

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-432
ACADEMIC POLICY TITLE: COM Academic Promotion, Progression and Graduation Requirements	EFFECTIVE DATE: July 1, 2024 REVISED: July 1, 2025
RESPONSIBLE DEPARTMENT: College of Medicine	Approval Authority: Curriculum Committee Responsible Office: COM Medical Education

(A) PURPOSE

The purpose of this policy is to clearly delineate the promotion, progression, and graduation requirements of the College of Medicine’s Doctor of Medicine (MD) Curriculum.

(B) SCOPE

The scope of this policy is limited to the MD Curriculum. Additional requirements may be defined for students in accelerated tracks in dual degree programs. Additional or different requirements may also be imposed by the COM Committee on Academic and Professional Progress (CAPP) or as part of an academic intervention, i.e., a learning contract.

(C) DEFINITIONS

- (1) “Promotion” refers to the act of formally moving a student from one level of training to another, acknowledging that the student has completed all of the requirements for the current level of training (e.g., changing a student from M1 to M2). Promotion decisions are made by the COM CAPP prior to the start of each academic year.
- (2) “Progression” refers to the act of formally allowing a student to continue in their current level of training, acknowledging that a student has met criteria for continued study at that cohort level of training, for example, a student who has passed their United States Medical Licensing Examination (USMLE) Step 2 CK exam may continue progression in the M4 year.
- (3) “Graduation Cohort” refers to a group of students based on their anticipated graduation year assuming on time progression at all levels. Examples are Class of 2024 or Class of 2028. Students in each cohort level of training, for example M1, will be designated as part of the same Graduation Cohort. Students may move into a different Graduation Cohort due to delays in promotion or progression or due to a leave of absence.

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(D) POLICY STATEMENT

- (1) Decisions regarding Promotion and Progression are made by the COM CAPP following standards set by the Curriculum Committee.
- (2) Final Promotion decisions are made by the COM CAPP prior to the start of the subsequent academic year.
- (3) Progression decisions are made on an ongoing basis following guidelines set by the Curriculum Committee and defined in the COM CAPP rubric published in the student handbook each academic year.
- (4) The COM CAPP recommends a list of graduates to the Board of Trustees in early spring of each Graduation Cohort's M4 year.
- (5) Throughout their time in the COM and throughout the curriculum, students must demonstrate consistent and ongoing professional behaviors, as specified by the Student Honor Code and the COM educational program objectives.
 - (a) Students who have lapses in professionalism are referred to the COM CAPP and may undergo remediation to ensure they are better able to consistently demonstrate the values of the profession.
 - (b) Students who have lapses in professionalism are referred to the COM CAPP and may undergo remediation to ensure they are better able to consistently demonstrate the values of the profession.
- (6) Throughout the curriculum, students must meet and maintain credentialing requirements to participate in their clinical activities so as to Progress in the curriculum. Failure to meet or maintain credentialing requirements may result in delays in Progression within the curriculum.

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- (7) Students who do not meet academic standards for their courses or other Progression or Promotion criteria may be referred to COM CAPP to determine whether they are eligible to Progress or be Promoted in the curriculum.
- (a) The COM CAPP may set additional academic requirements or modify a student’s schedule or timeline to Progress in the curriculum.
 - (b) The COM CAPP may mandate a leave of absence, require a student to repeat a course or phase of the curriculum, or establish other conditions for Progression in the curriculum.
 - (c) Decisions which result in delayed Progression may be appealed as described in the student handbook.
- (8) The following additional specific requirements must be met for Promotion and Progression in the MD curriculum:
- (a) Requirements for Progression in M1 Year
 - (i) Students must successfully pass a sufficient number of M1 courses to Progress in the M1 year, as defined by the COM rubric published in the student handbook.
 - (ii) Students must take a comprehensive basic science exam on time unless provided with an extension due to remediation requirements or granted an excused absence for medical or other unavoidable emergency.
 - (b) Requirements for Promotion from M1 to M2 year
 - (i) Students must successfully complete and pass all M1 courses.
 - (c) Requirements for Progression in M2 Year

