



MEDPREP

opportunity, challenge, support



MEDPREP Student Manual

For all Student Tracks

Revision 5/12/2022

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Program Description

MEDREP is a two-year post-baccalaureate pre-professional program designed to prepare students from socioeconomically disadvantaged backgrounds for medical, physician assistant, and dental school application and matriculation. Students may choose to apply to one of several concurrent master degree programs in addition to completing the traditional pre-professional sequence. The mission of MEDPREP is:

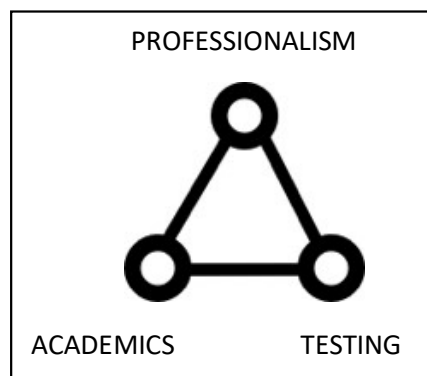
“The MEDPREP mission is to increase the number of underrepresented minority and disadvantaged students from central and southern Illinois who will enter and graduate from health professions schools and will serve in U.S. health professions shortage areas.”

The motto of the program is “Challenge, Opportunity, Support” and all aspects of the program adhere to these principles. The program faculty aim to help students become their best selves with respect to three tenets of professional school preparation:

Professionalism: Students are expected to display honor and integrity, responsibility, accountability, respect, leadership, altruism, caring, and communication.

Academics: Students are expected to display a high degree of interest in academics and scholarship, and work with program faculty towards excellence in academic performance.

Testing: Students are entering fields that require ongoing assessment via national standardized examinations, including MCAT, DAT, GRE and licensure examinations. The program aims to help students become stronger thinkers and more confident test takers.



Admission to the Program

Each student must apply, and be accepted, into the MEDPREP program of the Southern Illinois University School of Medicine. Students who wish to complete an optional concurrent masters will be reviewed for Master's degree program admission by the MEDPREP Director of Graduate Studies . Students who are approved for a master degree program, must then apply to, and be admitted by, the SIUC graduate school and may need to meet specific graduate program requirements for entry.

Registration

Registration for the summer semester takes place prior to program entry. Students are helped with registration by the faculty Chair of the Admissions Committee. Students will be sent instructions and their RUN (Registration User Number) after the admissions process is complete for the incoming class and admissions paperwork has been completed (typically, April/May).

Copies of the registration help documents can be found on the Student Resources page of the MEDPREP website.

Advisement

Students are advised by the MEDPREP faculty in the SIU School of Medicine. Students are assigned a MEDPREP Program advisor during the first summer session.

The goal of MP program advisement is to guide MP students to meet the academic requirements of the MEDPREP program, as well as any concurrent Master degrees, to provide guidance to students in the professional school application process, answer program questions, and help students connect to resources.

It is the advisor's responsibility to:

1. Attend all scheduled staffings with advisees.
2. Meet with students each semester to provide academic advisement and RUN numbers for registration.
3. Review the student's file and discuss with the student the best academic program to prepare for professional school applications.
4. Help the advisee with curricular or other concerns and help connect them to additional resources if possible.

It is the student's responsibility to:

1. Meet with the MP advisor promptly as requested by the advisor, and seek out advisement regularly to ensure they are on track for program completion.
2. Seek out advisement anytime the student has questions or concerns.
3. Be familiar with the general and program-specific graduate school requirements for successful degree completion.
4. Discuss all course selections with the advisor prior to registration.
5. Notify the advisor of any registration changes made after initial registration, including course drops or course changes made after classes have started.

MEDPREP Coursework Sequence

The MEDPREP course sequence is designed to prepare students for application and admission into professional school, including allopathic and osteopathic medical schools, dental school, or a physician assistant training program. The coursework sequence differs somewhat between tracks (traditional, master degree programs), by chosen program of study (medical, dental, PA), and by the student's academic background and specific requirements for professional schools. Briefly:

Summer program: All tracks take the 6-credit MEDPREP summer "Bootcamp," an intensive experience that includes instruction in approaches to studying and learning, introduction to the professions, review of quantitative reasoning, and studies in pre-medical academic disciplines (biology, chemistry, behavioral sciences).

Year 1: The first-year program is largely taught in-house by MEDPREP faculty, with the aim of building foundational knowledge and approaches for the MCAT, DAT or GRE exams. Master degree students also take degree-specific required courses, and PA students works with PA program faculty to prepare for PA school. The philosophy of the first-year curriculum is to prepare students as effective learners and excellent professional school application candidates.

Year 2: The second-year program is designed as advanced preparation for professional school, and can be considered a "decompressed" first-year medical/dental school curriculum. The philosophy of the second-year curriculum is that MEDPREP students will be prepared not just to enter professional school, but to excel once there and move on to residency and careers in the profession. Students complete upper-division and/or graduate-level coursework to complete requirements for the MEDPREP certificate, SIU Alliance Programs, or their specific master degrees.

One-page curriculum overviews for the traditional program, master degrees and PA tracks can be found in the Appendices.

MEDPREP Certificate Requirements

Program Certificate Requirements Overview

The following are the minimum criteria which must be met by a student in order to receive a **MEDPREP Certificate of Completion**. Each student will work with his/her advisor to design a course of study to meet requirements for the Certificate. Courses other than those listed may be taken as electives. The requirements are:

- 46 hours of coursework must be completed with a grade of C minus or better.
- Minimum overall 2.8 GPA AND a 2.8 BCPM in all completed graded courses.
- Completion of all CORE MEDPREP Courses (10 credits).
- Completion of a minimum of 22 hours of required MEDPREP courses.
- Completion of a minimum of 12 additional hours of upper-level (300 and above) science courses.
- Completion of all five program semesters (one summer, two fall and two spring semesters). Students must be enrolled for the full credit load for the incoming semester (usually 6 credits), and a minimum of 8 credits for each long semester of the program.

(cont'd)

- All semesters must be completed *in residence*, meaning the student is physically present in Carbondale, IL, and the student must have a minimum of five credits of in-person (non-online) courses each semester. Program residency requirement is waived only for semesters offered online only due to pandemics or other state or national emergencies.
- Students may NOT be concurrently enrolled at other institutions for other coursework, certificate programs or degree programs while enrolled in MEDPREP. The sole exception is that students may choose to take class(es) or participate in an enrichment program offered at other universities during the summer after Y1, if they are not enrolled in SIUC courses over the summer. Conferences, alternative spring break or similar short experiences, or short symposia are allowed and not covered by this restriction. Students who are concurrently enrolled in academic programs at other universities will be dismissed from MEDPREP, and lose their eligibility for the Alliance direct admission programs.

Awarding of the Certificate

The MEDPREP Certificate Committee (comprised of a minimum of three MEDPREP Faculty/Staff) will review each student's record for certificate requirements in the spring of the second year, or the semester of anticipated withdrawal. The student may not have any outstanding incompletes at SIUC at the time of student record review. Only courses completed as an active MEDPREP student will be counted toward meeting Certificate requirements. Students must be concurrently enrolled in at least one MEDPREP course to be considered an active MEDPREP student for that semester, including summer terms. Students who do not complete all Certificate of Completion requirements will receive a Certificate of Participation.

The Certificate Committee will forward the names of students who have completed all certificate requirements to the MEDPREP Director. The Certificate committee will also forward the names of students who have participated in the program but have not completed all requirements, to the MEDPREP Director. Program Certificates of Completion and Participation Certificates are signed by the Director.

Certificates will only be awarded to students who are in GOOD STANDING according to SPC guidelines. Students that have been dismissed from the program or are otherwise not in GOOD STANDING are not eligible to receive a MEDPREP Certificate. Certificates are awarded by the MEDPREP program, and are not annotated on transcripts. The certificates are awarded annually at the MEDPREP Program Certificate Ceremony, held at the end of the spring semester.

Course Requirements for the Certificate

Core MEDPREP Courses (10 credits total)

- MEDP 401I (1 credit). Career Development Skills [Summer Y1]
- MEDP 400A (1 credit). Orientation Seminar [Fall Y1]
- MEDP 400B (1 credit). Medical Seminar [Spring Y1]
- MEDP 401A (1 credit per term, 2 total). Academic Enrichment [Sum & Fall Y1]
- MEDP 401E/501E (1 credit per term, 4 total). Convocation/Colloquium [Fa, Spr Y1 & Y2]
- MEDP 401B (1 credit). Prematriculation [Fall Y2]

(Certificate requirements continue on the next page)

Required MEDPREP Courses (22 credits minimum; courses depend on MP track)

A. Year I (14 credits minimum, depending on track)

- MEDPREP Biology (MEDP 403G or 503G) – 6 credits
 - Su Y1 (1 credit); Fall Y1 (3 credits); spring Y1 (2 credits)
- MEDPPREP Critical Reading and Analysis (MEDP 401G, MEDP 401H) – 4 credits.
 - Fa Y1 (2 credits, MEDP 401G); spring Y1 (2 credits, MEDP 401H).
- MEDPREP Behavioral Sciences Applications (MEDP 402A) – 5 credits.
 - Su Y1 (1 credit); Fall Y1 (2 credits); spring Y1 (2 credits)
- MEDPREP Chemistry (General and Organic) – 5 credits.
 - Su Y1 (1 cr., MEDP404A/504A); Fall Y1 (2 cr. MEDP 404A/405A); spring Y1 (2 cr. MEDP 404C/504C)
- MEDPREP Quantitative Reasoning and Physics (3 credits).
 - Su Y1 (1 cr., MEDP 401C Quant Skills); Fa Y1 (1 cr., MEDP 405A/505A Physics); Sp Y1 (1 cr., MEDP 401C or MEDP 405A/504A).

B. Year II (8 credits minimum)

- Mammalian Physiology - 8 credits
 - Fall Y2 (4 credits, PHSL 410A or PHSL 511A)
 - Spring Y2 (4 credits, PHSL 410B or PHSL 511B)

All required graded courses must be taken for a grade. *Students may not take SIUC-offered Pass/No Pass option if this is choice available.*

Science Electives – 12 credits

- 12 credits of upper-level (300, 400 or 500 level) elective science courses must be completed. These courses must be in the biological sciences, chemistry, math/statistics, or physics.
- Courses at the 100 or 200-level will not count towards this requirement.
- Students must take two science courses per semester; at least one of these courses must be at the 400 or 500 level science (MP Y1 Required Courses count towards the 2-science course minimum).
- Courses taken to complete this requirement must use grades (not Pass/Fail). *Students may not take SIUC-offered Pass/No Pass option if this is choice available.*
- No more than 6 credits total of 300 level courses may be used for this requirement – at least 6 credits must be at the 400 or above level.
- For 300-level courses: choose from BIOL 305, BIOL 306, MICRO 302, CHEM 350, PHSL 301, PSHL 310. Other science courses must be approved by your advisor.
- For 400-level courses, choose from:
 - MEDPREP: any 400- or 500 level elective science course, including Biochemistry, Problem Based Learning, etc.
 - PHSL: 401A/B (Gross Anatomy)
 - BCHM 451A/451B (Biochemistry)

- PLB 475 (Adv. Cell Biology)
 - QUAN 402 (Statistics)
 - MICR 453 (Immunology)
 - MICR 460 (Bacterial and Viral Genetics)
 - BIOL 409 (Developmental Biology)
 - PHSL 402 Functional Neuroanatomy
 - PHSL 409 Histology
 - PHSL 420A/420B Pharmacology
 - Other science courses must be approved by your advisor.
- For 500-level courses (Master Degree tracks only): any 500-level elective courses in MEDPREP, as well as required 500-level courses for the master degree shall count towards the Science Elective course requirement. Other science courses must be approved by your advisor. Non-science elective 500-level courses shall not count towards the Science Elective requirement.

MOCK MCAT/DAT Program

Preparing for standardized testing is one important aspect of the MEDPREP program. Students regularly take mandatory full-length practice (“mock”) exams that simulate the rigors of professional school entrance exams (MCAT and DAT). Mock examinations may take place on Saturdays due to their length. Mocks represent an opportunity: Students are taught to analyze mock performance to identify their own individual learning issues, and mocks are not graded (attendance grading only). Mock exam administration may vary slightly from year to year, but follows the general schedule:

- **Summer mock:** All students take a “baseline” exam at the start of boot camp.
- **Fall mock:** End of fall examination to prepare students for winter break review and tackling learning issues.
- **Spring mocks:** Two scheduled mocks, approximately in February and April. Students may be required to complete a third proctored spring mock as needed based on individual performance.

Development of Professionalism

Professionalism is one of the tenets of student preparation at MEDPREP, along with academics and testing. Professionalism is regularly assessed via the MEDPREP Professionalism Assessment Instrument (PAI), which can be found in the *Appendices*.

