



**ALBANY MEDICAL
COLLEGE**

**UNDERGRADUATE MEDICAL
EDUCATION**

**Principles, Policies, Protocols and Rules
Student Handbook**

Revised February 2022

GENERAL PRINCIPLES AND POLICIES

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ALBANY MEDICAL COLLEGE
UNDERGRADUATE MEDICAL EDUCATION
Principles, Policies and Rules
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Albany Medical College is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, (215) 662-5606. The MSCHE is an institutional accrediting agency recognized by the US Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

The Albany Medical College is also accredited by the Liaison Committee on Medical Education (LCME) of the American Association of Medical Colleges, 655 K Street NW, Suite 100, Washington DC, 20001, (202) 828-0400.

I. GENERAL PRINCIPLES AND POLICIES

A. Admission 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.

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- Increase the number of under-represented 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.
- Assess retention and recruitment of under-represented minorities through continuous monitoring.
- Develop curricular components and professional development opportunities to support an inclusive worldview 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, gender identity, religion, marital status, disability, 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 145 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. The Committee employs a holistic approach in their review process and 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 reflecting a wide geographic diversity of United States citizens.

The academic record of an applicant provides the basis for predicting potential success in medical school. Academic performance can be evaluated regarding specific schools attended, selection of courses and course load. In addition, standardized tests provide a common measure by which to compare applicants.

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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. These individuals inform the decisions 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.

B. Combined Degree and other Admission Processes

Albany Medical College reserves up to 45 places in its first-year class for students matriculating via combined degree programs with Rensselaer Polytechnic Institute, Union College and Siena College.

i. Rensselaer Polytechnic Institute:

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.

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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 experiences 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 (4) years of English; one (1) year each of biology, physics and chemistry; four (4) years of mathematics through pre-calculus or equivalent. 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 application review. Applications must be filed and completed by November 1. Admission to the program is limited to citizens of the United States.

ii. Union College:

Union College and Albany Medical College Leadership in Medicine Program offer a joint program enabling qualified students to earn 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 the sciences, humanities, and health care management. The requirements of an inter-departmental major "a non-science discipline" as well as ten (10) 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 Medicine 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

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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 (4) years of English, three (3) years of mathematics through trigonometry and one (1) 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 application review. 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.

iii. Siena College:

A 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 in 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

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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.

iv. University at Albany:

The early assurance program with the University at Albany aims to recruit, retain, and matriculate qualified UAlbany undergraduates from demographic sectors that have been traditionally underrepresented in the medical profession. This includes Black, African American, Afro-Caribbean, Hispanic, Latinx, Native American, Alaska Native, and Asian Pacific Islanders as well as first-generation college attenders. Students eligible to apply have successfully completed 3 semesters (36 credits) of academic work at UAlbany, with at least twelve (12) credits in core pre-med science and math courses with a 3.5 cumulative and science GPA and grades of B or better in all math and science courses. Successful applicants will have participated in community and public service. The MCAT is waived. Students are offered admission to Albany Medical College contingent on continued academic performance and graduation from UAlbany.

v. MD/PhD Program

A combined program of study which leads to both an MD and PhD degree is available to students who wish to pursue a career in research and academic medicine. Students can apply to the PhD program after they have completed their second year of medical school. Once accepted, they enter the PhD program full-time. Approved transfer of credits earned in the MD program helps students complete two or three years of graduate study and thesis preparation. They then return to the MD program to complete their final two years of clinical clerkships. Stipends are available to cover tuition and defray expenses during the years when a student is enrolled as a PhD candidate. Tuition is covered by a grant for the final two clinical years after the student completes the PhD.

vi. 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. Both degrees can be completed in five years with a program of studies that is individualized.

C. Disability Accommodations and Minimum Technical Standards for Admission and Matriculation

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

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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 wounds, and the performance of 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 relationships 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, exercise good judgement, the prompt completion of all the 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.

D. Undergraduate Medical Education Program Requirements Overview

The Undergraduate Medical Education Curriculum consists of 160 weeks of study not including vacations or holidays. All 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, the Assistant Dean for Years 3&4, and the Vice Dean for Academic Administration. 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, called Themes. Year 1 Themes cover an understanding of “normal” within a clinical context. In Year 2, the Themes focus on an understanding of “abnormal”. The clinical clerkships during Year 3 include the disciplines of Family Medicine, Internal Medicine, Neurology, Obstetrics & Gynecology, Pediatrics, Psychiatry, and Surgery. Year 4 is designed to prepare students for residency and practice through required rotations, including acting internships, critical care medicine, emergency medicine and learning to teach and a capstone project, plus a selection of clinical and

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non-clinical electives. During Years 3 and 4, students revisit basic science in the context of their own clinical experiences. The curriculum features longitudinal educational experiences spanning all years in ethics, law, humanism, nutrition, evidence-based medicine, clinical skills and information searching and service learning.

Students may finish in more than four (4) years if they take one or more 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 in the clinical years, taking one year of study over two years. Deceleration may be based on personal, health or academic circumstances.

