

Northeast Ohio Medical University
PHASE 1 REQUIREMENTS
Effective July 1, 2015

Applies to: Bacc/M.D. & Post Bacc/MD program students admitted to undergraduate partner schools in Academic Year 2015 or greater with expected NEOMED promotion in Academic Year 2017 or greater

THE COMMITTEE ON ACADEMIC AND PROFESSIONAL PROGRESS (CAPP)

The status of each student enrolled in the Baccalaureate or Post-Baccalaureate phase of the combined Bacc/M.D. or Post-Bacc/MD degree program (Phase 1) will be reviewed at least annually by the Phase 1 CAPP to determine whether or not each student will be permitted to continue to progress in the Bacc/M.D. or Post-Bacc/MD degree program, and under what conditions. This review is initiated by the Baccalaureate or Post-Baccalaureate university/college and culminates in a comprehensive and holistic review conducted by the Phase 1 CAPP to include:

1. Evaluation of academic performance as measured by the grades received in all courses and scores from the Medical College Admission Test (when appropriate);
2. Assessment of each student's individual readiness for medical studies as assessed by ratings and interpretive comments of faculty and other appropriate university and College of Medicine personnel; and
3. Consideration of information contained on the student's Petition for Review of Progress and any other relevant information, such as, but not limited to: Individualized Course Plans (ICPs), student disciplinary action, criminal background checks, medical reports, academic integrity violations, or unprofessional behavior.

For a more detailed description of the CAPP 1 procedures, including information about Executive Review processes, please contact Ms. Jan Divoky, Assistant Registrar in Enrollment Services at NEOMED by email at jdivoky@neomed.edu or by telephone at 330-325-6483. Additional information is available on the NEOMED Enrollment Services website at: <http://www.neomed.edu/students/es/capp>

GENERAL GUIDELINES AND DEFINITION OF TERMS

Possession of minimally acceptable academic credentials in no way guarantees promotion or retention in Phase 1.

Expectation of Appropriate Personal and Professional Development

In addition to the acquisition of the required levels of skill and knowledge, as demonstrated through academic markers of GPA/BCPM/MCAT, the College of Medicine requires candidates for promotion to demonstrate accomplishment in integrity, self-awareness, interpersonal skills, commitment to excellence, and responsibility for one's self and others in a manner that is developmentally commensurate with a newly matriculating medical student. This approach reflects the concern of the College to admit medical students who demonstrate the appropriate development of human qualities and commitment to professional standards as well as technical competence.

Evaluation of each student's progress includes all of the above aspects. Failure to meet any of the standards of the Program will result in remedial or other actions, including dismissal from the program.

Academic year

Defined as fall and spring semesters; in the event a student engages in summer coursework, this coursework will be calculated as part of the overall GPA/BCPM.

Class Status Definitions – Bacc/MD

B3 is defined as a student's first academic year in the Bacc/M.D. Partnership program

B4 is defined as a student's second academic year in the Bacc/M.D. Partnership program.

B5 is defined as an added (third) academic year in the Bacc/M.D. Partnership program

Class Status Definitions – Post Bacc/MD

PB1 is defined as a student's first academic year in the Post Bacc/M.D. Partnership program.

PB2 is defined as a student's second academic year in the Post Bacc/M.D. Partnership program.

PB3 is defined as an added (third) academic year in the Post Bacc/M.D. Partnership program.

Expectation of Enrollment Status and Degree – Bacc/MD

Students are required to be enrolled at the Baccalaureate University for fall and spring semesters.

Students receiving transfer credit are required to complete a minimum of 30 credits at the Baccalaureate University.

Students must complete all Bacc/M.D. required courses by the spring semester of B4, including – but not limited to – pre-medical sciences (BCPM, (Biology, Chemistry, Physics, Math)).

Students must complete a bachelor's degree within two (2) academic years, that is, by the end of the spring semester of B4, unless granted an extension (see Phase I Enrollment Extension).

Expectation of Enrollment Status – Post-Bacc/MD

Students are required to be enrolled at the Baccalaureate University for fall and spring semesters; students must take at least one 3-credit hour science course and one Urban Health course per semester. Additional seminars and workshops may be required in any given semester.

Students must complete as many Post Bacc/M.D. courses as possible by spring semester of PB1 or as pre-approved by Phase I CAPP.

