Academic Progress Policy (MD)

I. Purpose

This Policy sets Albert Einstein College of Medicine ("Einstein" or "College") standards for academic progress and requirements for graduation.

II. Scope

This Policy applies to all Einstein students.

III. Policy

III.A. Clerkship Curriculum

1. Until all course requirements are satisfied for Years I and II, a student may not begin a clerkship or clinical assignment (beyond those clinical assignments that are routinely permitted in Years I and II).

2. The Year III curriculum includes the required clerkships in Internal Medicine, Surgery, Pediatrics, Family Medicine, Obstetrics & Gynecology, Psychiatry, and Radiology. It further includes a two-week clinical rotation that can be spent in a variety of clinical departments.

3. A clerkship is formally failed, when at the conclusion of the clinical assignment, and after the relevant information has been collected (initial exam scores, clinical evaluations, etc.), the appropriate clinical clerkship faculty person determines a failing grade exists—and—when a single subsequent written make-up exam is failed; if the initial failing grade was remediable by simply passing the repeated written exam.

4. A single formally failed clerkship requires the Committee to discuss the academic progress of the affected student. The Committee may allow repetition of only the failed clerkship or may require repetition of additional portions of the clerkship year, based on review of the student’s entire record.

5. A repeated clerkship cannot be graded "Honors."

6. Marginal performance ("low pass") in one or more clerkships warrants review by the Committee, and may require repetition of a portion, or the entire clerkship year, based on review of the student’s entire record. In addition, a pattern of marginal performance may be grounds for withdrawal.

7. A student will only be allowed to sit for two make-up exams during the clerkship cycle. In other words, for the six required clerkships in Year III (and the Year IV Neurology clerkships), only two may be passed via make-up examinations. Any additional clerkship failures will not be remediable via make-up examination, i.e., the failing grade becomes final.

8. A student who passes a clerkship via a make-up examination, for any reason, may not receive an Honors grade in the clerkship. An exception may be allowed in the case of maternity or on a disability-related basis.
9. A student who wishes to appeal a grade or narrative evaluation in a required clerkship is directed first to the signatory on the evaluation, secondarily to the departmental coordinator for that clerkship, and finally to the Associate Dean for Students. Neither the Committee nor the Dean will address these appeals.

10. If a clerkship is formally failed (see above), the narrative evaluation of the failed rotation -- for purposes of the Dean’s Letter compilation -- will be incorporated into the narrative portion of the subsequent (repeated) rotation’s evaluation. In other words, although the transcript will indicate both the failing grade and the subsequent passing grade; the Dean’s Letter series of narrative evaluations will show only one, composite, narrative evaluation incorporating both the initially failed and subsequently completed rotation -- which is composed by the applicable clinical department. (The permanent student file will contain both documents; the failed initial clerkship evaluation form with the original narrative, and the second [repeated] clerkship evaluation form that contains the narrative portion addressing both clerkship rotations.)

11. A recommendation for withdrawal may be made based on a pattern of persistent marginal performance in the clerkships.

12. A Dean’s Letter will be provided only after satisfactory completion of the entire Year III clerkship cycle. MD-PhD students are exempt from this requirement when the reason for their incomplete clerkship sequence relates solely to the matter of MD-PhD program scheduling.

13. Absence policy has been updated/found separately.

14. If a student fails the clerkship final examination, and subsequently fails a single make-up examination, the clerkship must be repeated in toto prior to re-attempting the written exam. A third failed attempt in a given departmental exam and the student becomes ineligible to continue in the curriculum.

15. A second formally failed clerkship, and the student becomes ineligible to continue in the curriculum. This includes failing, or withdrawing from a repeated clerkship, for any reason.

III.B. Senior Curriculum

1. The Year IV curriculum includes a required on-campus sub-internship in Internal Medicine or Pediatrics or Family Medicine, of two months duration. Additional requirements for this period include a one-month assignment in Ambulatory Care, and a one-month clerkship in Neurology. With special dispensation from the respective coordinators, these latter two rotations may be taken off-campus.

2. A graduation requirement, which may be accomplished during either the Year III or Year IV curriculum, is a minimum two-week clerkship in Geriatrics. If done off campus, a four-week rotation is required.

3. A student absent from a required senior clinical rotation, for any reason, for more days than that rotation’s length in weeks, is not eligible to complete that rotation on that attempt.

4. Subject to approval, the senior year includes electives designed to supplement the required courses and to provide opportunities for students to pursue individual academic interests. Each elective month of Year IV must be accounted for by a faculty- or supervisor-signed evaluation. This includes off-campus, clinical, research, and/or months dedicated to Independent Scholar’s Project work. Other than one month of vacation, all senior months must be officially accounted for with academic activities.
5. The senior year is required to be twelve months in duration, or longer. Approved exceptions to the
twelve-month minimum are maternity/paternity/disability leave, or completing one postponed or
repeated Year III clerkship, but the senior program may not be less than ten months in duration
(includes one-month vacation), under any circumstance. You must commence the senior program on
or about August 1st, to graduate with that senior class. If you commence the senior program on
or about September 1st, you are eligible to graduate no sooner than the following July 1st, and so on.
Diplomas are dated late May or June for graduating with the usual "on schedule" senior class.

6. A student’s failure, on the first attempt, to complete successfully a repeated subinternship, ambulatory
 care rotation, or neurology clerkship -- leads to ineligibility to continue in the curriculum.

7. It is strongly recommended that the Step 2 examinations of the USMLE be taken prior to the end of
January of Year IV.

8. A student who fails either the required sub-internship or the required ambulatory care rotation or the
required clerkship in Neurology will be required to remain in the College of Medicine for an
additional year and must repeat the failed course(s). At the discretion of the Committee, if the overall
academic record warrants, a student may be allowed to use a maximum of two months of elective
time to remedy a deficiency in one of these rotations and may, in that case, not be required to stay for
an additional year.

9. Course failures or deficiencies in the senior year, in elective course work, will be reviewed by the
Committee. A student who fails an elective course will be required to repeat the course, or a course of
similar academic value. A student who fails two elective courses will be, at a minimum, required to
repeat the year, and may be withdrawn.

10. From time-to-time, a senior student is in the midst of Committee deliberations when graduation
becomes imminent. Rather than allow the shortage of time to distort proper process - the Committee
may elect to allow a student to participate in the graduation ceremonies - but to do so without
receiving the MD diploma and without actually being awarded MD status. No other exceptions are
recognized where an "empty tube" may be awarded - except for the two special cases:
   a.) when a student's financial obligations have not been met, as per the Student Finance Officer
      (who is the final word on such matters), and
   b.) the Associate Dean for Educational Affairs indicates that the required Scholar's Project has
      not been completed.

IV. Definitions

None.

V. Effective Date

Effective as of: 27 June 2018
VI. Policy Management and Responsibilities

The Responsible Office under this Policy is the Office of the Student Affairs. The Responsible Executive for this Policy is Einstein's Executive Dean. The Responsible Officer under this Policy is Einstein’s Associate Dean for Student Affairs.

VII. Approved (or Revised)

[Signature]
Responsible Executive

07/12/2018
Date