Students may also be required to repeat an entire year of study for academic reasons. Students are considered matriculants at Albany Medical College except when they are on leave of absence or extended curriculum. The Undergraduate Curriculum does not allow for part-time enrollment. To remain on full-time student status, decelerated students must have a curricular plan requiring at least two (2) credit hours and demonstration that they will fulfill the balance of requirements divided over two years.

Students are considered in good academic standing if they have not been placed on academic probation, e.g., for unprofessional behavior, will not be considered in good academic standing.

The medical college is supportive of students who wish to expand the scope of their undergraduate medical education by pursuing complementary 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.

E. Satisfactory Academic Progress

A student must be making satisfactory academic progress (SAP) to be eligible for Title IV funds, per federal student aid requirements. A student must fulfill both of the following criteria to be making SAP:

1. **Time to Degree:** MD students must complete their degree requirements within six years. Any time spent on a leave of absence will be included in the total time to

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graduation. Maximum time to graduation will be individualized for students enrolled in the MD-PhD program and for students who pursue other additional degrees while enrolled at AMC. This determination will be made by the Vice Dean for Academic Administration.

2. **Academic Status:** students who are dismissed or withdrawn from the MD program will not be making SAP. Students on Academic Concern, Warning, or Probation are still making SAP. Students on an approved leave of absence or a decelerated curriculum are making SAP unless they will not be able to complete their degree within the time to degree requirements above.

All students are subject to the above requirements, regardless of their aid status. Any student who is not making SAP will be administratively withdrawn. A student who will not be able to complete their remaining degree requirements within the maximum timeframe will be administratively withdrawn. Appeals may be brought to the Deans Committee and may be granted for rare and exceptional circumstances only.

F. Undergraduate Medical Education Curriculum

In the first two years of study, students must complete all the components of the curriculum in order to progress. The requirements are made known at the beginning of each academic year. Students must complete Year 1 and Year 2 organ-system Themes and the requirements of each of the longitudinal themes: Health, Care and Society; Evidenced Based Health Care; Nutrition; Clinical Skills; and LaGrange Medical Informatics. In the summer of the first year, students from combined degree programs may be required to complete specific program components.

Students must take USMLE Step 1 prior to the first day of the Clinical Bridge Block. Students **MUST** take the Clinical Bridge Block (CBB) in order to qualify for the third year. The CBB allows students to improve their clinical skills and introduces procedures and protocols necessary in the 3rd Year required clerkship rotations.

The 3rd year consists of required clerkships in Family Medicine, Internal Medicine, Neurology, Obstetrics & Gynecology, Pediatrics, Psychiatry, Surgery and Scholarly Endeavors, additional educational requirements, such as longitudinal themes, determined by the Year 3-4 committee and approved by UME Council.

The 4th Year consists of ten periods of four weeks each. There are twelve (12) weeks of required rotations, ten (10) weeks of electives, and eight (8) weeks of vacation/ flex time. Students can take up to twelve (12) weeks of one specialty area for academic credit within the sixteen weeks

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of electives. Students taking more than twelve weeks in one specialized area of study must use vacation. Such activities will show on their official transcript, but no academic credits will be assigned for them.

Required 4th Year clerkships are at least two that the student may select from three options: Critical Care, Emergency Medicine and an Acting Internship in the student's choice of Family Practice, Medicine, Pediatrics, Surgery or Ob/Gyn. Teaching to Learn/Learning to Teach is required.

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 electives are not permitted during the final period. Students cannot take two courses / clerkships at the same time.

All students must complete forty (40) hours of approved Service Learning activities over the four years of medical school. The Office of Community Outreach and Medical Education is responsible for designing and approving qualified experiences and monitoring student progress.

G. Personal Identity, Personal Safety and Public Safety Requirements

The Registrar will verify all college transcripts and match pictures at time of application with those taken at matriculation. All background checks and other Association of American Medical Colleges (AAMC) data on file will be evaluated. Any students with discrepancies will be required to demonstrate consistency to remain at the College.

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 respirator fit-tested. Only students who comply with these requirements will be allowed to attend class and participate in simulation or on a clinical rotation. All students must pass the Albany Medical Center Health and Safety Module and the HIPAA 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 with 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 alcohol or take drugs. If these activities are proven the students involved will be dismissed.

CLASSROOM RULES AND REGULATIONS

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.

H. Social Media Warning for Learners

Social Media is not an appropriate vehicle for clinical pictures or discussions relating to medical school patients, faculty, staff, or other students. Any violations will result in an Honor Code and/or a Disciplinary Hearing.

I. Appropriate Dress while 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 standardized patient exercises that replicate true clinical encounters. When patients are present in the classroom during the first two years, it is not necessary to wear a white coat, but students are expected to dress professionally (business casual.). When students go to the clinics or the hospital to see patients, they must comply with the Albany Medical Center professional dress standards.

