

## **Policy on Structure and Function of the Committee on Student Promotions**

### **I. POLICY**

This policy describes the structure and function of the Committee on Student Promotions. The associated document, Procedural Guidance on Student Promotions, contains additional supporting information.

The sections of this policy are:

- Committee Membership
- Committee Chair Election
- Meeting and Promotion Schedule
- Decision-making Authority
- Key Aspects of Procedure
- Recusal and Preventing Conflicts of Interest
- Grading Responsibilities and Faculty Recommendations
- Communication with Students
- Probation and Dismissal
- Class Standing
- Satisfactory Progress of the Student Body
- Minutes Review

### **Committee Membership**

The Committee on Student Promotions shall consist of elected members, ex-officio members, and one representative from each of the following major course blocks and clerkships:

#### Blocks and Sections of Blocks

Foundations of Medicine Section 1

Foundations of Medicine Section 2

Foundations of Medicine Section 3

Introduction to Patient Care

Patient, Physician and Society

Evidence and Discovery (includes Longitudinal Research Project)

Organ Systems Pathophysiology Section 1

Organ Systems Pathophysiology Section 2

Organ Systems Pathophysiology Section 3

### Clerkships

Adult Inpatient Medicine  
Anesthesiology  
Combined Ambulatory Medicine and Pediatrics  
Family Medicine  
Neurology  
Obstetrics and Gynecology  
Psychiatry  
Pediatric Inpatient Medicine  
Specialty Care  
Surgery

Each of these committee members and an alternate shall be selected by the block or clerkship faculty and each will have one vote at each meeting of the Promotions Committee.

The Dean of the School of Medicine will review and approve the representatives who are proposed to represent each block and clerkship based on the above specifications. The term of service is two years, and may be renewed repeatedly.

Additional members of the Committee are selected by faculty vote. Elected members serve for two years, and may run for up to one additional term.

### Elected Members

Elections will be held annually for two members from the School of Medicine full-time faculty, leading to overlapping two-year terms for the elected members.

Candidates must self-nominate, following the process described in the Procedural Guidance on Student Promotions.

### Ex-Officio Members

The Associate Dean and Assistant Dean for Student Affairs, the Associate Deans for Student Research and the Associate Dean for Admissions & Financial Aid, shall be ex-officio members without vote.

### **Committee Chair Election**

The Chairman of the Committee shall be elected by its members annually at the final meeting of the academic year. Two-thirds of the eligible members or their alternates for an individual meeting shall constitute a quorum for the election of the Chair.

### **Meeting and Promotion Schedule**

Meetings should be scheduled and announced at least two weeks in advance. Notices will be sent to the Primary members. It is their responsibility to notify their alternate if they are unavailable to attend and to have available at the meeting any additional material concerning student performances which they consider pertinent.

Meetings are to be held at varying times of the year for the purpose of officially promoting each class of students, based on academic performance and/or to recommend disposition of unsatisfactory students to correct their deficiencies. The usual meeting schedule includes a meeting in each of December, February, April, June and August. Special meetings may be called at the discretion of the committee chair, or at the request of three members of the committee.

Matters related to first year students are addressed during the December, February, April, and June meetings.

Matters related to second year students are addressed during the February and June meetings.

Matters related to the third year class are addressed during the June meeting (when students have completed the majority of their clinical clerkships).

Matters related to the fourth year class are addressed during the April meeting so that a final decision can be made about graduation.

The performance of all students remediating deficiencies over the summer will be reviewed during the August meeting.

### **Decision-making Authority**

The final decisions concerning promotion and dismissal properly rest with the faculty, as represented by the Committee on Student Promotions.

### **Key Aspects of Procedure**

Two-thirds of the eligible members or their alternates for an individual meeting shall constitute a quorum.

Decisions by the committee for dismissal of a student shall require approval by two-thirds (2/3) of the members of the committee present and eligible to vote.

Decisions by the committee for repeating the academic year or promotion shall be passed by simple majority of the members of the committee present in voting.

Attendance will be recorded.

The Associate Dean for Student Affairs is to set up the meetings, keep the records, and provide the necessary data to the Committee members, alternates and interested faculty at the time of the meetings and wherever possible prior to the meetings to assist them in making decisions.

