Section 7: Academic Review Process

PRE-REVIEW ASSESSMENT

The policy as outlined below describes the necessary steps when reviewing students for concerns about knowledge, skills, attitudes and/or behavior. There are pre-review assessment steps that must occur prior to making a decision as to whether or not a formal review is necessary or appropriate. The pre-review assessment is a data-gathering, fact-finding step to assure that there is sufficient information to send the concern on for formal review.

If a knowledge, skill, attitudinal or behavioral concern is brought to the attention of anyone in the Medical Center and if the concern cannot be resolved with the individual or individuals involved, then the concern should be discussed with the Associate Dean for Student Life or the Associate Dean for Medical Education, who will ensure that a sufficient pre-review assessment has occurred and determine if the concern warrants referral for formal review and to determine to which review body it should be referred. Pre-review assessment in general should include talking with all parties involved and review of pertinent materials. If, through this assessment process, it is determined that there has been a failure to meet the standards, a formal review is initiated.

Academic reviews are typically triggered by exam or performance data that do not meet stated requirements. With curricular unit failures resulting from failure to meet academic standards, the pre-review involves the review of pertinent data but may not require a meeting with the student. Prior to referral, the student would have received performance data, feedback, and stated standards. Failure of an academic standard, including USMLE Step 1, Step 2 CK, or Step 2 CS failures, should automatically go to the appropriate Level I Student Review Committee.

Students who have failed to meet competency milestones may be required, as a condition of continued participation in the curriculum, to comply with academic or behavioral requirements that differ from those applied to the student without a history of academic and/or behavioral difficulties. Egregious behavior (actions that put patients, students, faculty, staff, and/or oneself at personal or professional risk) may require immediate handling by the Dean and/or his designee. Students in dual degree programs, who encounter academic, behavioral, and/or professionalism difficulties in either component of their program, must also go through the College of Medicine formal review process. For these students, the results of the review process may be communicated to the other programs as deemed appropriate.

FORMAL REVIEW LEVEL ASSESSMENT

Below are the formal levels of review, with the higher levels used in cases of recommendations for repetition of a major portion of the curriculum or dismissal for knowledge, skills or behavior issues.
**Level I: Program Review**

Each Academic Program has a Student Review Subcommittee charged with initial and ongoing review of students in that academic program. When a student fails to meet an academic, behavioral, or professionalism standard, the student is subject to review. The process, designed to be timely and fair, is a review by faculty, not a legal proceeding. Unless there is a recommendation for repetition of a significant portion of the curriculum or dismissal, the review process may end here. However, depending on the severity of the difficulties, the review may proceed to other levels.

**Level II: Technical Standards Advisory, Academic/Behavioral Review & USMLE Review**

The Technical Standards Advisory Committee is charged with reviewing student cases when their ability to meet the Technical Standards of the College of Medicine is in question. The College’s Technical Standards will serve as a basic resource for the Committee.

The Academic/Behavioral Review Committee reviews all recommendations for repetition of a significant portion of the curriculum or dismissal that come from an Academic Program, Student Review Subcommittee, or the Dean’s staff. Recommendations may be for failure to meet knowledge, skills, attitude and/or behavior standards. If the student is recommended for dismissal, the review process is forwarded to the Level III Academic Review Board.

The USMLE Review Committee reviews all students who fail to meet the USMLE requirements of the academic programs.

**Level I/II: Honor and Professionalism Council Review Board**

As an alternative to the above levels, there is an Honor and Professionalism Council Review Board (HPCRB) that is student-run with faculty representation that reviews breaches in academic conduct/professionalism standards. Referrals to the HPCRB may come from a level I committee or directly from the Dean’s staff, Honor and Professionalism Council, or the Executive Committee of the Professionalism Council. If a student is recommended for dismissal, the review process is forwarded to the Academic Review Board. If the recommendation is for something other than dismissal, the student may appeal the decision to the Executive Committee of the Professionalism Council. In rare circumstances, a level II committee may consult with the HPCRB or a subcommittee of the HPCRB to assist with evaluation and recommendation for remediation of professionalism aspects of a particular situation. In such cases, the HPCRB is acting in a consultant role, and the final decision remains with the level II committee that initially reviewed the case, and that sought the professionalism input.

**Level II: Violations Committee**

The Violations Committee is responsible for the oversight of applicant and student self-disclosure, background checks, toxicology screens and other requirements of the professional student. The Violations Committee will make recommendations to the Admissions Committee, the Associate Dean for Admissions, and/or the Associate Dean for Student Life, as appropriate,
in regards to positive findings on student/applicant self-disclosure, background checks, and toxicology screening.

If the recommendation is for other than dismissal, the Violations Committee has the authority to require an education contract and to dictate the stipulations therein. Education contracts are to be signed by the student, the Associate Dean for Medical Education (or designee), the Vice Dean for Education, and the Chair of the Violations Committee (see Education Contracts, later in this section).