II. 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 courtesy to faculty and to fellow students, it is expected that students arrive for educational sessions at the appointed time and not leave the session before the appointed time.
2. If an instructor is more than ten (10) minutes late for an educational session, the students may assume the session is canceled unless prior notice has been given that indicates that the instructor will be late.
3. Lectures must end ten (10) 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 (10) minute break for each fifty (50) minutes of teaching.

EDUCATIONAL OFFERING DESCRIPTION REQUIREMENTS

5. There cannot be more than twenty-eight (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.
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 (4) 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 for patient or community panels. To require attendance, the Theme Leader must meet with the Assistant Dean for Years 1&2 and the Vice Dean for Academic Administration to gain approval. When attendance is required in any curricular offering, students must sign in.

C. Syllabus Material, Lecture Support Resources

Students will view the Syllabus and all lecture materials on their computers. Students will be able to take notes on the supplied course materials (Power point slides, etc.) using a OneNote or PDF annotator supplied by AMC.

III. EDUCATIONAL OFFERING DESCRIPTION REQUIREMENTS

EDUCATIONAL OFFERING DESCRIPTION REQUIREMENTS

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 as will the student's responsibility in patient care (observation, patient assessment, etc.)
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 (two 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 practical exams, objective structured clinical examination (OSCE), 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.
9. *Criteria for grade calculations, including grading rubrics, if available.
10. Professionalism attitudes and behaviors can be determinants of all final grades in the preclinical and clinical years. Professionalism issues can be the cause of a failing grade
11. Mechanism for student request for review of a grade for all course offerings.

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

Lecture material will be supplied to students electronically as part of their electronic syllabus. Faculty will provide the office of medical education with electronic versions of their presentation and supplementary materials in a timely manner allowing students to have the material no later than the day before any lecture. Visiting Professors should also supply such material before lectures, if possible, or provide their material at the time of the presentation.

IV. GRADING AND EXAMINATION GUIDELINES

A. Grading

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 end date. 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 and the appropriate Assistant Dean that will allow completion of requirements. Failure to develop an approved plan within two (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 in Year 1 or four weeks of Incomplete in Year 2. Circumstances requiring more Incomplete coursework 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 full year or 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 that are worth 5% or more of the final grade must appear on the official curriculum block schedule. Any evaluation session must be planned as part of the theme planning protocol with the oversight of the Office of Medical Education. Any evaluation session in Health, Care and Society or Evidence 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 (e.g., midterm or final) 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's orientation and 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 Diwali, Yom Kippur, Rosh Hashanah, Good Friday, Easter Sunday, Eid al-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 and the Associate Deans (see Section XI).

GRADING AND EXAMINATION GUIDELINES

4. Examinations as they appear on the official theme or clerkship schedule cannot be changed by class vote.
5. No student (Year 1-4) shall be excused from taking a required evaluation session unless permission has been obtained from the Theme Leader or Clerkship Director and the Assistant Dean for Year 1-2 or Year 3&4.
 - a. Compelling reasons, such as illness or 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 (e.g., 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. 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 two (2) weeks unless special consideration has been granted by the Vice Dean for Academic Administration after conferring with the Assistant Deans.

C. Examination / Evaluation Protocol

1. Examinations will be initiated by the Office of Medical Education.
2. 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.

GRADING OF REQUIRED CLINICAL ROTATIONS

3. 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.
4. Breaks should be taken only to go the restroom and to attend to other medical needs. No communication between students is allowed during the exam.
5. 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 ten (10) days after the end of a preclinical theme and four (4) weeks after the end of a rotation or elective.
3. The distribution of grades 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 may be made available by Theme Leader or the Assistant Dean for Years 1&2. The exam should be reviewed on a secure browser.
 - 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 Dean's Committee (Vice Dean for Academic Administration, Associate Dean for Curriculum, the Associate Dean for Community Outreach and Medical Education, the Associate Dean for Graduate Medical Education and the Associate Dean for Graduate Studies). 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.

V. GRADING OF REQUIRED CLINICAL ROTATIONS

GRADING OF REQUIRED CLINICAL ROTATIONS

1. For required clinical rotations the Clerkship Director will submit to the Office of Student Records both a letter grade (EH, E, G, M, U) and a numerical grade. The numerical grade will not appear on the AMC Student Evaluation.
2. Grade distributions for required clerkships 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.
3. All students must receive mid-clerkship feedback that specifies their strengths, weaknesses, and then receive coaching. 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 develop a formal corrective plan with the clerkship director.
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, the number and type of patients to be seen and followed, how learning will be assessed and how the rotation grade will be determined, as well as the procedure for requesting of review of a grade (see section II).
5. In the fourth year, all required clerkships and course offerings must be taken under the direct supervision of the full-time faculty of the medical college. Learning to Teach must be taken at Albany Medical College. Students receiving grades of “U” or “I” for third year rotations must correct these deficiencies before the start of the fourth year unless they request a waiver in writing to the Vice Dean for Academic Administration.
6. Fourth year off-campus (‘away’) electives should be planned with the assistance of the student’s faculty advisor and/or Advising Dean. 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 by the student’s Advising Dean at least four (4) weeks prior to the date on which the elective is to begin. The student must obtain the application form from the program or VSAS. Affiliation agreements should be signed. All necessary fees, documents, and approvals from the off-campus program need to be obtained prior to final approval by Albany Medical College. No more than twelve (12) weeks of elective credit may be in the same specialty.
7. Students taking required 3rd Year or 4th 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 assignments (e.g., web-based active participation,

GRADING OF REQUIRED CLINICAL ROTATIONS

web-based assignments, reading, paper, etc.) must be developed by the longitudinal Theme Leaders, must have the same educational objectives as the assignment at AMC, and must be made clear in the Clerkship syllabus. These assignments should be completed and reviewed by the longitudinal theme leader so that students are given feedback on their work before the end of the period.