Professionalism is expected in all interactions the student makes in MEDPREP; with other students, with staff and faculty, and with other professionals encountered as part of the program. Professional behaviors must be displayed in the classroom, in campus buildings, and also on field trips, MEDPREP club activities, shadowing or research experiences with SIU or other institutions, and in professional school interviews.

Please note that virtual (zoom) interactions are subject to the same professionalism standards and etiquette as in-person encounters. That means keeping your camera on, appropriate dress, avoiding obviously distracting behaviors (e.g. getting up, eating, combing hair, constantly flicking camera on/off or multiple instances of leaving/entering call), and muting your microphone unless you are speaking. *When in a virtual meeting, you are in a professional space; you are no longer in your bedroom/living room, etc.*

The standards utilized in professionalism assessment are:

Honor and Integrity: Trustworthiness in relation to interactions with faculty, peers, and others.

Responsibility and Accountability: Student fulfills expectations, accepts responsibility for completing tasks and for errors, and can be relied upon to accomplish assigned tasks.

Leadership: Student encourages a culture of professionalism; teaches others.

Altruism: The degree to which a student puts others above him or herself.

Caring and communication: Positive treatment of others, and clear and respectful communication with others; high level of professional comportment in written and oral communication with professionals, faculty, and peers. In virtual (zoom) interactions, wears professional dress, keeps the camera “on” and displays attention to the speaker/content of the virtual call.

Academic/Scholarship: Excellent students recognize the value of learning and a broad education, strive for content mastery, and work to become stronger learners.

Respect: The degree to which students show respect for peers, faculty and staff. MEDPREP students are encouraged to make academics their main focus while at MEDPREP. Students are therefore not expected to take on formal leadership or community outreach responsibilities. Instead, some examples of how students can satisfactorily meet professionalism standards are given in the Appendix with the copy of the PAI (Professionalism Assessment Instrument).

Dress Code

The SIUSOM conduct code stipulates that students “dress, groom, speak, and interact with patients, peers, staff, and faculty in a professional manner.”

While wording may differ, all medical/dental school dress codes call for conservative dress and good grooming/hygiene to present a clean, neat and professional appearance. The professional student represents the school in which they are enrolled, and must also foster patient trust and respect. The MEDPREP dress code follows the same principles that you will be expected to abide by as a professional student (in medical, dental, PA, etc. school), and is outlined on the next page.

The MEDPREP Dress Code

The following principles are standard at professional schools. At MEDPREP, you are a professional student-in-training, and the MEDPREP Dress Code reflects this.

- Professional (business) dress for professional interactions. [In professional school, this would include clinic days]. Business dress entails slacks or skirts, with blouses or button-down shirts. Ties for men. Closed-toed shoes. Women: flats, or low-heels. Unacceptable: Denim, t-shirts, low-cut attire, exercise clothing, flip flops or casual sandals, or anything that shows midriff or buttocks.
- Classroom/building attire may be more relaxed, and may include neat denim pants, casual shirts and clean sneakers/athletic shoes. Unacceptable: Funny saying/sassy/rude t-shirts, tank tops, spaghetti straps, underwear showing, short shorts/skirts, pajamas, very tight clothing, looking like you came from the gym, ratty shoes, anything that shows midriff, buttocks, etc.
- Personal appearance. No piercings except ears (note: some schools stipulate one set only). No large dangling earrings. No artificial nails. No long nails. All nails must be neatly trimmed and clean. Beards and hair must be neatly trimmed. No “shocking” hair colors (pink, green, etc.). No tattoos showing. Makeup should be lightly applied and natural in style (e.g. no very long artificial eyelashes). No overly strong cologne, perfumes, body sprays or powders. No “bad” body odor.
- **Professional dress (see above) for all professional encounters, including virtual meetings.** At MEDPREP, this includes:
 - Staffing meetings
 - Convocation/Colloquium days
 - Clinical experience course
 - Days in which professional school representatives are in the building
 - Visits to the SIU School of Medicine in Springfield (e.g. MP Day, Second Look)
 - Campus employment or GA work, including MEDPREP GAs/TAs or student workers.
 - Functions with guest speakers
- **Classroom/building dress code** when attending class or studying in the building:
 - We want you to be comfortable, but still respectful.
 - Dos: Business dress, business casual, neat t-shirts, neat athletic wear, conservative denim (no holes) are all o.k.
 - Don'ts: Hats should not be worn in the building (headdress for religious observance is acceptable). No low-slung pants, pants with holes, sassy shirts, tight or revealing outfits, underwear showing, short shorts/skirts, pajamas/sleep attire, and no tank tops/tank underwear.
- **For professional school interviews**, wear clean, formal business dress: suit and tie for men, pant suit/skirt suit with modest heel shoe for women. Include conservative personal appearance as described above.

The Student Progress System

The Student Progress System (SPS) is a comprehensive system that is designed to help students progress through the MEDPREP program and achieve their goals. The SPS consists of faculty advisors, the Student Progress Committee (SPC), and an *ad-hoc* Appeals Committee that is only convened under special circumstances.

The SPC reviews students on a semester-by-semester basis for academic and professional progress, and also is responsible for generating the Composite Letter of Recommendation for professional school application.

The details of the SPS and the functions of the SPC are outlined in the “Student Progress System Student and Faculty Manual” found in the *Appendices*. The formal procedures for student movement through the MEDPREP program are to be found in the SPC Manual, including assessment of student status and continuation of program enrollment, procedures for the professional school application composite letter of recommendation, the functions of student transitional services, and procedures for disciplinary issues.

Student “Success Group” Program

At MEDPREP, we believe in early intervention if it becomes apparent from course performance that a student is struggling to make appropriate progress towards professional school matriculation. Student academic performance is formally tracked through the Student Progress System, and students who are identified through SPS, or through recommendation from an advisor, faculty member, or the counselor, may be required to attend individual or group help sessions during academic terms to address academic difficulties. Success sessions represent an opportunity, not a punishment. While the hard work to achieve success must be yours, the faculty and staff of the MEDPREP program will work with you to help you become your best self. The Success Group program is for first-year students, and students will be recommended for Success Group at the start of Fall and Spring semesters by SPC and notified prior to the start of each semester, and Success Group attendance will be part of a student’s Performance Improvement Plan (PIP).

Office of the Counselor

Confidential support and counseling

The office of the MEDPREP counselor provides confidential counseling services, as well as more informal student support and connections to program and local and state resources. The office of the counselor stresses the overall well-being of each MEDPREP student and works to help each student reach their full potential.

Counselor Check-in

All students in MEDPREP are required to meet with the counselor a minimum of once per term (semester), for each of the five terms of the program. This “check-in” meeting is not a formal counseling session; it is an informal one-on-one opportunity to say hello, provide any updates, ask about resources, and stay in touch in a confidential manner. The counselor will reach out to the student body early in each term regarding check-in scheduling (typically via siumed e-mail). Please note that it

is the student's responsibility to schedule the check-in with the counselor; be aware of this requirement and contact the counselor if you have questions about check-in scheduling.

Student Transitional Services (STS)

The STS program is part of the Student Progress System, and is designed to help students move towards greater success in the MEDPREP program and in their professional aspirations. Students who may be struggling making adequate progress towards their career goals are referred to the STS program, as outlined in the Student Progress System manual. Students referred for STS will work with the program staff to create a Performance Improvement Plan and meet regularly with the counselor and faculty advisors to work on improvement of academic performance and professional attributes.

MEDPREP Club

The Counselor of MEDPREP is the Faculty Advisor of the MEDPREP Club. MEDPREP Club is a registered student organization (RSO) of SIUC. All MEDPREP students are members of MEDPREP Club, and MEDPREP club is only open to MEDPREP students. MEDPREP club activities include public service (for example, service at foodbanks, Habitat for Humanity, or Gumdrops Meals for Kids), social activities, and peer support. All MEDPREP students are encouraged to participate in Club, and MP Club activities are designed to prioritize student academic progress.

Professional School Application Process

The professional school application process is lengthy and can be stressful and bewildering. The MEDPREP program has a number of resources to help students successfully apply to medical, dental and physician assistant programs. A number of important points are listed below.

The MEDPREP seminar course sequence of MEDP 401 "Professional Careers" in summer, plus MEDP 400A and MEDP 400B in fall/spring focuses on exploring professional school options, strategies and timeline for application, and professional writing for the application. Furthermore, MEDPREP advisors can help students with application questions, and the SPC committee provides information sessions on obtaining a composite committee letter for the application process.

Application Preparation Timeline

Professional School application takes approximately one year from the time you apply to the time you actually start your program. At MEDPREP, we spend the year prior to your application preparing all aspects of your candidacy. This includes coursework to solidify your knowledge foundation and reading skills, and also working on your application strategy and preparing your writing samples. MEDPREP Year 2 is designed to further hone your knowledge and skill in medical school content areas (physiology, anatomy, biochemistry, pharmacology, etc.). The summer after Year 1, as well as much of Year 2, also demands a great deal of time for moving through the application process. Keep in mind the following for your application year:

1. **Application costs and fee assistance:** Before registering for the MCAT/DAT and applying for schools, investigate fee assistance. AAMC has the Fee Assistance Program (FAP) – AACOMAS and AADSAS also have fee assistance programs. Fee assistance is not guaranteed even if you make the parameters – it is first-come, first served, and the regulations are strict to qualify. But, we encourage you to investigate/apply. In the absence of fee assistance, applications to 15 schools can cost upward of \$2500, even without interview travel. Budgeting is a must.

2. MCAT/DAT exam

- a. The MCAT takes 30 days to grade exams and transmit scores to AMCAS. Similarly, while DAT releases unofficial scores right away, it takes 3-4 weeks for scores to be verified and sent to AADSAS.
- b. DAT takers have a lot of date flexibility – we recommend taking the test by May/June.
- c. MCAT dates are limited. We strongly recommend taking it prior to June 15. If you take it later, you should submit your AMCAS before your score is returned to avoid delay in processing.

3. Application Services Processing and Verification (e.g. AMCAS, AACOMAS, AADSAS)

- a. Application services cannot process you without your transcripts. They should be sent as soon as the services open (~ May); send your SIUC current semester transcript as soon as spring grades post. If you are taking summer classes, DO NOT wait for summer grades to post.
- b. You should have all your primary application writing (activity statements, personal statement, disadvantage statement if submitting) complete by May. You will have worked on them throughout the preceding year in seminar class.
- c. Application processing takes up to eight (8) weeks, especially if you submit your application in late June through mid-August. Submitting your application in mid-summer will mean delays in completing your application.
- d. Students do not need to have their MCAT/DAT scores back, and do not need letters to be submitted to SPC, in order to submit their professional school application. The professional school application should be submitted for verification as soon as it is complete, ideally on opening day of application season (about June 1).
- e. Committee Letter: MEDPREP students are reviewed by the Student Progress Committee (SPC) for a “Committee Letter” and should thus indicate Committee Letter on their professional school application. Students should NOT indicate “individual letters” or “letter packet” on the application. All supporting letters (minimum of four) must be sent to the SPC Chair prior to SPC review, and will be included in the Committee Letter. Only the single Committee Letter is required to meet the letters of recommendation requirement of the application; students do not need to solicit additional individual letters beyond those used for the Committee Letter.

4. SPC Process.

- a. SPC meetings cannot be scheduled until the SPC Chairperson **HAS THE PDF COPY OF YOUR PROCESSED AMCAS or AADSAS or AACOMAS APPLICATION.** SPC is very diligent about meeting in a timely manner to process applications, but keep in mind that getting on the calendar is “first come, first served” and completing the committee letter after the meeting takes 1-2 weeks. The best way to avoid SPC stress is to complete your MCAT/DAT and application early and get on the calendar early.
- b. Students interested in ALLIANCE Programs: please note carefully the application deadlines noted for Alliance eligibility, starting on page 10.

5. Secondaries.

- a. Some schools send “secondary applications” (requests from the individual schools to send additional essays/information/application fees) as soon as you have submitted your application to application services. Others will not send secondaries until you are verified

and your complete application has been transmitted to the medical/dental schools you listed. Most schools do not screen and will send secondaries to all who apply.

- b. We recommend a TWO WEEKS OR LESS turnaround for any secondary you receive. In other words, they send you a secondary form/notice, and you should mark your calendar for two weeks from that date. That is your deadline for returning the secondary to that school. Schools commonly either don't list, or put very late deadlines on their forms. Do not be fooled by this: your application is NOT COMPLETE AND NOT REVIEWED without a completed secondary.
- c. This is worth repeating: Remember, if you have not completed your secondary, you have not applied to the school, so do not pay attention to their late deadline for their secondary. Return the secondary in within two weeks of receipt.
- d. Secondaries are difficult to complete when you are in your fall classes. Get them done before fall classes start. We recommend starting on the most important secondaries in spring, as it is very difficult to write them all at once in the summer. Secondary questions tend to not change much from year to year, so many can be at least drafted from last year's questions, and this should be done well ahead, particularly for your top 5 schools.
- e. If you have qualified for AAMC Fee Assistance Program (FAP), most schools will waive their secondary fees. SIUSOM waives the secondary fee for Alliance applicants. If you do not have fee assistance, be aware that secondary fees range from \$50 to \$150 PER SCHOOL. Your secondary will not be accepted without payment, so this is an important part of your application budget.