**Level III: Academic Review Board**

The Academic Review Board reviews all dismissal recommendations to ensure completeness of significant information available to the Academic/Behavioral Review Committee, the USMLE Review Committee, the Technical Standards Committee, the HPCRB and/or the Violations Committee. The Academic Review Board also ensures that the College’s policies and procedures have been followed. The Academic Review Board either forwards the recommendation to the Dean of the College of Medicine or returns the decision to the Academic/Behavioral Review Committee, the USMLE Review Committee, the Technical Standards Committee, the HPCRB and/or the Violations Committee for re-evaluation.

**Level IV: Dean of the College of Medicine**

The Dean retains final decision-making authority for a student’s case after full academic review, including but not limited to dismissal or return of the decision to the Academic Review Board for re-evaluation. The Dean may delegate this authority to the Vice Dean for Education. In the event that a student demonstrates behavior felt to be significantly harmful to patients, students, staff, or faculty, the Dean may suspend or dismiss a student without using Levels I, II, or III of the review process.

**Review of Technical Standards and the Technical Standards Advisory Committee**

**Procedures**

**Pre-Matriculate:** The Technical Standards Advisory Committee of the College of Medicine will evaluate accepted candidates in accordance with the Technical Standards through review of the technical standards form, records, written statements, and interviews. Candidates will be provided a copy of these standards as part of the admissions process and are required to notify the associate dean for medical education if accommodations are needed. Those who have falsified records or made false written or oral statements during the admissions process will be subject to expulsion from the College.

The College is required by law to provide reasonable accommodations for applicants with disabilities. In certain circumstances, the Admissions Committee or associate dean for medical education may determine that an applicant who has requested accommodation has the academic record and the personal attributes appropriate for admission to the College, but may not have the physical skills to meet the technical standards outlined in the Technical Standards. In that
circumstance, the Admissions Committee will refer the matriculate for review by the Technical Standards Advisory Committee. It is the responsibility of the Technical Standards Advisory Committee to determine whether the applicant can or cannot meet the described standards utilizing reasonable accommodations. The recommendations of this Committee shall guide the Admissions Committee in its final decision as to whether admission is or is not appropriate. Students who are unable to meet the technical standards of the College of Medicine even with reasonable accommodations will not be admitted.

Enrolled Student: If at any point in time a student enrolled in the College of Medicine may no-longer meet the Technical Standards of the College of Medicine they must notify the Associate Dean for Medical Education and complete a new technical standards attestation. Upon receipt of the Attestation the associate dean for medical education will determine if reasonable accommodations for the student can be made. In circumstances when the associate dean for medical education determines that a student does not meet the technical standards and cannot be reasonably accommodated the student will be referred for review by the Technical Standards Advisory Committee. It is the responsibility of the Technical Standards Advisory Committee to determine whether the student can or cannot meet the described standards utilizing reasonable accommodations. The recommendations of this Committee shall guide the associate dean in determining whether a student should be referred to the Academic Review Board for dismissal. Students who are no longer able to meet the technical standards of the College of Medicine even with reasonable accommodations will be dismissed.

**Technical Standards Advisory Committee**

**Functions of the Committee:** Evaluation of applicants who have been accepted to the College who have impairments which may impact their ability to meet the Technical Standards. This evaluation is done at the request of the Admissions Committee or the associate dean for medical education. If the Admissions Committee or associate dean for medical education identifies an otherwise qualified student, the Committee/associate dean may request an evaluation by the Technical Standards Advisory Committee to determine whether that student can meet the Technical Standards with or without reasonable accommodations.

If the committee determines that the pre-matriculate can meet the technical standards a report will be sent to the Admissions Committee and the associate dean for medical education and the matriculation process will continue.

If the committee determines that the pre-matriculate cannot meet the technical standards a report will be sent to the Admissions Committee and the associate dean for medical education and the acceptance will be rescinded.

**Evaluation of an enrolled student who develops an impairment that brings into question his/her ability to meet the technical standards.** This circumstance may occur as the result of injury, illness, or newly-discovered impairment. Before evaluation by the Committee, the student must register with the OSU Office of Disability Services. The associate dean for medical education may request an evaluation by the TSAC. The TSAC determines whether that student can meet the Technical Standards with or without reasonable accommodations.
If the committee determines that the enrolled student can meet the technical standards a report will be sent to the associate dean for medical education and the student will be allowed to continue in the curriculum.

If the committee determines that the enrolled student cannot meet the technical standards a report will be sent to the associate dean for medical education and the student will be referred to the Academic Review Board for dismissal.

