

# Carver College of Medicine

## Vice President for Medical Affairs and the Tyrone D. Artz Dean

- J. Brooks Jackson

## Executive Dean and Senior Associate Dean for Clinical and Translational Medicine

- Patricia L. Winokur

## Vice Dean, Clinical Affairs

- Douglas J. Van Daele

## Senior Associate Dean, External Affairs

- Gerard P. Clancy

## Senior Associate Dean, Medical Education

- Christopher S. Cooper

## Associate Dean, Continuing and Integrated Medical Education

- Joseph F. Szot

## Associate Dean, Diversity, Equity, and Inclusion and Interim Associate Vice President for Health Parity

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- Peter M. Snyder

## Associate Dean, Graduate and Postdoctoral Studies

- Daniel T. Tranel

## Associate Dean, Graduate Medical Education

- Mark C. Wilson

## Associate Dean, Information Technology

- Boyd Knosp

## Associate Dean, Medical Education

- Amal Shibli-Rahhal

## Associate Dean, Medical Education and Professional Programs

- David P. Asprey

## Associate Dean, Research

- Robert C. Piper

## Assistant Deans

- Ken L. Cheney, James Y. Choi, Gregory C. Nelson

**Undergraduate majors:** medical laboratory science (B.S.); nuclear medical technology (B.S.); radiation sciences (B.S.)

**Undergraduate certificate:** EMT paramedic program

**Professional degrees:** M.C.A.; M.C.N.; M.D.; M.P.A.

**Graduate degrees:** M.A.; M.M.E.; M.S.; D.P.T.; Ph.D.

**Website:** <https://medicine.uiowa.edu/>

## Undergraduate Rules and Procedures

Undergraduate study in the Carver College of Medicine is guided by the following academic rules and procedures.

## Health Insurance, Immunizations

All health professions students are required to provide proof of health insurance coverage annually. Contact the University Benefits Office or visit its website.

All health sciences students must show proof of health examinations and screenings annually. For more information, contact Student Health and see Student Requirements and Forms on its website.

## Application for Degree

Students who want to be considered for graduation must submit a Degree Application with the Office of the Registrar through MyUI before the deadline for the session in which the degree is to be conferred. Students who have fulfilled the requirements for a minor or a certificate must indicate this on the degree application form filed through MyUI so that completion of the requirements for the minor or certificate can be verified and noted on their transcript.

## Academic Recognition

The University of Iowa and the Carver College of Medicine recognize academic achievement every fall and spring semester.

## Graduation with Distinction

Graduating students may be recognized for their scholastic achievement upon recommendation by their academic program and with the dean's approval. Graduation with distinction, high distinction, or highest distinction is determined by both the cumulative and the University of Iowa grade-point average. Highest distinction requires a g.p.a. of 3.85 or higher; high distinction requires a g.p.a. of 3.75 to 3.84; and distinction requires a g.p.a. of 3.65 to 3.74.

To graduate with distinction, students must have completed a minimum of 60 s.h. of graded coursework at the University of Iowa. Both S (satisfactory) and A-F (letter) grades are included in the total semester hour total. However, S grades are not calculated into the grade-point average. Radiologic technology certificate course grades are not included in the grade-point average and are not considered graded coursework.

Students graduating with distinction have a notation added to their transcript and diploma. To be recognized for distinction, students must have completed 45 of their final 60 s.h. and earned the required grade-point average before their final semester of graduation.

## Dean's List

Undergraduate students who achieve a g.p.a. of 3.50 or higher on 12 s.h. or more of University of Iowa graded coursework during a given semester or summer session and who have no semester hours of I (incomplete) or O (no grade reported) during the same semester are recognized by inclusion on the Dean's List for that semester. Students may qualify for the Dean's List with fewer than 12 s.h. of graded credit if deemed appropriate by the college.

## President's List

University of Iowa undergraduate students who achieve a g.p.a. of 4.00 on 12 s.h. or more of University of Iowa graded coursework and who have no semester hours of I (incomplete) or O (no grade reported) for two consecutive semesters (excluding summer sessions) are recognized by inclusion on the President's List.

