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General Principles and Policies

A. Admissions to the Undergraduate Medical Education Program

Albany Medical College defines diversity in the broadest sense, meaning the inclusion of all persons regardless of ethnic and racial background, socioeconomic background, geographic (urban and rural), gender, gender identity, sexual orientation, religious beliefs, age, physical disabilities and other personal attributes, that can contribute to a welcoming, inclusive culture across the Medical College and Medical Center. Understanding and recognizing that disparities exist in society today and can be clearly documented in health care, the College looks to develop and educate future physicians to be able to practice medicine in a way that supports the health care needs of all people. To successfully achieve this goal, Albany Medical College and Medical Center believes it serves as the role model that helps to shape the knowledge, skills, behaviors and attitudes of its graduates.

The Medical College has instituted tactics to:

• Provide a culturally rich and diverse environment that is recognized for providing encouragement, support and resources to people from all backgrounds
• Increase the number of underrepresented minorities in faculty and leadership of the Medical College
• Challenge stereotypes and prepare students for the provision of care in a demographically diverse national and international arena, the school will increase the percentage of American Indians or Alaskan Natives, African Americans or persons of African or Caribbean descent, Native Hawaiian or Pacific Islanders, Puerto Rican backgrounds, other Hispanic or Latino backgrounds including Latin Americans, Asians, multiracial persons and persons who may be socioeconomically challenged.
• Monitor retention and recruitment of underrepresented minorities through continuous monitoring
• Develop curricular components and professional development opportunities to support an inclusive world view for individual healthcare practitioners thereby influencing the health of the public.
Therefore, Albany Medical College is committed to the belief that educational opportunities should be available to all qualified persons without regard to race, creed, color, age, sex, religion, marital status, handicap or national origin. The Admission policies and procedures reflect and support this belief. The Undergraduate Medical Education Program is approved by the New York State Education Department for the training of veterans and other eligible persons.

Each year the medical college seeks to enroll approximately 128-140 diverse and multi-talented students in our freshman class, ready to begin an educational program leading to the degree of Doctor of Medicine. Ultimately, the final selection of students is the responsibility of the Admissions Committee. Employing a holistic approach as the review process, the Committee strives to ensure that every qualified applicant receives fair and careful consideration.

Further, admission is not restricted solely to New York State residents. Instead, the admissions process attempts to attract the best qualified applicants, thus reflecting a wide geographic diversity. The academic record of an applicant provides the basis for predicting potential success in medical school. Academic performance can be evaluated with regard to specific schools attended, selection of courses and course load. In addition, standardized tests provide a common measure by which to compare applicants.

Of equal importance are the personal characteristics of an applicant, such as motivation, maturity, compassion and fitness for a career in medicine. The personal essay, extracurricular activities and community involvement all provide insight into an applicant's character and personality. In addition, the Committee must rely, to a considerable extent, on the thoughtful recommendations of premedical advisors and college professors. In a sense, these individuals act as members of the Admissions Committee, sharing our obligation to society and to the medical profession to select the most qualified and promising applicants.

The College utilizes the Multiple-Mini Interview (MMI) process to determine how an applicant might fulfill the Medical College’s outcome objectives. Unfortunately, it is not possible or practical to interview all applicants. Thus, invitations to participate in the MMI process are extended at the discretion of the Admissions Office using criteria developed by the Admissions Committee.

Under exceptional circumstances, deferments of admission may be granted. Requests are considered on an individual case basis. Further information is available at the Admissions Office

**Combined Degree and other Admission Processes**

Albany Medical College reserves up to 50 places in its first-year class for students matriculating via combined degree programs with Rensselaer Polytechnic Institute, Union College and Siena College.

Albany Medical College and Rensselaer Polytechnic Institute offer an accelerated Biomedical Program that enables qualified individuals to complete requirements of both
the BS and MD degrees in seven calendar years. Three years of study are carried out at Rensselaer Polytechnic Institute followed by a four-year course of study at Albany Medical College. Medical research is a focus of this program and is carried out at the medical school during the third year at Rensselaer and during the first and second years at Albany Medical College. The goal of this program is to prepare physicians who will advance the practice of medicine through their clinical skills combined with their understanding and ability to carry out health care research. Awarding of the MD degree is contingent upon successful completion of both the undergraduate and medical school curriculum requirements.

Admission to the Physician Scientist Program is limited to individuals who have not initiated full-time undergraduate study and who display the motivation, maturity, and intellectual capacity necessary to pursue an accelerated course of study.

Applications are initially reviewed by Rensselaer Polytechnic Institute. Applications of candidates who meet the program standards of Rensselaer Polytechnic Institute are forwarded to Albany Medical College for further review. Since it is impossible to interview all qualified applicants, only applicants with uniformly superior academic credentials and test scores as well as relevant backgrounds are invited to the required interview at the Medical College. The interview provides applicants with the opportunity to learn more about this innovative program and for the committee to assess their readiness to undertake such an enriched program.

Applicants must complete secondary school with superior scholastic credentials. Course work must include: four years of English; one year each of biology, physics and chemistry; four years of mathematics through pre-calculus The Scholastic Aptitude Tests: SAT I and SAT II in mathematics (level I, level IC, level II or level IIC), writing; and science (physics, chemistry, biology, or biology E/M) are required. In lieu of the Scholastic Aptitude Tests, the American College Test (ACT) scores may be submitted. All tests must be completed by the November test date prior to the proposed September matriculation. Applications must be filed and completed by November 1. Admission to the program is limited to citizens of the United States.

Union College and Albany Medical College Leadership in Medicine Program offer a joint program enabling qualified students to earn both the BS, MS, or MBA and MD degrees in eight years. Awarding of the MD degree is contingent upon successful completion of all requirements at both Union College and Albany Medical College. The curriculum stresses thorough undergraduate preparation in both the sciences, humanities, and health care management. The requirements of an interdepartmental major "a nonscience discipline" as well as ten courses in health care management provide the opportunity to acquire a breadth of knowledge and understanding not typically found in premedical programs. The goal of this program is to prepare physicians who will be leaders capable of addressing the managerial, moral, multicultural and international challenges facing American medicine in the twenty-first century.
Admission to the Leadership in Medical Program is limited to individuals who have not initiated full-time undergraduate study and who display the motivation, maturity, and intellectual capacity necessary to pursue an accelerated course of study. Applications are initially reviewed by Union College. Applications of candidates who meet the program standards of Union College are forwarded to Albany Medical College for further review. Invitations to interview will be extended to select applicants with uniformly superior academic credentials and test scores, as well as relevant backgrounds. The interview will provide an opportunity to assess the applicant's motivation for medicine, level of maturity, and personal development.

Candidates must complete secondary school with superior scholastic credentials. Course work must include four years of English, three years of mathematics through trigonometry and one year each of biology and chemistry. The Scholastic Aptitude Tests: SAT I and SAT II in mathematics (level I, level IC, level II, or level IIC); writing and science (physics, chemistry, biology, or biology E/M) are required. In lieu of the Scholastic Aptitude Tests, the American College Test (ACT) scores may be submitted. All tests must be completed by the December test date prior to the proposed September matriculation. An application for admission must be filed and completed prior to December 1. Admission to the program is limited to citizens of the United States.

An early assurance program with Science, Humanities and Medicine Program and Siena College, the first of its kind in the country, places emphasis on humanities, ethics and social service. Students accepted into this program will earn a BA degree from Siena after four years of study and an MD degree from the Albany Medical College upon completion of the medical curriculum. Successful completion of all undergraduate degree requirements is necessary before matriculation into medical school.

In addition to the traditional science courses that provide a firm foundation for the basic medical sciences, students in this program will take more humanities courses at Siena than in traditional premedical programs. Included in the curriculum are courses in philosophy, ethics, decision making, social work, medical sociology and metaphysics. Through this coursework, interactions with faculty and personal experiences, students will learn that every medical issue has an ethical dimension which requires a broadly educated physician.

Unique aspects of this program include two summers spent in volunteer service. Grants are available for travel and living expenses. During the summer between the junior and senior year at Siena, students are engaged in nonmedical work with the disadvantaged in settings such as urban ghettos or developing nations. During the summer following the second year of medical school, medically oriented volunteer experiences may be sought in rural or inner city clinics.

Competitive applicants are well-rounded women and men who have compiled strong academic records. Of equal importance is the student's demonstrated concern for others and for the community as exhibited in volunteer activities. Personal characteristics of the successful applicant include maturity, motivation, organizational talent and leadership skills.
High school seniors interested in this program must initially file an application with Siena College. An application for admission must be filed and completed by November 15. Those candidates who are selected for interview will receive an application from Albany Medical College. Admission to the program is limited to citizens of the United States. Offers of acceptance are jointly offered by both schools. Satisfactory academic performance at Siena and a continued commitment to the goals of the program will ensure a smooth progression from the undergraduate school to the medical school.

There are other early assurance programs that also add to the class each year. They are typically for students who qualify after the second year of college.

**MD/PhD Program**
A combined program of study which leads to the awarding of both an MD and PhD degree is available to students who wish to pursue a career in research and academic medicine. Such programs usually take six or seven years to complete. Students complete the first two years of medical school followed by a second two or three year period of graduate study and thesis preparation and a final two years of ambulatory and hospital-based clinical clerkships. Stipends are available to cover tuition and defray expenses during the years when a student is enrolled as a PhD candidate.

**MD-MPH**
The MD-MPH is available for medical students at AMC in conjunction with the University at Albany. Students can apply after they have been admitted to the medical school, usually during their first or second year. The program prepares the students to become physicians who have the skills to address both clinical and public health problems. The degree can be completed in five years with the MPH coursework completed during the summers and the third year of study.

**Requirements for Transfer Admission**
An applicant must be the spouse or domestic partner of a current employee, student, resident or postdoctoral fellow at the Albany Medical College, Albany Medical Center Hospital or Albany Medical Center.

- An applicant must have maintained a consistently and sufficiently high level of academic performance at the medical school from which credit will be transferred.
- Course work for which transfer credit is to be granted must be comparable in content, depth and quality to that taught in our first or first and second year curriculum as determined by the Undergraduate Education Council.
- Official transcripts from all schools attended (undergraduate, graduate and professional) must be submitted in support of the transfer application.
- Applicant who are seeking admission to the third year and who are completing or have completed the second year of medical school must take and officially report a passing score for Step I of the USMLE.
• Applicants who have taken the USMLE must officially report their scores even if they are seeking admission to the second year.
• A Dean’s letter and a letter of recommendation is required from the medical school in which the applicant is enrolled.
• Accepted applicants will be required to fulfill all the admission requirements of newly admitted students including documentation of health history, immunization and health insurance coverage.

