
Policies and Procedures Handbook

Policy Statement

The Policies and Procedures Handbook contains policies and procedures which have been adopted by the faculty and administration of Saint Louis University School of Medicine for the effective administration of the School of Medicine. All students and faculty are required to be familiar with and govern their conduct by these policies and regulations. The faculty and administration reserves the right to amend the policies and regulations contained in the Policies and Procedures Handbook.

Updated December 2016

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School of Medicine
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Academic and Professional Standards Statement

By virtue of acceptance for admission to the School of Medicine, every student is deemed to be fully capable of meeting the academic requirements leading to conferral of the M.D. degree and to have the qualifications of character and integrity expected of a physician. It is understood, however, that students are subject to the School's disciplinary authority. A student may be suspended or dismissed at any time on grounds, whether academic or nonacademic, which the administration and faculty of the School consider sufficiently grave. For example, negligence in meeting clinical responsibilities or gross irregularity of conduct may be grounds for a student's suspension or required withdrawal from the School. Conduct outside the immediate academic environment may be subject to disciplinary action, especially if such conduct indicates personal traits or habits unworthy of a physician, is judged to be a danger to the public, or could reflect adversely on the University. While enrolled at the School, it is expected that students will make satisfactory progress toward completion of the M.D. degree and conduct themselves in a manner which demonstrates the ability to meet the Technical and Professional Standards of the M.D. Degree Program.

In order for a student to be promoted or graduated, the faculty of the school must be satisfied that the following requirements have been met: satisfactory completion of the prescribed curriculum, clearance of all indebtedness to the University, and obtaining a passing score on Step 1 and Step 2 of the United States Medical Licensing Examination (USMLE). When the faculty and Dean of the School of Medicine formally affirm the student's satisfactory completion of all graduation requirements, the University will confer the degree of Doctor of Medicine.

Code of Professional Conduct

I. Preamble

Saint Louis University School of Medicine, as part of its mission of education, will assist students to become competent physicians who manifest in their lives exemplary ethical and professional attitudes. Among these attitudes are:

- respect for the sanctity of human life
- commitment to competence
- respect for the dignity of patients in the provision of medical care
- devotion to social justice, and to addressing inequalities in the availability of health care
- personal humility and an awareness of medicine's inherent limitations
- appreciation of the role of non-medical factors in a patient's state of well-being or illness
- maturity and balanced personal and professional behavior.

Students entering the MD program should realize the importance of this professional ethic and the necessity of assuming responsibility to develop, review, and maintain these ideals for themselves, their colleagues, and for the medical profession. The fundamental principle involved is personal responsibility for the development and maintenance of professional conduct based on the ethic espoused by the medical profession of self-effacing service to society. Development of a professional ethic must begin with admission to the MD program, and must continue for as long as students of medicine live and represent the medical profession.

The Code of Professional Conduct is founded on a long tradition extending at least from the Hippocratic School. This tradition acknowledges the unique privileges and responsibilities of the medical profession. The individual deprived of perfect health becomes vulnerable and dependent on the knowledge entrusted to the healing professions who have pledged that the welfare and autonomy of the patient takes precedence over the self-interest of the healer. The Code speaks to the relationship of the physician and patient, as well as to the relationship of trust and respect among students, faculty, staff, and society in general.

The Code of Professional Conduct extends recognition of the sponsoring influence of the Catholic faith and the Society of Jesus, which conceives of the person as a free and responsible agent capable of making a difference for good or ill in the world. Students of medicine must develop as critically reflective and socially responsible persons capable of exercising leadership in advancing the cause of human good.

The Code of Professional Conduct for students is not intended to dictate behavior. It does, however, establish minimum expectations, which provide a disciplinary framework for those who choose not to abide by these professional standards, and it serves to remind everyone that a procedural framework for enforcing the code is in place.

II. The Code of Professional Conduct for Students

I will conduct myself so that as a student of medicine and member of the profession of medicine, I will be able to promise those for whose care I am entrusted, competence, integrity, candor, personal commitment to their best interests, compassion, and absolute discretion and confidentiality.

I shall do by my patients as I would be done by, shall obtain consultation when they desire or I believe there is a need, shall include them to the extent possible in all important decisions, and shall minimize suffering when a cure is not attainable, recognizing that a dignified death is an important goal in everyone's life.

I shall accept all patients in a non-judgmental manner, respecting the full human dignity of each individual regardless of their value system. I shall at all times and in all places conduct myself with honor and integrity, and I shall respect the rights and dignity of all individuals. I promise to attend to my own physical, intellectual, mental, and spiritual development in the interest of best serving others.

III. Expectations

The following statements are examples of the School of Medicine's minimum expectations for students.

A. Respect for all individuals in the School of Medicine's community.

Students, faculty, and staff recognize the right of all individuals to be treated with respect without regard to position, race, age, gender, handicap, national origin, religion, or sexual orientation.

Sexual harassment is prohibited by Title IV of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972. The School of Medicine shall take steps reasonably necessary to prevent sexual harassment from occurring, which will include, but is not limited to: providing a process for filing and handling complaints; educating the medical school community; affirmatively raising the subject and expressing strong disapproval thereof; developing appropriate sanctions; informing faculty, staff, and students of their rights and developing methods to sensitize all concerned. (For complete policy and procedure, see Saint Louis University's general student rules and regulations published in the Saint Louis University Student Handbook.)

B. Appropriate handling of information, records, or examination materials.

Any form of cheating or providing false information is a violation of the trust placed in physicians and is a serious infraction of the Code of Professional Conduct.

C. Respect for patients' confidentiality and safety.

Patients' privacy, modesty, and confidentiality must always be honored. Patients must be treated with kindness, gentleness, dignity, empathy, and compassion. Patients should not be publicly identified without adequate justification or permission. Patients' records must be accurate and legible.

D. Proper deportment as a medical professional.

Appearance, speech, and behavior should be above reproach during patient care activities. Identification badges issued by the School and by affiliate hospitals should be clearly displayed. Dress should be appropriate for professional activities, and personal hygiene should be exemplary.

Possession or use of stimulants, depressants, narcotics, or hallucinogenic drugs and other agents having potential for abuse, except on a physician's or dentist's prescription, are forbidden by medical school policy and local, state, and federal law. Such conduct is prohibited on Saint Louis University's premises or as part of any university activities. The selling, bartering, exchanging, or giving away of such drugs to any person is illegal and prohibited. Students engaged in the use of illegal substances will be subject to arrest by law enforcement agents and will seriously jeopardize their status as students at this school. (For complete policy and procedure, see Saint Louis University's general student rules and regulations published in the Saint Louis University Student Handbook.)

E. Respect for laws, policies, and regulations.

Students are expected to recognize that laws are established for the benefit of society as a whole. Specific rules, policies, and regulations have been established for the benefit of the School of Medicine's community. Laws, policies, and regulations are not to be disregarded or violated. Students who feel that the policies, procedures, or regulations of the School require modification are encouraged to suggest improvements to appropriate administrative, faculty, or student offices.

F. Respect for property and instructional material.

All property and instructional material must be respected.

IV. Code Violations

A violation of the Code of Professional Conduct occurs when any student acts contrary to the values and responsibilities expected of those engaged in the profession of medicine. Violations also occur when any student jeopardizes the welfare of a patient, or disregards the rights or dignity of another individual, or allows or assists another in doing so. For example, students are subject to discipline under the Code if they have knowledge of an infraction of the Code, but fail to report it to the appropriate authority.

Attachment A lists examples of unacceptable behavior under each category of expectations. The School of Medicine reserves the right to initiate action and impose sanctions for any conduct that is not specifically listed in Attachment A, but is determined to be a violation of the Code, regardless of whether the violation occurs on or off the premises of the School.

V. Procedures for Investigating Code Violations

The School of Medicine has a responsibility to ensure a professional climate and to provide equity for all parties involved in a breach of professional conduct. Therefore, the School has adopted procedures to respond to infractions of the Professional Conduct Code. Individuals reporting an infraction of the Code can first speak with offenders about the infraction and remind them of their professional conduct. However, if the circumstances do not allow the claimant to approach the offender, and the claimant believes the alleged infraction requires further action, the allegation may be referred to the Student Professional Conduct Council, after consultation with one of the Associate Deans for Students.

A. Student Professional Conduct Council

The Student Professional Conduct Council (SPCC) is empowered to investigate violations of the Code of Professional Conduct and to impose sanctions or remediation.

The SPCC will consist of a chairperson (non student member), two students selected by the Dean from the second and third year classes, two faculty members, and one member from the Dean's staff. All members are appointed by the Dean of the School of Medicine including reappointments. Student terms begin in Year 2 and terminate at the end of their third academic year. Faculty, administrative staff, and the chairperson will serve for four years. In the event that a student leaves the Council, a temporary vacancy should be filled by the Dean. In an emergency event where the designated student members cannot be gathered at a specific time, the position(s) may be filled by the alternates named by the Dean. In the absence of the chairperson, meetings shall be chaired by a vice chairperson appointed by the Dean among non student members. A vacant faculty or administrative position may be filled at the discretion of the Dean of the School of Medicine. In the event a vacancy is only temporary, it is understood that the member appointed to the SPCC shall be bound by the same charges of confidentiality as the other members of SPCC. If a temporary member has been appointed, this member will remain on the SPCC until the review has been completed. Minutes will be kept of all deliberations, and are the responsibility of the chairperson or a member designated by the chairperson.

B. Procedure to Investigate an Infraction by the Student Professional Conduct Council

Students, faculty, or staff making an allegation should do so to one of the Associate Deans for Students, who will make every effort to resolve the issue(s) at an informal level within ten working days. If it is determined that the issue cannot be resolved at an informal level, the Associate Dean will contact the chairperson of the Council.

Should a complaint suggest a threat to the safety and welfare of patients or other members of the School of Medicine's community, at the discretion of the Associate Dean for Students, the accused student may be placed on an interim suspension from academic activities until a full investigation is complete. Students accused of violating local, state, or federal laws may be arrested and referred to law enforcement authorities for appropriate action. The School reserves the right to pursue disciplinary action pursuant to the Code, regardless of where the conduct occurred, and independent of any civil or criminal proceedings.

If a mutually agreeable solution is not reached between the complainant and the Assistant Dean for Student Affairs, the Associate Dean will ask the chairperson of the SPCC to proceed with convening a meeting within ten working days.

The Associate Dean for Student Affairs will present a written report to the SPCC including the following:

- a description of the complaint with pertinent documentation, if any;
- channels already pursued to resolve the issue(s);
- results of previous discussion/action.

The SPCC will review the information received and interview pertinent individuals, including the accused student. Should the student accused of a violation fail to appear, the SPCC will make its decision based on the information presented.

Students may have an advisor present to assist them in proceedings before the SPCC. The advisor's participation is limited to consulting with the student. Since the proceedings before the SPCC are not legal proceedings, a student will not be allowed to have legal counsel serve as an advisor unless criminal charges arising out of the same conduct are currently pending.

After all testimony has been received, the SPCC will proceed in private for the purpose of deliberation.

The SPCC will conclude that a violation of the Code has taken place by a majority vote of the members present. The SPCC will consider at least the following options:

- written censure by the SPCC maintained in a confidential file in the office of Academic Records separate from the student's permanent file;
- recommendation of required restitution action;
- placement of a letter concerning the incident in the student's permanent file;
- suspension or dismissal from the School of Medicine.

If the recommendation for dismissal is not unanimous, a minority report will also be submitted.

The recommended course of action will be communicated in writing to the Dean. If dismissal is recommended for the student, the School of Medicine Policy and Procedure for student dismissal will apply. A student who is dismissed from the School of Medicine may appeal that decision to the school's Appeals Council. Any other appeal will be handled through existing policies.

A student's failure to comply with the sanctions imposed under the Code may result in further disciplinary action including dismissal.