## Financial Support

Students are eligible to apply for undergraduate financial aid. Scholarships, grants, loans, and part-time job placement are administered by the University's Office of Student Financial Aid. Part-time work in related areas is sometimes available.

## Registration, Credit, Grading

### Registration

Information about tuition and fees, registration, and deadlines is available from the Office of the Registrar. Students who add or drop a course after registration or who register late may be assessed a fee. Each course dropped after the deadline results in a W (withdrawn) on the transcript (see Changes in Registration below). Students are not allowed to register for full-semester courses after the second week of the semester or the first week of the summer session. Students must register for off-cycle courses before the first day of the course.

The maximum permitted registration for fall and spring semesters is 18 s.h. per semester. The maximum registration for summer session varies: 4 s.h. for the four-week session; 9 s.h. for the eight-week session; 9 s.h. for the six- and eight-week sessions combined; 12 s.h. for the four-week session and the eight-week session; and 12 s.h. for the four-, six-, eight-, and twelve-week sessions combined. Students may register for a maximum of 16 s.h. of fall semester or spring semester coursework during early registration. Students must obtain permission from the head of the division to register for more than the maximum semester hours allowed.

### Changes in Registration

Students may change their registration on MyUI. After the start of the semester, students should view Changes in Registration for information on how to change their schedule of courses and the permissions that are required.

Courses may be added with the approval of the advisor at any time during the first one-fifth of the course. They may be dropped at any time during the first two-thirds of the course. Approval is required from the dean of the Carver College of Medicine for all other changes in registration and is granted only in extraordinary circumstances. Students are assigned a mark of W (withdrawn) for any course dropped after the first one-fifth of the course. Students whose drop of one or more courses results in a registration of 0 s.h. for the semester must follow the procedure for withdrawal from the University instead of the add/drop procedure.

Students who have registered for courses offered for variable or arranged credit may change the number of semester hours with the signatures of the instructor, the advisor, and the head of the division at any time before the end of the first two-thirds of the course.

Other changes in registration (such as to audit for zero credit) may be made only during the first one-fifth of the course.

It is the student's responsibility to obtain the required permissions and to understand any consequences that

may happen by processing the drop. Information regarding permissions and consequences will be posted on MyUI, but the student should contact their advisor with any questions. See Drop or Withdraw Tuition Responsibility on the Office of the Registrar website.

The Course Deadlines look-up on the Office of the Registrar website provides course specific deadlines. The cut-off time for obtaining any permissions on deadline days is 4:30 p.m. Students have until 11:59 p.m. to process a drop in MyUI if they have obtained all required permissions by 4:30 p.m.

### Withdrawal of Registration

Removing all courses from a schedule (even if only registered for one course) is considered a withdrawal of registration. Students may withdraw their registration without academic penalty at any time before the end of the first four-fifths of the course, but no credit is subsequently given. Later withdrawal results in automatic assignment of an F. Students who withdraw are not reinstated after the deadline for that session.

It is the student's responsibility to obtain the required permissions and to understand any consequences that may happen by processing the withdrawal. Information regarding permissions and consequences will be posted on MyUI, but the student should contact their advisor with any questions. See Drop or Withdraw Tuition Responsibility on the Office of the Registrar website.

### Auditing Courses

Students may register to audit a course with approval of the appropriate program director and course instructor. In addition to obtaining these signatures, students must register for zero credit in the course to be audited. The mark of AUS (audit successful) is assigned if a student's attendance and performance are satisfactory; if they are unsatisfactory, the mark of AUU (audit unsuccessful) is assigned. Courses completed with a mark of AUS do not meet any college requirement and carry no credit toward graduation. Auditing may not be used as a second-grade-only option.

### Courses Offered by Other University of Iowa Colleges

Students who enroll in courses offered by other University of Iowa colleges are governed by those colleges' rules in matters regarding the courses. See Cross-College Enrollment and Records Policy on the College of Liberal Arts and Sciences website.

