POLICY NAME: Student Review, Remediation and Promotion

Responsible Party: Office of Medical Education

Applies To CMED: ☒ Faculty ☒ Students ☐ Residents ☐ Staff ☐ Administration

Approval Date: 07/29/2016, Curriculum Committee

☑ Policy ☐ Procedure

POLICY:

The overall policy on assessment and the planning of programs of study leading to the MD degree is the responsibility of the Curriculum Committee, which is a standing committee of the College of Medicine Faculty Council.

The Student Performance and Conduct Committee (SPCC), a standing committee of the College of Medicine Faculty Council in consultation with the Office of Medical Education, will, throughout the academic year monitor the progress of students. Where required, the SPCC will provide guidance and direction for the students to assist them in attaining promotion to the next level of their medical school education. A failure to demonstrate adequate progress at any point in the curriculum may be grounds for a recommendation for remediation or withdrawal from the College of Medicine program.

The SPCC shall be responsible to quarterly and annually review the academic performance of all students. The committee shall also be responsible for the review of student conduct. The purview of the committee includes but is not limited to:

1. Poor academic performance and failure to achieve a grade of “Pass”
2. Unprofessional conduct
3. Behavior that may jeopardize the safety or well-being of any patient or others
4. Demonstration of any unethical behavior or activity
5. Violation of the Codes, Compact, and Responsibilities as outline in Section Two of the CMED Student Handbook, Standards, Conduct, and Professionalism

The SPCC shall recommend to the Dean, via the College of Medicine Faculty Council, student promotion, candidate receipt of the MD degree, and disciplinary action related to its purview which may include suspension, censures, and dismissal.
DEFINITIONS:

A course is defined as any educational experience for which a student receives a summative grade (course/clerkship/elective). Students must achieve a pass grade in all required courses, clerkships, and electives in order to be considered for promotion and graduation.

Remediation is defined as a period of self-study for any portion of the Course or Program Requirements of the MD program for which a student does not achieve a passing grade.

PROCEDURES:

Monitoring Student Performance

1. The course committees, in conjunction with the SPCC, in accordance with College of Medicine policies and procedures, will set standards and expectations for students to pass each course and will communicate them to the students through the Associate Dean/Compliance, Assessment, and Evaluation at the beginning of each course. These standards and expectations for promotion are approved by the Curriculum Committee.

2. At the end of the academic year, the Office of Medical Education, in collaboration with the SPCC, shall determine whether a student has passed or failed a course together with any recommendations in respect thereof.

3. Each student will be informed by the SPCC in writing/email as to whether the student has passed or failed the academic year.

4. Students are expected to successfully complete all components of a course as specified in the assessment plan for each course in order to receive “Pass” for the course.

5. The Office of Medical Education notifies appropriate faculty, staff, and administration when a student has not met the passing standard for one or more assessments, or appears at risk of not achieving a passing standard. The course or clerkship director will meet with the student to provide academic assistance. The student and may also be advised to contact other individuals when assistance, other than academic assistance is required. It is the responsibility of the student to consult with the appropriate faculty member(s) or staff regarding any performance concerns or learning difficulties. These may include the course directors, Director/Academic Success, Student Affairs, or any other faculty members.

6. For academic support regarding content, students should be in contact with
appropriate faculty members. The first point of contact would be the faculty instructor, facilitator, or tutor. If the student does not know who to contact, they should begin with Course or Clerkship Director.

7. Students who require assistance for learning issues, such as study approaches or leaning styles, are recommended to meet with the Director/Academic Success.

8. Students experiencing personal issues that are interfering with their learning should contact the Office of Student Affairs for support and referral to other resources as appropriate.

Remediation and Remediation Examinations:

Students who receive a “No pass” grade in a course or courses, and fail the retake examination, may be permitted to undergo remediation. Students may be required to disclose successful remediation to licensing bodies. In Years 1 and 2, remediation is followed by assessments that normally occur during the winter break or summer break. The scheduling of a remediation assessment is normally limited to within four weeks of the end of the semester in which a no pass is assigned.

