

Program in Medical Sciences

Florida State University 104 SCN Tallahassee, FL 32306-4300 (850) 644-1855 (850) 644-5766 FAX E-mail: pims@mailer.fsu.edu

MEMORANDUM

Date:

January 19, 1999

To:

Alan R. Mabe, Dean

Graduate Studies

FROM:

Myra M. Hurt, Director

Program in Medical Sciences

RE:

PIMS Academic Standards



Recently, because of the discrepancy between the academic standards of the FSU Graduate Division and the Program in Medical Sciences, it became clear that the Graduate Division and the Registrar's Office did not have documentation of the PIMS standards. Previously, I had understood that this discrepancy had been resolved when PIMS was first listed as a graduate level program in 1996.

Eddie Page in your office had asked Helen Livingston the Assistant Director for Student Affairs at PIMS for a letter and documentation regarding the academic standards of PIMS. The following points warrant a set of academic standards that are unique to PIMS:

- 1. PIMS is the first year of medical school and as such is a nondegree-granting program.
- 2. PIMS is a collaborative program with the University of Florida College of Medicine and as such maintains an equivalent curriculum and equivalent academic standards.
- 3. Admission to PIMS is conducted through the PIMS Admissions Committee rather than through the Graduate Studies Division.
- 4. The PIMS Academic Status Committee reviews the academic progress of PIMS students at the end of each semester of course work and determines whether to promote these students to the second year of medical school at UFCOM.

The Florida State University The University of Florida College of Medicine

Affiliated Programs
Florida A&M University
University 19W99 Florida

The Academic standards for PIMS students are listed in detail in the Program in Medical Sciences Bulletin. I have copied the relevant text as an attachment to this memorandum. The new bulletin is in printing and copies will be delivered to your office as soon as we receive them here.

We hope this memorandum and attached information will provide sufficient documentation to verify the academic standards of the Program in Medical Sciences for those offices that review the academic performance of graduate students.

Attachments

1995-1997 FLORIDA STATE UNIVERSITY UNIVERSITY OF PLORIDA COLLEGE OF MEDICINE

ACADEMIC PERFORMANCE AND STUDENT CONDUCT (FIRST-YEAR MEDICAL STUDENTS)

It should be noted at the outset that selection into the Program does not guarantee receipt of the M.D. degree any more than acceptance to any medical school. Selection to the Program in Medical Sciences is an acceptance to the University of Florida College of Medicine and does guarantee a position for entrance into the second-year portion of the curriculum of that school after successful completion of the Program curriculum. Successful completion assumes satisfactory academic performance as well as appropriate personal conduct and professional growth on the part of each selected student as defined.

EVALUATION PROCEDURES

All selected students are subject to review procedures by the Academic Status Committee of the Program in Medical Sciences. At the end of each grading period, each first-year medical student must complete a self-evaluation report (available in the program office) which includes grades and any relevant personal information. Each student is then reviewed individually by the Committee. A student will be placed on probation for any one of the following academic situations:

- a. A grade point average below 2.80 for any one grading period.
- b. A grade of "D", "U" or "F" in any required Program course.
- c. A declining academic performance over two successive semesters which, in the opinion of the committee, portends a future pattern of unsatisfactory performance.

While on probation, the student must carry a normal PIMS course load and maintain a B grade in all courses. The Academic Status Committee and the Director may, at their discretion, require an adjustment of academic load, repetition, dismissal or other change of status for any of the following academic situations:

- a. Failure to maintain a B grade in all courses while on probation.
- b. Any two grading periods of probationary level academic performance.
- c. A particularly poor academic performance, as defined by the Academic Status Committee, for any one grading period.
- d. A final semester performance such that the overall grade point average for required basic medical science courses falls below 2.80.

Each student is expected to continue the positive emotional growth, motivation, personal attributes and interpersonal relations that are so important to the art of medical practice. Serious emotional, personal or legal problems that occur after the student has been selected and which affect eventual licensure and physician practice also fall under the purview of the Academic Status Committee. Any selected student may be denied permission to continue in the Program in Medical Sciences if, in the opinion of the Academic Status Committee and the Director, the student's character or mental fitness cast grave doubts upon his potential capabilities as a physician.

The Florida State University Program in Medical Sciences, in affiliation with the University of Florida, expects students to be honest in all of their university classwork. In addition to academic honesty, the qualities of the physicians we aspire to train also require a high standard of personal and professional conduct. There is an honor code which all PIMS students are expected to follow with respect to their moral and ethical behavior. Each student signs a pledge that they have read the PIMS Honor Code and that of the University of Florida (both distributed at the time of matriculation) and will adhere to them. Violation of this code may result in expulsion.

A student whose performance is deemed unsatisfactory for any reason will receive written notification of the Committee recommendations from the Director.

STUDENT APPEALS

Any selected student who is dissatisfied with a decision of dismissal from the Program may appeal that decision in the following sequence:

- a. Direct appeal in writing and/or in person to the Academic Status Committee.
- b. Appeal in person to the Academic Status Committee and the Program Director.
- c. Appeal above the Director through standard University procedures for students continuing in the program.
- d. Promotion appeals are to be submitted to a Special Committee appointed by the Dean, University of Florida College of Medicine, comprised of two faculty members appointed from the College of Medicine and one Program faculty member who has not previously been involved in the appeal process for that student.

A committee recommendation for repetition of work or for special required work or any recommendation other than dismissal is

not subject to appeal.

PROMOTION TO THE SECOND YEAR

Promotion to the second year at the University of Florida College of Medicine is dependent upon satisfactory performance academically in the PINS year. At the end of the academic year the Academic Status Committee will review each student for promotion. The approval of the Dean of the University of Florida College of Medicine is required for promotions.

