the appropriate Promotions Committee with a student’s petition for comment. The Committee members may approve the petition or request a meeting be held for further discussion and resolution.

2. The Associate Dean for Student Affairs may, at his or her discretion, act on student petitions. The Associate Dean will report these decisions to the appropriate Promotions Committee.

III. Procedures

A. The Third and Fourth Year Promotions Committee may, at any of its meetings, review a student’s entire record of cognitive and behavioral academic performance and take appropriate
action. Such action may include, but is not limited to requiring: a Repeat Year, the Decelerated Curriculum, a Leave of Absence, Academic Suspension, or Academic Dismissal.

B. There are three ways for an item to be placed on the agenda of the Third and Fourth Year Promotions Committee:

- a student-generated written petition;
- an issue raised by the Associate Dean for Student Affairs or by any other voting or non-voting member of the Committee; or
- a Marginal Pass or Fail grade (placed on the agenda by the Registrar).

C. A student must be notified prior to any formal review of his or her record by the Promotions Committee when a major action may be taken, e.g., requiring repetition or modification of a curricular year, Academic Probation, Academic Suspension, or Academic Dismissal. Students will be notified via e-mail, as described in Part I, VI, A, “Administration-Student Communication”.

All students appearing on the agenda for a Promotions Committee meeting will be notified via e-mail of the meeting’s date, time and place. It is in the student’s best interest to be available to answer questions the Committee may have for the student, or to speak on his or her own behalf. Please refer to Part I, VII, C. Upon receiving notification, the student must contact the appropriate Student Affairs officer within 24 hours indicating whether or not he or she will attend.

D. A student-generated petition requesting Modified Curriculum, Leave of Absence, Decelerated Curriculum, or another modification to the curriculum or the Promotions Policies should be prepared in consultation with the Associate Dean for Student Affairs and/or a faculty advisor. This petition must be in accordance with the rules established by the Faculty of Medicine governing evaluation, grading, and promotion. The student’s Academic Record will be reviewed during consideration of his or her petition.

A student-generated petition must be typed, dated, signed, and addressed to the Third and Fourth Year Promotions Committee, and received by the Office of Student Affairs no less than three working days before the next scheduled meeting.

E. A student whose petition or performance is scheduled for review by the Third and Fourth Year Promotions Committee is not permitted to be present during the discussion, deliberation, or voting on the petition or performance issues. The student may elect to appear before the Promotions Committee accompanied by an advisor of his or her choice from the faculty. The advisor may present information and may be asked to participate in the general discussion on the student. The advisor may not be present during the deliberation and final vote of the Committee. Legal representation is not permitted at meetings of the Third and Fourth Year Promotions Committee.
F. In exceptional circumstances affecting professional fitness, e.g., upon review of findings of a
disciplinary committee, the Promotions Committee reserves the right to take such action as it
deems appropriate.

G. All relevant academic evaluations must be available in the student’s Academic Record for
review by the student before the meeting.

H. Decisions rendered by the Third and Fourth Year Promotions Committee are based upon the
information available to the Committee at the time of the meeting. The Associate Dean for
Student Affairs will communicate the Committee’s decision to the student in a timely manner.

IV. United States Medical Licensing Examination (USMLE)

A. USMLE Step 1:

1. Each student must pass the USMLE Step 1 Examination to graduate from the School of
Medicine.

2. No student will be eligible for promotion to the fourth curricular year who has not passed
the USMLE Step 1 examination.

3. Except for students who have been required to postpone the USMLE Step 1 Examination
because of demonstrated academic difficulty during the preclinical years, all students will be
required to take the USMLE Step 1 Examination prior to beginning the third year clerkships.

4. A student who fails the USMLE Step 1 must arrange to meet with the Associate Dean for
Student Affairs or his or her representative within two weeks of the receipt of the examination
scores. The purpose of this meeting will be to identify the reasons for the failure and to
construct a plan designed to help the student prepare to retake the examination. If the plan
requires an adjustment of the third year schedule, the student must petition the Third and
Fourth Year Promotions Committee.