1. Students may not remediate more than 1 course in a given year.

2. A “No Pass” (NP) grade will be assigned to the course to be remediated, pending the outcome of remediation.

3. Remediation in Year 1: The remediation will normally be held within four weeks of the end of the Foundational Sciences of Medicine Course in the fall semester and within four weeks of the end of the last Course in the spring semester.
   a. If the student passes the remediation, they will receive a grade of P and will be recommended for promotion to Year 2.
   b. Students who fail remediation will either repeat year 1 (or a portion thereof) or may be withdrawn from the program, as determined by the SPCC, with the advice of the Senior Associate Dean/Academic Affairs.

4. Remediation in Year 2: The remediation will normally be held within four weeks of the end of the last Course in fall or spring semester.
   a. If students pass the remediation, they will receive a grade of P and be recommended for promotion to Year 3.
b. Students who fail remediation will either repeat Year 2 (or a portion thereof) or may be withdrawn from the program, as determined by the SPCC, with the advice of the Senior Associate Dean/ Academic Affairs.

Promotion from One Academic Year to the Next

1. The SPCC shall determine if students have met the criteria for promotion. Students are expected to successfully complete all required components of the Medical Education curriculum for each year in order to be promoted to the next year of the program. This includes achieving “Pass” (P) for each of the courses, as well as completing all other program requirements successfully.

2. Promotion at the End of the Academic Year
   a. Requirements for promotion are as follows:
      i. Attain a final grade of “Pass” in all required courses
      ii. Exhibit a strong sense of professionalism in personal conduct in relationships with peers, patients, hospital personnel, and staff; and
      iii. To begin the Comprehensive Community Clerkship (CCC), or the hospital-based clerkships, the students must have written the USMLE Part 1 examination. In cases where the student fails the USMLE Step 1 examination, please refer to the College of Medicine policy entitled Failure of USMLE Step 1 Examination.
   b. The SPCC will determine if a student has met the requirements for promotion and will recommend their action to the Executive Committee. In doing so, the SPCC may take into consideration the following:
      i. Summative assessments for the students;
      ii. Input from faculty members;
      iii. Marks obtained by the student in the course work (a Pass ‘P’ for each course);
      iv. Evaluation from hospital supervisors and health care providers, in involved in the course of learning;
      v. Recommendations of the Course Committee;
      vi. Information deemed relevant concerning the personal conduct and professionalism of the student; and
      vii. Such other information as the SPCC deems relevant.
   c. As soon as possible after the end of the academic year and after approval by the College of Medicine Faculty Council, the SPCC will inform the student in writing of its decision as to whether the student has met the requirements for promotion and, if the decision is that the student has failed to do so, then the SPCC shall also confirm to the student one of the
following:

i. For promotion, the student must successfully complete the required remediation (as described below);

ii. The student must successfully repeat the academic year; or

iii. The student must withdraw from the program as recommended by the SPCC and approved by the College of Medicine Faculty Council.

d. Students not meeting the promotion criteria must complete remediation requirements before being reviewed again for promotion. Eligibility for remediation is not automatic and may be denied by the SPCC.

e. A student who fails to meet the standards of professional behavior as set out in the Student Handbook, Section Two: Standards, Conduct, and Professionalism, may be withdrawn from the program even though all other program requirements are met. Guidelines and policies for dealing with inappropriate or unprofessional behavior are defined under “Student Misconduct” in Section Two of this handbook, as well as “Monitoring Student Conduct” in Section Three. This includes personal conduct and relationships with peers, patients, hospital personnel, faculty, and staff.

f. In cases where students have not successfully completed all course and program requirements, the SPCC shall determine whether the student will carry out remediation, repeat the year or portion thereof, or be withdrawn from the program.

g. In the subsequent year after remediation, if a student fails a course they will not be eligible to remediate again. The student will be required by the SPCC to repeat the year or withdraw from the MD program.

h. If a student fails more than one course in four years, regardless of remediation, the student shall go before the SPCC for a determination as to whether the student will be allowed to continue with the program.

3. Students in the CCC will be granted provisional promotion to Year 4 until their individual assessments are officially reviewed by the Office of Medical Education and the SPCC. If at that time students are identified who do not successfully complete all course and program requirements successfully, plans for remediation will be developed by the Director/CCC where appropriate and where approved by the SPCC.

