



BROWN

BROWN UNIVERSITY
PROGRAM IN LIBERAL MEDICAL EDUCATION
ACADEMIC AFFAIRS POLICIES

PLME Class of 2016

August 2012

BROWN UNIVERSITY
PROGRAM IN LIBERAL MEDICAL EDUCATION
ACADEMIC AFFAIRS POLICIES HANDBOOK

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I. INTRODUCTION

This handbook was created to familiarize you, the Program in Liberal Medical Education student, with the expectations of the PLME and the opportunities afforded you as you begin your journey towards your medical degree. We have included the policies, procedures, and guidelines related to PLME academic affairs and the requirements for promotion to Alpert Medical School (AMS). It is important for PLME students to recognize the dual missions of the PLME: to provide you with a unique opportunity to develop your academic interests, particularly through a liberal arts education, while also preparing for the rigors of medical training. We look forward to working closely with you on your academic, personal, and professional development.

Please take the time to acquaint yourself with the contents of this handbook as it will be an important first step in our working together. Questions may be addressed to the PLME Office (401-863-9790).

Julianne Ip, M.D.
Associate Dean of Medicine (PLME)

II. ACADEMIC REQUIREMENTS OF THE PROGRAM IN LIBERAL MEDICAL EDUCATION

The Program in Liberal Medical Education (PLME) is designed as an eight-year program combining liberal arts education at Brown with medical education at Alpert Medical School. It is designed to enable each student to pursue his/her own interests (humanities, social sciences, natural sciences) in depth as he/she prepares for a career as a physician. The PLME encompasses the requirement for two degrees: a Bachelor of Arts or Sciences and the Doctor of Medicine. In addition, students with research or other academic interests are encouraged to work toward a graduate degree (MA, MS) or pursuit of one of the medical school's scholarly concentrations.

The PLME is concerned with the general education of the future physician. This means that its graduates must be prepared to enter the next phase of their professional education (typically a hospital-based residency program) and be equipped for a life of scholarship and service as broadly cultured, caring individuals. To achieve these goals through the PLME, the student is expected to display initiative and intellectual discipline in a rigorous academic program, while the faculty and PLME advisors contribute flexibility, guidance, and support.

The PLME and AMS have introduced several innovations in medical education. Among these is a set of competencies that form the basis for the curriculum of both the undergraduate and medical education components of the PLME. These competencies, the **Nine Abilities**, encompass a broad range of expectations for future physicians, ranging from traditional clinical skills to the more elusive aspects of the art of medicine.

The Nine Abilities

1. Effective Communication
2. Basic Clinical Skills
3. Using Basic Science in the Practice of Medicine
4. Diagnosis, Prevention and Treatment
5. Lifelong Learning
6. Professionalism
7. Community Health Promotion and Advocacy
8. Moral Reasoning and Clinical Ethics
9. Clinical Decision Making

The key to achieving the goals of the PLME undergraduate years is an individualized educational plan. Achievement of individual objectives, frequent periodic review by PLME advisors, and demonstration of competence, proficiency, and skills in critical areas of knowledge constitute the milestones on the way to the M.D. degree. Each student, in close collaboration with his/her PLME advisor, will develop an **individualized educational plan in the spring of sophomore year**. The plan should include an outlined program of studies, including concentration plans, a statement of personal goals, plans for advanced degrees, honors and enrichment activities.

The following pages will serve as a guide for the PLME student to develop his/her educational plan. *It is vital to remember that in addition to the PLME requirements listed here, each student must also fulfill the requirements for a concentration program leading to a bachelor's degree.* Please refer to the *Brown Course Announcement* for details regarding concentration requirements.

There is flexibility inherent in the PLME guidelines to allow for individualization of plans. If a student thinks he/she has achieved competence outside of the guidelines, i.e. summer courses (based on Brown the College's guidelines), independent study, etc., the student is encouraged to seek out his/her PLME advisor for deliberation and discussion. Advanced Placement (AP) credit is addressed more specifically in these guidelines. Also, *Inside Brown—A Guide for Entering Students* includes pertinent information on advanced placement. Regarding departmental placement exams (e.g., biology) and Dean of the College placement, students must provide evidence of placement by providing a PLME placement form completed by the academic department to the PLME Office. The required placement form is available at <http://brown.edu/academics/medical/plme/current-students/forms>.

THE REQUIREMENTS LISTED BELOW MUST BE MET BY THE END OF THE SPRING SEMESTER OF THE SENIOR YEAR IN ORDER FOR A STUDENT TO BEGIN MEDICAL SCHOOL.

1. BIOLOGY

Biology, the study of living organisms, is the foundation of the study of medicine. Students should have a broad overview of living systems in order to be prepared for the basic medical sciences and clinical medicine. Understanding the underlying patterns and processes of living systems is essential in developing an appreciation of the nature of biological life.

Because of the essential nature of the biology competency, there are standards that apply to this competency but not others. The first is that the required courses must be taken at Brown, during the fall or spring semester (NOT during the summer). The second is that courses completed to fulfill the biology competency must be taken for a grade, and a minimum grade of “B” must be attained.

See section V of this document, “Expectations for Academic Performance in the Undergraduate Years,” for further information.

Brown University does not calculate grade point average (GPA). However, GPAs are calculated as part of the American Medical College Application Service (AMCAS) process that precedes matriculation to the medical school. GPAs of all AMS matriculants are thereby reported to the Association of American Medical Colleges (AAMC) and other agencies.

