

JOHN A. BURNS SCHOOL OF MEDICINE

POLICY FOR THE ASSESSMENT OF MEDICAL STUDENT PERFORMANCE

February 12, 2021

A. STANDARDS OF ACADEMIC PERFORMANCE

The John A. Burns School of Medicine (JABSOM) has the responsibility, as bestowed on it by the State of Hawai'i, the University of Hawai'i, the profession of medicine, and the community (society) in establishing this medical school, to prepare students enrolled in JABSOM to become competent, caring physicians who shall exhibit and maintain high standards of professional and personal conduct. To accomplish this goal, students must make satisfactory academic progress in the acquisition of knowledge and skills, which includes the behaviors of a medical professional, as judged by the faculty members of JABSOM. Student progress is monitored by the Evaluation Review and Remediation Committee (ERRC), which may direct remediation for less than satisfactory performance. The status of the student in the curriculum is determined by the Student Standing and Promotion Committee (SSPC).

B. STANDARDS FOR QUALIFICATION FOR THE DEGREE OF DOCTOR OF MEDICINE (GRADUATION REQUIREMENTS)

In conferring the MD degree on a student, the faculty members assure that the student has demonstrated academic and professional competency in the skills of a physician, and possess the intellectual and personal qualities of a competent physician. This is assured by satisfactory student performance with passing grades in all required elements of the curriculum including demonstration of consistent professional behavior and the ability to become licensed as a physician (that is, by successful passage of United States Medical Licensing Examination Step 1 and Step 2 Clinical Knowledge examinations).

C. STANDARDS FOR PROGRESS IN THE CURRICULUM (PROMOTION)

In the pre-clerkship curriculum, a student may progress through the curriculum only after passing the courses in the preceding academic unit. A student may progress to the next course while awaiting finalization of the grade for the previous course, but may not complete the current course(s) if the grade for the preceding course was determined to be No Credit (NC).

Progression to clerkships requires a passing score on the USMLE Step 1 examination, in addition to successful completion of preceding courses. In the instance where the USMLE Step 1 score is not available, a student may begin a clerkship; if a student already enrolled in a clerkship receives a failing grade for USMLE Step 1 examination, s/he may be allowed to complete the clerkship already underway at the discretion of the Director of the Office of Student Affairs, and/or the ERRC, but must pass Step 1 before proceeding into additional clerkships or electives.

Each of the third-year clerkships must be successfully completed with a grade of Credit (CR), High Pass (HP), or Honors (H) prior to beginning senior (4th year) courses.

More than one unsatisfactory evaluation (that is, No Credit (NC) or Incomplete (I), or failing score) in a course component, a course, clerkship, elective or failing score on any Step of the USMLE exam is cause for a student to appear before the SSPC. Summative comments for each course from the course director including passing retake examinations are placed verbatim in the Medical Student Performance Evaluation (MSPE). More than one unsatisfactory evaluation in the MS1-MS2 years combined, or the MS3-MS4 years combined, will result in a summary statement annotated in the MSPE, and any event resulting in a delay in graduation (e.g., single course failure with remediation, research year, illness) will also be annotated in the MSPE.

D. EVALUATION OF STUDENT PERFORMANCE

Grades of No Credit and Incomplete are defined as unsatisfactory performance. All completed evaluations to include a narrative summary will be sent to the Office of Student Affairs within 6 weeks of course/clerkship completion for review and placed in the student's academic file.

1. Pre-clerkship Units

Student performance will be assessed in each course by the course director who, after collecting and reviewing student performance (including professionalism, faculty evaluations and examinations for that course), will assign a grade. The grades for required or elective courses in years one and two of the curriculum which may be assigned are: Credit (CR), No Credit (NC) or Incomplete (I).

A grade of Credit (CR) is assigned when performance on all required student assessments are satisfactory or a retake exam following an initial exam failure is granted and passed by the student within the time allotted per individual course guidelines. Retake exams are given in the same format as the original exam and are offered automatically with the following exceptions: failure due to unprofessional behavior, failure of more than two exams in the current unit, or failure of any two exams in prior units. Exceptions to the retake policy will be considered for extenuating circumstances by the OME Associate Director. If a retake is not allowed, the student may appeal this decision following the Procedures for Resolution of An Academic Grievance in the Academic Appeals Committee policy. Exam reviews will not be conducted prior to retake of examinations.