### In-Residence Requirement

The in-residence requirement may be met by earning the final consecutive 30 s.h. in residence at the University of Iowa, or 45 of the last 60 s.h. in residence, or an overall total of 90 s.h. in residence.

Nonresident instruction includes coursework and correspondence study at other colleges, universities, and institutions. Undergraduate coursework in other University of Iowa colleges counts toward in-residence requirements.

Because the Carver College of Medicine partners with Allen College for the medical laboratory science major, students are not held to the University of Iowa in-residence requirement.

### Duplication and Regression

Duplication occurs when students take the same course more than once or when they take a course that duplicates

the content of a course they already have completed satisfactorily. Regression occurs when students take a course that is less advanced or at a lower level than one in the same subject that they already have completed satisfactorily. Duplication and regression are assessed by the registrar. Semester hours earned by duplication or regression do not count toward graduation.

## Minimum Grade Requirement

Students must earn a g.p.a. of at least 2.00 each semester in all college work attempted, all work undertaken at the University of Iowa, and all graded work attempted after admission to the Carver College of Medicine. Students enrolled in a program that uses the pass/fail/honors grading system must pass all courses required to complete the program.

Students must earn a C or higher in professional specialty (modality) courses.

## Grading Procedures

Grading procedures vary from program to program. Students should consult individual program policy statements for information.

## Pass/Nonpass

Students have the option of taking elective courses pass/nonpass (P/N) with the permission of the course instructor and/or the department offering the course. Students may register for the P/N grading option from the first day of classes until the last day for undergraduates to add a course; see Academic Calendar on the Office of the Registrar website.

To register for a P/N course, the student must print the Grading Option Change Form, have it signed by the course instructor and the academic advisor, and submit the completed form to the UI Service Center before the published deadline.

Semester hours graded P/N are not used in computing a student's grade-point average. Semester hours graded P count toward graduation; those graded N do not. The college accepts a maximum of 15 s.h. of University of Iowa credit graded P toward the bachelor's degree, and it accepts a maximum of 30 s.h. of credit graded P and/or S from all sources (UI and transfer credit) toward the bachelor's degree. Students must be in good academic standing to be eligible for the pass/nonpass option.

## Satisfactory/Fail or Satisfactory/Unsatisfactory

A number of courses only use satisfactory/fail (S/F) or satisfactory/unsatisfactory (S/U) grading. All students registered for these courses receive a grade of S, F, or U. Students do not need special forms or permission in order to register for S/F or S/U courses.

Semester hours graded S or U are not used in computing a student's grade-point average, but semester hours graded F are used in grade-point average computation. Semester hours graded S count toward graduation; semester hours graded F or U do not.

Students may use coursework graded S to fulfill General Education Program requirements and/or the requirements of their major, a minor, or a certificate. The college accepts a maximum of 15 s.h. of University of Iowa credit graded S toward the bachelor's degree, and it accepts a maximum of

30 s.h. of credit graded P and/or S from all sources (UI and transfer credit) toward the bachelor's degree.

## Second-Grade-Only Option

Repeating courses for the second-grade-only option is allowed in extraordinary circumstances. To repeat a course for the second-grade-only option, students must obtain the permission of the course instructor, the program director, and the dean before the end of the first one-fifth of the course. Both grades remain on the permanent record, but only the second one is used to calculate grade-point average and credit earned. Students using the second-grade-only option for courses that are not part of their major must follow the procedure for the college that offers the course.

Since clinical skills development is impacted by course sequence and many courses are prerequisites to others, it may not be possible to repeat a course. If course sequencing will have an impact on program progression, the decision will be made by the program faculty and/or the promotions committee.

On the permanent record, the second-grade-only option appears as a pound symbol (#), showing that the first grade has been replaced by the second grade in grade-point average calculations, and that only the hours from the second registration have been counted as hours earned.

