

Student Promotions Committee

Charter

Wayne State University School of Medicine



WAYNE STATE
School of Medicine

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Section 1.0: Charge of the Promotions Committee

The Student Promotions Committee is the final decision-making entity at the WSUSOM with regard to the promotions, advancement and graduation process and has the responsibility of determining the students' fitness and suitability for the study and practice of medicine. The medical school has the responsibility to assure that its graduates possess the knowledge, skills, attitudes, and behavior patterns that will enable them to function satisfactorily as licensed physicians. The Student Promotions Committee makes decisions relative to the retention and promotion of students and determines whether a student is making satisfactory academic progress. It also has the responsibility of assuring that due process and the rules and policies of the medical school and University are followed. Its authority originates by delegated powers from the School of Medicine Faculty Senate by-laws.

Section 2.0: Role of the Student Promotions Committee

In accordance with LCME Element 9.9 (Student Advancement and Appeal Process), the Student Promotions Committee is the institutional entity that ensures that the medical education program has 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.

- 1) To develop a set of operating procedures, subject to approval by the Executive Committee, which will govern its activities (BY-LAWS OF THE FACULTY SENATE OF WAYNE STATE UNIVERSITY SCHOOL OF MEDICINE: Article IV. Committees, Section II. Standing Committees).
- 2) Codify via policy requirements for student promotion, advancement and graduation.
- 3) Certify the promotion and advancement of students who have met all of the promotional requirements of a given segment.
- 4) Determine those students whose overall performance merits awarding end of segment honors.
- 5) Determine the disposition of students who fail to meet the requirements for promotion and are found not to be making Satisfactory Academic Progress (SAP).
- 6) Determine the disposition of students whose behavior is inconsistent with the school's professional standards, including hearing appeals of decisions by the professionalism Subcommittee.
- 7) Establish requirements relative to remediating unsatisfactory student performance and/or behaviors

Section 3.0: Membership of the Student Promotions Committee

The Student Promotions Committee is composed of eight (8) voting members.

3.1 Chair

*The Student Promotions Committee is chaired by the Vice Dean for Medical Education.

3.2 Members

- Five (5) voting faculty members representing pre-clerkship and clerkship departments are elected by the school of medicine's faculty senate.
- Three (3) voting department chairs are nominated from the Council of Department Chairs and approved by the dean or their designee.
- **Four (4) students from each class and four (4) additional students from each class as alternates are appointed by the WSUSOM Student Senate. Students have an advisory vote only.
- Ex-officio (non-voting) members appointed by the Chair, Vice Dean for Medical Education:
 - Senior Associate Dean, Undergraduate Medical Education
 - Associate Dean, Graduate Medical Education
 - Assistant Dean, Compliance and Continuous Quality Improvement
 - Associate Dean, Student Affairs
 - Segment 1 Director
 - Segment 2 Director
 - Registrar, Records, and Registration
 - Assistant Dean, Enrollment Management Services
 - Associate Dean, Clinical Science

Additional administrative and counseling personnel participate in the discussion but do not have formal voting rights.

3.3 Term limits:

Faculty members are elected for a four-year term and are eligible for re-election with a maximum of three consecutive four-year terms. Department chairs are appointed for a four-year term and are eligible for reappointment with a maximum of three consecutive four-year terms. There are no term limits for students and ex-officio members.

3.4 Quorum

If the Student Promotions Committee chair cannot be present, he/she may appoint a designee to take his/her place for any scheduled meeting. A quorum of five (5) voting members, with three (3) being elected faculty members, is necessary for a formal vote.

3.5 Voting

A simple majority vote is necessary to approve any motion by the Student Promotions Committee.

*The chair is a non-voting member unless there is a tie. In the case of a tie vote, the chair can exercise his/her option of either breaking the tie, reopening the case for further deliberation, or tabling the vote if further information is desired by the voting committee members.

**Students ex-officio members and votes are advisory only. If an appointed student member for a class is not present, the alternate from the respective class may cast an advisory vote in his/her absence.

3.6 Recusal

The chair of the Student Promotions Committee, upon reviewing a student's records in preparation for bringing a case before the committee, is responsible for identifying any current Student Promotion Committee members who may have a conflict of interest.