Attachment A: Examples of Unacceptable Behaviors

A. Respect for all individuals in the School of Medicine's community.

Unacceptable behavior includes (but is not limited to):

- expressing racial, sexual, sexist, or religious slurs
- committing racial or sexual harassment
- using inappropriate, offensive or threatening language
- committing physical acts of violence or threats of violence
- not shouldering a fair share of the educational team responsibility
- manipulating clinical schedules for one's own benefit
- causing or encouraging disruptions during educational sessions
- showing lack of respect to technicians, other professionals, and support staff
- failing to comply with a reasonable request or instruction from faculty, staff, or administrators
- using computer e-mail or Internet in a harassing or libelous manner

B. Appropriate handling of information, records, or examination materials.

Unacceptable behavior includes (but is not limited to):

- giving or receiving any information except as allowed by the course director or teaching faculty during the course of an exam
- plagiarizing, forging, or falsifying academic records, financial aid information, patient records, research, or scientific data
- tampering with examination material, or dishonesty in connection with an examination
- abusing computerized information or technology

C. Respect for patients' confidentiality and safety.

Unacceptable behavior includes (but is not limited to):

- failing to ask for assistance from appropriate faculty or staff when needed
- writing offensive or judgmental comments in the patient's chart
- sharing medical or personal details of a patient with anyone other than health professionals who need to know for the patient's care
- engaging in discussion about a patient in public areas

D. Proper deportment as a medical professional.

Unacceptable behavior includes (but is not limited to):

- inducing or allowing the patient or others to believe ones' status as a student is other than it is
- exhibiting personal appearance that gives the impression of uncleanness or carelessness
- failing to maintain professional composure during stressful circumstances
- engaging in an inappropriate relationship with patients or their family members
- using alcohol, drugs, or other substances inappropriately or excessively, or in a way that could affect the quality of patient care or academic performance

E. Respect for laws, policies, and regulations.

Unacceptable behavior includes (but is not limited to):

- disobeying federal, state, or local laws and ordinances
- disregarding or acting contrary to institutional regulations and policies
- refusing to provide information or testify in Professional Conduct Council proceedings (see Section V.A.)

F. Respect for property and instructional material.

Unacceptable behavior includes (but is not limited to):

- treating cadavers and body parts in a disrespectful manner
- treating animals used for instruction in an insensitive or disrespectful manner
- defacing or destroying other instructional materials, including software
- defacing or destroying University or personal property, or any written material other than one's own
- removing information, mail, or property from mailboxes or lockers not one's own
- falsifying or defacing transcripts, evaluation forms, or other official documents

Standards of Conduct in the Teacher-Learner Relationship

A. Preamble

The MD Program is committed to the highest standards of behavior concerning the teacher- student relationship. One important objective is to provide members of the University community an environment where teaching and learning takes place in a climate of mutual respect. This policy addresses the behavior required from all teachers, which includes faculty members, residents, staff, or students in a teaching role.

B. Standards

Medical student mistreatment in the course of the teacher-learner relationship will not be tolerated. Examples of behaviors or situations that would be unacceptable include:

- Sexual harassment (see policy on sexual harassment for details).
- Unwelcome physical contact, including any physical mistreatment such as hitting, slapping, or kicking, or threats of the same nature.
- Verbal abuse.
- Inappropriate or unprofessional criticism intended to belittle, embarrass, or humiliate a student.
- Requiring a student to perform menial tasks with the intent to humiliate the student.
- Unreasonable requests for a student to perform personal services.

While criticism may be appropriate in certain circumstances within the teaching-learning process, it should be handled in such a way as to promote learning, avoiding purposeful student humiliation.

C. Procedure to address an infraction of the Standards.

Students who believe that a violation of this policy has taken place must report the incident to an Ombudsman. The Ombudsman is an individual appointed by the Dean to act impartially whenever a complaint is brought by a student. Normally, this would be one of the Deans for Students.

The Ombudsman will be responsible for a review of the charge and for obtaining all supporting facts, including interviewing the accused. If the review clearly indicates that the complaint lacks merit, the charge will be dismissed.

1. If the facts indicate that a possible infraction to the Standards has taken place, the Ombudsman will proceed as follows:

- if the accused is a faculty member, the Ombudsman will report the matter to the Dean and to the chairperson of the Department,
- if the accused is a resident or fellow, the matter will be reported to the Dean, to the appropriate Associate Dean, and to the chairperson of the department,
- if the accused is a student in a teaching role, the matter will be reported to the appropriate Associate Dean,

- in all other instances, the Ombudsman will report the matter to the Associate Dean for Curriculum, who will contact pertinent individuals to consider further action, and
- in all instances the Ombudsman will send a copy of the report to the accused.

2. The report from the Ombudsman will include at least the following:

- a description of the complaint, with pertinent documentation channels already pursued to resolve the issue(s) results of the investigation.

The Dean will examine the facts of the case and issue a decision in a timely manner. Alternatively, before issuing a decision, the Dean may choose to create an ad hoc advisory committee consisting of members selected from faculty and students not involved in the case under discussion to review the situation. The decision will be communicated in writing to the teacher, to the Ombudsman, and to the chairperson of the Department, if the teacher is a medical school employee, resident, or fellow. In the case of a faculty member, resident, or fellow, if the Dean feels corrective counseling is appropriate the Dean will direct the appropriate chairperson to provide it and to document how this was provided. For faculty members, if the Dean feels disciplinary action is warranted, the Dean will proceed according to the provisions of the University Faculty Manual and the School of Medicine Faculty By- laws. For students, the matter will be dealt according to the provisions of the Student Professional Conduct Code.

In order to promulgate these standards of conduct in the Teacher-Learner relationship this document will be posted on the School of Medicine's web site.

Exclusions: These procedures do not apply to any matters for which there is an established University or School policy or procedure that applies such as grade appeals, academic dismissal appeals, or allegations of discrimination including sexual assault and sexual harassment. Students should consult the appropriate sections of the present document for specific policies that deal with grade and dismissal appeals. A complaint or grievance concerning discrimination, sexual assault or sexual harassment should be brought to the attention of the University's Director of Diversity and Affirmative Action who will follow established University policies and procedures dealing with such allegations.

Technical Standards

Saint Louis University School of Medicine is committed to full compliance with the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990. Qualified applicants to the School of Medicine must be able to complete all requirements leading to the M.D. degree. Because the M.D. degree signifies that the holder is a physician prepared for entry into the practice of medicine within a graduate training program, the recipient must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care as required by the curriculum. Our mission statement, goals, and objectives are supported by the 1979 recommendations of the Association of American Medical Colleges Special Advisory Panel on Technical Standards for Medical School Admission that state, in part, that "The M.D. degree is, and must remain, a broad, undifferentiated degree attesting to the acquisition of general knowledge in all fields of medicine and the basic skills requisite for the practice of medicine."

The following technical standards may be applied to the selection of medical students, to accepted students, and to medical students enrolled in the M.D. Degree Program. In addition to proven academic ability and other relevant personal characteristics, Saint Louis University School of Medicine expects its students to possess and be able to demonstrate the skills, attributes, and qualities listed below, without undue dependence on technology or intermediaries to a degree that compromises independent judgment. The use of a trained intermediary is not acceptable in many clinical situations in that it implies that a student's judgment must be mediated by someone else's power of selection and observation.

Academically successful students are expected to:

- Communicate effectively and sensitively with patients, health professionals, teachers, staff, and peers in settings where communication is typically oral, or written, or when the time span available for communication is limited.
- Accurately observe a patient from a distance and at close range, obtain a medical history directly from the patient, and directly observe a patient's medical condition.
- Acquire, assimilate, interpret, integrate, and apply information from direct observation and oral communication, written messages, films, slides, microscope, imaging science, ECG readouts, and other media.
- Perform diagnostic and emergency maneuvers and procedures, such as palpation, percussion, auscultation, airway management, cardiopulmonary resuscitation, suturing, and assisting in surgery.
- Perform problem-solving tasks quickly and efficiently in an environment which may change rapidly, without warning, and/or in unpredictable ways.
- Comprehend three-dimensional and spatial relationships.
- Carry out procedures involved in learning the sciences fundamental to medicine. This includes the ability to participate fully in activities dealing with curriculum requirements in the classroom, laboratory, and clinical setting.

Students with Disabilities Requesting Special Accommodations

Students with disabilities may be eligible for special services and accommodations. To initiate this process, students must notify the Office of Student Affairs, in writing, addressed to the attention of a Dean for Student Affairs that they have a disabling condition and are requesting accommodations. In addition, documentation must be provided.

Documentation Required

- A completed Request Form for Accommodations. These forms are available from the Office of Student Affairs.
- A report from a qualified professional describing the nature and severity of the diagnosed disability.

A qualified professional is an individual educated and licensed to provide assessment and care for the purported disability. Qualified professionals include but are not limited to licensed physicians and psychologists. One or more of the documents required may be waived by a Dean for Student Affairs under certain circumstances, such as conditions involving a temporary disability; for example, broken limb. Attachment B contains examples of acceptable documentation.

All necessary documentation described above must be submitted together to the Office of Student Affairs, addressed to the attention of a Dean for Student Affairs. The School must be given a reasonable amount of time to review the documentation.

Review Process

The Request Form for Accommodations and evidence to document the disability and need for accommodations will be reviewed by the Accommodations for Disabilities Committee (ADC) within 10 working days, or as soon as feasible (details concerning the ADC are presented later). The School of Medicine reserves the right to require further documentation and assessment when, in its opinion, such additional information is needed to indicate the existence of a learning disability or other diagnoses, or to provide accommodations.

Members of the ADC will report to and be appointed by the Dean. The ADC is advisory to the Dean, who will have final authority on decisions regarding accommodations, if not appealed. Members will serve for an initial period of three years that can be renewed at the discretion of the Dean. Its permanent members will be the Associate Dean for Admissions, an Assistant Dean for Students, and an Educational Development Specialist. Additional individuals will be consulted as appropriate.

The Accommodations for Disabilities Committee (ADC) will evaluate the documentation supplied by students when requesting accommodations because of a disability. The committee's role is to evaluate the information, request additional documentation if necessary, and issue a recommendation for the Dean's consideration.

The recommended course of action will be communicated in writing to the Dean. If the Dean agrees with the decision, the Dean will instruct a Dean for Students to issue a letter to the student and to pertinent faculty and staff with a role in implementing the accommodation; otherwise the matter will be referred back to the ADC for further discussion. In cases where there is no satisfactory resolution between the ADC and the Dean, the Dean's decision will prevail.

A copy of the final decision will be sent to the University's Disabilities Counselor and to the School of Medicine's Director of Academic Records.

Accommodations

Accommodations include, but are not limited to the following:

- extended testing time
- extended breaks or rest periods (no extended testing time)
- individual administration of testing
- reader
- assistance in completing answer sheets
- large print examination
- other accommodations as appropriate

School's Documentation of Accommodations

For each student a written record of documented disabilities, decisions of the Accommodations for Disabilities Committee regarding accommodations, and a log reporting accommodations provided will be maintained in a confidential file in the Office of Student Affairs.

Amendment to current policy

Special accommodations for students with disabilities may **only be provided per SLU SOM policy**. Individual course directors and other faculty may not provide or approve special accommodations (such as extra exam time, separate testing room, alternate test date, etc.) for students who have not already been identified as requiring such accommodations.

Appeals

If the student disagrees with the decision for accommodations, the student may appeal to the University's Disabilities Accommodations Committee, who has the authority to issue a final decision on this matter at the University level.

Accommodations Outside of the School of Medicine's M.D. Degree Program

The USMLE Step 1 and Step 2 examinations, although required of all students by the School of Medicine, are administered by a national organization, the National Board of Medical Examiners (NBME). Students who seek testing accommodations for USMLE Step 1 and/or USMLE Step 2 because of a disability must contact the NBME to secure information with respect to procedures and documentation requirements. Requests for testing accommodations must be made to the NBME by the application deadline for each examination.

Attachment B: Acceptable documentation

A. For a Learning Disability (LD), Attention Deficit Hyperactivity Disorder (ADHD) or Attention Deficit Disorder (ADD): submit a current psychoeducational report from a qualified professional, typewritten on the professional's letterhead.

For Learning Disabilities, the documentation can be no more than three (3) years old.

For ADHD and ADD, the documentation can be no more than one (1) year old.

Documentation for Learning Disabilities, ADHD, and ADD should include the following items:

- A specific diagnosis of the learning disability, ADHD, or ADD (as found in the DSM IV) and must support appropriate accommodations. Vague references to "learning difficulties" or "problem areas" will not be accepted as a diagnosis.
- The professional conducting the evaluation should have appropriate experience working with the LD or ADHD/ADD adult population. Diagnosis should be made by a licensed professional holding a doctoral level degree in the areas of medicine, psychology, or other area relevant to diagnosing the disability.
- Documentation within the past three (3) years will be considered in determining accommodations, but the University reserves the right to request a more recent evaluation to support requested accommodations.

Individualized Education Plans (IEPs) are not sufficient by themselves to qualify for services, but they can be included as part of a comprehensive assessment battery as can ACT, SAT, MCAT scores/accommodations.

Once students have completed all necessary documentation, students will be required to consult with an Educational Development Specialist (EDS) designated by the Dean of the School of Medicine.

