

# Creighton University School of Medicine

## Medical Education Program Policies

POLICY: Review of Students' Academic Status

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: 10/22/2019; 1/28/2020; 7/26/2022; 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; Element 11.6 Student Access to Educational Records

### PURPOSE

This policy is intended to provide guidelines for faculty and administrators on procedures that should be used in determining the enrollment status of students relative to their academic performance through the medical education program curriculum.

### POLICY

The faculty of the Medical Education Program has the responsibility for recommending students for advancement or dismissal. This responsibility is administered through the program's Student Advancement Committee, a standing committee which represents the faculty at large.

#### A. Advancement

Students are advanced to the next component if they achieve satisfactory performance as measured by both Academic and Professional Standards. Promotion to the next component or graduation requires a record of at least Satisfactory academic performance, with no failure outstanding in any course, clerkship or elective, completion of all requirements for graduation as noted in Graduation Requirements Policy, and a record of professional conduct which indicates suitability to assume the responsibilities of the medical profession. Advancement to Component III also requires a passing score on the USMLE Step 1 examination.

#### B. Student Earns Unsatisfactory (UN) Grade

The Student Advancement Committee determines the conditions under which a student receiving an Unsatisfactory (UN) grade in a course can remediate or retake the course.

#### C. Student Fails to Meet CUSOM Academic Standards

A student who receives an Unsatisfactory (UN) grade in two or more courses during an academic year or fails to pass USMLE Step 1 by the third attempt has not met the academic standards of the School of Medicine and will be referred to the Advancement Committee for a review of their academic status.

### PROCEDURE

#### A. Review Process for Students Who Do Not Meet Academic Standards

If a student does not meet the academic standards of the School of Medicine, the Associate Dean for Student Affairs will officially notify the student by email that his or her academic

# Creighton University School of Medicine

## Medical Education Program Policies

POLICY: Review of Students' Academic Status

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: 10/22/2019; 1/28/2020; 7/26/2022; 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; Element 11.6 Student Access to Educational Records

status will be reviewed by the Advancement Committee. Within ten (10) calendar days of this notification, the student must submit a letter outlining the situation and proposed plan for improvement along with any documentation relevant to the student's academic performance (e.g., personal, family, or medical hardship) to the Associate Dean for Student Affairs for consideration by the Advancement Committee. The student must make a presentation to the Advancement Committee.

### B. Student Advocate During Review Process

The Associate Dean for Student Affairs acts in the capacity of student advocate during these proceedings in order to educate the student about the reason for the student's appearance before the committee, along with evidence on which the action is based, the proceedings, and to ensure due process. 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.

When the Advancement Committee reviews the student issue, committee members – 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 in any discussion or decisions regarding the student's case or promotion.

The student may make a presentation to the members of the committee. The committee may ask questions and/or invite other persons to the meeting who may provide relevant information pertaining to the case. Committee members will then review all relevant

# Creighton University School of Medicine

## Medical Education Program Policies

POLICY: Review of Students' Academic Status

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: 10/22/2019; 1/28/2020; 7/26/2022; 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; Element 11.6 Student Access to Educational Records

information and determine what, if any, remedial action or change of student status (e.g., repeat coursework, repeat an academic year, designation as Under Review or on Probation, and other actions up to and including dismissal from the School of Medicine) is appropriate. Remedial action may include the following designations:

1. Under Review

A student who is placed "under review" is required to follow all recommendations of the Advancement Committee. The student's academic performance will be monitored by the Advancement Committee for one year. "Under review" status will not be reported in the student's Medical Student Performance Evaluation as an Adverse Action.

2. Probation:

A student who is placed on probation, which may occur without having previously been "under review," is required to follow all recommendations of the Advancement Committee. The student's academic performance will be monitored by the Advancement Committee for a period as designated by the Committee. "Probationary Status" will be reported in the Academic History Section as an Adverse Action within the student's Medical Student Performance Evaluation (MSPE). If a student is placed on Probation following the completion and release of the MSPE to ERAS or other parties and prior to graduation from the School of Medicine, an addendum noting the adverse action and/or probationary status will be added to the MSPE and forwarded to the appropriate residency application portal.

The Chair of the Advancement Committee will notify the student of the decision by email. The student may accept the recommendations of the Advancement Committee or may request, in writing, a review of the decision by a Review Committee based on the Review Process of Advancement Committee Decisions Policy. The student must submit the request for review, including any new evidence and letters of support, to the Associate Dean for Student Affairs within ten (10) calendar days of notification of the Advancement Committee's decision. If the student fails to request a review by the Review Committee within the 10-day period, his or her right to request a review is forfeited and the Advancement Committee's decision is final. Any student recommended for dismissal by the Advancement Committee may be placed on a Temporary Withdrawal – Administrative according to the Medical Education Program's Temporary Withdrawal policy.

# **Creighton University School of Medicine**

## **Medical Education Program Policies**

POLICY: Review of Students' Academic Status

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: 10/22/2019; 1/28/2020; 7/26/2022; 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; Element 11.6 Student Access to Educational Records

### **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.