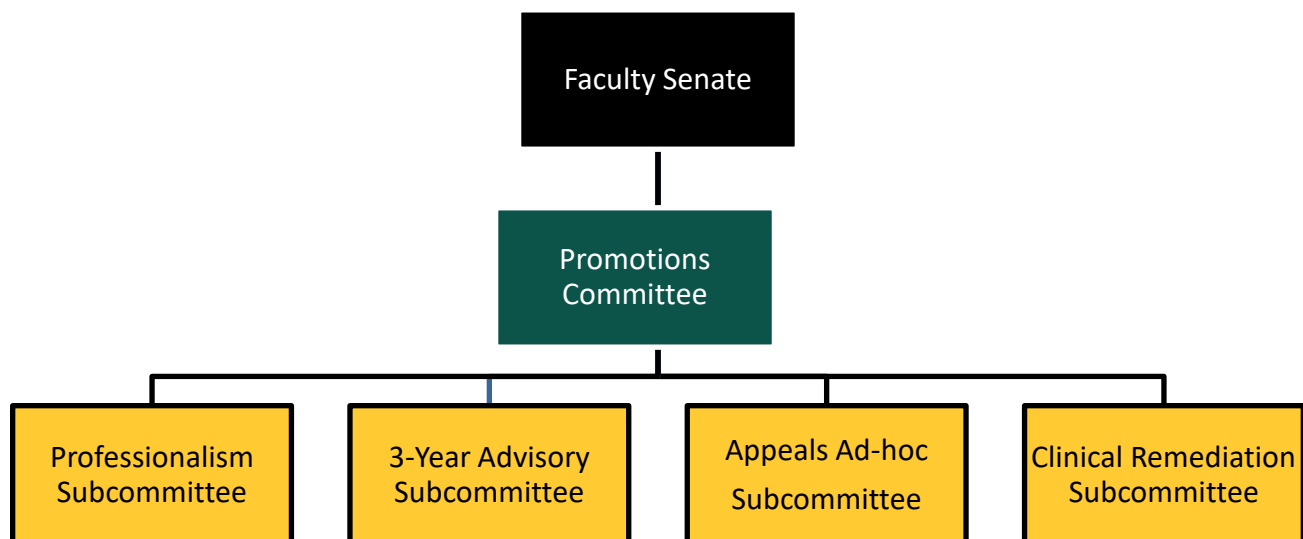
Upon identification, the chair will notify the respective committee member that they will be recused from voting on the matter. In addition, at the beginning of every meeting, any committee member who self-identifies as having a potential personal, academic, or financial conflict of interest, real or perceived, who has not been previously identified by the committee chair, must recuse themselves from hearing the case. Recused members shall not participate in student deliberations or vote on any potential administrative action.

Criteria constituting "conflict of interest" includes, but is not limited to, any of the following:

- Administering a previous adverse action against the student (e.g., previously assigning a failing course grade to that student) that contributes to the adverse action being proposed.
- Serving as a previous or current academic advisor, coach, or mentor.
- Any extenuating circumstances that may impede or give the appearance of impeding a member's ability to provide an objective assessment.

Section 4.0: Promotions Committee Structure and Subcommittees

Four standing subcommittees support of the Promotions Committee.



4.1 Subcommittee Chairs

Subcommittee chairs are recommended by the Student Promotions Committee, subject to approval by the committee.

4.2 Subcommittee Charters

Each subcommittee is responsible for developing a charter that will define how the subcommittee will accomplish its charge as defined by the Student Promotions Committee. Charters are subject to approval by the committee. Charters include meeting frequency, membership criteria, definition of voting privileges, quorum, and other operational procedures.

4.3 Professionalism Subcommittee Charge

The Professionalism Subcommittee is charged with the development of professional values, attitudes, skills, and behaviors for medical students that continue throughout their careers as a physician. Through its management and oversight, the Professionalism Subcommittee ensures an environment that fosters the professional development, correction, and remediation of behaviors deemed to be unprofessional in the undergraduate program leading to the Medical Doctor (M.D.) degree at the Wayne State University School of Medicine and beyond.

4.4 3-Year Advisory Subcommittee Charge

The 3-year MD Advisory Subcommittee is charged with advising the Student Promotions Committee on issues related to the successful completion of all curriculum requirements, and matters directly related to academic and professionalism concerns that may jeopardize students' enrollment in the three-year MD program.

