

ACADEMIC RULES
AND REGULATIONS

33rd EDITION

2009 - 2010

**UNIVERSITY OF MEDICINE AND
DENTISTRY OF NEW JERSEY
ROBERT WOOD JOHNSON
MEDICAL SCHOOL**

Academic Rules and Regulations (33rd Edition 2009 to 2010)

PLEASE NOTE: Ordinarily, all of the Academic Rules and Regulations apply to all students. However, certain recently adopted rules do not apply to all students. Specifically:

IV.A.1. For students who completed successfully any part of the pre-clerkship curriculum prior to the 2002-2003 academic year, the maximum allowable time limit for pre-clerkship studies is 4 years.

PLEASE NOTE: Occasionally, revisions are made in the *Academic Rules and Regulations* and these revised rules supersede all others, and are applicable to all classes immediately.

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A. Reasons for Dismissal

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I. ACADEMIC STANDING COMMITTEE

The Academic Standing Committee is charged with monitoring the academic status of all students, and of formulating and applying the *Academic Rules and Regulations*. Actions of the Academic Standing Committee may include, but are not limited to, the following:

1. Recommendation of students for promotion
2. Recommendation of students for award of the M.D. degree
3. Review of annual Registrar's report of affirmation of degree requirement completion
4. Approval of Leaves of Absence for students in academic difficulty
5. Approval of reduced course load for students in academic difficulty
6. Placement of students on Academic Warning
7. Placement of students on Academic Suspension
8. Recommendation of students for dismissal

Any student may appeal, to the Academic Standing Committee, the application of these *Academic Rules and Regulations*. Academic Standing Committee decisions are final with the exception of recommendations for dismissal.

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II. REQUIREMENTS FOR PROMOTION AND GRADUATION

A. Candidates for the degree of Doctor of Medicine must exhibit the requisite attitudes, skills, knowledge and professional behavior to complete the prescribed course of study, and must meet "The Essential Functions for Admission and Matriculation" cited in the catalog of UMDNJ Robert Wood Johnson Medical School. In addition, a candidate must also possess personal qualifications and attributes deemed necessary to perform the duties of a medical professional. Specifically, all candidates are expected to exhibit unimpaired judgment and behavior consistent with the responsibilities of a medical professional. Thus, in addition to the usual academic evaluations for each course, the student evaluation will also take into consideration the following:

- Professional demeanor
- Professional conduct
- Concern for the welfare and dignity of patients
- Concern for the rights of others
- Responsibility to duty
- Trustworthiness
- Honesty
- Ethical conduct
- Aberrant behavior
- General or specific conduct meriting concern

B. Entrance into the third year requires successful completion of the first and second year curricula. Entrance into the third clerkship of the third year curriculum requires passage of the United States Medical Licensing Exam Step 1, unless an exception is specifically authorized by the Academic Standing Committee. Prior to beginning required rotations of the fourth year curriculum, students must satisfactorily complete all core clerkships of the third year.

C. Students for whom greater than 2.5 years have elapsed since the completion of the Physical Diagnosis course or the second year Patient Centered Medicine course must satisfy the following requirements prior to entry into the third year:

1. Students must take a six week "practice clerkship" in Medicine or Family Medicine, at least 50% of which shall be in an inpatient setting, immediately prior to entry into the third year curriculum. The activities of the "practice clerkship" will conform to a standard clerkship except that no written exam will be given, no credit will be given, and no grade will be entered on the transcript. The student will, however, be given evaluative feedback.
2. Students must take Introduction to the Clerkship Experience (during the last week of June) prior to taking the first clerkship for credit.
3. For M.D./Ph.D. students, all work for the Ph.D. (including thesis defense and revisions) must be completed prior to starting the "practice clerkship."

D. All students must pass the Summative Clinical Skills Assessment and complete the Clinical Procedures Requirement.

E. Successful completion of twenty weeks of electives will be required to graduate. Under special circumstances and at the discretion of the Academic Standing Committee, up to four weeks of electives may be waived. In certain cases the M.D. degree may be awarded after the University commencement, once the student successfully completes all requirements.

