Policy Statement

The College of Medicine employs a periodic review system to track the academic performance and progress of students. The responsibility of Student Progress Committees and the Academic Review Board is to evaluate student academic progress and make decisions about promotion to the next year, to ensure that academic standards are maintained in the College of Medicine. These bodies do not set academic policy, nor should they modulate the importance of any academic standard or policy set by the College.

Reasons for Policy

LCME Element 9.9 Student Advancement and Appeal Process
A medical school ensures that the medical education program has a single standard for the advancement 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 advancement, graduation, or dismissal.

Procedures

Student Progress Committees
There are three Student Progress Committees: one for first year; one for second year; and, one for years three and four. Voting members of the First and Second Year Student Progress Committees include the directors (or their designee) from each required course. Voting members of the combined Third and Fourth Year Student Progress Committee include the course/clerkship
directors (or their designee) of each required rotation/course and will include faculty members from the Binghamton campus. Non-voting members may include the University Registrar, a representative from Academic Support Services, and the Dean of Student Affairs (or their designee). The First and Second Year Student Progress Committee chair is the Assistant Dean for Foundational Sciences and the combined Third and Fourth Year Student Progress Committee chair is the Assistant Dean for Clinical Sciences.

**Responsibilities**

Student Progress Committees may take any of the following actions upon review of a student’s academic performance:

1. Promotion (unconditional) or Graduation (unconditional).
2. Promotion (or Graduation) contingent upon satisfactory completion of remedial work.
3. Repetition of all or part of an academic year, when the student’s record does not warrant Promotion (or Graduation), but where there is the expectation that the student will benefit from repeating all or part of a year’s studies and still complete medical studies within the allowed time. In cases of more than one deficient grade, the student may be required to repeat the entire year, or courses with marginal grades as well as those with deficiencies. In cases of repetition of part of an academic year, the Student Progress Committee will be responsible for defining both the content and timing of remediation.
4. Referral to services providing supplemental instruction and/or additional support.

**Procedures of Student Progress Committees**

1. In order for Student Progress Committees to conduct business, a simple majority of voting members must be present.
2. Student Progress Committees do not define policy nor do they modulate the importance of any academic standard or policy set by the College.
3. Performance in medical school is a cumulative acquisition of an interdisciplinary set of skills, knowledge, and behaviors that requires longitudinal development and assessment. Student Progress Committees are responsible for reviewing students’ entire academic records.
4. Student performance discussed at Student Progress Committee meetings is confidential.
5. Student Progress Committees may solicit additional information from faculty members or College personnel, including the Office of General Counsel, to aid in decision-making.
6. A student promoted with conditions, or who must repeat all or part of a year, shall be notified by the appropriate Assistant Dean, or their designee, as soon as reasonably possible, and confirmed in writing.

**Academic Review Boards**

Academic Review Board (ARB) meets regularly throughout the year for the sole purpose of considering cases in which a student’s performance meets the criteria for dismissal. In addition to reviewing academic performance, the Academic Review Board also follows students’ achievement of the graduation competencies and reviews the professional conduct of students and adherence to College of Medicine policies.

**Composition of the Academic Review Board**

1. Associate Dean of Undergraduate Medical Education, Chair (non-voting)
2. Dean of Student Affairs, Secretary (non-voting)
3. Associate Dean of Student Affairs (non-voting); representing Multicultural Affairs, Academic Support Services, and Disability Services
4. Assistant Dean for Diversity (non-voting)
5. University Registrar (non-voting)
6. Associate Dean for Academic Affairs, Binghamton Campus (non-voting)
7. Assistant Dean for Foundational Science and/or Clinical Science (non-voting)
8. 12 Faculty Members (voting): The College of Medicine Dean will appoint, upon consultation with/recommendation of the Medical College Assembly Executive Committee (MCAEC) faculty members to serve on the ARB. Every effort will be made to ensure a balance between clinical faculty and basic science faculty and include appropriate representation from the Binghamton campus. Each member will serve a three-year term with a maximum of two consecutive terms.
9. Guests (non-voting), as determined by the Chair and Secretary
10. Course Directors, Clerkship Directors and Site Directors are ineligible to serve on the Academic Review Board.
Responsibilities
The Academic Review Board may take any of the following actions:
1. Promotion (unconditional) or Graduation (unconditional).
2. Promotion (or Graduation) contingent upon satisfactory completion of remedial work.
3. Repetition of all or part of an academic year, when the student’s record does not warrant Promotion (or Graduation), but where there is the expectation that the student will benefit from repeating all or part of a year’s studies and still complete medical studies within the allowed time. In cases of more than one deficient grade, the student may be required to repeat the entire year, or at a minimum, courses with marginal grades as well as those with deficiencies.
4. Dismissal for reasons outlined in the Academic Status: Evaluation; Promotion; Remediation; Dismissal Policy.