If students do not have sufficient documentation to support a learning disability, as determined by the EDS, students will be referred to a Psychological Testing Service of their choice to complete the required assessment.

Once all steps have been completed, the EDS will make an initial determination whether students qualify for ADA accommodations. If the documentation is acceptable, the EDS will send the information to the ADC for further consideration. (Note: The ADA refers to Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990).

B. For a Physical or Psychological Disability: submit a current medical and/or psychological report from an appropriate professional, preferably licensed, typewritten on the professional's letterhead which contains:

A diagnosis,

Limitations or impact the medical/psychological condition or medications may have on academic performance,

- Recommendations for accommodations,
- Current treatment program including medications, with dosage, currently prescribed and taking,

- Discussion of any pertinent factors that may impact the individual in an academic environment.

Once the information required has been completed, the Dean for Students will make an initial determination whether students qualify for ADA accommodations. If the documentation is acceptable, the Dean for Students will send the information to the ADC for further consideration.



Academic Requirements and Regulations

Student Academic Progress Review Process

Committee on Student Progress and Program Planning

The Committee on Student Progress and Program Planning (CSPPP) meets at regular intervals during the year to assess the progress of individual students. Students who are at risk of not achieving satisfactory academic progress or are experiencing academic difficulty will meet individually with the CSPPP to assess their situation. The CSPPP will establish plans for students to maintain satisfactory academic progress and/or achieve academic improvement by means including, but not limited to, scheduling and completion of academic requirements, instructional options, counseling, or tutoring.

Appeals Council (AC)

The Appeals Council (AC) is a subcommittee of the Executive Committee of the Faculty (ECF) consisting of five members whose purpose is to hear student appeals on dismissal decisions. This committee replaces all other student appeals mechanisms presently in place to review dismissal decisions.

The Dean appoints the Appeals Council members. Preference is given to members with experience in student academic affairs. Members will serve for an initial period of three years that can be renewed at the discretion of the Dean. The Dean designates one member as chairperson and another as vice chairperson. The chairperson is responsible for organizing meetings, keeping minutes of each session and informing the Dean of the Council's resolutions.

Dean of the School of Medicine

The Dean of the School of Medicine reviews and finalizes all decisions of the CSPPP and the SPCC.

The Dean of the School of Medicine will accept written student appeals regarding dismissal and will submit those appeals to the Appeals Council, whose decisions are final.

Criteria for Determining Satisfactory Academic Progress

The Committee on Student Progress and Program Planning (CSPPP) meets at regular intervals during the year to assess the progress of individual students. Students who are at risk of not achieving satisfactory academic progress or are experiencing academic difficulty will meet individually with the CSPPP to assess their situation. The CSPPP will establish plans for students to maintain satisfactory academic progress and/or achieve academic improvement by means including, but not limited to, scheduling and completion of academic requirements, instructional options, counseling, or tutoring.

In order to maintain satisfactory academic progress in the M.D. Degree Program, a student must meet all of the following quantitative and qualitative criteria:

Quantitative Criteria: a student must:

- complete Phases 1 and 2 in no more than thirty-six months
- sit for USMLE Step 1 within three months of the completion of Year 2, unless a later date is approved in advance, in writing, by the CSPPP. Even if a delay is granted, students must still meet all other quantitative criteria, including quantitative criteria number 3
- receive a passing score on USMLE Step 1 within fourteen months of the completion of Year 2
- complete Year 3 and Year 4 in no more than thirty-six months after receiving a passing score on USMLE Step 1
- receive a passing score on USMLE Step 2-CK and take Step 2-CS within thirty-six months of receiving a passing score on USMLE Step 1
- complete all academic requirements for the awarding of the M.D. Degree in no more than seventy-two months

Note: Time that students spend on approved leaves of absence does not count towards the quantitative criteria.

Qualitative Criteria: a student must:

- achieve a passing grade in all courses attempted.

Note: When students receive a failing grade in a course, or courses, and are permitted by the CSPPP to remediate their failing grades, they will be considered to be making satisfactory progress while undertaking the approved remediation, unless they also fail to meet a quantitative criterion.

Promotion and Graduation of Students

Students must successfully complete all courses and academic requirements to advance to the next academic year or graduate. The Committee on Student Progress and Program Planning (CSPPP) shall annually inform the Dean of the School of Medicine in writing on advancement or graduation of each student. In addition, the chairperson of the CSPPP shall provide oral and written reports on student progress to the Executive Committee of the Faculty (ECF) at regularly scheduled ECF meetings.

Medical Care for Students

Any faculty member or resident who provides more than episodic acute care for a medical student for a health related problem be it physical, emotional or psychological/psychiatric, may not have any involvement in the academic assessment or promotion of that student. New faculty and residents are informed of this policy during their respective orientations. The new resident orientation occurs in late June and the new faculty orientation occurs in August and February. Students are informed of this policy during first year orientation and during their respective convocations

Approved by the CMC on 21JUN16; Revised and Approved by the COC on 28JUN16.

The policies concerning excused absence due to sickness and medical leave of absence are covered during first year orientation and again in various convocations. These procedures are outlined School of Medicine website at <http://www.slu.edu/medicine/curricular-affairs/welcome-to-academic-policies/policies-and-procedures-handbook>

At Saint Louis University School of Medicine any student, who knows they are HIV positive, HBsAg or HBcAg or HCV antibody positive, ***is ethically obligated to act accordingly and should report that information to the Associate Dean for Students.*** Infected students will be provided with additional counseling on infection control measures and on ways to maximize patient safety through an Oversight Committee. This committee is made up of faculty with experience in infectious diseases, representatives from employee health and student health and the Associate Dean for Students. The students will be encouraged to apply for ADA disability through the Accommodations for Disabilities Committee (ADC) so that accommodations can be made during clinical rotations and to ensure that accommodations will not have a negative impact on their grades or on their progress in the curriculum. Such accommodations could include minimizing participation in invasive procedures, requiring double gloving for operations, being excused from drawing blood or obtaining bodily fluid samples from patients, or others as deemed appropriate by the Oversight Committee. The Associate Dean for Students will contact the student's clerkship directors, elective directors or away rotation director ahead of time to inform them of any accommodations granted by the ADC, so that appropriate measures can be taken to optimize patient safety and the education of the student. Students have the right to appeal decisions made by the Oversight Committee. Students also may submit additional materials or recommendations from treating physicians or other health care providers to justify their appeal. If the ADC denies an appeal, the student can follow additional appeal procedures through the Dean of the school of Medicine who will make any final decision(s). In light of the possible long term effects of infection, all such students will be afforded additional counseling on career selection. Students who self-report that they are depressed or are noted to exhibit abnormal behaviors will be referred to the appropriate health care provider for mental health assessment and treatment. All conversations, documents and information about infectious disease (HIV, HBV or HCV) status are confidential and all documents including any accommodations applications/approvals will be held securely in the Office of Student Affairs in a locked filing cabinet.

This policy is to be reviewed by the Oversight Committee annually and will be modified according to current best practices. Best practices will be based on the recommendations established by the CDC in the Updated CDC Recommendations for the Management of Hepatitis B Virus–Infected Health-Care Providers and Students (<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6103a1.htm>), on the policies of the Infection Control Committee at SLU Hospital and on the policies of the University Office of Environmental Health and Safety. This information is reviewed with medical students during first year orientation and at subsequent convocations.

Approved by the CMC on 21JUN16 and COC on 6/28/2016.

Holidays and Inclement Weather Policy

All official University holidays shall be observed in Year 1 and Year 2 and Year 3, except for Thanksgiving. Those holidays are clearly indicated in the academic schedules. **On the Wednesday before Thanksgiving, year 3 students will be excused from all educational activities at 12:00pm.** Educational activities will resume the following Monday. Year 3 students are on vacation during the scheduled University Christmas and New Year's academic holidays.

Individual departments are required to define their own policy for Year 3 students regarding the following: a) educational activities on other holidays, such as Washington's Birthday, Columbus Day, and Veteran's Day; and b) educational activities scheduled on the day before a holiday. Individual departments are requested to formulate a clear policy on this issue, establishing mechanisms to release students between 6:00 p.m. and midnight on the day before a holiday.

Individual departments are also required to define their own policy for Year 4 students regarding the following: a) educational activities on all holidays and b) educational activities scheduled on the day before a holiday. Students are expected to learn and follow departmental guidelines for educational activities and holidays.

Approved December 2015

Inclement Weather

If Saint Louis University is closed due to inclement weather ALL students are excused from activities.

Year 1 and Year 2 Requirements

Identification

Students are required to wear name tags at all times. They also should either introduce themselves or be introduced to the patient as trainees.

Elective Requirements (effective academic year 2010-2011)

All Year 1 and Year 2 students are required to complete an elective. Students not registering for an elective by the required deadline shall be assigned to an elective by the Elective Director.

Letters of Indemnity for Year 1 and 2 Students

Some students who desire to undergo experiences at clinical sites between Year 1 and Year 2 are asked by site program coordinators for a letter of indemnity from the School of Medicine providing coverage for any malpractice by the student. Since letters of indemnity are usually only provided for activities that conform to the regular curriculum, such letters will need to be extended by the appropriate office at the School of Medicine and only after required documentation is provided. Please contact the Office of Graduate Medical Education (GME) located in room SH260 c/o Robert Heaney, MD, who is responsible for processing the letter, and submit the following documentation at least 8 weeks before the start of the activity:

Information required (in GME office):

- A description of the actual clinical work
- A description of the supervising physician(s)
- A description of the environment of care (e.g., hospital ward, outpatient clinic, private office).
- Acknowledgments of responsibility for care for patients by the supervising physician(s) and sponsoring institutions.
- Dates of the experience
- Evaluation process
- Rationale for the experience

Approval is not guaranteed since it will depend on the analysis of risk by Legal Counsel and by Risk Management. The GME office will communicate its decision directly to the student.

Year 1 and Year 2 Attendance

All students are expected to attend all laboratory sessions, small groups, and other practicum experiences. Also, all clinical responsibilities at hospitals and clinics must be fully met.

Attendance at lectures is not mandatory. However, each course director or lecturer may have a personal position on this matter and some may strongly urge attendance.

Program Evaluation

Student evaluation of the M.D. Degree Program courses and faculty is considered vital to the ongoing quality assessment of the Program. Students in Years 1, 2, 3, and 4 are required to complete all assigned evaluations. Student participation in program evaluation is documented at the end of each academic year when a letter describing their participation is placed in their academic record. Written summaries and evaluation data are distributed to select members of the school's administration and faculty for consideration, discussion, and implementation of changes when needed.

Modification of Requirements

Students with personal problems (for example, spouses living in another location) who wish to modify any of the four years' requirements should submit a written request to the chairperson of the Committee on Student Progress and Program Planning. Such petitions must also have approval from the appropriate departmental chairperson at Saint Louis University. This usually requires that the student provide evidence that the courses are comparable. Students transferring into Year 3 are required to complete all Year 4 requirements at Saint Louis University Hospital or affiliates.

This policy does not apply to students who request accommodations because of disabilities. In those cases, the processes available for students with disabilities should be followed.

Year 3 and Year 4 Requirements

Identification

Students are required to wear name badges at all times. They also should either introduce themselves or be introduced to the patient as trainees.

Extramural Course Work

Course work not selected from the official Year 3 and Year 4 Program Book is EXTRAMURAL course work. Students require prior approval from the relevant department at Saint Louis University School of Medicine. In special cases, such as international electives or departments not represented at the school, the Assistant Dean for Curriculum will provide the necessary approval. An increasing number of schools publish their electives using the Internet. Click here for a complete listing of the [Extramural Electives Compendium](#) published by the American Association of Medical Colleges (AAMC).

When scheduling your extramural course work, you may find that the institution to which you are applying requests a letter of good standing and verification of the University's Professional Liability Program and health insurance. The Office of Curricular Affairs (LRC 101) will be able to accommodate your requests. Should you need a copy of your transcript or the school seal affixed to your application, the Office of Academic Records (LRC 101) can assist you.

The academic performance of students during Year 4 is subject to evaluation. Students planning extramural electives must make arrangements to insure that their elective directors complete evaluation forms at the end of each extramural period. It is important that students provide the name of the evaluator and their correct email address on the add/drop form as all evaluations are completed on the OASIS system.

Year 3 Schedule Changes

If it is necessary to reschedule a portion of a student's Year 3 (due to Leave of Absence, illness, academic deficiencies, or other academic requirements), a written request must be presented to the Office of Academic Records. The Director of Academic Records will decide whether to grant the request or to submit it to the Committee on Student Progress and Program Planning for consideration.