6. Interviews

- a. Interview offers can start arriving in September. Interviews may be scheduled for Oct-March. The "wait time" for acceptance/wait list/rejection notification after interview varies greatly, from several weeks to several months.
- b. "Second look" visits are offered for accepted students, usually in March and April. There is generally no funding for second looks, so that will be an expense for which you will want to budget.

7. Acceptances

- a. SIUSOM Alliance acceptances are usually among the first that we see. Medical Schools send out acceptances starting as early as mid-October. Dental schools are generally a bit later in the year. Medical schools under AMCAS trafficking regulations must have accepted at least as many students as they have seats by March 15. They can keep additional students on wait lists.
- b. AMCAS trafficking regulations require students, by April 30, to reduce down to ONE acceptance so wait lists can move. Most wait-list movement happens in May. Students (even if already committed to a school) may remain on wait-lists after April 30, but must get back down to one school if a wait-list acceptance comes through, generally within a week or less.

MEDPREP SIU System Professional School Alliance Programs

MEDPREP, as a program of the Southern Illinois University School of Medicine, offers three professional school direct-admissions programs for MEDPREP students. Students must meet all the requirements listed. In addition, they must complete the professional school application and any required secondary applications, pay any fees that are not waived, and pass required background checks and other matriculating student requirements for the programs.

SIU School of Medicine Alliance

The MP Alliance program at the Southern Illinois University School of Medicine (SIUSOM) offers direct admission to qualified MEDPREP students. Students who apply through Alliance do not need to interview but must meet all Alliance requirements to secure admission. SIUSOM Alliance requirements are:

1. Student must be applying after completing the first year (Y1) or immediately upon program completion (Y2) to be Alliance eligible. All students must notify the SPC Chair by **May 1** of the upcoming cycle of their intent to apply. Students applying in later cycles after leaving MEDPREP are not Alliance eligible, although non-Alliance eligible students are welcome to solicit individual letters from faculty members.
2. The priority deadline for taking the MCAT examination is **July 1**. Please note that MEDPREP cannot guarantee SPC review of a student's file in time to meet deadlines of the current application cycle for students taking later examinations.
3. Completion of AMCAS primary application by **July 31 (Y1) or July 15 (Y2)**.
4. Completion of SIUSOM secondary application by **September 15**, including those wishing to hold application for fall grades.
5. Overall GPA requirement: at least 2.80 for all college coursework, or for last 60 hours.
6. Science GPA requirement: at least 2.80 for all college "BCPM" (biology, chemistry, physics, mathematics) coursework, or for last 60 hours.
7. Minimum MCAT total numerical score of 498 (actual score, not error range), taken within last 2 years.
8. Legal resident of the State of Illinois (must submit copy of IL Driver's License or IL State ID card at time of SPC review). Students must maintain residency throughout their time in the program and throughout the SIUSOM admissions cycle.
9. Receives a "Recommend with Enthusiasm" or "Recommend with Confidence" rating from the Student Progress Committee.
10. Completes MEDPREP program (Certificate of Completion) prior to matriculation at SIUSOM.
11. All admissions contingent on passing SIUSOM background checks prior to matriculation.

SIU School of Dental Medicine (SIUSODM) Alliance

The MP Alliance program at the Southern Illinois University School of Dental Medicine (SIUSODM) in Alton, IL offers direct admission to qualified MEDPREP students. Students who apply through Alliance do not need to interview but must meet all Alliance requirements to secure admission. SIUSODM Alliance requirements are:

1. Student must be applying after completing the first year (Y1) or immediately upon program completion (Y2) to be Alliance eligible. All students must notify the SPC Chair by May 1 of the upcoming cycle of their intent to apply. Students applying in later cycles after leaving MEDPREP

are not Alliance eligible, although non-Alliance eligible students are welcome to solicit individual letters from faculty members.

2. Completion of AADSAS application and any additional secondary application forms by September 15), including those wishing to hold application for fall grades.
3. Overall GPA requirement: at least 3.0 for all college coursework; or 3.25 GPA for last 40 hours of college coursework, including MEDPREP.
4. Science GPA requirement: at least 3.0 for all college science coursework; or 3.25 GPA for last 40 hours of college science coursework, including MEDPREP.
5. Minimum DAT total numerical score of at least 16, and no DAT section score below 16; taken within last two years.
6. Legal resident of the State of Illinois (must submit copy of IL Driver's License or IL State ID card at time of SPC review).
7. Submits name to Student Progress Committee at time of SPC review as Alliance applicant.
8. Receives a "Recommend with Enthusiasm" or "Recommend with Confidence" rating from the Student Progress Committee.
9. Completes MEDPREP program prior to matriculation at SIUSODM.
10. All admissions contingent on passing SIUSODM background checks prior to matriculation.

SIU School of Medicine Physician Assistant Program Alliance

The Southern Illinois University Physician Assistant Program of the SIU School of Medicine (SIUSOM PA)

1. Admission to MEDPREP Program - Physician Assistant Track (MP-PA).
2. Student must be applying after completing the first year (Y1) or immediately upon program completion (Y2) to be Alliance eligible. All students must notify the SPC Chair by May 1 of the upcoming cycle of their intent to apply. Students applying in later cycles after leaving MEDPREP are not Alliance eligible, although non-Alliance eligible students are welcome to solicit individual letters from faculty members.
3. Completion of SIUC Graduate School application for the PA program, and any additional secondary application forms by published SIUSOM-PA application deadline.
4. Coursework Requirement: Must complete all MP-PA track courses as noted on the Curriculum Overview.
5. GPA requirement: Must complete all MP-PA track science courses with a grade of B (not B-) or better.
6. Legal resident of the State of Illinois (must submit copy of IL Driver's License or IL State ID card at time of SPC review).
7. Submits name to Student Progress Committee at time of SPC review as Alliance applicant.
8. Receives a "Recommend with Enthusiasm" or "Recommend with Confidence" rating from the Student Progress Committee.
9. Completes MEDPREP program prior to matriculation at SIUSOM-PA.
10. All admissions contingent on passing SIUSOM-PA background checks prior to matriculation.

Tuition Waivers

MEDPREP awards a limited number of tuition waiver each semester, based on academic performance and financial need. Students may apply for MEDPREP tuition waivers each semester they are in Good Standing (including Letter of Concern) with the program, subject to eligibility requirements. Academic performance in MEDPREP is strongly considered, and thus tuition waivers are more likely to be awarded to continuing (second-year) students than incoming (first-year) students. Tuition waivers are not guaranteed.

Students with graduate standing are not eligible for MEDPREP tuition waivers. Graduate students may apply for tuition waivers through the SIUC graduate school when required MEDPREP coursework allows. It is important to note graduate credit requirements for graduate school tuition waivers; MEDPREP students may not accept graduate school tuition waivers if doing so means taking excessive coursework, as determined by the Director of MEDPREP in consultation with the student's advisor.

To apply for a MP tuition waiver, students must complete a tuition waiver application, accompanied by the appropriate FAFSA Student Aid Report (SAR). Tuition waiver applications are due in the late spring (typically, May) for the following summer, as well as for the following academic year. One application is used for summer, while a separate application is used for the academic year (Fall-Spring). Summer applications utilize the FAFSA for the current year (summer is considered as part of the preceding fall-spring academic year), while fall-spring applications utilize the FAFSA for the upcoming academic year.

Tuition waivers for summer are valid only for the summer term. Tuition waivers for the academic year are typically awarded for both fall and spring terms. However, students receiving a fall waiver must continue to meet eligibility requirements to receive the spring award (including fall grades), as outlined in the Tuition Waiver application. Additionally, students who accept a fall-spring tuition waiver must commit to completing the entire academic year. Tuition Waivers never "roll over" to a subsequent academic year; TW applications for continuing students must be received by the May deadline for the following academic year.

Tuition waiver requirements and application information can be found in the *Appendices*. It is a student's responsibility to understand and meet the registration and grade requirements for the Tuition Waiver.

MEDPREP Scholarships

MEDPREP awards a number of scholarships each year, funded by donors and endowed giving. Scholarships are generally awarded to second-year students, with awards made in the fall of the second year, posting to the Bursar around for the final (spring) semester of MEDPREP. The number and amount of awards vary depending on funds available. Application details will be sent to second-year students at the start of the academic year (fall). A list of funded MEDPREP scholarships can be found on the MEDPREP program webpage.

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Appendices

- A. Curriculum Overview Sheets
 - 1. Traditional Program/Master in Biological Sciences- MP program Master in Curriculum and Instruction – MP program (medical and dental focus) [p. 19]
 - 2. MEDPREP- PA Prep Program [p. 20]
- B. MEDPREP Professionalism Assessment Instrument (MP-PAI) [p. 21]
- C. Student Transitional Services Performance Improvement Plan (PIP) form [pp. 22-23]
- D. Tuition Waiver Applications forms
 - 1. Tuition Waiver and Scholarship Agreement Contract [p. 24]
 - 2. Summer Tuition Waiver requirements, instructions, and application form [pp. 25-27]
 - 3. Fall/Spring Tuition Waiver requirements, instructions, and application form [pp. 28-29]
- E. Leave of Absence Form [p. 30]
- F. Intent to Withdraw Notice [p. 31]
- G. Student Progress System Student and Faculty Manual [pp. 32]

MEDPREP Curriculum

Traditional Track (medical, or dental)

Master of Biological Sciences (see also MBS Graduate Program manual)

Master of Curriculum and Instruction (see also C&I Graduate Program manual)

MEDPREP Curriculum Overview (All Tracks: TRAD, MBS, CI)		
Y1 Summer	Y1 Fall	Y1 Spring
<p>Core:</p> <p>MEDP 401A Academic Enrichment (1 cr.) MEDP 401I Career Development (1 cr.) MEDP 401C Quantitative Skills (1 cr.) MEDP 402A Behavioral Sciences Appl. (1 cr.) MEDP 403G/503G Biology Applications (1 cr.) MEDP 404A/504A Chemistry Applications (1 cr.)</p> <p><i>6 credits total</i></p>	<p>Core:</p> <p>MEDP 400A Orientation Seminar (1 cr.) MEDP 401A Academic Enrichment (1 cr.) MEDP 401E/501E Convocation/Colloquium (1 cr.)</p> <p>Required:</p> <p>MEDP 401G CARS (2 cr.) [Dental: Ind. Read. MEDP 402E-747] MEDP 402A Behavioral Science Apps. (2 cr.) MEDP 403G/503G Biology Apps. (3 cr.) MEDP 404A/504A Inorganic Chemistry Apps. (2 cr.) MEDP 405A/505A Physics Apps. or MEDP 402C (DENT) (1 cr.)</p> <p>Plus one "campus" course:</p> <ul style="list-style-type: none"> TRAD: choose 1: BCHM 451A, PHSL 310, BIOL305, etc. MBS: <u>Required MBMB 550A</u> CI: <u>Required CI 503</u> <p><i>16-19 credits total</i></p>	<p>Core:</p> <p>MEDP 400B Medical Seminar (1 cr.) MEDP 401E/501E Convocation/Colloquium (1 cr.)</p> <p>Required:</p> <p>MEDP 401H CARS (2 cr.) [Dental: optional] MEDP 402A Behavioral Science Apps. (2 cr.) MEDP 403G/503G Biology Apps. (2 cr.) MEDP 404C/504C Organic Chemistry Apps. (2 cr.) MEDP 405A/505A Physics Apps. or MEDP 401C (DENT) (1 cr.)</p> <p>Plus one-two "campus/elective" courses:</p> <ul style="list-style-type: none"> TRAD: choose 1: MICR302, BCHM 451B, PHSL310, etc. MBS: <u>Required MBMB 550B</u> CI: <u>Required CI 500</u> <p><i>14-16 credits total</i></p>