In keeping with Brown University policies, we have not imposed a cumulative GPA requirement for PLME students. However, the biology courses *required to fulfill the biology competency* must be taken for a grade, and a grade of A or B must be achieved. For students who choose to take more than three biology courses, the first three (two if the student places out of BIOL 0200) taken from the approved list must be taken for a grade.

I. BIOL 0200–*The Foundation of Living Systems* or equivalent

Per the College’s guidelines, a student can place out of BIOL 0200 by meeting one of the following criteria:

- a. AP Biology exam score of 4 or 5, or
- b. Passing score on the Biology Placement Test (documentation required)
- c. Minimum IB HL score of 5

II. AND completion of a minimum of TWO additional biology courses, chosen from the list below.

BIOL 0280–*Introductory Biochemistry*
BIOL 0310–*Introduction to Developmental Biology*
BIOL 0320–*Vertebrate Embryology*
BIOL 0470–*Genetics*
BIOL 0480–*Evolutionary Biology*
BIOL 0500–*Cell and Molecular Biology*
BIOL 0510–*Introductory Microbiology*
BIOL 0530–*Principles of Immunology*
BIOL 0800–*Principles of Physiology*
BIOL 1880–*Comparative Biology of the Vertebrates*

Students with exceptional preparation in biology should explore more advanced courses and/or independent work with their PLME advisor. Students may be referred to the Biology Undergraduate Affairs Office.

Students concentrating in biology should see their concentration advisors to discuss additional biology course requirements.

2. CHEMISTRY

In preparation for understanding biochemistry, metabolic physiology, nutrition and genetics, a student must have competency in chemistry. A firm grounding in inorganic and organic chemistry sufficient to understand intermediary metabolism and the regulation of physiologic processes and biosystems is essential.

ALL PLME STUDENTS MUST FULFILL CHEM 0330 AND CHEM 0350 COMPETENCIES.

For those students who would benefit from additional preparation before taking CHEM 0330, CHEM 0100–*Introductory Chemistry* is intended as a preparatory course. The PLME recommends *that each PLME student should consult* the Chemistry Department for individual advice and placement. We anticipate that the vast majority of PLME freshmen will begin with CHEM 0330–*Equilibrium, Rate and Structure*.

There will be a mandatory CHEM 0330 placement test to determine those students who have to begin with CHEM 0100 rather than CHEM 0330, for all students with AP score of 3 or lower or without the International Baccalaureate (IB) credit.

Per the College’s guidelines, EXCEPTIONS for the mandatory CHEM 0330 placement test are:

- a. Students with an AP chemistry exam score of 4 or 5
Students with AP Chemistry exam scores of 4 or 5 are certainly prepared for CHEM 0330 and should start with that course. A score of 4 or 5 earns credit for CHEM 0100 upon successful completion of CHEM 0330.
- b. Students who have a minimum IB HL score of 6.

Students concentrating in the sciences should see their concentration advisors regarding possible chemistry requirements.

3. MATHEMATICS

Introductory level knowledge of calculus (MATH 0090 or equivalent)

Per the College’s guidelines, a student can place out of math by meeting one of the following criteria:

- a. AB Calculus exam score of 4 or 5 earns credit for MATH 0090;
- b. BC Calculus exam score of 4 or 5 earns credit for MATH 0090 and 0100;
- c. BC Calculus exam score of 3 earns credit for MATH 0090;
- d. Pass the calculus placement test (documentation required) *
- e. Minimum IB HL score of 5, credit for MATH 0090 and 0100.

*The Calculus Placement test is a self-graded, multiple-choice exam. The exam is completely optional. Your score will not be known to anyone but yourself. In particular, it will not be recorded or

used for any official purpose. The Math Department will offer course recommendations based on your exam score. Clearly, those recommendations will be more reliable if you have done some reviewing before taking the exam. The results and course placement are purely advisory. The department doesn't keep a record of the results and will NOT complete a PLME Placement form based on the exam. <http://www.math.brown.edu/~banchoff/CalcPlacement.htm>

Students concentrating in mathematics should see their concentration advisors regarding possible mathematics requirements.

It is highly recommended that students take a statistics/epidemiology course such as:

- PHP 2500-Introduction to Biostatistics
- PHP 2510-Principles of Biostatistics and Data Analysis
- CLPS 0900-Quantitative Methods in Psychology
- SOC 1100-Introductory Statistics for Social Research
- POLS 1600-Political Research Methods
- APMA 0410-Mathematical Methods in the Brain Sciences
- APMA 0650-Essential Statistics
- MATH 1610-Probability
- MATH 1620-Mathematical Statistics
- ECON 1620-Introduction to Econometrics

4. PHYSICS

Students need to be able to comprehend and to apply the concepts of physics to basic medical science, particularly physiology. Understanding the physical sciences ensures comprehension of the integration of structure and function of living systems.

PLME students must fulfill two of the following courses (one from each column):

PHYS 0030	PHYS 0040
PHYS 0050	PHYS 0060
PHYS 0070	PHYS 0080
ENGN 0030	ENGN 0040

Per the College's guidelines:

- a. AP Physics exam score
 - 5 in Physics C (Mechanics exam 2); or
 - 4 in Physics C (Mech exam 2) PLUS 5 in Physics C (Elec & Mag exam 3); or
 - 5 in Physics B

Students with these scores who then successfully complete either PHYS 0040, 0060, 0160 (formerly 0080), 0470, 0500, or an appropriate 1000-level physics course may receive retroactive credit for PHYS 0030. While these are the requirements for earning AP credit, they are not necessarily required for placement in a physics course when a student enters Brown.