8. Students who receive grades of “U” or “I” for 4th 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.
9. 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 Assistant Dean for Years 3 & 4 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. All absences are subject to approval of the Clerkship Director or Course Director and must be made up.
10. 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, by taking extra night call duty or weekend duty. Time off during clinical rotations, whether required or elective, must be approved by the Clerkship Director or Elective Course Director. At the end of the rotation or elective, if any requirement(s) have not been met, a grade of Incomplete (I) should be submitted and the Assistant Dean for Years 3&4 should be notified.
11. The approved AMC Student Evaluation Form and Comments sections will be completed for all required rotations and electives. The completed evaluations will be submitted within four (4) weeks after the completion of the clerkship experience. The registrar will notify the Department Chair and the Dean if grades are not submitted within four (4) weeks.
12. Professionalism attitudes and behaviors can be a determinant of all final clerkship grades.
13. 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 persistent weaknesses. The summary comments will be quoted in the MSPE. The Advisement comments are meant for the use of the student and advisor in planning future growth,

GRADING OF REQUIRED CLINICAL ROTATIONS

study and education goals. Such comments, especially when recurrent, may be used in the MSPE.

14. Each department is required to develop appropriate criteria for assessing students to ensure the evaluation truly reflects the outcome objectives of the rotation.
15. Students may appeal a Clerkship grade. The appeal **must** be made in writing directly to the Clerkship Director. The Clerkship Director may: recalculate the numerical grade, review the final examination or clinical examination grade, or clarify comments or input from preceptors or residents on the clinical rotation. The Clerkship Director does not have to show the student all 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 Vice Dean for Academic Administration, Associate Dean for Curriculum, the Associate Dean for Community Outreach and Medical Education, the Associate Dean for Graduate Medical Education, and the Associate Dean for Graduate Studies within one month after grades are distributed. The Vice Dean will arrange a forum that includes, the Clerkship Director, the Chair of the department, the Assistant Dean for Years 3&4, and the other members of the Deans Committee. The Committee will be chaired by the Vice Dean for Academic Administration or his/her designee. All parties may present their positions and discuss the issues. The meeting will result in a final grade determination. Furthermore, a student who has exhausted all these procedures to appeal a clinical grade and is still dissatisfied has the right to put a letter stating their dissatisfaction with the grade into their official academic file.
16. 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 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.
17. All students must pass an Albany Medical College Clinical Skills Exam to graduate. The Clinical Skills Exam will be administered at the end of the third year. Students who do not

CLERKSHIP NIGHT DUTY SCHEDULING

perform to acceptable level will be required to remediate and demonstrate competency in core clinical skills.

VI. CLERKSHIP NIGHT DUTY SCHEDULING

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

VII. 4TH YEAR NON-CLINICAL ELECTIVES

AMC currently offers several credit-bearing, non-clinical elective experiences in the fourth year of the curriculum. There is a cap of 4 credits of non-clinical electives.

1. Communication between the student and the Course Director should begin at least two (2) weeks before 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. Acceptable communication includes e-mail correspondence or a conference call.
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 virtually online or in person to discuss their progress.
3. Students 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 work. If upon re-submission, the work is still below expectations, the Course Director may, depending on the circumstances, either award a grade of Fail or continue to work with the student on revision until the work meets expectations.
5. Visiting students will not be accepted for non-clinical electives

VIII. 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 Leaders and Clerkship Directors.
3. Evaluation of required 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 student's grade is released automatically 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 Curriculum Assessment Team 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 End-of- Year Report.

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 on a triennial basis. The UME must approve the schedule for assessments 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 and other data sources deemed relevant to a thorough review. The Chair of the CAT will present the draft CAT report for each Theme, Clerkship, Acting Internship or Course on the schedule for discussion, revision and approval by the UME. These reports will highlight strengths and weaknesses of particular courses and will include commendations and recommendations for changes. The Assistant Deans for Years 1&2 or Years 3&4 and their Workgroups will support and monitor progress on

CLASS RANK

recommendations made in the UME-approved CAT reports and will provide an update on summary of progress made annually.