Students must complete all Post-Bacc/M.D. required courses by the spring semester of PB2, including – but not limited to – pre-medical sciences (BCPM, (Biology, Chemistry, Physics, Math)).

Students must complete at least 30 credit hours at the Baccalaureate University by the end of the spring semester of PB2.

Grade Minimums

- All required courses must be passed with a "C-" or better to receive credit toward promotion.
- A "D" or "F" in any BCPM (Biology, Chemistry, Physics, Math) course at any time may be grounds for a dismissal from the program and shall be sufficient grounds for denial of promotion.
- A "D" or "F" in any required course must be remediated. Remediated courses will be included in the Overall and BCPM GPA calculations.
- All required courses, including transferred courses, must be completed no more than seven years prior to Spring of B4/PB2.
- A "D" or "F" in any Concentration course (Urban Health for Cleveland State University, Biomedical Humanities for Hiram College) at any time may be grounds for a dismissal from the program and shall be sufficient grounds for denial of promotion.
- Required BCPM and concentration courses (Urban Health for CSU, Biomedical Humanities for Hiram) transferred from another institution will be subject to the same minimum grade requirements.

Failure to meet grade and course requirements will place the student's participation in the M.D. Partnership Program in jeopardy.

GPA Calculation Methods

- B3/PB1 Overall GPA and BCPM GPA (Biology, Chemistry, Physics, Math) includes transferred courses, and fall and spring semesters. Any B3/PB1 summer grades will be included in Overall GPA and/or BCPM GPA calculation during B4/PB2 CAPP review.
- Overall GPA includes all required and elective coursework for which the partner university gives credit from admission to the program through Spring Semester of B4/PB2. It excludes courses that were (a) not completed during and (b) are not required as part of the M.D. Partnership program or the student's bachelor's degree.
- BCPM GPA is computed by the method employed by the AMCAS system of the Association of American Medical Colleges (e.g., in the case of repeated course work, both the original and the repeated grade are included in GPA/BCPM calculations). Post-Bacc students may select which portion(s) of their previous coursework they wish to apply toward promotion requirements, on approval by the program. All courses used will be included in the calculations.

MCAT Age and Attempts

For an MCAT score to be considered as part of a student's application for promotion to Phase 2, it must be taken during the student's enrollment in Phase 1 of the program, and be no older than two (2) years old at the time that the student is being reviewed for promotion to Phase 2. For purposes of this requirement, the review date is June 30th of the expected matriculation year (e.g. the MCAT test date must be no older than two (2) years as of June 30th). Requests for exceptions to this policy must be submitted requested to, and approved by, the Phase 1 CAPP and will be granted on an extremely limited basis.

All partner program students admitted in 2014 or later are required to take the MCAT2015 exam format.

Students should pay particular attention to limitations on frequency of exam attempts, as defined by the AAMC, which became effective in April 2015. Specifically, a student may not take the exam more than 3 times in a single testing year, a maximum of 4 times in a two consecutive-year period, or up to 7 times lifetime.

Phase 1 CAPP Role Specific to the Partner Institutions

The role of the Bacc or Post-Bacc partner will be to monitor, support and guide the Bacc/MD or Post-Bacc/MD Partnership students during their undergraduate/post baccalaureate studies, so they can successfully matriculate to NEOMED College of Medicine. Documentation of Bacc or Post-Bacc student academic and professional progress will be maintained by the Bacc or Post-Bacc partner and provided to the Phase 1 CAPP Committee.

REQUIREMENTS FOR RETENTION (CONTINUATION IN PHASE 1)

Students may be recommended for program dismissal if, at the end of B3/PB1, their overall Bacc or Post-Bacc GPA is less than a 3.25 or if their BCPM GPA is less than 3.20.

Students may be recommended for program dismissal if, at the end of B4/PB2, their overall Bacc or Post-Bacc GPA is less than a 3.30 or if their BCPM GPA is less than 3.30.

Students transferring course credit from another institution will have an Individual Course Plan (ICP) that identifies GPA benchmarks that may differ from the 3.25 B3/PB1 requirement. For instance, a student transferring in a low GPA may have to reach a GPA of higher than a 3.25 in order to matriculate to NEOMED at the end of B4/PB2. The ICP will be facilitated by the Partnership Student Coordinator/Advisor and approved by CAPP Phase 1 CSU Subcommittee before the student enrolls in the M.D. Partnership.