1. Students who are in the M.D./Ph.D. program and have completed all course and research requirements for the Ph.D. (as certified by the thesis advisor) will be allowed to substitute the Ph.D. training for up to 16 weeks of electives.
2. Students who are in the M.D./M.P.H. program or the M.D./M.B.A. program and have completed all requirements for the M.P.H. or M.B.A. (as certified by the program director) will be allowed to substitute Public Health courses previously taken for up to 16 weeks of electives. Two weeks of fourth year elective credit is allowed for each three credit Public Health course. Public Health courses used for credit in the pre-clerkship curriculum may not be used for fourth year credit.
3. Students engaged in Student Scholar activity (approved by the Dean of Student Affairs) after completion of the pre-clerkship curriculum may receive up to 8 weeks of elective credit. In order to receive credit, students must submit an approved Individually Designed Elective form to the Office of the Registrar prior to beginning this activity.

F. All students must successfully complete the full third and fourth year curricula and pass the United States Medical Licensing Exam Step 2 (Clinical Knowledge) and Step 2 (Clinical Skills) prior to being awarded the M.D. degree.

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III. GRADING

As used in these *Academic Rules and Regulations*, Pre-clerkship Curriculum is defined as courses of the first and second year curricula. Clinical Curriculum is defined as courses of the third and fourth year curricula. Core Clerkships are defined as: Medicine, Surgery, Pediatrics, OB/Gyn, Family Medicine and Psychiatry.

A. Grading System:

1. Pre-clerkship Curriculum

Pass

P

Fail	F
Audit	AUD
Withdrawal	W
Withdrawal (in Academic Difficulty)	WF
Advanced Standing	ADV
Not for Credit	NC

2. Clinical Curriculum

Honors	4
High Pass	3
Pass	2
Conditional Pass	1
Fail	0
Audit	AUD
Withdrawal	W
Withdrawal (in Academic Difficulty)	WF
Advanced Standing	ADV
Not for Credit	NC

All one week courses are graded on a pass/fail basis and are noted as "P" or "F" on the transcript.

These are the only grades submitted to the Registrar's Office. In addition, departments may submit a written appraisal of each student at the end of each course.

B. Withdrawals: (see also section VIII.E)

Withdrawal from a course in progress is indicated on the transcript by "W" when a student is in satisfactory academic standing in that course and by "WF" when a student is in academic difficulty in that course.

C. Incomplete:

"Incomplete" is not a grade, but a notation that a grade cannot be determined because the student has been unable to complete all or part of the course due to extenuating circumstances (e.g., illness, death in family, etc.). Extenuating circumstances must be validated by the Dean of Student Affairs before the course director may grant an "Incomplete." This notation is not to be used to denote unsatisfactory performance.

A notation of "Incomplete" will be replaced by a grade when a student has made up the missing material and/or taken the necessary examination(s) as approved by the department. For pre-clerkship students, this must be done prior to one week before the start of the next academic year. For students entering the clinical curriculum, this must be done prior to one week before the start of the student's first clerkship. Any notations of "Incomplete" remaining beyond these time limits will be converted to a grade of "Fail." Incompletes in core clerkships must be completed no later than four months after completion of the last core clerkship, except as approved by the Dean of Student Affairs.

D. Auditing Classes:

A student may elect to audit a course upon approval of the Dean of Student Affairs. The name of an auditing student appears on the class roster provided by the registrar. Tuition is charged for an audited course. Audited courses will appear in the student's official record. There will be no credit recorded for the audited course.

E. Extramural Courses:

Courses taken outside the institution prior to matriculation at UMDNJ-Robert Wood Johnson Medical School may be approved for credit by the individual department. Extramural courses taken by Robert Wood Johnson Medical School students following their matriculation at Robert Wood Johnson Medical School will be accepted for credit only under one of the two following circumstances:

1. The extramural course has been approved for remediating a course failure.
2. The extramural course is an approved elective.