Y2* Summer	Fall	Spring
<p><i>Summer courses are optional for both TRAD and MBS-MP tracks.</i></p> <p>TRAD: Summer coursework not required. To apply for a MP summer tuition waiver, you must take 6 credits, including at least one MEDP credit.</p> <p>MBS: Summer coursework not required. To apply for a graduate school summer tuition waiver, you must take a minimum of 3 GR level credits.</p> <p>CI-MP: <u>Required</u> CI 544 Action Research (3 cr.) <u>Required</u> CI 402 Cultural Diversity in Education (3 cr.) <i>(Up to 6 credits)</i></p>	<p>Core:</p> <p>MEDP 401E/501E Convocation/Colloquium (1 cr.) MEDP 401B Reconstruction (1 cr.)</p> <p>Required:</p> <p>PHSL 410A/511A Mammalian Physiology</p> <p>Recommended – choose at least 1:</p> <p>MEDP 404E/504E <u>Medical</u> Biochemistry (3 cr.) PHSL 401 <u>A</u> Gross Anatomy (5 cr.) OR PHSL 301 Intro anatomy (4 cr.) PHSL 402 Functional Neuroanatomy (4 cr.) PHSL 420A Pharmacology (3 cr.) [You must have at least 2 science courses, and at least 1 of those must be at the 400+ level]</p> <p>MBS/CI: courses as required to complete the Master's Degree – see individual program requirements.</p> <ul style="list-style-type: none"> MS students must have total 30 G credits for degree and a minimum of 15 500-level courses. <p>CI: <u>Required</u> CI 504 (3 cr.)</p> <p><i>12-15 credits total</i></p>	<p>Core:</p> <p>MEDP 401E/501E Convocation/Colloquium (1 cr.)</p> <p>Required:</p> <p>PHSL 410B/511B Mammalian Physiology</p> <p>Recommended- 11-14 credits:</p> <p>MEDP 401D/501D (3 cr.) Problem Based Learning PHSL 401 B (5 cr.) Gross Anatomy or PHSL 301 Intro Anatomy PHSL 409 Mammalian Histology (4 cr.) PHSL 420B Pharmacology (3 cr.) [You must have at least 2 science courses, and at least 1 of those must be at the 400+ level]</p> <p>MBS/CI: courses as required to complete the Master's Degree – see individual program requirements.</p> <p>CI: <u>Required</u> CIS14 (3 cr.) and CI 594 (3 cr.)</p> <p><i>12-15 Credits total</i></p>

*Students should double-check matriculation requirements for medical/dental schools of interest and complete any outstanding required coursework in Y2. Most medical/dental schools require 1 FULL year each of English, Physics with Lab, Biology with Lab, Chemistry with Lab, and Organic Chemistry with Lab. More and more are requiring at least one course each in Biochemistry and Statistics.

Update 5/03/2022 [gummi](#)

MEDPREP- PA program track

MEDPREP Curriculum Overview Physician Assistant Preparatory Track

Y1 Summer	Y1 Fall	Y1 Spring
<p>Core:</p> <p>MEDP 401A Academic Enrichment (1 cr.) MEDP 401I Career Development (1 cr.) MEDP 401C Quantitative Skills (1 cr.) MEDP 402A Behavioral Sciences Appl. (1 cr.) MEDP 403G Biology Applications (1 cr.) MEDP 404A Chemistry Applications (1 cr.)</p> <p><i>6 credits total</i></p>	<p>Core:</p> <p>MEDP 401A Academic Enrichment (1 cr.) PA Prep (2 cr.)</p> <p>Required:</p> <p>MEDP 401G CARS (2 cr.) MEDP 402A Behavioral Science Apps. (2 cr.) MEDP 403G Biology Apps. (3 cr.)</p> <p>PA:</p> <p>MEDP 404E (Medical Biochemistry) (3 cr.) PHSL 301 (Intro to Anatomy) (4 cr.)</p> <p><i>17 credits total</i></p>	<p>Core:</p> <p>PA Prep (2 cr.)</p> <p>Required:</p> <p>MEDP 402A Behavioral Science Apps. (2 cr.) MEDP 403G Biology Apps. (2 cr.) MEDP 404C Organic Chemistry Apps. (2 cr.) MEDP 401C Quant skills (1 cr.)</p> <p>PA:</p> <p>PHSL 310 (Intro Human Physiology) (5 cr.) AH 105 (Medical Terminology) (2 cr.)</p> <p><i>15-16 credits total</i></p>
Y2* Summer	Fall	Spring
<p>Summer courses are optional for MEDPREP-PA track</p> <ul style="list-style-type: none"> Apply for PA school via SIUC Graduate School Application 	<p>Core:</p> <p>PA Prep (2 cr.) MEDP 401B Prematriculation (1 cr.)</p> <p>PA:</p> <p>PHSL 401 A Gross Anatomy (5 cr.) PHSL 410 A Mammalian Physiology (4 cr.) Science Elective (PHSL 420A Pharmacol. recommended)(3 cr.)</p> <p><i>15 credits total</i></p>	<p>Core:</p> <p>PA Prep (2 cr.)</p> <p>PA:</p> <p>PHSL 401 B Gross Anatomy (5 cr.) PHSL 410 B Mammalian Physiology (4 cr.) Science Elective (PHSL 420B Pharmacol. recommended) (3 cr.)</p> <p><i>14 Credits total</i></p>

PA Prep "Alliance" requirements for admission to the SIUSOM PA program: 1. Admission to MP-PA track program. 2. Completion of 5 semester MP program as outlined above (must pass all courses & complete all semesters). 3. Students must complete all science courses with a B (not B-) grade or better. 5. Illinois residency. 6. All admissions contingent on passing background check.

MEDPREP Professionalism Assessment Instrument (PIA)

MEDPREP Professionalism Assessment Instrument

Name of Student:	MPI MP?	Date of Evaluation:	Name of Evaluator:		
HONOR AND INTEGRITY Please choose one →	UNACCEPTABLE 0	NEEDS IMPROVEMENT 1 2	MEETS EXPECTATIONS 3	SUPERIOR 4	CANNOT ASSESS
Consider the extent of trustworthiness in relation to interactions with peers, patients, faculty, and others.	Student considered untrustworthy; abandons responsibility; is known to lie and/or cheat; is arrogant.	Unsure if student can be trusted; reasons to believe may not always be honest.	Student always trustworthy; considered honest by most.	Student inspires trust from others; always honest; always handles confidential information discreetly.	
RESPONSIBILITY & ACCOUNTABILITY Please choose one →	UNACCEPTABLE 0	NEEDS IMPROVEMENT 1 2	MEETS EXPECTATIONS 3	SUPERIOR 4	CANNOT ASSESS
Consider the degree to which the student can be relied upon to take responsibility for accomplishing assigned tasks; accepts responsibility for errors; fulfills expectations of roles.	Student is regularly late; does not complete assignments or tasks on time; takes little or no responsibility for own mistakes; appearance often unprofessional (dress, hygiene).	Student is frequently late in arriving and / or completing assignments and tasks; often carries less than his or her share of team work; appearance often inappropriate.	Student is rarely late; absences seldom interfere with responsibilities; accepts appropriate share of team work; usually accepts responsibility for errors; appearance always appropriate to situation.	Student is consistently on time; always fulfills responsibilities and meets all deadlines; always accepts responsibility for errors; appearance always appropriate.	
LEADERSHIP Please choose one →	UNACCEPTABLE 0	NEEDS IMPROVEMENT 1 2	MEETS EXPECTATIONS 3	SUPERIOR 4	CANNOT ASSESS
Consider the degree to which the student encourages a culture that facilitates professionalism; teaches others.	Student often blames others; competes destructively; is frequently the instigator of unprofessional behavior.	Student demonstrates some ability to be a leader but does not always encourage a culture of respect and compassion; not considered a role model.	Student often assumes leadership roles; constructively approaches conflict resolution; regularly assists peers and others.	Student is always in a leadership role; teaches and promotes professional development of others; serves as an example for others.	
ALTRUISM Please choose one →	UNACCEPTABLE 0	NEEDS IMPROVEMENT 1 2	MEETS EXPECTATIONS 3	SUPERIOR 4	CANNOT ASSESS
Consider the degree to which a student puts others above him or herself.	Student exhibits greed or selfishness; never offers to help or assist others; criticizes others to make self look good.	Student occasionally puts others before self; will sometimes offer to help others.	Student exhibits unselfish concern for others; can usually be counted on to help when needed.	Student exhibits selflessness; regularly goes beyond what is required in order to help others.	
CARING & COMMUNICATION Please choose one →	UNACCEPTABLE 0	NEEDS IMPROVEMENT 1 2	MEETS EXPECTATIONS 3	SUPERIOR 4	CANNOT ASSESS
Consider how the student treats and communicates with others (peers, faculty, staff).	Student appears "heartless"; compassion is relative or selective depending on circumstances; ineffective communication skills.	Student is somewhat lacking in concern for others or understanding others' viewpoints; trouble communicating effectively with others; often has difficulties with team members or staff.	Student listens attentively to others; usually tolerant of differences; good communication skills; facilitates communication among team members.	Student always empathic toward others; is sensitive and perceptive; is tolerant of differences; always takes time to listen to others; excellent communication skills.	
ACADEMIC/SCHOLARSHIP Please choose one →	UNACCEPTABLE 0	NEEDS IMPROVEMENT 1 2	MEETS EXPECTATIONS 3	SUPERIOR 4	CANNOT ASSESS
Consider the degree to which the student demonstrates competence and excellence in their learning.	Student appears satisfied with minimally acceptable performance; known for taking shortcuts; often unprepared; wants to just "get by".	Student commitment to excellence is variable; puts limits on time and ability to achieve excellence; often settles for less than capable of accomplishing.	Student seeks additional knowledge and skills; consistent commitment to excellence; usually sets high expectations for self; usually intellectually curious and self-directed in learning; always fulfills educational assignments.	Student always prepared; takes initiative; always self-directed in seeking additional knowledge and skills; strives for excellence; sets lofty, but achievable goals.	
RESPECT Please choose one →	UNACCEPTABLE 0	NEEDS IMPROVEMENT 1 2	MEETS EXPECTATIONS 3	SUPERIOR 4	CANNOT ASSESS
Consider the degree to which the student shows respect for peers, faculty, and staff.	Student is often disrespectful of others; intolerant of others attitudes or beliefs; treats people preferentially depending on position.	Student is sometimes disrespectful of others; can be intolerant of others beliefs and culture; seldom seeks to understand values and belief systems of others.	Student is nonjudgmental; demonstrates balanced treatment of others; is typically respectful and tolerant; regularly seeks to understand values and belief systems of others.	Student respects differences and always tries to be nonjudgmental; always tolerant of others; respectful toward those with more experience; always seeks to understand values and belief systems of others.	

Examples of items assessed in the categories above (consistent ratings below 2 will result in supportive staffing). The examples are not exhaustive and categories can overlap; faculty will write comments for ratings 2 and below to provide formative feedback for students.

Honor and Integrity: Following academic honor code; owning up to mistakes. Maintains confidentiality appropriately. Follows rules, and “does the right thing” in difficult situations.

Responsibility and Accountability: Completing assignments on time, letting faculty know about absences, taking responsibility for academic accomplishment. Staying organized, attending all required classes. Takes responsibility for learning and for addressing learning or other issues.

Leadership: Students are not required to take on service projects, be class officers, etc. Leadership means leading by example: studying effectively, setting high academic standards, encouraging others, and NOT engaging in cliques, gossiping, any kind of social media bullying, or other “middle school” behavior.

Altruism: We understand students are here to build their own portfolio; students are thus not expected to sacrifice their own studies to help others, or spend inordinate amounts of time on outside service. However, students should appropriately encourage others in group, act towards others in a supportive manner and ideally seek out mutually beneficial study relationships with peers. The altruistic student is a “team player,” while also recognizing that this does not mean sacrificing one’s own academic progress.

Caring and Communication: Contributing to conversations and discussions; ability to listen to others; checking in with advisor, greeting faculty and other students, being “present” in conversations and class discussions.

Academic/Scholarship: Taking academics seriously; maintaining appropriate focus on academic preparation; demonstrating ability to improve and overcome ineffective habits. Seeking help when struggling with material; making true effort at addressing learning issues.

Respect: Coming to class on time (consistent tardiness shows disrespect for faculty and peers); having a serious attitude; respecting faculty expertise and time, as well as being considerate and respectful of peers that may be different from you. Recognizing the unique value of each person in our learning community.

MEDPREP Performance Improvement Plan (PIP)

Confidential

Student: (insert name)
Advisor: (insert name)
DATE: (insert date)
Status: (insert status)
RE: Performance Improvement Plan (PIP)

The purpose of this Performance Improvement Plan (PIP) is to define serious areas of concern, gaps in your academic performance, reiterate MEDPREP's expectations, and allow you the opportunity to demonstrate improvement and commitment.

Observations, Previous Discussions or Counseling:

--

Step 1: Improvement Goals and Activities: These are the goals related to areas of concern to be improved and addressed as well as the activities that the student will pursue to accomplish said goals:

1.	
2.	
3.	

Step 2: Expectations: The following performance standards must be accomplished to demonstrate progress towards achievement of each Improvement goal:

1.	
2.	
3.	
4.	
5.	

