The following are the guidelines used by the Medical School Promotions Committee to inform decisions about student advancement. Although it is expected these guidelines will be used as written for the majority of decisions, the committee has the authority to consider all information and to make a final decision which varies from these guidelines.

**Fall I: Terms 1 & 2**

The MD Committee on Student Promotions and Academic Achievement (MDPC) meets regularly to review students’ progress through the medical school curriculum. At each review students will be designated as either not on action (Status Green) or on an action alert. (Yellow alert, Orange alert, Red alert, or Probation). Criteria for Status Green and for an action alert are as follows:

**A. Status Green**

All term grades are Pass (P) or above.

**B. Yellow Alert**

1. One interim grade of fail (F); or
2. Either interim or final grade of marginal pass (MP) in Patient Physician and Society (PPS)

**C. Orange Alert**

1. A final grade of F. A student with a final grade of F will be required to obtain a grade of P on a remedial examination.
2. Either withdrawal or Leave of Absence (LOA) prior to taking either the Foundations of Basic Science of Medicine (FBSM) cumulative examination or any remedial examination for a course in the pre-clerkship curriculum.

**D. Red Alert** (or Probation in select cases as outlined in “Probation and Dismissal Processes”)

Revised 8/4/2015
1. Failure to obtain a grade of P on a remedial examination for a course previously failed. If a student obtains a grade of F on a remedial examination, the student will be required to repeat the entire course.
   a. For Fall I, a final grade of F in FBSM requires the student to repeat all components of Fall I including (both Term 1 and Term 2).
   b. The MDPC may require students to repeat portions of the curriculum, regardless of whether students previously passed these courses or these courses are new to the curriculum. (Example: students may be required to participate in IPS or PPS, even if previously passed). In these cases the passing grade will remain on the transcript.
   c. The MDPC may require students to repeat portions of the curriculum, regardless of whether students previously passed these courses or these courses are new to the curriculum. (Example: students may be required to participate in IPS or PPS, even if previously passed). In these cases the passing grade will remain on the transcript.

2. Issues with Professionalism

3. After successful remediation of Probation

4. Upon reinstatement after appeal of dismissal

To be removed from an action alert, a student must at a minimum obtain a grade of P in all previously failed courses as well as in all courses in the next term. However, the MDPC has the discretion to maintain a student on an action alert for additional terms.

See also “General Guidelines for all Pre-clerkship Terms”
See also “Professionalism Guidelines for all Medical Students”
See also “Probation and Dismissal Processes”
Baylor College of Medicine
Committee on Student Promotions and Academic Achievement
Pre-Clerkship Guidelines

Spring I: Terms 3, 4, & 5

A. No Action (Status Green)
   1. No interim or final grades lower than P

B. Yellow Alert
   1. One interim grade of F
   2. Interim or Final grade of MP in PPS

C. Orange Alert
   1. Any final grade of F (including IPS and PPS)
   2. Two or more interim grades of F
   3. LOA with any interim grade of F

D. Red Alert (or Probation in select cases as outlined in “Probation and Dismissal Processes”)
   1. Failure to obtain a grade of P on a remedial examination for a course previously failed.
      a. If a student obtains a grade of F on a remedial examination, the student will be required to repeat the entire course.
      b. The MDPC may require students to repeat portions of the curriculum, regardless of whether students previously passed these courses or these courses are new to the curriculum. (Example: students may be required to participate in IPS or PPS, even if previously passed). In these cases a single grade of P will remain on the transcript.
   2. Issues with Professionalism
   3. After successful remediation of Probation
   4. Upon reinstatement after appeal of dismissal

To be removed from an action alert, a student must at a minimum obtain a grade of P in all previously failed courses as well as in all courses in the next term. Spring I, Term 5 is an exception: the MDPC has the discretion to remove from action alert status students whose final average at the end of Term 5 is a grade of P in all courses. These students may therefore begin Fall II, Term 1 no longer on an action alert. However, the MDPC also has the discretion to maintain a student on an action alert for additional terms.

