



KAISER PERMANENTE®
SCHOOL OF MEDICINE



Academic Bulletin

February 15, 2019

**Kaiser Permanente School of Medicine
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SECTION 1: MISSION, VISION, AND VALUES

1.1 MISSION

To provide a world-class medical education that ignites a passion for learning, a desire to serve, and an unwavering commitment to improve the health and well-being of patients and communities.

1.2 VISION

Our graduates will be a diverse community of compassionate healers, lifelong learners, and courageous leaders of change within the profession and in society. They will have the skills, capabilities, and resilience to lead the transformation of healthcare delivery in the nation, and a lifelong commitment to the highest values of the profession.

1.3 VALUES

We are committed to:

- Teaching the delivery of person-centered, evidence-informed healthcare in true partnership with patients;
- Assuring accountability for the quality, safety, and appropriateness of care as well as the ethical stewardship of patients' and families' health and resources;
- Achieving health equity for all and the elimination of health disparities wherever they exist;
- Promoting inclusiveness and diversity in the health professions;
- Developing courageous leaders who challenge the status quo with inquiry and innovation;
- Advocating for change in medical education, the profession, and the healthcare system;
- Creating and promulgating new knowledge in service to patients and communities; and
- Establishing a learning environment that supports the health, well-being, and resilience of our graduates and enables them to serve as exemplars for patients and the profession.

1.4 CONTEXT

Kaiser Permanente School of Medicine will leverage the values and capabilities of our integrated health system, and the unique relationship between the independent Permanente Medical Groups and the not-for-profit Kaiser Foundation Health Plan/Hospitals organization, to prepare students for future-facing clinical practice and health system leadership.

1.5 STRATEGIC GOALS

The strategic goals and defining attributes of the medical school are:

- Goal 1 – Future-facing curriculum: Redefine the essentials of physician education to improve the health and health equity of individuals and communities.
- Goal 2 – Innovative pedagogy: Reimagine the approach and methods for learning medicine to develop patient- and population-focused lifelong learners.
- Goal 3 – Intentional culture: Reinvent the medical school environment to foster an inclusive culture and the total health of students.
- Goal 4 – Catalyst for change: Reflect learnings and drive change in medical education, the profession, the community, and the healthcare system.

1.6 PROFESSIONALISM

Kaiser Permanente School of Medicine holds all its officers, directors, administrators, faculty, staff, and students to the highest standards of academic practices and ethics.

The School places equally high expectations on its governance and administrative structure responsible for development and oversight of sound practices of policy development and implementation; its academic structure responsible for development of curriculum and delivery, meeting the needs of enrolled students and the community to be served by graduates; and its staff responsible for the documentation of effective practices demonstrating the highest order of ethics, integrity, and business application.

SECTION 2: BACKGROUND AND HISTORY

2.1 HISTORY OF KAISER PERMANENTE

Kaiser Permanente is one of the country's largest private not-for-profit health plans, with approximately \$78 billion in annual revenues. Founded in 1945 by industrialist Henry J. Kaiser and Dr. Sidney Garfield, the organization has grown into a leading integrated healthcare delivery system that serves more than 12 million members in eight states and the District of Columbia. Today, Kaiser Permanente is recognized for providing high-quality, evidence-based healthcare through the advantages of its integrated health plan and care delivery model.

The Kaiser Permanente Medical Care Program refers to the integrated health system. Kaiser Permanente is not a legal entity, but rather encompasses the integration of three separate entities that work in collaboration to ensure the delivery of high-quality, patient-centered care to members and their communities. It should be noted that although KFHP and KFH are separate entities, they share a common board of directors and are often referred to as KFHP/HP. The three entities comprising the Kaiser Permanente Medical Care Program are:

- **Kaiser Foundation Health Plans (KFHP):** A not-for-profit, public-benefit corporation that contracts with individuals and groups to provide healthcare coverage. KFHP contracts with Kaiser Foundation Hospitals and the Permanente Medical Groups to provide healthcare services to its members. KFHP collects premiums and distributes funds to KFHP and PMGs to provide all necessary hospital and professional services.
- **Kaiser Foundation Hospitals (KFH):** A not-for-profit, public-benefit corporation that owns and operates hospitals in California, Oregon, and Hawaii; owns outpatient facilities in all states where KFHP does business; provides or arranges hospital services; and sponsors charitable, educational, and research activities. KFH provides or arranges for all hospital services for KFHP members. Each hospital is a community hospital that also cares for non-KFHP members, especially those who arrive through the emergency department. KFH is the parent organization (also called the sole corporate member) and primary funder for the Kaiser Permanente School of Medicine.

- **Permanente Medical Groups (PMGs):** Partnerships or professional corporations of physicians, with an independent legal entity in each of the eight Kaiser Permanente Regions. The PMGs are responsible for providing and arranging all medical care and services in each of the regions. The Permanente Federation was formed in 1997 to represent the shared interests of the PMGs.

The contractual relationship between KFHP and PMGs is mutually exclusive, i.e., KFHP contracts exclusively with PMGs for all professional services for members, and PMGs contract only with KFHP for payment; they do not accept other insurers. However, as needed to augment coverage, some services are provided through contracted networks of community hospitals, physicians, and other providers.

More than 22,000 physicians, 58,000 nurses, and 215,000 staff serve members and communities in eight Kaiser Permanente Regions: Northern California, Southern California, Colorado, Georgia, Hawaii, Northwest (Oregon and parts of Washington), Washington, and Mid-Atlantic (Maryland, Virginia, and the District of Columbia).

Kaiser Permanente School of Medicine is funded through the Community Benefit Program of KFHP. The Community Benefit Office supports programs and services dedicated to providing medical care and other benefits to vulnerable populations; benefits to the broader community; and health research, education, and training programs.

2.2 HISTORY OF THE KAISER PERMANENTE SCHOOL OF MEDICINE

Kaiser Permanente has a long history of engaging in education with residents, fellows, and medical students visiting from other institutions, as well as supporting rotations and other experiences in the clinical setting. Over the years, Kaiser Permanente physicians and leadership explored the possibility of creating a medical school, building on the organization's decades-long commitment to medical education through these respected and successful residency and fellowship programs.

In 2009, a team of leaders from the Permanente Medical Groups (PMG) and its Community Benefit (CB) program began to explore the feasibility of a medical school. A core planning team conducted an in-depth exploration and prepared a strategy for the School.

In alignment with the PMG, the combined KFHP Board of Directors (acting for KFHP) approved establishment of the medical school in late 2015, as well as basic parameters for overall governance, financing, and operations. KFHP formed a new California not-for-profit public benefit corporation—Kaiser Permanente School of Medicine, Inc.—that operates the Kaiser Permanente School of Medicine (KPSOM). Kaiser Foundation Hospitals (KFH) is its sole corporate member (i.e., the entity that established the School and has the authority to approve School bylaws changes, approve selected School board members, and take other high-level actions). This model establishes a School with a medical education program possessing sufficient institutional autonomy, while integrating the School with, and leveraging the assets of, KFHP, KFHP, and the PMGs.

Consistent with the standards and policies of the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), the Kaiser Permanente School of Medicine Board of Directors is composed of 11 external (independent) directors and seven internal directors from KFHP, KFHP, and the PMGs. The Board of Directors was established in September 2016, governing the School by establishing policy and exercising fiduciary responsibility for the long-term well-being of the institution.