4.5 Appeals Ad-hoc Subcommittee Charge

In instances where the chair of the SPC finds evidence that due process was violated or new information is available, the chair will convene an ad hoc subcommittee to review the case. The subcommittee is charged with reviewing all evidence and documentation associated with the case and making a recommendation back to the chair upon completion of their review.

4.6 Clinical Remediation Subcommittee Charge

The Clinical Remediation Subcommittee is responsible for planning remediation programs for students who fail clerkships or other clinical rotations. Additionally, the subcommittee determines if it is possible for said students to graduate on time – or if other arrangements are needed. The subcommittee, in consultation with the Office of Student Affairs, detects factors interfering with students' learning and identifies solutions to be pursued by said students.

Section 5.0: Advancement, Promotion and Graduation

5.1 Advancement & Promotion

The advancement and promotion of medical students to the next segment in the MD curriculum is made by the Wayne State University School of Medicine (WSUSOM) Student Promotions Committee (SPC) based on defined criteria that are codified in the school's Promotion and Graduation policy and published in the Wayne State University School of Medicine M.D. Handbook and Policies. The offices of Enrollment Management Services, Academic and Students Programs and Assessment, Accreditation, and Continuous Quality Improvement assemble the necessary data for each student. These data are presented to the SPC who vote on the formal advancement and promotion of students to each segment.

5.2 Graduation

The graduation of medical students from the MD curriculum is made by the Wayne State University School of Medicine (WSUSOM) Student Promotions Committee based on defined criteria that are codified in the school's Promotion and Graduation policy and published in the Wayne State University School of Medicine M.D. Handbook and Policies. The offices of Enrollment Management Services and Academic and Students Programs assemble the necessary data for each student prior to graduation. The Student Promotions Committee reviews students who have completed graduation requirements and votes to graduate these students.

Section 6.0: Student Promotions Committee Due Process

6.1 Preamble

The Wayne State University School of Medicine Student Promotions Committee (SPC) ensures that there is 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. The SPC defines an adverse action as an institutional academic standing of suspension or dismissal as defined in the “Academic Standing & Promotions Criteria Segment 1 through Segment 4” table with the Promotion and Graduation Policy and by the Adverse Action Policy], which is published in the Wayne State University School of Medicine M.D. Handbook and Policies. The Institutional academic standings of at-risk or probation are also defined as an adverse action only if the standing results in an MSPE citation or transcript notation.

6.2 Adverse Action Due Process

All Wayne State University School of Medicine medical students are afforded due process prior to an adverse action being taken against them. The following outline due process procedures for adverse actions as it relates to the SPC:

1. Students are informed of potential adverse action in writing by the Senior Associate Dean (SAD) or their designee. This communication occurs within seven (7) business days of the student meeting the requirements for an adverse action. The letter discloses the evidence on which an adverse action would be based. In this communication, the student is notified of the opportunity to appear before the SPC.
2. The student is afforded an opportunity to meet with the SAD or their designee to discuss the pending adverse action and discuss the evidence on which the adverse action would be based. Meeting with the SAD is voluntary.
3. Once the student has been informed of the potential adverse action via the letter from the SAD, they must respond within 10 calendar days of whether they will participate or decline to participate in the SPC proceedings. If they choose to participate, they have the opportunity to submit a written letter committee, via the committee chair, describing any mitigating or extenuating circumstances relevant to the pending adverse action. It is assumed that the student does not choose to participate if they do not respond within ten (10) calendar days of receipt of the letter. A written reply is not needed for the SPC to continue with the pending adverse action.
4. The student then has the opportunity to appear before the SPC to address the pending adverse actions. Participation by the student is not required.
5. The student can bring a support person to a hearing. If that support person is an attorney, the SPC chair or their designee must be notified ten (10) days prior to the hearing.
6. During the hearing, the student will be introduced to the voting members of the committee.

The student is permitted to summarize his/her situation. Members of the Committee may ask questions of the student. Recordings of the hearing are not allowed by any individual.