**Committee Composition**

I faculty member from each of the academic programs (Part 1, Part 2, Part 3, Med 4) chosen from the respective APC

I faculty member from the Department of Physical Medicine & Rehabilitation

I faculty member from the Department of Neurology

I faculty member from the Department of Psychiatry

I faculty member from the Department of Surgery

Ex-officio members:

College of Medicine Legal Counsel

University ADA Coordinator or representative of ODS

Assistant Dean for Clinical Science

A student who is referred to the Technical Standards Advisory Committee will be notified by the chair of the date and time for the student to appear. The notification to the student should be no less than 7 days prior to the meeting date and time. The student should be notified electronically and through regular mail at the current address listed for the student.

A quorum is five members. Decisions are made by a majority of members voting. Ex-officio members have voting rights. The chair of the committee should vote. Any member can designate an alternate with the approval of the committee chair. Voting is open ballot unless a member requests a closed ballot.

If the recommendation is for other than dismissal, the Technical Standards Advisory Committee has the authority to require an education contract and to dictate the stipulations therein. Education contracts are to be signed by the student, the Associate Dean for Medical Education, the Vice Dean for Education, and the Chair of the Technical Standards Advisory Committee (see Education Contracts, later in this section.

**ACADEMIC STANDING COMMITTEE**

The Academic Standing Committee is a systems committee responsible for overseeing the process of student review and promotion. This committee meets quarterly and will monitor the actions of all of its sub-committees and other relevant committees that have occurred over the quarter. This committee will not meet with students. The committee will function in a quality assurance fashion to ensure that the academic review process is functioning in a manner that is consistent with the Core Institutional Objectives and the mission, vision, and values of the College of Medicine. At each quarterly meeting the Academic Standing Committee will review at least one random student from the USMLE Review and Academic/Behavioral Review
committee’s case load. The committee will review how the process flowed and how effectively the particular student case was managed.

The Academic Standing Committee serves to maintain quality student assessments and to ensure that all members understand and are able to implement College of Medicine academic review policies. This committee is charged with ensuring outcomes-based decision making in all reviews. In addition, committee meetings serve to disseminate new policies that have been approved by the College of Medicine. The chairperson of this committee is responsible for supervising the management of all student referrals to any of the sub-committees and ensuring that the appropriate sub-committee meets with the student. The chairperson is also responsible for ensuring a centralized mechanism for documentation of student performance across all sub-committees. This documentation should be available to program and curricular component directors as well as all committee members. Individual faculty access to a particular student’s performance will be determined by the program or clerkship director under the direction of the Associate Dean for Medical Education. Faculty members who are working with a student who has substantial performance deficiencies will be informed of these deficiencies prior to working with the student to enable maximal opportunity for the student to improve performance. Transmission of student information by any means will be in compliance with FERPA at all times.

Committee Composition

Associate Dean for Medical Education
Associate Dean for Diversity and Cultural Affairs
Associate Dean for Student Life
Associate Dean for Admissions
Assistant Dean for Evaluation and Assessment
Assistant Dean for Foundational Sciences
Assistant Dean for Clinical Sciences
Assistant Dean for Practice-based and Life Long Learning
Academic Program Directors, LSI Part 1, 2 and 3, and 2006 Curriculum Med 4
Associate Academic Program Directors, LSI Part 1 and 2 and 2006 Curriculum Med 4
Directors of Integration, Part 2
DOC Directors (4)
Faculty (10); from a mix of foundational and clinical science, at least two of whom are elected by the faculty at large, and at least two of whom are community faculty (or from affiliated programs)

There are three sub-committees of the Academic Standing Committee: (1) Advancement Committee; (2) USMLE Review Committee; and (3) Academic/Behavioral Review Committee. The Student Review Subcommittees, while formally subcommittees of their respective Academic Program Committees, also indirectly report to the Academic Standing Committee.
ADVANCEMENT COMMITTEE

Responsibilities

- This sub-committee is specifically charged with reviewing trends in student performance through monitoring of grades, exam scores and patterns of behavior. This committee will determine if students have a pattern of performance that requires intervention or formal review by the Academic/Behavioral Review or USMLE Review subcommittee. Prior to such a referral the committee may ask for the student to meet with an Associate Dean or Counselor in an attempt to understand if there are outside factors affecting performance.

- This sub-committee does not meet with students.

- This sub-committee meets at least once a month to discuss the progress of all students.

- This sub-committee will monitor the progress of all students seen by any other sub-committee.

- This sub-committee will be responsible for promotion of students to the next academic program or for graduation. Any students who are felt not to qualify for promotion will be referred to the appropriate level II committee.

Guidelines for Changing Student Academic Status Lights

(June 29, 2012)

Guiding principles:

- “Academic” issues refer to all domains of competency, including: Patient Care, Medical Knowledge; Practice-Based Learning and Improvement; Interpersonal and Communication Skills; Systems-Based Practice; and Professionalism.

- The purpose of the colored “light” designations is to better track student academic performance and/or alert educators about a student’s areas of difficulty.

- Decisions about academic status changes (“lights”) are made after a comprehensive review of a student’s performance record and an understanding of a student’s progress and prognosis for future performance. Guidelines for decision-making have been developed, but the AAC has the discretion to modify them based upon their comprehensive review.