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IV. LIMITS ON LENGTH OF THE ACADEMIC PROGRAM

- A. Unless otherwise approved by the Academic Standing Committee, the maximum allowable time limits for components of the overall academic program are as follows:
1. Pre-clerkship studies: 3 years
 2. Clinical studies: 3 years
 3. Pre-clerkship plus Clinical studies: 6 years
 4. Leaves of absence: total accumulated leaves of absence (medical and/or personal) may not exceed 2 years
 5. Pursuit of Ph.D.: 4 years
 6. Pursuit of other approved academic programs (e.g. J.D., M.B.A., M.P.H., Student Scholar) or research activities: 3 years (unless extended for one additional year by approval of the Dean of Student Affairs).
- B. The overall maximum allowable time from matriculation to completion of requirements for the M.D. degree is 10 consecutive calendar years.

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V. PROCEDURES FOR RE EXAMS FOR FIRST AND SECOND YEAR CURRICULA

- A. Re-examinations, after a grade of "Fail" has been filed with the Registrar, may be given at the discretion of the departments involved, except as restricted by the Academic Rules and Regulations. Regulations concerning re-examinations will be issued in writing by the department at the start of each course. Based on a student's performance, a department may decide that the student may not be permitted to take a re-examination, but must repeat the entire course. The method which the department devises to arrive at this decision rests with the department involved.
- B. Re-examinations in courses of 3 credit hours or more are scheduled after the end of the Spring Semester. A schedule for re-examination for both first and second year courses will be approved by the Dean of Student Affairs in consultation with the appropriate departments to ensure coordination of re-examination procedures. No re-examination may be given at other times except with the approval of the Dean of Student Affairs.
- C. Only one re-examination is permitted in each course. Petitions for exceptions must be supported by both the student and the department and require specific approval of the Academic Standing Committee.
- D. All re-examinations are to be given on the premises of the Robert Wood Johnson Medical School.
- E. Students failing a course taken at the Robert Wood Johnson Medical School for the second time will not be allowed a re-examination and will be subject to dismissal. This rule applies also to those students who did not take a re-examination after the first failure.

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VI. PROCEDURES FOR REMEDIATING OR REPEATING COURSES AFTER ACADEMIC FAILURE IN THE FIRST AND SECOND YEAR CURRICULA

A. Ordinarily, students may repeat a failed course during the next academic year at Robert Wood Johnson Medical School. However, after review of a student's entire academic record, exceptions to this rule may be instituted by the Academic Standing Committee, and the student may be dismissed.

If a student has failed a course after taking the course for a second time at Robert Wood Johnson Medical School, the student will not be permitted to remediate and will be considered for dismissal.

B. After the re-examination period, failed course work may be remediated through an approved summer course at another institution, or by repeating the course at Robert Wood Johnson Medical School during the next academic year. Such a program must be arranged by the student and faculty of the departments involved, and approved by the Dean of Student Affairs.

C. One week before the start of the next academic year, any remaining notations of "Incomplete" will be converted to a grade of "Fail."

D. Students having one or more grades of "Fail" remaining after remediation attempts have been completed, must repeat those courses at Robert Wood Johnson Medical School.

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VII. PROCEDURES FOR REMEDIATION IN THE THIRD AND FOURTH YEAR CURRICULA

Remediation of grades of "Pass" or higher is not permitted.

A. REQUIRED COURSES

1. A grade of "Conditional Pass" ("CP") will require remediation. The specifics of the remediation will be determined by the relevant clerkship director. Remediation may include clinical duties, an examination, both clinical duties and an exam, or other specific remedial programs. The duration of such remediation may not exceed four weeks; students whose clinical deficiencies require a longer remedial period should be given a grade of "Fail." Upon completion of the required remediation, a student's final grade must be recorded as either "Pass" or "Fail".

2. After a grade of "Fail" has been filed with the Registrar, the student must repeat the clerkship in its entirety except as restricted by the *Academic Rules & Regulations*.

3. Remediation of a course will be scheduled at a time approved by the Course Director and the Dean of Student Affairs. Remediation of core clerkships must be completed no later than four months after completion of the last core clerkship, except as approved by the Dean of Student Affairs. All remediation of third year core clerkships must be completed before engaging in fourth year core rotations except with permission of the Dean of Student Affairs in consultation with the relevant fourth year course director.

4. All re-examinations are to be given on the premises of the Robert Wood Johnson Medical School.

5. A student who has failed two or more clerkships or has received 3 or more grades of "Conditional Pass" (prior to re-examination or additional clinical experience) will be reviewed by the Academic Standing Committee. Such students will be considered for dismissal. Alternatively, such students may be denied the opportunity to remediate these failures by re-examination or additional clinical experience. Such students may be required to repeat some or all of the clerkships, whether passed previously or not.