REQUIREMENTS FOR PROMOTION TO PHASE 2

Promotion to studies leading to the Doctor of Medicine degree from the College of Medicine at NEOMED is contingent upon petition by the student and upon a positive recommendation of the NEOMED's Phase 1 CAPP.

Decisions of Phase 1 CAPP are based upon the following criteria and options:

	Requirement
Overall GPA	3.40 or higher
Cumulative BCPM	3.40 or higher
MCAT (2015)	Minimum score of 125 in each subtest for the most recent test (MCAT2015)
Concentration Requirements <i>CSU – Urban Health</i> <i>Hiram – Biomedical Humanities</i>	GPA 3.40 or higher Completion of required coursework (see below)
Additional	Demonstrate appropriate personal and professional behaviors and development Compliance with any additional requirements outlined by undergraduate institution or Phase 1 CAPP

Concentration-Specific Required Coursework

Hiram Bacc/M.D.

Students must complete either the Biomedical Humanities Major or the Biomedical Humanities minor and all pre-medical courses required by NEOMED as part of their bachelor's degree before promotion to the MD phase at NEOMED.

CSU Bacc/M.D. Requirements

Students must complete the required concentration of Urban Health courses, this includes required seminars designated by the program; students should consult the current program definition sheets for specific course numbers and titles.

Students must receive a letter grade in at least one College of Sciences and Health Professions course (3 credit hours or more) for every semester (summers excluded) of enrollment in the M.D. Partnership.

CSU Post-Bacc/M.D. Requirements

Students must receive a letter grade in at least one science (3 credit hours or more) course and one (1) Urban Health Concentration course (or other approved course) at CSU for fall and spring semesters.

PHASE 1 ENROLLMENT EXTENSION

The M.D. Partnership experience is designed so that students complete all course requirements for promotion within two years. Students may extend the program, voluntarily seeking a third year (B5/PB3) or be referred by CAPP Phase 1 to complete a third year of coursework in order to remediate their GPA or MCAT score. Admission to the M.D. studies at NEOMED (Phase 2) occurs annually. All student-initiated extensions need prior approval of Phase 1 CAPP.

Voluntary Program Extension

A Bacc/MD or Post-Bacc/MD student in good academic standing (i.e. possessing academic credentials consistent with consideration for retention or promotion) may request extension of his/her undergraduate or post baccalaureate experience to a third year for reasons beyond his/her control; such as, but not limited to medical leave, family leave, military service.

Remedial Program Extension

At the discretion of the Phase 1 CAPP, students failing to meet program academic or other standards may have their circumstances reviewed and may be permitted curricular deceleration, remediation, or course repetition in an extra year in the undergraduate or post baccalaureate phase of M.D. Partnership studies. Students permitted such a remedial year must complete the requirements articulated in an ICP and required by the Phase 1 CAPP, in order to be considered for promotion. Failure to do so may result in dismissal from the program. Decisions regarding Remedial Program Extension are not appealable.

Maximum Length of MD Partnership Program

A Bacc/MD or Post-Bacc/MD students who are not promoted by May B5/PB3 in Phase 1 are no longer in the program and may apply for admission through NEOMED's M.D. (Direct Entry) Admissions.

Short-term Enrollment Interruption ("Leave of Absence")

A student may be granted a short term enrollment extension if he/she cannot complete a Fall or Spring term but can make up the missing credits by the immediately following summer and thereby still complete the program within two (2) years. For further information, please contact the undergraduate campus coordinator.

Voluntary Withdrawal

Students who decide that they no longer want to participate in the Bacc/MD or Post-Bacc/MD program must notify the Bacc/MD or Post-Bacc/MD Partnership Student Coordinator/Advisor, who in turn will notify NEOMED.

Students who voluntarily withdraw may not reapply for admission to the Bacc/MD or Post-Bacc/MD Partnership or NEOMED through traditional AMCAS Direct Entry. Because Partnership seats are limited and cannot be refilled, students in the Bacc/MD and Post-Bacc/MD Partnership are expected to apply only for promotion to NEOMED and to not apply to other medical schools at the end of the Bacc or Post-Bacc portion of the program.