Transfer Policy for Albany Medical Students
Albany Medical College students who wish to transfer to other medical colleges will be supported only under the following conditions:
• The circumstances that have led to a request for transfer must be compelling.
• Intention to transfer must be declared by the student by February 1 of the year that an application is to be initiated.
• There will be a non-refundable administrative fee of $500 payable on February 1 to cover the transfer process.
• Students in the following categories will be supported only if their reasons for transferring are exceptions
  - Students enrolled in the joint programs with Rensselaer Polytechnic Institute, Union College, and Siena College.
  - Students who have transferred into Albany Medical College with advanced standing from other schools.
  - Students who have been awarded Albany Medical College administered student aid.

B. Minimum Technical Standards for Admission and Matriculation/Disability Accommodation

The Rehabilitation Act of 1973 (29 USC, Section 794) prohibits a recipient of federal financial assistant from denying benefits to an “otherwise qualified” handicapped person solely because of his or her handicap. Albany Medical College is a recipient of federal financial assistance and is committed to reasonable accommodations. No qualified handicapped person shall be denied admission or benefits or be subjected to discrimination solely by reason of his or her handicap. Pursuant to federal regulations for postsecondary educational institutions, a handicapped person can be required to meet the institution’s “academic and technical standards.” The Admissions Committee and Promotions Committee will not discriminate against qualified handicapped individuals but will expect applications and students to meet certain minimum academic and technical standards.

Albany Medical College is committed to the academic, social and cultural integration of individuals with disabilities. Students with physical, learning or other disabilities as defined by law will receive reasonable accommodation to help them attain the necessary level of achievement. Auxiliary aids such as sign language interpreters or readers may be available on a case by case basis. Other accommodations such as course materials in alternative format or extended time on examinations may be available. Individuals requesting any such
accommodation may be required to present and/or cooperate in the collection of medical and
other documentation reasonably deemed by the College to be necessary for that purpose.

The holder of an MD degree must have the knowledge and skills to function in a broad
variety of clinical situations and to render a wide spectrum of patient care. In order to carry
out the activities described below, candidates for the MD degree must be able to consistently,
quickly, and accurately integrate all information received and they must have the ability to
learn, integrate, analyze, and synthesize data.

A candidate for the MD degree must have certain specified abilities including: observation,
communication, motor, conceptual-integrative, quantitative, behavioral, and social skills.
Technological compensation can be made for some handicaps in some of these areas, but a
candidate must be able to perform in a reasonably independent manner.

Observation

Candidates and students must have sufficient vision to be able to observe demonstrations,
experiments, and laboratory exercises in the basic sciences. They must be able to observe a
patient accurately at a distance and close at hand.

Communication

Candidates and students should be able to speak, to hear and to observe patients in order to
elicit information, examine patients, describe changes in mood, activity and posture, and
perceive nonverbal communications. They must be able to communicate effectively and
sensitively with patients. Communication includes not only speech but also reading and
writing. They must also be able to communicate effectively and efficiently in oral and
written form with all members of the health care team.

Motor

Candidates and students should have sufficient motor function to execute movements
reasonably required to provide general care and emergency treatment to patients. Examples
of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation,
administration of intravenous medication, the application of pressure to stop bleeding, the
opening of obstructed airways, the suturing of simple wounds, and the performance of simple
obstetrical maneuvers.

Conceptual, Integrative, and Quantitative

These abilities include measurement, calculation, reasoning, analysis, and synthesis.
Problem solving, the critical skill demanded of physicians, requires all of these intellectual
abilities. In addition, candidates and students should be able to comprehend three-
dimensional relationship and to understand the spatial relationships of structures.

Behavioral and Social
Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, the exercises of good judgement, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates and students must be able to tolerate physically taxing workloads and to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients.

Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the admissions and educational processes.

C. Undergraduate Medical Education Program Requirements Overview

The Undergraduate Medical Education Curriculum is spread over four years. There are 160 weeks of study not including vacations or holidays. All of the offerings have allotted credit hours by the Registrar based on data generated by the curriculum database with input from the Assistant Dean for Years 1&2 and the Assistant Dean for Years 3&4 and the Vice Dean for Academic Administration. Credit hours are designated as follows: in nonclinical courses 15 hours equals 1 credit hour. In laboratory courses 30 hours equals 1 credit hour. In the clinical clerkships, courses 1 week equals 1 credit hour. It is a reasonable expectation that every learning experience typically involves outside classroom activity. Out of class time is estimated to approximate the Federal standard of 1 hour in class for every 2 hours out of class time. Out of class time will vary for students’ individualized study needs.

The content of the undergraduate curriculum at Albany Medical College is integrated over four years. The Basic Sciences have been organized into conceptual or organ system modules that are initiated in the first year. Year I deals with an understanding of “normal” within a clinical context. In Year II, the modules focus on an understanding of “abnormal”. The clinical clerkships during Year III emphasize ambulatory care in varied settings: rural, managed care, and private practice. Year IV is hospital-based, preparing student for residency and practice. During Years III and IV, students revisit the basic science modules in the context of their own clinical experiences. The curriculum features longitudinal educational experiences spanning all years. Ethics, law, humanism, nutrition, evidence-based medicine, clinical skills and information searching are stressed in this manner. Experiences in the clinical years provide students with an introduction to the major clinical subspecialties.

Students may finish in more than four years if they take leaves of absence for personal or health issues, participate in extended curriculum to do research or complete fellowship or another degree of higher education. They may decelerate taking one year of study over two years. Deceleration may be based on personal, health or academic circumstance. Students may also be required to retake an entire year for academic reasons. Students are considered matriculants at Albany Medical College except when they are on leave or extended curriculum. The Undergraduate Curriculum does not allow for part time enrollment. To remain fulltime student status, decelerated students must have a curricular plan requiring at least 2 credit hours and demonstration that they will fulfill the continuum of requirements divided over two years.
Students are considered in good academic standing only if they have not been placed on academic probation or non-academic probation by the Promotions Committee.

The medical college is supportive of students who wish to expand the scope of their undergraduate medical education by pursuing complimentary areas of academic interest. Typically, students who delay their medical school graduation do so to pursue graduate degrees in public health, health care or business administration, biomedical ethics or to engage in a significant research endeavor. Students who are in good standing may apply for an “extended curriculum” opportunity after completing the first, second or third year of medical school. Typically, their goals will be accomplished in a one-year period, but more time for completion may be approved. Requests to enroll in another academic program, thus extending the medical school graduation date, must be detailed in writing, and submitted to the administration for approval. Requests to pursue research must include a detailed plan that covers purpose and methods as well as the lab and mentor overseeing the work.

D. Undergraduate Medical Education Detailed Plan

In the first two years of study, students must complete all the components of the curriculum in order to progress. The program offerings are known as themes in the first two years. The requirements are made known at the beginning of each academic year. Students must also complete the requirements of each of the longitudinal themes: Health, Care and Society; Evidenced Based Health Care; Nutrition; Clinical Skills Laboratory; and LaGrange Medical Informatics. In the summer of the first year, students from combined degree programs may be required to complete specific program components.

Between 2\textsuperscript{nd} and 3\textsuperscript{rd} year students must take USMLE Step 1. Students cannot participate in any academic activity until they have taken USMLE step 1 unless approved by the Deans Committee—see USMLE Policy below. After taking USMLE 1 student MUST take a two week Orientation Clerkship in order to qualify for the third year. The Orientation Clerkship refines clinical skills and introduces procedures and protocols serving as the underpinnings of the third year rotations while allowing weaknesses in clinical skills to be rectified. Students may participate in electives between 2\textsuperscript{nd} and 3\textsuperscript{rd} year with the approval of the Dean’s Committee composed of the Vice Dean for Academic Administration, Associate Dean for Medical Education, and the Associate Dean for Academic Affairs and Student Services. Students in combined degree programs may be required to complete research, clinical or community projects after taking the USMLE exam.

In the third year students must complete the six required experiences: Medicine; Psychiatry; Surgery; Obstetrics and Gynecology; Family Practice; and Pediatrics.

In order to be assigned to a rotation off campus during the third year a student must be in good academic standing. If a student has been placed on academic concern, warning or probation, they are not in good academic standing. Students on non-academic probation are also not eligible for away rotations.
The senior year consists of ten periods of four weeks each. There are 20 weeks of required rotations, 16 weeks of electives and 4 weeks of vacation. Students can take up to 12 weeks of one specialty area for academic credit within the 16 weeks of electives.

Required senior clerkships are Critical Care, Emergency Medicine, Neurology, Teaching to Learn/Learning to Teach, and a Clinical Selective (choice of Family Practice, Medicine, Pediatrics, Surgery and Ob/Gyn). Required clerkships must be spent on campus. The Directors of fourth year required clerkships may allow the required clerkship be taken at another institution. If the Required Clerkship allows students off site, a student can request to take the required fourth year clerkship at another institution. The AMC Clerkship Director of the required clerkship must approve it as an equivalent experience and monitor the student experience with the offsite faculty. The faculty at the institution where the student is rotating must evaluate the student based on AMC Clerkship criteria and use an AMC form to document their evaluation. The AMC Clerkship director will determine the final grade for the purpose of our transcript.

In order to do away rotations during the fourth year a student must be in good academic standing. If a student has been placed on academic concern, warning or probation, they are not in good academic standing. Students on non-academic probation are also not eligible for away rotations.

Away clerkships and elective are not permitted during Period 10. Students cannot take two required courses / clerkships at the same time. Any variation for good cause must be approved by the Dean’s Committee.

In November 2010, the Undergraduate Education Council approved a resolution to require all students to complete 40 hours of service learning activities over the four years of medical school. The hours and demonstration of reflection will be monitored on a Sakai site. The Office of Community Outreach and Medical Education is responsible for monitoring student progress and approving qualified experiences.

E. Personal Safety and Public Safety Requirements

In order to comply with New York State law, Occupational and Safety Administration requirement and policies of Albany Medical College, all students must provide proof of immunity to certain diseases, have an annual physical or health assessment and all students interacting with patients must be respiratory fit tested. Students who do not comply will not be allowed to attend class or participate on a clinical rotation. All students must pass the Albany Medical Center Health and Safety Module and the HIPPA Module required of all employees yearly. Failure to do so will result in being removed from clinical rotations or prevented from attending class. In compliance of New York State Education Policy 129 A, students must not participate in any reckless activities which may include but not be restricted to any activities that would endanger the physical or mental health of others. Any student accused of such activity will be investigated and disciplined. No student may be involved in activities that force students to drink or take drugs. If these activities are proven the students involved will be dismissed.
Students found to be abusing alcohol or drugs will be required to have an Administrative Psychiatric evaluation and be required to be evaluated and followed by the Committee on Physician Health of the New York State Medical Society (CPH). Lack of compliance will result in dismissal.