Kaiser Permanente School of Medicine appointed Dr. Mark A. Schuster, MD, PhD, as founding Dean and CEO in October 2017. The School underwent its preliminary accreditation visit with the Liaison Committee on Medical Education (LCME) in October 2018 and received preliminary accreditation on February 12,

2019. The School received conditional accreditation from the Bureau for Private Postsecondary Education (BPPE) on February 6, 2019.

The School will leverage Kaiser Permanente’s position as a prevention-focused, population-based organization with a social mission, capable of world-class specialty care for its members. Its most important differentiator is that it will be embedded in the Kaiser Permanente Medical Care Program, an integrated model of care and financing focused on the total health of populations. Students will learn to be physician leaders and advocates for health.

2.3 CAMPUS

The Kaiser Permanente School of Medicine Building is located at:

Kaiser Permanente School of Medicine
98 S. Los Robles Avenue
Pasadena, CA 91101

The School’s Medical Education Building is located at the intersection of Green Street and Los Robles Avenue. This 80,000-square-foot, four-story structure contains state-of-the-art educational and simulation space as well as student support services and other key medical school administrative services.

In addition, more than 19,000 square feet of office space in an adjacent building will be utilized by the School for staff and faculty.

Students will also be educated at various clinical sites around the greater Los Angeles area.

Facility

The School’s physical space and environment play a key role in creating an innovative model of medical education. This includes all details in the design of the building and a commitment to securing a location that creates and fosters an optimal learning environment. During the initial assessment phase of identifying an appropriate location for the campus, special attention was given to ensure that the building design fosters innovation and allows for a dynamic response to the rapid evolution of technology and approaches to education. Learning and collaboration among students, faculty, and the community are at the heart of the design, with attention to promoting wellness and learning, and supporting a culture of inclusion.

2.4 CLINICAL TRAINING FACILITIES FOR CLERKSHIPS

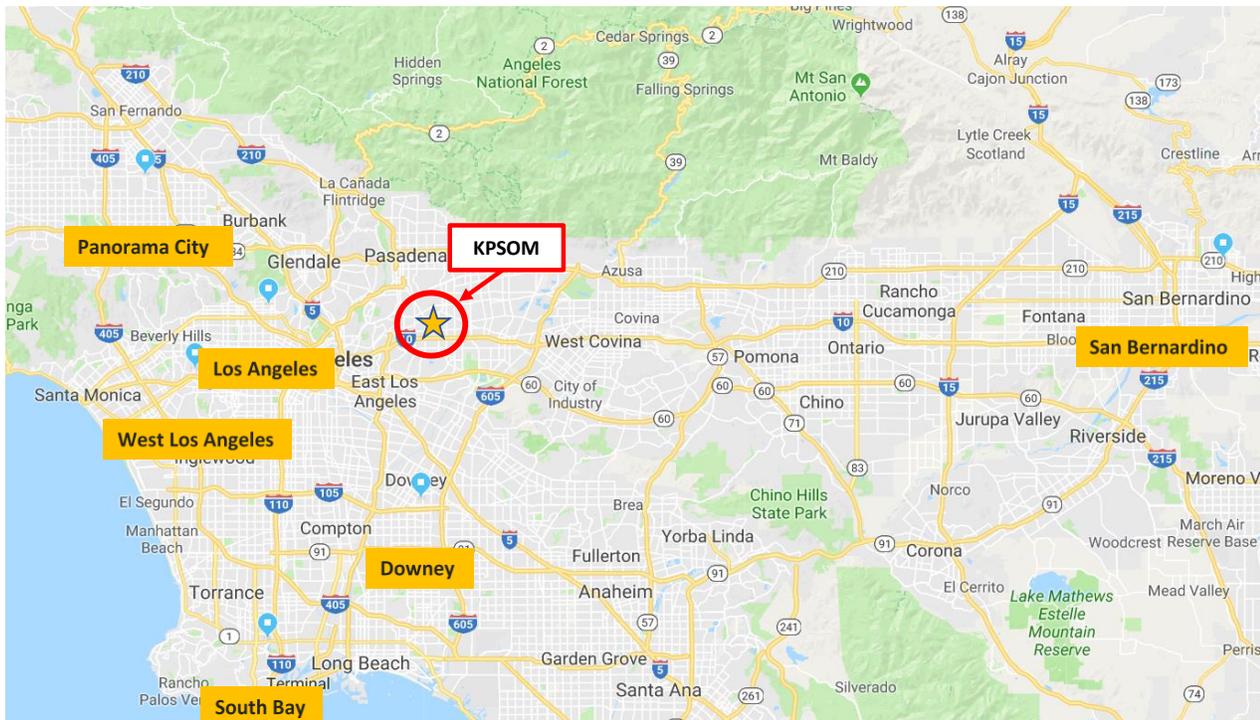
Longitudinal Integrated Clerkships

The Longitudinal Integrated Clerkship (LIC) model restructures the student’s and patient’s experience of caregiving in each of the six core clerkship specialties (family medicine, internal medicine, obstetrics and gynecology, pediatrics, psychiatry, and surgery) by eliminating traditional block rotations. Instead, students learn core skills by following panels of patients over time, while maintaining a one-on-one relationship with a preceptor. Students observe patients through the entire care continuum, including diagnosis, treatment, and follow-up.

LICs at the School will start early on, with first- and second-year students hosted at one of Kaiser Permanente’s six medical centers located in communities across the greater Los Angeles area: Downey, Los Angeles, Panorama City, San Bernardino County, South Bay, and West Los Angeles.

Other clinical experiences

Students in their third and fourth years will have traditional block clinical experiences and will be able to take advantage of Kaiser Permanente's national network, working in other Southern California medical centers or in regions across the country.



| KAISER PERMANENTE CLINICAL LIC LOCATIONS | APPROXIMATE MILEAGE FROM THE SCHOOL | APPROXIMATE DRIVE TIME |
|--|-------------------------------------|--|
| Downey | 25 miles | Peak: 36 to 65 minutes Off-Peak: 30 to 50 minutes |
| Los Angeles | 14 miles | Peak: 20 to 55 minutes Off-Peak: 22 to 35 minutes |
| Panorama City | 21 miles | Peak: 25 to 45 minutes Off-Peak: 24 to 35 minutes |
| San Bernardino | 53 miles | Peak: 45 to 65 minutes Off-Peak: 45 to 60 minutes |
| South Bay | 31 miles | Peak: 45 to 75 minutes Off-Peak: 35 to 55 minutes |
| West Los Angeles | 21 miles | Peak: 40 to 75 minutes Off-Peak: 26 to 45 minutes |