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- (i) Students must successfully pass a sufficient number of M2 courses to Progress in the M2 year, as defined by the COM CAPP rubric published in the student handbook.
- (ii) Students must take the Comprehensive Basic Science Exam (CBSE) at the designated times and attain the required score set forth by the Curriculum Committee.
 - (a) Students must take and achieve a passing score on the CBSE according to the USMLE Step 1 Flow Chart approved annually by the Curriculum Committee, with exception of extraordinary circumstances as approved in writing by the Senior Associate Dean for Medical Education.
 - (b) Students must achieve a score that meets minimum academic standards on a CBSE to sit for USMLE Step 1 licensure examination.
- (d) Requirements for Promotion from M2 to M3
 - (i) Successfully complete and pass all M2 courses.
 - (ii) Take and meet standards for CBSE.
 - (iii) Pass USMLE Step 1.
 - (a) The deadline to take USMLE Step 1 is the third Friday in May of the M2 year.
 - (b) Students awaiting Step 1 results will be permitted to begin the M3 year on a conditional basis.

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- (i) Requests for postponement of the Step 1 must be made to and approved by COM CAPP, and will only be granted for exceptional circumstances.
 - (ii) Requests to delay taking Step 1 beyond the deadline should be made no later than seven (7) business days prior to this deadline.
- (c) Students who do not achieve a passing score on USMLE Step 1 will be reviewed by COM CAPP, who is responsible for making the decision regarding the opportunity to retake the Step 1 examination. Students who are approved to retake the examination must do so by the third Tuesday of December or by a date specified by COM CAPP. All COM CAPP academic standards, conditions of leave of absence and return to the curriculum apply.
- (e) Requirements for Progression in M3
 - (i) Students must successfully pass sufficient M3 courses as defined by the rubric published in the student handbook and overseen by COM CAPP.
- (f) Requirements for Promotion from M3 to M4
 - (i) Students must successfully complete and pass all required M3 clerkship courses.
- (g) Requirements for Progression in M4
 - (i) Students must successfully pass required M4 courses and electives.
 - (ii) Students must take and successfully pass the USMLE Step 2 CK.

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- (a) USMLE Step 2 CK must be taken by October 1 of the M4 year. In academic year 26-27, the deadline will become September 1 of the M4 year for all students regardless of the residency match calendar.
- (b) Requests for postponement of the USMLE Step 2 CK
 - (i) For AY25-26 only: Students applying to a specialty with an early application deadline (i.e., Urology, Ophthalmology, military) may delay taking USMLE Step 2 CK but must take it by January 1 of their M4 year. Students applying to an early match who wish to delay taking USMLE Step 2 CK must notify the Assistant Dean of Student Affairs of this intention and are exempted from COM CAPP review and approval of the deadline change.
 - (ii) All other requests for postponement of the examination must be made to and approved by COM CAPP.
 - (iii) Requests to delay USMLE Step 2 CK beyond the set deadline should be made no later than seven (7) business days prior to the deadline.
- (c) Students who do not achieve a passing score on USMLE Step 2 CK will be reviewed by COM CAPP. Decisions regarding retake, timing, and interruptions of training will be decided by COM CAPP. All COM CAPP academic standards, conditions of leave of absence and petition to return to the curriculum apply.

(9) Curriculum and Degree Requirements

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- (a) The granting of the MD degree is contingent upon the approval by the Board of Trustees as recommended by the COM CAPP, Office of the University Registrar, and the COM Dean.
- (b) The recommendation of COM CAPP is based upon the following criteria:
 - (i) All students achieving at least a passing grade in all courses required by the faculty for the MD degree.
 - (ii) All students are required to take Step 1 and Step 2 CK of the USMLE and achieve a passing score on these examinations as determined by the National Board of Medical Examiners (NBME).
 - (iii) All students must demonstrate consistent and ongoing professional behaviors as outlined in the Student Honor Code and the COM educational program objectives.
- (c) The recommendation of the Office of the University Registrar is based upon the following criteria;
 - (i) A completed degree audit of all required courses/exams;
 - (ii) An absence of any outstanding library materials or fines;
 - (iii) A completed Financial Aid exit counseling session and all associated documentation; and
 - (iv) Being in good standing with Student Accounts/Bursar.