A grade of No Credit (NC) is assigned when performance on initial assessments was not satisfactory and no retake is offered, or performance on a retake exam granted by course directors is unsatisfactory. A grade of Incomplete (I) is assigned when a required element of the course (e.g. assignments, exams) has not been satisfactorily completed within 6 weeks of the end of the course, and in the judgment of the course director, the delinquency was due to reasons beyond the control of the student, and not due to carelessness or procrastination. When the evaluation leading to Incomplete (I) is completed, either a grade of Credit (C) or No Credit (NC) will be entered into the transcript for that course. The notation of Incomplete (I) will be removed from the transcript if a grade of Credit (C) is awarded.

2. Third-Year Clerkships

Students must receive a passing grade in each third-year clerkship before progressing to the senior academic year. The Clerkship Director of each of the required core clerkships (Family Medicine and Community Health, Internal Medicine, Obstetrics and Gynecology, Pediatrics, Psychiatry, and Surgery) is responsible for evaluating student performance for the domains of knowledge, skills and professionalism, in addition to submitting a narrative description of the student's performance in these domains. The grades which may be assigned in third year clerkship courses are: Honors (H), High Pass (HP), Credit (CR), No Credit (NC), or Incomplete (I).

A student who has not fulfilled clerkship requirements for the determination of a passing grade will be reviewed by each clerkship director. If it is expected that the student may successfully complete the clerkship requirements in a timely manner as defined by each clerkship, then the student will be allowed to continue in the curriculum in the subsequent clerkship. Students who fail a single clerkship exam or OSCE will automatically be offered one retake exam in the same format as the original, with the following exceptions: failure due to unprofessional behavior, failure of any 3 pre-clerkship exams, or failure of one prior clerkship exam (shelf or OSCE). Exceptions to the retake policy will be considered for extenuating circumstances by the OME Associate Director. If a retake is not allowed, the student may appeal this decision following the Procedures for Resolution of An Academic Grievance in the Academic Appeals Committee policy.

If timely completion of a retake examination is not possible due to remediation or if the student requires a leave of absence, an Incomplete (I) will be assigned, and the student would not be permitted to continue in the curriculum. A grade of High Pass (HP) or Honors (HP) will not be given to a student who has previously failed a course exam and passed on retake, or who had been given an Incomplete (I) grade in that course. When the remediation period is complete, a grade of Credit (C) or No Credit (NC) will be submitted. The notation of Incomplete (I) will be removed from the transcript if a grade of Credit (C) is awarded.

3. Senior (4th Year) Academic Courses

Students must receive a passing grade in each fourth-year clerkship/course to be eligible for graduation. The grades which may be assigned in fourth-year clerkship courses are Credit (C), No Credit (NC), or Incomplete (I). The required 4th year clerkships of Geriatrics and Palliative Medicine and Emergency Medicine may also assign grades of Honors (H) or High Pass (HP). The Clerkship Director of each of the required fourth-year courses/electives is responsible for monitoring/evaluating student performance for the domains of knowledge, skills, and professionalism in addition to submitting a narrative description of the student's performance in these domains. Retake of examinations for required 4th year clerkships follow 3rd year guidelines.

4. Graduation Requirements

Students must achieve a satisfactory evaluation in all courses, electives and required

activities: OSCEs, required autopsies, learning community activities. Additionally, students must demonstrate professionalism, complete the required weeks of academic credit and pass USMLE examinations to meet the requirements for graduation. Failure to meet graduation requirements in a timely manner, or the receipt of any unsatisfactory grade in any senior course, will result in appearing before the Student Standing and Promotion Committee, with the possibility of a decision for dismissal.

5. USMLE Steps 1 and 2

As the only path to licensure in the United States, JABSOM students must pass United States Medical Licensing Exam (USMLE) Step 1 and Step 2-Clinical Knowledge (Step 2 CK) examinations to qualify for the MD degree. A student will appear before the SSPC after USMLE Step examination failure.