2.5 ADMINISTRATION AND FACULTY

| NAME | DEGREE | POSITION |
|------------------------|---------|--|
| Schuster, Mark | MD, PhD | Founding Dean and CEO |
| Barral-Sanchez, José | MD, PhD | Chair, Department of Biomedical Science |
| Chung, Paul | MD, MS | Chair, Department of Health Systems Science |
| Connelly, Maureen | MD, MPH | Senior Associate Dean for Academic and Community Affairs |
| Conwell, Walter | MD, MBA | Senior Associate Dean for Equity, Inclusion, and Diversity |
| Eacker, Anne | MD | Senior Associate Dean for Student Affairs |
| Harris, Walter | MBA | Senior Vice President for Administration and Finance |
| Hyderi, Abbas | MD, MPH | Senior Associate Dean for Medical Education |
| Kanter, Michael | MD | Chair, Department of Clinical Science |
| Klau, Marc | MD, MBA | Associate Dean for Clinical Integration |
| Lupi, Carla | MD | Associate Dean for Assessment and Evaluation |
| McGlynn, Elizabeth | PhD | Interim Senior Associate Dean for Research and Scholarship |
| Roemer, Beth | MPH | Assistant Dean for External Affairs and Strategic Planning |
| Spiegel, Nancy | MS | Assistant Dean for Wellness and Clinical Integration |
| Willies-Jacobo, Lindia | MD | Associate Dean for Admissions |
| TBA | | Assistant Dean for Medical Education |

Please refer to the [leadership](#) and [faculty](#) pages of the Kaiser Permanente School of Medicine website to learn more.

SECTION 3: ACCREDITATION AND REGULATORY APPROVALS

This catalog is prepared in advance of the time period it covers. Changes in programs and regulations may occur with draft policies and practices and are subject to revision as necessary. Any changes or additions to this catalog will be made in writing and will be provided to all students in print or electronically. These policies are specific to the Kaiser Permanente School of Medicine (KPSOM) educational program leading to the Doctor of Medicine degree. Updated and additional policies and procedures are available on the School's website.

The catalog will be updated every two years. The catalog is provided to students at the time of enrollment, and catalogs are available to the public on the School's website.

Approval Status of the State of California, Bureau for Private Postsecondary Education (BPPE)

The Kaiser Permanente School of Medicine has received BPPE (Bureau for Private Postsecondary Education) Provisional Approval to operate as a Non-Accredited Degree Institution in the State of California. This Provisional Approval requires the following detail to be included on the School's website (medschool.kp.org).

Contact Information for the Bureau for Private Postsecondary Education (BPPE)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818

Website address:

www.bppe.ca.gov

Telephone and fax:

(888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897

Complaints about the Kaiser Permanente School of Medicine

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, within two years from the date of provisional approval, and full accreditation within five years of provisional approval.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Accreditation Status of the WASC Senior College and University Commission (WSCUC)

Kaiser Permanente School of Medicine has applied for Eligibility from the WASC Senior College and University Commission (WSCUC). WSCUC has reviewed the application and determined that the School is eligible to proceed with an application for Candidacy and Initial Accreditation. A determination of Eligibility is not a formal status with the WASC Senior College and University Commission, nor does it ensure eventual accreditation. It is a preliminary finding that the institution is potentially accreditable and can proceed within five years of its Eligibility determination to be reviewed for Candidacy or Initial

Accreditation status with the Commission. Questions about Eligibility may be directed to the institution or to WSCUC at wascsr@wascsenior.org or 510-748-9001.

Accreditation Status of the Licensing Council on Medical Education (LCME)

Kaiser Permanente School of Medicine received preliminary accreditation from LCME in February 2019.

Catalog Rights

Student catalog rights, for the catalog in place at the time of enrollment and matriculation, are guaranteed to the student if there is no break in attendance, or with an authorized Academic Withdrawal or Leave of Absence (LOA).

SECTION 4: ADMISSIONS

4.1 TECHNICAL STANDARDS

The curriculum of the School has been designed to provide a general professional education leading to the MD degree, and to prepare undifferentiated students to enter graduate medical training in a wide variety of medical specialties and subspecialties. The following technical standards, in conjunction with the academic standards, are requirements for admission, promotion, and graduation. The term “candidate” refers to candidates for admission to medical school as well as current medical students who are candidates for retention, promotion, or graduation. These requirements may be achieved with or without reasonable accommodations.

Candidates with disabilities are encouraged to send an email to SOMdisability@kp.org early in the application process to discuss and review any accommodations they may need to meet these standards. The email address is monitored by student affairs staff who are not involved in the admissions process. Information concerning whether a student may have a disability or may need accommodations is confidential in accordance with The Family Educational Rights and Privacy Act (FERPA).

Fulfillment of the technical standards for graduation from medical school does not guarantee that a graduate will be able to fulfill the technical requirements of any specific residency program.

- a. **COMMUNICATION:** Candidates must be able to comprehend, communicate, and document information in the English language, and to communicate accurately and effectively with patients, significant others and spouses, other family members, healthcare workers, and other professionals in healthcare settings, as well as with instructors, supervisors, classmates, and various health or educational team members in both clinical and classroom settings. This includes the ability to elicit, receive, and accurately interpret information from others; to collect, document and convey relevant information to others; to understand and use healthcare terminology; and to comprehend and follow directions and instructions. In addition, candidates must be able to accurately document patient records, present information in a professional and logical manner, and appropriately provide patient counseling and instructions to effectively care for patients or clients and their families.
- b. **COGNITIVE ABILITY:** Candidates must have the capacity to develop and refine critical thinking and problem-solving skills that are crucial for safe and effective medical practice. These processes involve capabilities to measure, quantify, calculate, question, analyze, conceptualize, reason, integrate, and

synthesize information in order to make timely decisions reflecting sound clinical judgment, and to determine appropriate clinical actions. Candidates must additionally be able to find and use research-based evidence; to learn from other individuals; to comprehend, integrate, and apply new information; to make sound clinical decisions; and to communicate outcomes verbally and in writing. Candidates must be able to make measurements, calculate, and reason; and to analyze, integrate, and synthesize data rapidly, consistently, and accurately to problem-solve and ultimately make logical diagnostic and therapeutic judgments.

