

Undergraduate Medical Education (UME) Policy

Title: Adverse Action Policy			
<i>Origination</i> Date: 12/11/2019	<i>Last Amended</i> Date: 01/08/2020	<i>Next Scheduled Review</i> Date: 01/08/2024	<i>Policy Reaffirmed</i> Date:
Purpose:	<p>To ensure that the medical education program has a fair and formal process for taking any action that may affect the status of a student, including timely notice of the impending action, disclose 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 to advancement, graduation, or dismissal.</p>		
Definitions:	<p>Adverse action – any action taken by the Student Progression & Promotions Committee (SPPC) that affects the status of a student. These actions include dismissal, a mandated leave of absence, repetition of a year of the curriculum, and any action that would affect a student’s standard progression through the curriculum.</p> <p>Student Progression & Promotion Committee (SPPC) – the faculty committee charged with review of the academic progress and professional development of each student during all components of the four-year medical education program, making recommendations to the dean and dean delegates. The committee has primary responsibility for recommending for graduation only those candidates who have satisfactorily completed all graduation requirements and demonstrated the professional conduct appropriate for a physician.</p> <p>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.</p>		
Policy:	<p>As stated in the <i>Appeal Process for An Academic Grievance</i> policy and <i>Student Mistreatment Policy</i> a medical student may choose to resolve an academic or non-academic grievance through either an informal or formal appeal process. However, adverse actions require special attention that include an opportunity to respond to the impending action that relates to advancement, graduation, or dismissal. In those cases, this policy takes precedence over other appeal processes.</p> <p>A student facing an adverse action that relates to advancement, graduation, or dismissal will have an opportunity to respond to the impending action, including the option to appear before the Student Progression & Promotion committee (SPPC) PRIOR to any SPPC decision.</p>		
Process:	<p>When a student meets criteria for an adverse action, the student is to be notified within five (5) business days that the criteria are met. Following this, the student has five (5) business days to discuss the process with the associate dean for student affairs (or designee). A student who wishes to respond to the impending adverse action must file a written response within ten (10) business days of the initial notification.</p> <p>An <i>ad hoc</i> subcommittee will be formed, which will be composed of SPPC membership, including the SPPC chair and at least two additional voting SPPC members. In addition to this, the <i>ad hoc</i> subcommittee will comprehensively review the full academic record of the student regardless of the student’s decision to respond. The student may elect to appear before the <i>ad hoc</i> subcommittee. If there are additional questions or if there is a need for more information, the <i>ad hoc</i> subcommittee may reconvene or schedule another meeting with the student.</p>		

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The *ad hoc* subcommittee will present recommendations to the entire SPPC at the next scheduled meeting. The associate dean for student affairs (or designee) will be present to provide information as needed by the committee, such as background information about Long School of Medicine (LSOM) policies and course requirements, as well as information about a student's global performance.

The chair of the SPPC will present the student's written statement and any supporting documentation, as well as the *ad hoc* subcommittee's review of the student's academic record. Additionally, the student may elect to appear before the full committee after the presentation of relevant information, but prior to any deliberation. The student will have ten (10) minutes to present their response to the full committee. If the committee has questions for the student, those questions will be facilitated by the committee chair. At the conclusion of the presentation, the student will be excused during deliberation and committee vote.

At this point, the SPPC will decide to either:

1. Render a decision on the criteria and response, if applicable, or
2. Defer a decision pending additional information, which might include another meeting with the student.

This process will conclude within forty-five (45) business days of the initial notification to the student. Within ten (10) business days following the SPPC meeting, the SPPC will provide the student a written decision. The decision of the SPPC is final, pending appeal to the dean of LSOM. The student continues in the curriculum until the appeal process is exhausted unless the student's continuance poses a safety concern.

If a student is not satisfied with the SPPC's decision, the student may file a secondary appeal to the dean of the LSOM as described in the *Appeal Process for An Academic Grievance*.

MANAGEMENT OF POTENTIAL CONFLICTS OF INTEREST

If any of the above-named individuals or members of groups have a potential conflict of interest they will recuse themselves from discussions and/or name a designee to handle proceedings. The following university policies, Handbook of Operating Procedures (HOP) Policies 10.1.2 Code of Ethics and Standards of Conduct and 10.1.12 Institutional Conflict of Interest govern management of conflicts of interest. Furthermore, SPPC members are required to abide by the following policy, *Recusal from Student Progression and Promotion Committee Discussions and Votes*.

Approval Body: Long School of Medicine, Office for Undergraduate Medical Education, Executive Leadership

CERTIFIED BY:

Policy Custodian(s):

Name: Deborah Conway, MD

Title: Associate Dean for Curriculum

Name: Joshua Hanson, MD

Title: Associate Dean for Student Affairs

ACCEPTED AND AGREED TO:

Student Progression and Promotion Committee Chair

Name: Sadie Trammell Velasquez, MD

Title: Associate Professor, Medicine

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Responsible Officer

Name: Florence Eddins-Folensbee, MD

Title: Vice Dean for Undergraduate Medical Education

Responsible Executive

Name: Robert Hromas, MD, FACP

Title: Dean/Vice President for Medical Affairs, Long School of Medicine

References to regulations and/or other related policies:

- **LCME Elements:**
 - 9.9 Student Advancement and Appeal Process
- **Other Relevant Policies/Guidelines/Procedures/Forms:**
 - Handbook of Operating Procedures (HOP) Policies
 - [10.1.2 Code of Ethics and Standards of Conduct](#)
 - [10.1.12 Institutional Conflict of Interest](#)
 - Student Progression and Promotion (SPPC) Policy
 - [Recusal from Student Progression and Promotion Committee Discussions and Votes](#)
 - Office for Undergraduate Medical Education Policy
 - [Student Mistreatment policy](#)
 - [Appeal process for an academic grievance](#)