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 Workgroup (comprised of the Theme Leaders) or to the Third- and Fourth-Year Workgroup (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 Workgroups to the CAT.
3. The CAT will perform an overall curriculum assessment on an annual basis. The purpose of this is to ensure that the 4-year 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 and Patient Logs 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, GQ data and other data sources deemed necessary for a thorough review will help identify areas of inadequacy that need to be addressed.
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 and the Dean as a component of the annual faculty evaluation process.

IX. CLASS RANK

The Combined Promotions Committee uses class rank to determine which students will receive letters of commendation in Year 1 and Year 2 and to assign a tertile for the MSPE. The Vice Dean for Academic Administration may notify students in lower 20% of the class about their being required to pursue a USMLE preparation course and the timing of USMLE administration.

X. REMEDIATION

CHANGE IN STUDENT STATUS

When a student is required to perform remedial work for a Theme or a Clerkship, and has successfully completed that work, the AMC transcript will reflect the original word grade (e.g., Unsatisfactory or Marginal) followed by a “P” for “Pass”; e.g., U/P or M/P.

XI. CHANGE IN STUDENT STATUS

Any change of status, such as Leave of Absence, Deceleration, or Withdrawal, (as defined below) must first be approved by a student’s Advising Dean and/or the Vice Dean of Academic Administration. 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 approval.

A. 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 student who wishes or needs to interrupt study temporarily because of personal circumstances, such as 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 Vice Dean of Academic Administration, on the written recommendation of a physician. A letter stating their readiness to return to class will be required. Students requesting to engage in research or to participate in a graduate degree program must provide documentation to their Advising Dean.

i. Leave of Absence Process

To request a LOA, the student must meet with their Advising Dean and/or the Vice Dean of Academic Administration, explain the reasons for the proposed leave and propose the start and end dates of the leave. If they both find the student to be eligible and approve 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 approval.

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 as of their 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

CHANGE IN STUDENT STATUS

Vice Dean of Academic Administration determines that the student is a danger to themselves or others because of a serious medical or psychiatric problem.

ii. Leave of Absence Policies

1. A student may be granted a 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 a LOA is not eligible for financial aid, including loans; and in most cases, student loans are not deferred during periods of non-enrollment.
3. A student on a 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 a LOA is still eligible to use any AMC facilities normally available to enrolled students, including the library.
5. A student on a 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 (30) days of the date when the leave is approved.
6. A student on a LOA must notify the Registrar in writing of his or her intention to return at least thirty (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 (e.g., extension, change of circumstances) must be approved by the student's Advising Dean and/or the Vice Dean of Academic Administration. Once approved, a new AMC Status Change Request Form must be submitted to the Registrar's Office.
9. A student on a LOA who either does not notify the Registrar at least thirty (30) days prior to the documented end date of the leave that they are returning from, or does not return at the end of the approved leave, or does not request and receive an extension from their

TUITION REFUND POLICY

Advising Dean or the Vice Dean of Academic Administration, will be administratively withdrawn from the Albany Medical College.

iii. Extended Curriculum Leave of Absence

A medical student in good standing, with permission from their Advising Dean and/or the Vice Dean of Academic Administration, 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 provide a completed AMC Status Change Request Form to the Registrar's Office for final approval. This paperwork will include the specific start and end dates of the academic program, and the student is expected to get approval from their Advising Dean before any changes to this plan can be made.

iv. 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. An AMC Status Change Request Form must be completed for an Academic LOA.

B. 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 to the Registrar, either via email sent from the student's AMC email account, or via a signed letter. In addition, the student is required to also notify their Advising Dean, the Vice Dean for Academic Administration, 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. In the event that the student is not on campus or is physically unable to complete the form, the student must request alternate arrangements from the Registrar's Office.

XII. 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 that they withdraw. The Table below details the refund policy.

Tuition Refund Policy for MD, PA, NA and Graduate Students		
Effective Date of Withdrawal	Tuition Credited %	Tuition Liability %
Prior to term start	100	0

THANKSGIVING HOLIDAYS

Day 1-7	100	0
Day 8-14	80	20
Day 15-21	70	30
Day 22-28	60	40
Day 29-35	50	50
Day 36-42	40	60
Day 43-49	30	70
Day 50-56	20	80
Day 57-63	10	90
Day 64+	0	100

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 from leave of absence, the money can be refunded.

XIII. THANKSGIVING HOLIDAYS

AMC Year 1, Year 2, Year 3, and Year 4 students have Thanksgiving Day, Friday, Saturday and Sunday as vacation days.

XIV. MATCH DAY RESPONSIBILITIES

Graduating students do not need to report to their clerkship on Match Day. No examinations should be administered on Match Day or the day after Match Day. Students do not have to return to their clinical rotation after the noon Match Day Event. Students should not be expected to take call either on the evening of Match Day or Saturday or Sunday following the match. Students resume normal clerkship schedules on the Monday following the match.

XV. SCHEDULE CHANGES FOR RELIGIOUS REASONS

Students **must** put their requests for schedule changes in writing. They **must submit** the request to the Assistant Dean for Year 1&2 or the Assistant Dean for Year 3&4, as appropriate. The Assistant Dean will review the request and determine the most efficient way to accommodate the student while fulfilling curricular requirements.