F. Appropriate Dress As A Student at Albany Medical College

The medical school does not have a uniform dress code. However, it is expected that in the first two years students wear their white coats for any standard patient exercises that replicate true clinical encounters. When patients are presented in the classroom during the first two years, it is not necessary to wear a white coat but students are expected to dress neatly in a respectful manner. When students in the first two years go to the clinics or the hospital to see patients they must comply with the Albany Medical Center professional dress standards. In the third and fourth years, students are expected to comply with Albany Medical Center professional dress standards.

ALBANY MEDICAL CENTER PROFESSIONAL IMAGE STANDARDS
ATTIRE GUIDELINES:

**Non-uniformed employees**

**NO:**

- Worn, torn, soiled or wrinkled clothing
- Worn, torn, soiled shoes
- Sweatshirts, fleece or flannel, including zip-front styles
- Team jackets or athletic attire of any style
- Jeans/denim of any color or any style (e.g., jean skirts, jackets)
- Clothing that promotes or endorses brand products (e.g., beverages, pharmaceuticals, cars, etc.)
- Clothing with messages or slogans
- Midriff-baring tops, see-through tops
- Tank tops, halter tops
- Lace camisole tops
- Shorts or skirts
- Pants more than 3” above the ankle
- Tunic tops/sweaters more than 3” above the knee when worn with leggings
- Stirrup pants, sweat pants, stretch pants
- Overalls, cargo pants
- Skirts more than 3” above the knee
- Flip-flops, beach/shower sandals, or sports sandals
- Athletic shoes/sneakers

**YES:**

- Dress shirts, ties recommended
- Button-down blouses
- Sleeveless blouses for women, but with a sweater, blazer, or lab coat available
- Sweaters and cardigans
- Shirts with small pocket logos (should be no more than 3”x3”)
- Collared polo shirts
- Knit “tee” shirts
- Albany Med logo shirts: polos or knit “tees”
- Khaki, corduroy and cotton pants
- Pants no more than 3” above ankle
- Skirts no more than 3” above knee
- Tunic tops/sweaters no more than 3” above the knee when worn with leggings
- Appropriate shoes for business (e.g., mid-heels, dress sandals or flats for women; loafers for men)
- Clothing with proper fit (not too loose, too tight, or too revealing)
G. Social Media Warning for Learners

Students must follow **all** Albany Medical Center Social Media Policy. Social Media is not an appropriate vehicle for clinical pictures or discussions. Anyone violating HIPPA in this manner will face an Honor Code and/or a Disciplinary Hearing.

I. Classroom Rules and Regulations

A. Scheduling in Years 1 & 2

1. All lectures and other educational exercises **must begin** exactly on time whether the entire class is present or not. (As a matter of common courtesy to faculty and to fellow students, it is expected that students arrive for presentations at the appointed time and not leave from presentations before the appointed time.)

2. If an instructor is more than 10 minutes late for an educational exercise, the students may assume the exercise is canceled **unless** prior notice has been given that indicates that the instructor will be late.

3. Lectures **must end** ten minutes before the next educational exercise, free period or lunch period.

4. Any conferences, demonstrations, seminars, etc. that last more than one hour **should allow** a ten minute break for each fifty minutes of teaching.

5. There cannot be more than 28 scheduled educational hours in a given week per student. One hour for lunch must be officially scheduled every day. Every student’s schedule **must contain** at least one unscheduled one-half day per week. Any deviations **must be approved** by the Office of Medical Education and communicated to the students prior to the experience. Accurate Sakai schedule, etc...

6. Review sessions that are **not** formally part of a course schedule need to be scheduled with the concurrence of students and faculty. Student workloads and theme schedules must be considered. A representative of the Office of Medical Education or their designee must approve the review session schedule.

B. Learning Format in Years 1 & 2

1. It is recommended that a system of Category I and Category II teaching be adopted for all preclinical themes. Category I teaching is
straight lecture teaching of new material to the entire class. Category II teaching is any other format using non-lecture approaches, e.g., small group sessions, conferences, labs, clinics, or audio-visual or computer self-instruction exercises.

2. No theme shall have more than 50% of its student contact hours exclusive of examinations devoted to Category I teaching.

3. The mix of Category I and Category II teaching on a given day should reflect an attempt to limit lectures to no more than four 50-minute Category I lectures.

4. Theme leaders may require attendance at all small group sessions. Attendance at full class lectures will not routinely be required, however, a theme leader can request required attendance if the attendance is a necessary part of the evaluation of the theme. In order to require attendance, the theme leader must meet with the Associate Dean for Medical Education, the Assistant Dean for Years 1&2 and the Vice Dean for Academic Administration to gain approval. The requirement must be discussed and approved at the Undergraduate Medical Education Council. If attendance is required in any curricular offering students must sign in. Students must be present in person. Required students attendance is an honor code regulated responsibility.

C. Syllabus Material, Lecture Support Resources

Students will view the Syllabus and all lecture materials on their tablet computers. In 2008 only, the second year class will have paper support materials prepared by the Office of Medical Education.

Student will be able to take notes on the supplied course materials (Power point slides etc.) using a software package downloaded from the intranet.

II. Educational Offering Description Requirements

A. On or before the starting day of each theme or clerkship, all students will be provided with the following information electronically

1. *Statement of goals and objectives of the theme or clerkship rotation.

2. *Outline of format (i.e., starting and ending times, when and where taught, hours and days taught as well as subject materials for lectures, conferences, labs, clinical rounds and other types of teaching).

3. For clerkships, the number and type of patient to be followed will be clearly outlined.

4. List of audio-visual and self-teaching material (if any).
5. Required and recommended texts.

6. Examination schedule that includes when and where an exam is given [2 lecture halls are suggested for exams in preclinical courses]. The exam schedule should specify the material that will be tested.

7. Type of exams that will be administered, i.e., objective questions, lab practicals, patient examinations, grading on ward, etc.

8. Estimate of relative portion of the grade derived from each kind of teaching exercise or experience, i.e., basic explanation of how final grades are determined.


10. Professionalism attributes and characteristics can be determinants of all final grades in the preclinical and clinical years.

11. Mechanism for student request for review of a grade.

*Goals and objectives, course format and grade determination should be presented and discussed at the beginning of every theme or clerkship.

B. Lecture material will be supplied to students electronically as part of their electronic syllabus. Faculty need to provide the office of medical education with electronic versions of their presentation in a timely manner allowing students to have the material the day before any lecture. Visiting Professors will need to supply such material before lectures if possible. They will need to make their material available at the time if the presentation if it was not available earlier.

III. **Grading and Examination Guidelines**

A. Grading

1. Final grades permitted are: EH (Excellent with Honors), E (Excellent), G (Good), M (Marginal), and U (Unsatisfactory). Several academic offerings will be graded P (Pass) or F (Fail). The grade of I (Incomplete) may be assigned if a student has not completed all requirements at the time of course or clerkship completion. The Office of Student Records will be notified of the I grade (incomplete). Within two (2) weeks of receipt of an I grade, the student must have a plan approved by the course or clerkship director that will allow completion of requirements. The plan must be registered in the Office of Student Records after the Dean’s Committee composed of the Vice Dean for Academic Administration, Associate Dean for Medical Education, the Associate Dean for Community Outreach and Medical Education, the Associate Dean for Graduate Studies and the Associate Dean for Academic Affairs and Student Services approves the plan.
Failure to develop an approved plan within 2 weeks or failure to complete the requirements based on such a plan will result in the assignment of a grade of Unsatisfactory (U). No student can carry more than one Incomplete. Circumstances requiring more than one incomplete will necessitate the student taking a Leave of Absence, returning for the next academic year. Depending on the situation the Promotions Committee will either have the student repeat the year or formally begin the year at the point the student took the leave of absence.

B. Examination Scheduling

1. All examinations/quizzes and other evaluation exercises in the preclinical years worth 5% or more of the final grade must appear on the official curriculum block schedule. Any evaluation exercise must be planned as part of the theme planning protocol with the oversight of the Office of Medical Education. Any evaluation exercise in Health, Care and Society or Evidenced Based Health Care must be authorized by the Office of Medical Education after consultation with the theme leader of the theme that is being presented at the time of the exam.

2. Any major examination in Years 1 & 2 (final or midterm) must be noted on the official curriculum block schedule and preceded by either a study day or a weekend. Major examinations in years 3 & 4 must be noted in the clerkship orientation and clerkship syllabus. Exams in years 3 & 4 need not be preceded by a study day but no student should be on call the night before a scheduled exam.

3. No examinations or quizzes should be scheduled on the day of or the day following Yom Kippur, Rosh Hashanah, Good Friday, Easter Sunday, Eid ul-Fitr, Eid al-Adha or the first two days of Passover. Other religious holiday considerations will be made by the joint consideration of the Vice Dean, Associate Dean for Medical Education, Associate Dean for Academic and Student Services (see Section XI).

4. Examinations as they appear on the official theme or clerkship schedule cannot be changed by class vote.

5. No student (Year I - IV) shall be excused from taking a required evaluation exercise unless permission has been obtained from the theme leader or clerkship director and Office of Medical Education. If permission has been granted, the Office of Medical Education will notify the Office of Student Records. A list of all students granted an exam date change will be maintained in the Office of Student Records for all four years of the medical education program. The
list will not become part of any student’s permanent record. The list will only be accessed by those authorized by the Associate Dean for Medical Education, Associate Dean for Academic and Student Services or the Vice Dean for Academic Administration. The procedure to gain permission to take an evaluation exercise will involve the theme leader or clerkship director and depending on the year of study either the Assistant Dean for Undergraduate Medical Education Years 1&2 or the Assistant Dean for Undergraduate Medical Education Years 3&4. The Dean involved will access the list as part of the decision process.

a. Compelling reasons such as illness, death in the family can necessitate a change in the examination time on the day of an exam.

b. Permission to take an examination on other than the scheduled time must be sought before the day of the exam for any reason other than a compelling reason.

c. In cases where there is ample time to reschedule an exam due to an acceptable long term commitment (wedding, etc.), students should take the exam before, rather than after, the official administration date when possible.

d. All rescheduled exams must not conflict with other theme or clerkship responsibilities. All rescheduled exams must be scheduled as close to the original exam date as possible. In the first two years the exam should be given before or after scheduled classroom activities of the following theme.

e. All exams taken on alternate dates/times must be administered at the Medical College or a site approved by the Office of Medical Education. Exams worth more than 5% of the final grade should not be taken at home.

f. Exams that are delayed must be taken as soon as possible without affecting other academic efforts. Extenuating circumstances may require the postponement of an exam thereby leading to a grade of Incomplete until the test is completed and graded. Incomplete grades must be made up within 2 weeks unless special consideration has been granted by the Vice Dean for Academic Administration after conferring with the Assistant Dean for Academic Administration, Associate Dean for Medical Education and the Associate Dean for Student Affairs.
C. Examination / Evaluation Protocol

1. Examinations will be initiated by the Office of Medical Education. Examinations delivered by computer will have a defined beginning and an end (The length of an exam will be specified. Students will only have that amount of time to take the exam no matter when they start within the time the exam is “opened”). Students will be assigned a specific time and place to take every examination. An examination can be completed only during the assigned time.