Students considering skipping PHYS 0030, 0050, or 0070 should consult Prof. Jay Tang, the Physics Placement Coordinator.

- b. Minimum IB HL score of 5, credit for PHYS 0030 and 0040.

Students concentrating in the sciences should see their concentration advisor regarding the physics requirement.

5. SENIOR CAPSTONE COURSE - OPTIONAL

Starting in the fall of 2012, there will be an optional PLME Senior Capstone course offered in the fall semester. This course is an interdisciplinary and integrative science course that will supplement the preparation of PLME for the study of medicine in the 21st century. The course will use a case-based approach to relevant and contemporary subjects in medicine and health care, such as biological systems and their interactions, mechanisms of intra- and intercellular communication, drug therapy optimization, and humanistic aspects of patient care. This course should be taken in addition to the other PLME competencies but as noted, while highly encouraged, is optional.

6. BEHAVIORAL SCIENCE ASPECTS OF MEDICINE — UNDERGRADUATE YEARS

Understanding the way human beings feel, behave, and react to illness constitutes an ancient and revered tradition in medicine. Students should have sufficient background to ensure adequate introduction to the insights, language, and methodology of the behavioral sciences. To this end, students are encouraged but not required to pursue a course in behavior and/or normal development prior to the medical portion of the curriculum.

Recommended, at least one introductory course, such as:

- PSYC 0010 (for those with no previous introduction at all to psychology)
- PSYC 0030 (Personality)
- PSYC 0810 (Child Development)
- PSYC 1330 (Abnormal Psychology)

Other possibilities would include courses such as:

- ANTH 0200 (Culture and Human Behavior)
- ANTH 0230 (Culture and Health)
- COGS 0630 (Children's Thinking)
- EDUC 0800 (Intro to Human Development and Education)
- EDUC 1260 (Emotion, Cognition, Education)
- EDUC 1270 (Adolescent Psychology)
- EDUC 1430 (The Psychology of Race, Class, and Gender)
- EDUC 1580 (Cross-Cultural Perspectives on Child Development)

7. HUMANITIES AND SOCIAL SCIENCES

Medicine is practiced in a social context. A well-educated physician should draw upon the perspectives, modes of analysis, and scholarship represented in the humanities and social sciences, as he/she shapes both personal values and an outlook on life. Regardless of concentration, every student is expected to integrate aspects of the humanities and social sciences into his/her educational plan. No particular subject area is required. Rather, the student should structure his/her education in consultation with his/her advisor to develop **an integrated program of study involving courses in the humanities and/or social sciences**. The objective is a coherent plan and significant scholarship, not a set number of courses.

8. DEVELOPMENT OF WRITING SKILLS

All PLME students are strongly encouraged to develop their writing skills. PLME advisors will assist each student in planning a curriculum that includes appropriate writing experience (e.g. seminar, papers, a thesis).

The writing requirement at Brown is a developmental expectation. This means that you must make an effort to work on your writing at least once during the first half of your education (by your fourth semester), and at least once during the second half (by your seventh semester). Within your first four semesters, you can address this requirement by taking a course in English, Comparative Literature, Literary Arts, or one of the hundreds of courses across the curriculum marked "WRIT." In your final four semesters, you may choose either to take another writing course, or to demonstrate work on your writing by another means and to upload that work to ASK <https://apps.college.brown.edu/ask/>.

In both cases, you will be required to go to your writing portfolio in ASK and complete an online form that verifies your completion of each phase of the requirement. This form will be available by fall 2012. Sophomore advisors will have a discussion with you about your writing as you complete phase 1. Your concentration advisor will check your writing portfolio to make sure you have fulfilled phase 2 while clearing you for graduation.

If you do not fulfill either phase of the requirement you will receive writing "check" in the comments section of your internal transcript. You may not graduate from Brown with a check on your record. Writing checks are cleared through consultation with the director of Brown's Writing Center.

9. TAKING COURSES AT ANOTHER ACADEMIC INSTITUTION

Brown students have the option of studying away at four-year accredited colleges and universities in the United States and in certain approved study abroad programs not sponsored by Brown. Students who wish to avail themselves of either of these options should contact the appropriate Dean of the College Office to ensure that the courses they would like to take elsewhere qualify for **transfer back to Brown**.

10. ADVANCED STANDING

In accordance with the College rules and regulations, a PLME student may take advanced standing. **However, the PLME is a non-accelerated program and, therefore, a PLME may NOT take a full year of advanced standing and enter the Medical School a year early.** Pedagogically, the intent of the program is to utilize your advanced course work to delve more deeply into upper level courses, not to accelerate. The goals of the PLME dictate that the full eight years be utilized to enhance the student's development as a future Brown physician graduate.

Please note that it is still permissible to take one semester of advanced standing, meaning you would be taking 3.5 years of actual coursework at Brown. Graduating in 3.5 years allows you to enter medical school with your class. Pedagogically, you should engage in advanced research or pursue your other passions such as with FLEX time, and utilize the half year to enhance your personal and professional growth.

III. PROFESSIONAL DEVELOPMENT FOR PLME UNDERGRADUATES

The PLME offers a spectrum of activities, programs and experiences that can contribute to a student's personal and professional growth. These professional development (PD) activities are designed to promote a student's self-awareness, academic excellence, ethical development and sense of social responsibility.