6. Students who have failed a clerkship for a second time will be subject to dismissal.

B. ELECTIVES

1. A grade of "Conditional Pass" will require remediation. The specifics of the remediation will be determined by the relevant course director. Remediation may

include clinical duties, an examination, both clinical duties and an exam, or other specific remedial programs. The duration of such remediation may not exceed four weeks; students whose clinical deficiencies require a longer remedial period should be given a grade of "Fail." Upon completion of the required remediation, a student's final grade must be changed to either "Pass" or "Fail."

2. Remedial work, ordinarily, will be done in the same division as that of the failed course, but may be done in a different division if approved by the student's advisor, Chair of the department in question, and Dean of Student Affairs.
3. Remediation must be scheduled as soon as possible, at a time mutually agreed upon by the course director, the Dean of Student Affairs, and the student. Students must remediate all failures before graduation.

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VIII. PROCEDURES REGARDING STUDENTS IN ACADEMIC DIFFICULTY AND OTHER MATTERS OF ACADEMIC STANDING

A. Academic Difficulty:

For the purposes of the *Academic Rules and Regulations*, academic difficulty is defined as having an unremediated course failure or being in clear danger of failing a course (as certified by the course director) or receiving a grade less than "Pass" while on Academic Warning.

B. Transcript entries after remediation:

1. If a student is taking a course for the first time, a grade of "Fail" or "Conditional Pass" may be changed to "Pass" by the department upon satisfactory completion of a re-examination or of limited course work. For pre-clerkship courses, this must be completed prior to one week before the start of the next academic year. Only students who receive "Fail" or "Conditional Pass" may be permitted to improve their grades. The original and the improved grade will both appear on the transcript.
2. When a student has failed a course and is permitted to satisfy that course requirement by passage of a summer course or by repeating a course at Robert Wood Johnson Medical School, an additional transcript entry without alteration of the original grade will appear. Successful completion of a course at another approved institution will result in a transcript entry without a specific grade.

A notation of "Incomplete" will be replaced by a grade by making up the missing material and/or taking the necessary exam(s) as approved by the department. This must be done prior to one week before the start of the next academic year in the pre-clerkship curriculum. Incompletes in core clerkships must be completed no later than four months after completion of the last core clerkship, except as approved by the Dean of Student Affairs. Any notations of "Incomplete" remaining at this time will be converted to a grade of "Fail."

C. Policy on Program Modification Due to Academic Difficulty:

1. Students receiving a total of three or more grades of "F" or "WF" in the first semester of the first year must have their academic records reviewed by the Academic Standing Committee. Such students must modify the standard curriculum by taking only one major course (4 credit hours or more) in the second semester, except as approved by the Academic Standing Committee. The specific schedule will be developed by the Dean of Student Affairs in consultation with the student. A letter of agreement giving the details of the Individualized Curriculum is to be signed by the student and filed with the Registrar for placement in the student's file.
2. Students in academic difficulty, other than those referred to in section VIII.C.1., may voluntarily request to be given an Individualized Curriculum with less than the standard semester course load. Such requests must be approved by both the

Dean of Student Affairs and the Chair of the Academic Standing Committee. In the event of a disagreement, an ad hoc committee of at least four members of the Academic Standing Committee plus the Chair may be convened to resolve the matter. If approved, the specific schedule will then be developed by the Dean of Student Affairs in consultation with the student. A letter of agreement giving the details of the Individualized Curriculum is to be signed by the student and filed with the Registrar for placement in the student's file.

D. Program Modifications for Students in Good Academic Standing:

Students who are not in academic difficulty may modify the standard curriculum in consultation with, and with the approval of, the Dean of Student Affairs.