- Consideration of performance on USMLE Steps 1, 2CK and 2CS is included in this review process.

Guidelines for Status (Light) Changes:

- Green light means “Good Academic Standing.” No areas of current concern and/or any initial issues have been clearly resolved and student has consistently demonstrated academic progress.

- Yellow light means “Good Academic Standing/Minor Risk”
  - A student may be placed in “Good Academic Standing/Minor Risk” (yellow) when student initially encounters a challenge or failure in any assessments or competencies. A student may return to green when the AAC determines the student has clearly resolved any issues and consistently demonstrated academic progress.
• Orange light means “Good Academic Standing/Moderate Risk.”
  o Students who are “Good Academic Standing/Moderate Risk” (orange) have an accumulation of cognitive and/or non-cognitive issues or challenges with competencies that need to be taken into consideration when assigning small group or clinical activities. Students will typically remain at this status for the duration of the academic program or academic year. In exceptional circumstances, the status may be changed to “Good Academic Standing” (green) if the AAC determines that the student has clearly resolved all issues and consistently demonstrated academic progress.
  o A student at the end of an academic program who is “Good Academic Standing/Moderate Risk” (orange) will remain at that status going into the next academic program until the AAC determines that the student has clearly resolved all issues and consistently demonstrated academic progress.

• Brown light means “Good Academic Standing/High Risk.”
  o A student who is at high risk of not meeting established academic competency or performance levels will be changed to “Good Academic Standing/High Risk” (brown). This student should be placed at The Ohio State University Wexner Medical Center facilities for clinical experiences and is not allowed to do away or international electives without permission from the Academic Program Director. Students in this status may rotate to our local affiliates only with permission from the Academic Program Director. The student will remain on “Good Academic Standing/High Risk” (brown) until the AAC determines that the student has clearly resolved all issues and consistently demonstrated academic progress.

• Red light means “Not in Good Academic Standing.”
  o A student who is “Not in Good Academic Standing” (red) has failed a program or has a significant issue pending official action. This student should not be involved with any academic program activities unless approved by Dean's staff in conjunction with the appropriate Academic Program Director.

• Purple light means “Non-compliant.”
  o A purple “light” designation is used to identify students who are non-compliant with professional requirements, e.g., immunizations, HIPAA, Infection Control, Drug Screen, Background Check, and Disclosure Forms. Students may be denied access to health institutions if they are not in compliance with preventive and safety regulations. Enrollment, promotion to the next academic program, and/or program continuation requires full compliance with mandatory training and vaccination requirements.

Returning from LOA:
• A student retains their status from the time of taking an LOA until they return and the Academic Advancement Committee or its designee have reviewed their performance and made a status determination.
**Membership**

The chair of this sub-committee is appointed by the Associate Dean for Medical Education. The membership as follows:

- Each of the program directors
- Each of the DOC directors and Directors of Integration (Unit Directors of Part 2 are encouraged to attend, but their attendance is not mandatory)
- The Associate Dean for Medical Education
- The Associate Dean for Student Life
- Assistant Dean for Evaluation and Assessment
- Assistant Dean for Foundational Sciences
- Assistant Dean for Clinical Sciences
- Assistant Dean for Practice-based and Life Long Learning
The student light status will show up in the electronic curriculum management system as below:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ <strong>GREEN</strong></td>
<td>Good Academic Standing.</td>
</tr>
<tr>
<td>✅ <strong>YELLOW</strong></td>
<td>Good Academic Standing/Minor Risk: Student has encountered initial challenges or failures in any of the assessments or competencies.</td>
</tr>
<tr>
<td>☓ <strong>ORANGE</strong></td>
<td>Good Academic Standing/Moderate Risk: Student has an ongoing accumulation of cognitive and/or non-cognitive issues or challenges with competencies that need to be taken into consideration when assigning small group or clinical activities.</td>
</tr>
<tr>
<td>☓ <strong>BROWN</strong></td>
<td>Good Academic Standing/High Risk: Student is at high risk of not meeting established academic competency or performance levels. The student’s issues need to be taken into consideration when assigning clinical and/or small group activities. This student should be placed at The Ohio State University Wexner Medical Center facilities for clinical experiences and is not allowed to do away or international electives without permission from the Academic Program Director. Students in this status may rotate to our local affiliates only under the specific request of the Academic Program Director.</td>
</tr>
<tr>
<td>☓ <strong>RED</strong></td>
<td>Not in Good Academic Standing. The student has failed a program or has a significant issue pending official action. This student should not be involved with any academic program activities unless approved by Dean's staff in conjunction with the appropriate Academic Program Director.</td>
</tr>
<tr>
<td>☓ <strong>LIGHT PURPLE</strong></td>
<td>Non-compliant: Not compliant with professional requirements, e.g., immunizations, HIPAA, Infection Control, Drug Screen, Background Check, and Disclosure Forms. Students may be denied access to health institutions if they are not in compliance with preventive and safety regulations. Enrollment, promotion to the next academic program, and/or program continuation requires full compliance with mandatory training and vaccination requirements.</td>
</tr>
<tr>
<td>☓ <strong>GREEN</strong></td>
<td>This is a combination of the purple and green status.</td>
</tr>
<tr>
<td>☓ <strong>YELLOW</strong></td>
<td>This status is a combination of purple and yellow status.</td>
</tr>
<tr>
<td>☓ <strong>ORANGE</strong></td>
<td>This is a combination of the purple and orange status.</td>
</tr>
<tr>
<td>☓ <strong>BROWN</strong></td>
<td>This is a combination of the purple and brown status.</td>
</tr>
<tr>
<td>☓ <strong>RED</strong></td>
<td>This is a combination of the purple and red status.</td>
</tr>
<tr>
<td>☑ <strong>VISITING</strong></td>
<td>Visiting Student.</td>
</tr>
</tbody>
</table>
ACADEMIC/BEHAVIORAL REVIEW COMMITTEE