XVI. CPR - TRANSCRIPT

USMLE POLICIES

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

XVII. USMLE POLICIES

All students **must pass** the USMLE Step 1 and USMLE Step 2CK to graduate and participate in the Residency Match. Gaps in medical education due to USMLE delays and failures may be problematic when it comes to a successful Match in the fourth year. Delays should only be considered if the student is at risk of not passing the exam.

A. USMLE Step 1

All students must pass USMLE Step 1 in order to advance and progress to the 3rd Year curriculum. All rising 3rd Year students must sit for the USMLE Step 1 exam prior to beginning the Clinical Bridge Block. All students pursuing required projects for special admissions programs and students pursuing for-credit electives during the summer between 2nd and 3rd Year must sit for the USMLE Step 1 prior to participating in these endeavors.

Extenuating circumstances that prevent a student from taking USMLE Step 1 on time must be reported in a written request for permission to delay the exam that is submitted to the Vice Dean for Academic Administration. Students who delay taking USMLE Step 1 will thereby delay the start of the 3rd year. This would necessitate participation in the Clinical Bridge Block, then taking additional time to prepare for the USMLE Step 1 examination. To exercise this option, the student would need both to sit for the examination by October 1 and to receive a passing score prior to joining a 3rd year clerkship rotation. Please note, this necessitates a decelerated 3rd and 4th Year schedule, resulting in a one-year delay to graduation. Students who do not have a passing USMLE Step 1 score by October 1 will need to go on an academic leave of absence. Students failing USMLE Step 1 on the first attempt must meet with their Advising Dean and develop a written plan that must be signed by the student and the Advising Dean and approved by the Vice Dean for Academic Administration. Students who receive a failing score on USMLE Step 1 while they are on a clerkship will be withdrawn from the clerkship. For a student to resume the clerkship track schedule, they must retake the exam by September 1 and earn a passing score. Again, this option would result in a decelerated 3rd and 4th Year schedule and a one-year delay in graduation.

Students who fail to obtain a passing Step 1 score by October 1 will be required to change status from deceleration to a leave of absence (LOA). These students **MUST** receive a passing score on USMLE Step 1 no later than April 30th of the following calendar year. Students passing USMLE Step 1 by April 30th must return to take the Clinical Bridge Block even if the student

USMLE POLICIES

has taken it before to refresh their clinical skills prior to starting clinical clerkships. Students who do not pass USMLE Step 1 by April 30th will be referred to the Promotions Committee for dismissal.

B. USMLE Step 2CK

All students must pass USMLE Step 2 CK to meet graduation requirements and must have a passing score to be certified for the NRMP residency match. All students are encouraged to take the USMLE Step 2 CK before the end of the second period of the fourth year, as further delay will result in incomplete ERAS applications early in the interview season.

Students may take USMLE Step 2 CK only after completing the entire 3rd Year. Any request for a variance from this policy must be made in writing and approved by their Advising Dean and the Vice Dean for Academic Administration.

Students going on a leave of absence to do research or to study for an advanced degree before returning to do the 4th Year must take USMLE 2 CK *prior* to going on leave. Requests to alter this sequence must be made in writing and approved by their Advising Dean and the Vice Dean for Academic Administration. Students who delay taking USMLE Step 2 CK for any reason must take the exam before the next academic year in which they would be a fourth-year student. There must be a written plan developed with their Advising Dean laying out a timeline. Failure to sit for the exam or failure to receive a passing score allowing them to join the next graduation class may result in the student being administratively withdrawn.

Students who receive a failing USMLE Step 2 CK score will be withdrawn from the rotation to which they are assigned and will be placed in a credit-bearing study period. The student must meet with their Advising Dean and develop a written plan signed by the student and the Advising Dean. The plan must be approved by the Deans' Committee, composed of the Vice Dean for Academic Administration, Associate Dean for Curriculum, the Associate Dean for Community Outreach and Medical Education, the Associate Dean for Graduate Medical Education, and the Associate Dean for Graduate Studies. Because a Step 2 CK score is necessary for certification to participate in the NRMP Match, any student wishing to remain in the Match should take the exam within four (4) weeks of receiving a failing score. Any deviation from this protocol must be approved by the Deans' Committee. Each Advising Dean will monitor timing and curriculum requirements of each of their students to determine whether the student will need to decelerate, thereby resulting in a one-year delay to graduation. Students failing USMLE Step 2 CK must retake the exam and have received a passing score to be certified to participate in the Match.

Students failing USMLE Step 2 CK on the second attempt must go on a leave of absence until the exam is retaken and a passing score is posted. Once a passing score is posted, the student

CURRICULAR ADJUSTMENT FOR MATERNITY OR PATERNITY LEAVE

may return to school as a 4th Year student on a decelerated schedule, taking up to two years to complete the fourth-year curriculum. Students must take and pass the exam in no more than one year after the date of notification that they failed a second time. Students who fail after the third attempt, or do not take the exam for the third time within a year will be referred to the Promotions Committee for dismissal.