Step 3: Follow-up Updates: We will review your progress according to the following schedule:

Date Scheduled	Activity	Conducted By	Completion Date
Midterm	Update Memo/Meeting	[Director and/or Advisor]	
End of Semester	Final Memo/Meeting	[Director and/or Advisor]	

MEDPREP Performance Improvement Plan (PIP), continued

Confidential

Timeline for Improvement, Consequences & Expectations:

During this time you will be expected to make regular progress on the plan outlined above. Failure to meet or exceed these expectations will result in further disciplinary action, up to and including release from the program. Furthermore, failure to maintain performance expectations after the completion of the PIP may result in additional disciplinary action.

We will meet again on as noted above to discuss your Performance Improvement Plan. Please schedule accordingly.

Signatures:

Student Signature: _____

Date: _____

Director's Signature: _____

Date: _____

Advisor's Signature: _____

Date: _____

MEDPREP Tuition Waiver and Scholarship Agreement Contract

MEDPREP Tuition Waiver & Scholarship Agreement
(Student not yet selected)

Page 1

THIS AGREEMENT is made on (DATE)

20 .

BETWEEN: The SIU School of Medicine
MEDPREP Program

AND: Name of Student

Purpose and Requirements:

- A. The MEDPREP Program wishes to provide tuition waivers and scholarships to Students enrolled in the MEDPREP program.
- B. All tuition waiver and scholarship recipients must be in good academic standing according to the rules and policies of the MEDPREP Program and the University.
- C. I will submit all documentation to the Scholarships and Tuition Waiver Committee and respond to all communications from the office in a timely manner.
- D. Students who accept tuition waivers and/or scholarships from the MEDPREP Program agree to complete the 5 semesters of said program. If the student fails to complete the 5 semesters they are required to pay back the full value of the tuition waivers/scholarships that they have received during their time in the program.

- E. Students who do not complete the 5 semester requirement and refuse to repay the full value of the tuition waiver and scholarship support that they received will have a financial hold placed on their Bursar account which will prevent them from receiving their final transcripts until a resolution of the debt has taken place.

Executed as an agreement:

Signed for and on behalf of
SIUSOM MEDPREP Program
by its authorized officer:

Signature

Signature of Student

Name of Student (print)

Date

MEDPREP Tuition Waiver Guidelines

Summer Semester

Please note TW enrollment policy in the box below.

Summer tuition waivers are awarded on the basis of scholarship and financial need for the summer term only.

Eligibility

To be eligible, a student must be a post-baccalaureate undergraduate student enrolled in MEDPREP. He/she may not hold another University appointment that provides a tuition waiver. The student must demonstrate financial need based on a current FAFSA (Federal Application for Federal Student Aid) form on file with the Financial Aid Office at SIUC.

1. Incoming students must meet the **2.5 GPA and 2.5 BCPM** requirement either in total or for the last full year (10 credits/semester or equivalent) of academic work at the time of application to MEDPREP.
2. A continuing student must be in **good standing** in MEDPREP, have taken a minimum of **two science courses** totaling at least **four graded hours** during the last semester enrolled in MEDPREP, and have earned a **minimum 2.5 GPA and 2.5 BCPM** in all courses for that term.
3. Course load, specific courses taken, and participation in support activities within the program will be considered in evaluating applications.
4. Students must be registered for the summer at the time of application review to be considered for a tuition waiver.

Requirements for Summer Tuition Waiver

In order to be eligible for the summer tuition waiver, a student must be enrolled in at least **one MEDPREP course** and in a minimum of **six credit hours** for the summer semester, with at least **four graded hours**. At least one of the graded courses must be an **upper-division (300-level or higher) science course or a health professions-related course** (excluding Clinical Experience). Students must be and remain in **new or good standing status** in MEDPREP.

ENROLLMENT POLICY: Repayment of Tuition Waiver

Students who accept tuition waivers and/or scholarships from the MEDPREP Program agree to complete the 5 semesters of said program. If the student fails to complete the 5 semesters they are required to pay back the full value of the tuition waivers/scholarships that they have received during their time in the program.

Students who do not complete the 5 semester requirement and refuse to repay the full value of the tuition waiver and scholarship support that they received will have a financial hold placed on their Bursar account which will prevent them from receiving their final transcripts until a resolution of the debt has taken place.

Application

The deadline for receiving all applications and financial information for summer semester is **May 28 (varies by year – please ensure you are aware of the current year deadline)**. If a student has previously had a tuition waiver, the student may reapply for a waiver. If a student has lost a tuition waiver, the student may reapply for a waiver but will be considered only if eligibility has been regained.

Prioritization of Applicants

There will be two applicant groups. Primary applicants will be given consideration over secondary applicants. The primary applicant group is current (continuing) MEDPREP students who are taking summer classes. Continuing students

who have never held a MEDPREP tuition waiver previously will be considered before continuing students who have previously held a waiver. The secondary applicant group is newly accepted MEDPREP students.

Award Notification

Students will be notified by e-mail upon the awarding of the tuition waiver. An acceptance form will be attached to the award announcement and must be returned to MEDPREP before the waiver becomes effective. Students who have been awarded a tuition waiver for a given term **MUST make the prepayment toward the tuition for that term**. Once the award has been finalized, the prepayment will be applied toward the student's fees. **The tuition waiver does not cover any fees.**

ELIGIBILITY CHECKLIST MEDPREP Tuition Waiver Summer Semester

If you do not meet all of the following criteria, you CANNOT be awarded a tuition waiver.

Academic Requirements

Incoming Students

	NOT enrolled in a graduate program
	2.5 GPA overall and BCPM, either in total or previous full year

Continuing Students

	NOT enrolled in a graduate program
	2.5 GPA overall and BCPM for previous semester
	Good Standing SPC status
	2 science courses totaling at least 4 graded credit hours in previous semester

Registration Requirements

	You MUST be enrolled in coursework for the summer term
	6 total credit hours
	4 graded credit hours (P/F or S/U courses are not graded)
	1 upper-division (300-level or higher) science or health professions-related course (excluding Clinical Experience)
	1 MEDPREP course

Financial Aid Office Requirements

	Selective Service Statement on file with Financial Aid Office (only one submission required) Available at: https://fao.siu.edu/forms/financial-aid-forms.php
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For additional information, see the MEDPREP Tuition Waiver Guidelines or contact your MEDPREP academic adviser.

MEDPREP Summer Tuition Waiver Application

MEDPREP
Wheeler Hall Room 210
Mail Code 4323
Carbondale IL 62901
618-453-1650
medprep@siumed.edu

NAME (Last, First, Middle Initial)

You may submit your completed application and current academic year Student Aid Report (SAR) in PDF format via email, U.S. mail, or in person to the address at left no later than May 10.

Please complete *all* information requested on this application.

CONTACT INFORMATION			
Number, Street, Apartment		Email	
City	State	ZIP	Telephone
Do you have a Bachelor's degree? Yes <input type="checkbox"/> Degree: _____ Date: _____ Institution: _____ No <input type="checkbox"/> Expected graduation date: _____		Have you ever been awarded a MEDPREP Tuition Waiver? <input type="checkbox"/> I currently hold a waiver. <input type="checkbox"/> I have previously held a waiver. <input type="checkbox"/> I have never held a waiver.	
Do you have a current academic year FAFSA on file with the SIUC Financial Aid Office? No <input type="checkbox"/> Yes <input type="checkbox"/>		Do you have a Statement of Selective Service Registration on file with the SIUC Financial Aid Office? (Available in the Forms section of the Financial Aid website, http://fao.siu.edu .) No <input type="checkbox"/> Yes <input type="checkbox"/>	
Do you hold another university appointment that provides a tuition waiver? No <input type="checkbox"/> Yes <input type="checkbox"/>		<i>If No, any financial aid awarded cannot be paid to you.</i>	
Do you or your parents currently have <i>private</i> (non-FAFSA) education loans? No <input type="checkbox"/> Yes <input type="checkbox"/> If you wish to have the committee consider these loans, provide documentation from the lender(s) or financial aid office.			
Income Statement (Include financial assistance you will receive or employment you will hold during the term for which you are applying.) <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
Explain why you need/merit a tuition waiver. Please be concise and confine your explanation to the space below. <div style="border: 1px solid black; height: 150px; width: 100%;"></div>			
I declare under penalty of perjury that the foregoing is true and correct. I am fully aware that any intentional falsification of information contained herein may result in the denial of this application or loss of aid currently held. I realize, furthermore, that this waiver may be revoked if I fail to meet the designated requirements of being enrolled in MEDPREP, in maintaining the hour and grade requirements, and in being in academic good standing as specified in the guidelines for tuition waiver.			
Signature and Date			

MEDPREP Tuition Waiver Guidelines

Fall/Spring Semesters

Fall/Spring tuition waivers are awarded on the basis of scholarship and financial need for the academic year (fall and spring semesters). A spring-semester-only tuition waiver may be awarded if any become available.

Eligibility

To be eligible, a student must be a post-baccalaureate undergraduate student enrolled in MEDPREP. He/she may not hold another University appointment which provides a tuition waiver. The student must demonstrate financial need based on the current FAFSA (Federal Application for Federal Student Aid) form on file with the Financial Aid Office at SIUC.

1. A continuing student must be in **good standing** in MEDPREP and have taken a minimum of **two science courses** totaling at least **four graded hours** during the last long (fall or spring) semester enrolled and have earned a minimum **2.5 GPA and 2.5 BCPM** in all courses for that term. All courses must be at the 300- or above level to qualify.
2. New students who entered in the summer must earn a minimum **2.5 GPA and 2.5 BCPM** for all summer courses in order to receive a tuition waiver awarded for the fall and spring semesters.
3. Course load, specific courses taken, and participation in support activities within the program will be considered in evaluating applications.
4. Students must be registered for the semester for which they are requesting a tuition waiver at the time of application review.

Retention of Tuition Waiver

In order to keep the tuition waiver once it is awarded, the recipients must be enrolled in at least **one MEDPREP course** during each semester of the awarded waiver and complete a minimum of **eight graded hours** each semester during the academic year. At least **two graded science courses** must be taken each term. Only courses at 300-level or above count towards TW requirements. Additionally, students must be **physically in attendance** at SIUC and enrolled in a minimum of **two “brick-and-mortar” (on-campus, not online) courses**, as well as **MEDPREP Convocation**, for each semester they receive a tuition waiver. Students must remain in **good standing** in MEDPREP and earn a minimum **2.5 GPA and 2.5 BCPM** each semester. Fall semester recipients who meet all of the retention criteria will be awarded the waiver for the following spring semester without reapplication. Any new awards for the Spring Semester will be for the Spring Semester only.

Application

The deadline for receiving all applications and financial information for fall/spring semester is **May 10**. If a student has previously held a tuition waiver, s/he may reapply for a waiver. If a student has lost a tuition waiver, s/he may reapply for a waiver only if eligibility has regained. Any applications received after the deadline will be considered for a special waiver for the spring semester only if any become available.

Prioritization of Applicants

Applicants are prioritized into four applicant groups. The primary applicant group, consisting of continuing (second-year) students who have never received a MEDPREP waiver, will be considered first. Other applicants will be considered in the following order: The second applicant group consists of continuing students who have previously received waivers, with students having fewer waivers receiving priority. The third applicant group consists of newly-accepted (first year) students, with students having fewer waivers receiving priority. The final applicant group consists of students who have been granted a continuance in the program (third year students). Additional prioritization within applicant groups will be based on eligibility criteria as described above. Students who were awarded a tuition waiver previously but lost it due to not meeting retention criteria are allowed to reapply in subsequent award cycles if they have regained their eligibility.

Award Notification

Students will be notified by e-mail upon the awarding of the tuition waiver. An acceptance form will be attached to the award announcement and must be returned to MEDPREP before the waiver becomes effective. Students who have been awarded a tuition waiver for a given term **MUST** make the prepayment toward the tuition and fees for that term. Once the award has been finalized, the prepayment will be applied toward the student's fees. The tuition waiver does not cover any fees.

MEDPREP Fall/Spring Tuition Waiver Application

MEDPREP
Wheeler Hall Room 210
Mail Code 4323
Carbondale IL 62901
618-453-1650
medprep@siu.edu

NAME (Last, First, Middle Initial)

You may submit your completed application and upcoming academic year FAFSA Student Aid Report (SAR) in PDF format via email, U.S. mail, or in person to the address at left no later than May 10.

Please complete *all* information requested on this application.