Responsibilities

The Executive Curriculum Committee has assigned the following responsibilities to the Academic/Behavioral Review Committee:

- Review and make recommendations regarding all students who have been considered for dismissal or repetition of a year for academic, behavioral, or other intervention by an Academic Program Committee, Student Review Subcommittee, or the Advancement Committee;
- Determine curricular recommendations for students who are reinstated;
- Make recommendations for a change in a substantial portion of the curriculum;
- Make recommendations for a repetition of a substantial portion of the curriculum;
- Make recommendations of dismissal excluding those that have been heard through the USMLE Review sub-committee;
- Make recommendations for action because of any combination of lapses in academic or professional behavior.

The Academic Behavioral Review Committee does not overturn or change grades given by an academic program. In considering recommendations for repetition of a year, dismissal, or interruption of progress, the committee is responsible for reviewing all information related to the student’s progress in medical school, including all basic science and clinical performance and admissions information.

Membership

The chair of the Academic Behavioral Review Committee is appointed annually by the Associate Dean for Medical Education in consultation with the ECC. The 16 members of this committee are as follows:

- One program director;
- One associate program director;
- Three Part 2/3 curricular component/subcomponent directors or associate directors;
- Ten faculty, from a mix of foundational and clinical sciences, at least two of whom are elected by the faculty at large; and
- One assistant dean.

Members should not be concurrent members of Student Review Subcommittees or the Academic Review Board. The chair is appointed by the Associate Dean for Medical Education in consultation with the ECC. Any member can designate an alternate with the approval of the committee chair.
A quorum is five members. Decisions are made by a majority of members voting. An abstention does not count as a vote. The chair of the committee votes. Any member can designate an alternate with the approval of the committee chair. Voting is open ballot unless a member requests a closed ballot.

**Review Procedures**

The chair of a Student Review Subcommittee informs the Academic Program Director, who then informs the chair of the Academic/Behavioral Review Committee of a recommendation for repetition of a year, dismissal, or other interruption of a student’s progress. In rare circumstances, a referral to the Academic/Behavioral Review Committee may come directly from the Associate Dean for Medical Education or the Associate Dean for Student Life. If possible, the Academic/Behavioral Review Committee should complete the process no less than two weeks and no more than three weeks following the referral. Under extenuating circumstances or vacation periods, the meeting may be delayed by the chair or upon request of the student. The review, however, must proceed in a timely manner.

The student will be informed of the review meeting at least seven calendar days before the scheduled meeting. Written notification will be sent to the student’s current home address by certified mail and by e-mail. Notification includes the time and place of the meeting, the review procedures, and the rights of the student. In addition, the student will have the opportunity to meet with the Associate Dean for Student Life or designee who will discuss the procedures, provide advice on selection of an advocate and presentation of information, and answer questions. Prior to the review, the student may inspect his or her College records in accordance with the procedures established by the University.

**Review Meeting**

A review scheduled with the Academic/Behavioral Review Committee is considered an administration function of the College of Medicine. Attendance is limited to the committee members, student, one advocate, and participants as indicated below. The student, advocate, and any other invited participants are excused from the meeting before deliberations.

The review meeting by the Academic/Behavioral Review Committee will be conducted according to the following procedures:

- The student will be afforded the opportunity to meet with the Academic/Behavioral Review Committee. The student may select one advocate from the College faculty to accompany him or her to the review.
- At the meeting, the student may present any written or oral information pertaining to his or her standing in medical school.
- The student may invite up to two faculty, house staff, or health care professionals who can provide relevant information on the student’s academic performance.
- The committee may request additional information or invite other individuals as needed.
• The chair has the authority to control the conduct of the proceedings.
• A decision is made by a majority vote of the members voting.
• Minutes of the meeting will be taken.
• A summary of the proceedings will be made by the chair.