Year 4 Schedule Changes

After the Year 4 schedule is received by the students, corrections or changes can be made online until the stipulated deadline. A student may withdraw from any elective course during this period and add another elective, if space is available, prior to the lists being distributed to the departments (approximately the first week of May). All further changes require departmental approval. An Add/Drop Form must be completed and returned to the Office of Curricular Affairs to receive official authorization of change. The form must be returned to the Office of Curricular Affairs **before the elective begins or no credit will be given.** However when possible, students should make arrangements with the department four weeks before the elective begins.

Affiliation Agreements for Externships

The changing legal environment is producing new situations for students wishing to pursue external electives during Year 3 and Year 4. Some sites require additional documentation before accepting a student. These documents usually are cumbersome and take the form of "affiliation agreements." At a minimum, they should include the same information required for extension of malpractice (letter of indemnity).

When sites request such documentation, students should contact the Office of Graduate Medical Education or GME (SH260) c/o Robert Heaney, MD, who is responsible for processing the affiliation agreement. Students must make sure that the unsigned agreement is sent to Dr. Heaney's office for processing. Because the study and analysis of such agreements usually takes considerable time, please **submit your request at least 10 weeks before the start** of the planned elective.

Approval is not guaranteed since it will depend on the analysis of risk by Legal Counsel and by Risk Management. The GME office will communicate its decision directly to the student, the clinical site, and the Office of Curricular Affairs.

After completion and approval of an educational agreement for a medical student elective, copies will remain in the GME Office, the Office of Curricular Affairs, and the sponsoring institution of the elective.

Limit on Away Electives

Students will be permitted to spend a maximum of four weeks on a single service for away rotations (e.g. pediatric cardiology at UCLA) unless approved by the Associate or Assistant Dean for Curriculum. Students may rotate for more than four weeks at a particular clinical site (e.g. UCLA) if they are rotating on different services and with different primary attendings (pediatric cardiology and pediatric gastroenterology).

Approved 5May2016 by the Clinical Subcommittee

Student Absences Years 3 and 4

Student Absences from Year 3 and Year 4 Activities

Excused Absences.

Excused absences are primarily for serious circumstances such as illness or death in the immediate family or an acute medical problem and must be approved by the course director (not by a resident, staff member, or preceptor). Students who miss more than 10% of a clerkship may be given an incomplete or failing grade depending on the circumstances of the absence. Remediation for these absences is determined by the course director. Students who are absent for less than 10% of a clerkship may be asked to make up any missed time.

Students may ask to have limited time off to make presentations at conferences or to attend important family or personal events but **must** request this time off well in advance (at least 4 weeks) of the potential absence. Approval is at the discretion of the course director and students will be required to make up any missed time.

Unexcused Absences.

One or more unexcused absences **are adequate reasons for a course director to consider a grade of Fail for the student**. Failure to comply with the Absences Policy is viewed as a serious breach of professional responsibility and may result in a referral to L. James Willmore, MD, Associate Dean for Students and/or a grade of Fail for the course

Excused Absences.

Excused absences are primarily for serious circumstances such as illness or death in the immediate family or an acute medical problem and must be approved by the course director (not by a resident, staff member, or preceptor). Policies for other excused absences such as interviews for residency depend on the type of fourth year course: subinternships and electives have different criteria for absences, as described below.

Students may ask to have limited time off to make presentations at conferences or to attend important family or personal events but **must** request this time off well in advance (at least 4 weeks) of the potential absence. Approval is at the discretion of the course director and students will be required to make up any missed time.

Policy for Subinternships.

Students may **not** attend residency interviews or schedule USMLE Step 2CK or USMLE Step 2CS while on a subinternship: these courses can be identified by their course codes: they are all 500-level courses. If a student receives an interview invitation shortly before the beginning of a subinternship, and believes that he/she must attend the interview, he/she may work with the Office of Curricular Affairs to drop the subinternship and reschedule another one later in the academic year. Any student found to have attended an interview while on a subinternship will be referred to L. James Willmore, MD, Associate Dean for Students as an apparent violator of the Code of Professional Conduct for Students.

Policy for Electives

Students may receive up to two days off for interviewing in a three-week rotation but these requests should be submitted and approved by the course director whenever possible **prior to the rotation**. The student may be expected to make up this time on weekends. At times, students who receive interview opportunities that require immediate travel may request and be granted time away from the elective if a later interview date is not possible. Approval is at the discretion of the elective director.

Students are strongly encouraged to avoid scheduling clinical electives during months that they anticipate significant numbers of interviews. Rather, they should use discretionary time or electives that are online or are senior inquiry electives that do not necessitate significant physical presence in St. Louis.

Approved 5May16 by the Clinical Subcommittee

Students Requirements:

- a minimum of 46 weeks of approved instruction for Year Four
- eight weeks of the academic year are available as discretionary time for:
 - residency interviews
 - travel
 - additional electives,
 - study time for the United States Medical Licensing Examinations (USMLE Step 2CK and USMLE Step 2CS)
 - holidays including winter break
 - remediation (such as the completion of third year requirements)
- Residency interviewing **must be scheduled** during discretionary time

Required course work for Year Four includes:

- 3-weeks of Subinternship
- 3-weeks of Required Capstone
- 3-weeks of Ambulatory Care
- 2-weeks of Emergency Medicine
- 35 Weeks of Electives

Effective for the 2015-2016 Academic Year (approved by the Year 3 and Year 4 Coordinating Committee 4FEB15 and the CMC 18FEB15)

Students may not attend residency interviews or schedule USMLE Step 2CK or USMLE Step 2CS while on a sub-internship. If a student receives an interview invitation shortly before the beginning on a sub-internship, and believes that he/she must attend it, he/she may work with the Office of Curricular Affairs to drop the sub-internship and reschedule another one later in the academic year. Any student found to have attended an interview while on a sub-internship will be referred to an Associate Dean for Admissions and Student Affairs as an apparent violator of The Code of Professional Conduct for Students.

Electives

You are required to take 35 weeks (35 credit hours) of electives during Year Four. A **minimum of 27 weeks must be spent in electives classified as “direct-patient care”** and eight (8) of these weeks must be chosen from the OASIS Catalog offerings listed on the OCA website.

Students **may not** take an elective where a family member would be the person completing an evaluation and/or entering grade.

You may take no more than **two (2)** total weeks of Senior Inquiry (INQ) electives. Also, the sum of Non-Direct Patient Care (NPE) elective weeks and Senior Inquiry elective weeks may not exceed **eight (8)**.

- Electives are classified into several types. Each elective type is clearly identified in the course catalog.

Direct Patient Care (DPE) Non Direct Patient Care (NPE)	Research (RSE, count as NPE) Senior Inquiry (INQ, count as NPE)	Elective Capstones (CSE, count as NPE) Teaching (TE, count as NPE)
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Approved by the Year 3 and Year 4 Committee 1/12/2011

Approved by the Curriculum Management Committee 1/19/2011

Visiting Medical Students

Eligibility Requirements

Applicants must be in their **final year of medical school** at a U.S. or Canadian medical school that is accredited by the Liaison Committee on Medical Education (LCME) or Osteopathic medical school (AOA accredited). Students must have successfully completed all preclinical training, basic core clerkships (Internal Medicine, Neurology, Pediatrics, Psychiatry, Obstetrics and Gynecology, and Surgery), and all portions of the clinical training prerequisites required for the elective for which the application is being processed. Acceptance will be contingent upon the applicant having achieved adequate grades in basic science and core clinical courses equivalent to Saint Louis University courses. Adequacy and equivalency shall be determined by Saint Louis University School of Medicine. Visiting students are eligible for clinical Year 4 electives only.

Applications that are incomplete or have not met the eligibility requirements will not be processed.

Personal Health Insurance

Evidence of health insurance (both hospitalization and major medical coverage) during the proposed elective period is a mandatory portion of the application documentation. This coverage is not offered or provided through Saint Louis University. If you do not have health insurance, you must purchase it, and provide proof of coverage, prior to the approval of your application.

Professional Liability Coverage

Evidence of professional liability insurance (\$2,000,000 US minimum) must be provided by the student's home institution or purchased directly by the student. This coverage is not offered or provided through Saint Louis University. If your home institution is not providing professional liability insurance, you must purchase it, and provide proof of coverage, prior to the approval of your application.

Verification of Good Academic Standing

The student must have verification that they are in good academic standing at their school and are authorized to take the chosen elective for the time period designated on the application form.

Duration of Electives

Visiting Medical Students may apply for electives in three week blocks as listed in the Year 3 and Year 4 (Year 4) Instructional Periods, but the total time may not exceed twelve weeks. **Electives must be scheduled in three week blocks** (e.g. three-weeks, six-weeks, nine- weeks, etc.) Exceptions are not permitted.

Application Fees

At the present time, no application fees are required.

Saint Louis University School of Medicine will be using VSAS, the Visiting Student Application Service, to receive visiting student applications for the current academic year. Applications may be submitted through VSAS starting on May 1st with approvals issued in June. To apply to our institution, please complete and send us a VSAS application for your preferred electives and dates. For more information on VSAS, please visit www.aamc.org/vsas or contact VSAS at vsas@aamc.org or (202) 478-9878.

Application Procedures for Osteopathic Students:

Return completed application to:

Saint Louis University School of Medicine
1402 South Grand Boulevard, LRC 101
St. Louis, MO 63104

A separate application should be completed for each elective for which you are applying.

Each application must be complete including student data, verification of insurance coverage (both liability and personal health), and verification of academic standing. Failure to complete the application properly will delay the processing of the form. (See Requirements section)

Application: See appendix A

Procedure for Processing of Applications for Visiting Medical Students:

The Office of Curricular Affairs will administer the following procedures at Saint Louis University School of Medicine upon receipt of the application:

Obtain approval from the Associate Dean for Curriculum.

Receive departmental confirmation that the position and selected time frame are available.

Inform the student of acceptance or rejection by mail within two weeks of receipt of application (see notice below.)

Notice: Processing of requests from visiting students **will begin after June 1** prior to the start of the next academic year. Applications may not be submitted until May 1 for the next academic year which runs from July to June.

Program Evaluation

Student evaluation of the M.D. Degree Program courses and faculty is considered vital to the ongoing quality assessment of the Program. Students in Years 1, 2, 3, and 4 are required to complete all assigned evaluations. Student participation in program evaluation is documented at the end of each academic year when a letter describing their participation is placed in their academic record. Written summaries and evaluation data are distributed to select members of the school's administration and faculty for consideration, discussion, and implementation of changes when needed.

Student Duty Hours

For the purposes of this policy, the term duty hours refers to time the student spends on the delivery of patient care, as well as time spent participating in scheduled educational sessions. It does not refer to time the student spends studying.

- Educational activities should have priority over service activities, and ample study time must be provided.
- Duty hours on clinical rotations are to be set taking into account the effects of fatigue and sleep deprivation on learning and patient care.
- Duty periods must not exceed 24 hours in duration. It is essential for patient safety and student education that effective transitions in care occur. Students may be allowed to remain on-site in order to accomplish these tasks; however, this period of time must be no longer than an additional four hours. Students must not be assigned additional clinical responsibilities after 24 hours of continuous in-house duty.
- Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.
- Students must be scheduled for a minimum of one day free of duty every week (when averaged over four weeks).
- Students must not be scheduled for more than six consecutive nights of night float.
- Students must not be scheduled for in-house call more frequently than every third night (when averaged over a four-week period).
- In unusual circumstances, students, on their own initiative, may remain beyond their scheduled period of duty to continue to provide care to a single patient. Justifications for such extensions of duty are limited to reasons of academic importance of the events transpiring, or humanistic attention to the needs of a patient or family.

Violations of this policy may be reported to any of the following: the supervising resident physician, the supervising attending physician, the Clerkship Director, or the Dean's Office (Curricular Affairs, Multi-cultural Affairs, or Student Affairs). Clerkship Directors will report on duty hours to the CMC, through the P3CC, at least annually.

Approved by the Year 3 and Year 4 Committee 1/12/2011

Approved by the Curriculum Management Committee 1/19/2011

Modification of Requirements

Students with personal problems (for example, spouses living in another location) who wish to modify any of the four years' requirements should submit a written request to the chairperson of the Committee on Student Progress and Program Planning. Such petitions must also have approval from the appropriate departmental chairperson at Saint Louis University. This usually requires that the student provide evidence that the courses are comparable. Students transferring into Year 3 are required to complete all Year 4 requirements at Saint Louis University Hospital or affiliates.