Your goals for professional development should be to:

- Develop a commitment to excellence, honesty and integrity in your academic, personal and professional lives;
- Develop the ability to work collaboratively with faculty, peers, patients, other health professionals and members of the community;
- Reinforce the conviction that the welfare of patients and society has priority over one's self-interest;
- Promote increased self-awareness and the ability to balance personal priorities with an appreciation of the interests and concerns of others; and
- Develop a commitment to lifelong learning and the pursuit of intellectual and creative interests, both professional and personal.

Brown's notion of liberal learning, with substantive focus on flexibility and choice, enables each student to select from a variety of opportunities, while addressing individual interests and needs. Participation, while planned individually, occurs with other PLMEs, medical students and alongside or collaboratively with practicing physicians. While the goals for professional development are the same as those for the medical school, the objectives for undergraduates are developmentally appropriate.

At regularly scheduled meetings with the PLME advisor, students will discuss their interests and create a plan to address the goals of professional development. Together, they will select from among a variety of existing opportunities or formulate an approach to developing new ones.

It is expected that PLME students behave in a professional manner as they are part of a medical education program leading to medical licensure. This would pertain to being timely, attending meetings or informing the appropriate personnel if unable to attend, and appropriate behavior in regards to alcohol, illicit drugs and overall social interactions with members of the Brown and greater RI community. Students who are sanctioned by the college committee overseeing the Non-Academic Code will be reported to the PLME. Unprofessional behavior which is inconsistent with the expectations of the medical education program will be brought to the attention of the Associate Dean for Medical Education, as would be the case for any medical student. Details regarding relevant policies are contained in the AMS Student Policies Handbook (<http://brown.edu/academics/medical/student-affairs/policy-and-procedure/student-handbook>).

IV. EVALUATING THE ACADEMIC PROGRESS OF STUDENTS IN THE PLME

The flexibility and individuality inherent in the Program in Liberal Medical Education (PLME) require that close attention be given to the student's academic performance, especially as it relates to preparation for medical school.

The provisions that follow pertain only to academic standing in the PLME, not to academic standing in the College. However, good standing in the PLME requires good standing in the College. PLME students separated from the College for academic reasons are automatically separated from the PLME. Readmission to the College is a necessary but not sufficient condition for readmission to the PLME.

GENERAL PROVISIONS

1. The **Medical Committee on Academic Standing** (MCAS) will oversee the academic progress of students throughout the entire program.
2. A subcommittee of the MCAS, the **PLME Academic Affairs Committee** (PLME-AAC), will review the academic progress and performance of all PLME students at the end of each regular semester during their undergraduate years. The PLME Academic Affairs Committee is empowered to place a student on *academic warning* based on the criteria described below. Such students will be notified in writing.
3. While Brown University does not report grades of "NC" on official transcripts, PLME students should know that internal transcripts contain these grades. Thus, courses in which students receive NC are known to the PLME-AAC and MCAS at the time of their meetings. These grades may be taken into account when evaluating student performance and considering committee action. If a student wishes to drop a course, it must be done by the Registrar's deadline so that an NC grade does not appear on the internal transcript.
4. Decisions to *place PLME students on academic probation or to dismiss students from the PLME* may be made only by the MCAS. When students are placed on "academic probation" or recommended for dismissal, both students and their parents will be notified in writing.
5. A student dismissed from the PLME during the undergraduate years is not necessarily dismissed from the College. That decision rests with the College Committee on Academic Standing (CAS). However, a student dismissed from the College for academic reasons is automatically dismissed from the PLME. For further information, see **REAPPLICATION PROCESS TO THE PLME**.
6. Students who are suspended by the college will be brought to the attention of the MCAS, which has the option of instituting a concurrent suspension or dismissing the student from the PLME.

Awards and Honors

During their undergraduate years, PLME students are eligible for awards and honors bestowed by Brown University and by the PLME. Selection for such awards and honors follows established University procedures. Please note that students who take advanced standing are not considered for PLME awards.

External Examinations

The Medical College Admission Test (MCAT) is not required for students enrolled in the PLME.

V. EXPECTATIONS FOR ACADEMIC PERFORMANCE IN THE UNDERGRADUATE YEARS

To remain in **good academic standing** within the PLME, students are expected to meet certain minimum guidelines

1. As noted above, the biology courses required to fulfill the biology competency must be taken at Brown during either the fall or spring semester (NOT during the summer) for a grade, and a grade of A or B must be achieved. For students who choose to take more than three biology courses, the first three (two if the student places out of BIOL 0200) taken from the approved list must be taken for a grade.
2. PLME students who elect to take courses on a Satisfactory/No Credit (S/NC) basis must ask the professor of the course to complete a Course Performance Report (CPR). CPR forms are available in the Registrar's Office on the third floor of University Hall. These CPRs will be used in the PLME academic evaluation process. Students who need any help in obtaining requested CPRs should contact the PLME Office (863-9790). For courses that are mandatory S/NC, a CPR is completed at the course leader's discretion; course leaders for S/NC courses cannot be required by the PLME to complete a CPR.
3. PLME students must demonstrate consistent and satisfactory progress in meeting competency requirements in basic preclinical sciences (biology, chemistry, mathematics, and physics), in the behavioral sciences, and the humanities and social sciences. All undergraduate requirements are reasonably expected to be attained within a four-year period, though a longer period of time may be allowed for students taking a leave of absence, seeking advanced degrees, engaging in work-study options, or possessing extenuating circumstances other than poor academic performance. In all cases, an undergraduate PLME student must satisfy all competencies listed in this handbook by the end of their final semester prior to completing a baccalaureate degree in order to begin medical school.