XVIII. CURRICULAR ADJUSTMENT FOR MATERNITY OR PATERNITY LEAVE

Students may request an official leave of absence for maternity or paternity, utilizing the leave of absence protocol found in the Rules for Promotions Committee document. This may be for a whole year or part of a year. Students may negotiate curricular time adjustments with their Advising Dean and the Assistant Dean for Year 1&2 or the Assistant Dean for Year 3&4, as appropriate. It is possible to arrange to take any year over two years as one method of accommodation. Each case will be considered individually.

XIX. HONOR CODE CONSIDERATIONS

A. Requirements

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 Curriculum, the Associate Dean for Community Outreach and Medical Education, the Associate Dean for Graduate Medical Education, and the Associate Dean for Graduate Studies. It is expected that the students have already committed to the principles of the Honor Code. Before each exam, students may be reminded that the code is in effect.

1. Conditions for practical exams should be such that only one student views an exam specimen at a time.
2. 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.
3. In all years (1-4), it is the faculty's responsibility, with the aid of the Office of Medical Education, to arrange for a specified examination location which offers students an appropriate environment for taking exams in either a written or computer-based format.

ADMINISTRATIVE PSYCHIATRY REVIEW

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

XX. ADMINISTRATIVE PSYCHIATRY REVIEW

An Administrative Psychiatric Review may be required to continue in the 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 ensure 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.

XXI. AMC STUDENT HEALTH AND PSYCHOLOGICAL SERVICES: NON-INVOLVEMENT IN ACADEMIC ASSESSMENT OR PROMOTION

Medical students on clinical rotations should not be assigned to faculty whose primary practice roles include the AMC Student Health Clinic and/or the AMC Student Psychological Services. The clinical faculty in these service areas may not serve on the Promotions Committee or in Advising Dean roles in the medical school.

As well, members of AMC Clinical Departments who provide patient care, clinical assessments, treatments, and/or mental health care for medical students will not participate in the academic evaluation of students for whom they are providing treatment or for whom they have provided treatment in the past, including psychiatric or psychological evaluations.

In situations where an unexpected overlap of roles develops, the clinical faculty member must recuse themselves from any and all evaluator roles with that student. Additionally, students may request from either the Clerkship Director or Clerkship Coordinator, a change of preceptor if

FINANCIAL AID ELIGIBILITY REQUIREMENTS BASED ON SATISFACTORY ACADEMIC PERFORMANCE

they feel there is a potential conflict of interest or where a conflict of roles may potentially arise regarding their own personal medical treatment providers.

XXII. 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. Satisfactory academic progress is outlined in Section ID above and the “Albany Medical College Guidelines for Promotions Committees.” If the Promotions Committee determines that a student does not meet these minimum standards, 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 the student is pursuing an additional degree or their time to graduation is negotiated due to rare and exceptional circumstances. Funding beyond the maximum timeframes 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 Albany Medical College. A student who has completed degree requirements, with the exception of ACLS and the National Boards, will not be eligible for financial aid funding.

XXIII. AMC FINANCIAL AID OFFICE INSTITUTIONAL SCHOLARSHIP PROCEDURES

A. Albany Medical College MD Tuition Policy

All Albany Medical College MD students pay full tuition for each semester that they are enrolled in the College.

ACCESS TO STUDENT RECORDS

B. Albany Medical College MD Institutional Aid Policy

1. Students who repeat an academic year are eligible to receive an AMC institutional scholarship to cover up to one half of the repeated year's tuition charges. (ZRAID = AMC Remediation Aid)
2. Students who do not repeat an academic year but are enrolled for more than four (4) years (eight semesters) are eligible to receive an AMC institutional scholarship to cover all but \$5,000 for their final (fifth year) of study. (ZAAID = AMC Administrative Fee Aid)
3. Students who repeat an academic year but are enrolled for more than five (5) years (ten semesters) are eligible to receive an AMC institutional scholarship to cover all but \$5,000 of the tuition charges for their final (sixth year – semesters 11 and 12) of study. (ZAAID = AMC Administrative Fee Aid)
4. Students in the MD/PhD program pay full medical school tuition for the first two years of medical school. During years of PhD program participation, the student is eligible to receive an AMC institutional scholarship that covers tuition, AMC (single) health insurance, and institutional fees costs. Upon completion of the requirements for the PhD Program, the student is eligible for an AMC institutional scholarship that covers 100% of the tuition costs for the final two years of medical school. (ZMAID = AMC MD/PhD Scholarship)
5. Students who do not repeat an academic year but who are enrolled for more than four (4) years (eight semesters) and students who repeat an academic year but are enrolled for more than five (5) years (ten semesters) are eligible to request from the Vice Dean of Academic Administration an AMC institutional scholarship to cover up to 100% of tuition costs for their final year(s) of study. (ZXAIID = AMC Completion Aid).