5. A student who fails the USMLE Step 1 Examination a third time will be allowed to
complete the clinical clerkship or elective in which he or she is engaged at the time results of
the examination are received. The student’s program of study will then be interrupted pending
review of his or her entire record of cognitive and behavioral academic performance by the
Third and Fourth Year Promotions Committee. The Committee may:

a. require the student to take a Leave of Absence during which time he or she must take
   and successfully pass the USMLE Step 1 Examination. The Third and Fourth Year
   Promotions Committee may, at its discretion, impose a time limit for passing the
   Examination. The Associate Dean for Student Affairs or his or her representative will
   assist the student in designing an appropriate plan for preparing for this Examination.
   Upon passing the examination, the student will be required to petition the Third and
Fourth Year Promotions Committee for permission to return to the medical curriculum. The Committee may, at its discretion, require the student to repeat courses or clerkships, or to pursue a modified or decelerated course of study upon returning to the curriculum;

b. academically dismiss the student from the student body based on his/her entire record including the USMLE results; or

c. take such other action as the Committee deems appropriate.

6. Preparation to take the USMLE Step 1 Examination should not be allowed to compromise a student’s effort in any course (preclinical course, clinical clerkship, rotation or elective) being taken for academic credit. Preparation for the Examination should not be considered an acceptable reason for inability to fulfill course requirements, and under these conditions, a grade of Fail should be given rather than an Incomplete.

B. USMLE Step 2:

Beginning with the graduating Class of 2005, each student will be required to take the USMLE Step 2, which will include Parts A and B, to be eligible for graduation from the School of Medicine.

V. The Third Year of Study

There are six required core clerkships in the third year of study – Family Medicine, Internal Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry, and Surgery – which must be taken within the Boston University School of Medicine system. These six clerkships form the core professional clinical training for every medical student.

A. Orientation to the Third Year: A required orientation to the third year takes place over one or more days before the beginning of the first third year clerkship. During this orientation, beginning third year clerks receive an introduction, information and skills training concerning professional demeanor in the clinical setting, basic ward procedures, and prevention of exposure to blood borne pathogens, among other topics. Students will not be permitted to begin the third year without this orientation.

B. Evaluation and Grading of Student Performance: The academic performance of students on clinical clerkships will be evaluated using a combination of cognitive and behavioral criteria. Students will be evaluated according to categories that include, but are not limited to, knowledge and problem solving ability, clinical skills, and professional attributes.

1. Determining the Final Clerkship Grade: The Clerkship Director will submit a final grade and written evaluation of each student’s cognitive and behavioral academic performance to the Registrar’s Office. Every effort should be made to transmit grades and evaluations as
soon as possible at the conclusion of a clerkship. Final grade categories are outlined in Part I, III, “Evaluation of Student Performance”.

2. **Recording and Transmitting of Final Clerkship Grades:** The final clerkship grade will be recorded on the Boston University School of Medicine Clinical Clerkship Evaluation Form, which will be sent by the Registrar to the Clerkship Director for each student registered for the rotation. This form will be completed and returned to the Registrar, who will record the final grade. The form will then be sent to the Office of Student Affairs for inclusion in the student’s Academic Record.

3. **Grade Review:** All final grades of Fail, Marginal Pass and Incomplete will be brought to the attention of the Third and Fourth Year Promotions Committee.

4. **Grade Remediation:** All third year Fail, Marginal Pass, and Incomplete grades must be remediated before a student is eligible for promotion to the fourth year. Students are required to remediate all third year grades at the beginning of the fourth curricular year before beginning any fourth year rotations. They are expected to participate in the process of selecting the required fourth year rotations beginning in January of the third year, and to sign up for elective rotations beginning in March of the third year, but they may not participate in any of the fourth year rotations prior to successfully remediating all third year deficiency grades.