Students who fail to maintain these guidelines, or who fail to remain in good academic standing in the College (see http://www.brown.edu/Administration/Dean_of_the_College/academic_standing/), may be issued an **academic warning**. This signifies a serious concern on the part of the PLME administration that academic performance or progress is falling below minimum expectations. Significant academic deficiency or failure to improve performance or progress after an academic warning may result in the student being placed on **academic probation**.

Academic probation represents a formal notice to the student that his/her academic performance or progress is below minimum expectations and that failure to improve performance or progress to an acceptable level may result in the student being dismissed from the PLME. The notice of academic probation will include specific statements indicating the academic actions and levels of performance the student must take in order to remain in the PLME, and the time frame in which this is to be accomplished. Academic probation includes parental notification.

Students who are on academic warning or academic probation at the time of graduation from the College will forfeit their assured matriculation to the medical program. Such situations will be taken under consideration on a case-by-case basis by the MCAS.

Students in good academic standing may elect to take leaves of absence for study, work, travel, self-exploration, or for other reasons without any adverse effects on their academic standing. Such activities are encouraged. See **IMPORTANT INFORMATION ABOUT LEAVE-TAKING GUIDELINES**.

Students taking summer courses at Brown

Students taking summer courses at Brown for PLME competency must adhere to the academic performance requirements (Page 3) to remain in good academic standing with the PLME (see also Section V.1).

Summer courses at Brown are not counted by the PLME towards a student's path back to good standing if the student is on Academic Warning or Probation with the PLME.

Credit for courses taken at other institutions must be approved in advance through established University procedures and be officially transferred for credit.

Student receiving a grade of "F" in any course taken at another accredited institution will relinquish eligibility for matriculation to Alpert Medical School. While this policy may seem inconsistent with the academic culture at Brown, a decision to undertake courses at other institutions entails a responsibility to perform to accepted academic standards at that institution.

VI. THE RELATIONSHIP BETWEEN THE PLME AND THE COLLEGE'S DISCIPLINARY PROCESS

Prior to the receipt of the bachelor's degree, PLME students are subject to the rules and regulations governing all other students in the College. Both with respect to academic discipline (such matters as plagiarism or cheating on an examination) and with respect to non-academic discipline (such as abuse of alcohol or disorderly behavior), PLME students will be subject to the same policies and procedures for adjudicating alleged infractions as are all undergraduate students at Brown.

The PLME, as a matter of principle, will not attempt to duplicate hearings or other procedures. Further, the PLME will not serve as a review mechanism or appeals board.

The PLME expects that candidates for the degree of Doctor of Medicine will behave in accordance with the highest traditions of the profession. Thus a determination by an appropriate University body that a student is guilty of a violation of either an academic or a non-academic regulation may have a bearing upon the determination that a student is fit to continue his/her progress towards the M.D. degree. The PLME may decide that as a result of such a violation, the student is no longer fit to receive the M.D. degree and may separate the student from the PLME.

For that reason, the PLME has established procedures, in consultation with the Dean of the College, to ensure that we are notified promptly if a PLME student is determined to be guilty of such a violation, and of any penalty imposed by the duly designated College authorities. The Dean of Medicine and Biological Sciences (or his/her representative) retains the authority to determine the extent to which a disciplinary action in the College impinges upon the student's status in the PLME. AMS reserves the right to impose additional sanctions for violations of the institution's non-academic code in cases where that is deemed justified by the Medical Committee on Academic Standing (MCAS).

VII. APPLYING TO OTHER MEDICAL SCHOOLS

The mission of Alpert Medical School is to train physicians to meet the future health care needs of our nation. Enrolling a targeted number of students to each class is a necessary first step to meeting this goal. PLME students have the option to apply to other medical schools. In doing so, they will be withdrawn from the position being held for them in the Alpert Medical School (AMS) and will no longer be a PLME student. However, they will have the option of applying to AMS via the standard (AMCAS) route, in which case their application will be considered alongside other standard route applicants. Individuals are asked to notify the PLME Office of their intent to “apply out” by September 15 of their senior year, or by September 15 of each year they are on deferral. Students should know that the Office of the Associate Dean of the College for Health and Law Careers will provide the PLME with the names of PLME students applying to other medical schools at the start of each academic year.

VIII. IMPORTANT INFORMATION ABOUT LEAVE-TAKING

From the Office of the Dean of the College

ON LEAVING

In order to make the separation procedure as orderly and simple as possible, each student should read the following information carefully and resolve those concerns that are applicable to his or her situation before leaving campus.

Consult a Class Dean of the College: Students planning to take a leave of absence should consult with a Dean to discuss their plans for time away and file the leave-taking form which will be shared with all University offices. The deadline for leave-taking is MAY 1 for the fall and DECEMBER 1 for the spring.

Study Abroad: Students planning to study outside of the United States should consult the Office of International Programs and Exchanges in J. Walter Wilson.

Study in the United States: Students planning to study at another institution in the United States should meet with a Dean of the College.

PLME STUDENTS must notify the Associate Dean of Medicine (PLME) about their decision to take a leave of absence after they have consulted with a Class Dean. This should be done prior to leaving campus. PLEASE SEE REAPPLICATION PROCESS TO THE PLME.