2. During an examination students may ask questions that clarify typographical errors. There will be no discussion of the spirit or meaning of test question options. If questions or concerns about a specific question exists, it should be noted on a SAKAI site after the exam. Students can keep track on paper provided. The Assistant Dean for Years 1 and 2 and the Theme Leader will analyze all comments. Such comments and concerns must be considered when the validity of the test questions and the test is determined.

3. Breaks should be taken only to go the restroom and to attend to other medical needs. No communication will occur during the exam.

4. NBME customized subject exams will be administered according to the NBME protocol.

D. Examination Results for Themes/Required Clerkships

1. Grades on interim exams should be distributed as soon as possible after the examination and no longer than three (3) school days after the examination is given.

2. Final course grades must be delivered as soon as possible to the Office of Student Records from which they will be distributed, and no more than 10 days after the end of a preclinical theme and four weeks after the end of a rotation or elective.

3. The distribution of grades for a theme should fulfill the following criteria: the fraction of grades above the “Good” (G) level should be between one-sixth (1/6) and one-third (1/3) of the class. No more 10% of the class should receive grades of “Excellent with Honors” (EH). The distribution will be reviewed yearly by the UME Council. (See section IV for clerkship grade distribution)

4. Posting of examinations and answers:
   
a. For preclinical courses, after all students have taken the examination, a copy of the examination with correct answers will be made available by theme leader or an approved member of the
Office Medical Education. The exam should be reviewed in a space and time designated by the Office of Medical Education.

b. When an NBME customized exam or shelf exam is administered there will be no review of the test.

5. Preclinical Grade Review

Students can appeal or contest a theme grade. The student should speak with the Theme leader and the Assistant Dean for Years 1&2. If the student is dissatisfied, the student can request a meeting of the Vice Dean, Associate Dean for Medical Education and the Associate Dean for Academic and Student Services. The Vice Dean will schedule the meeting and invite the Theme leader and the Assistant Dean for Years 1&2. After the meeting the Deans will determine if any change in grade is appropriate.

IV. GRADING OF REQUIRED CLINICAL ROTATIONS

A. Requirements

1. For required clinical rotations the clerkship director will submit to the Office of Student Records both a letter (EH, E, G, M, U) grade and a numerical grade. The numerical grade will not appear on the AMC Student Evaluation.

2. Grades distribution for required clerkships should the following criteria: the fraction of grades above the “Good” (G) level should be between one-sixth (1/6) and one-third (1/3) of the class. No more 10% of the class should receive grades of “Excellent with Honors” (EH). The distribution will be reviewed yearly by the UME Council.

3. Students identified as being in academic difficulty or having a serious problem in any area represented on the Professional Profile by the mid-point of a required rotation or elective should be notified. The clerkship director or elective preceptor should arrange for the student to be counseled and helped by the director/preceptor personally or by a designee.

4. For each required clinical rotation, there will be a written rotation description which will include information pertaining to goals and objectives of that rotation including the number and type of patients to be seen and followed, method of testing and method of derivation of rotation grade as well as procedure for request of review of a grade (see section II).

5. In the 4th Year, all required clerkships and course offerings must be taken under the direct supervision of the fulltime faculty of the
medical college. Certain clerkships may allow rotations outside of the institution provided the clerkship arranges the rotation, allowing for oversight of the experience. Some clerkships may not all allow such flexibility. Courses such as Learning to Teach must be taken at Albany Medical College.

6. Students receiving grades of “U” or “I” for third year rotations must correct these deficiencies before the start of the fourth year unless waived by the Dean’s Advisory Committee.

7. Senior off-campus electives should be planned with the assistance of the faculty advisor and/or the Advising Dean and in consultation with the corresponding Albany Medical College Department Chair. The electives must also be approved by the Department Chair and the Advising Dean. Such approval indicates that the chosen elective is considered to be a worthwhile educational experience, that it is a reasonable selection in view of the student’s overall objectives, and that the student’s past performance has been adequate, justifying the additional responsibilities of such an undertaking. A student must be in good academic standing in order to gain approval for off-campus electives. The appropriate forms are available in the Office of Student Records. All off-campus electives must be approved at least four weeks prior to the date on which the elective is to begin. This requires advance planning on the part of the student. The student must obtain the application form from the program to which the student intends to apply, process all necessary fees and documents, and receive approval from the off-campus program prior to final approval by the Albany Medical College. Please recognize that a signature on the application form is not approval of the elective. Please Note: Students are encouraged to make their electives varied and numerous. No more than eight weeks may be utilized for electives in one specialty.

8. Students taking required third or fourth year clerkships at approved distant sites must be offered alternative assignments for longitudinal themes that can be completed during the period of that clerkship. The alternative exercises (web-based assignments, reading, paper, etc.) must be developed by theme leaders, must have the same educational objectives as the assignment to be carried out at AMC, and must be made clear in the clerkship syllabus. These assignments should be completed and reviewed in order that students can be given feedback on their work before the end of the period.

9. Students who receive grades of “U” or “I” for fourth year elective courses must correct these deficiencies in accordance with the recommendation of the administrative instructor and the Promotions Committee. Remedial action may include repetition of all or part of the course work, possibly requiring withdrawal from another elective.
10. For all rotations or courses during Years 3& 4 students cannot miss more time than can be made up during the rotation or course. The Clinical Clerkship Directors or Elective Preceptors will contact the Associate Dean for Academic Affairs and Student Services regarding time a student missed from the experience that is in excess of that which could be made up during the experience. In instances when a student misses more time than can be made up during the educational experience a remediation plan will be developed. Up to 4 days per 4 week rotation can be missed in the fourth year for interviewing or sitting for USMLE 2CS or for finding housing in either period 9 or 10 not both. All absences are subject to the approval of the Clerkship Director or Course Director. There must be documentation in writing for interviews (this may be a letter from a program etc. or an itinerary). Absences in excess of four days, or absences that do not meet reasonable criteria, will require compensation/remediation.

11. All Clerkships must have a written policy that demonstrates how students can make up educational experiences. The Clerkship Director must have a policy that clearly describes how to make up missed educational experiences. It must state how the time will be made up, for example, taking extra night call duty or weekend duty. Time off during clinical rotations whether required or elective must be approved by the clerkship or elective supervisor. At the termination of the rotation or elective, if any requirement(s) have not been met, a grade of Incomplete (I) should be submitted and the Associate Dean for Academic Affairs and Student Services should be notified.

12. The approved clerkship evaluation form and Comments sections will be completed for all required rotations and electives. Incomplete forms or forms lacking sufficient information to justify the final grade will be brought to the attention of the Associate Dean for Academic Affairs and Student Services and, if considered deficient, a complete revised grade form will be required of the rotation director or elective preceptor.

13. Professionalism attributes and characteristics can be a determinant of all final clerkship grades.

14. The “Comments” section of the AMC Student Evaluation Form will be divided into two parts, these being the “Summary” and “Advisement” sections. The Summary comments should be the overall assessment of the student including strengths and any pervasive weaknesses. The summary comments will be quoted in the Dean’s Letter of Recommendation. The Advisement comments are meant for the use of the student and advisor in planning future growth, study and education goals. Such comments, especially when recurrent, may be used in a Dean’s Letter of Recommendation.
15. Each department is required to develop appropriate criteria for assessing students to ensure the assessment and the documentation of the student’s performance in order that the evaluation truly reflects the outcome objectives of the rotation.

16. Students may appeal a grade. The appeal must be made directly to the Clerkship Director in writing. The Clerkship Director may: recalculate the numerical grade; review the final examination or clinical examination grade; or clarify comments or input from mentors on the clinical rotation. The Clerkship Director does not have to show the student all of their evaluation sheets but must summarize the contents. **Students should not meet with clerkship preceptors or residents to question evaluations without the approval of the Clerkship Director. All disputes regarding grades should be mediated/coordinated by the Clerkship Director.** If a student is dissatisfied with the results of the discussions with the Clerkship Director then he/she may request that the department chair review the issue. This request must be in writing. If a student still is dissatisfied, the student must detail their dissatisfaction in a letter to the Dean’s Committee composed of the Vice Dean for Academic Administration, Associate Dean for Medical Education, and the Associate Dean for Academic Affairs and Student Services. within one month after grades are distributed. The Dean’s Committee will arrange a forum that includes: the Clerkship Director; the Chair of the department; Assistant Dean for years 3&4; Associate Dean for Medical Education; the Associate Dean for Academic Affairs and Student Services and the student. The Committee will be chaired by the Vice Dean for Academic Administration or his designee. All parties may present their positions and discuss the issues. The meeting will result in a final grade determination. Furthermore, a student has the right to put a letter stating their dissatisfaction with a clinical grade in their official academic file.

17. Each department, through its Education Committee and working in conjunction with the AMC Undergraduate Medical Education Council shall endeavor to identify those areas of clinical performance and knowledge acquisition considered essential to the education of every physician which are included in the appropriate curriculum of that rotation. Methods to assess performance in such areas either by grade or by meeting of a minimum standard should be devised. In like manner, the AMC Undergraduate Medical Education Council should work to enumerate skills and areas of knowledge acquisition essential to the education of a physician and assign to departments and rotations such specific areas of training deemed appropriate to that medical specialty.
18. All students **must pass** an Albany Medical College Clinical Skills exam in order to be certified to take USMLE 2CS. The Clinical Skills exam will be administered at the end of the third year. Students who do not perform to acceptable level will be required to remediate. Students will be required to be reexamined after remediation is completed in order to be certified to take USMLE 2CS. All students **must pass** the clinical skills exam to graduate.

V. **CLERKSHIP NIGHT DUTY SCHEDULING**

All clerkship call schedules must comply with ACGME work hours rules **while reflecting NY State 405 regulation**. No more than 80 hours a week should ever be scheduled. Students should not be required to perform patient care or graded educational activities without proper rest.