### **Recusal and Preventing Conflicts of Interest**

A Committee member must recuse themselves from voting on a student matter if they have previously submitted a failing grade about the student, whether it was in their capacity as a course director or as an individual assessor; or if they perceive that they have any other basis for a conflict of interest (for example, they serve as the student's advisor).

### **Grading Responsibilities and Faculty Recommendations**

The faculty of each Curriculum Section or course will determine whether a student's performance in that Section/course is satisfactory. Failing grades should be communicated to students and discussed with them by a representative of the faculty of that Section/course. Grades must be assigned and failing grades discussed with individual students prior to a failing student's academic progress being discussed at the Committee on Student Promotions.

This committee will defer to the faculty of each Curriculum Section/course as to whether summer (for year 1 or 2 courses) or other remediation is an option. If the faculty feels that the student must repeat the course, summer remediation cannot and will not be offered. If a student is allowed a summer remediation, the course director and the faculty of that course will determine the content of that remediation.

### **Communication with Students**

A student who is brought up before the Committee on Student Promotions because of deficiencies should be interviewed prior to the meeting by the Associate Dean for Student Affairs. The purpose of such an interview is to gather information about the reasons for the failure, whatever extenuating circumstances exist, etc., in order to assist the committee in its decisions.

Students to be discussed at any Promotions Committee meeting, for whatever reason, must be notified by the Associate Dean for Student Affairs. The student may submit a letter to the

committee prior to the meeting (which will be circulated to the members) or they may appear at the meeting to support their case.

Students will be notified in writing by the Associate Dean for Student Affairs of the decision voted upon by the committee.

A student may elect to bring one UPSOM faculty member with them to their meeting with the Committee on Student Promotions meeting, to support their discussions with the Committee.

### **Probation and Dismissal**

A student who is on probation from the previous year is removed from this probation when he/she successfully completes his/her current year (i.e., has no deficiencies) unless there is a second deficiency.

A student who has failed the same Curriculum Section/ course twice shall be dismissed.

### **Class Standing**

During the course of any particular meeting of the Committee on Student Promotions, the Associate Dean for Student Affairs or Committee Chair should, as time permits, present to its members data concerning the general standing of the class and its positive accomplishments including honors, etc., so as to provide the committee with comparative data to assist them in making their decisions.

### **Satisfactory Progress of the Student Body**

The minutes of the April, June, and August meetings of the Committee on Student Promotions shall indicate that all students who have not been otherwise discussed have been reviewed and found to be making satisfactory progress. The class roster of the class(es) under discussion shall be attached to the official minutes.

### **Minutes Review**

The procedure for review of the minutes of the committee meetings will be as follows:

- Review of rough draft minutes by Chair
- Distribution of minutes to committee members by Associate Dean for Student Affairs
- Approval of minutes at the subsequent meeting by full committee
- Submit a copy of the minutes to the Associate Dean for Student Affairs by Chair

## **II. PURPOSE**

The Committee on Student Promotions is a standing faculty committee at UPSOM. It is charged to review medical student academic progress and to provide fair and consistent rulings on questions about student progress, remediation, and ultimately, awarding of the Doctor of Medicine degree.

## **III. SCOPE**

This policy applies to:

- Medical students

## **IV. POLICY AUTHOR(S)**

- Office of Student Affairs

## **V. RELATED POLICIES AND PROCEDURES**

- Policy on Academic Probation
- Policy on Academic Remediation
- Policy on Appeals of Decisions by the Committee on Student Promotions
- Policy on Leave of Absence
- Policy on Requirements for Granting of the MD Degree
- Policy on Standards for Performance and Academic Progress
- Policy on Technical Standards
- Policy on Time Limitations for Completing Portions of the MD Degree Program
- Policy on USMLE Examinations and Clinical Competency Assessment
- Procedural Guidance on Student Promotions

## **VI. REFERENCES**

- LCME Standard 9.9: Single Standard for Promotion, Graduation and Appeal Process: A medical school ensures that the medical education program has a single standard for the promotion and graduation of medical students across all locations and a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to promotion, graduation, or dismissal.

- LCME Standard 10.3: Policies Regarding Student Selection/Progress and Their Dissemination:  
The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

## **VII. APPROVALS**

Education Policy Council

Dean, School of Medicine, December 30, 2018