**Recommendations**

Within five business days, the chair will send a written report of the recommendations to the student and the Associate Dean for Medical Education. In addition, the chair or designee will attempt to contact the student by phone regarding the outcome. A report of the recommendations will be included in the student’s permanent file.

If the recommendation is for dismissal, the student may be placed on an immediate administrative leave of absence at the discretion of the Associate Dean for Medical Education until the Academic Review Board concludes its review.

If the recommendation is for dismissal, the chair of the Academic Review Board is informed in writing and, if possible, by phone. Information to be forwarded to the Academic Review Board includes, but is not limited to: written conclusion of the Academic Program Committee (Student Review Subcommittee) and the Academic/Behavioral Review Committee; minutes of review meetings; records of the student’s academic performance; documentation of problems, including the resolution; if available, written statements from faculty, including the student’s academic advisor and advocate; and correspondence with the student regarding the review process.

If the recommendation is for other than dismissal, the Academic/Behavioral Review Committee has the authority to require an education contract and to dictate the stipulations therein. Education contracts are to be signed by the student, the Associate Dean for Medical Education (or designee), the Vice Dean for Education, and the Chair of the Academic/Behavioral Review Committee (see Education Contracts, later in this section).

**USMLE REVIEW COMMITTEE**

**Responsibilities**

The Executive Curriculum Committee has assigned the following responsibilities to the USMLE Review Committee:

- Review and make recommendations regarding all students who have been considered for dismissal or repetition of a year for academic, behavioral, or other intervention secondary to the student’s failure to meet the USMLE requirements of the College of Medicine.
- Determine USMLE recommendations for students who are reinstated.
- Review students who have two failures on Step 1, Step 2CK and/or Step 2CS and students who have not met the established deadline for taking Step 1, Step 2CK and/or Step 2CS.
In considering recommendations for repetition of a year, dismissal, or interruption of progress, the committee is responsible for reviewing all information related to the student’s progress in medical school, including all basic science and clinical performance and admissions information.

**Membership**

The chair of the USMLE Review Committee is appointed annually by the Associate Dean for Medical Education in consultation with the ECC. The 8 members of this committee are as follows:

- Five faculty members, from a mix of foundational and clinical sciences, at least two of whom are elected by the faculty at large;
- Two Part 2 curricular component/subcomponent directors or Med 4 DOC directors/associate directors; and
- Assistant Dean for Evaluation and Assessment.

Members should not be concurrent members of Program Review Committees. The chair is appointed by the Associate Dean for Medical Education in consultation with the ECC. Any member can designate an alternate with the approval of the committee chair.

A quorum is four members. Decisions are made by a majority of members voting. An abstention does not count as a vote. The chair of the committee votes. Any member can designate an alternate with the approval of the committee chair. Voting is open ballot unless a member requests a closed ballot.

**Review Procedures**

The chair of a Student Review Subcommittee informs the chair of the Academic Program Committee, who then informs the chair of the USMLE Review Committee of a recommendation for repetition of a year, dismissal, or other interruption of a student’s progress. If possible, the USMLE Review Committee should complete the process no less than two weeks and no more than three weeks following the referral. Under extenuating circumstances or vacation periods, the meeting may be delayed by the chair or upon request of the student. The review, however, must proceed in a timely manner.

The student will be informed of the review meeting at least seven calendar days before the scheduled meeting. Written notification will be sent to the student’s current home address by certified mail and by e-mail. Notification includes the time and place of the meeting, the review procedures, and the rights of the student. In addition, the student will have the opportunity to meet with the Associate Dean for Student Life (or designee) who will discuss the procedures, provide advice on selection of an advocate and presentation of information, and answer questions. Prior to the review, the student may inspect his or her College records in accordance with the procedures established by the University.

**Review Meeting**

A review scheduled with the USMLE Review Committee is considered an administrative function of the College of Medicine. Attendance is limited to the committee members, student,
one advocate, and participants as indicated below. The student, advocate, and any other invited participants are excused from the meeting before deliberations.

The review meeting by the USMLE Review Committee will be conducted according to the following procedures:

- The student will be afforded the opportunity to meet with the USMLE Review Committee. The student may select one advocate from the College faculty to accompany him or her to the review.
- At the meeting, the student may present any written or oral information pertaining to his or her standing in medical school.
- The student may invite up to two faculty, house staff, or health care professionals who can provide relevant information on the student’s academic performance.
- The committee may require additional information or invite other individuals as needed.
- The chair has the authority to control the conduct of the proceedings.
- A decision is made by a majority vote of the members voting.
- Minutes of the meeting will be taken.
- A summary of the proceedings will be made by the chair.

Recommendations

Within five business days, the chair will send a written report of the recommendations to the student and the Associate Dean for Medical Education. In addition, the chair or designee will attempt to contact the student by phone regarding the outcome. A report of the recommendations will be included in the student’s permanent file.