NOTIFY THE FOLLOWING OFFICES

Residential Life, Box 1864, x3-2251

Notification of vacancy of rooms to facilitate key and possible rental refunds. (Proxy system: Students on leave may select another student on campus to serve as their agent in the housing selection process.)

Bursar's Office, Box 1839, x3-2484

Review current student account.

Financial Aid Office, Box 1827, x3-2721

Students with loans must contact the Financial Aid Office to establish a repayment schedule. Remember that applications for financial aid are due April 15.

Student Service Window, Mail Room

File a change of address card so mail can be forwarded. Failure to do so will result in mail being returned to sender.

Physical Education Department

Return University athletic equipment – empty lockers – return keys.

PLEASE NOTE: If your permanent mailing address has changed, or will change while you are on leave of absence, please make the change to your Banner information.

ON RETURNING

Any student who was not officially enrolled in the University at the end of the semester immediately preceding the semester of return **MUST** seek readmission by sending notification **IN WRITING** to a Dean of the College (Box 1939, Brown University, Providence, RI 01912).

If returning for Semester I: no later than **April 1**.

If returning for Semester II: no later than **October 15**.

Readmission requests received after these dates may be denied because of enrollment limits.

Medical Leaves and Withdrawals: Clearance from University Health Services and permission from a Dean in the Office of Student Life (Box P, x3-3800) required.

Academic Dismissals: Formal petition to the Committee on Academic Standing will be required.

Suspensions: Formal petition to the Deputy Dean of the College will be required.

*After a suspension, readmission to The College does not result in automatic reinstatement into the PLME. A student who has been readmitted to the College may, after successful completion of at least one semester of courses approved by the Associate Dean of Medicine, petition the Medical Committee on Academic Standing (MCAS) for readmission into the PLME.

For PLME students who fall into any of the above categories: Readmission to the PLME is not automatic upon reinstatement to the University. Please contact the Associate Dean of Medicine (PLME), Julianne Ip, M.D., Box G-B222 (x3-3098). PLEASE SEE REAPPLICATION TO THE PLME.

CONTACT THE FOLLOWING OFFICES:

Residential Life Office, Box 1864, x3-2251

Students are urged to make arrangements for housing before taking a leave of absence, but no later than **February 1** if returning for Semester I, or **December 1** if returning for Semester II.

Bursar's Office, Box 1839, x3-2484

Students should be aware that any indebtedness to the University will prevent readmission. All readmitted students, i.e., students not enrolled at the end of the previous semester, will be charged a \$55 Readmission Fee.

Financial Aid Office, Box 1827, x3-2721

If you are requesting financial aid, you should write to the Director of Financial Aid, Box 1827, at the earliest possible date, to make your need known and to request complete application materials. Remember that applications for financial aid are due April 15.

Registrar's Office, J. Walter Wilson, Box K, x3-2500
Registration for all readmitted students will be through the Banner system.

Transfer of course credit for work done elsewhere: Obtain retroactive evaluation form (UH 319), have credit evaluated by appropriate faculty member as soon as possible after return to Brown and be sure to have an official transcript sent to the Registrar (Box K) to verify work completed.

Dean of the College, University Hall, Second Floor
Arrange to meet with a Class Dean if you wish to discuss course selection and academic plans.

IX. REAPPLICATION TO THE PLME

1. LEAVE of ABSENCE—Before leaving Brown University for ANY reason on LOA, a PLME student must notify the Associate Dean of Medicine (PLME). The PLME student will be readmitted to the PLME according to the following procedures

- a. **Study Abroad:** If a student chooses to study abroad, they are on LOA from the College. The student must submit a letter requesting readmission to the PLME. This readmission is handled administratively by the Associate Dean of Medicine (PLME). The PLME student is routinely readmitted.

A student who had academic difficulty before they took his/her LOA to study abroad is an exception. In general, this would not be an issue since students must be in good academic standing in order to study abroad. However, a PLME student may have been on academic warning or academic probation prior to their LOA. The student is returned to the PLME provisionally on "academic warning" or "academic probation" for the first semester following their return to Brown. After one semester, the PLME Academic Affairs Committee reviews his/her academic standing and continuation in the PLME.

For all students in GOOD academic standing:

- b. **Personal LOA:** Students who wish to take a LOA must receive permission for the LOA from the Associate Dean of Medicine (PLME). The Associate Dean of Medicine (PLME) will need to hear, in writing, from the PLME student yearly to extend the LOA. The PLME student must notify the Office of the Associate Dean of Medicine (PLME) by May 1st for a fall semester readmission or by December 1st for a spring semester readmission.
- c. **Medical LOA*:** The following pertains to students on LOA for medical reasons. The student must work with the Office of Student Life and Brown Health Services to assure that their health has improved to the point that they may return. The Associate Dean of Medicine (PLME) will work with the OSL to coordinate this effort. The following requirements must be completed.
 1. The student must request readmission in writing to the Associate Dean of Medicine (PLME);
 2. A letter from the student's physician must be sent to the Associate Dean of Medicine (PLME) for review by the co-director of Brown Health Services who will make a recommendation to the Office of Student Life;
 3. The student must submit a plan for continued therapy and intervention;
 4. The Alpert Medical School, through the Associate Dean of Medicine (PLME) will ascertain if the PLME student can meet the TECHNICAL STANDARDS FOR THE MEDICAL SCHOOL. Per the Technical Standards Protocol, a committee will be initiated if there is any concern.