CONTACT INFORMATION			
Number, Street, Apartment		Email	
City	State	ZIP	Telephone
Do you have a Bachelor's degree? Yes <input type="checkbox"/> Degree: _____ Date: _____ Institution: _____ No <input type="checkbox"/> Expected graduation date: _____		Have you ever been awarded a MEDPREP Tuition Waiver? <input type="checkbox"/> I currently hold a waiver. <input type="checkbox"/> I have previously held a waiver. <input type="checkbox"/> I have never held a waiver.	
Do you have an upcoming academic year FAFSA on file with the SIUC Financial Aid Office? No <input type="checkbox"/> Yes <input type="checkbox"/>		Do you have a Statement of Selective Service Registration on file with the SIUC Financial Aid Office? (Available in the Forms section of the Financial Aid website, http://fao.siu.edu .) No <input type="checkbox"/> Yes <input type="checkbox"/>	
Do you hold another university appointment that provides a tuition waiver? No <input type="checkbox"/> Yes <input type="checkbox"/>		If No, any financial aid awarded cannot be paid to you.	
Do you or your parents currently have <i>private</i> (non-FAFSA) education loans? No <input type="checkbox"/> Yes <input type="checkbox"/> If you wish to have the committee consider these loans, provide documentation from the lender(s) or financial aid office.			
Income Statement (Include financial assistance you will receive or employment you will hold during the term for which you are applying.)			
Explain why you need/merit a tuition waiver. Please be concise and confine your explanation to the space below.			
I declare under penalty of perjury that the foregoing is true and correct. I am fully aware that any intentional falsification of information contained herein may result in the denial of this application or loss of aid currently held. I realize, furthermore, that this waiver may be revoked if I fail to meet the designated requirements of being enrolled in MEDPREP, in maintaining the hour and grade requirements, and in being in academic good standing as specified in the guidelines for tuition waiver.			
Signature and Date			

Leave of Absence Notice

MEDPREP Student Progress System

Name

Date

I will be taking a leave of absence during the period indicated below. I understand that the activities in which I am engaged during my absence will be considered by the Student Progress Committee in its evaluation of my progress in MEDPREP. I understand that I am entitled to a leave for only one semester while in the program, and if I cannot return to the program directly after the approved Leave of Absence, that I will have to withdraw from the program.

Leave Dates

Contact Information

Start: _____
Month Date Year

Street Address Apartment Number

End: _____
Month Date Year

City State ZIP Code

Telephone Number Primary E-mail

Reasons for taking a leave of absence:

Intended activities during leave of absence:

Current courses and grades to date:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please return this completed form to:

Chair, Student Progress Committee
MEDPREP
Wheeler Hall Room 210
Mailcode 4323
Carbondale Illinois 62901

Student Signature Date

Advisor Signature Date

Intent to Withdraw Notice

MEDPREP Student Progress System

Name

Date

I hereby give formal notice of my intent to withdraw from MEDPREP. I understand my eligibility for a Student Progress Committee Letter of Recommendation as indicated below.

Effective Date

Current SPC Status

Contact Information

Month Date Year

Good Standing

Concern

Probation

Leave of Absence

Street Address

Apartment Number

City

State

ZIP Code

Telephone Number

Primary E-mail

SPC Recommendation Letter Eligibility

Medical/Dental School Acceptances

Eligible, through next application cycle
after effective date

Not Eligible

Reasons for withdrawal:

Please return this completed form to:

Chair, Student Progress Committee
MEDPREP
Wheeler Hall Room 210
Mailcode 4323
Carbondale Illinois 62901

Signature

Date

Student Progress System

Student and Faculty Manual

Eleventh Revision

MEDPREP

Medical/Dental Education Preparatory Program

Southern Illinois University School of Medicine

Revision Date May 12, 2022

MEDPREP
Medical/Dental Education Preparatory Program
Southern Illinois University School of Medicine
Wheeler Hall Room 210
Mail Code 4323
Carbondale IL 62901

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Preface: the Student Progress System

The Medical/Dental Education Preparatory Program (MEDPREP) of the Southern Illinois University School of Medicine is a community of students, faculty, and staff who work together towards a common goal: the education of students who shall exhibit and maintain high standards of professional academic and personal conduct.

A MEDPREP student must demonstrate proper conduct, personal integrity and ethical attitude of the caliber which the health professions demand. A MEDPREP student is expected to demonstrate behavior which renders the student fit for a career in medicine or dentistry and which supports the student's suitability and competence to become a physician or dentist. Such behavior includes but is not limited to: demonstration of good judgment, honesty, personal insight, motivation, integrity, accountability, responsibility, the ability to recognize personal limitations, and the ability to function under pressure.

A MEDPREP student may occupy a position in which there is occasion to gain knowledge of a confidential or privileged nature. It shall be the responsibility of the MEDPREP student to treat such information appropriately and ethically.

A MEDPREP student shall comply with applicable federal and state laws, the rules and regulations of the university, MEDPREP or affiliated programs and institutions.

A MEDPREP student must make satisfactory academic progress that indicates promise for study in medical or dental health professional school.

The academic and professional progress of students while in MEDPREP shall be monitored through the Student Progress System. This Student Progress System Manual describes each component of this system and outlines expectations for student comportment and academic achievement in MEDPREP.

Components of the Student Progress System

The Student Progress System consists of three components: The *Faculty Advisors Council*, the *Student Progress Committee (SPC)*, and the *Appeals Committee*. Each of these components is described below.

Faculty Advisors Council

Definition and Composition: Faculty Advisors Council (FAC) is the name given to the group of faculty members in MEDPREP who serve as academic advisors to MEDPREP students during the course of their participation in the program.

Responsibility and Jurisdiction: Faculty advisors assist each advisee in planning his/her curriculum, monitor his/her progress through the program, and serve as a liaison between MEDPREP committees and the student.

Procedures: Advisors assist each advisee in formulating a long-range plan for progress through the program. Such a plan should take into account the student's record, strengths and deficiencies, and goals. Advisors meet with each advisee each semester to review student academic progress and plan registration for the next term.

Advisors additionally meet with each advisee on a regular basis to evaluate and discuss the student's progress toward his/her goals. Modification of long-range plans may occur at this time. In addition, during the summer and fall semesters of the first year, advisors attend staffings with the student, the Director of MEDPREP, and the MEDPREP Counselor. These mandatory staffings are scheduled by the office of the MEDPREP Counselor.

Advisors review and discuss with the student the decisions of the Student Progress Committee, and other forms of assessment of the student's performance in the program. Advisors may also make recommendations for tutoring, counseling, or other types of assistance, such as Student Transitional Services, when appropriate.

Student Progress Committee

Definition: The MEDPREP Student Progress Committee (SPC) is a standing School of Medicine committee, and is responsible for monitoring the progress of students while in MEDPREP. The SPC shall have jurisdiction to consider all matters of student conduct. The SPC is responsible for conducting meetings and other proceedings in accordance with the procedures outlined in this document, making recommendations for actions to the Director of MEDPREP as appropriate, and for implementing final decisions of the Director when so charged.

Composition: Appointment to the committee is made by the Dean on the recommendation of the Director of MEDPREP. The committee consists of an odd number of voting members, and the director of MEDPREP who is an ex-officio, non-voting member.

It is recommended that three voting members of the committee be full-time teaching faculty/AP staff in MEDPREP, two other voting members of the committee be full-time non-MEDPREP medical school teaching faculty, one voting member have part-time to full time status faculty/AP staff in MEDPREP, and one voting member be a MEDPREP student. The MEDPREP student representative is selected as follows: In the spring of the first year, students are nominated by peers or may self-nominate if interested in the position. Nominated students write a one-page statement describing their interest in the position and their relevant service experience. Nominees are reviewed by the MEDPREP faculty, who provide input to the Director. The Director appoints the student representative based on application review and faculty input. The student representative serves during their second year, from June through the following May.

MEDPREP faculty/staff members serve for a period of three years and may be reappointed to consecutive terms without limit. The student member serves for a period of one year.

The chairperson of the committee is to be one of the MEDPREP faculty members and be appointed by the Director of MEDPREP to serve in this capacity.

MEDPREP faculty advisors who are not appointed to the committee may attend meetings.

(Student Progress Committee, Continued)

Responsibilities and Jurisdiction:

The MEDPREP SPC committee has three primary responsibilities pertaining to student progress:

1. The SPC Committee shall review all MEDPREP student grades subsequent to each semester and render status decisions which pertain to the next semester of participation. In the process of making this review, the Committee should review course grades, number of hours completed for the semester and acknowledge problem areas that have been identified, recommend assistance for students in dealing with these problems, and determine whether the established standards of student conduct have been met. Students may be referred to Student Transitional Services if the committee feels it is warranted. See also *Review of Academic Progress* under *Functions of the SPC*, below.
2. The SPC Committee shall review the application-to-professional-school files of students requesting SPC review, render decisions indicating committee level of support and prepare composite letters of recommendation. See also *Composite Letter of Recommendation* under *Functions of the SPC*, below.
3. The SPC Committee shall monitor student compliance with the Student Code of Conduct and conduct a hearing upon receipt of a formal complaint of unacceptable professional behavior, including but not limited to: failure to attend class or failure to complete academic work in a timely manner, disruptive behavior, violence or threats of violence, or academic dishonesty. See also *Review of Professional Behavior* under *Functions of the SPC*, below.

Appeals Committee

Definition: The MEDPREP Appeals Committee is a subcommittee of the MEDPREP Student Progress Committee, is advisory to the Director, and is named when a decision of the SPC has been appealed.

Composition: It is recommended that the Appeals Committee shall consist of at least three members appointed by the Director of MEDPREP. One (1) person shall be selected from the membership of the Student Progress Committee, except that the chairperson of the SPC shall not be a member of an appeals committee. If possible, one (1) member shall be a person with faculty status in MEDPREP who is not a voting member of the SPC. Otherwise a faculty representative(s) from the School of Medicine freshman year shall be appointed. At least one (1) additional member shall serve on the committee. When possible, a first-year medical school student shall be appointed. The Chairperson of the Appeals Committee shall be appointed from the one of the members of the Appeals Committee by the Director.

Responsibilities and Jurisdiction: The Appeals Committee shall function under the Student Progress System as an advisory body to the Director. In that capacity, the Advisory Committee shall consider and render recommendations to the Director on formal appeals of earlier decisions of the Student Progress Committee. The Appeals Committee's recommendations may include but are not limited to affirming, reversing or modifying prior decisions of the Student Progress Committee.

Procedures: A student has the right to appeal a decision rendered by the Student Progress Committee (SPC) by submitting a formal letter of appeal to the SPC Chairperson. A student may choose to file an appeal if they believe there were substantive procedural issues that precluded a fair assessment of the student's dossier submitted for SPC consideration. If the student intends to appeal the SPC's recommendation to professional school, the student must appeal PRIOR to use of the SPC letter of recommendation generated from the SPC review process. The request for an appeal must be submitted within ten (10) working days of the receipt of the SPC decision. If the student fails to file an appeal within this time, the right to appeal will be deemed to have been waived.

(Appeals Committee, Continued).

Before filing an appeal, the student who has received an SPC recommendation should consider the following:

- I. **Additional information:** If the student has additional information that he/she wishes to be considered (e.g. new test scores, additional grades, or additional experiences or accomplishments that were not included in the reviewed file), an appeal is not required. The student should instead request a re-examination of their SPC dossier by the committee through the SPC chair and provide the appropriate additional documentation for committee consideration. The new information along with the student's original information will then be reviewed by the SPC at the next regularly scheduled meeting. The committee will render an updated decision, which may be the same or different than the original recommendation. Reexamination by SPC does not affect the student's right to appeal the resultant SPC decision.
- II. **Appeal considerations.** The formal letter of appeal should provide *substantive* reasoning for the appeals committee to consider. It is not the charge of the Appeals Committee to second-guess the judgement of the SPC – in other words, it is not another review of the student's file by a different committee simply for a chance of a different recommendation outcome. The charge of the Appeals Committee is solely to determine if there is a substantive evidence to determine that the SPC failed to procedurally provide a fair and substantive review of the students' dossier, and if so, the Appeals Committee may or may not recommend a change in the original SPC recommendation level.

Appeal procedural steps: If a student wishes to file an appeal of their SPC decision, they need to write a formal letter outlining the appeal and turn it into the Chairperson of the SPC. Once the Chairperson of SPC has received the formal letter of appeal, it shall be forwarded to the Director of MEDPREP. Within five (5) working days of documented receipt of the letter of appeal by the Director, he/she shall appoint an Appeals Committee. The Appeals Committee shall meet to review the student's files and make a written recommendation to the Director of MEDPREP in a timely matter. The Director, upon receipt of the recommendation from the Appeals Committee, shall consider the recommendation of the committee and make a final judgement on the student's SPC recommendation. The Director shall then meet with the student and report the appeals decision, which shall be final.

Functions of the Student Progress Committee

The Student Progress Committee (SPC) has three functions, as described above (SPC Responsibilities and Jurisdiction): 1. Review of academic progress; 2. The Composite Letter of Recommendation; and 3. Review of Professional Behavior. These functions are described in greater detail below.

1. Review of Academic Progress

The SPC shall review the progress of MEDPREP students after the conclusion of each semester. The SPC considers recorded semester grades as well as any information submitted by individual faculty members to the SPC through written evaluation, including but not limited to evaluations of professional behavior. The purpose of the review is to assign a status designation, which is in effect for the student's next term of enrollment. Each student shall be reviewed by the **Standards of Academic Performance**, and assigned one of the **Status Designations** defined below. A memorandum conveying this status designation is sent to the student prior to or at the beginning of the next semester. One copy is placed in the student progress (SP) folder and a second copy is sent to the student's advisor. The committee will attempt to provide a sequential order to addressing a student's deteriorating academic performance, but this shall not be required in all circumstances.