**VI. The Fourth Year of Study**

There are four required four-week rotations in the fourth year of study: Geriatrics, Neurology, Radiology, and a Subinternship in Family Medicine, Medicine, Pediatrics, or Surgery. The required subinternship must be taken during the fourth curricular year of study and within the Boston University School of Medicine system.

A. **Requirements:** Thirty-six weeks of fourth year rotations are required to graduate from the School of Medicine. Twenty-four weeks must be taken within the Boston University School of Medicine system, and the remaining twelve weeks may be taken either within the Boston University School of Medicine system or at an outside medical school or hospital.

B. **Permitted Substitution of Required Rotations:** All students are assigned to Geriatrics, Neurology and Radiology rotations within the Boston University School of Medicine system. However, a student may request and receive permission from the appropriate Rotation Director to substitute an outside rotation for these required rotations. This substituted rotation must be four weeks long, must be similar in content and scope to the rotation being substituted, and must fulfill all criteria established by the BUSM Rotation Director. Requests for approval must be submitted to the appropriate BUSM Rotation Director at least six weeks before the start of the rotation. All required rotations taken outside the Boston University School of Medicine system will count towards the maximum of twelve weeks allowed for outside rotations taken for fourth year credit.
C. **Elective Rotations:** Twenty weeks of fourth year elective time must also be completed. All electives taken for credit in excess of degree requirements will be recorded with grades on the transcript.

1. **Outside electives at LCME-accredited United States medical schools:** Students may arrange outside electives at LCME-accredited United States medical schools. If these electives are part of an accredited fourth year curriculum, credit will be given without prior BUSM department approval. Outside electives that are not part of the accredited fourth year curriculum at an accredited United States medical school must be approved by the appropriate BUSM department prior to the start of the elective.

2. **International electives:** All International Health rotations, whether arranged through the BUSM International Health Program, or arranged independently by the student, must be approved by the International Health Program Director. The Director may also elect to consult with the appropriate BUSM department as to the suitability of an independently arranged rotation.

3. **Credit:** Credit will be granted for no more than twelve weeks of fourth year rotations and/or electives in any one sub-speciality of Family Medicine, Medicine, Pediatrics, and/or Surgery. Credit will be granted for no more than twelve weeks of fourth year rotations in Obstetrics/Gynecology and/or Psychiatry.

D. **Fourth Year Schedule Timetable:** The process of selecting the fourth year rotations begins in January of the third year.

1. The final fourth year schedule, signed by the student’s field-specific advisor, is required to be submitted by the student to the Office of the Registrar no later than the beginning of Block 11 in the fourth year. Any subsequent changes must be made using a Add/Drop form obtained from the Office of the Registrar.

2. Any student who has not submitted a final and complete schedule with 36 weeks of rotations by the end of Block 11 may be required to meet with the Third and Fourth Year Promotions Committee.

3. A student is not permitted to make any changes to his or her fourth year schedule after the beginning of Block 18.

E. **Evaluation and Grading of Student Performance:** The academic performance of students on all clinical rotations will be evaluated using a combination of cognitive and behavioral criteria. Students will be evaluated on the Boston University School of Medicine Clinical Rotation Evaluation Form at all BUSM rotations according to categories that include, but are not limited to, knowledge and problem solving ability, clinical skills, and professional attributes.
1. Determining the final rotation grade: The rotation director will submit a final grade and written evaluation of each student’s cognitive and behavioral academic performance to the Registrar’s Office. Every effort should be made to transmit grades and evaluations at the conclusion of a rotation. Final grade categories are outlined in Part I, III, “Evaluation of Student Performance.”

2. Recording and transmitting final rotation grades: The final rotation grade will be recorded on the Boston University School of Medicine Clinical Rotation Evaluation Form, which will be sent by the Registrar to the Rotation Director for each student registered for the rotation. This form will be completed and returned to the Registrar, who will record the final grade. The form will then be sent to the Office of Student Affairs for inclusion in the student’s Academic Record.