- c. **OBSERVATION:** Candidates must be able to collect, use, and interpret information from observed demonstrations, diagnostic and assessment procedures and tools (such as, but not limited to, sphygmomanometer, stethoscope/hearing-impaired stethoscope, otoscope, ophthalmoscope, and reflex hammer) and from all other modes of patient assessment in the context of laboratory studies, medication administration, radiologic studies, and all other patient care activities. In addition, candidates must be able to document these observations and maintain accurate records.
- d. **MOTOR:** Candidates must be able to perform physical examinations and diagnostic and therapeutic maneuvers necessary and required in the curriculum and of a future physician. Candidates must be able to respond to emergency situations in a timely manner and provide or direct general and emergency care. Candidates must possess the physical endurance necessary for extended periods of activity that are required for safe performance in clinical and classroom settings. Candidates must possess the ability to comply with all safety standards in all clinical settings, including but not limited to universal precautions. Candidates must be capable of moving within and between clinical treatment environments without compromising the safety of others.
- e. **BEHAVIORAL AND SOCIAL ATTRIBUTES:** Candidates must possess the capacity to communicate effectively, respectfully, and with cultural humility, with all individuals whom they encounter; and to demonstrate behaviors associated with compassion, respect and concern for others, integrity and ethical comportment, sound clinical judgment, and accountability for their responsibilities and actions. Candidates must be able to accept the supervision of an instructor and/or preceptor, to accept constructive criticism or feedback, and to modify behavior based on feedback. Candidates must demonstrate critical thinking in making sound clinical judgments and the ability to adapt quickly to rapidly changing situations and environments and to uncertain circumstances. Candidates must have the capacity to correctly judge when assistance is required and seek appropriate assistance in a timely manner. Candidates must be able to function cooperatively and efficiently with others. Candidates must possess the personal qualities of integrity, empathy, concern for the welfare of others, interest, and motivation. Candidates must possess the emotional maturity required for the full use of their intellectual abilities; the exercise of good judgment; and the prompt completion of all responsibilities associated with the diagnosis and care of patients. As medical education involves exposure to a wide variety of situations, candidates must be able to demonstrate resilience in both classroom and clinical settings, and participate in self-help and interventions as appropriate.
- f. **LEGAL AND ETHICAL STANDARDS:** Candidates are expected to exhibit professionalism, personal accountability, compassion, integrity, concern for others, and care for all individuals in a respectful and effective manner regardless of gender identity, age, race, sexual orientation, religion, disability, or any other protected status. Candidates should understand, and function within, the legal and ethical aspects of the practice of medicine, and maintain and display ethical and moral behaviors commensurate with the role of a physician in all interactions with patients, faculty, staff, students and the public. Individuals whose performance is impaired by abuse of alcohol or other substances are not suitable candidates for admission, promotion, or graduation. Candidates must legally be able to be licensed to practice medicine in the State of California. As such, candidates must detail in writing at the time of application any felony offense or disciplinary action to the School. If a conviction occurs after

matriculation, students are required to inform the Senior Associate Dean for Student Affairs of any actions which might impair candidates' ability to obtain a medical license. Failure to notify Kaiser Permanente School of Medicine may result in disciplinary action by the Student Progress and Promotions Committee.

4.2 ACADEMIC REQUIREMENTS FOR ADMISSIONS

Kaiser Permanente School of Medicine requires all applicants to have obtained a bachelor's degree from a regionally accredited college or university in the United States or Canada in any area of study at the time of matriculation. The School will accept Advanced Placement (AP) credit if the undergraduate institution awarded the student credit towards graduation and those credits appear on the student's official transcript. Regardless of focus of the degree, the following courses are required as prerequisites for admission to the School.

The required and recommended premedical courses were selected to align with the mission, vision, and values of the School. The requirements are based on consideration of expected knowledge of life and physical sciences, social sciences, and humanities, as well as reading and writing skills, problem-solving skills, and communication skills. The recommended courses are intended to prepare students to become culturally sensitive practitioners.

Examples of courses are listed within each category. The examples listed may not represent what is required, or the options available through every applicant's college/university/institution.

Required Prerequisites for Admission to the School:

- Behavioral/social science (e.g., psychology, sociology, ethnic studies, economics, anthropology): one-half academic year
- Humanities (e.g., history, English, literature, art, philosophy): one-half academic year
- General biology with laboratory: one academic year
- General inorganic chemistry or equivalent with laboratory: one academic year
- General physics with laboratory: one academic year

Recommended Courses and Subjects for Admission to the School:

- Biochemistry
- Calculus
- Organic chemistry
- Statistics
- Introduction to Public/Population Health and/or Epidemiology
- Language other than English (e.g., Spanish, Mandarin, American Sign Language, etc.)

MCAT Requirements

The Medical College Admission Test (MCAT) is required of all applicants. All applicants must present scores from tests taken no later than September 30 of the year before matriculation and no earlier than four years before matriculation into medical school.

4.3 ADMISSIONS PROCESS

The Admissions Committee establishes the criteria and procedures for the admission of medical students based upon the Vision, Mission, and Values of the School. From the applicant pool, the Committee will review and select qualified students for admission. The process will stress a holistic review that provides a comprehensive consideration of a candidate's attributes and likely indicators for success.

Steps in the admissions process are:

- 1) AMCAS application received by the Office of Admissions
- 2) Supplemental application sent to all qualified applicants
- 3) File reviewed for interview recommendation and forwarded to Final Review Subcommittee
- 4) Candidates for interview selected
- 5) Interview conducted and assessments submitted to the Admissions Committee
- 6) Final admissions decisions made by the Admissions Committee
- 7) Candidates notified

4.4 ADMISSIONS APPLICATION

Applications must be submitted through the [American Medical College Application Service \(AMCAS\)](#).

Documentation of every aspect of an applicant's qualifications will begin with review of the AMCAS application, which includes information regarding personal attributes and experiences in addition to academic data. The letters of recommendation/evaluation will also be received through AMCAS and reviewed by the Admissions Committee.

Personal attributes that are important to the Committee's ability to best evaluate mission alignment, and not found in the AMCAS data, will be obtained through a secondary application, Multiple Mini Interviews (MMIs), and a traditional one-on-one interview.

Assessment of candidates' personal attributes - along with their experiences and academic metrics - will occur through review of all application materials and the interview. Committee members, file reviewers, and interviewers will be trained to assess the extent to which an applicant demonstrates the qualities sought for successful students.

All admissions decisions made by Kaiser Permanente School of Medicine and all other AMCAS medical schools about an applicant are updated regularly in AMCAS, maintaining a database regarding the status of all applicants for that year's entering class. Relevant national, state, and school-specific data are maintained by AMCAS and are made available to all medical schools on a periodic basis. MCAT scores from all test administrations are reported.

Application requirements through AMCAS include:

1. Personal statement/essay
2. Letters of recommendation, which should address one or more of the following desirable candidate attributes:
 - Collaborative teamwork skills
 - Creativity/innovativeness
 - Critical thinking skills/problem-solving skills
 - Cultural sensitivity
 - Demonstrated leadership potential
 - Excellent communications skills
 - Integrity/high moral standards
 - Intellectual curiosity
 - Passion for medicine and healthcare motivation
 - Persistence/resilience

- Receptivity to feedback
- Reliability/accountability
- Self-awareness

Candidates must choose one of the follow options to satisfy the School’s letters of recommendation requirements:

- Committee letter: A committee letter contains input from multiple recommenders, authored by a pre-health committee or by a pre-health advisor, which may include individual letters as attachments.
- Three individual letters: An individual letter refers to a letter written by one writer; at least one of the three letters must be from a:
 - faculty member;
 - pre-health or academic advisor, post-baccalaureate or graduate program advisor, research mentor, or healthcare worker with whom the student has studied or worked; or
 - supervisor, manager, commanding officer, or equivalent from previous or current position of employment.

Note: Letters of recommendations that are not acceptable include those from a teaching assistant, government or political official, a friend or family friend, a family member, a coworker, or other similar peers. All letters should be signed and on official letterhead.

3. Student activities and experiences: A description of activities and experiences contributing to an understanding of the applicant, including but not limited to:
 - Athletics
 - Community service (e.g., AmeriCorps or other domestic community service)
 - Creative or other pursuits that made a difference for others
 - Employment outside of student life
 - Experiences that contributed to community
 - Exposure to healthcare
 - Faith-based or other institutional work
 - Leadership
 - Military service
 - Peace Corps, or other international service-related activity
 - Personal experiences that motivated entering healthcare
 - Research
 - Teaching assistantships
 - Volunteerism
 - Distance traveled, which includes personal experiences, obstacles, hardships, and challenges the applicant has overcome to reach this point in their education.