VI. **4th YEAR NON-CLINICAL ELECTIVES**

AMC currently offers several formal non-clinical elective experiences in the fourth year of the curriculum. A number of different faculty members from various departments serve as Course Directors for these courses. To improve the standardization and rigor among these electives, course faculty should follow these general guidelines when working with students to oversee non-clinical electives:

1. Communication between the student and the Course Director should begin at least 2 weeks in advance of the course start date, during which the student should be provided with a general overview of the course, course goals & objectives, expected course activities, and course expectations. Optimally, this communication would occur through a face-to-face meeting. Acceptable alternatives include e-mail correspondence or a conference call. In some instances, especially when planning for an experience abroad, the student will need to meet with the Course Director much earlier than 2 weeks before the course start date. Once the student has decided on a focus for their elective, a written contract should be developed between the student and the Course Director outlining the project and the intended steps/timeline for completion.

2. The Course Director should have a mechanism in place to check-in with the student midway through the rotation so that there is an opportunity to comment and provide feedback on the student’s progress toward the expected goals for the rotation. For example, students could be asked to provide written weekly updates to the Course Director, submit a first written draft of a written product for review, or meet in person to discuss their progress.

3. Student must complete the elective course requirements in the same timeframe for which they are officially registered for the course. No
credit will be awarded for work submitted after the end of the Period for which the student is registered.

4. Students who submit written final products that are below expectations should be given a formal grade of Incomplete and be provided comments back and allowed to re-write and re-submit the paper. If upon re-submission, the paper is still inadequate, the Course Director may choose to award a grade of Fail or continue to work with the student on revision, depending on the circumstances.

5. Visiting students should not be accepted for non-clinical electives.

VII.  EVALUATION OF EDUCATIONAL OFFERINGS

A.  Student Evaluations Requirements

1. The Class vice president will oversee the Student Evaluation process for his or her class. The Class vice president is responsible for designing and editing the evaluation tool with the input of the Assistant and Associate Deans, for developing a student committee to participate in the evaluation process, and for reviewing the results of the Student Evaluations.

2. The Student Evaluation Committees will be chaired by the class vice-president and is responsible for designing and reviewing the student evaluations of the Theme and Clerkships evaluations with input from the Assistant and Associate Deans and the Theme/Clerkship Directors.

3. Evaluation of themes/clerkships by every student is mandatory. An evaluation is to be completed by every student shortly after the final examination. Final grades will be withheld from those students who fail to complete the evaluation. The Office of Medical Education will notify delinquent students. The Office of Medical Education will notify Student Records to release the student’s grade upon completion of the evaluation.

4. The Student Evaluation Committee for each class will meet annually with each Theme/Clerkship leader to present a report based on the data from the student evaluations. A CAT representative will be present at each student evaluation meeting. The Theme leaders and Clerkship Directors are expected to reflect upon the Student Evaluation as part of their annual Theme or Clerkship Annual Course Review.

B.  UME Council Assessment of Curriculum Requirements

1. The Curriculum Assessment Team (CAT) is a subcommittee of the UME and will review every component of the curriculum scheduled on a triennial basis. The UME must approve the time-line proposed by the CAT each year. These
individual course reviews will be based on Student Evaluations, Annual Course reviews, data from the GQ, and scores on the USMLE. The Chair of the CAT will present the CAT report for each theme or Clerkship on the schedule approved by the UME. These reports will highlight strengths and weakness of particular courses and will include recommendation for changes within course. The UME Council will ask the Year 1&2 or Year 3&4 workgroups to develop recommendations for improvement to the UME Council.

2. For Themes and Clerkships not on the CAT schedule for review during a particular academic year, any problems identified by the Student Evaluation Committee, the Annual Course Review, or by the Associate Dean for Medical Education will be brought to the first to the 1st and 2nd Year Working Group (comprised of the Theme Leaders) or to the 3rd and 4th Year Working Group (comprised of the Clerkship Directors). These groups are convened monthly by the Assistant Dean for 1st and 2nd Year and by the Assistant Dean for 3rd and 4th Year respectively. The working groups will review the issues raised and make recommendations to the UME if action is needed that changes the curriculum in any substantive way. The Assistant Deans, who sit on the CAT, are responsible for reporting recommendations of the Working Groups to the CAT.

3. The CAT will perform an overall curriculum assessment on an annual basis. The purpose of this is to insure that the curriculum is meeting the overall program objectives and that there are appropriate methods of assessment in place. This overall curriculum assessment will be done by a careful review of the Curriculum Database to identify any objectives which are not being represented adequately in the curriculum (missing), which are overly represented (too much redundancy), or which are under-represented (in need of mindful redundancy). Student Evaluations, Annual Course reviews, USMLE data and GQ data will help identify areas of inadequacy.

4. Faculty, Theme Leaders and Clerkship Directors must cooperate with the requests of CAT. Noncompliance will not be tolerated. Noncompliance will be reported to Departmental Chairs, IRC Directors and the Dean as a component of the annual review process.

VIII. CLASS RANK

The Combined Promotions Committee are allowed to use class rank in Promotions Committees’ decisions in determining which students will receive letters of commendation and upper one third for Dean’s Letters. The Vice Dean for Academic Administration acting on behalf of the Dean’s Committee composed of the Vice Dean for Academic Administration, Associate Dean for Medical Education, and the Associate Dean for Academic Affairs and Student
Services will notify students in lower 20% of the class about their being required to pursue a USMLE preparation course and the timing of USMLE administration.

IX. REMEDIATION

When remedial work has been required for a Theme or a Clerkship, and has been successfully completed, the AMC transcript will reflect the original word grade followed by a “P” for “Pass”; e.g., U/P or M/P.

X. CHANGE IN STUDENT STATUS

Any change of status (Leave of Absence, Deceleration, Withdrawal, as defined below) must first be approved by a student’s Advising Dean and/or the Vice Dean of Academic Administration (VDAA). All requests for a status change must be accompanied by an AMC Status Change Request Form, which is provided by the student’s Advising Dean. Upon completion, the student must submit the form to the Registrar’s office for final signoff.

1. LEAVE OF ABSENCE

Students are expected to follow a continuous course of study at Albany Medical College. However, a student may wish or need to interrupt his or her study temporarily. Students may request or be required to take a Leave of Absence (LOA). A leave of Absence (LOA) may be the result of personal, medical, enhancing their education (extended curriculum) and academic circumstance.

A student who wishes or needs to interrupt study temporarily because of personal circumstances, including: physical or mental illness or injury; academic circumstances or to engage in research or other degree programs may request a personal LOA. In the case of illness or injury, a student may be granted a medical LOA with the approval of their Advising Dean and/or the VDAA, on the written recommendation of a physician. A letter stating their readiness to return to class will be required. Student requesting to engage in research or participate in a graduate degree programs must provide documentation to their Advising Dean.

a. Leave of Absence Protocol

To request a LOA, the student must meet with their Advising Dean and/or the VDAA, explain the reasons for the proposed leave and propose the start and end dates of the leave. If the Advising Dean and/or the VDAA finds the student to be eligible and approves the request, the student must complete the AMC Status Change Request Form with their Advising Dean. Upon completion, the student must submit the form to the Registrar’s office for final signoff. A student who does not request a
personal LOA but does not participate in the academic program they were admitted to, or whose request for a personal leave is denied, and does not enroll in courses, will be considered to have withdrawn from the School effective the last date of recorded academic activity.

Albany Medical College reserves the right to place a student on a LOA when, on the recommendation of an Administrative Psychiatric Evaluation, the Advising Dean and/or the Vice Dean of Academic when Administration determines that the student is a danger to self or others because of a serious medical problem.

The general policies that apply to all types of leave are:

1) A student may be granted an LOA for a maximum of one year with possible extension for one additional year. Any approved leave will be for a specified period and during this period the student will not be considered to be enrolled.

2) A student on an LOA is not eligible for financial aid, including loans; and in most cases, student loans are not deferred during periods of nonenrollment.

3) A student on an LOA in a given academic program may not fulfill any degree or curricular requirements in the same academic program during the time on leave.

4) A student on an LOA is still eligible for the use of any AMC facilities normally available to enrolled students, including the library.

5) A student on an LOA may continue to be enrolled in AMC Health Insurance by making arrangements through the Office of Student Affairs. Coverage is not automatic. In order to secure continuous coverage from AMC, enrollment in this plan must be requested prior to the beginning of the term in which the student will be on leave or, if the leave commences during the term, within thirty days of the date when the leave is approved.

6) A student on an LOA must notify the Registrar in writing of his or her intention to return at least 30 days prior to the documented end date of the approved leave. In addition, if the returning student wishes to be considered for financial aid, he or she must submit appropriate financial aid applications to the School’s financial aid office to determine eligibility.

7) Prior to returning to AMC, all students must satisfy all stipulations for return outlined on the AMC Status Change Request Form.

8) Any additional changes to a student’s LOA (extension, change of circumstances) must be approved by the student’s Advising Dean and/or the VDAA. Once approved, a new AMC Status Change Request Form must be submitted to the Registrar’s office.

9) A student on an LOA who either does not notify the Registrar at least 30 days prior to the documented end date of the leave
that they are returning, does not return at the end of the approved leave, or does not request and receive an extension from their Advising Dean or the VDAA, will be administratively withdrawn from the Albany Medical College.

b. **Extended Curriculum Leave of Absence**
A medical student in good standing, with permission from their Advising Dean and/or the VDAA, may choose to interrupt their program to pursue other academic endeavors (MPH, research etc.) and take an Extended Curriculum LOA. The general policies governing all LOA’s are described above. Once approved, the student must complete the AMC Status Change Request Form to the Registrar’s office for final signoff. This paperwork will include specific start and end dates of the program, and the student is expected to get approval from their Advising Dean before any changes to this plan can be made.

c. **Academic Leave of Absence**
Any student that the Combined Promotions Committee has determined shall repeat any academic year due to not satisfying curricular requirements will be granted an academic LOA until the start of the next academic year. The general policies governing all LOA’s are described above. In this case an AMC Status Change Request Form should still be completed.

d. **Withdrawal**
If a student decides not to continue studies at Albany Medical College, it is the student’s obligation to officially withdraw through the Registrar’s office. To officially withdraw, the student must do so in writing, either via email from their AMC email account sent to the Registrar, or a signed letter. In addition, the student is required to also notify their Advising Dean, the VDAA, and their appropriate Assistant Dean. The effective date of the withdrawal will either be the last date of academic activity (as determined by the Advising Dean) or the date of the letter, whichever is later. The Registrar’s office will also provide the student with a checkout form that must be completed and turned in within 10 days of the withdrawal date. In the event that the student is not on campus or physically unable to complete the form, the student must request alternate arrangements from the Registrar’s office.

