



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

SUBJECT: F. Edward Hébert School of Medicine Academic Awards and Graduation Awards Programs

Instruction 1215

(OSA)

MAR 19 2003

ABSTRACT

This Instruction provides policy and guidance regarding the Academic Awards Program for the Uniformed Services University of the Health Sciences (USUHS), which pertains to the first three years of the medical school curriculum. It also includes a description of a program which recognizes the achievements of graduating medical students. Included in this Instruction are definitions, responsibilities, and time-sensitive procedures.

A. Purpose. This Instruction, a revision of Instruction 1215^a and incorporation of Instruction 1216^b, describes a program that recognizes the academic achievements of first, second, and third-year medical students as well as a program that recognizes the achievements of graduating medical students. It gives definitions, assigns responsibilities, and prescribes time-sensitive procedures.

B. References. *See Enclosure 1.*

C. Applicability. This Instruction applies to all USUHS medical students and academic departments; staff and faculty members comprising the defined committees; and administrators responsible for conducting annual graduation and related awards ceremonies.

D. Policy. USUHS and the F. Edward Hébert School of Medicine (SOM)

recognize academic achievement and excellence demonstrated by medical students during their undergraduate medical education. This Instruction establishes policy for the Student Academic Awards Program recognizing scholarship upon the completion of each of the first three years of the medical school curriculum. This program identifies those students whose performances in individual courses and clerkships have been considered particularly noteworthy by the basic and clinical science faculties. This Instruction also establishes policy for the Graduation Awards Program recognizing achievement upon graduation from medical school. The program identifies those students whose performances during their four-year medical school program have been considered particularly noteworthy by the medical school administration and faculty.

E. Definitions. *See Enclosure 2.*

F. Responsibilities. ACADEMIC AWARDS PROGRAM:

1. Dean. The Dean will set the date for the Annual Academic Collegium to be held each October. The Dean will review all nominations submitted through the department chairperson and the Associate Dean for Student Affairs, and render final approval by October 1. The Dean will present the Dean's Awards to students at the Academic Awards Collegium.

2. Office of Student Affairs. The Office of Student Affairs will serve as the primary action office for managing the Academic Awards Program. Its function will include communicating between departments and the Dean's office, ensuring that program time boundaries are observed, and providing a single location to collect and collate departmental nominations. The Office will manage the ceremonial procedures for the Academic Awards Collegium.

3. Departmental/ Interdisciplinary Awards Committees. Utilizing any model of membership and process approved by the department chairperson, a Departmental/ Interdisciplinary awards committee will be established so the identification of nominees for awards can be completed and furnished in writing to the Associate Dean for

Student Affairs no later than 15 September each year. Students on academic probation or under formal review by the Student Promotions Committee or by the Commandant for allegation of misconduct are not eligible to receive academic awards.

GRADUATION AWARDS PROGRAM:

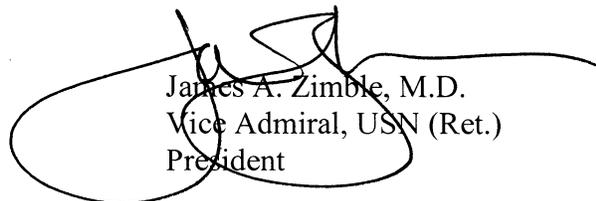
1. Dean. The Dean will review all nominations submitted by the Graduation Awards Committee and render final approval.

2. Office of Student Affairs. This Office will serve as the primary action office for managing the Graduation Awards Program. This function will include compiling information on students in the graduating class, scheduling a meeting of the Graduation Awards Committee, chairing the meeting, and corresponding with the Dean regarding the final slate of nominees.

3. Graduation Awards Committee. This Committee, chosen by the Dean, will meet annually to select a slate of nominees for the awards defined in this Instruction.

G. Procedures. *See Enclosure 3.*

H. Effective Date. This instruction is effective immediately.



James A. Zimble, M.D.
Vice Admiral, USN (Ret.)
President

Enclosures:

1. References
2. Definitions
3. Procedures
4. Academic Awards Program Nomination Form

REFERENCES

- (a) USUHS-I No. 1215 (OSA) F.
Edward Hébert School of Medicine
Academic Scholarship Awards
Program, dated January 12, 1989
(cancelled)
- (b) USUHS-I No. 1216 (OSA), F.
Edward Hébert School of
Medicine Student Awards
Program, dated June 1, 1994
(cancelled)

DEFINITIONS

ACADEMIC AWARDS PROGRAM:

1. Departmental/Interdisciplinary Awards Committees. The departmental or interdisciplinary-course committees having responsibility for identifying and nominating academic awards recipients. Membership will be determined by the appropriate department chairperson.

2. Academic Awards Collegium. The annual ceremony at which awards covered by this Instruction will be presented. The Collegium will be scheduled by the Dean for an appropriate day in October following the program year of selection, giving special emphasis to the availability of students from all four classes.