E. Policy on Withdrawal from Courses:

1. Before receiving permission to withdraw from a course, the academic status of the student in that course will be reviewed by the Dean of Student Affairs in consultation with the course director. Permission to withdraw must be approved by both the Dean of Student Affairs and the Chair of the Academic Standing Committee. In the event of a disagreement, an ad hoc committee of at least four members of the Academic Standing Committee plus the Chair may be convened to resolve the matter.
2. Withdrawal initiated after a course has begun will be recorded in one of two ways:
 - a. Withdrawal when a student is not in academic difficulty in that course will be indicated as "W."
 - b. Withdrawal from a course in which a student is currently in academic difficulty will be indicated on the transcript as "WF."
3. Limitations on Withdrawal:
 - a. Students who are in academic difficulty in a course may withdraw no later than one week following the reporting of the results of the penultimate exam of that course.
 - b. Students whose academic performance as determined by the course director is sufficiently poor as to preclude passing the course will not be permitted to withdraw.
 - c. A student will be permitted to withdraw only once from any given course.
 - d. A student who has previously failed a course will not be permitted to withdraw in academic difficulty when repeating that course.
 - e. A student on a mandatory reduced course load due to academic difficulty (see VIII.C.1.) may not withdraw from any course.
4. A student who has withdrawn from a course may not substitute a summer remedial course in place of completing that course at Robert Wood Johnson Medical School.
5. A student who withdraws from a course when in academic difficulty, and fails that course the next time it is taken, is entitled to the usual remediation procedures (re-examination/summer course). If remediation is unsuccessful, the student will be subject to dismissal.

F. Professionalism and Behavior

1. When problems are noted in a student's behavior indicating that the student lacks the personal qualifications and attributes deemed necessary to perform the duties of a medical professional as referred to in Section II, action will be initiated by the Dean of Student Affairs. Such action may include referral to the Academic Standing Committee.
2. The Academic Standing Committee will review the academic record of any student for whom two or more Professionalism Evaluation forms have been

submitted. Such review may result in placement on Academic Warning or consideration for dismissal.

G. The Academic Standing Committee will review the academic record of any student taking a full academic load who has received within one academic year (irrespective of re-examination or other remediation):

1. two or more initial grades of "Fail" in pre-clerkship courses.
2. two or more grades of "WF" in pre-clerkship courses.
3. one initial grade of "Fail" and one or more grades of "WF" in pre-clerkship courses.
4. one or more initial grades of "CP", "Fail" and/or "WF" in a clinical course.
5. failure of the Summative Clinical Skills Assessment.

Such students may be placed on Academic Warning, and may be required to alter their subsequent proposed schedule of course work.

H. Students on reduced course loads must receive grades of "Pass" or better. Therefore, for students on reduced schedules, any grade of "CP", "F" or "WF" will serve as grounds for review and may result in placement on Academic Warning and/or consideration for dismissal by the Academic Standing Committee.

I. Any student repeating a previously failed course or repeating a course to fulfill a requirement of the Academic Standing Committee or the Dean, must achieve a grade of "Pass" or better. Failure to achieve a grade of "Pass" or better will serve as grounds for review by the Academic Standing Committee and may result in placement on Academic Warning and/or consideration for dismissal.

J. Limitations on number of failing grades for students taking a full academic load:

Consideration for dismissal from the medical school will result under the following conditions. For purposes of calculation, grades of "WF" and initial grades of "CP" are equivalent to one-half of an initial grade of "Fail." In addition, a "CP" which converts to a "Fail" is equivalent to an initial grade of "Fail":

1. Four or more initial grades of "Fail" are received (irrespective of remediation) in courses of the first year curriculum.
2. Two or more initial grades of "Fail" (irrespective of remediation) in courses of the second year curriculum.
3. A total of six or more initial grades of "Fail" have been received (irrespective of remediation) in courses of the first and second year curricula combined.
4. Two initial grades of "Fail" or three or more initial grades of "CP" are received (irrespective of remediation) in the clinical curriculum.

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IX. APPEARANCE BEFORE ACADEMIC STANDING COMMITTEE

A. A student may request to appear in person before the Academic Standing Committee to discuss matters of his or her academic standing that are within the jurisdiction of the committee. Such requests for appearances should be made in writing to the Dean of Student Affairs. Similarly, the Academic Standing Committee can request that a student make a personal appearance before it.

B. When a student appears before the Academic Standing Committee, he or she may be accompanied by a maximum of three individuals affiliated with Robert Wood Johnson Medical School.