4.5 THE OFFER OF ADMISSION

The Associate Dean for Admissions, in collaboration with the Admissions Committee, will have final responsibility for the number of offers of admission, and the qualifications of accepted candidates. Offers will be made on a rolling basis, with additional qualified applicants placed on a wait list.

Offers of admission will be made by email with an attached statement of conditions, followed by a letter and telephone call from the Associate Dean for Admissions. Candidates will be notified of their

acceptance on a rolling basis. In keeping with the [Association of American Medical Colleges \(AAMC\) “Traffic Rules”](#), accepted candidates must respond within two weeks of receiving an offer of admission with their intent to accept or decline the offer. On or before April 30, all candidates can hold acceptance offers or waitlist positions from other schools or programs without penalty. For offers extended after April 30, each candidate has a maximum of five business days to respond to the offer, which may be reduced to two business days within 30 days of the start of orientation. An accepted student registration deposit of \$100 is required to hold a position in the class. The deposit may be waived if the candidate received a fee waiver from AMCAS. It can be refunded prior to April 30 if the student chooses not to attend Kaiser Permanente School of Medicine. All offers of admission are conditional upon receiving final transcripts and all other required information, including a satisfactory criminal background check.

4.6 TIMETABLE FOR ADMISSION

| Admissions Task | |
|--|---------------------------------------|
| Opening of AMCAS application | May, 15 months prior to matriculation |
| Add Kaiser Permanente School of Medicine to AMCAS system | June |
| Begin interviews | August |
| Start rolling admissions | October 15 |
| Secondary application and materials deadline | November 1 |
| AMCAS application submission deadline | December |
| Student commitment deadline | April 30 |
| Matriculation of charter class | July/August |

4.7 TRANSFER AND ADVANCED STANDING

The School does not accept transfer or advanced standing students at this time.

4.8 EQUAL ACCESS TO THE SCHOOL OF MEDICINE’S EDUCATIONAL PROGRAM

Kaiser Permanente School of Medicine is committed to ensuring that students of every race, color, ability, and national origin have equal access to the School’s medical education program, extracurricular activities, and other educational opportunities as required by Title VI.

The School is committed to making reasonable accommodation for its students with disabilities who are capable of completing all requirements and fulfilling all responsibilities leading to the MD degree. The School complies with the Americans with Disabilities Act (ADA), including the ADA Amendments Act of 2008, and the Rehabilitation Act of 1973. As part of the secondary application, applicants review the Kaiser Permanente School of Medicine Technical Standards and attest that they can meet the standards either with or without accommodation. The review of each application for students, with or without disabilities, takes into account the necessity of meeting the School’s Technical Standards. If the Admissions Committee or the School is aware of a student’s disability, the applicant will be evaluated according to the same standards and criteria that are used for the applicant pool as a whole.

Candidates with disabilities are encouraged to send an email to SOMdisability@kp.org early in the application process to discuss and review any accommodations they may need to meet these standards. The email address is monitored by student affairs staff who are not involved in the admissions process. Information concerning whether a student may have a disability or may need accommodations is confidential in accordance with The Family Educational Rights and Privacy Act (FERPA).

Fulfillment of the technical standards for graduation from medical school does not guarantee that a graduate will be able to fulfill the technical requirements of any specific residency program.

4.9 ADDITIONAL REQUIREMENTS FOR ADMISSION

Travel: To fulfill their educational requirements, students may be required to travel throughout the Southern California region to Kaiser Permanente medical centers, office buildings, and affiliated and community clinics. A candidate must possess the ability to travel through use of their own vehicle, or public services.

Background checks and drug testing: Criminal background checks and drug screening may be conducted as part of the process of admission, participation, promotion, and/or graduation.

4.10 ABILITY TO BENEFIT STUDENTS

The School does not admit Ability to Benefit students.

4.11 DELAYED MATRICULATION

Requests for delayed matriculation are considered on an individual basis.

SECTION 5: CURRICULUM

5.1 CURRICULUM SCHEMATIC AND CALENDAR



Sample Phase 1 Weekly Schedule

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------|--|--|--|--|--|
| 8:00 am – 12:00 pm | Integrated Sciences Course Foundational Science Plus Small Group Simulation Lab* | Integrated Sciences Course Doctoring Small Group Simulation | Integrated Sciences Course Foundational Science Plus Small Group Simulation Lab* | Longitudinal Integrated Clerkship Primary Care Internal Medicine Family Medicine OR Service-Learning (Once a month) | Integrated Sciences Course Foundational Science Plus Small Group Simulation Lab* |
| 12:00 pm – 1:00 pm | BREAK | | | | |
| 1:00 pm – 5:00 pm | Independent Time | Integrated Sciences Course Health Systems Science Independent Time | Independent Time | Independent Time | Independent Time |

*Anatomy integrated with other disciplines including histology, pathology, radiology, and clinical skills (i.e., ultrasound)

Totals

In-class time – 22 hours

Independent time – 18 hours

Sample Phase 2 Weekly Schedule

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|--|----------------|---|--|---|
| 8:00 am | Independent Time | LIC Pediatrics | LIC Surgery | Integrated Sciences Course Doctoring Small Group Simulation | LIC Psychiatry |
| 9:00 am | | | | | |
| 10:00 am | | | | | |
| 11:00 am | | | | Integrated Sciences Course Health Systems Science | |
| 12:00 pm | BREAK | | | | |
| 1:00 pm | | | | | |
| 2:00 pm | Integrated Sciences Course Foundational Science Plus Small Group Simulation Lab* | LIC Ob/Gyn | LIC Primary Care Internal Medicine Family Medicine OR Service-Learning (Once a month) | Integrated Sciences Course Foundational Science Plus Small Group Simulation Lab* | LIC Continuity Optional time for students to follow up on their patients |
| 3:00 pm | | | | | |
| 4:00 pm | | | | | |
| 5:00 pm | | | | | |
| 6:00 pm | | | | | |

*Anatomy integrated with other disciplines including histology, pathology, radiology, and clinical skills (i.e., ultrasound)

SECTION 6: STUDENT SERVICES

6.1 OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs provides services, programs, and resources to support students' personal and professional development and well-being throughout their medical education. It is responsible for:

- Comprehensive student support services, including academic advising and support, physician coaching through REACH (Reflection, Education, Assessment, Coaching, Health and Well-Being) course, personal counseling, and career advising
- Assistance with registration and scheduling, including oversight and approval of elective scheduling
- Provision of financial aid, including emergency loans, financial counseling, and receipt of payments as needed
- Oversight of student compliance, including immunizations, tuberculosis screening, HIPAA compliance, bloodborne pathogen training, and pathogen exposure management
- Support and oversight of student interest groups, affinity groups, and peer tutoring
- Provision of medical specialty and residency selection advising, and oversight of the residency application and selection process
- Delivery of extracurricular student well-being programs, such as mindfulness courses, yoga classes, and lectures or lecture series on health, well-being, and resilience topics

The Office of Student Affairs also provides support for extracurricular community involvement, social events, and ceremonies (e.g., White Coat Ceremony, Commencement, Match Day).