- d. **Psychological LOA***: The College has a protocol for readmission for students on a LOA for psychological reasons. The Associate Dean of Medicine (PLME) will work with the Office of Student Life and Psychological Services to assure that the student's psychological health has improved to the point that they may return. The protocol requires a letter to the Associate Dean of Medicine (PLME) requesting readmission along with:
1. A letter from the treating therapist sent to both the Director of Psychological Services and the Associate Dean of Medicine (PLME);
 2. A meeting with Brown Psychological Services for an evaluation;
 3. A plan for continued therapy and intervention.

The student also must not impose excessive demands on the College or PLME staff in terms of needs for support.

The Alpert Medical School, through the Associate Dean for Medical Education, will ascertain if the PLME student can meet the **TECHNICAL STANDARDS FOR MEDICAL SCHOOL**. Per the Technical Standards Protocol, a committee will be appointed when necessary.

For all students who are on academic warning or academic probation prior to their LOA (personal, medical or psychological)

In addition to the protocols listed above, the PLME students must complete a FIRST semester of 4 courses immediately upon readmission to Brown the College before he/she is considered for readmission to the PLME. The student must choose the courses in consultation with the Association Dean of Medicine (PLME) and one or more of the four courses should demonstrate progress in meeting the PLME competencies. Immediately upon completing the ONE (1) semester, the student must notify the Association Dean of Medicine (PLME) of his/her interest in returning to the PLME and reapply at that time, by providing the ONE semester's grades, appropriate information regarding medical or psychological status, and letter of intent to return, all of which will be reviewed by the MCAS. Students cannot take more than the ONE semester to reapply to the PLME and this must be their FIRST semester upon return to Brown.

For all students who are in their final semester or who have completed an undergraduate degree but not yet matriculated into the Alpert Medical School prior to a psychological leave

In addition to the protocols listed above, the PLME student should complete one year pursuing a full-time job or college courses (not at Brown University) and provide a letter to the Associate Dean of Medicine (PLME) from an employer or a college dean (not from Brown University) detailing the student's responsible interaction with co-workers and employer, or fellow students and faculty.

**NB The transcript does not differentiate between medical or psychological leave.*

2. SUSPENSION—For students who request readmission

PLME students who have been suspended for any reason during their undergraduate education and who have been reinstated by The College, may, after successful completion of at least one semester of courses approved by the Associate Dean of Medicine, petition the Medical Committee on Academic Standing for readmission into the PLME.

3. DISMISSAL—For students who request readmission

PLME students who have been dismissed from the PLME for any reason during their undergraduate education will forfeit their assured place in the Alpert Medical School. Should such students successfully complete their undergraduate degree, admission to the medical school is only possible by applying through the standard (AMCAS) route.

4. WITHDRAWALS—For students who request readmission

Students who have withdrawn from the PLME during their undergraduate education can only obtain admission to the Alpert Medical School through application via the standard admissions route. Instructions for applicants are located on the websites of the AAMC (for AMCAS application) and of the AMS Office of Admissions.

5. DEFERRALS

- a. PLME students are encouraged to defer entry into Alpert Medical School for the purpose of enriching their professional development.
- b. PLME students who defer their entry into the Medical School will be allowed to hold their place in the Medical School for up to two years by seeking yearly approval for their deferral from the Associate Dean of Medicine (PLME). However, approval will only be granted when deferral is for the purpose of promoting the student's professional development.
- c. Deferrals of more than two years, while considered extraordinary, may be proposed to the Associate Dean for Medical Education.
- b. PLME students who are not allowed to continue their deferral are withdrawn from the program. They may reapply to the Medical School through the standard admission route. (See # 4 above.)

6. THE APPEAL PROCESS

Upon notification of suspension or dismissal, a student may initiate an appeal by filing a letter within 72 hours with the Dean of Medicine & Biological Sciences requesting reconsideration of the decision. The letter should include a statement describing the basis for the request and any documentation in support of the request. The Dean may either (1) reconsider the matter him/herself, or (2) direct the matter back to the MCAS for reconsideration and re-issuance of a recommendation to the Dean. The Dean will review the appeal in a manner that he/she determines is appropriate under the circumstances. The Dean may, at his/her discretion, interview the student. Upon appeal, the Dean may sustain, modify or reverse the original MCAS decision. The decision of the Dean is final.

X. MATRICULATION TO THE MEDICAL SCHOOL

Matriculation to the medical school is contingent upon successful completion of the following two administrative requirements:

- 1) Submission of an AMCAS application according to deadlines that are communicated to all prospective PLME students planning to matriculate in the following August.

The Alpert Medical School Office of Admissions will disseminate procedures for online completion of the AMCAS application during the summer prior to students' senior year or the year(s) of approved leave. Students who have deferred their admission to the Medical School must provide current contact information to the PLME Office and to the Office of Admissions. Students complete and certify an AMCAS application by November 15 of the academic year prior to the fall semester in which they plan to enter the first-year medical school class.

Failure to submit the AMCAS application as directed will result in the forfeiture of the student's place in the first-year medical school class entering in the following August.

- 2) Submission of information necessary to complete a Criminal Background Check, which is administered by the AAMC-approved vendor (Certiphi Screening, Inc).

Admission to Alpert Medical School is contingent upon the results of a criminal background check (CBC) by Certiphi Screening, Inc. as recommended by the Association of American Medical

Colleges (AAMC). PLMEs are provisionally accepted to the medical school until the CBC results are obtained and reviewed by the Office of Admissions. A special committee will review any positive CBC results on a case-by-case basis. The provisional acceptance of PLME students may be revoked pending the deliberations of this committee.