Students must request the second-grade-only option before the last day of class in order for the second grade to appear on the next grade report. The request also may be made after the close of the semester. The second-grade-only option cannot be applied to coursework for which a student has already been awarded a UI degree.

## Incomplete

A grade of I (incomplete) may be reported if the reasons for inability to finish the course satisfactorily are acceptable to the program director and the course instructor. There also must be evidence that the coursework will be finished within a reasonable length of time, usually by the end of the next academic session. Incompletes not removed by the deadline for submission of final grades for the next session result in the assignment of a grade of F. A student must work with the instructor so that an incomplete grade may be rectified by official action.

## Reports to Students

Instructors notify any student whose work falls below the minimum acceptable level once the problem is recognized. Grades are reported on a student's transcript, following University protocol. No formal midterm reports are given.

## Degrees and Minors

### Two Bachelor's Degrees

Students who want to earn two bachelor's degrees, each from a different college, must communicate the request to their academic advisor, who will then contact the University's Office of Admissions. Interested students must complete the degree requirements for both majors, including the residency requirements.

### Second Bachelor's Degree

Students who already hold a bachelor's degree and wish to earn an additional bachelor's degree must complete at least 30 s.h. consecutively in the Carver College of Medicine and must meet college and program degree requirements.

Individuals interested in earning a second bachelor's degree must apply for admission to the degree program at the University's Office of Admissions.

## Minors

Students graduating from the Carver College of Medicine may earn a minor or minors in any degree-granting department or program in the college outside of their major department or in another college of the University by meeting that department's requirements for the minor.

## Academic Progress, Probation, Dismissal

Students are expected to maintain satisfactory academic and professional standards and to demonstrate reasonable progress toward the Bachelor of Science. Students who fail to maintain satisfactory academic progress or professional standards of behavior as determined by their program may be placed on probation or dismissed from the program. Probation serves as a warning that students will not graduate unless their academic performance and/or professional behavior improves.

Students on probation are restored to good standing upon evidence that the problem has been corrected, as determined by the program director and/or the promotions committee. Such action is usually taken at the end of a semester or session. Entering students may be admitted on probation if they fail to meet the minimum stated standards for admission.

Continued unsatisfactory scholarship or unprofessional behavior may result in dismissal from a program. Students dismissed from a program must reapply for admission through the regular, established program admissions process, following review by a faculty committee, at least four months before the requested date of readmission.

Radiation sciences RT to B.S. online students placed on probation or dismissed from a program are notified by email; copies are saved in their files. An academic probation notation is placed on the transcript.

Radiation sciences RT to B.S. students on academic probation are restored to good standing after they successfully complete a total of 9 s.h. either in one semester or cumulatively. Their University of Iowa cumulative and semester grade-point averages must be equal to or exceed 2.00. Students on academic probation who fail to meet the grade-point average requirement in the designated time frame for restoration to good standing are subject to dismissal.

Students are expected to attend classes regularly. Students who miss classes or examinations because of illness are expected to present evidence that they have been ill. Any other absences must be approved in advance by the course instructor.

Any offense against good order committed by a student in a classroom, clinical setting, or laboratory may be dealt with by the instructor or referred to the program director. The instructor reports in writing any disciplinary action taken against a student to the program director. Repeated or exceptional instances are reported to the dean.

## Academic Misconduct

### Plagiarism and Cheating

All cases of plagiarism and cheating in the Carver College of Medicine are reported to the dean with a statement of

relevant facts. The program director and the instructor may submit recommendations for appropriate disciplinary action.

The individual instructor may reduce the student's grade, including assignment of the grade of F in the course. A report of this action is sent to the student, the program director, and the dean.

The dean, or a faculty committee appointed by the dean, may impose the following or other penalties, as the offense warrants: disciplinary probation, requirement of additional hours for the degree, suspension from the program for a period of time, or recommendation of expulsion from the program.

## Appeals Procedure

Students who want to appeal a decision should appeal in writing to the dean within two weeks after the date of receipt of the decision in writing.