This policy does not apply to students who request accommodations because of disabilities. In those cases, the processes available for students with disabilities should be followed.

Scheduling

Exam Schedule

The exam schedule, as published at the beginning of the academic year, is considered firm. However, should there be need for change, the following procedure will apply: any change is to be processed through the Associate Dean for Curriculum, who will require pertinent faculty approval before any change is processed. Presidents from the class should petition the class for any changes; the class must vote on the changes. The entire class must be notified in advance of the vote; the majority rules the decision. The petition and result of the vote is then presented to the Associate Dean for Curriculum.

IMPORTANT: Students may petition the Associate Dean for changes in a given schedule no later than four weeks before the scheduled exam. Qualified exceptions will be made only when all parties agree to the change.

Scheduled Exams

All students are expected to take course examinations on the date that those examinations are scheduled in the course syllabus. Exams scheduled on the day before one of the three major breaks in the course schedule (spring break, Thanksgiving break, and winter break), may be offered at one early date in addition to the originally scheduled exam date, to facilitate students with personal conflicts not of an emergency nature (e.g., family vacations, travel schedules, etc.) All other exams scheduled during the course and must be taken at the scheduled time (no early or late options).

Scheduling Individual Exams

Students with exam conflicts due to scheduled professional events such as conferences, must contact the course director at least two weeks prior to the event (and preferably at the beginning of the course). The course director must provide notice (preferably by email) of an exam conflict to staff in the Office of Curricular Affairs at least one week prior to the exam being rescheduled.

Emergencies which require rescheduling an examination must be reported to the Office of Student Affairs. OSA staff will contact the appropriate individuals (course director, OCA staff, etc.) to reschedule the exam.

Missing a Scheduled Exam

Any student who anticipates missing a scheduled exam or test for any reason, but particularly due to illness, **must notify the Office of Student Affairs prior to the scheduled start time for the exam**. The Office of Student Affairs will notify the course director and the Committee on Student Progress and Program Planning (CSPPP). Students who miss exams or tests without having been properly excused will receive a failing score or grade on the missed exam or test. The course director will report this event to the Office of Student Affairs that will, in turn, report to the Committee on Student Progress and Program Planning.

Missing a Year 3 and Year 4 NBME Subject Exams

Students who need to take a written Year 3 and Year 4 NBME subject exam on a date or time other than that scheduled for the rotation that they are in, must request permission **prior to the examination date** from Dr. Stuart Slavin (or in his absence, Dr. James Willmore). It should be understood that permission will only be granted for extreme circumstances such as emergencies, death of a family member, illness, etc.

Re-examinations

For those courses which offer re-examinations for students who have failed a test, this event should be scheduled at a time which does not conflict with regularly scheduled curricular offerings.

United States Medical Licensing Examinations (USMLE)

School of Medicine Requirement: All students must record a passing score on Step 1 and Step 2-CK of the United States Medical Licensing Examination (USMLE) and take Step 2-CS as a requirement for promotion and graduation.

USMLE Step 1: Students must record a passing score in order to continue their Year 3 and Year 4 studies. A failing score will be reviewed by the Committee on Student Progress and Program Planning (CSPPP) who will determine further actions.

Effective December 2002: a failed third attempt at achieving a passing score will be considered by the CSPPP as grounds for dismissal from the School of Medicine. Only in exceptional circumstances will a student be allowed an additional chance. When an additional opportunity is decided by the CSPPP, this decision must be communicated to the Dean before the student is informed. The Dean will review the decision weighing whether the circumstances merit an additional opportunity. The Dean's decision concerning the additional attempt will be final.

USMLE Step 2: Students must record a passing score on Step 2-CK (Clinical Knowledge) and take Step 2-CS (Clinical Skills) before graduating from the School of Medicine. A failing score on Step 2-CK will be reviewed by the Committee on Student Progress and Program Planning (CSPPP) who will determine further actions. A failed third attempt at achieving a passing score on Step 2-CK will be considered by the CSPPP as grounds for dismissal from the School of Medicine.

Timing of Step 2-CK and Step 2-CS: *Students must record a passing score on Step 2-CK no later than February 14th* to be eligible to participate in the NRMP Match that announces results in March of that same year. Students who do not record a passing score on Step 2-CK by February 14th will have their name removed from the NRMP. Students must take USMLE Step 2CS (clinical skills) **by the end of March** or will not be able to graduate from the School of Medicine that academic year.

Overview of USMLE Examinations

The Federation of State Medical Boards of the United States (FSMB), the National Board of Medical Examiners (NBME), and the Educational Commission for Foreign Medical Graduates (ECFMG) have established a single,

3 step examination for medical licensure in the United States. The United States Medical Licensing Examination (USMLE) provides a common evaluation system against which to measure knowledge and competence of applicants for medical licensure.

Step 1 assesses whether an examinee understands and can apply key concepts of basic biomedical science, with an emphasis on principles and mechanisms of health, disease, and modes of therapy. The examination includes multiple-choice questions on Anatomy, Behavioral Sciences, Biochemistry, Microbiology, Pathology, Pharmacology, and Physiology, as well as interdisciplinary topics such as nutrition, genetics, and aging.

Step 2-CK assesses whether an examinee understands and can apply the medical knowledge and understanding of clinical science considered essential for the provision of patient care under supervision, including emphasis on health promotion and disease prevention. The examination includes multiple-choice questions on Internal Medicine, Obstetrics and Gynecology, Pediatrics, Preventive Medicine and Public Health, Psychiatry, Surgery, and other areas relevant to provision of care under supervision. It is designed to be a broadly based, integrated examination. The majority of test questions describe clinical situations and require the examinee to provide a diagnosis, a prognosis, an indication of underlying mechanisms of disease, or the next step in medical care, including preventive measures.

Step 2-CS assesses whether an examinee can demonstrate the fundamental clinical skills essential for safe and effective patient care under supervision. These clinical skills include taking a relevant medical history, performing an appropriate physical examination, communicating effectively with the patient, clearly and accurately documenting the findings and diagnostic hypotheses from the clinical encounter, and ordering appropriate initial diagnostic studies.

Step 2-OS uses standardized patients, i.e., people trained to portray real patients. Examinees are expected to establish rapport with the standardized patients, elicit pertinent historical information from them, perform focused physical examinations, answer questions, and provide counseling where appropriate. After each interaction with a standardized patient, examinees record pertinent history and physical examination findings, list diagnostic impressions, and outline plans for further evaluation, if necessary. The cases cover common and important situations that a physician is likely to encounter in a general ambulatory setting.

The USMLE is the only pathway available for licensure. The fee for the examination is adjusted periodically. Late fees are assessed by the USMLE when applicable. Applications are available only on the web at <http://www.nbme.org>. The completed application can be submitted to the National Board as early as six months before the desired testing date.

Procedures Regarding Failure and Retake of USMLE Step 1 or Step 2

In addition to successful completion of all Year 2 coursework, students must also pass Step 1 of the USMLE before they may be promoted to Year 3 of the curriculum.

In order to facilitate timely initiation of Year 3 and Year 4 clerkships, the following process will be used:

First attempt at Step 1:

Students are eligible to begin their first Year 3 and Year 4 clerkship once they have successfully completed all coursework of Year 2 **and** have a score pending for Step 1 of the USMLE. Students who receive notification that they have failed USMLE Step 1 on a first attempt will be allowed to complete their current clerkship, if they

so choose, but may proceed no further in Year 3 and Year 4 until they have attempted USMLE Step 1 for a second time.

Second and Third attempts at Step 1:

Students who attempt USMLE Step 1 a second time will be allowed to begin a clerkship or course once they have a score report pending for the second attempt. The CSPPP will determine on a case- by-case basis whether this will be a core clerkship or an elective clerkship or course. Such deliberations by the CSPPP will take into consideration the student's entire academic performance record. The decision of the CSPPP is final. Students who receive notification that they have failed USMLE Step1 on a second attempt will be allowed to complete their current clerkship or course, if they so choose, but may proceed no further in Year 3 and Year 4 until, and unless, a passing score report for the third attempt has been received by the School.

All students who fail USMLE Step 1 or Step 2 must repeat the examination and are responsible for obtaining the application form from <http://www.usmle.org>. Students who fail USMLE Steps will be contacted by the school and required to meet with the Committee on Student Progress and Program Planning.

Students who retake USMLE Step 1 and who must rearrange their Year 3 and Year 4 (Year 3 and Year 4) schedules must do so through the Office of Academic Records.

Grade System

Grades constitute only one part of the student performance record system. Other elements include written evaluations in the form of narrative statements from individual clinical rotations as well as scores on USMLE examinations. The student performance record is used to guide the Committee on Student Progress and Program Planning (CSPPP), to advise students, and to write the Medical Student Performance Evaluation (MSPE) for residency placement.

Students are graded on a four-tier system: Honors (H), Near Honors (NH), Pass (P), and Fail (F). The following text summarizes the set of GRADES and ADMINISTRATIVE SYMBOLS used by the School of Medicine.

Grades

Year 1 and Year 2 (for classes entering after 2008)

Students are graded on a three-tier system: Pass (P), Fail (F), Incomplete (I)

- Pass (P): Students who earn the grade of Pass (P) have successfully met the course requirements.
- Fail (F): The grade of Fail (F) designates a student performance that does not meet minimum standards for the course (see Determination of Failing and Deferred Performance Levels). A failing performance requires remediation as jointly determined by the course director and the Committee on Student Progress and Program Planning. Remediation is recommended by the course director and may, but does not necessarily require, course repetition. All Fs are permanent and appear on the student's transcript. When an F grade is successfully remediated in the same academic year the grade will appear on the transcript as F/P. Additionally, the

Committee on Student Progress and Program Planning may recommend changes in grade remediation requirements for students having academic problems in multiple courses.

- Incomplete (I): Required course work has not been completed (e.g., due to excused absence or an illness), or has not been *satisfactorily* completed (e.g., due to unexcused absence or marginal performance on examinations and other course requirements). The CSPPP will be notified of circumstances attendant to the assignment of the Incomplete. Once course work has been completed the grade of Incomplete (I) may change to Pass (P) or Fail (F). Any course for which work is not completed will permanently show an Incomplete (I) on the student transcript.
- Withdrawal (W): Withdrew from a course prior to determination of passing or failing.

Years 3 and 4

Students are graded on a five-tier system: Honors (H), Near Honors (NH), Pass (P), Fail (F), Incomplete (I).

The following grade system is used for the official School of Medicine academic transcript. For students having completed the course:

- Honors (H): Shows noteworthy performance, which differentiates the outstanding student from most other members of the class or rotation. Up to 30% of students may earn the grade of Honors (H) in a course or rotation.
- Near Honors (NH): This grade is used to communicate an excellent, but not Honors quality performance. Up to 25% of students may earn the grade of Near Honors (NH) in a course or rotation.
- Pass (P): Students who earn the grade of Pass (P) have successfully met the course requirements and do not exhibit special strengths or deficiencies.
- Fail (F): The grade of Fail (F) designates a student performance that does not meet minimum standards for the course (see Determination of Failing and Deferred Performance Levels). A failing performance requires remediation as jointly determined by the course director and the Committee on Student Progress and Program Planning. Remediation is recommended by the course director and may, but does not necessarily require, course repetition. All Fs are permanent and appear on the student's transcript. When an F grade is successfully remediated in the same academic year the grade will appear on the transcript as F/P. Additionally, the Committee on Student Progress and Program Planning may recommend changes in grade remediation requirements for students having academic problems in multiple courses.
- Incomplete (I): Required course work has not been completed (e.g., due to excused absence or an illness), or has not been *satisfactorily* completed (e.g., due to unexcused absence or marginal performance on examinations and other course requirements). Failure of the NBME Subject Examination taken in the seven required clerkships will result in the automatic assignment of an Incomplete (I). The CSPPP will be notified of circumstances attendant to the assignment of the Incomplete. Once course work has been completed the grade of Incomplete (I) may change to Pass (P) or Fail (F). Any course for which work is not completed will permanently show an Incomplete (I) on the student transcript.
- Students who receive a percentile of 3% or 4% on a subject exam will be required to take a year 4 elective in that specialty as determined by the course director. The elective will count towards year 4 credit.

There are a few courses in Year 4 that are graded on a three-tier system: Pass (P), Fail (F), Incomplete (I).

For students who withdraw before completing the course:

- Withdrawal (W): Withdrew from a course prior to determination of passing or failing status.

Approved by the Phase 3 Coordinating Committee 8/6/14.