4. Where a student has received notice from the SPCC that the student has failed to meet the requirements for promotion, the student shall have the right to meet with the Senior Associate Dean/Academic Affairs designate, and the Assistant Dean/Student Affairs to discuss the decision of the SPCC in this regard. Therese individuals are not empowered to overturn Committee decisions.
5. The decision of the SPCC shall prevail and remain in effect until altered by the decision of the SPCC in its review or decision of the College of Medicine Faculty Council.

Monitoring Student Conduct

1. All concerns about possible student misconduct raised by any person should be directed to the SPCC.

2. Once a concern about a student’s conduct is brought to the chair of the SPCC, a two-step process will be initiated as quickly as possible. The first step (in all cases) will be a quick review by a small ad hoc committee. When warranted, a second step shall consist of a formal hearing before the full committee.
   a. Ad Hoc Review:
      i. For each allegation of student misconduct, the chair shall appoint a group of three voting members of the committee to interview all witnesses and the students involved and review all evidence. At the end of this review, the group shall prepare a written summary of the evidence and a conclusion. The group has the option to conclude either:
         • No action is warranted (e.g., evidence is inconclusive, or evidence is solid but the misconduct was minor), or
         • The case should be referred to the full SPCC for a formal hearing, or
         • The case should be referred to CMU’s Office of Student Conduct
      If referred to the full SPCC or CMU’s Office of Student Conduct, a summary letter about the case shall go into the student's file in the Registrar's (or equivalent position's) Office. The ad hoc group may also ask the chair to send a written warning to the student, but not initiate any other formal disciplinary action on its own. If a formal disciplinary action is indicated (e.g., suspension or separation), the case is referred by the ad hoc group to the full committee or CMU’s Office of Conduct.
      If the student disagrees with the letter prepared by the chair at the direction of the ad hoc group, then the student may request that the matter move on to the full committee for a formal review.
   b. Full Review:
      i. When a formal review by the full SPCC is warranted (either at the request of the student, or by referral from the ad hoc group, then a
specific set of rules will apply. The formal hearing will include any witnesses and evidence as deemed appropriate by the chair. The student may also propose to include evidence or witnesses approved by the chair, and review all evidence submitted. All written evidence to be entered must be made available to both the student and the committee at least three days before the hearing. Both the accuser and the accused may be asked to submit written summaries in advance of the meeting, which both can review. Questions by the accuser and the accused shall be directed to the chair. Members of the committee can directly question the accuser or the accused student. All proceedings except the deliberations of the committee will be documented. A copy of this record will be made available to the complainant and the student respondent, if requested. Minutes will not include the discussion, but only the formal motion made and the vote. The SPCC will decide each case on its merits; no automatic disciplinary action is warranted for any particular case. Actions may include suspension, required leave of absence, separation, or other, less severe, penalties.

ii. The SPCC is to proceed in such cases first by voting on whether or not misconduct occurred. If the finding is that misconduct did occur, then the committee will move on to consider and vote on possible appropriate actions.

iii. For the SPCC to conclude that a student is guilty of misconduct, a simple majority of voting members present must vote that they find “clear and convincing proof: that misconduct did occur. If a student is found guilty of misconduct and a subsequent vote is taken on a motion to either suspend or separate the student, then that motion must be approved by 2/3 or more of voting members present to pass.

iv. A student may appeal the SPCC decision, and the appeals process will follow the same process outlined for academic performance issues. The outcome of any disciplinary determination action by the SPCC will become part of the student’s permanent record. These procedures may be supplemented or modified, as necessary, to achieve a full and fair resolution of the relevant matter. Revised guidelines for the SPCC will be included in each year’s edition of the Student Handbook.

c. CMU Office of Student Conduct:
The Office of Student Conduct will follow their own procedures. Please refer to the link:
https://www.cmich.edu/ess/studentaffairs/StudentConductOffice/Pages/default.aspx.