7. In the process of making decisions regarding students, the SPC considers the student's entire academic record to date, which includes:
 1. Pre-entry data and medical school transcript information
 2. Performance data from the current academic year
 3. Information regarding any student issues which appear to have impaired academic or professional performance
8. After the hearing, deliberations occur by the SPC. Deliberations are confidential, are based upon the academic decision making of the Committee, and occur without the student being present.
9. The SPC will vote on the pending adverse action.
10. The SPC can also decide to postpone action pending receipt of additional information.
11. An official letter detailing the outcome of the SPC's deliberations will be sent to the student within 5 business days of the hearing. The letter will be sent by the SPC chair or designee on behalf of the SPC.

6.3 Potential Actions

The options available to the Student Promotions Committee for the disposition of a particular student include, but are not limited to the following:

1. Require a student to successfully complete all non-examination deficiencies
2. Allow a student to take a re-examination in a failed course(s)
3. Require a student to repeat selected failed courses or clerkships
4. Suspend a student and place him/her on an administrative leave of absence pending further investigation
5. Provide a prescribed course of remediation
6. Dismiss a student from medical school

6.4 Dismissal

Unsatisfactory academic progress subject to dismissal occurs when a student has failed to meet the academic standards of the WSUSOM as designated by the Student Promotions Committee and codified by policy in the Student Handbook. Dismissal is a permanent, involuntary removal of a student from medical school. Dismissals occur when it has been determined that a student's overall academic performance and/or professional behavior have fallen below the school's standards, or the student has violated any medical school policy.

6.5 Appealing Promotions Committee Decisions

Students have the right to appeal decisions of the Student Promotions Committee. In order to appeal a decision, the following must occur:

1. An Appeal of an SPC decision is only allowed under the following circumstances:
 - a. A student's due process, as defined above, was violated.
 - b. New information that would have an impact on the SPC's deliberations.
The failure of the student to provide this information prior to or during the hearing is not grounds for an appeal.
2. Disagreement with the SPC decision is not grounds for an appeal.
3. A student must present a written appeal letter to the chair of the SPC within ten (10) business days from the time the SPC decision was been communicated to the student.
4. The appeal letter must clearly state the specific nature of the appeal.
5. The lack of evidence that the student's due process was violated or lack new information in the appeal letter will result in the denial of the appeal by the chair without taking the appeal to the full committee.
6. If the chair finds evidence that due process was violated or new information is available, the Dean in consultation with the chair, will convene an ad hoc Subcommittee to review the case (see below).
7. A decision regarding the appeal status (grant or deny) will be issued by the SPC within fourteen (14) business days of the receipt of the student appeal letter.

6.6 Ad-hoc Appeals Subcommittee

1. In circumstances in which the chair of the SPC finds evidence that due process was violated or new information is available, the Dean will convene an ad-hoc subcommittee to review the case within fourteen (14) business days of issuing the appeal decision.
2. The ad hoc subcommittee will be comprised of 3 faculty members appointed by the Dean, who are not current members of the SPC and who have not participated in the original review of the adverse action.
3. The ad-hoc subcommittee will review all evidence and documentation associated with the case including the initial letter to the SPC (if applicable) and the appeal letter.
4. The ad-hoc Subcommittee will issue a recommendation back to the Dean upon the completion of their review. The Subcommittee can recommend upholding the adverse action or overturning the adverse action.
5. Upon receipt of the ad hoc Subcommittee recommendation, the Dean can decide to uphold the adverse action or overturn the adverse action.
6. The chair of the SPC will communicate the final decision to the student within fourteen (14) days of convening the ad-hoc subcommittee.

6.7 Appeals to the Wayne State University Provost

If the initial appeal is denied or the adverse action is upheld by the Dean, the student can appeal the decision to the Provost of the University by writing a letter to the provost, within 30 calendar day of the postmark of the school's final decision, and by providing a copy to the Dean of the Medical School. The procedures for appeals to the Provost can be found at:

<https://provost.wayne.edu/academic-policy>. A student cannot appeal to the Provost prior to the school of medicine's due process and/or appeal process concluding.

6.8 Option to Withdraw

A student cannot avoid disciplinary action or academic hearing procedures through a request to withdraw. However, the Student Promotions Committee may allow a student to withdraw prior to the completion of such hearings or an action to dismiss. In order to withdraw, students must submit a formal letter to the chair of the SPC within five (5) business days of receipt of the decision of the SPC or prior. The offer to withdraw becomes null and void if the student decides to appeal the dismissal. Students dismissed for behavioral or professional reasons (including academic misconduct) do not have the option of withdrawal.



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