



## **POLICY ON STUDENT PROMOTIONS IN THE SCHOOL OF MEDICINE**

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*Supersedes:* Not applicable  
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### **I. PURPOSE**

New York Medical College School of Medicine (“NYMC SOM”) strives to graduate professionals who are knowledgeable, skillful, compassionate and caring. This policy provides a framework to determine eligibility for academic advancement.

### **II. POLICY**

To be considered for advancement, students must have satisfactorily completed all course work; demonstrate motivation, maturity, sound judgment, responsibility, and acceptable professional behavior; demonstrate the required technical skills; and possess other such attributes as the faculty deems to be essential to become a reliable and effective physician. The faculty and administrators assigned the responsibility to make decisions regarding academic standing, promotion, remediation, and dismissal are charged to globally evaluate individual student performance and use their judgment in making decisions.

### **III. SCOPE**

This policy applies to all NYMC SOM students.

### **IV. DEFINITIONS**

*USMLE* – United States Medical Licensing Examination  
*SAPRC* - Student Advancement, Promotions, and Review Committee  
*NBME* – National Board of Medical Examiners  
*Committee* - SAPRC Committee

### **V. PROCEDURES**

- I. In order to make satisfactory progress towards the MD degree, each student must satisfy academic, professional, and technical standards on an ongoing basis.
  1. Academic – to be considered making satisfactory progress, a student must:
    - a. Successfully complete and pass all courses, clerkships and other clinical

skills assessments in the periods offered.

- b. Meet all examination requirements, such as the USMLE Step 1 Step 2-CK.
  - c. Correct all academic deficiencies within one year (or otherwise within the time limit specifically set by the SAPRC in the individual case). Under certain circumstances the SAPRC may recommend repeat of a year or phase of the curriculum or dismissal. Such circumstances may include (but are not limited to) when one or more of the following conditions apply:
    - i. Failure of two (2) courses or two (2) clerkships in the M.D. Program (whether or not remediated)
    - ii. Failure to meet the competency benchmark on three (3) NBME subject/ customized NBME examinations in Phase One of the M.D. Program
    - iii. Failure to meet the competency benchmark on three (3) NBME subject examinations in Phase Two of the M.D. Program
    - iv. Failure of either USMLE Step 1 or Step 2 Clinical Knowledge as required in the Policy on USMLE Examination and Clinical Competency Assessment Requirements
    - v. Multiple occurrences of unprofessional behavior or one serious occurrence, as determined by the Dean of Students of the School of Medicine, during any phase of the M.D. Program
    - vi. Failure of the same course or clerkship twice.
2. Professional Behavior: Students are required on an ongoing basis to demonstrate satisfactory professional behavior as described in the Policy on Professionalism, Expectations, and Assessment for Medical Student Professional Behaviors. A serious breach of professionalism may result in immediate dismissal from the MD Degree Program.
  3. Technical Standards: Students are required on an ongoing basis to satisfy technical standards, as outlined in the [Technical Standards for Admissions and Continued Enrollment](#). Continued fulfillment of such standards is a requirement for ongoing registration in the MD Degree program.
  4. A student who, at the end of an academic year or phase, has successfully completed all courses/clerkships without deficiency, who has demonstrated the professional attitudes, values and behaviors expected of physicians, and who is otherwise in good academic standing will be promoted to the next academic year or phase or recommended for graduation. Students may be conditionally enrolled in a subsequent year or phase of the program pending receipt of requirements for advancement, such as score reports for USMLE or grade reports for courses or clerkships that end immediately prior to the next academic year.
  5. Additional graduation requirements, including national and local examination requirements, are listed in the USMLE Examination and Clinical Competency Assessment Requirements.

6. A student who is not making satisfactory progress will be considered by the SAPRC. The SAPRC will review the student's progress and will propose remediation efforts based on the recommendations of the relevant faculty.
7. A student who wishes to appeal any adverse decision by the SAPRC should refer to the Policy on Adverse Action Appeals.

## II. SAPRC

1. The SAPRC meets monthly to review students' performances as above. The Dean of Students provides the necessary data to the Committee at the time of the meeting and/or prior to the meeting whenever possible to assist in making decisions.
2. Membership on the SAPRC is outlined in the Faculty Bylaws.
3. SAPRC Conflict of Interest Statement
  - a. A faculty member or administrator shall withdraw from participation in any discussion or decision involving actual or potential conflict of interest as described below.
  - b. A conflict of interest may be present when the faculty member:
    - i. Has a personal, social, familiar, academic, research, business or financial relationship with the student or a member of the student's family;
    - ii. Has provided health care services to the student;
    - iii. Has graded the student in a course for which the course or clerkship grade is the subject of a pending or prior adverse action or remediation plan; or
    - iv. Serves as the student's advisor, mentor, academic coach, or has another significant relationship with the student.
  - c. There will be an opportunity at the start of each meeting for members to declare any potential or perceived conflicts of interest as described above in respect to any students being discussed, and, where appropriate, members should recuse themselves from discussion and voting.
  - d. The student may ask a member of the full-time faculty to join them for the part of the meeting when the student is present. The faculty member is not present to speak, but rather to be supportive of the student. Legal representation is not permitted at the meeting. If the student fails to attend the meeting without cause, the appeals committee shall proceed in the student's absence.
4. Communication with Students
  - a. A student who is brought before the SAPRC because of deficiencies should be interviewed prior to the meeting by the Dean of students open (or designee). The purpose of such an interview is to gather information about the reasons for the failure and whatever extenuating circumstances may exist in order to assist the committee in its decisions.
  - b. Students to be discussed at the SAPRC, for whatever reason, must be notified by one of the Deans of Student Affairs. The student may submit a letter to the committee prior to the meeting (which will be circulated

among the members) and/or they may appear at the meeting to support their case.

- c. Students will be notified in writing by the chair of the SAPRC Committee of the decision voted upon by the committee.

## **VI. EFFECTIVE DATE**

This policy is effective immediately.

## **VII. POLICY MANAGEMENT**

Executive Stakeholder: Dean, School of Medicine

Oversight Office: Office of Student Affairs

## **VIII. REFERENCES**

### **LCME Standard 9.9: Single Standard for Promotion, Graduation and Appeal**

**Process:** A medical school ensures that the medical education program has a single standard for the promotion and graduation of medical students across all locations and a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to promotion, graduation, or dismissal.

### **LCME Standard 10.3: Policies Regarding Student Selection/Progress and Their**

**Dissemination:** The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.