6.2 ACADEMIC ADVISING AND ASSISTANCE

1. Academic advising and support will be provided by the Academic Advising and Support team within Student Affairs. Each student will work one-on-one with a member of this team longitudinally during medical school. Students will have required in-person meetings during each REACH week and will have access to academic support and advising whenever it is needed. This contact can be in person, by web conference, or by email at a time mutually acceptable to the student and the learning specialist, generally during typical work hours. If a student requires assistance or special tutoring, the assigned learning specialist can assist with the referral process.
2. The academic advising and support team has access to the academic records of their advisees in order to have an informed discussion with them about their performance and ways to improve. Academic advising and support is confidential and follows the provisions of the Family Educational Rights and Privacy Act (FERPA).
3. Students with a disability, prior history of accommodations, or concern about a possible disability can confer with the Director of Academic Advising and Support at any time to pursue accommodations. Students should contact the Director as soon as they are aware they might need accommodations. Students will need to provide appropriate documentation from an appropriate evaluator about the condition leading to the accommodation request. Accommodations cannot be granted retroactively and may take some time to put in place, depending on what is needed.
4. Students who encounter academic problems that could be associated with a previously undetected disability can contact the Director of Academic Advising and Support. The Director can refer the

student for further confidential educational testing and evaluation if indicated through an outside service at no cost to the student.

5. The Director of Academic Advising and Support, and staff, will have no role in the assessment of students. If a student feels that their academic needs are not being met with their learning specialist, they may discuss the issue with the Director of Academic Advising and Support or with the Senior Associate Dean for Student Affairs.

6.3 CAREER ADVISING

The School has developed a career advising program and timeline modeled upon the [Association of American Medical Colleges \(AAMC\) Careers in Medicine \(CiM\) program](#). Required career exploration activities will also occur in the REACH course, which is a week-long required course occurring three to four times each year across all four years of the curriculum. Additional general career advising will be available from various resources, including the Director of Career Advising in Student Affairs, and other staff in Student Affairs.

Specialty Advisors are clinical faculty members who have knowledge of their specific field of medicine and can advise students who express an interest in their specialty, or who have chosen to pursue that field for residency training and as a future career path. Students will be provided a list of Specialty Advisors in Phase 2 and can be assisted by the Director of Career Advising in Student Affairs in setting up meetings with Specialty Advisors. The Director of Career Advising and appropriate Specialty Advisors may answer student questions related to The Match, residency training, away rotations, and other topics related to planning for a career in a specific specialty. Students may engage with one or more Specialty Advisors, depending upon the career options they are considering.

In addition to the CiM-recommended activities, career advising for students will include the opportunity to attend student interest groups for various specialties, with input and resources from residents and faculty with experience in the specialty. In addition to their specialty advisors, students may also seek the advice of the Director of Community Engagement in the Office of Academic and Community Affairs to identify volunteer and community service opportunities to obtain additional exposure and experience that may guide and support them in their career choice.

6.4 PERSONAL COUNSELING AND WELL-BEING

Kaiser Permanente School of Medicine believes that every student should graduate with a professional identity formed through self-awareness, self-reflection, and self-care; students should be empowered with resources and support that enable them to develop resilience to rigorous and stressful events, and to maintain their own wellness and well-being.

Every student will be assigned to a physician REACH Coach, who will partner with their students to help them achieve their academic and personal potential.

The Coaching component of REACH will provide students with time each REACH week to meet with their coaches to reflect on progress, identify areas of desired change, and develop actionable, individualized learning and health and well-being plans. Students can also connect with their coaches on an ad hoc basis at any time.

Regular counseling sessions with the counseling staff, are expected for all students for three visits in the first three months of medical school. Subsequently students can opt out of these visits, but they can opt in at any point. Students may schedule an appointment with a counselor, and walk-in hours will be available as well.

These initial visits will give students an opportunity to understand the counseling process, to discuss the transition to medical school, and to optimize their performance and well-being. Like all healthcare, counseling is protected by the Health Insurance Portability and Accountability Act (HIPAA), and the content of counseling visits cannot be shared with anyone without the student's written permission.

In addition to the regular counseling sessions available through the School, students also have access to confidential services of Kaiser Permanente's Employee Assistance Program (EAP) at no charge, and, through their Kaiser Permanente health plan, to Kaiser Permanente Behavioral Health Services and PMG Psychiatrists (ComPsych), which operates 24/7 and provides concierge services.

6.5 STUDENT HEALTH AND DISABILITY INSURANCE

Medical students will be required to have a current medical insurance policy throughout the duration of their education. Unless a student has equivalent or greater medical insurance coverage that provides for readily available services in the greater Pasadena and Los Angeles area, and chooses to opt out of the Kaiser Permanente student health plan, they will automatically be enrolled in the Kaiser Permanente student health plan. Students who have a health insurance plan with equivalent or greater coverage that provides for healthcare in the Pasadena and Los Angeles area may waive the Kaiser Permanente health plan and its associated fee by submitting a fee waiver request and documenting proof of adequate medical coverage. The scope of services provided by the Kaiser Permanente health plan includes general medical, women's, and psychiatric care; inpatient and outpatient care; counseling services; and prescription drugs.

At the time of matriculation, students will be enrolled in a required disability insurance plan. The disability coverage will pay a monthly benefit if a student becomes disabled due to sickness or injury. Students will have the option to continue coverage during their residency. At the completion of their residency program, covered residents will be eligible to convert to an individual, non-cancelable disability income policy without medical underwriting.

6.6 SERVICES FOR STUDENTS WITH DISABILITIES

Prospective students who wish to explore possible accommodations upon admission, or accommodations needed for interview day, should contact the Office of Admissions. Newly admitted students should initiate the accommodations process as soon as they have confirmed admission to the school.

All information and documentation submitted concerning possible need for accommodations is kept separate from any academic records and is considered private under the Family Education Rights and Privacy Act (FERPA). HIPAA privacy and confidentiality guidelines do not apply to documents submitted for consideration of accommodations since the records are not being used for treatment. Under FERPA guidelines, Kaiser Permanente School of Medicine cannot guarantee complete confidentiality as there may be times when sharing some information with School faculty and/or staff is necessary to facilitate the accommodation process.

6.7 HEALTH SCREENING AND IMMUNIZATION REQUIREMENTS

Documentation of immunization compliance is required of all medical students prior to matriculation. All medical students must maintain compliance with these requirements throughout their tenure in the medical school program, even while in a non-clinical segment of the curriculum. Students are encouraged to obtain the required vaccinations from their primary healthcare provider or other provider prior to matriculation.

Once accepted to KPSOM, students will be required to provide to Kaiser Permanente Employee Health Services (EHS) a completed health screening questionnaire. They will also be required to demonstrate immunity to the following by serological testing, or proof of adequate vaccination or current immunization: (See the *Immunizations and Health Screenings* policy).

- Rubella
- Rubeola
- Mumps
- Varicella zoster (chicken pox)
- Hepatitis B
- Tetanus, diphtheria, and pertussis (Tdap)
- Tuberculosis (TB): Students must be free of active infectious tuberculosis. Students must submit to TB screening by way of a TB screening symptom questionnaire and a tuberculosis skin test (TST) which may involve a two-step process, if indicated. Documentation of a TB blood test result (IGRA) is acceptable as part of the tuberculosis screening process, and may be used to determine if further TST is required. An individual with a documented history of positive TST response, or documentation of prior completion of latent TB treatment, will be exempt from repeat TST testing, but will be required to undergo a chest X-ray. The local Employee Health Service provider may accept a documented negative chest X-ray performed within the past 12 months with a current negative symptomatology survey as required by the authorized Public Health Agency.