6. Unprofessional/Academic Misconduct

Students at JABSOM are expected to behave in an ethical and professionally responsible manner at all times. A student may be referred to the SSPC for unprofessional conduct or academic misconduct. Unprofessional conduct includes but is not limited to unprofessional student-patient, student-peer, student-instructor, or student-staff interaction; illegal activities; failure to comply with administrative directives; and any behavior judged to be unbecoming of or inconsistent with being a medical professional. This includes off-campus activities which violate the standards of conduct outlined in the University of Hawaii at Manoa Student Conduct Code (http://www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/).

Academic and professional honesty are required of all faculty and students in JABSOM. Academic misconduct such as cheating or plagiarism will not be tolerated.

Referral to the SSPC for any of these situations may occur even in the absence of a failing grade.

7. The failure to meet graduation requirements by the seventh year following initial matriculation in the medical curriculum, excluding students in double degree programs, may result in dismissal by the SSPC.
8. A student who is absent from any academic period for more than 5 consecutive days without approval from the Office of Student Affairs will not receive credit for the course and will be referred to SSPC.
9. A student who fails to attend courses for which they are registered without approval of, or being granted Leave of Absence by, the Office of Student Affairs will be referred to SSPC.
10. Students have the right of appeal of a grade or evaluation no later than 7 (seven) calendar days following the end of the course or of receipt of evaluation, whichever is later. (See: Academic Appeals Policy, Procedure for Resolution of an Academic Grievance.)

11. The right of appeal of a dismissal decision by Student Standing and Promotion Committee (SSPC) is described in the Academic Appeals Policy.

E. EVALUATION REVIEW AND REMEDIATION COMMITTEE

The Evaluation Review and Remediation Committee (ERRC) is responsible for reviewing each student's evaluation at the end of each course; assessing the pattern of performance; directing arrangements for remediation when appropriate, or referring the student to SSPC when a pattern of malperformance has been identified, in either academic or professional competence.

1. The Committee will determine a remedial program, including a timetable, supervising faculty, and a method for re-evaluation. The Office of Student Affairs will insure that remediation is implemented and the student and his/her advisor notified. These remedial requirements will be documented in the student's file. Unsuccessful completion of, or failure to participate in, a recommended remedial program will result in referral of the student to the Student Standing and Promotion Committee (SSPC).

Minutes of the meeting will be prepared by the Chair, and filed by the Office of Student Affairs.

2. The remediation plan for each student is at the discretion of the ERRC, and the ERRC will decide on an individual basis whether or not examinations will be required for students who must repeat a successfully completed course. If the committee decides that exams are required for a particular student, the scores will be reported to the ERRC, but grades of "pass" or "fail" will not be assigned to the exams. The ERRC will make recommendations moving forward based upon all aspects of the student's performance during that unit.

F. STUDENT STANDING AND PROMOTION COMMITTEE

The Student Standing and Promotion Committee (SSPC) will review the performance of any student who meets the criteria set forth in this Policy for appearance before the SSPC.

The Committee members will be appointed by the Dean in accordance with JABSOM Faculty Bylaws. Four students (one from each medical school class, elected by his/her respective class) shall serve as advisory, non-voting members of the Committee. The Director of the Office of Student Affairs shall provide administrative support to the Committee as needed. A student brought before the SSPC may petition the Chair to excuse student committee members from attending his/her appearance before the committee. The Committee Chairperson will be responsible for identifying whether any conflict of interests exist between any members of the committee and a particular student brought before the committee and excuse the member if needed. A course or clerkship director that evaluated the student, or who may have another cause for conflict must disclose the conflict of interest and recuse himself/herself. A student may be accompanied by one support faculty/staff/student of their choosing (excludes family or legal representation).

Decisions of the SSPC will be filed in the appropriate student's Academic File, and minutes of the Committee meetings will be filed in a separate SSPC file in the Office of Student Affairs.