3. All final grades of Fail, Marginal Pass, and Incomplete will be brought to the attention of the Third and Fourth Year Promotions Committee.

F. Fourth Year Elective Credit for Research: A student who is in good academic standing may be permitted to undertake a research project within or outside Boston University School of Medicine. Research projects conducted outside Boston University School of Medicine will be granted credit but will count as an outside elective. A student contemplating a research project for elective credit must submit all required paperwork at least six weeks before beginning the research project. Up to eight weeks of senior elective credit may be granted for a research project. Additional time spent doing a research project will not be eligible for credit. The completed paperwork must include the Research Approval form, a letter from the proposed research preceptor confirming the preceptor’s willingness to serve in this role, a summary of the proposed project, a description of the role and responsibilities of the student, and the method by which the student’s performance will be evaluated and graded. Credit for research will not be granted retroactively.

VII. Serious Problems Identified During a Clinical Clerkship or Rotation

A. Serious Academic Difficulty or Difficulty with Professional Comportment: If a student experiences cognitive difficulty or difficulty with professional comportment that seriously impedes his or her ability to perform appropriately in the clinical setting, the Clerkship or Rotation Director may deal directly with the student, and consult with the Student Affairs Deans to resolve the problem or develop a remedial plan.

B. Egregious Behavior: For particularly egregious behavior, the Clerkship or Rotation Director may temporarily remove the student from the clerkship or rotation. The Associate Dean of Student Affairs will be notified and the student may be brought to the appropriate Promotions Committee or to a disciplinary committee for action depending on the nature of the problem. If a student is removed from a clerkship or rotation, the Clerkship or Rotation Director will submit a written report assessing the performance of the student during the clerkship or rotation and the reasons for removal, to the Third and Fourth Year Promotions Committee, which will meet to
examine the issue and recommend appropriate intervention or action, based upon the student’s entire Academic Record of cognitive and behavioral performance. The student will not be allowed to continue in any clerkship or rotation until the final decision of the appropriate Promotions Committee or a disciplinary committee.

VIII. Promotions Policies in the Third and Fourth Years

A. Applicability of Promotions Policies: Grades for all courses, clerkships, rotations, and electives taken for credit by students at Boston University School of Medicine, including those taken in excess of degree requirements, will be recorded on the transcript and will be subject to the promotions guidelines established by Boston University School of Medicine.

B. Standards and Requirements:

1. Qualitative Evaluations: Irrespective of the final grade assigned for a clinical clerkship or rotation, adverse comments in the performance narrative, or marginal or unsatisfactory ratings in any portion of a student’s final evaluation, may result in review of a student’s entire record of cognitive and behavioral academic performance by the Office of Student Affairs and/or the Third and Fourth Year Promotions Committee, which will then take appropriate action.

2. Course Grades:

   a. The Associate Dean for Student Affairs will review all third and fourth year grades, and will present students as he or she deems appropriate to the Third and Fourth Year Promotions Committee for action.

   b. No third year student will be promoted to the fourth curricular year with any Fail, Marginal Pass, or Incomplete grades in any required clerkship, rotation, or elective.

   c. No fourth year student will be eligible to graduate with any Fail, Marginal Pass, or Incomplete grades in any clerkship, rotation, or elective taken during the third and fourth curricular years.

C. Remediation of Fail and Marginal Pass Grades:

   1. A student who has received a Fail or Marginal Pass grade in a clinical clerkship, rotation, or elective, will remediate the grade according to the requirements established by the clerkship,
rotation or elective. The plan to remediate the grade must be reviewed and approved by the Third and Fourth Year Promotions Committee.

2. Remediation of a Fail or Marginal Pass grade in any clinical clerkship, rotation, or elective should not be allowed to compromise a student’s efforts in any other course being taken for academic credit.