See also “General Guidelines for all Pre-clerkship Terms”

Revised 8/4/2015
See also “Professionalism Guidelines for all Medical Students”
See also “Probation and Dismissal Processes”
Baylor College of Medicine  
Committee on Student Promotions and Academic Achievement  
Pre-Clerkship Guidelines

Fall II: Terms 1 & 2 (starting 2016. Blocks 7&8 until 2015)

A. No Action (Status Green)
   1. No interim or final grades lower than P

B. Yellow Alert
   1. One interim grade of F
   2. Interim or Final grade of MP in PPS

C. Orange Alert
   1. Any final grade of F (including IPS and PPS)
   2. Two or more interim grades of F
   3. LOA with any interim grade of F
   4. First time failure to obtain a passing score on the Comprehensive Basic Science Examination (CBSE)

D. Red Alert (or Probation in select cases as outlined in “Probation and Dismissal Processes”)
   1. Failure to obtain a grade of P on a remedial examination for a course previously failed. If a student obtains a grade of F on a remedial examination, the student will be required to repeat the entire course. The MDPC may require students to repeat portions of the curriculum, regardless of whether students previously passed these courses or these courses are new to the curriculum. (Example: students may be required to participate in IPS or PPS, even if previously passed). In these cases the passing grade will remain on the transcript.
   2. Failure to obtain a passing score on the second attempt at the CBSE.
   3. Issues with Professionalism
   4. After successful remediation of Probation
   5. Upon reinstatement after appeal of dismissal

To be removed from an action alert, a student must at a minimum obtain a grade of P in all previously failed courses as well as in all courses in the next term. Fall II, Term 2 is an exception: the MDPC has the discretion to remove from action alert status students whose final average at the end of Term 2 is a grade of P in all courses. These students may therefore enter the Clinical curriculum no longer on an action alert. However, the MDPC also has the discretion to maintain a student on an action alert for additional terms.

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In order to progress to the Clinical curriculum of medical school at Baylor College of Medicine, a student must successfully pass all pre-clerkship course requirements including passing the Comprehensive Basic Science Examination.

See also “General Guidelines for all Pre-clerkship Terms”
See also “Professionalism Guidelines for all Medical Students”
See also “Probation and Dismissal Processes”
General Guidelines for all Pre-clerkship Terms

To ensure Baylor College of Medicine (BCM) medical students are making appropriate progress through the medical school curriculum, the MD Committee on Student Promotions and Academic Achievement (MDPC) will review all students' academic performance at least annually. (See policy on “Academic Performance” in the Student Handbook for additional information.)

The expected length of the BCM pre-clerkship curriculum is 18 months. However, BCM medical students will be allowed up to 30 months to complete the pre-clerkship curriculum. By allowing for an additional 12 months to complete the pre-clerkship curriculum beyond the expected 18 months, the MDPC recognizes that some students may require reasonable time away from the pre-clerkship curriculum for a personal, medical, or academic leave of absence (LOA). Under exceptional circumstances the MDPC may at its discretion extend the time allowed for completion of the pre-clerkship curriculum beyond 30 months. Any such extension must adhere to the BCM Leave of Absence guidelines.

Students required to take a LOA and return to repeat a course may be required to repeat additional portions of the curriculum. The MDPC will render a decision regarding course repetition at the time the student returns to the curriculum.

Because of the interdependence of many pre-clerkship courses, the MDPC may determine that that a student will benefit from repeating either a previously passed course or an entire pre-clerkship term, including the previously passed examinations. In such cases the initial grade of Pass (P) for any passed course will remain on the transcript.

Dismissal is considered for students unable to successfully complete the curriculum in accordance with established policies. (see Probation and Dismissal Processes).

In general, all action alerts other than Yellow Alert will prevent a student from holding a leadership positions at BCM. The MDPC will render a decision regarding the students’ ability to participate in leadership roles at BCM based upon their academic progress.

A student requesting a LOA will remain on action until the student returns and obtains a grade of P in all required courses that were not completed due to the LOA as well as all coursework of the subsequent term.

Students cannot attempt to remediate more than 4 courses in addition to the Comprehensive Basic Science Examination (CBSE) during the remedial/make up period between January-February. Students can only take 2 course examinations per day. Students may not take any examination in addition to the CBSE on one day. Students who must take more than 4 remedial examinations

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will be given the option either to withdraw from the BCM or take a LOA and return to repeat courses as specified by the MDPC.