1. **Conditions requiring appearance before the SSPC**

A student will appear before the SSPC for decision on his/her standing in JABSOM, which may include dismissal. The SSPC will review the entire academic/professional performance of the student before it. Any of the following require that a student appear before the SSPC:

- a) receives more than one unsatisfactory evaluation (that is, a grade of No Credit (NC) or Incomplete (I), or failing score) for any, or combination, of elective, required course, in a subsequent remedial program, or on a USMLE examination.
- b) on referral from the ERRC or the Director of the Office of Student Affairs for any academic malperformance, unprofessional behavior or any unapproved student absence.
- c) failure to progress for any reason (e.g., failure of USMLE Step 1).
- d) unprofessional behavior and/or academic misconduct.

2. **Actions of the Student Standing and Promotion Committee**

The SSPC shall make any one of the following decisions regarding a medical student's progress and standing in the curriculum (including dismissal) after reviewing the record and testimony concerning the student. A decision by the SSPC must receive a simple majority vote of a quorum of members present. The Chair shall not vote except in case of a tie.

- a) **Continuation Active Status.** This determination will be made by SSPC when no formal change of status is recommended, and which may include adjustments in the curriculum, and/or stipulations for continuation in the curriculum.
- b) **Academic Probation.** The SSPC will impose Academic Probation, as an internal designation, for deficiencies in academic or professional performance which threaten the student's ability to graduate. The imposition of Academic Probation is accompanied by conditions outlined by the SSPC for a specified time period. The Director of the Office of Student Affairs will assure that the student receives the notification, in writing and verbally, of the imposition of probation. The student on Academic Probation is not considered to be in good academic standing, and will not be allowed to complete any out of state curricular experience. The student must appear before the SSPC at the end of the probationary period to determine the student's status in the curriculum.

Should a student be placed on Administrative Leave of Absence prior to the end of the probation period, probation will be suspended, and the student will reappear before the SSPC to determine academic status at the end of the

leave period.

c) **Dismissal** from the JABSOM

1) SSPC may dismiss a student for one or more of the following:

- failure to meet the standards of academic progress and/or professionalism
- failure of remediation
- failure to meet conditions of probation
- three failures of any one or a combination of USMLE exams (Step 1, Step 2 CK), or any failure of USMLE in combination with academic malperformance
- failure to complete the curriculum in seven (7) years, excluding participation in a dual-degree program
- more than five appearances before the SSPC for any reason, except to clear probation
- a pattern of academic malperformance or unprofessional behavior
- failure to register for appropriate courses in a timely manner
- absence from any academic period for more than 5 days without approval from the Office of Student Affairs

2) Status of 'Academic Probation' is not necessary prior to the decision to dismiss.

3) Dismissal will become effective immediately upon receipt of written notification to the student of a dismissal decision. Should a student appeal a dismissal decision, the student will remain in dismissal status until the appeals process has been completed (see 4. Below).

d) **Academic Leave of Absence.** Academic Leave of Absence for up to one year may be recommended by the SSPC if the circumstances lead to the conclusion that temporary or personal problems are the reason for deficiencies, and that Academic Leave of Absence is in the best interest of the student and JABSOM. This category will apply to any student who fails to pass USMLE Step 1. During the Academic Leave of Absence the student may not participate in any educational activities of JABSOM for credit, and the SSPC may impose specific conditions and time limit for the student to return to active status.

e) **Administrative Leave of Absence.** The Director of the Office of Student Affairs will issue an Administrative Leave of Absence for reasons of health or personal hardship. If a period of absence is in excess of one academic year, the status of the student in the curriculum will be determined by the SSPC.

3. **Promotion**

Unless specifically proscribed by decision of the SSPC, students will be automatically advanced and promoted to the next level following successful completion of the current year's curriculum. Formal approval for advancement will be conducted in the fall of the new academic year.

4. Appeal of a decision of the SSPC

If a student wishes to appeal the decision of the Student Standing and Promotion Committee, s/he must submit the grounds for the appeal, in writing, to the Chair of the Academic Appeals Committee (AAC), within seven (7) calendar days of being informed of the decision of the SSPC.

The Academic Appeals Committee is appointed by the Dean in accordance with JABSOM Faculty Bylaws. The AAC will follow the policy set forth in the Academic Appeal Policy.

In all cases, an appeal of any academic decision will be heard only on the grounds that the decision was made in an arbitrary and capricious manner.