XXIV. ACCESS TO STUDENT RECORDS

1. Course faculty will be able to access all course, theme, and clerkship grades.
2. The student's total file will be available to the Vice Dean for Academic Administration, the Associate Dean for Curriculum, the Associate Dean for 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 Vice Dean or the student to access anything other than course-related data.

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4. After graduation and for purposes of letters of recommendations students must sign permission for record accessibility. They may designate the whole file or particular parts of the file.

XXV. ALBANY MEDICAL COLLEGE GUIDELINES FOR PROMOTIONS COMMITTEES, DISCIPLINARY HEARING PANELS, & APPEALS COMMITTEE

A. 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 consistent manner. The ultimate responsibility for decisions affecting the status of any student has been delegated by the Albany Med Health Systems Board of Directors to the Academic Governing Council. The UME 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, the Associate Deans Honor Committee, and the Committee on Student Appeals. The Committee on Student Appeals is a subcommittee of the Academic Governing Council.

B. Synopsis of Grading System and Guidelines for Promotions Committees

1. Student grades should be forwarded to the Student Records Office no later than seven (7) days after the end of a course (Theme) in Years 1 and 2 and no later than four (4) weeks after the end of a required course, rotation, or elective in Years 3 and 4. 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.
2. Evaluations of professional behavior in the first and second medical school year, including but not limited to attitude, integrity and ethical conduct, may be forwarded to the Promotions Committee by faculty conducting courses in these years of the curriculum. These evaluations become part of the student's record. Evaluations are available for

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review in accordance with regularly established procedures. Students will receive, in their AMC mailbox, each final grade and evaluation that is recorded in Student Records.

3. 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 clerkship 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 two (2) weeks, or failure to complete the requirements based on such a plan, will result in the assignment of a grade of Unsatisfactory (U).
4. A student who does not take an examination in a course without permission from the proper authority, as outlined in the document entitled "Rules of Classroom Activities", will receive a grade of U for the examination.
5. When a final grade of U has been submitted, remediation may be permitted as outlined in Policy for Remediation.
6. 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 received 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 (Unsatisfactory or Marginal) 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 protected.

C. Operation of Promotions Committee

1. The Promotions Committee members 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 Committee 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. Non-voting *ex officio* members will include the Vice Dean for Academic Administration, Associate Dean for Curriculum, Associate Dean for Student Affairs, and the Advising Deans.

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2. The Promotions Committee shall meet monthly or as needed.
3. The Chair of the Promotions Committee will communicate adverse actions to students promptly after each meeting.

D. 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 Advising Dean and will become a part of the student's record.
2. Academic Warning: A letter of academic warning may be based upon two (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 (2) 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 Advising Dean 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 (20%) 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 Advising Dean 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 Committee 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 Committee, will continue until the end of the academic year, at which time the Promotions Committee 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.

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- 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.
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 to 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.

E. 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 ten (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.

F. 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:

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1. 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 (2) grades of F and/or U that in aggregate represent no more than eight (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 (2) clerkships. In the third and fourth years, more than two (2) M's or a U grade will result in the Promotions Committee considering repetition of the year or dismissal. In any of the preceding scenarios, the Promotions Committee may choose not to offer remediation if it considers the deficiency to be one that is not amenable to remediation.
2. 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 (3) 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 period will be two (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 (1) 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(s) 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").
3. 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.

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4. 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.
5. 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 (2) 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.
6. 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) maybe granted an opportunity to remediate one M grade.
7. 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.

G. Committee on Student Appeals

1. 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 a 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.
2. 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, and 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 the Dean and the Vice Dean for Academic Administration.

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3. A diligent effort shall be made to schedule a meeting of the Committee on Student Appeals not less than three (3) nor more than twelve (12) business days following actual receipt of the student's request for an appeal.
4. The Committee on Student Appeals shall not 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 Promotions 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:
 - a) Were the requisite sanction procedures followed appropriately up to the time of the appeal? Is there any potentially useful evidence that had not been available for consideration?
 - b) Was the sanction imposed in good faith and neither arbitrary, capricious nor clearly unreasonable?
5. 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 Academic Administration for implementation. The Vice Dean shall notify the student involved.
6. 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 for Academic Administration or the Dean's designated representative and the student(s) involved.
7. 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.
8. 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.

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H. 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 (5) business days of such recommendation or be deemed to have waived it.

The DHP shall consist of seven (7) members as follows: three (3) faculty members of the Academic Governing Council, three (3) other faculty, and the President of the Student Council. If a quorum of five (5) 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 (2) faculty members serving one-year terms, two (2) serving two-year terms, and two (2) serving three-year terms. No member of the Committee may serve more than two (2) 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.

1. 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 fair summary of the information or charges 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.

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2. A diligent effort shall be made to schedule the hearing not less than seven (7) nor more than twenty-one (21) business days following personal delivery or certified mailing of the notice.
3. 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.
4. 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.

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5. 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 seven (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.

I. 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, psychiatric, 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:

1. The Vice Dean for Academic Administration
2. The Associate Dean for Student Affairs
3. A Promotions Committee
4. The Disciplinary Hearing Panel
5. The Committee on Student Appeals