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X. REQUIREMENTS OF UNITED STATES MEDICAL LICENSING EXAM (USMLE)

A. All students are required to take the USMLE Step 1 examination prior to the Introduction to the Clinical Experience course except with permission of the Dean of Student Affairs. In addition to all other requirements, no student may receive credit for more than two third year clerkships without first passing USMLE Step 1.

1. Students who do not pass the USMLE Step 1 on the first attempt are allowed only two additional attempts within one calendar year following the first taking to successfully complete Step 1. Students may not take the USMLE Step 1 more than three times.
2. If a student has taken one clinical clerkship without having passed USMLE Step 1, the student shall be placed in a program of independent study and shall not be permitted to begin a second clerkship until the student has retaken USMLE Step 1.
3. Students may not begin a third clerkship until notification of a passing score for USMLE Step 1 is received.

B. In addition to all other requirements, all students must pass Step 2 (Clinical Knowledge) and Step 2 (Clinical Skills) of the USMLE to be eligible to graduate.

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XI. LEAVE OF ABSENCE PROCEDURES

A. Non-Medical:

1. The student must submit a letter to the Dean of Student Affairs requesting a Leave of Absence and explaining the reasons for the request.
2. Requests for a Leave of Absence by students in good academic standing will be acted upon by the Dean of Student Affairs. Appeals of the Dean's decision may be made to the Academic Standing Committee.
3. Requests for a Leave of Absence by students in academic difficulty will be forwarded by the Dean of Student Affairs to the Academic Standing Committee for action.
4. Conditions which must be met before the student is permitted to return may be attached to the Leave of Absence by either the Dean of Student Affairs or the Academic Standing Committee.
5. Students who have been granted a Leave of Absence shall notify the Dean of Student Affairs, in writing, of their intention to return, no later than 6 weeks before their intended return.
6. Maximum cumulative medical and/or personal leave is two years.
7. If after the maximum permissible period of a leave of absence the student does not return, it will result in an administrative withdrawal of the student from the medical school.
8. Students who are on an approved Leave of Absence may, by approval of the Dean of Student Affairs, maintain their enrollment in the medical school.

B. Medical:

1. Requests for a medical Leave of Absence should be made in writing to the Dean of Student Affairs, and must include a letter from the student's licensed health care professional and, at the discretion of the Dean of Student Affairs, a health care professional designated by the school, documenting the need for a medical leave.
2. Upon return from a medical Leave of Absence, a letter from the student's licensed health care professional and, at the discretion of the Dean of Student Affairs, a

health care professional designated by the medical school certifying readiness of the student to return to school is required 6 weeks prior to the intended return.

3. Maximum cumulative medical and/or personal leave is two years.
4. If after the maximum permissible period of a leave of absence the student is not found fit to return, it will result in an administrative withdrawal of the student from the medical school.
5. Students who are on an approved medical Leave of Absence may, by approval of the Dean of Student Affairs, maintain their enrollment in the medical school.

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XII. SATISFACTORY ACADEMIC PROGRESS (Does not apply to students who matriculated prior to August 1, 2009)

- A. Satisfactory Academic Progress is the successful completion of degree requirements according to published increments that lead to degree completion within published time limits. Students will be reviewed for satisfactory academic progress annually. Students who fail to maintain satisfactory academic progress may be placed on financial aid probation, suspended or dismissed. Students who fail to maintain satisfactory academic progress during any established increment must be informed of their status and their eligibility for federal financial aid funding.
- B. Qualitative Standard: Students are required to earn a grade of Pass in preclinical courses, and a grade of Pass, High Pass or Honors in clinical courses in order to successfully complete a course. [See Section III *Grading* for an explanation of all possible grades] Students who do not:

successfully earn the grades required in paragraphs H and J of Section VIII *Procedures Regarding Students in Academic Difficulty and Other Matters of Academic Standing* or;

complete the USMLE Step 1 as specified in Section X. *Requirements of United States Medical Licensing Exam* or;

pass USMLE Step 2 CK and CS within three attempts each,

have not achieved satisfactory academic progress. If a student has not passed USMLE Step 2 CK or CS by the expected graduation date, but has completed all other graduation requirements, the student will not be enrolled as full time and will not be eligible for financial aid.