XI. **Tuition Refund Policy**

A student may be eligible for a full or partial refund of tuition based on the number of days past the term start date they withdraw. The table below illustrates the refund policy. Please note, non-attendance of classes does not classify as an official withdrawal, and does not relieve the student of the financial obligation or entitle the student to a refund. Under certain circumstances students who take a
leave of absence may opt not to take the refund but rather have the funds used toward the payment for the semester in which they return. If a student decides not to officially return, the money can be refunded.

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XII. THANKSGIVING HOLIDAYS

AMC I, II, III and IV year students are to be allowed to have Thanksgiving Day, Friday, Saturday and Sunday as vacation days.

XIII. MATCH DAY RESPONSIBILITIES

Fourth year student must fulfill their clinical responsibilities on the morning of match day until 11:30 am. An exam may be administered on Match Day as long as students are finished by 11:30 am. No examinations should be administered on the day after match day. Students do not have to return to their clinical rotation after the noon match ceremony. Students do not need to report to their clerkship on Friday. Students should not be expected to take call on the evening of the match nor Friday, Saturday or Sunday following the match. Students resume normal clerkship schedules on Monday following the match.

XIV. SCHEDULE CHANGES FOR RELIGIOUS REASONS

Students must put their requests for schedule changes in writing. They must submit the request to the Dean’s Committee composed of the Vice Dean for Academic Administration, Associate Dean for Medical Education, and the Associate Dean for Academic Affairs and Student Services. The Dean’s Committee will review the request and determine the most efficient way to accommodate the student while fulfilling curricular requirements.
XII. CPR - TRANSCRIPT

All AMC student transcripts are to reflect completion of the basic cardiopulmonary resuscitation (CPR) experience and an advanced cardiac life support requirement (ACLS).

XIII. USMLE

All students must pass the USMLE Step 1 and USMLE Step 2 including USMLE Step 2CS to graduate. All students must take and pass the USMLE Step 1 prior to advancing to the 3rd year. Extenuating circumstances preventing a student from complying with taking USMLE Step 1 prior to proceeding to the third year must be approved by the Dean’s Committee composed of the Vice Dean for Academic Administration, Associate Dean for Medical Education, the Associate Dean for Academic Affairs and Student Services, the Associate Dean for Community Outreach and Medical Education and the Associate Dean for Graduate Medical Education. All students pursing required projects for special admissions programs, students participating in the required orientation clerkship and students pursuing for-credit electives during the summer between 2nd and 3rd years must sit for the USMLE 1 prior to participating in these endeavors. However, the Dean’s Committee may allow the student to participate in the Orientation Clerkship as part of a deceleration plan.

Students who do not sit for the USMLE Step 1 for an approved reason must take the Orientation Clerkship and then be placed in a decelerated curriculum allowing the third year to begin after passing USMLE Step 1. Such students must have a passing grade by November 1. Any deviation from this timing needs to be approved by the Dean’s Committee based on a rational plan. All decelerated students will most probably graduate one year later than their original graduation date. Students must study and take the exam within 12 weeks from the end of the Orientation Clerkship. Any deviation from this timing needs to be approved by the Dean’s Committee based on a rational plan. Any student who does not take the exam within 16 weeks will be placed on Leave Of Absence. Any student who does not take the exam within 6 months from the Orientation Clerkship will be presented to the Promotions Committee for Dismissal.

Students failing the USMLE Step 1 on their first attempt must meet with their Advising Dean and develop a written plan that must be approved by the Dean’s Committee. Students who fail USMLE Step 1 while on a clerkship should leave the clerkship they are assigned to upon notification of a failing score in order to prepare to sit for the USMLE Step 1 exam. The student will be placed in a decelerated curriculum allowing the student to join the third year after passing USMLE Step 1 on the second attempt. Students must study and take the exam within 12 weeks after the failing grade is reported. Students must study and take the exam and have a passing score by November 1. Any deviation from
this timing needs to be approved by the Dean’s Committee based on a rational plan. Any student who delays taking their exam beyond the 16 weeks will be placed on Leave of Absence.

** Students failing the USMLE Step 1 on the second attempt must study and pass the exam prior to beginning the third year. They must take the exam within 12 weeks after receiving their results unless they develop a different plan with the Dean’s Committee. Failure on the third attempt will be reported to the Combined Promotions Committee with a recommendation for dismissal.

Any exceptions to the policy regarding the USMLE Step 1 must be made by recommendation of a the Dean’s Committee composed of the Vice Dean for Academic Administration, Associate Dean for Medical Education, the Associate Dean for Academic Affairs and Student Services, the Associate Dean for Graduate Medical Education and the Associate Dean for Community Outreach and Medical Education. Any exceptions must be requested in writing.

All students must take the USMLE Step 2CK before the end of the second period of the Fourth Year. All students must pass USMLE Step 2 to graduate. Students must have a passing score in order to be certified for the residency match. Students may only take USMLE Step 2 after completing the entire third year. No student may take the exam during the third year. Any variance from this schedule must be made in writing and approved by the Dean’s Committee composed of the Vice Dean for Academic Administration, Associate Dean for Medical Education, the Associate Dean for Academic Affairs and Student Services, the Associate Dean for Graduate Medical Education and the Associate Dean for Community Outreach and Medical Education.

Students who fail USMLE Step 2CK while on a required clerkship or elective experience should leave the clerkship or elective experience to which they are assigned upon notification of a failing score in order to prepare to sit for the USMLE Step 2CK exam and graduate with their class. They must take the exam within four (4) weeks of receiving a failing score. Any deviation from this protocol must be approved by the Dean’s Committee. Students will be placed in a credit bearing study period for the allotted 4 week study period. The Advising Dean and Assistant Dean for Years 3&4 will monitor timing and program requirements determining whether the student will need to decelerate thereby not graduating. Students failing USMLE Step 2CK must retake the exam and record a passing score prior in order to enter their match list to the NRMP, as failure will not allow the student to graduate and fulfill match obligations. Students who have no score or have a failing grade may be withdrawn from the match. Students must register their re-examination date and their plan of action with the Vice Dean once developed and approved by their Advising Dean.

Students failing the USMLE 2CK on the second attempt must decelerate, completing the fourth year over two years. They must leave the clerkship they are on at the time of the failure. Students on a decelerated schedule must take the
USMLE Step 2CK Exam and post a passing score by the official starting date of their respective Class for the next year. **Retaking the exam should be no more than 1 year** unless an exception is made by the Dean’s Committee after a written request. Students must register a plan and the date of their re-testing with the Dean’s Committee. **Students will not be reinstated as a fourth year students unless they pass the third attempt.** Failure on the third attempt will be reported to the Promotions Committee with a recommendation for dismissal.

Any exceptions to the policy regarding the USMLE 2 CK must be made in writing to the Dean’s Committee composed of the Vice Dean for Academic Administration, Associate Dean for Medical Education, the Associate Dean for Academic Affairs and Student Services, the Associate Dean for Graduate Medical Education and the Associate Dean for Community Outreach and Medical Education.

**Students on a decelerated schedule must take the USMLE Step Exams within one year of the failure that required deceleration. Failure to do so will be reported to the Promotions Committee with a recommendation for dismissal.**

Students **must sit for USMLE 2 CS so they get a score by the November reporting period as published each year by the USMLE.** Any change in this schedule must be negotiated with the student’s Advising Dean and the Dean’s Committee.

**XIV. CURRICULAR ADJUSTMENT FOR MATERNITY OR PATERNITY LEAVE**

Students may request an official leave of absence utilizing the leave of absence protocol found in the Rule for Promotions Committee document. This may be for a whole or part of a year. Students may negotiate curricular time adjustments with the Vice Dean for Academic Administration who will confer with the Assistant Dean for Academic Affairs, the Associate Dean for Medical Education, the Associate Dean for Academic and Student Affairs, the Assistant Dean for Undergraduate Medical Education Years 1&2 or the Assistant Dean for Undergraduate Medical Education Years 3&4 in order to assure curricular compliance for graduation. An acceptable plan will be developed. It is possible to arrange to take any year over two years as one method of accommodation. Each case will be considered individually rather than by predetermined policy.

**XV. HONOR CODE CONSIDERATIONS**

A. Requirements

Ample space for exams should be provided to obviate crowded conditions that encourage cheating, or give the appearance thereof. Students are expected to take the examination in the assigned room except to accommodate learning disabilities or other specific circumstances approved by the Dean’s Committee.
composed of the Vice Dean for Academic Administration, Associate Dean for Medical Education, and the Associate Dean for Academic Affairs and Student Services.

1. Students do not have to sign the Honor Code before exams. It is expected that the students have already committed to the principles of the code. Before each exam, students may be reminded that the code is in effect.

2. Conditions for practical exams should be such that only one student views an exam specimen at a time.

3. A member of the faculty or a designee of the office of Medical Education is responsible for supervising the collection of any written exams. NBME Shelf Exams are proctored in accordance with the rules required by the NBME.

4. In all years (I-IV), it is the faculty’s responsibility, with the aid of the Office of Medical Education, to arrange for a specified examination room which offers students an appropriate environment for taking exams in either a written or computer based format.

5. Electronic exams will be delivered in multiple versions of the exams (with questions in different order).

XVI. Administrative Psychiatry Review

An Administrative Psychiatric Review may be required to continue in Undergraduate Medical Education program for one of the following reasons:

1. Academic performance may be influenced by emotional, psychological or social issues that may need to be addressed in order to insure completion of the requirements for the M.D. degree.

2. There may be occasions when a student’s professional demeanor or personal behaviors and activities may raise serious questions about the individual’s ability to pursue a career in medicine.

The psychiatric evaluation must be performed by a Board Certified Psychiatrist. The individual being reviewed must understand that the evaluation is not a confidential medical record but rather a summative report that is utilized to determine a plan of action necessary to allow the individual to successfully complete the course of study. The summative report becomes part of the student’s confidential academic record. Failure to undergo an administrative review may result in dismissal from the Medical School.
Financial Aid Eligibility Requirements Based on Satisfactory Academic Performance

The Albany Medical College is required by law to ensure that students receiving financial aid are making satisfactory academic progress in their degree programs. If a student does not meet the minimum standards of academic progress, as outlined by the principles in “Albany Medical College Guidelines for Promotions Committees” and determined by the Promotions Committee, s/he will be ineligible to receive financial aid assistance. The progress of each student who is working towards a degree will be monitored by the appropriate promotions or progress committee and their Advising Dean. Note that any student on Leave of Absence or extended curriculum is not eligible for financial aid from Albany Medical College.