3. No student will be allowed to repeat any clerkship, rotation, or elective more than once.

4. All Fail or Marginal Pass grades must be remediated at a clerkship or rotation site within the Boston University School of Medicine system approved by the Clerkship or Rotation Director and the Third and Fourth Year Promotions Committee.

5. A third year student who has received one or more Fail grades by virtue of failing to pass a final clerkship examination may not receive credit for any fourth year rotations or electives taken until the clerkship examination failure is remediated.

D. Completion of Incomplete Grades:

1. A third year student who has received one or more Incomplete grades by virtue of failing to pass a final clerkship examination is expected to take and pass the clerkship make-up examination(s) no later than the second block of the fourth year. In addition the student must:

   a. meet with the Clerkship Director to determine which electives, if any, may be taken during the study period;

   b. meet with the Registrar to arrange for an appropriate fourth year schedule considering the requirements for the make-up examination; and

   c. meet with the appropriate Office of Student Affairs staff to schedule the re-examination.

2. A third year student who has received one or more Incomplete grades by virtue of failing to pass a final clerkship examination may not receive credit for any fourth year rotations or electives taken until the clerkship examination failure is remediated.
Appendix A

The First Year Promotions Committee

**Voting Members:**

- Course Manager, Biochemistry
- Course Manager, Essentials of Public Health
- Course Manager, Endocrinology
- Course Manager, Genetics
- Course Manager, Gross Anatomy
- Course Manager, Histology
- Course Manager, Immunology
- Course Manager, Integrated Problems I
- Course Manager, Intro to Clinical Medicine I
- Course Manager, Neurosciences
- Course Manager, Physiology
- Course Manager, Psychiatry I

**Ex Officio:**

- Associate Dean for Student Affairs (Chair)
- Registrar (Secretary)
- Associate Dean for Academic Affairs
- Associate Dean of Admissions
- Associate Dean for Students and Minority Affairs
- Associate Dean, Graduate Medical Sciences
- Assistant Deans for Student Affairs
- Assistant Dean, Premedical Advising
- Director of Student Support Services
- Executive Director of Student Financial Services
- Senior Policy Officer
### Appendix B

**The Second Year Promotions Committee**

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<thead>
<tr>
<th>Voting Members:</th>
<th>Ex Officio:</th>
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<tbody>
<tr>
<td>Course Manager, Biology of Disease I</td>
<td>Associate Dean for Student Affairs (Chair)</td>
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<tr>
<td>Course Manager, Biology of Disease II</td>
<td>Registrar (Secretary)</td>
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<tr>
<td>Course Manager, Integrated Problems II</td>
<td>Associate Dean for Academic Affairs</td>
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<tr>
<td>Course Manager, Intro to Clinical Medicine II</td>
<td>Associate Dean of Admissions</td>
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<td>Course Manager, Microbiology</td>
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<td>Executive Director of Student Financial Services</td>
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<td>Senior Policy Officer</td>
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Appendix C

Third and Fourth Year Promotions Committee

**Voting Members:**
- Clerkship Director, Family Medicine
- Clerkship Director, Internal Medicine
- Clerkship Director, Obstetrics/Gynecology
- Clerkship Director, Pediatrics
- Clerkship Director, Psychiatry
- Clerkship Director, Surgery
- Rotation Director, Geriatrics
- Rotation Director, Neurology
- Rotation Director, Radiology

**Ex Officio:**
- Associate Dean for Student Affairs (Chair)
- Registrar (Secretary)
- Associate Dean for Academic Affairs
- Associate Dean of Admissions
- Associate Dean for Students and Minority Affairs
- Associate Dean, Graduate Medical Sciences
- Assistant Dean for Student Affairs
- Assistant Dean, Premedical Advising
- Director of Student Support Services
- Executive Director of Student Financial Services
- Senior Policy Officer