REVIEW OF STUDENT PROMOTION AND CONDUCT COMMITTEE DECISIONS

1. If the student does not agree with the decision of the SPCC regarding academic performance or misconduct, the student shall have the right, within 10 days of receiving notice of the decision of the SPCC, to request in writing to the SPCC that the SPCC review its decision in a formal meeting. When submitting the request, the student shall specify the grounds for the review and shall provide the SPCC with all necessary supporting documents.

2. Within seven days of receiving the notice from the student requesting a formal review of its earlier decision, the SPCC shall notify the student in writing of the date for the review meeting. If the student has any problems with respect to the proposed date for the meeting, the student shall notify the chair of the SPCC as soon as possible thereafter and every reasonable effort will be made to re-schedule to a date with a reasonable lead time. All meetings can be accommodated by video and/or telecommunication but cannot be recorded. In addition, every reasonable effort shall be made by both parties to have the review meeting within 40 days of the date of receipt of the written notice form the student requesting the review.

3. The student shall represent herself/himself to the SPCC. The student shall have the right to be accompanied by an advocate at the meeting. The advocate may advise the student, but cannot address the SPCC or participate directly in the proceedings.

4. The review shall be conducted by the SPCC or a subcommittee of SPCC duly established for this purpose.

5. The following procedure shall apply with respect to the hearing before the SPCC:
   a. The hearing shall commence on the date and time appointed for the hearing.
   b. The student will make an opening statement containing a brief description of the student’s grounds for appeal including what the student believes was unfair, unjust or unreasonable about the decision of the SPCC and what remedy the student seeks.
   c. The student shall have the right to supplement the opening statement with any or all of the following:
      i. Oral testimony of the student;
      ii. Oral testimony of any witness supporting the position of the student;
and

iii. Documents or other written evidence in support of this testimony.

d. CMED (the “Respondent”), through its designated representative or legal counsel and the SPCC, will have the right to question the student and/or the student’s witnesses at the close of each person’s testimony.

e. Following the completion of the student’s case, the Respondent shall present its case. The Respondent shall complete an opening statement containing a brief reply to the student’s claims and the main arguments justifying the action or decision that was made by the SPCC. In support of its position, the Respondent may submit any or all of the following.

   i. Oral testimony of a representative of the Respondent;
   ii. Oral testimony of any witness selected by the Respondent; and
   iii. Documents or other written evidence in support of this testimony.

f. The student and the SPCC will have the right to question the Respondent’s witnesses at the close of each person’s testimony.

g. The student shall have the right to offer testimony or other evidence in reply to the issues raised in the respondent’s case.

h. After the testimony of each witness, the SPCC may, in addition to asking questions of the witness as noted above, request copies of such documents mentioned in the testimony as the SPCC, in its discretion, deems appropriate.

i. At the conclusion of the evidence, the parties shall be entitled to make closing arguments and to summarize briefly the main points of their respective cases in the following order:

   i. Student;
   ii. Respondent; and
   iii. Student

   The SPCC shall have the right to alter this order in the interests and fairness to any or all of the parties

j. The SPCC may consider and grant a recess or an adjournment at any time during the hearing to endure a fair hearing.

k. A person appearing before the SPCC may be required to give evidence under affirmation or oath.

l. The SPCC shall have the discretion to limit the testimony in questioning of witnesses to those matters it considers relevant to the disposition of the case.

m. Parties are responsible for producing their own witnesses and for paying the costs associated with their appearance before the SPCC.
n. The SPCC shall have the power to require production of written or documentary evidence by the parties or by any other source.
o. The SPCC has the power to rule on the admissibility of evidence.
p. Following the formal hearing, the SPCC shall deliberate in a closed session and shall reach a decision.
q. The SPCC shall supply a written report of its decision to the student, the Respondent c/o the CurrComm and Executive Committee and to such other individuals as the SPCC deems appropriate and/or necessary. The report shall include:
   i. The membership of the tribunal;
   ii. The background of the appeal;
   iii. A summary of the case of the student and the Respondent;
   iv. The SPCC’s findings of fact; and
   v. The SPCC’s decision and the reasons for its decision.
The SPC will record in writing the process by which the hearing was conducted.

6. Subject to any further right of review, the decision of the SPCC in this regard shall be final and binding.

The CMED and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.