Upon successful completion of the AMCAS application and CBC processes, all PLME students will receive an official letter of admission to Alpert Medical School

XI. APPLYING FOR RESIDENCY AND THE BROWN TRANSCRIPT

PLME students should be aware that as Brown medical students applying for residency programs, their applications will include a continuum Brown transcript which will show both medical school grades AND undergraduate grades.

XII. MEDICAL CAREERS FOR STUDENTS WITH DISABILITIES

Brown University has as its primary aim the education of a highly qualified and diverse student body. The University offers equal educational opportunities and reasonable accommodations for the needs of qualified students with disabilities. Section 504 of the Federal Rehabilitation Act of 1973, reinforced by the Americans with Disabilities Act (ADA) of 1990, maintains that no qualified individuals with disabilities shall, solely on the basis of their disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in higher education.

Brown's Office of Student and Employee Accessibility Services (<http://www.brown.edu/ce/adult/continuingstudies/dss.php>) offers assistance to undergraduate, graduate, and medical students with special needs and helps to facilitate their integration into the campus community. Students who wish to have information regarding accommodations for disabilities should contact the SEAS at 401-863-9588 or SEAS@Brown.edu. Students recovering from alcoholism or drug addiction may contact the Dean for Issues of Chemical Dependency, housed in the Office of the Dean of the College, at 401-863-9800. The Dean provides confidential consultation for all members of the campus community about drug and alcohol issues.

A career in medicine requires that candidates for the M.D. degree be capable of attaining competence in the knowledge, skills, abilities, and personal values expected of all graduates of The Warren Alpert Medical School of Brown University, with reasonable accommodation. Brown's policies regarding the technical standards for medicine and the procedures for their evaluation are listed below. If you have a disability that you believe may affect your ability to meet the technical standards, please contact Associate Dean of Medicine (PLME) (Dr. Julianne Ip) at (401) 863-3098, as soon as possible to discuss your situation. If you do not contact Dean Ip, we understand you to be stating that you will be able to meet the competency requirements for medicine without any accommodations.

TECHNICAL STANDARDS FOR MEDICINE

Selection Factors

Students applying to the medical degree-granting program at Brown University are selected on the basis of academic achievement, faculty evaluations, evidence of maturity, motivation, leadership, integrity, and compassion. They must be capable of meeting the competency requirements expected of all graduates, with reasonable accommodation, described in the *Student Policies Handbook*. (Access online at <http://brown.edu/academics/medical/student-affairs/policy-and-procedure/student-handbook>).

Technological compensation can be made for some disabilities in certain of these competency

requirements. Candidates accepted for admission who will need special accommodations cannot be admitted unless those supportive services are available, as determined by the Dean of Medicine and Biological Sciences. The process for assessing whether applicants will be able to meet the competency requirements for the medical degree, with reasonable accommodation, is described below.

Applicants are assessed without regard to sex, race, religion, color, national or ethnic origin, age, physical disability, or sexual preference.

PROCESS FOR ASSESSING WHETHER APPLICANTS MEET TECHNICAL STANDARDS FOR MEDICINE

1. No inquiry will be made on the application forms concerning disability. Brown's policies regarding technical abilities and skills necessary to meet the competency requirements are included with the letter of admission, and students are asked at that time to contact the Associate Dean for Medical Education if they have any concerns about their ability to meet these standards.
2. Applicants who are identified as having a disability through volunteered information, supporting credentials, or interviews will have an assessment of their ability to meet the competency requirements only after a determination is made of their admissibility to the medical program.
3. Those applicants with disabilities deemed admissible to the Alpert Medical School will be requested to have submitted on their behalf appropriate documentation in regard to the disability from a qualified health professional. The health professional will be asked to provide an opinion on the candidate's ability to meet the competency requirements for the medical degree. The applicant may also be requested to respond to that question.
4. The responses will be submitted to a committee appointed by the Dean of Medicine and Biological Sciences. This committee may ask for a review of the supporting documentation by appropriate members of the faculty in regard to the applicant's meeting the competency requirements. The committee will ascertain what accommodations, if any, the medical program would need to make in order that the applicant might be able to meet the competency requirements, and assess the feasibility of any needed accommodations.
5. The committee will review the information received to determine if the applicant will be able to meet the competency requirements, with reasonable accommodations on the part of the medical program, if necessary.
6. The committee will recommend to the Dean of Medicine and Biological Sciences acceptance of applicants who can meet the competency requirements or will recommend rejection of those applicants who cannot meet the competency requirements.

XIII. PLME PROFESSIONAL DEVELOPMENT ACTIVITIES

Please visit the PLME Enrichment Brochure at <http://www.brown.edu/academics/medical/plme/current-students/forms> for more information on the following opportunities:

Biology Undergraduate Affairs Office
 Academic Year (Independent Study)
 Summer Opportunities
Brown Alumni Association (BAA)
Center for Careers and Life After Brown (Career LAB)
Center for Environmental Studies
Community Health Advocacy Program (CHAP)
Diversity and Multicultural Affairs Office (Medical School)
Global Health Initiative
Hospital Volunteer Opportunities
Howard R. Swearer Center for Public Service
Medical Student Interest Groups
Medicine in Action Program (Shadowing Physicians)
Preclinical Electives
Program in Liberal Medical Education Office (PLME)
Student Employment Office/HR
Study Abroad (International Programs and Exchanges)
Study at Other U.S. Institutions
Women in Medicine Office