If the recommendation is for dismissal, the student may be placed on an immediate administrative leave of absence at the discretion of the Associate Dean for Medical Education until the Academic Review Board concludes its review.

If the recommendation is for dismissal, the chair of the Academic Review Board is informed in writing and, if possible, by phone. Information to be forwarded to the Academic Review Board includes, but is not limited to: written conclusion of the Academic Program Committee (Student Review Subcommittee) and the USMLE Review Committee; minutes of review meetings; records of the student’s academic performance; documentation of problems, including the resolution; if available, written statements from faculty, including the student’s academic advisor and advocate; and correspondence with the student regarding the review process.

If the recommendation is for other than dismissal, the USMLE Review Committee has the authority to require an education contract and to dictate the stipulations therein. Education contracts are to be signed by the student, the Associate Dean for Medical Education (or designee), the Vice Dean for Education, and the Chair of the USMLE Review Committee (see Education Contracts, later in this section).
ACADEMIC REVIEW BOARD

Responsibilities

The Executive Curriculum Committee has assigned the following responsibilities to the Academic Review Board:

- To oversee and review the Academic Program Committee and Academic Standing Committee and subcommittees policies and procedures related to the progress of students;
- To ensure that students and faculty are informed of the College’s policies and procedures related to student progress;
- To review all recommendations for dismissal for completeness of significant information available to the Academic Standing Sub-Committee making the decision and to ensure that the College’s policies and procedures have been followed; and
- To recommend to the Dean whether or not a student should be dismissed or reinstated.

Membership

The seven-member Academic Review Board, including the chair, is appointed by the Dean and consists of:

- Four faculty members who are neither College administrators nor members of the Academic Standing Committees or Academic Program Student Review Subcommittees;
- Two associate/assistant deans from medical student administration who have had minimal disciplinary interaction with the student, to be selected from Medical Education, Admissions, or Student Life; and
- Associate Dean for Diversity and Inclusion.

Of the four faculty members, one should be a representative to the Faculty Council and one the chair of the Admissions Committee. Of the four faculty members, at least one should be from a foundational sciences department and one from a clinical sciences department. The Academic Review Board is chaired by a faculty member who is not a College administrator.

Decision Making/Voting

A quorum is four members. At least 50% of the members voting should not be College administrators. Decisions are made by a majority vote of the members voting. An abstention does not count as a vote. The chair of the committee votes. Voting is open ballot unless a member requests a closed ballot.

Procedure for Dismissal Review

A recommendation for dismissal by a level II committee is automatically reviewed by the Academic Review Board. The Academic Review Board’s responsibility is only to review the determinations of the previous committees (Student Review/Academic Behavioral
Review/USMLE Review), HPC, Violations Committee, Technical Standards Advisory Committee, and to ensure that they had access to all significant information and to determine if the College’s policies and procedures have been followed.

When a quorum of voting members is available, a recommendation for dismissal should come before the Academic Review Board no less than two weeks and no more than three weeks following receipt of the Academic Standing Committee’s written recommendation for dismissal and supporting documentation. Under extenuating circumstances, the review meeting may be delayed by the chair and upon request of the student. The review, however, must proceed in a timely manner. Copies of all materials in the dismissal recommendation are to be forwarded immediately to the chair of the Academic Review Board.

At the Academic Review Board meeting, the student and the chair of the referring level II committee are invited to make a presentation or answer questions. They only provide information and are not present for deliberations. The student’s advocate can write a letter but is not invited to the meeting. In this meeting, all information may not be reviewed since it is neither an appeal nor a hearing. The Academic Review Board determines if the prior committees had access to significant information that might influence its decision. General information reviewed includes, but is not limited to:

- Written conclusions of the Academic Program Student Review Subcommittee;
- Written conclusions of the Academic Standing Subcommittee;
- Written conclusions of the HPC;
- Written conclusions of the Violations Committee;
- The student’s academic performance;
- Documentation of problems, including their resolution; and
- Written statements from faculty, including the student's advisor and advocate, if available.

In general, guidelines for the College’s policies and procedures include the following:

- The student’s difficulties and attempts to address them were documented. Documentation indicates that the student was informed of his or her difficulties and the consequences of their continuation. Such paperwork also indicates that requirements for improved performance to meet standards were explained to the student and preferably provided in writing.
- The student had opportunities to address and eliminate these difficulties. Regular or standard methods for support (e.g., tutoring or counseling) were made available. The student was referred to other support services if College resources were not available.
- Once the dismissal process with the Academic Standing Sub-Committees (Student Review/Academic Behavioral Review/USMLE Review), HPC, Violations Committee began, the student received written notice of the Academic Standing Committee...
review meeting and dismissal procedures at least seven calendar days before the scheduled meeting.

- Prior to Academic Standing Sub-Committees (Student Review/Academic Behavioral Review/USMLE Review), HPC, Violations Committee consideration, the student had the opportunity to discuss the dismissal process with the Associate Dean for Student Life or designee.