In addition, students will be required to annually obtain influenza vaccine and undergo annual screening for the absence of tuberculosis; the appropriate testing is dependent on their TST status as noted above. Influenza vaccine will be administered free of charge in the appropriate Kaiser Permanente clinical setting or at Employee Health Services. Influenza vaccination is required for all medical students, unless a medical waiver is obtained. If a student has a medical waiver they will be required to wear a face mask at all times in clinical settings during influenza season. Annual TB screening or chest radiograph if indicated can also be obtained via Employee Health Services at Kaiser Permanente.

SECTION 7: COST OF ATTENDANCE AND FINANCIAL AID

7.1 TUITION AND FEES

The schedule of required tuition, fees and estimated living expenses is established in the spring prior to the following academic year. As soon as the schedule of tuition, fees, and living expenses is updated and approved, it will be available for review on the Kaiser Permanente School of Medicine website. Students should be mindful that expenses may change as they progress through medical school, depending on required books, equipment, and cost of living.

Schedule of Required Tuition and Fees 2020-2021

The Kaiser Permanente School of Medicine will waive all tuition and fees for the entering classes of 2020-2024. This waiver will be available for each class for their four years of enrollment.

Of the charges listed below, the classes of 2020-2024 will be responsible for living expenses and the accepted student deposit.

Schedule of required tuition and fees:

| Fee Type | Cost | Additional information |
|--|-----------------------------------|---|
| Tuition and fees* | \$54,719** | Annual, includes disability insurance |
| Living expenses* | \$34,500** | Covers housing, food, transportation, supplies, and miscellaneous expenses |
| Health coverage*** | \$6,538** | Annual Refundable within first 30 days of enrollment Student must document equivalent coverage if choosing to waive health plan |
| Accepted student registration deposit | \$100 | One-time Refundable if requested prior to April 30, 2020 |
| Student Tuition Recovery (Required by the State of California. Currently, the fee is \$0.) | To be determined, when applicable | |

* Students enrolling in the first five cohorts for the Kaiser Permanente School of Medicine will receive a 100-percent waiver for all four years of the program for tuition, disability insurance, and fees, with the exception of the \$100 accepted student registration deposit.

**All costs are estimated and may change, and most are subject to 3-percent increase each year.

***Students enrolling in the first five cohorts for the Kaiser Permanente School of Medicine will receive a waiver for the cost of health coverage from Kaiser Permanente, unless they have equivalent insurance.

7.2 TUITION REFUND

The process for refund of student tuition follows the State of California's Bureau for Private Postsecondary Education (BPPE) refund policy. If cancellation is within the first seven days of the academic term, a student has the right to a full refund of all payments made directly to the School, minus the non-refundable admission and registration deposit.

A student who has been enrolled for more than seven days and who withdraws from the School may be eligible for a partial refund of paid tuition. The student must adhere to the withdrawal policy set forth in the School's Academic Bulletin. The Effective Withdrawal Date is the actual date that the student completes the requirements of the School's withdrawal policy, which include:

- Submit a written notice of withdrawal to the Registrar/Bursar
- Return all medical school equipment and property to the Registrar/Bursar
- Submit a completed refund request Form to the Registrar/Bursar

Students who withdraw from classes on or after the start of the term will be subject to a prorated tuition charge. They will owe a percentage of their fees corresponding to the last date of recorded attendance in class. As per the State of California, and BPPE, a prorated refund from the first day of instruction up to the 60th percent point in the academic period will be applied to students who withdraw from the School. The 60th percentile point will be equivalent to a 40-percent refund of tuition charges.

Exit interviews are required before leaving the Kaiser Permanente School of Medicine for all students who withdraw and have received scholarships or loans. Exit interviews can be completed on the online student portal.

7.3 STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or who are enrolled in a residency program attending schools regulated by the Bureau for Private Postsecondary Education.

A student may be eligible for STRF if he/she/they is a California resident, paid tuition and is enrolled in a higher education program, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- a. The School closed before the course of instruction was completed.
- b. The School failed to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected, within 180 days before the closure of the school.
- c. The School failed to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure, in excess of tuition and other costs.
- d. There was a material failure to comply with the California Private Postsecondary Education Act of 2009 within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the time period determined by the Bureau.
- e. There was an inability, after diligent efforts, to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

The student must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if **all** of the following apply:

- a. The student is in an educational program, is a California resident, and prepays all or part of his/her/their tuition either by cash, guaranteed student loans, or personal loans; and
- b. The student's total charges are not paid by any third-party payer such as an employer, government program, or other payer unless he/she/they has a separate agreement to repay the third party.

The student is not eligible for protection from the STRF, and is not required to pay the STRF assessment, if either of the following applies:

- a. The student is not a California resident, or is not enrolled in a residency program; or
- b. The student's total charges are paid by a third party, such as an employer, government program, or other payer, and he/she/they has no separate agreement to repay the third party.

Effective January 1, 2018, the Student Tuition Recovery Fund (STRF) assessment rate is zero dollars (\$0) per \$1,000. Therefore, students are not required to pay the STRF fee, until the time that the State of California sets a new rate.

7.4 WITHDRAWAL REFUND

Students will be permitted to withdraw from enrollment in the Kaiser Permanente School of Medicine Doctor of Medicine degree program, without any penalty or obligation, during the first seven days of the term represented in the completed Enrollment Agreement. In this case, the late payment fee will also be waived/refunded. After this initial seven days, tuition refunds may be applicable based on the tuition refund policy that is described in section 7.2.

To withdraw from the Kaiser Permanente School of Medicine Doctor of Medicine Program, the student is required to mail or deliver a signed and dated written notice of the intent to withdraw to:

Kaiser Permanente School of Medicine
Office of the Registrar
98 S. Los Robles Avenue
Pasadena, CA 91101

All requests for refund and termination of enrollment must be in writing.

7.5 EQUIPMENT AND TECHNOLOGY REQUIREMENTS

Students will be provided a computing device issued by Kaiser Permanente School of Medicine in order to allow for secure access to Kaiser Permanente proprietary systems such as HealthConnect, as well as direct access to the School's Student Information System and Learning Management System (LMS). A mobile device will also be provided with secure access to Kaiser Permanente and School systems for use during clinical rotations and other school events. All equipment issued by Kaiser Permanente School of Medicine is the property of the School and is subject to appropriate use policies that will be provided upon issuance of the equipment.

7.6 FINANCIAL AID AND SCHOLARSHIPS

Students who enter Kaiser Permanente School of Medicine in the years 2020-2024 will be provided a waiver for tuition and fees for all four years of medical school. This includes disability insurance and health coverage if an equivalent health plan cannot be demonstrated.

If assistance with living expenses is needed, prospective students and current students should submit the Free Application for Federal Student Aid (FAFSA) annually. Kaiser Permanente School of Medicine will be able to provide full or partial grant aid towards estimated living expenses to students with demonstrated financial need. Students applying for grant aid are required to provide parental information on their FAFSA regardless of their age, marital status, or independent status.