Year 1 and Year 2 (for classes entering before 2009)

Students are graded on a four-tier system: Honors (H), Near Honors (NH), Pass (P), and Fail (F).

The following grade system is used for the official School of Medicine academic transcript. For students having completed the course:

- Honors (H): Shows noteworthy performance, which differentiates the outstanding student from most other members of the class or rotation. Up to 25% of students may earn the grade of Honors (H) in a course or rotation.
- Near Honors (NH): This grade is used to communicate an excellent, but not Honors quality performance. Up to 15% of students may earn the grade of Near Honors (NH) in a course or rotation.
- Pass (P): Students who earn the grade of Pass (P) have successfully met the course requirements and do not exhibit special strengths or deficiencies.
- Fail (F): The grade of Fail (F) designates a student performance that does not meet minimum standards for the course (see Determination of Failing and Deferred Performance Levels). A failing performance requires remediation as jointly determined by the course director and the Committee on Student Progress and Program Planning. Remediation is recommended by the course director and may, but does not necessarily require, course repetition. All Fs are permanent and appear on the student's transcript. When an F grade is successfully remediated in the same academic year the grade will appear on the transcript as F/P. Additionally, the Committee on Student Progress and Program Planning may recommend changes in grade remediation requirements for students having academic problems in multiple courses.

For students who withdraw before completing the course:

- Withdrawal (W): Withdrew from a course prior to determination of passing or failing status.

ADMINISTRATIVE SYMBOLS (For classes entering before AY 2011-2012)

Administrative symbols are used for TEMPORARY administrative purposes only. They are not grades. These symbols will appear on the student's grade report but not on the permanent transcript unless a course has not been completed and a grade assigned.

- Incomplete (I): Required course work has not been completed (e.g., paper not yet turned in, exam missed because of illness.) Final grade may be H, NH, P, or F.
- Deferred (D): Performs at a level where there is doubt that the student has achieved adequate competence in the discipline (see section below- Determination of Failing and Deferred Performance Levels). This is a temporary evaluation, which must be changed to a P or an F on

the student's permanent record after additional requirements sufficient to resolve the doubt have been completed. Removal of the D is to be completed within a prescribed time frame.

There are several ways to resolve the doubt of a D performance, including (but not limited to): taking another examination, writing a paper, or repeating a portion of a course. The additional requirement must be satisfactorily completed before the start of the next academic year. The final grade should either be a P or an F. The Committee on Student Progress and Program Planning may recommend changes in grade remediation requirements for students having academic problems in multiple courses.

Changes approved by the Curriculum Management Committee, May 18, 2011.

Determination of Failing and Incomplete Performance Levels in the Core Clerkships

Please refer to the clerkship syllabus for the determination and cut points for grades.

On clinical clerkships, two failures of a NBME shelf exam will result in the grade of Fail "F" for the clerkship. Upon failing a clerkship, the student will meet in person with the CSPPP, will undergo an assessment by the Behavioral Medicine liaison, and may be required to have other professional evaluations. The CSPPP will consider the students' entire academic record and assessments and will determine the remediation plan for the clerkship. Remediation usually may include repeating the clerkship in its entirety, an extended study period with repeat shelf examination, or other individualized educational plan. (Approved by the CSPPP August 2012)

Grade Appeals

Students may appeal grades that are earned for individual courses or clerkships. Appeals are made to the Associate Dean for Curriculum, who will investigate the matter and issue a final decision.

Guidelines for Faculty Regarding the Grading System

Distribution of grades in each course is expected to be in compliance with the School of Medicine grading policy. All grades must be reviewed and approved by the phase director prior to submission to Academic Records. Any deviations from the grading policy must be specifically approved by the phase director. If agreement by the course director and phase director cannot be reached on assignment of grades, the issue will be referred to the Student Assessment Committee for a final determination.

After grades have been submitted to Academic Records, individual grades cannot be changed by the course director without the approval of the phase director. If agreement by the course director and phase director on the change of grade cannot be reached, the issue will be referred to the Student Assessment Committee for a final determination.

Text in syllabi and verbal communication to students about grading in individual courses must be consistent with the School of Medicine grading policy.

Course or unit directors are required to make exam scores, grades, and narrative statements available to students as soon as feasible. Exam score reports should include the mean and standard deviation for the exam. The Associate Dean for Curriculum must be informed if grades will not be available within six weeks of a completed unit or clinical rotation. If no grades are available after six weeks of a completed unit requiring a

grade, the issue will be considered by the Curriculum Management Committee. Final grade reports for each class are issued by the Office of Academic Records at the end of each academic year.



Overview

Students with Academic Difficulty

Definition of Academic Difficulty: Academic difficulty shall include, but is not limited to: receipt of a grade or administrative symbol of I or F; narrative statements reflective of inappropriate behavioral or interpersonal characteristics (e.g., inappropriate comments to patients or their families).

Procedure: After course directors report student academic performance results to the Director of Academic Records, a report will be prepared for review by the CSPPP. The committee will use this report to review academic performance and identify students experiencing any academic difficulty. The CSPPP, after conferring individually with the students and in consultation with the course directors, will determine and advise students in writing of the appropriate method of remediation. Remediation might include, but is not limited to: re-examination, repeating a course, or repeating a portion of or an entire academic year. In resolving questions of academic difficulty or remediation, the CSPPP may review any records it judges to be necessary and interview any person who may have information that may be helpful in evaluating a student's progress.

Student Dismissal

A student may be dismissed from the School of Medicine if the CSPPP or SPCC determines that the magnitude of the student's academic deficiency is unacceptable (e.g. multiple Is, Fs, or unsuccessful remediation of a failing grade), the student fails to maintain satisfactory progress, or the student record contains substantiated reports of inappropriate behavior, or behavior that does not meet the Technical or Professional Standards of the MD Degree Program, respectively. The student is required to meet with the CSPPP to discuss the academic deficiencies identified, or the SPCC if inappropriate behavior is the issue. If a decision for dismissal is made by a majority vote of the members of the CSPPP or SPCC, this action shall be communicated in writing by the chairperson of the respective committee to the Dean of the School of Medicine. If a decision for dismissal is not unanimous, a separate written minority opinion will also be provided to the Dean. If the Dean agrees with the decision for dismissal, the Dean will issue a dismissal letter to the student; otherwise the matter will be referred back to the CSPPP or SPCC for further discussion. In cases where there is no satisfactory resolution between the CSPPP or SPCC and the Dean, the Dean's decision will prevail.

Student Appeal

The student may appeal the dismissal to the Dean of the School of Medicine within five (5) working days of the student's receipt of written notification of the decision. The appeal must be in writing and contain a statement of the reasons the student believes that the decision of dismissal should be withdrawn or modified. The Dean shall submit the appeal to the Appeals Council (AC) along with the CSPPP's or SPCC's decision. The student will receive written notice of the date that the AC will meet on the appeal. The AC will review the information received from the Dean and may request the attendance of the student or other persons and may have access to any records that it deems necessary to assist the AC in rendering a decision. The dismissal shall be sustained if a majority of the AC finds that there is sufficient evidence of academic deficiency to support the decision. If the AC reverses the initial dismissal decision, the student must be reinstated. At this point, the CSPPP or SPCC will consider actions other than dismissal. Future adverse decisions by the CSPPP or SPCC will require that additional information pertaining to the student become available.

The AC shall issue its written finding and ruling no later than twenty-one (21) calendar days after the filing of the appeal. Copies of the AC's decision shall be forwarded to the student, chairperson of the CSPPP or SPCC, and the Dean. The AC's decision is final.

Academic Difficulty in Phases 1 and 2

Extended Curriculum Option

The Extended Curriculum Option will be offered to Year 1 students already enrolled at Saint Louis University School of Medicine at the discretion of the Committee on Student Progress and Program Planning (CSPPP). However, enrolled students interested in the program who have not been identified by the CSPPP can bring requests to enter the program to the CSPPP. In all cases, the judgment of the CSPPP is final. Arrangements to enter an extended curriculum option can be made prior to entering Year 1 at the discretion of the Admissions Committee after consultation with other committees that manage student affairs. In each case, the content of Year 1 will be taught in two years instead of one. Students will enter Year 2 at the beginning of their third academic year.

Extended curriculum options will be designed for each student individually and will be based on the degree of deficiencies in the student's performance, his/her undergraduate academic records, past work experience, and any other information relevant to the student's needs. Students should consult with the Assistant Dean for Student Affairs or Multicultural Affairs who, in coordination with the CSPPP, will assist in designing their programs. The final design and approval of the individual program will be the responsibility of the CSPPP whose judgment will be final.

Although various combinations of the content of Year 1 will be recommended by the CSPPP on an individual basis, students may be encouraged to attend some of the lectures in courses in which they are currently not enrolled to facilitate the learning process.

Students enrolled in the extended curriculum are confronted with a considerably reduced workload and, consequently, any grade of Fail "F" acquired during the period of extended curriculum will be considered grounds for dismissal from the School of Medicine. Upon successful completion of all Year 1 work, the standards for "extended curriculum" students as regards academic difficulty will revert to those applied to all other students in the School of Medicine.

Decisions for the extended curriculum option will be made on an individual basis and only by the Committee on Student Progress and Program Planning (CSPPP), usually after reviewing the student's performance on the first set of exams. Targets for this decision are students who might benefit from a lighter academic load. Financial arrangements, additional information, and clarification of the fee policy can be found in the on the Financial Aid website. When summer sessions are involved, separate fees apply in addition to the tuition and fees for the standard academic year.

Remediation for Year 1 and Year 2

This policy applies to students from Year 1 or Year 2 who have failed a course for the first time. Remediation is defined as the act or process designed to correct learning problems resulting in a grade of Fail "F" or Incomplete "I".

Students who receive an F for a course during Year 1 or Year 2 require remediation. The specific remediation will be determined by the course director and given as a recommendation to the Committee on Student Progress and Program Planning (CSPPP), using the following guidelines:

After the grade of F or I has been posted, the course director will develop a remediation plan for students who received a grade of F or I. The plan will include the manner in which the remediation will take place and the timetable of such remediation.

It is recommended that the remediation plan be individualized for each student receiving a grade of F or I. The plan will take into account the magnitude of the failing performance in relation to the passing level. For example: extremely low performances may merit repeating the course, while barely failing performances may be remediated with another exam.

A remediation plan may be selected from several available options such as:

- repeating the course
- passing another written or oral exam
- another suitable action

For any action other than repeating the course, the course director will meet with students and review their performance in order to individualize additional study by these students.

The length and manner of this study period should be judged by the course director in consultation with the failing student must be a minimum of two weeks or longer. This study period may be completed alone by students or aided by tutors or other instructional aids.

After the recommended study period, students will require an action whose objective is to result either in a pass or another fail grade. In most cases, this action will be an exam. This exam may be written or oral.

The written exam will be developed by the course director from items used on previous exams, new items, or purchase of commercially available subject exams, such as those from the National Board of Medical Examiners (NBME).

Students who fail a remedial process will be referred to the CSPPP for further action.

Academic Difficulty in Year 3 and Year 4

Multiple Failures on NBME Subject Exams During Year 3 and Year 4

Failure of subject examinations in two or more required clerkships will initiate mandatory study periods that will precede re-examination. The duration of the study periods will be specified in collaboration with the relevant clerkship directors and CSPPP. Students will be allowed to complete the clerkship they are doing when they receive notification of the subject exam failure. They will also have the option of withdrawing from the clerkship immediately to study for a re-exam. No credit will be given for partial work completed on a clerkship.

The period of time taken to prepare for re-examinations will also be utilized to address whether factors other than academics have contributed to the student's difficulty in passing subject examinations. This will be done in consultation with one of the Deans for Students, the Office of Employee Assistance, and other concerned professionals, (e.g. the Education Specialist in the Office of Multicultural Affairs), as required.

Remaining Year 3 and Year 4 clerkships will be rescheduled in consultation with the Director of Academic Records. In the event of continued failing performances, additional actions will be determined by the CSPPP.

A designation of Incomplete (I) due to subject examination failures in all circumstances, except those described above, will be corrected by examination following appropriate periods at the end of the academic year.

Remediation for Year 3 and Year 4

Remediations of a single F grade received for a course during Year 3 may not be undertaken until the student has completed the required 48 weeks of Year 3 coursework and until the Committee on Student Progress and Program Planning has reviewed the student's Year 3 grades at the end of the student's academic year. Customarily, this review will occur within three weeks of the completion of the final Year 3 course. The study period for re-examinations, however, may begin immediately following the completion of Year 3. If a student receives multiple Is during Year 3, the Student Progress and Program Planning Committee may require removal of these Is before the end of Year 3. In the event that multiple academic deficiencies are accumulated in Year 3, removal of I symbols will precede efforts to remediate a grade of F, which must be undertaken as the final Year 3 work prior to beginning Year 4 coursework.

