

Creighton University School of Medicine

Medical Education Program Policies

POLICY: Review Process for Advancement Committee Decisions

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: 1/28/2020; 1/24/2023

LCME ACCREDITATION STANDARD REFERENCE: Element 9.9 Student Advancement and Appeal Process; Element 10.3 Policies Regarding Student Selection/Progress and Their Dissemination

PURPOSE

Medical Education Program students have the right to appeal a decision of the Advancement Committee. The following policy defines the appeal process.

POLICY

A. Review Committee

A Review Committee may be appointed ad hoc by the Dean of the School of Medicine to review decisions of the Advancement Committee to determine:

1. whether the Advancement Committee adhered to the Policies and Procedures of the Medical Education Program.
2. if evidence unavailable to the Advancement Committee warrants a modification of a decision of the Advancement Committee.

A Review Committee is composed of the Associate Dean for Student Affairs (non-voting), the Associate Dean for Medical Education (non-voting), either the Assistant Dean for Student Affairs or the Associate Dean for the Phoenix Regional Campus (non-voting) for a review requested by a Phoenix campus student, three faculty members (one of whom will be a faculty member at the Phoenix Regional Campus for a review requested by a Phoenix campus student), and two medical students. The faculty and students are appointed ad hoc by the Dean of the School of Medicine. The Dean of the School of Medicine will appoint a chair from the faculty selected to be on the committee. The Assistant Dean for Medical Education may substitute for the Associate Dean for Medical Education. Eighty percent of the voting members must be present for official action.

Faculty members on the Review Committee (both voting and non-voting members) who:

1. provided health services, including psychiatric/psychological counseling, to a medical student;
2. have a family or business relationship with the student;
3. participated in the assessment of the student for the course under review or previously provided any grade less than satisfactory or were involved in a previous adverse action against the student; or
4. have any other interaction with the student which results in a conflict

are to have no involvement in the academic assessment or promotion decision regarding the medical student receiving those services and, thus, must recuse themselves from taking part

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in any discussion or decisions regarding the student's case or promotion.

Recommendations of the Review Committee are forwarded to the Dean of the School of Medicine.

PROCEDURE

A. Review of Advancement Committee Decisions

1. A written request by the student for a review of a decision of the Advancement Committee must occur within ten (10) calendar days of the Advancement Committee decision and should include information related to 1.a. and 1.b. below and any other information the student believes is relevant to the review. A request for a review will be accepted **only** if the proposed action taken by the Advancement Committee is serious (i.e., dismissal, suspension, a repeat of an academic year, or a request for withdrawal). If accepted for review, the Review Committee may only consider information presented by the student that specifically pertains to the following:
 - a. failure of the Advancement Committee to follow procedural due process, and/or
 - b. new evidence that indicates that the academic performance or the conduct of the student was unduly impaired by a significant and previously undiagnosed medical condition or personal or family hardship.

In the latter case, the evidence should indicate how the impairment will be addressed by accommodation or other means consistent with the Technical Standards of the School of Medicine.

- B. The Associate Dean for Student Affairs will notify the student of the date, time, and location of the Review Committee meeting. The student must submit any new evidence relevant to the review prior to the meeting. The Associate Dean for Student Affairs may act as the student's advocate during this meeting. However, the student may choose an alternative advocate that may include a School of Medicine student, faculty member, or another person as designated by the student. The student must notify the Associate Dean for Student Affairs prior to the meeting whether the student will be accompanied by another party. Because this is not a legal proceeding, a legal representative of the student may accompany the student, but may not address the committee. The student may make a presentation to the Review Committee. The Review Committee may ask questions and/or

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invite other persons to the meeting who may provide relevant information pertaining to the case. The Review Committee reviews all pertinent facts and may request additional information before deciding, by majority vote, on a decision. The student may accept the decision or may request that the decision be reviewed by the Dean of the School of Medicine. Students requesting a review by the Dean must submit a written request to the Dean within ten (10) calendar days, with a copy to the Associate Dean for Student Affairs. The Dean will have the option to accept or deny the review. Should the Dean decide to review the case, the Dean will notify the student by email of the findings, which are final. The filing of any further review does not confer the right to continue a course of study that has been suspended by a decision of the Advancement Committee or Dean. For serious penalties, the student may have the right to appeal to the University Provost subject to the provisions in the Medical Education Program Policies.

SCOPE

All students enrolled in the medical education program.

ADMINISTRATION AND INTERPRETATION

The Office of Student Affairs is responsible for the administration of this policy. Please forward questions to the Associate Dean for Student Affairs.

AMENDMENT

This policy may be amended by majority vote of the School of Medicine Educational Program Committee.