If the student or the SSPC wishes to appeal the Academic Appeals Committee decision, either party shall have five (5) calendar days in which to present the appeal to the Dean, and will follow the Academic Appeals Policy.

G. FINAL AUTHORITY OF THE DEAN OF THE JOHN A. BURNS SCHOOL OF MEDICINE

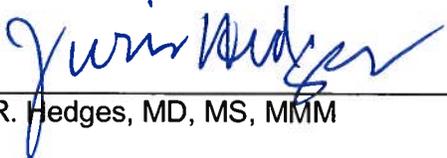
The decision of the Dean concerning appeals is final in all cases. This responsibility may be delegated by the Dean to the Associate Dean for Academic Affairs.

H. IMPLEMENTATION OF THIS REVISION

On the effective date, this policy will take effect for all medical students of the John A. Burns School of Medicine.

Revision approved by the JABSOM Curriculum Committee on 2/12/2021

Accepted by:



Jerris R. Hedges, MD, MS, MMM
Dean

2/28/21

Date

APPENDIX

Procedures

General:

1. Students who are referred to the Student Standing and Promotion Committee will be notified of such by the Director of the Office of Student Affairs at least one week prior to the scheduled meeting.
2. The student will be provided written notification which outlines the reason(s) for attendance and will counseled regarding the potential outcomes of the meeting as outlined in this policy.
3. The student will be informed of their right to have someone of their choosing to attend the meeting with them given appropriate advanced notice.
4. The student will be advised that student representatives to the SSPC may attend unless the student declines to have them present.
5. The student will be advised as to the meeting process and conduct of the meeting.
6. The student will be advised of the outcome of the meeting by the Director of the Office of Student Affairs and provided a copy of the written decision memo.
7. The student will be advised of the right of appeal and the appeal process should the student desire to take such action.
8. The student will be advised that the only basis for appeal would be based upon the student's belief that the SSPC decision was arrived at in an arbitrary or capricious manner.
9. The student will be advised that any appeal would be made to the Academic Appeals Committee (AAC) and must be submitted to the Chairperson of the AAC in writing within 7 calendar days of receiving the SSPC decision.

Procedure For A Case Of Academic Misconduct:

Each course director/instructor is responsible for ensuring that all exams are conducted under standardized conditions and any student conduct, performance or submitted work that appears to constitute academic misconduct be accurately observed and documented.

Informal Process:

The instructor will attempt to discuss the incident with the student(s) involved:

1. If the student admits that an act of academic misconduct was committed, within the context of the course, the instructor may:
 - a. require the student to redo the assignment;
 - b. give the student a failing or reduced grade for the assignment; or
 - c. give a failing or reduced grade for the course.
2. The department chair or Director of the Office of Medical Education shall be notified of the incident and action.

Formal Process:

If the student contests his/her liability, the instructor may not take action against the student but shall prepare a signed written report. The report should be submitted to the course director who shall forward it to the Department Chair/Director as appropriate and the Director of the Office of Student Affairs and should include the following information when appropriate:

1. the name of the student, course involved, date, name(s) of the proctor(s) and instructor(s) and the nature of the misconduct;
2. exam location, room number and description of seating arrangement;
3. the location of the student with respect to other student(s), including names;
4. a description of the situation, or behavior observed, including a statement of the facts which support the belief that academic misconduct has been observed; and
5. names of witnesses.

Following the receipt of the report, the Director of the Office of Student Affairs shall, within seven (7) calendar days, notify the student of the allegation(s), by providing him/her with a copy of the report, and shall meet with the student and conduct an informal inquiry, including an investigation of the circumstances pertinent to the allegation and determine whether there are reasonable grounds for the allegation.

A finding by the Director of the Office of Student Affairs that reasonable grounds for the allegation(s) do not exist shall conclude the matter. The Department Chair/Director will be so notified and no further action shall be taken; the written report shall be destroyed and no record of the matter shall be placed in the student's file.

A finding by the Director of the Office of Student Affairs that there are reasonable grounds for the allegation(s) shall require the Director of the Office of Student Affairs to notify the Department Chair/Director and the case will be referred to the SSPC.