A student who does not satisfactorily complete all program requirements for a given year may be permitted to remediate as outlined in the Policy for Remediation within the Albany Medical College Guidelines for Promotions Committee. During the period of remediation, the student will remain eligible for financial aid. If a student does not successfully complete remediation, the student will be considered for dismissal. Students may also be dismissed without the possibility of remediation. The student will continue to receive financial aid while appealing a dismissal decision. Once dismissal is official, all financial aid will be terminated.

Maximum financial aid eligibility for medical students is six (6) years unless time to graduation is negotiated due to special circumstances. For MD students working on a master’s degree at the medical college it will be seven (7) years unless time to degree is negotiated due to special circumstances. Funding beyond the maximum time frames will be provided only if negotiated and approved by the Dean or the Dean’s designee.

Advanced degrees outside of the medical college do not qualify for financial aid funding through AMC. A student who has completed degree requirements, with the exception of ACLS and the National Boards, will not be eligible for financial aid funding.

XVIII. Access to Student Records

1. Course faculty will be able to access all course, theme, clerkship grades.
2. The student’s total file will be available to the Vice Dean for Academic Administration, the Associate Dean for Medical Education, the Associate Dean for Academic and Student Services, the Assistant Dean for Graduate Studies and the Chair of the Promotions Committee of the Undergraduate Medical School program.
3. Faculty and Faculty Advisors will need permission from the Deans or the student to access anything other than course related data.
4. After graduation and for purposes of letters of recommendations students must sign permission for record accessibility. They must designate the whole file or particular parts.

XIV. ALBANY MEDICAL COLLEGE GUIDELINES FOR PROMOTIONS COMMITTEES, DISCIPLINARY HEARING PANELS AND APPEALS COMMITTEE

Introduction

The Faculty of Albany Medical College has a responsibility not only to its students but also to the public that its students will eventually serve. A basic part of that responsibility is to see that our students perform in a manner consistent with the most appropriate standards of scholarship and professional behavior accepted by society and the medical profession. It is sometimes necessary for the Faculty to consider instances in which students appear not to meet an appropriate level of professional competence or performance, whether due to inadequate scholastic achievement or unprofessional behavior. These guidelines have been established so that such students may be treated fairly and judged in a reasonably consistent manner. The ultimate responsibility for decisions affecting the status of any student has been delegated by the Trustees of the Albany Medical College to the Academic Governing Council. The Council has, in turn, delegated that responsibility to standing and ad hoc committees of the Faculty, such as Promotions Committees, Disciplinary Hearing Panels, the Student Honor Committee* and the Committee on Student Appeals. The Committee on Student Appeals is a subcommittee of the Academic Governing Council.

Synopsis of Grading System and Guidelines for Promotions Committees

A. Student grades should be forwarded to the Student Records Office no later than seven days after the end of a course (theme) in Years I and II and no later than five weeks after the end of a required course, rotation, or elective in Years III and IV. A mandatory faculty evaluation of student overall performance, including evaluation of professional competence demonstrated by academic achievement, attitude, integrity and ethical conduct, will be recorded for students in the third and fourth medical school years. Evaluation of professional behaviors will be included in assignment of grades. Evaluations of professional behavior, including but not limited to attitude, integrity and ethical conduct, may be forwarded to the First and Second Year Promotions Committee by faculty conducting courses in the first and second medical school years. These evaluations become part of the student’s record. The evaluations are available for review in accordance with regularly
established procedures. Students will receive, in their AMC mailbox, each final grade and evaluation recorded in Student Records.

*See The Student Honor Code of Albany Medical College, August 6, 1997 as may be amended from time to time.

B. Final grades permitted are: EH (Excellent with Honors), E (Excellent), G (Good), M (Marginal), and U (Unsatisfactory). Several academic offerings will be graded P (Pass) or F (Fail). The grade of I (Incomplete) may be assigned if a student has not completed all requirements at the time of course or clerkship completion. A grade of I must have Prior approval of the Dean’s Office designee. The Office of Student Records will be notified of the Incomplete grade. Within two (2) weeks of receipt of an Incomplete grade, the student must have a plan approved by the course or rotation director that will allow completion of requirements. The plan must be registered in the Office of Student Records. Failure to develop an approved plan within 2 weeks or failure to complete the requirements based on such a plan will result in the assignment of a grade of Unsatisfactory (U).

C. A student who does not take an examination in a course and does not have permission from the proper authority as outlined in the document entitled “Rules of Classroom Activities” will receive a grade of U for the examination.

D. When a final grade of U has been submitted, remediation may be permitted as outlined in Policy for Remediation.

E. The class rank of all students will be computed based on numerical grades received in all courses and clerkships. Class rank will be based on the original final grades a student receives and NOT grades received through repetition of a course or clerkship. When remedial work has been required for a Theme or a Clerkship, and has been successfully completed, the AMC transcript will reflect the original word grade followed by a “P” for “Pass”; e.g., U/P or M/P. A student’s class rank and numerical grades will be protected by the Administration in the same manner that all grades are currently protected.
Operation of Promotions Committees

A. The Promotions Committee membership shall, generally, be drawn from among the course directors, clerkship directors and departmental education coordinators for the appropriate years. Members of the Academic Governing Council may serve on the Promotions Committees only if they are themselves course or clerkship directors. The Dean, or the Dean’s designee, shall appoint the Chairman, Vice Chairman and members of each Promotions Committee. Neither the Chairman nor the Vice Chairman need be a course or clerkship director. Regularly invited guests will include the Vice Dean for Academic Administration, Associate Dean for Medical Education, Assistant Dean for Academic Affairs, Associate Dean for Student Affairs, and the Director of Minority Affairs.

B. The Promotions Committees shall meet monthly or as needed.

C. Promotion Committee adverse actions will be promptly communicated to the student(s) to whom they apply after each meeting.

Adverse Actions

1. **Academic Concern** – A letter of academic concern may be based upon an INTERIM unsatisfactory performance, i.e., a single interim U grade or two or more interim M grades at the end of any regular examination period, or it may be based on a FINAL M grade in a first or second year course. This letter should indicate sources of additional help including counseling and/or, in appropriate cases, a psycho-educational evaluation, and encourage the student to take advantage of same. A copy of this letter will be sent to the student’s advisor and will become a part of the student’s record.

2. **Academic Warning** – A letter of academic warning may be based upon 2 FINAL grades of M in courses, or upon a final grade of M and an interim grade of U or upon INTERIM grades of U in two or more courses or a grade of M in any clerkship. This letter will indicate that the student is in academic jeopardy and that continued performance at that level could lead to the student being placed on Academic Probation. The letter should indicate the meaning of academic warning and urge the student to seek extra help including, as appropriate, counseling and/or a psycho-educational evaluation. A copy of the letter will be sent to the student’s advisor and will become a part of the student’s record.

3. **Academic Probation** – A letter of Academic Probation may be based on one or more FINAL grades of U or Grades below G in courses representing more than twenty percent of credit in either of the first two years or grades below G in more than two clerkships. This letter will indicate what remedial actions are necessary to be removed from probation. A copy of the letter will be sent to the student’s advisor and will become a part of the student’s record. When a student has been identified as performing at an
unsatisfactory or at a sustained marginal academic level, the Promotions Committees will determine whether the student should be dismissed, required to repeat the year or continue in the curriculum with remediation. Probationary status, unless removed by the Promotions Committees, will continue until the end of the academic year, at which time the Promotions Committees should make one of the following determinations:

A. That the student, having continued to do unsatisfactory work in one or more courses, should repeat the academic year.
B. That the student, having continued to do unsatisfactory work in one or more courses, should be dismissed.
C. That the student, having achieved satisfactory grades in all courses, should be removed from probation and promoted to the next academic level.
D. In exceptional circumstances, that the student should be promoted, but remain on probation.
E. Students who have been on Academic or Non Academic probation must receive permission from the Promotions Committee to do away electives.

4. **Non-academic Concern, Warning or Probation** – The Status of Non-academic Concern, Warning or Probation shall be based on reports relating to attitude, integrity and ethical conduct or other measures of professional conduct. The Promotions Committee will issue a letter of non-academic status after determining the severity and pattern of unprofessional behavior. The Committee may also recommend to the Dean or the Dean’s designee that such behavior be investigated for possible disciplinary action which may include dismissal. The Committee may require the student undergo an Administrative Psychiatric Evaluation.

Students who have been on Academic or Non Academic probation must receive permission from the Promotions Committee to do away electives.

**Appeal of Repetition or Dismissal Decisions**

When the Promotions Committee determines that a student must repeat an academic year, or be dismissed, that student shall be notified in writing and shall have 10 business days in which to present, in writing to the Promotions Committee, reasons why its determination should not be carried out. During this period, the student may request a personal conference with an Ad Hoc subcommittee of the Promotions Committee. Such request shall be submitted to the Chair in writing. In such cases, a subcommittee of three regular members of the Promotions Committee will be appointed by the Chair. The Chair, as appropriate, will be guided by the involvement of the individual members of the Promotions Committee in the matters at hand when selecting the members of the Subcommittee. The Subcommittee will report its findings to the Promotions Committee for consideration during Promotions Committee deliberations. There will be no hearing before the entire Promotions Committee. The Promotions Committee will rule on the appeal no later than its next regularly scheduled meeting. The final determination of the Promotions Committee shall be forwarded for implementation to the Office of the Dean or
Dean’s Designee. After notification of the final determination by the Promotions Committee, the student may request in writing that the case be reviewed by the Committee on Student Appeals.

Promotion to the Next Year

Upon completion of each academic year students who have successfully completed all academic requirements will be considered for promotion to the next year or for graduation.

Remediation of Unsatisfactory (U), Fail (F), and Marginal (M) grades

A. Remediation of either an Unsatisfactory (U), Fail (F), or Marginal (M) grade may be accomplished, at the discretion of the Promotions Committee responsible for the year of study, by reexaminations or other required remedial work to be determined by such Promotions Committee. The opportunity to remediate may be granted only by action of the Promotions Committee. Students in the first two years may be granted the opportunity to remediate no more than two grades of F and/or U that in aggregate represent no more than 8 credits. In the third and fourth years a student may be granted the opportunity to remediate an M grade in no more than two clerkships. In the third and fourth years, more than two M’s or a U grade will result in the Promotions Committee considering repetition of the year or dismissal.

In any of the grade scenarios described in the preceding paragraph, the Promotions Committee may choose not to offer remediation if it considers the deficiency to be one that is not amenable to remediation.