FORMAL STUDENT RECORD

The semester reports and annual reports of the Academic Status Committee are for internal use only. When a student achieves the level of promotion to the second year, a summary statement will be placed in the student's file that indicates overall performance throughout the Program. The summary statement will be a part of the student evaluation sent to the University of Florida College of Medicine, along with letter grades in courses and student evaluations by faculty of required courses. All other biographical, academic and financial aid information is available to administrators of the University of Florida College of Medicine at any time.

university system and who are denied admission or readmission to a graduate program may request reconsideration of their applications. The following procedures shall apply for all applicants who seek review of an admissions decision.

- Timely notice of denial of admission shall be sent to the applicant by the graduate admissions office and a copy of the notice shall be sent to the appropriate academic department. Notice to the applicant shall include:
 - a) a statement of the reason(s) for denial based on the academic department's response on the admission "action form";
 - b) a reminder that departmental criteria may be above Board of Regents' minimal requirements; and
 - c) instructions to the student concerning reconsideration procedures;
- Instructions to the applicant concerning a request for reconsideration shall include the following information:
 - a) Written requests for review of denial of admissions must be received by the Office of Graduate Studies within thirty (30) days of the date of the letter of denial. Specific reasons for the request must be included and supporting evidence, in writing, should be included with the request;
 - b) The Office of Graduate Studies shall forward the request for reconsideration to the appropriate academic department within three (3) working days;
 - c) The request for reconsideration shall be reviewed by a standing committee of the appropriate academic department. This committee shall be composed of members of the graduate faculty and at least one graduate student. The committee shall review the request for reconsideration within thirty (30) days of receipt of the request by the academic department. Decisions by the committee shall be immediately forwarded to the Office of Graduate Studies, and the Office of Graduate Studies shall notify the applicant of the decision within seven (7) days of the committee's decision. This decision shall be final and there shall be no further appeals

Provisional Graduate Students

A student who has filed an application for admission to a graduate degree program, but who has not been admitted as a regular graduate student, may under certain conditions be admitted as a provisional graduate student (classification 8) with the consent of the department chair. This category will include: 1) students who could not be admitted because the quota for a term was filled, 2) students with incomplete files (e.g., missing transcripts other

than the one reflecting the degree and date awarded, GRE scores, etc.)(3) students who require further departmental review of performance before final decision) and 4) students whose undergraduate degrees are from nonaccredited institutions.

A provisional graduate student will be assigned to the appropriate major and division and will register in the same manner as a degree-seeking student. However, under no conditions may a student remain in the provisional classification for more than one term. All classification questions should be directed to the Office of Admissions. The files of provisional graduate students will remain in that office until the student is changed to a regular graduate or to postbaccalaureate special classification or is denied regular admission.

A provisional graduate student will be admitted to this category in accordance with normal admission procedures. The Office of Admissions will advise the student of acceptance in this category and will include appropriate explanation of the meaning of the provisional classification.

A provisional graduate student who meets the minimum admission requirements of the Board of Regents may be changed to regular graduate status upon request by the department chair for the following term or a future term. To be admitted to regular graduate status, a provisional graduate student who does not meet the Board of Regents requirements must have taken at least nine (9) hours of graduatelevel course work (excluding S/U courses) during the term on provisional status and must have at least a 3.0 average on all graduate work. Upon regular admission the applicant will be counted as an exception. A provisional student who is changed to special student status and subsequently seeks admission to regular graduate status must comply with the policies established for special students who change to regular graduate student status.

A provisional graduate student is subject to the retention and dismissal regulations appropriate to a regular graduate student. If a provisional student is changed to a special student after incurring probationary status, the permanent record will retain the probationary status statement, but the student will not be subject to further retention review as a provisional graduate student.

Graduate work taken by a provisional graduate student will automatically apply toward the student's graduate program if the student changes directly from a provisional student classification to a regular student classification unless the academic dean directs to the contrary.

Graduate work taken by a provisional graduate student who changes to a special student classification shall be considered as acquired while

in special student status. The subsequent transfer of such credit to a graduate degree program shall be subject to the policies of reclassification from special student to regular student

Readmission

A regular graduate student who is making application for readmission to the University after a period of absence and having left in good standing, or after having been granted a degree, or after having been registered "for examination only," expecting but failing to complete a degree, should apply to the Office of the University Registrar for readmission rather than to the Office of Admissions. Former special students who wish to be readmitted as regular graduate students should apply through the Office of Admissions. Former provisional graduate students should apply for readmission through the Office of Admissions. An application for readmission is required of students who wish to reenter the University after an absence of two or more terms. Doctoral students who have passed the preliminary examination have five years to complete their degree requirements. For all other students, if seven years have elapsed since the student's departure from the University, the student must make application to the Office of Admissions, according to the procedure prescribed for new admission.

Special (Non-Degree Seeking) Students

A special student (classification 7), that is, one who registers as a non-degree seeking student, who subsequently decides to pursue a degree may be reclassified as a regular graduate student upon meeting regular graduate admission requirements. If the special student does not meet the regular graduate admission requirements, the student must have taken at least nine (9) hours of graduate-level course work and have at least a 3.0 average on all graduate-level work before the student's status can be reviewed for change to regular graduate student status. Upon regular graduate admission such a student will be counted in the exception category.

Work taken as a special student does not automatically carry graduate degree credit, but, if approved by the department chair and dean and taken within the time limits prescribed by the degree program, up to twelve (12) hours of graduate-level credit with a grade of "B" or better in each course earned by a special student who later qualifies for admission to a graduate degree program may count toward the degree.

Because of critical limitations on the availability of space, special students must be admitted to courses only by permission of the graduate officer of that particular academic unit and the office of special students. By federal regula-

g