Failure to obtain a grade of P on a course remedial examination will result in an action of Red Alert or Probation depending on prior academic and professional performance with the specifics of remediation to be determined by the MDPC.

Students must take and obtain a passing score on the CBSE before progressing to the clinical curriculum. Students who fail the CBSE will be placed on Red Alert until the student passes the remedial exam. Students who fail this remedial CBSE examination may be placed on Probation at the discretion of the MDPC. Such students have two remedial options: (1) take and obtaining a passing score on the CBSE the following academic year (N.B. if not already required to repeat Fall II Terms 1 & 2, students may be encouraged to attend class in preparation for this third attempt to pass the CBSE) or (2) take and obtain a passing score on the United States Medical Licensing Examination (USMLE) Part 1 after a period of study as determined by the MDPC. A student may be limited to option 2 if a third attempt at the CBSE in a subsequent year will prevent a student from completing the basic science curriculum within 30 months.
Baylor College of Medicine
MD Committee on Student Promotions and Academic Achievement
Clinical Curriculum (Clerkship and Post-clerkship) Guidelines

A. Status Green

1. No interim or final grade lower than Pass

B. Yellow Alert

1. Any interim grade of F in a longitudinal course (i.e. CABS/LACE)
2. An MP in a non-Core Clerkship or elective

C. Orange Alert

1. Any final grade of F on a National Board Medical Examination (NBME) Subject Examination
2. LOA with any interim grade of F
3. MP in a Core Clerkship or Sub-Internship

D. Red Alert (or Probation in select cases as outlined in “Probation and Dismissal Processes”)

1. Any final grade of F in a Core Clerkship or Sub-internship
2. Any final grade of F in a clinical elective
3. Failure to obtain a passing score on a second attempt at a previously failed National Board of Medical Examiners (NBME) Subject examination. Students who fail a NBME examination for a second time are required to repeat the Core Clerkship.
4. Failure to remediate a failed Core Clerkship or Sub-internship successfully may result in Probation or Dismissal
5. Issues with Professionalism
6. After successful remediation of Probation
7. Upon reinstatement after appeal of dismissal

See also “General Guidelines for all Pre-clerkship Terms”
See also “Professionalism Guidelines for all Medical Students”
See also “Probation and Dismissal Processes”

Revised 8/4/2015
General Guidelines for the Clinical Curriculum

To ensure BCM medical students are making appropriate progress through the medical school curriculum, the MDPC will review all students’ academic performance at least annually. (See policy on “Academic Performance” in the Student Handbook for additional information.)

Prior to graduation from Baylor College of Medicine, the MDPC will review each student’s academic record to ensure successful completion of graduation requirements.

The expected length of the clinical curriculum at BCM is 30 months. However, medical students at BCM will be allowed up to 42 months to complete the clinical curriculum successfully. By allowing for an additional 12 months to complete the clinical curriculum beyond the expected 30 months, the MDPC recognizes that some students may require reasonable time away from the clinical curriculum for a personal, medical, or academic leave of absence (LOA). Under exceptional circumstances the MDPC may at its discretion extend the time allowed for completion of the clinical curriculum beyond 42 months. Any such extension must adhere to the BCM Leave of Absence guidelines.

As a general principle all students at BCM are expected to complete successfully the entire curriculum leading to the M.D. degree in 72 months (6 years). The MDPC will approve extensions beyond 72 months only under exceptional circumstances.

In general, all alerts other than Yellow Alert will bar a student from holding a leadership positions at BCM. The MDPC will render a decision regarding the student’s ability to participate in leadership roles at BCM based upon the student’s academic progress.

Dismissal is considered for students unable to complete the curriculum successfully in accordance with established policies. (see Probation and Dismissal Processes).
Probation and Dismissal Processes

Probation:
The MDPC issues places students on Probation when they have performed academically or professionally below the standards expected for graduation.

Students on Probation will be provided the specific requirements or conditions necessary to be removed from probationary status. In addition, students on Probation will be informed in writing that any additional performance, either academic or professional, below the expected standards will result in dismissal.

Students on Probation may not be eligible for Financial Aid, depending on funding source.