- C. Quantitative Standard:

Students who exceed the maximum allowable time limits specified in Section IV. *Limits of Length of the Academic Program* have not made satisfactory academic progress.

If a student who is enrolled as a Student Scholar receives any graduation credit (maximum of 8 weeks), that period of time will be included in the maximum allowable time period.

Periods of Independent Study for the USMLE may be approved by the Dean of Student Affairs for incremental periods of up to 3 months. If a student remains on

Independent Study for more than one year, the student will not be making satisfactory academic progress and will be placed on Financial Aid Probation.

D. Financial Aid Probation

Students deemed by the Academic Standing Committee (ASC) as not progressing satisfactorily may be placed on financial aid probation. While on financial aid probation the student will be eligible for financial aid for a period not to exceed one year. In order to re-establish satisfactory academic progress, the student must complete the following year successfully and fulfill all requirements defined by the ASC. Failure to re-establish satisfactory academic progress within one year or any shorter period established by the ASC will result in loss of financial aid eligibility.

Note: A student who has lost eligibility for financial aid may not automatically regain eligibility by paying for the enrolled courses or by sitting out a semester. The student must successfully re-establish satisfactory academic progress by completing the requirements specified by the ASC.

E. Appeal Process

Students who wish to dispute a determination of unsatisfactory academic progress and financial aid eligibility must submit a written request to appeal, in accordance with the appeal mechanism set forth in Section IX. *Appearance before the Academic Standing Committee.*

F. Documentation

Documentation of decisions and data regarding satisfactory academic progress, financial aid probation and appeals, shall be maintained in the Office of the Registrar and provided to the affected student and the UMDNJ Office of Financial Aid.

G. Dismissal or Withdrawal

Students who are dismissed or withdrawn from the school are not deemed to be making satisfactory academic progress and are not eligible to receive financial aid.

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XIII. ACADEMIC WARNING

Academic Warning is a condition that reflects the concern of the Academic Standing Committee about the academic performance of a student. A student on Academic Warning will remain enrolled in medical school and will be permitted to register for courses. A student on Academic Warning will be notified by the Academic Standing Committee that he or she has been judged by that committee to be encountering academic problems. If such difficulty persists, the student may be considered for dismissal as set forth in XIV.A.3. The duration and conditions for removal from Academic Warning must be stipulated in writing by the Academic Standing Committee.

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XIV. ACADEMIC SUSPENSION

Upon consideration of a student for dismissal, the Academic Standing Committee may decide to place a student on academic suspension. A student on academic suspension will remain enrolled in medical school but will not be permitted to participate in courses.

The duration and conditions for removal from suspension must be stipulated in writing by the Academic Standing Committee. The designation of suspension will be recorded on the transcript.

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XV. DISMISSAL

A. Reasons for Dismissal:

Reasons for dismissal include, but are not limited to, the following:

1. Failure of the same course taken twice at Robert Wood Johnson Medical School. In this instance a re-exam will not be allowed.
2. Failure of Step 1 of the USMLE three times, or failure to pass Step 1 within the required time period.
3. Exceeding the limitation on number of failed courses as described in Sections VIII.H., I., J., or having other persistent academic difficulty.
4. Behavior which results in two or more Professionalism Evaluation forms.
5. Absence of the personal qualifications and attributes deemed necessary to perform the duties of a medical professional.
6. Inability to complete the academic programs within the established time limits set forth in Section IV, including inability to complete the M.D. degree within ten years.
7. Failure to satisfy the conditions for removal from Academic Warning or suspension.
8. Deliberate falsification of admissions information or other official records.
9. Inability to complete the curriculum.

B. Procedures for Dismissal:

1. The student is given an opportunity to appear before the Academic Standing Committee to discuss reason(s) for dismissal.
2. The Academic Standing Committee makes a decision for or against recommending dismissal after consideration of all the facts.
3. If the Academic Standing Committee decides to recommend dismissal, a letter is forwarded to the Dean of the School.
4. A student may appeal the decision of the Academic Standing Committee to the Dean. Students wishing to appeal must contact the Dean's Office within two weeks of the date of the Committee's letter notifying the student of the Committee's decision to recommend dismissal.
5. Final decision rests with the Dean of Robert Wood Johnson Medical School.

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