Upon receipt of a grade of F, a student will be required to meet with the CSPPP and then will be notified in writing that a second grade of F acquired during Year 3 will be considered grounds for dismissal from the School of Medicine.

When a student who is repeating a clerkship in an attempt to remediate an F grade does not achieve a passing score on the Subject Exam administered at the end of the repeat clerkship, but receives a passing evaluation in all other aspects of the repeat clerkship, he or she will be granted one more attempt at the Subject Exam prior to finalization of the grade for the repeat clerkship.

Restriction of Extramural Electives Due to Academic Difficulty

Students who experience academic difficulty in Year 3, (as defined below), as well as students who fail USMLE Step 1 more than once, will be required to complete a minimum of 28 weeks of the 36 required weeks of year 4 under the supervision and evaluation of the faculty at Saint Louis University. Students who have had their Year 4 requirement reduced to 32 total required weeks by the CSPPP because of a single failure on USMLE Step 1 will be required to complete a minimum of 24 of those weeks under the supervision and evaluation of the faculty of Saint Louis University. In either case, this will allow a maximum of 8 weeks that may be done as extramural electives.

For the purposes of this policy, academic difficulty in Year 3 consists of either one of the following:

- a failing (F) grade or an incomplete (I) in two or more clerkships

Restriction of International Electives

Students who intend to undertake a Year 4 International Elective, but who have received either a failing (F) grade or an incomplete (I) assessment for any Year 3 clerkship must seek and obtain prior approval from the Committee on Student Progress and Program Planning (CSPPP) **or** a member of the Dean's Staff. Such students must provide the CSPPP or Dean's Staff with a written request, (email will suffice) with compelling justification, to undertake the elective. The CSPPP or Dean's Staff member will evaluate the request and issue an approval or disapproval judgment, accordingly. The decision of the CSPPP or Dean's Staff member will be final, and is not subject to appeal. Dean's staff members will report back to the CSPPP of their decisions.

Procedures Regarding Failure and Retake of USMLE Step 1 or Step 2

All students who fail USMLE Step 1 or Step 2 must repeat the examination and are responsible for obtaining the application form from <http://www.usmle.org>. Students who fail USMLE Steps will be contacted by the school and required to meet with the Dean of Students or with the Committee on Student Progress and Program Planning.

Students who fail USMLE Step 1 will not be allowed to schedule any Senior Inquiry electives for credit during Year 3 and Year 4 unless approved by Dr. William Mootz, Assistant Dean for Curriculum.

Students who retake USMLE Step 1 and who must rearrange their Year 3 and Year 4 (Year 3 and Year 4) schedules should do so through the Office of Academic Records.

Academic Advisement System (AAS)

The Academic Advisement System (AAS) for medical students at Saint Louis University has five primary goals:

- facilitating the academic experience of students,
- assisting students in the selection of curricular experiences,
- identifying and responding to academic deficiencies of students,
- assisting students in selecting a career in medicine, and
- assisting students in developing a strategy for application to residency programs.

1. Facilitating the Academic Experience of Students

Objective (O)	Activity (A)	Responsibility (R)
Outline the Academic Advisement System (AAS) to students.	Presentations during orientation week.	Office of Student Affairs.
Introduce students to the School of Medicine and local resources.	Presentations during orientation week mentoring program.	Office of Student Affairs; Office of Multicultural Affairs.
Orient students to the curriculum and academic policies.	Presentations during orientation week.	Office of Curricular Affairs; Selected Students.
Orient students to Code of Student Professional Conduct.	White Coat Ceremony; Presentations during orientation week and before Year 3 and Year 4.	Office of Student Affairs; Associate Dean for Students; Assistant Dean for Students.
Orient students to ADA accommodations.	Presentation during orientation week; Distribute printed policy; Show URL where policy is.	Associate Dean or Assistant Dean for Curriculum.
Orient students to the basics of financial aid issues.	Presentation at orientation week.	Assistant Dean, Student Financial Planning.
Assist students in achieving academic success.	Written manuals on how to become a successful medical student.	Recommendations from Deans of Students, and from students.
Assist students in identifying learning strategies for specific courses.	Faculty presentations.	Course directors; Associate Dean for Multicultural Affairs; Selected Students.
Provide academic assistance to students who may benefit from supplemental instruction to achieve academic success.	Supplemental Instruction (SI) activities during Year 1 and Year 2.	Associate Dean for Multicultural Affairs.
Assist students in obtaining financial aid, understanding available financial resources, understanding repayment and debt management issues, and	Written information (including the web); formal presentations, symposia, guest lecturers, and	Assistant Dean, Student Financial Planning.

setting long-term financial goals. Assist students in understanding loan repayment issues.	personal interviews. Exit interview (Year 4).	Assistant Dean, Student Financial Planning.
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2. Assisting Students in the Selection of Curricular Experiences

Objective (O)	Activity (A)	Responsibility (R)
Assist Year 1 students with elective selection, including research, community, and clinical experiences.	Presentation to students; meeting with researchers; meeting with Health Resources Center (HRC) coordinator; program offerings on- line.	Year 1 Coordinating Committee; HRC Coordinator; selected faculty.
Assist Year 3 and Year 4 students with electives selection.	Presentation to students; Year 3 and Year 4 handbook (on-line);Website; scheduled meetings with Academic Advisors.	Office of Curricular Affairs; Faculty advisors.
Assist students with selecting international experiences.	Individualized sessions after scheduled appointments.	International Electives Coordinator.
Assist students in understanding the importance of research.	Organized meetings; AOA Student Research Forum; E-mail reminders;Website listings; Presentation at orientation week; research activities.	Selected faculty; Year 1 Coordinating Committee; Carmine Coscia (AOA).

3. Identifying and Responding to Academic Deficiencies of Students

Objective (O)	Activity (A)	Responsibility (R)
Identify and counsel students having academic difficulty at the course level.	Meet with student; Decide on course of action such as tutorials, supplemental instruction; Inform Registrar; Student Progress Committee.	Unit, course, or clerkship director.
Identify students having academic difficulties on more than one unit, course, or clerkship.	Meet with student; Decide on course of action.	Registrar; Assistant Dean for Students; Associate Dean for Multicultural Affairs; Student Progress Committee.
Identify students who have failed a USMLE exam.	Decide on course of action such as an additional study period, recommendation of special courses.	Registrar (list of students failing); Deans of Students; Associate Dean for Multicultural Affairs; Student Progress Committee (course of action).

4. Assisting Students in Selecting a Career in Medicine

Objective (O)	Activity (A)	Responsibility (R)
Assist students who have not decided on a career choice by January of their Year 3.	MedCareers; Glaxo.	Career counselor; MedCareers trained staff and faculty.
Provide information on specific specialties.	Special Interest Groups;MedCareers; Glaxo.	Individual specialty groups; Office of Student Affairs; Office of

Provide individual advice on career choice.	Individual meetings between student and student-selected faculty advisor.	Curricular Affairs. Faculty advisors (provide counsel); Registrar (list of faculty advisors selected by each student).
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5. Assisting Students in Developing a Strategy for Application to Residency Programs

Objective (O)	Activity (A)	Responsibility (R)
Orient students to the residency application system.	Meeting with students at Year 3 convocation and later portion of their Year 3.	Office of Student Affairs; Associate Dean for Students.
Instruct students on how to use the FREIDA system.	Distribute written instructions; Sessions in Informatics lab; Counsel individual students as needed.	Office of Student Affairs.
Provide individual advice on residency choice.	Individual meetings between student and student-selected faculty advisor.	Student; faculty advisor.

Academic Problems

Year 1 and Year 2 Students: Students encountering academic problems should discuss these without delay with the course director in the area involved and with the Assistant Dean for Students so that needed assistance can be obtained promptly. Most Year 1 and Year 2 course directors offer tutoring arrangements. If the problem is related to areas such as test-taking skills, students may contact the Office of Student Affairs (977-9827) to schedule an appointment with an education specialist.

Year 3 and Year 4 Students: Students who have academic difficulty in Year 3 should, without delay, discuss these difficulties with the course director in the area involved and with the Assistant Dean for Students. Students with difficulties may be required to complete a minimum of 30 weeks of the required 36 weeks in Year 4 under the supervision and evaluation of the faculty at Saint Louis University. This will allow a maximum of six weeks that can be done as extramural electives. This requirement will be applied to students on an individual basis. In some instances, the Committee on Student Progress and Program Planning may modify this requirement.

Academic difficulty in Year 3 includes situations such as: one F or two Ds or failure of any NBME shelf examinations.

Non-Academic Problems

Student Affairs. The Assistant Deans for Students are available for consultation on non-academic problems. A wide variety of medical and counseling resources are available to students experiencing emotional or physical problems. Please contact the Office of Student Affairs (Caroline 100) for details.

Campus Ministry. The director of Campus Ministry (Caroline 200) is also available for consultation to all students.

AIMS. AIMS (Aid for Impaired Medical Students) is a program run by students and concerned medical professionals in the St. Louis area. AIMS is designed to allow medical students to seek help in a completely confidential and professional manner without the administration having any knowledge of the student's

problems, although the administration has shown full support of the program. Whether the impairment is due to stress, emotional difficulties, alcohol or chemical abuse, AIMS is a way students can obtain help and continue their medical career. Students should contact any of the Year 2, 3, or 4 AIMS representatives if they have any questions. The Office of Student Affairs will provide the name of the representatives at the student's request.



Office of Academic Records

The following items are placed in student files in the Office of Academic Records of the School of Medicine. They are retained permanently and are accessible to students except where noted.

- The application for admission.
- A copy of the Academic Record, which contains biographical data gathered from the application and the college and university transcripts, dates of attendance, and grades earned for all courses taken at the School of Medicine. The Academic Record also serves as the transcript of work completed at the School of Medicine.
- Evaluations made by the course directors.
- Grade Reports
- Scores earned on United States Medical Licensing Examinations.
- The Medical Student Performance Evaluation (formerly, the Dean's letter), which is a document of the student's performance written by the Dean's staff at the request of the student seeking internship or residency appointment.
- Notes and letters from students and copies of letters to students.

Access to student files is limited to the student and to appropriate members of the Dean's staff, advisors, and course directors consistent with the Saint Louis University Records Policy and the Family Educational Rights and Privacy Act of 1974, and subject to the exceptions set forth therein.

Office of Student Financial Planning

Records pertaining to financial aid are filed in the Office of Student Financial Planning, Caroline 120. Student health records are filed in the Student Health Office located in the Marchetti Hall on North Campus. These files are used by those offices only.

Each class elects a Student Financial Planning representative to act as a spokesperson for concerns that may arise. This person also acts as a resource for Student Financial Planning in yearly focus groups, etc. Students should contact their Financial Aid Counselor with questions about their situation.

Admissions Office

Third party letters of recommendation received during the admissions process are not deemed to be student records. The letters are used by the Admissions Committee for admissions purposes only; they are not retained after they have served their purpose. Third party letters are not filed at the Office of Academic Records.

All students must submit to the Admissions Office an official final transcript from all undergraduate/graduate schools attended no later than January 1 of their first year at the School of Medicine. The transcript must contain any and all conferred degrees and dates received. If a final transcript is not in the student's academic file in the Office of Academic Records by January 1, the student's registration will be dropped and no financial aid will be disbursed until the final transcript is received.

Students will be notified by the Office of Academic Records by the end of the first month of the academic year if an official final transcript is missing from their file.



Leaves of Absence

A Leave of Absence is available to students in good academic standing for personal reasons or to students who require a medical leave. Any student wishing to apply for a Leave of Absence must consult first with one of the Deans for Students, Ms. Teri McCarthy or the chairperson for the Committee on Student Progress and Program Planning and submit in writing the request on the appropriate form. (See Instructions and Forms for Leave of Absence or Instructions and Forms for Medical Leave of Absence). **It is the student's responsibility to ensure that all proper paperwork is completed. Failure to complete the required paperwork could result in withdrawal from the School of Medicine.**

The School of Medicine recognizes three types of Leave of Absence defined by student circumstances.

1. Academic Leave of Absence: CSPPP decision based on academic record/difficulties
2. Medical Leave of Absence: CSPPP decision based on medical/healthcare issues
3. Personal Leave of Absence: Student decision to temporarily leave the M.D. Degree Program; this type of leave may include medical/healthcare reasons (including maternity leave), but differs from a Medical Leave of Absence in that it is a student's decision to take the LOA, not a requirement of the CSPPP.