The School also maintains a list of external scholarships for which students can apply. Students may also find external scholarships independently.

Financial aid in the form of loans is also available to students with demonstrated financial need. Federal financial aid such as Direct Stafford Unsubsidized Loans will not be available until Kaiser Permanente School of Medicine receives provisional approval from the Bureau of Private Post-Secondary Education (“BPPE”), which is expected in February 2020, and candidacy status from the Western Association of Schools and Colleges’ Senior College and University Commission (“WSCUC”), which is expected in June 2021.

Prior to the school’s students being eligible for federal financial aid, students can pursue private education loans, and the School’s financial aid office can assist with this process. Depending on your income and credit score, you may be required to have a cosigner for a loan. If a student obtains a loan, the student will have the responsibility to repay the full amount of the loan plus interest.

Medical students who need assistance with the cost of finding a residency after medical school, including interview travel expenses and relocation costs, can apply for private education loans for these expenses. Federal student loans are not available for these costs regardless of the School’s accreditation status.

The Financial Aid Officer and the Kaiser Permanente School of Medicine financial aid website, as well as the [American Association of Medical Colleges](#) website, offer many resources that students may find useful.

SECTION 8: ACADEMIC REGULATIONS

8.1 GRADING SYSTEM

Kaiser Permanente School of Medicine will report students’ academic progress and achievements in the following courses as pass/fail: Integrated Sciences, REACH, and Phase 1 Longitudinal Integrated Clerkship. Reporting for the Phase 2 and 3 LICs and Clinical Experiences will be tiered.

Failure to Meet Expectations (Fail)

Upon review of students’ performance, students may be referred to the Student Progress and Promotion Committee for review and determination of next steps.

8.2 GRADE APPEAL

Although every attempt is made to ensure that all individual data points and evaluations that are included in a student’s grade are fair and aligned with the grading rubric of each course or clerkship, clerical errors and miscalculations may occur. Furthermore, a student may perceive that a narrative assessment or evaluation did not accurately reflect their performance. Therefore, students can review and challenge all data including examinations, narrative assessments, and evaluations as well as final grades recorded for every course and clerkship.

The School's *Student Challenge of Course and Clerkship Data and Grades* policy is as follows.

1. Review and challenge of course and clerkship data (e.g., examination performance, narrative assessments, evaluations):
 - a. A student may review and challenge his/her/their course and clerkship data if he/she/they feel that the grade, evaluation, or narrative that is recorded represents a clerical or miscalculation error, or was assigned inappropriately and not in accordance with the course or clerkship statement of policy and grading rubric distributed at the beginning of the program.
 - b. The challenge is directed initially to the faculty member who provided the data within seven days of posting of the information.
 - c. If the student feels the decision by the faculty member is still unsatisfactory, he/she/they may then appeal in writing to the Course or Clerkship Director within ten days of the faculty member's decision. The Course or Clerkship Director will review all pertinent information with the faculty member; however, the faculty member is ultimately responsible for the recorded information.
 - d. If the student feels the decision is still unsatisfactory, he/she/they may then appeal in writing to the appropriate Departmental Chair within 10 days for resolution. The Departmental Chair will discuss the appeal with the faculty member; however, the faculty member is ultimately responsible for the final recorded information.
2. Course and clerkship grades:
 - a. A student may review and challenge his/her/their final grade in any course or clerkship if he/she/they feel that the grade represents a clerical error or miscalculation, or was assigned inappropriately and not in accordance with the course or clerkship statement of policy and grading rubric distributed at the beginning of the program.
 - b. The challenge is directed initially to the Course or Clerkship Director within seven days of the posting of the grade. If the student feels the decision is still unsatisfactory, he/she/they may then appeal in writing to the appropriate Departmental Chair within ten days of the Course/Clerkship Director's decision for resolution. The Departmental Chair will discuss the appeal with the Course or Clerkship Director; however, the Course or Clerkship Director is ultimately responsible for the final recorded information.
 - c. If resolution of the issue is not made to the student's satisfaction, then a formal appeal is made in writing to the Dean. The Dean will review and discuss all relevant information with the Course or Clerkship Director; however, the Course or Clerkship Director is ultimately responsible for the final recorded information.

8.3 REVIEW OF STUDENT PERFORMANCE, DISCIPLINARY ACTION, DUE PROCESS

Students are strongly encouraged to review the *Disciplinary Action and Due Process* policy (currently under revision) for a detailed description of the procedures and their rights of due process for any adverse decision by either the Student Progress and Promotion Committee or the Professionalism Committee.

8.4 STANDARDS FOR PROMOTION AND GRADUATION

Each student's progress towards achievement of the Kaiser Permanente School of Medicine's educational goals is evaluated through both formative and summative assessments. A comprehensive evaluation of each student's performance will be conducted at the conclusion of each course/clerkship and curricular phase.

1. **Promotion and Advancement:** Criteria for advancement will include adherence to the Student Code of Conduct and standards of professionalism as described in the School's competencies. Students must pass all required courses, clerkships, and high stakes examinations in each course and curricular phase to advance to the next course, clerkship, and curricular phase. Evaluation of student performance and approval for academic promotion will be determined by the Student Progress and Promotions Committee.

USMLE

USMLE Step 1: Students must take USMLE Step 1 by September of Year 2 (Phase 2). It is strongly recommended that students pass USMLE Step 1 prior to progressing to Year 3 (Phase 3). If students receive notification that they did not pass USMLE Step 1 during clinical experience, they may be allowed to complete their rotation.

USMLE Step 2: Students must take USMLE Step 2 (CK and CS) by July of Year 3 (Phase 3).

Assessment for progression

Competency in all domains, specific to the student's stage of training, as assessed according to the School's grading system will be required for advancement to the next course or curricular phase.

2. **Graduation:** The Kaiser Permanente School of Medicine has a single standard for graduation of all students. The following are required for graduation from the School with the MD degree:
 - a. **Competency Requirements**
Upon graduation, students are required to have demonstrated competence in all Kaiser Permanente School of Medicine competencies. For each competency, a set of milestones define the expected progress toward achieving competence.
 - b. **Professionalism**
Criteria for graduation will include adherence to the Student Code of Conduct and standards of professionalism as described in the School's competencies.
 - c. **Required Courses, Clerkships, Sub-Internships, and Electives**
Students must successfully pass all courses, clerkships, sub-internships, and electives.
 - d. **Clinical Performance Exams**
Students will take one comprehensive clinical performance exam (CPX) that counts toward advancement and graduation; this will come at the end of Phase 2.
 - e. **USMLE**
Kaiser Permanente School of Medicine students are required to pass USMLE Step 1, Step 2 CK, and Step 2 CS for graduation. After one unsuccessful attempt, a remediation plan must be developed with the guidance of the Strategic Academic Support Team (SAS Team). After three unsuccessful attempts to pass any one Step exam, students will be considered for dismissal.

f. **Time for Completion of Required Components**

All components of the medical education program listed as required for graduation from the School must be completed within a six-year time period from medical school entry, not including leaves of absence, unless granted an extension at the discretion of the Dean.