Standards of Academic Performance

The standards of Academic Performance which apply to a student each semester in MEDPREP and used to determine student status are as follows:

1. The student must be in good standing with the University. To remain in good standing with the University, traditional track (undergraduate) students must maintain a 2.0 GPA or better; students in graduate programs must maintain a 3.0 GPA or better.
2. The student must be enrolled in at least one MEDPREP course every semester (except when an official leave of absence has been granted) and follow a prescribed program mutually agreed upon by the student and his/her MEDPREP advisor.
3. The student must be enrolled in all core MEDPREP courses required for that semester. The first year student must also be enrolled in the appropriate required courses for their academic track, with a minimum of eight graded hours of coursework. The second year students must also be enrolled in a minimum of two 300- or 400-level graded science courses. Additionally, if enrolled in a graduate program, the graduate student must be enrolled in coursework sufficient to complete their Master degree within the two-year MEDPREP timeframe.
4. The student must maintain contact with the MEDPREP faculty member serving as his/her advisor at regular intervals to keep the advisor informed as to his/her progress. Each semester the student must consult with the advisor regarding registration as well as any changes in registration. It is considered unprofessional behavior to change course registration without advisor consultation, which may have negative consequences for recommendation letters, or tuition waiver or scholarship support at MEDPREP.
5. The student must maintain grades and professionalism standards in MEDPREP deemed by the SPC committee to be commensurate to applying to health professional school. MEDPREP students must successfully pass First-Year Review to be invited back to MEDPREP for the second year.

Status Designations

Good Standing: A student who is demonstrating academic performance at an expected level (typically earning As and Bs in coursework). Students in this category are making satisfactory academic progress.

Concern: A student may receive a Letter of Concern if he/she is not making academic progress toward health professional school, but his/her record is not severe enough to be placed on Probation. Typically, a student who has received a C in any course will receive a **Letter of Concern**. Letters of concern also lead to an automatic staffing – see section on *Student Transitional Services*. Upon judgement of the SPC, students earning mostly or all B grades, particularly in science courses, posting one or more W grades, or electing Pass/No-pass option for a graded course in semesters when these are made available by the SIUC administration (*e.g.* as a result of pandemic or other national emergency), may also receive a Letter of Concern. If a student with a Concern status is deemed to have concerning academic performance in the subsequent semester, that student will be placed on Probation.

Probation: This status designation results when a student has had one semester of Concern and is still not in compliance with the standards of Good Standing. Students may also be placed on Probation immediately after any semester where the SPC has determined the student is in severe academic difficulty. If the University places the student on Probation, the student will receive Probation status in MEDPREP also. Probation is established for a specified period of time with specified conditions which must be met before the student is removed from probationary status. The specified conditions will be determined via Student Transitional Services (STS) via the following procedure: A mandatory STS staffing will be held with the addition of the Chairman of the SPC, in order to discuss the terms of probation. The probationary terms will be delineated in the Performance Improvement Plan (PIP), drafted by the student and advisor after the STS staffing, and signed by the student, advisor and director. The Probation status implies that if the conditions of the PIP are not met, the student shall be placed on No Return status and will not be allowed to continue in the program.

No Return: A student who has not met the specified conditions of Probation to the satisfaction of the SPC committee will be placed on No Return status. Students may also be placed on No Return status after any semester with severe academic difficulties, but is typically utilized if a student has had severe academic difficulties during the first year of MEDPREP and the First-Year Review indicates this student will not be a successful applicant to medical school. No Return indicates that the Student Progress Committee has determined that remaining in the program is not in the best academic interest of the student, and the student will not be invited to return. Likewise, if a student has demonstrated behavior that is not consistent with the standards of the profession to which they wish to enter, the Student Progress Committee may determine the student may not return for a second year in the program. Severe lapses of professional judgement, including physical or verbal assault, social media bullying or other egregious behavior may result in an immediate designation of No Return. Under these circumstances, students may be suspended and barred from return at any time during any semester. The No Return designation results in the immediate termination of a student, and that student may not return for the remainder of the program.

Leave of Absence (LOA): A student is may be granted a leave of absence for only one semester during his/her tenure in the program, and only for *documented* medical, family or monetary hardship. The second summer (between Year 1 and Year 2), if not required for a master degree program, is not counted as an absent semester. The LOA is not allowed for the last semester. A student wishing to leave the program for the last semester must withdraw by student action. If a student fails to withdraw by student action for the last semester, they will be withdrawn by committee action.

The Leave of Absence Request form is the mechanism by which MEDPREP documents the student's intentions. When a student anticipates not participating in the program the next term, a copy of the Leave of Absence Request form should be completed and signed by the student's advisor. Requests for Leave of Absence should be received by the Chairman of the SPC at least two weeks prior to the end of the academic term preceding the proposed absence. A Leave of Absence for a second semester may be granted provided the student submit a written request to the Chairman of the Student Progress Committee and the committee approves this request.

Withdraw (Student or by Committee Action): Students who complete the entirety of MEDPREP (5 semesters, beginning in June and ending two years later in May) in Good Standing will be withdrawn from the program by committee action and moved to alumni status. A student may also withdraw in an earlier semester by completing the Intent to Withdraw Notice form; students who withdraw will be placed on alumni status as long as they are in good standing in the semester they withdraw.

Impact of Withdraw on Alliance acceptances: Completion of the full MEDPREP program is a condition for all MEDPREP Alliance agreements. For students who have a professional school acceptance via a MEDPREP Alliance, failure to complete the full program (that is, a withdrawal for reasons other than program completion) may adversely affect their Alliance acceptance.

Students placed on No Return status will be withdrawn from MEDPREP by committee action. Students who are absent without leave (AWOL) – that is, they fail to enroll for a MEDPREP semester and fail to attend the first 4 weeks of a MEDPREP term – will be withdrawn from the program by committee action. Students who have been withdrawn by committee action for AWOL or No Return status are not eligible for an SPC Composite Letter of Recommendation. Students with alumni status are eligible for an SPC Composite Letter of Recommendation, and are Alliance program eligible, through the immediate summer after they withdraw from the program, as long as they are in Good Standing.

Individuals who have withdrawn from the program or who have been withdrawn by committee action may subsequently want to be enrolled in MEDPREP. Any student who wishes to return to MEDPREP after withdrawal are required to reapply: they must comply with all application procedures and are subject to acceptance by the MEDPREP Admissions Committee.

2. Committee Letter of Recommendation:

It is the policy of MEDPREP to issue a single Committee Letter (composite letter of recommendation) prepared by the Student Progress Committee for each eligible student who requests Committee review. A student is eligible for Committee review after completing at least two semesters in the program and by having an acceptable continuing status (see Eligibility for a Committee Letter or Recommendation – below).

MEDPREP faculty are requested to refrain from providing recommendations for eligible students other than to the Committee.

When a student requests committee review, he/she must sign a *Request for a Composite Letter of Recommendation Form*, submit a list of schools to which he/she wishes a letter sent, and provide the necessary information for his/her recommendation file. This file shall include a copy of the student's processed/verified professional school application (e.g. AMCAS, AACOMAS, AADSAS, CASPA), national exam scores (e.g. MCAT, DAT, GRE), an official transcript for any courses not on the application, and letters of recommendation which the student has solicited from MEDPREP faculty and individuals outside the program.

If an individual letter of recommendation is received which the student does not feel will help his/her application, the student may forward a written request to have the letter withdrawn from his/her file. This request should be submitted to the Committee. If the Committee approves the request the letter shall then have written across the face "Withdrawn" and shall no longer be considered an active part of the file, although it shall be retained. If the Committee denies the request the letter remains as an active part of the recommendation file. *The committee will approve removal of a letter only in the case of factual errors or comments deemed unprofessional by the committee. Letters will not be removed solely for providing a critical student evaluation.*

Recommendation Levels

The committee shall review the student's record which includes the admissions, student progress, and recommendation files. The committee shall reach one of the following decisions:

Recommend with Enthusiasm: Very well qualified. It is predicted that the individual will demonstrate quality performance in medical or dental school. In the top 10% of reviewed students. Typically, this would be a student with at least a 3.5 GPA in MEDPREP and 60th %ile MCAT/DAT exam (e.g. 505+ MCAT, 18+ DAT and no current concerns of professionalism) but exceptions may be made in the case of exceptional academic and professional progress in MEDPREP.

Recommend with Confidence: Ability is identifiable. Student is capable of completing the professional school program successfully.

Recommend: Ability is identifiable. Student is capable of completing the professional school program successfully, given proper support.

Recommend with Reservations: Possesses ability. Student can complete a professional school curriculum with appropriate support. Reservations are to be specified.

Not Recommend: Ability not identifiable. Student has not demonstrated a level of ability warranting acceptance, and/or shows professionalism or behavioral issues considered severe, and not in keeping with medical/dental/PA school matriculation, in the professional judgement of the SPC membership.

Defer: Unable to evaluate this student based on available information at this time. Defer until _____ (determined and specified by the committee).

Content, Review and Transmission of Committee Letter of Recommendation

The letter Committee Letter of Recommendation (Committee Letter) shall contain a summary of the student's background, all individual letters of recommendation, and the committee recommendation.

The student shall review the Committee Letter with the SPC chairperson, correct factual errors, if any, and give written permission for sending of the Letter. The student is allowed to see the letter for the purposes of correcting factual errors ONLY. In any event, no changes may be made whatsoever to the individual letters of recommendation contained within the Committee Letter, and ALL individual letters solicited by the student become part of the Committee Letter. Students may petition to have an individual letter removed, but it should be noted that this request is only granted in extreme circumstance (see "Committee Letter of Recommendation" section on previous page).

If the student feels the Committee Letter will not help his/her application, he/she may choose not to have the Letter sent. A copy of the Committee Letter is placed in the student's recommendation file. If a student chooses not to utilize the Committee Letter, the student may not solicit individual letters from MEDPREP faculty in support of professional (medical or dental) school applications, although they may do so if applying for other academic programs (for instance, graduate school).

A Committee Letter is always prepared for the next entering class and may be used only during the current year admission cycle. A student who is reapplying to professional school subsequent to the committee having prepared one Committee Letter may seek another SPC recommendation and Committee Letter in a future year. For any subsequent year applications, the student must supply a new processed/verified professional school (e.g. AMCAS, AADSAS or AACOMAS, etc.) application for that year, an official transcript of any courses taken subsequent to the verification of that application, and any additional letters of recommendation which the student would like to solicit.

It is the policy of MEDPREP to use the Committee Letter only on behalf of a student's application to professional school because the individuals who contributed to the Committee Letter entrusted their evaluations to the committee for that purpose. A student is not entitled to a copy of the Letter nor may the Letter be used for any other purpose.

Eligibility for a Committee Letter of Recommendation

Students who have completed between two and five terms and have been placed in one of the following status categories may seek a Committee Letter of Recommendation from the Student Progress Committee:

Good Standing
Concern
Probation
Good Standing—Leave of Absence
Concern – Leave of Absence
Probation —Leave of Absence

Students who would like to request an SPC letter after program completion are eligible for the SPC Committee Letter in the application season immediately following their completion of the program. For example, a student who completes MEDPREP in spring may go up for SPC review that summer. If they choose to apply in the next application cycle, one year later, they are not eligible for SPC review or an SPC Committee Letter.

Students who are on Probation, No Return, or AWOL status, or who did not apply during their time in MEDPREP or immediately upon MEDPREP program completion, are not eligible for SPC review. Students who are not eligible for SPC review may solicit individual letters of recommendation from MEDPREP faculty members.

3. Review of Professional Behavior

Students in the Medical/Dental Education Preparatory Program (MEDPREP) of the Southern Illinois University School of Medicine are members of the university and, as such, are responsible for conforming to all the rules and regulations of Southern Illinois University at Carbondale including the Student Conduct Code for Southern Illinois University at Carbondale. In addition, they shall be responsible for conforming to the standards of Student Conduct established by MEDPREP under this Student Progress System.

In addition to demonstration of academic ability to pursue professional studies, students accepted to MEDPREP are expected to demonstrate behaviors consistent with the expectations of the professions being pursued (e.g. physician, dentist, etc.). While not yet practicing professionals nor students in professional school, the MEDPREP student is considered a learner within the SIU School of Medicine, and is thus responsible for conducting themselves in a manner consistent with a health professional in training. Southern Illinois University School of Medicine has an Honor Code, the Expectations for Professionalism, which outlines aspects of professionalism expected of its students. MEDPREP faculty utilize the MEDPREP Professionalism Assessment Instrument (PAI) to track student professionalism. Concerns noted on the PAI may be referred to the SPC or STS.

