

Policy on Appeals of Decisions by the Committee on Student Promotions

I. POLICY

Decisions of the Committee on Student Promotions are based on established policies set forth in this document.

An appeal of a Committee on Student Promotions decision should not be undertaken without substantial indications that the policies were misapplied, and/or that the procedures employed in arriving at the decision were inadequate or discriminatory.

A. Appeal to the Vice Dean

A student may appeal a decision of the Committee on Student Promotions by petitioning the Vice Dean of the School of Medicine within ten days after notification of the decision. The petition must be submitted in written form and must include the reason on which the appeal is based.

The Vice Dean, after reviewing the student's petition and pertinent records and documents, may at their discretion:

- 1) Affirm the decision of the Committee on Student Promotions and deny the appeal;
- 2) Grant the appeal; or
- 3) Appoint an Ad Hoc Appeal Committee to evaluate the basis for and the merits of the appeal.

An Ad Hoc Appeal Committee shall consist of five members of the faculty of the School of Medicine, none of whom shall be members or alternates of the Committee on Student Promotions which originally rendered the decision in question.

The Ad Hoc Appeal Committee will be advised by the Vice Dean as to their role. The Ad Hoc Committee is not to render an independent decision on the entire case. The Ad Hoc Committee will be directed to evaluate whether the student's case was judged in accordance with the Guidelines on Student Promotion. The Ad Hoc Committee is to address whether the procedures employed in arriving at the decision were inadequate, misapplied, or discriminatory.

To inform their deliberations, the Ad Hoc Committee shall obtain pertinent documentation (e.g., records and correspondence) from the student, the Committee on Student Promotions and the

Office of Student Affairs. In addition, the Ad Hoc Appeal Committee shall meet separately with the student and with the Chair of the Committee on Student Promotions.

Extramural counsel shall not be permitted, but a representative from within the university community shall be permitted to accompany the student and the Committee Chair to the interview with the Ad Hoc Committee, if either wishes to be so accompanied.

The Ad Hoc Committee shall submit its findings to the Vice Dean within 14 days after the Committee was convened, with a recommendation to accept or reject the appeal. Once a recommendation is made by the Ad Hoc Committee, the Vice Dean will review the recommendations of both the Promotions Committee and the Ad Hoc Committee. The Vice Dean will make the final decision to uphold the original decision of the Committee on Student Promotions or to support the appeal. The Vice Dean will notify the student in writing of this decision within 14 days of receipt of the recommendations of the Ad Hoc Committee.

B. Appeal to the Dean of the School of Medicine

The student may appeal the decision of the Vice Dean. This written appeal must be received within ten days of receipt of written notification from the Vice Dean. The Dean will notify the student of the decision in writing within 14 days. The decision of the Dean will be final.

II. PURPOSE

A student who fails to achieve satisfactory academic progress will be reviewed by the Committee on Student Promotions. Students must have an opportunity to appeal any adverse decision related to promotion, graduation, or dismissal.

III. SCOPE

This policy applies to:

- Medical students

IV. POLICY AUTHOR(S)

- Office of Medical Education

V. RELATED POLICIES AND PROCEDURES

- Policy on Academic Probation
- Policy on Requirements for Granting of the MD Degree
- Policy on Standards for Performance and Academic Progress

- Policy on Structure and Function of the Committee 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