Procedures of Academic Review Board
1. In order for the Academic Review Board to conduct business, at least nine voting members must be present.
2. The Academic Review Board does not define policy, nor does it modulate the importance of any academic standard or policy set by the College.
3. Performance in medical school is a cumulative acquisition of an interdisciplinary set of skills, knowledge, and behaviors that requires longitudinal development and assessment. The Academic Review Board is responsible for reviewing a student’s entire academic record.
4. Student performance discussed at the Academic Review Board is confidential.
5. The Academic Review Board may consider whether there are relevant personal mitigating factors that could plausibly account for deficient academic performance.
6. The Academic Review Board may solicit additional information from faculty members or College personnel, including the Office of General Counsel, to aid in decision-making.
7. Faculty members with a conflict of interest (e.g. basic science or clinical advisors) will recuse themselves from voting on a case-by-case basis.
8. Decisions of dismissal shall require a two-thirds vote of those present.
9. Process for cases of dismissal:
   a. Students eligible for dismissal will be notified before the Academic Review Board meeting by the Dean of Student Affairs or their designee.
   b. Students will be invited to submit a written statement explaining any mitigating factors that may have impacted his/her academic performance. Such documentation must be received by the Dean of Student Affairs Office at least two business days prior to the Academic Review Board meeting.
   c. The student will be advised to be available during the committee meeting in the event that the Academic Review Board members wish to speak to them.
   d. In cases of dismissal, the Academic Review Board will provide a written summary of its findings and any pertinent data that led to the dismissal to the student and to the Dean of the College of Medicine.
10. Actions other than dismissal shall require a simple majority vote of voting members present.
11. A student promoted with conditions, or who must repeat all or part of a year, or who is dismissed for any reason, shall be notified by the Dean of Student Affairs or their designee as soon as reasonably possible, and confirmed in writing.

Request for Modification of Remediation Plans
Student requests to modify a remediation plan generated by either the Student Progress Committee or the Academic Review Board will be considered by the Associate Dean for Undergraduate Medical Education in consultation with the Dean of Student Affairs. They may modify a committee or board decision while attempting to adhere to the general intention of the decision and remediation plan. Where circumstances are such that a relatively straightforward modification is not possible, the Associate Dean for Undergraduate Medical Education will consult with members of the appropriate decision-making body.

Appeal Process for Dismissals
A student who wishes to appeal the decision of the Academic Review Board for dismissal must submit a written request to the Dean of Student Affairs or their designee for an appeal hearing within two business days of the initial notification (verbal, email, etc.) of the Academic Review Board’s decision. This timing will be documented in a letter from the Dean of Student Affairs. The student will have no less than two additional business days from date they submit the written request for an appeal to prepare for the hearing. Hearings are to be expedited within a reasonable time. Students are encouraged to attend a portion of the meeting in which they will be given the opportunity to speak on their own behalf. A student may bring an advisor, but said guest will not be allowed to participate in the meeting.
Appeals for a decision of dismissal will be considered in the following circumstances:

1. New evidence not reasonably available at the time of the Academic Review Board meeting that might have changed the outcome.
2. Procedural error that is shown to have had a significant impact on the outcome of the hearing;
3. Errors in the interpretation or application of College policy so substantial that they interfere with a fair hearing.

The Dean of the College of Medicine or their designee, in consultation with the Dean of Student Affairs, will determine whether the written appeal meets the criteria for a hearing.

**Appeals Committee**

Hearings regarding decisions about dismissal will be considered by an Appeals Committee chaired by the Dean of the College of Medicine or their designee which will review the decision of the Academic Review Board and the student’s record, hear the student’s appeal, and may solicit additional information or guidance from the teaching faculty of the appropriate departments and/or the Office of General Counsel. The student will be notified of a final decision within five business days after the hearing of the appeal by the Dean of Student Affairs or their designee with written confirmation following within four business days.

**Composition of the Appeals Committee**

Voting members of the Committee will consist of the Dean of the College of Medicine or their designee and four members of the faculty or administration appointed by the Dean of the College of Medicine. Two members will also be named as alternates to the Committee. Every attempt will be made to have the committee composed of a balance between basic science and clinical departments and include representation from the Binghamton Campus. Ex-officio members, without vote, are the Dean of Student Affairs, who also serves as the Secretary, the Associate Dean for Undergraduate Medical Education, the Associate Dean of Academic Affairs of the Binghamton Campus, and the University Registrar.

**Responsibilities**

1. The Appeals Committee will be guided by the academic criteria listed in the Academic Status: Evaluation; Promotion; Remediation; Dismissal Policy in considering the reason for the appeal.
2. The Committee’s task is defined narrowly. It does not set academic policy, nor should it modulate the importance of any academic standard or policy set by the College. It should consider changing an Academic Review Board decision only when there is information (outlined above) which invalidates the decision of the Academic Review Board. The committee may solicit additional information from faculty members of the College to aid in reaching its decision. The Committee will strive for consistency in its decision-making, so that like cases are dealt with in the same way. In order for the committee to conduct business, at least two voting members and the Dean of the College of Medicine or their designee must be present.
3. All decisions of the Appeals Committee shall require a majority vote. The decision of the Appeals Committee is final.

**DEFINITIONS**

There are no definitions associated with this policy.

**FAQ**

There are no FAQ associated with this policy.

**APPENDICES**

- Grade Appeal/Academic Grievance Policy
  
- Academic Status: Evaluation; Promotion; Remediation; Dismissal Policy
  

**RELATED INFORMATION**

LCME Functions and Structure of a Medical School

Academic Progress, Review and Appeal Committees

SIGNATURE

[Signature]

Signature: Dean of the College of Medicine

Date: 6/13/18