This policy does not apply to students who request accommodations because of disabilities. In those cases, the processes available for students with disabilities should be followed.

SLUSOM Leaves of Absence (LOA): Instructions for Students

A Leave of Absence is defined as a temporary period of time in which the student is not enrolled in the MD Degree Program, but intends to return to the Program. Circumstances which preclude a student from progressing uninterrupted through the MD Degree program may require a Leave of Absence.

All forms are located in the forms section of the web site.

All relevant documentation relating to LOAs will be maintained in the student's permanent record, with exceptions as noted below.

Before a Leave of Absence is requested and granted, the following should be taken into consideration:

- The policies of the SLU SOM specify time limits for the completion of the MD Degree Program. Time on LOA is not counted toward these limits. The length of a Leave of Absence may vary depending on circumstances, however 12 calendar months total is the maximum amount of time that a student may be away from the MD Degree Program curriculum. There may be unusual circumstances in which a request to extend the LOA for an additional period of time (not to exceed 12 calendar months) may be granted by the CSPPP with appropriate documentation.

Exceptions to these limits are made for students on Academic LOA for dual degree programs to account for the time a student is actively registered in such programs.

- Students on LOA are not eligible to receive financial aid or other benefits of enrollment, such as loan deferment (See Academic LOA for exception).

Types of LOA

Four types of LOA have been approved by SLUSOM.

Academic (student initiated): Students in Good Standing may request an academic LOA to pursue a dual degree at SLUSOM, to pursue an advanced degree at another institution, to pursue a fellowship at SLUSOM or at another institution, or to participate in another formal training program as approved by the Dean. Students must be enrolled at least half-time in an accredited degree program to maintain eligibility for financial aid and other benefits such as loan deferments. Students on fellowship may be eligible for loan deferments for programs that qualify.

Personal (initiated by the student): A personal LOA may be requested by the student or may be required by the CSPPP when the personal circumstances (including financial) prohibit the student from participating in the MD Degree Program. Documentation that the circumstances have been resolved is required as part of the student's application to rejoin the program.

Medical (initiated by the student, the CSPPP, or the Assistant Dean of Students): A medical LOA may be required by the CSPPP, the Assistant Dean, or may be requested by the student. Supporting documentation from the student's physician is required as part of the application, and should include an expected date of return. Documentation that the circumstances have been resolved is required as part of the student's application to rejoin the program.

Administrative (initiated by the CSPPP or the Assistant Dean of Students): An administrative LOA may be required by the CSPPP for a student experiencing academic and/or professional difficulties, and who is unable to continue in the program, or to participate in extended USMLE preparation. An advisor/mentor must be assigned to the student. This individual will be required to complete documentation that the circumstances leading to the LOA have been resolved as part of the student's application to rejoin the program.

EXTENSIONS: To receive an extension of the LOA the student must complete new Request for Leave of Absence form and the extension must be approved.

Procedures for Requesting a Leave of Absence

Personal (initiated by the student):

The student must complete a Request for Leave of Absence form at least three weeks (unless emergent conditions exist) prior to beginning the LOA, and turn this in to Denise Parker in the Office of Curricular Affairs. A Personal LOA must be approved by either Dr. Greg Smith, Assistant Dean for Students or Dr. William Mootz, Assistant Dean for Curriculum. A student must be in Good Academic Standing to be approved for this type of LOA. Supporting documentation that must be turned in **with the form** includes the following:

- Letter of Good Standing from the Office of Curricular Affairs

Students who fail to provide the requisite paperwork to begin a Leave of Absence may be referred to the CSPPP for dismissal

Medical (initiated by the student, the student's physician, the CSPPP, or the Assistant Dean of Students):

To maintain confidentiality of student medical issues, this process has some duplication of forms:

A Request for Leave of Absence (Confidential) form must be completed by the student (if LOA is student-initiated), or by the Chairperson of the CSPPP or Assistant Dean requesting the LOA. This form should be turned in to **L. James Willmore, MD** he will report to the CSPPP and/or Dr. Smith or Dr. Mootz to get approval for the LOA. These individuals will not have specific details of the medical issues involved and this form will not be filed in the student's file in the Office of Curricular Affairs. Supporting documentation that must be turned in **with the form to Dr. Willmore** includes the following:

- Documentation of the illness, provided by the student's physician.

If the LOA is approved, a Approval for Leave of Absence (Student File) form must be completed by the Chairperson of the CSPPP or Assistant Dean approving the LOA. This form should be turned in to Denise Parker in the Office of Curricular Affairs and it will be placed in the student's file.

A Medical LOA must be approved by the CSPPP, Dr. Greg Smith, Assistant Dean for Students, or Dr. William Mootz, Assistant Dean for Curriculum.

EXTENSIONS: To receive an extension of the LOA the student must complete new Request for Leave of Absence form and the extension must be approved.

Students who fail to provide the requisite paperwork to begin a Leave of Absence may be referred to the CSPPP for dismissal.

Administrative (initiated by the CSPPP or the Assistant Dean of Students):

A Request for Leave of Absence form must be completed by the Chairperson of the CSPPP or Dr. Greg Smith, Assistant Dean of Students. This form should be turned in to Denise Parker in the Office of Curricular Affairs. An Administrative LOA must be approved by either the CSPPP or Dr. Greg Smith, Assistant Dean for Students.

Supporting documentation that must be turned in **with the form** includes the following:

- Documentation of the academic and/or professionalism difficulty and a plan to remediate. This plan should minimally include descriptions of any coursework or independent study and a schedule of meetings with Dr. William Mootz, Assistant Dean for Curriculum, to review progress.

EXTENSIONS: To receive an extension of the LOA the student must complete new Request for Leave of Absence form and the extension must be approved.

Students who fail to provide the requisite paperwork to begin a Leave of Absence may be referred to the CSPPP for dismissal.

Students-- Before beginning a Leave of Absence

- Review the list of documents required: they must be submitted **before** you begin the LOA and they must be submitted to the proper office/person.
- Be sure that you understand the SOM policies regarding Leaves of Absence.
- Talk to staff in the Office of Student Financial Services (977-9840) to check the status of your loans and discuss how your LOA will affect your loans and repayment.
- Talk to staff in the Office of University Health Plans to discuss the status of your health care coverage while on LOA. Explain your LOA and make sure that you are covered.
- You may or may not be covered by liability insurance while on a Leave of Absence. If you have any questions about coverage, contact Anne Garcia Associate General Counsel, Caroline Bldg. C130 (agarci31@slu.edu, 314-977-5774).
- Be sure that your contact information in Banner Self-Service is up to date, so that we can notify you of important information regarding the program.

Students who failure to follow the requirements of the Leave of Absence policies and procedures may be referred to the CSPPP for dismissal.

Procedures for Returning from a Leave of Absence

Academic (student initiated):

The student must complete the Request to Return from LOA form **at least two weeks** prior to their return.

Supporting documentation that must be turned in with the Request to Return from LOA form includes the following:

- Outcomes letter from the program that the student completed stating successful completion of the program (or explaining why the student withdrew or failed to complete the program).

Notification regarding approval to return will be emailed to the student within 2 business days from the date that all required documentation for return is received by Denise Parker in the Office of Curricular Affairs. Students will not be registered in courses or allowed to begin coursework until all documentation has been provided. It is the student's responsibility to ensure that OCA has a current email address and to check their email for this response.

EXTENSIONS: To receive an extension of the LOA the student must complete new Request for Leave of Absence form and the extension must be approved.

Failure to complete the requisite paperwork to return to active status in the MD Degree Program will be considered as a **Withdraw from the SOM** and the student will have to reapply for admission.

Personal (initiated by the student):

The student must complete the Request to Return from LOA form **at least two weeks** prior to their return.

Notification regarding approval to return will be emailed to the student within 2 business days from the date that all required documentation for return is received by Denise Parker in the Office of Curricular Affairs. Students will not be registered in courses or allowed to begin coursework until all documentation has been provided. It is the student's responsibility to ensure that OCA has a current email address and to check their email for this response.

EXTENSIONS: To receive an extension of the LOA the student must complete new Request for Leave of Absence form and the extension must be approved.

Failure to complete the requisite paperwork to return to active status in the MD Degree Program will be considered as a **Withdraw from the SOM** and the student will have to reapply for admission.

Medical (initiated by the student, the student's physician, the CSPPP, or the Assistant Dean of Students):

To maintain confidentiality of student medical issues, this process has some duplication of forms. At least 3 weeks prior to returning, the student must do the following:

A Request to Return from a Leave of Absence (Confidential) form must be completed by the student. This form should be turned in to **L. James Willmore, MD** he will report to the CSPPP and/or Dr. Smith or Dr. Mootz to get approval for the LOA. These individuals will not have specific details of the medical issues involved and this form will not be filed in the student's file in the Office of Curricular Affairs. Supporting documentation that must be turned in to Teri McCarthy **with the Request to Return from LOA form** includes the following:

- Documentation from the student's physician that the condition for which the LOA was approved has been resolved or is being appropriately managed and that the student is able to resume full-time participation in the MD Degree Program. This documentation must include any suggestions/requirements for follow-up care and treatment if necessary to maintain the student's well-being. This documentation will not be shared with the CSPPP or the deans, nor will it be placed in the student's record in the Office of Curricular Affairs.

An Approval to Return form a Leave of Absence (Student File) form must be completed by the Chairperson of the CSPPP or Assistant Dean approving the return. This form should be turned in to Denise Parker in the Office of Curricular Affairs, and it will become part of the student's record.

Notification regarding approval to return will be emailed to the student within 2 business days from the date that all required documentation for return is received by Denise Parker in the Office of Curricular Affairs. Students will not be registered in courses or allowed to begin coursework until all documentation has been provided. It is

the student's responsibility to ensure that OCA has a current email address and to check their email for this response.

EXTENSIONS: To receive an extension of the LOA the student must complete new Request for Leave of Absence form and the extension must be approved.

Failure to complete the requisite paperwork to return to active status in the MD Degree Program will be considered as a **Withdraw from the SOM** and the student will have to reapply for admission.

Administrative (initiated by the CSPPP or the Assistant Dean of Students):

At least 3 weeks prior to returning, the student's advisor/mentor as designated by the CSPPP must provide the Chairperson of the CSPPP or the Dean with appropriate documentation regarding the resolution of the issues that lead to the LOA.

The student must complete the Request to Return from LOA form **at least two weeks** prior to their return.

Supporting documentation that must be turned in **with the form** includes the following:

- Communication (letter/email) from Dr. William Mootz that the plan of remediation detailed on the Request for LOA form was conducted and completed and that the academic and/or professionalism difficulties as described have been resolved and the student is ready to rejoin the MD Degree Program curriculum. This letter is not intended as a guarantee against future academic and/or professionalism difficulties.

Notification regarding approval to return will be emailed to the student within 2 business days from the date that all required documentation for return is received by Denise Parker in the Office of Curricular Affairs. Students will not be registered in courses or allowed to begin coursework until all documentation has been provided. It is the student's responsibility to ensure that OCA has a current email address and to check their email for this response.

EXTENSIONS: To receive an extension of the LOA the student must complete new Request for Leave of Absence form and the extension must be approved.

Failure to complete the requisite paperwork to return to active status in the MD Degree Program will be considered as a **Withdraw from the SOM** and the student will have to reapply for admission.

Students--Before returning from your Leave of Absence

- Review the list of documents required: they must be submitted **before** you return from the LOA and they must be submitted to the proper office/person.
- Contact the Office of Curricular Affairs (977-8077) to review your schedule of courses.

- Talk to staff in the Office of Student Financial Services (977-9840) to check the status of your loans.
- Talk to Robert Heaney, MD to discuss the status of your health care coverage.
- Update your contact information in Banner Self-Service, and contact all relevant offices to notify them of your return. Do not assume that your notification of one individual/office will result in notification to all other offices.

Failure to complete the requisite paperwork to return to active status in the MD Degree Program will be considered as a **Withdraw from the SOM** and the student will have to reapply for admission.

Transfers from Saint Louis University

A Saint Louis University School of Medicine student wishing to apply for transfer into another medical school must contact one of the Assistant Deans for Students. If the transfer is granted by the other school, the student should inform the Offices of Curricular Affairs, Student Affairs, Student Financial Planning, and the Director of Academic Records as soon as possible.

Financial Aid Services

Please refer to the link below to see the services provided.

<http://www.slu.edu/student-financial-services-x48030>