B. Guidelines for the administration of reexamination. In the first two years, the remediation of a course/theme will require a written examination that may include a Practicum. The reexamination will be comparable in form and degree of difficulty to that administered in the course/theme. In the first year a student may not be reexamined earlier than three weeks after the end of classes. If a student is required to remediate two courses/themes, a second three week period is allocated for this purpose. In the second year, the corresponding reexamination waiting periods will be 2 weeks. Remediation and reexamination shall take precedence over any other summer plans a student shall have made. A student shall be entitled to no more than one opportunity to be reexamined in any one course/theme. The student must achieve a score that would have resulted in a grade of “good” on the original examination. If the student is successful upon reexamination, his or her transcript will show the original grade/pass (e.g., “U/P”). In the third and fourth years, the means by which remediation may be appropriately achieved will be determined by the Promotions Committee in collaboration with the student’s Clerkship Director upon consideration of the nature and extent of the deficiency. Students may be asked to take an exam over or repeat any portion or all components of a clerkship. The students may be required to repeat the entire clerkship. Upon completion of the remedial work, the transcript will show the original grade/pass (e.g., “U/P”).
C. Students receiving final grades below Good (G) or Pass (P) in courses representing more than twenty percent of the academic activity based on credits, during the first two years, must either be dismissed, required to repeat the year in its entirety or declared to be in sustained marginal performance and hence eligible for remediation by reexamination. In the clerkship years, any permitted remediation of any grade below G must be accomplished as described in section B above.

D. A student receiving any final grade of Unsatisfactory or Fail will not be promoted unless the grade is remediated. The U or F grade must be remedied by reexamination in the first two years or repetition of the clinical experience in the clinical years.

E. Removal from sustained marginal performance status may only be accomplished as described for remediation of U or F grades described above. In the first two years, the course or courses in which reexaminations will be taken, will be determined by the Chairman of the Promotions Committees and the course directors of the courses in which the student obtained a U, F, or M. reexamination will be allowed in no more than two courses. Failure to remediate U and M grades successfully will necessitate repetition of the year in its entirety, if permitted by the Promotions Committee In years three and four a student may only remediate one U grade, if permitted by the Promotions Committee.

F. A student repeating a year in its entirety: (1) will be dismissed upon receipt of a grade of U or F; (2) if in the first two years, may be granted the opportunity to remediate up to two M’s totaling no more than twenty percent of credits; and (3) will be dismissed upon failing to pass any remedial experience.

In addition, a student repeating the third or fourth year in its entirety: (1) will be dismissed upon receipt of a grade of U or F or more than one grade of M; and (2) may be granted an opportunity to remediate one M grade.

G. Students matriculated for the M.D. degree at Albany Medical College will not be permitted to repeat more than one of the four academic years in order to graduate.

Committee on Student Appeals

A. The Committee on Student Appeals shall consider appeals from students of sanctions imposed by the Academic Governing Council, the Promotions Committee, the interaction of the Student Honor Committee and the Dean pursuant to the Student Honor Committee recommendations or a Disciplinary Hearing Panel. The Committee on Student Appeals may, in its sole discretion, decide whether to hear the appeal and, if so, whether to hear it in depth as provided in paragraph C immediately below or conduct a formal hearing. At minimum, however, the Committee shall consider the student record
as well as any relevant substantive information the student may offer within his or her appeal request.

The Committee shall be a subcommittee of the Academic Governing Council appointed by and serving at the pleasure of the Dean and shall be composed of five (5) members of that Council, chaired by one of these members as designated by the Dean. In order to provide the appropriate continuity in the deliberations of this standing committee, there will be no fixed terms for its members. Membership shall, however, be reviewed annually by a committee composed of the Dean, the Vice Dean, and the appropriate deans for Student Affairs and Academic Affairs.

B. A diligent effort shall be made to schedule a meeting of the Committee on Student Appeals not less than 3 nor more than 12 calendar days following actual receipt of the student’s request for an appeal.

C. The Committee on Student Appeals shall not try a case or otherwise conduct its business in an adversarial fashion. If the Committee exercises its discretion to hear the appeal in depth, it shall consider only the written material submitted by the student, written documentation from the Promotion Committee, the student record and in some cases additional information collected by the Committee in connection with any formal, non-adversarial hearing it may convene or any personal appearance by the student or any other person(s) the Committee or its designee(s) may decide to interview. The Committee may only consider the following questions to guide its deliberations:

1. Were the requisite sanction procedures followed appropriately up to the time of the appeal?
2. Is there any potentially useful evidence that had not been available for consideration?
3. Was the sanction imposed in good faith and neither arbitrary, capricious nor clearly unreasonable?

D. On appeals from actions of the Promotions Committee, the Committee on Student Appeals shall report within 24 hours, in writing, the results of its determination to the Vice Dean for implementation. The Vice Dean shall notify the student involved.

E. On appeals from actions of the Academic Governing Council, Student Honor Committee, or Disciplinary Hearing Panel, the Committee on Student Appeals shall report within 24 hours, in writing, the results of its determination to the Vice Dean or the Dean’s designated representative and the student(s) involved.

F. If it has considered the appeal in depth, the Committee on Student Appeals shall report separately on each of the three questions it is to consider (Items C1, 2, 3) and may confirm the prior action or recommend to the Dean or the Dean’s designee a rehearing of the case by the initiating body, a modification of the determination, or a modification of any sanctions imposed.
G. The Dean shall then make final and binding disposition of the matter concerning Academic Governing Council actions, Student Honor Committee actions, and Disciplinary Hearing Panel actions.

Disciplinary Hearing Panels

There will occasionally be incidents or reports of conduct on the part of a student occurring outside the academic realm or usual purview of Albany Medical Center that cannot be resolved through interaction of the Promotions Committee or the Student Honor Committee and that may raise serious questions about the fitness of the student to continue in the study and eventual practice or teaching of medicine. Such matters shall first be referred to the Dean or the Dean’s designee, who shall undertake an investigation, with which the student shall be required to fully cooperate, and thereafter recommend appropriate action. If that recommendation is for dismissal, or if the Dean or the Dean’s designee considers the matter of sufficient moment, the Dean or the Dean’s designee may convene a disciplinary hearing panel to consider all aspects of the matter. The subject student is entitled to a hearing before a Disciplinary Hearing Panel (DHP) under these circumstances in order to present his or her case. The student must make a written request for a DHP hearing within five business days of such recommendation or be deemed to have waived it.

The DHP shall consist of 5 members as follows: 2 faculty members of the Academic Governing Council, 2 other tenured faculty, and the President of the Student Council. If a quorum of 3 faculty members of the DHP is not available, the Dean may appoint ad hoc members for a meeting. If the President of the Student Council is unable to attend a meeting, the Vice President of the Student Council may substitute. The Dean shall appoint a Chair from the membership for each case.

Faculty members of the DHP shall serve three-year terms with two members being replaced each year. In order to establish this rotation, the Committee shall initially have two faculty members serving one-year terms, two serving two-year terms and two serving three-year terms. No member of the Committee may serve more than two consecutive terms.

In order to derive sufficient information upon which to base a recommendation, the DHP may interview the student and any other person appropriate to the matter at hand.

The DHP hearing shall be conducted in most cases according to the following general guidelines, which shall be subject to adjustment at the reasonable discretion of the Chairman.

A. A reasonable attempt shall be made to notify the student in writing by personal delivery or by certified mail to his or her last local address as shown in the records of the College that the DHP will conduct a hearing. The notice shall contain a full and a fair summary of the information or changes against the student, sufficient to enable the
student to formulate a response, as well as notice as to the date, time and location of the hearing. Specifically, for cases of domestic violence, dating violence, sexual assault and stalking, the notice shall describe the date, time, location and factual allegations concerning the violation, a reference to specific code of conduct provisions alleged to have been violated and possible sanctions.

B. A diligent effort shall be made to schedule the hearing not less than seven nor more than 21 calendar days following personal delivery or certified mailing of the notice.

C. The notice of the hearing shall (through sending the student these guidelines) inform the student of the following:

   A. The student has the right to be present at the hearing and is, in fact, is expected to be present.

   B. The student may be accompanied at the hearing by legal counsel (one person) and, in addition, by his or her faculty advisor. The legal counsel may confer with and advise the student but may not interfere with or participate in the proceedings. The Student’s counsel shall not interview witnesses.

   C. The College may have legal counsel present to confer with and advise the Committee and College personnel, but such counsel may not interfere with the proceedings and shall not interview witnesses.

   D. A record or transcript will be made of the hearing and the student has the right to review such record or to obtain a copy or copies of such record upon payment of the cost of its reproduction.

   E. The student has the right to present such evidence, testimony, affidavits, exhibits, and witnesses as are relevant to the stated purposes of the hearing or to the charges upon which the recommendation for the hearing was based.

   F. Prior to the hearing, the student has the right to review his or her official Student record as defined by applicable law and any additional material upon which the recommendation for the hearing has been based. Copies of items in the student record and copies of other pertinent materials may be obtained by the student upon payment of the reproduction costs.

D. Upon completion of the evidentiary portion of the hearing, the DHP shall proceed in executive session to determine the validity of the charge(s) and to recommend to the Dean appropriate action, as decided by simple majority vote. A minority report may, if desired, also be presented to the Dean. The minutes of the DHP in
executive session shall not constitute part of the record of the hearing. Only the vote reached in such a session shall be included in the record. If a request is made for a minority report to the Dean, that fact, too, shall be included.

E. The recommendation of the DHP shall be transmitted in writing within 72 hours of the adjournment of the executive session of the hearing to the Dean and to the student(s) involved. The letter of notification to the student shall inform him or her of the right to apply in writing within 7 days to the Chairman of the Committee on Student Appeals for permission to appeal the decision of the DHP. Failure to submit such application within the specified time period shall constitute a waiver of the student’s right to further appeal.

Interim Actions

At any time during the preliminary investigation process, the hearing process or the appeals process, the Dean or the Dean’s designee may suspend or remove a student from normal academic activities if such action is deemed to be in the interest of maintaining the normal function and atmosphere of the College. Such suspension or removal shall automatically be reviewed at the time of the next proceeding in any case and a recommendation for its continuation or termination made to the Dean.

Upon recommendation of any of the individuals or committees listed below, the Dean or the Dean’s designee may require appropriate educational, psychometric or medical evaluation of a student in order to help determine his or her academic, behavioral, or emotional fitness for continuation as a medical student:

a) The appropriate Dean for Academic and Student Affairs
b) The Dean for Medical Education
c) A Promotions Committee
d) The Disciplinary Hearing Panel
e) The Committee on Student Appeals