3. Distinguished Academic Performance Award. The award given to the student having the most outstanding overall performance in a single department course, interdisciplinary course, or clerkship, during the program year. In exceptional circumstances if two or three students are equally qualified, each will receive the award. No more than three awards will be permitted from a single departmental course, interdisciplinary course, or clerkship.

4. Outstanding Academic Performance Award. The award given to students whose overall performance in a single departmental course, interdisciplinary course, or clerkship placed them in the top five percent of students in the course or clerkship but not at the highest level reserved for the Distinguished Academic Performance Award.

5. Dean's Award for Academic Excellence. The award given to students who demonstrate extraordinary, broad general excellence in multiple areas during the awards program year. This award recognizes the highest level of academic accomplishment.

GRADUATION AWARDS PROGRAM:

1. Graduation Awards Committee. The SOM standing committee having responsibility for identifying and nominating graduation awards recipients. Membership will be determined by the Dean, School of Medicine, and published at the beginning of each academic year. The Committee will forward its recommendations to the Dean for approval.

2. Graduation Ceremony. The annual ceremony during May for conferring University degrees and commissioning of SOM graduates, at which most of the graduation awards will be presented. The Office of University Affairs is the office of primary responsibility (OPR) for this ceremony.

3. Graduation Awards Ceremony. The annual May ceremony hosted by OSA (Office of Student Affairs) on the USUHS campus for the presentation of awards by the academic and military communities.

4. Board of Regents Award. The Board of Regents Award is the highest honor a graduating senior can receive. The recipient must achieve a record of superior

Enclosure 2

academic performance and demonstrate concern and care for patients, the investment in the social and intellectual aspects of medicine, and in exceptional fashion the devotion, empathy, dedication and personal commitment required of a physician. He/she must be a role model in leadership and scholarship, both as an individual and as a team member, and have performed at the highest levels of duty and honor expected of a commissioned officer. The award is given to the student who unifies scholarship, leadership, and service. The award is presented at the Graduation Ceremony.

5. SMCAF Award. The SMCAF Award is presented by the Society of Medical Consultants to the Armed Forces to the graduating senior who demonstrates the highest level of academic performance. The award is intended to recognize the valedictorian of the class. The award is presented at the Graduation Ceremony.

6. AMSUS Award. The AMSUS Award is presented by the Association of Military Surgeons of the United States to the graduating senior who best demonstrates exceptional leadership while simultaneously achieving an excellent academic performance. The award is intended to recognize that student who demonstrated

selflessness while exercising leadership talent that benefited the well being of the class and School of Medicine as a whole. The recipient should also possess the personal qualities of sensitivity, reflectiveness, commitment, trust, and integrity. The officership of the recipient should serve as a standard for all classmates and be truly reflective of the role of military physician. The award is presented at the Graduation Ceremony.

7. Surgeon General Awards. The four Surgeon General Awards are presented by each of the Surgeons General to graduating seniors of their respective Services whose medical school careers have been characterized by academic achievement, military medical professionalism, commitment to fellow students and creative, sensitive leadership. Their contributions and roles in the class have strongly identified them with the mission of their respective Services. They have demonstrated vision, characterized by humility, integrity, loyalty, and courage. Issues for selection include outstanding service-specific image and identification, a solid academic record, and strong leadership and military medicine ideals. The awards are presented at the Graduation Ceremony.

PROCEDURES

ACADEMIC AWARDS PROGRAM:

In July of each year, the Office of Student Affairs will notify all department chairpersons, interdisciplinary course directors, and clerkship directors that selections should be made. The departmental chairperson will submit to the Office of Student Affairs no later than September 15 on the appropriate form (Enclosure 4) the names of students selected for the various awards. Upon receipt of all results, the Office of Student Affairs will administratively organize the submissions, and submit the program package to the Dean. The Office of Student Affairs will manage all details pertaining to the Academic Awards Collegium, at which award recipients will be presented appropriate certificates.

GRADUATION AWARDS PROGRAM:

Prior to graduation, the Associate Dean

for Student Affairs will convene the Graduation Awards Committee to select award nominees. The Associate Dean will present to the Committee data (class standings, grade point averages, leadership positions held, Alpha Omega Alpha membership, etc.) on students from the top third of the graduating class, from which selections will be made. The Committee will select nominees for the awards based upon student performance in all areas pertinent to the awards; Committee recommendations will be based on a majority vote. The Office of Student Affairs will forward the slate of award nominees to the Dean. The Office of Student Affairs will be responsible for securing the awards to be presented, while the Graduation Awards Ceremony OPR and Graduation Ceremony OPR will be responsible for coordinating the presentations of the awards.

ACADEMIC AWARDS PROGRAM NOMINATION FORM

DEPARTMENT: _____ DATE: _____

COURSE: _____ CLASS OF _____

DISTINGUISHED SCHOLAR AWARD

NAME OF RECIPIENT: _____

OUTSTANDING PERFORMANCE AWARD

NAME OF RECIPIENT: _____

Department Chairman/Interdisciplinary Course Director