Pre-dismissal process: Prior to voting to dismiss a student, the MDPC will implement a pre-dismissal process. The pre-dismissal process entails creation of an ad hoc committee of three members of the MDPC who will meet with the student to review the student's academic and professional achievements. The primary purpose for meeting with the student is to afford the student an opportunity to bring to the attention of the committee any extenuating circumstances and to clarify any other matters relevant to consideration of dismissal. Considerations of this ad hoc committee include both the reasons the student faces dismissal and identification of any mitigating or extenuating circumstances affecting either academic or professional performance. The ad hoc committee will then prepare a report and present it to the MDPC at the meeting where the dismissal action will be decided.

Dismissal
The faculty and administration of BCM reserve the right to terminate at any time the enrollment of a student who has not met the standards of BCM or who is considered in any way unfit for the study and practice of medicine. As per the Academic Performance policy, the MDPC has the responsibility for academic decisions regarding dismissal from the School of Medicine.

Before voting on dismissal of a student, the MDPC will review the student's entire record, including the report from the ad hoc pre-dismissal committee. Dismissal is considered for students unable to successfully complete the curriculum in accordance with established policies. This includes but is not limited to the following circumstances:

1. Unprofessional behavior of a nature that the MDPC judges to be inconsistent with being awarded the M.D. degree;
2. Documented pattern of clinical incompetence;
3. Failure to abide by defined conditions or requirements of probation;
4. Failure to make reasonable progress toward graduation, regardless of probationary status and includes, but is not limited to the following:

a. Failing to receive a grade of P on a second attempt in a pre-clinical course after receiving a grade of F on the initial attempt;
b. Failure to successfully remediate a final grade of F in a core clerkship or sub-internship on second attempt;
c. Failure to receive a passing score on a third attempt of NBME subject examination;
c. Failure of two or more core clerkships on the first attempt; or
d. Failure to achieve a passing score on the third attempt of the CBSE or failure on the first attempt of USMLE Part 1 when this examination is used as remediation for two previously failed CBSEs.

Appeals
A student can request a review of the committee actions as per the BCM Grievance policy. A student can appeal a dismissal as per the BCM Appeals policy.

Students who undergo Dismissal and Re-instatement (i.e. students who have been dismissed but who win an appeal and are allowed to return to the medical school program) will be placed on either Red Alert or Probation, at the discretion of the MDPC. Until all required academic and professional remediation has been completed, and the MDPC is confident the student is on a satisfactory academic and professional trajectory towards successful completion of the requirements of the M.D. degree within the allotted timeframe as discussed in this policy.
Professionalism Guidelines for all Medical Students

Issues with professionalism will be addressed by the MDPC on a case-by-case basis.

BCM has a robust reporting system for members of the BCM community to report unprofessional behavior. The PACE (Professionalism Appraisal and Competency Evaluation) Committee confidentially reviews all reports. These reports are confidential and result in remediation for the student that is not reported to either the Deans or the MDPC. However, a student accumulating multiple PACE reports or a report raising significant professionalism concerns may be referred to the Dean of Student Affairs at the discretion of the PACE committee. After the Dean of Student Affairs reviews and investigates the allegations, the Dean may determine that the case merits referral to the MDPC for possible action against the student.

The Dean of Student Affairs can independently bring cases requiring review of professionalism issues to the MDPC for possible action without initial PACE involvement.

When necessary to protect student confidentiality, the Dean of Student Affairs may request that the MDPC leadership committee discuss students with professionalism issues prior to presentation to the full committee. In this setting, the full committee will consider the recommendations of the leadership committee, often without all specific identifying details being discussed.

Committee actions for professional deficiencies may include placing a student on either Red Alert or Probation. When a student is on either Red Alert or Probation, academic guidelines and requirements continue to apply as outlined in previous sections of this document.

Students can be removed from Red Alert at the discretion of the MDPC, particularly in cases of more modest infractions, when committee stipulations for remediation have been successfully completed. Students placed on Red Alert for more egregious actions generally remain on this alert status until graduation such that their progress is reviewed at all subsequent MDPC meetings. Students on Probation must complete the required remediation and may also remain on Red Alert until graduation at the discretion of the MDPC.

Students on Red Alert continue to be eligible for the MD degree if they complete the academic and professional requirements for graduation successfully in the required time frame.