Formal charges of unacceptable professional behavior or academic dishonesty shall be forwarded in signed, written form to the Chairperson of the Student Progress Committee (SPC) within ten (10) calendar days (barring unusual circumstances) of the alleged incident. Any member of the MEDPREP community may file such a written charge. Only under extraordinary circumstances shall any action be taken on unwritten or unsigned charges. A description of procedures for handling more formal charges of unacceptable professional behavior may be found in the Procedures for Formal Charges of Unacceptable Behavior, below.

Procedures for Handling Formal Charges of Unacceptable Behavior

Upon receipt of a written charge of unacceptable professional behavior or academic dishonesty, the Chairperson of the SPC must respond within five (5) business days through one of the two actions below:

- a. The Chairperson will forward the charge for the consideration by the SPC; OR
- b. The chairperson may in addition to (a), refer the charge to the appropriate University Committee to be handled in accordance with the procedures provided in the Student Conduct Code for Southern Illinois University at Carbondale

The decision of the Chairperson in this regard shall be final.

Consideration by the SPC: Within five (5) calendar days of receipt of a written charge of unacceptable professional behavior or academic dishonesty, the Chairperson of the SPC shall forward a copy of the written charge to a Faculty Investigator who shall be appointed by the SPC Chairperson. The Faculty Investigator may or may not be a member of the SPC, but must be a member of the MEDPREP faculty. A copy of the written charge shall promptly be forwarded by the Investigator to the student named in the charge.

Upon referral of the charge, the Investigator shall conduct a preliminary investigation which shall include, but not be limited to, a conference with the student named in the charge and a conference with the person who filed the charge. In the event the student admits to the charge, the Investigator shall so inform the Chairperson of the SPC. Upon receipt of such notification, the Chairperson of the SPC shall request the named student to submit a written response to the charge including the admission given to the Investigator. Upon receipt of the written response, the Chairperson of the SPC shall convene the Committee to discuss the matter. The student shall be given the opportunity to discuss with the Committee any and all aspects of the charge. Subsequently, the Committee shall forward an appropriate recommendation to the Director of MEDPREP. The Director shall render a decision on the recommendation and shall direct the SPC to implement the decision. Copies of the SPC recommendation and the Director's decision shall be forwarded to the student.

In the event the student denies the charge or fails to submit a written response to the charge as outlined above, the Investigator shall decide whether the charge is substantial.

If the charge is deemed not substantial, it shall be dismissed without prejudice and a notice of this dismissal shall be

forwarded in writing to the involved parties as promptly as possible by the Chairperson of the SPC. The charge may be refiled within five (5) calendar days with the SPC for reconsideration by the Committee as a whole. The Committee may subsequently direct that the appointed Investigator conduct further formal investigation.

If the charge is deemed to be substantial, the Investigator shall promptly forward written notification of the finding to the Chairperson of the SPC. Said notification shall set out a summary of the reasons underlying the finding. The Investigator shall, at the same time, submit to the SPC Chairperson a Formal Complaint against the student named in the original charge stating the nature of the alleged unacceptable professional behavior or academic dishonesty and the facts upon which the complaint is based. The complaint shall be in sufficient detail such that a proper response can be made and shall contain a reference to any specific rules, regulations, policies, etc., which the student is alleged to have violated.

Upon receipt of the Formal Complaint, the Chairperson of the SPC shall promptly notify the student named in the Formal Complaint of the pending matter and attach therewith a copy of the Formal Complaint. The written notification shall include a request for a written response to the allegations contained in the complaint. The response shall be forwarded to the Chairperson within ten (10) calendar days of the request. The written notification shall further state that a hearing will be scheduled at a time and place to be specified in a later notice from the Chairperson. Upon receipt of the response, if any, the Chairperson of the SPC shall forward a copy of same to the Investigator.

Members of the SPC shall have the duty to disqualify themselves if they are unable to serve with fairness or objectivity. In the event of disqualification, substitute appointments may be made by the Chairperson of the SPC with the advice and consent of the remaining Committee members to insure a quorum (majority of the Committee). In the event of disqualification of the Chairperson, the Director shall appoint a temporary Chairperson until the matter is disposed of.

Status of Student: Pending action on the complaint, the status of a student shall not be altered nor shall the right to attend MEDPREP classes be suspended, except under extraordinary circumstances as determined by the Director of MEDPREP.

Conduct of Hearing of Student Rights:

1. The SPC shall conduct a hearing on the complaint at the appointed place and time. It shall be required that not less than a majority of voting members of the SPC be present.
2. The Investigator shall represent the interests of MEDPREP before the SPC.
3. All hearings shall be conducted in an orderly fashion so as to afford all parties those elements of procedural due process which are reasonably consistent with basic concepts of fairness.
4. The Chairperson of the SPC shall act to ensure that the principal parties have a reasonable opportunity to be heard and to present relevant oral and documentary evidence.
5. The Chairperson of the SPC shall determine the order of procedure during the hearing and shall make any necessary procedural ruling.
6. The principal parties shall have the right to provide to the SPC oral and documentary evidence in support of their respective positions; to present witnesses; to reasonably question witnesses; and to examine and reply to any evidence.
7. The burden of proof, by a greater weight of the evidence, shall be upon MEDPREP. The technical rules of evidence that are used in a court of law shall not be applied. However, the Chairperson shall make a reasonable effort to ensure that the admitted evidence is relevant and reliable.
8. At least five (5) calendar days before the hearing, the principal parties shall notify the Chairperson of the SPC and the other principal party or parties of the identity of the witnesses to be called and of the documents to be submitted in evidence. The SPC shall have the right to call unnamed witnesses if the Committee, by majority vote, deems such action advisable. Any member of the committee may also question witnesses.
9. The SPC may adjourn or recess as necessary or appropriate in accordance with the determination of the Chairperson upon majority vote of the Committee. The Committee may also adjourn or recess to review any relevant data, testimony or evidence in private.
10. The Chairperson shall establish and announce at the outset of the hearing a reasonable time limit for opening and closing statements which shall be equal for all principal parties.

11. The hearing shall be recorded on audiotape at the expense of MEDPREP, and a transcript of the proceedings shall be made available to the principal parties upon request within a reasonable period of time.
12. A student against whom a Formal Complaint is made is entitled to be present at the hearing before the SPC. The student may, however, elect not to appear, which election shall represent a waiver of those rights which attend the student's actual presence at the hearing.
13. The student named in the Formal Complaint shall have the right to select and be accompanied by an advisor during the hearing. The advisor shall be permitted to counsel the student at the hearing and may be given reasonable opportunity to speak in the student's behalf by the Chairperson of the SPC. The advisor shall not be permitted to question or examine witnesses unless specifically requested to do so by the Chairperson of the SPC upon majority vote of the Committee.
14. The hearing shall be closed unless the Chairperson of the SPC, on request of the student, decides the hearing shall be open. If the hearing is closed, only the principal parties and their advisors, if any, shall be admitted to the hearing. In either case, witnesses for either party shall be present only while they are giving testimony.
15. Promptly after the conclusion of the hearing, the SPC through its Chairperson, shall submit a written report to the Director of MEDPREP, a copy of which shall be forwarded to the principal parties. The Committee may request and review a transcription of the hearing prior to submitting its report. The report shall include the following:
 - a. Findings as to the allegations contained in the complaint, including, but not limited to, the facts relating to the misconduct and whether the misconduct does or does not amount to violation of any policies or regulations, etc., as alleged.
 - b. Recommendation as to the sanction to be imposed including the reason underlying such recommendation.Where the decision is not unanimous, a minority report may be submitted.

After completion of action by the SPC, all documents and records in the case shall be forwarded to the Director of MEDPREP. The Director shall review the recommendations of the SPC, as well as the entire record in the case, and shall render a decision in this matter as promptly as possible. Barring compelling reasons to the contrary, the decision of the Director shall reflect the recommendation of the SPC. Copies of the decision shall be forwarded to all principal parties. The Director shall indicate appropriate implementation of the decision.

Policies Affecting Student Participation

Enrollment in MEDPREP is both a privilege and a responsibility. Students are expected to make positive academic progress towards professional school application, and maintain professional standards of behavior. The Student Progress System is designed to support students in their academic and professional growth, and provide accountability for students that are not making satisfactory forward progress. The SPC provides progress checks in the form of status assignment at the end of each semester. Additionally, the MEDPREP program, via the SPC committee, performs a review of each student after the first year. The student's status designation determines if the student will be invited to continue in the program.

Status Assignment upon Term Completion

At the end of each semester, a review of student compliance with the standards of Professional Behavior and Academic Performance for that semester, along with a consideration of a student's overall cognitive and non-cognitive academic performance and any special circumstances, is completed for the purpose of assigning a status designation for the next term of enrollment. As outlined in *Functions of the Student Progress Committee, Review of Academic Progress* in this manual, students will be assigned an enrollment status for each term. Students in Good Standing, Concern, or Probation will be allowed to enroll for the following semester, unless they have already completed five (5) semesters of the program. Students assigned No Return status are immediately terminated from the program.

First-Year Review

All students shall be reviewed for academic and professional progress after the first full year of the program (summer, fall and spring semesters of Year One (1)). The first-year review is a substantive review of the student's academic performance in MEDPREP across the entire first year. Student professionalism will also be considered. Students will be assigned either a status of "Continuing" or "Dismissed" from this review, which will take place within two weeks of the end of the spring semester. Continuing students will continue the MEDPREP program. Dismissed students will be placed on immediate "No Return" status.

No Return Status

Within five business days following the meeting in which the decision is made to place a student on "No Return" (that is, to terminate the student from the program), the Chairperson of the SPC shall submit the recommendation of the Committee to the Director. The recommendation shall be in the form of a letter to the student and shall set out in reasonable detail the reasons for the recommendation.

The Director shall consider the recommendation of the SPC as contained in the letter and shall render a decision in the matter as promptly as possible. The signing of the letter by the Director shall indicate concurrence with the recommendation. Lack of concurrence by the Director shall be indicated in writing via a separate letter to the Chairperson of the SPC. In the case of a lack of concurrence, the student will be invited to continue in the program on Probation status with a Performance Improvement Plan (PIP) for the subsequent semester. Students who fail to meet the performance goals outlined in the PIP will be moved to No Return status.

The letter forwarded to the student should contain a summary of the student's academic performance deficiencies and related actions of the SPC; the conditions of the student's Academic Probation, if any; the evidence that the student failed to meet the conditions if any; and the specific nature of the concerns which caused the SPC to place the student on No Return status. The letter shall also include a statement that the student may submit a written appeal of the decision set out in the SPC letter. The appeal shall be forwarded to the SPC Chairperson within ten (10) calendar days of the receipt of the letter. If the student fails to file an appeal within the specified time period, the right to appeal will be deemed to have been waived.

Enrollment Limitation

Except in special instances, students who enroll in MEDPREP are expected to complete their 5 semester participation within a two calendar year period. Students wishing to pursue a third calendar year, or additional semesters, in MEDPREP must submit a written request to the SPC and receive committee approval.

Student Transitional Services

Definition and Composition: Student Transitional Services (STS) is the name referring to a planned program of action to assist students identified as having either academic or professional difficulty. The STS program is managed by the office of the MEDPREP Counselor. Early intervention is key to success and positive student outcomes. Students not making progress towards matriculation to health professional schools in a time frame consistent with his/her agreed upon goals will be referred to STS. The individuals involved with this service will consist of the following: the referred student, his/her advisor, MEDPREP Counselor and MEDPREP Director.

Responsibility and Jurisdiction: Student Transitional Services recognizes that some students may experience difficulties while in the program. Students identified as requiring Student Transitional Services shall be referred by various programmatic means, i.e. SPC student status review, faculty referral, or advisor recommendation.

Performance Improvement Plan (PIP): Students who have been referred to Student Transitional Services will meet, in a staffing format, with their advisor, MEDPREP Counselor and MEDPREP Director to develop a PIP – Performance Improvement Plan. This form will serve as a contract between the student and the group, in its entirety. The purpose of this form is to outline a plan of action, to be followed by the student, to facilitate improvement in the deficient areas and set a time frame for demonstrated improvement. This contract will be signed by all members of the group with one copy given to the student, another to the advisor and additional copies filed in the MEDPREP Counselor’s office and the SPC.

Progress toward the goals outlined in the student’s PIP will be reported to the SPC each term when student status recommendations are being considered. If the Student Progress Committee determines a student is not making satisfactory progress toward correction of difficulties identified, that student’s status may be impacted as described in the “Review of Academic Progress” section of this Student Progress System manual.

Success Group: a student’s PIP may include inclusion into and additional learning opportunity: Success Group. Success Group is a small group format faculty-led weekly study group. Success Group meets for approximately 1 hour per week, to enhance student learning. Success Group provides a safer space for seeking help in a small-group setting, and is designed to help students build academic skills and confidence.