- Prior to Academic Standing Sub-Committees (Student Review/Academic Behavioral Review/USMLE Review), HPC, Violations Committee consideration, the student was informed that a College faculty advocate can present information on his or her behalf either in person or in writing.

- The student had the opportunity to present in person and in writing any significant information related to his or her difficulties to the Academic Standing Sub-Committees (Student Review/Academic Behavioral Review/USMLE Review), HPC.

If the Review Board is concerned about completeness of information or whether the College’s procedures were followed, the recommendation is returned to the appropriate Academic Standing Sub-Committees (Student Review/Academic Behavioral Review/USMLE Review), HPC, Violations Committee. Returning a decision for reconsideration means that there is significant new information or a step in the process may have been overlooked. If the Academic Review Board determines that there was access to all significant information and the College’s policies and procedures were followed, the recommendation for dismissal is forwarded by the chair of the Academic Review Board to the Dean within 24 hours. With the Dean’s concurrence, the notification process is initiated. If the Dean does not concur, the decision is returned to the Academic Review Board for re-evaluation.

The Associate Dean for Student Life will inform the student of the board’s conclusions by phone within 24 hours. The Associate Dean for Medical Education will inform the student by letter.

**Procedures for Reinstatement Review**

The Academic Review Board considers all requests for reinstatement by students who have withdrawn from or been dismissed by the College. In general, the Academic Review Board will not consider petitions for reinstatement sooner than six months following the student’s dismissal or withdrawal from the College.

Following a denial of reinstatement, the board will consider a subsequent petition no sooner than six months, except under the most unusual circumstances. In addition, it will not review more than two petitions for an individual. The Academic Review Board may choose to:

- Recommend reinstatement;
- Deny reinstatement; or
- Recommend that the student reapply for admission.
The board recommends to the Dean whether the student should be reinstated. With the Dean’s concurrence, the Associate Dean for Medical Education will inform the student in writing of the decision.

If the decision is to reinstate the student, the appropriate Academic Standing Sub-Committees will determine specific curricular requirements, including performance requirements for remaining in good standing (see Education Contracts, later in this section).

The procedures for determining reinstatement after dismissal and withdrawal are similar.

**DISMISSAL**

A student who has been dismissed from the College of Medicine may petition for reinstatement. Such a request must be supported by compelling evidence indicating that the student has made substantial changes in his or her ability to meet the College’s current cognitive standards, professionalism standards, and graduation requirements. This is in addition to the ones in place when the student was originally admitted.

The process of reinstatement is initiated by the student scheduling a meeting (in person or by phone) with the Associate Dean for Student Life or designee. At that meeting, the Associate Dean will review the reasons for dismissal and discuss information needed to be provided to support a request for reinstatement. If the student chooses to pursue this action, a formal reinstatement request is prepared which includes:

- A letter from the student that:
  - Requests reinstatement;
  - Summarizes recent activities that might have an impact on performance; and
  - States how his or her ability to perform has changed since the dismissal, including specific performance problems identified during the dismissal process.
- Documentation to support the above (e.g., letters from therapists, proof of completion and grades in courses taken since dismissal).

**WITHDRAWAL**

A student may elect to withdraw from the College of Medicine for academic or personal reasons. **Unlike a leave of absence, a specific return date is not arranged or guaranteed for a student who withdraws from the College.** Should a student petition to return to academic studies after withdrawal, he or she must first schedule a meeting with the Associate Dean for Student Life or designee. At that meeting, the Associate Dean will review information to support the request, including a letter from the student that requests reinstatement and documentation of how any medical, personal, or academic problems that led to the withdrawal have been resolved. The request is sent to the Academic Review Board for consideration.
EDUCATION CONTRACTS

As a consequence of the student review process, level II/III committees and the Dean (and his/her designee) have the authority to require the execution of an education contract as a provision of continuing in the curriculum. The requirements to be contained in the contract are stipulated by the requesting committee or the Dean. The contract also dictates consequences of failure to meet the requirements/terms of the contract, up to and including recommendation for dismissal from the College. It should be noted that the requirements for successful progress in the curriculum stipulated in the contract may differ from those in place for students who have not encountered academic and/or behavioral difficulties. Education contracts are to be reviewed and signed by the student, the Associate Dean for Medical Education (or designee), the Vice Dean for education, and the chair of the requesting committee (if not requested by the Dean).

AVOIDANCE OF CONFLICT IN FACULTY ROLES

Faculty and other healthcare professionals who provide sensitive health, psychiatric, or psychological care to medical students will not evaluate student academic performance or participate in decisions regarding student advancement and/or graduation. Faculty are required to attest that they have not provided such care to students when they complete evaluations, participate in course grading, or engage in committee academic review or promotion decisions and must recuse themselves from these academic roles if they have provided such care at any time in the past.