



Charles R. Drew University of Medicine and Science
"A Private University with a Public Mission"

MEDICAL STUDENT EVALUATIONS & PROMOTIONS COMMITTEE POLICY

POLICY: # 320.3c

Supersedes: 320.3C version 6/23/21

Issuing Officer: Dean, College of Medicine
Responsible Office: Faculty Executive Board
Effective Date: 9/25/24
Next Review Date: 9/25/27

I. PURPOSE:

The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement that a medical school ensures that the medical education program has a single set of core standards for the advancement and graduation of all medical students across all locations. A subset of medical students may have academic requirements in addition to the core standards if they are enrolled in a parallel curriculum. A medical school 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.

II. POLICY STATEMENT:

Charles R. Drew University of Medicine and Science (CDU), College of Medicine (COM) Medical Degree (MD) Program's on Medical Student Evaluation and Promotions (MSEP) Committee is a Dean's Committee that is responsible for the following: 1) reviewing the academic and professional progress of all students as they progress through the curriculum, 2) promoting students for advancement to the next level of training, 3) deciding on appropriate action for students earning one or more academic deficiency, and 4) final review and certification that each student has met all required outcome measures and standards of achievement for graduation.

III. POLICY:

Membership

Voting Members

- 1 Clinical science faculty member
- 1 Basic science faculty member
- 2 core clerkship directors
- 2 basic science course directors
- 6 faculty at-large
- MSEP chair
- MSEP co-chair

Ex-Officio Members - Non-Voting Members

- Assistant Dean, Medical Education
- Associate Dean, Student Affairs and Admissions
- University Registrar
- Learning Skills Director
- Director of Assessment and Evaluation
- Director of Health and Wellness

Initial appointments for the faculty positions shall be for a term of one to four years to accommodate future four-year staggered terms. Appointment may be renewed for a total of eight years.

- *The faculty at-large vacancy positions on the MSEP are voted on by the FEB. The MSEP chair and co-chair are appointed by the FEB. All faculty will be notified by the chair of the MSEP of available positions on the MSEP Committee. Faculty may be nominated or submit themselves for a position.*
- *The chair and director positions will be appointed by the dean and shall remain voting members as long as they serve as the chair of their respective departments or directors for their respective courses or their term expires.*

Procedures

- *A quorum shall consist of at least six voting committee members.*
- *Members of the MSEP must recuse themselves from the presentation, deliberation, and vote about a student with whom they have a conflict of interest as identified in the COM Educational Conflict of Interest Policy.*
- *Course/clerkship directors will be excused in the discussion of individual students on their respective rotation whenever there is a conflict of interest between the course/clerkship director and the specified student.*
- *The MSEP is responsible for reviewing students' entire academic records. Performance in medical school is a cumulative acquisition of an interdisciplinary set of skills, knowledge, and behaviors that requires longitudinal development and assessment.*
- *Student performance discussed at MSEP meetings is confidential.*
- *The MSEP may review measures of student performance across courses and clerkships to determine which students may be at risk of academic deficiency.*
- *Any student identified by the MSEP as being 'AT RISK' will be referred to the Associate Dean of Student Affairs within 48 hours (not including weekends and holidays) of the determination and the student will be notified in writing of the designation and required to meet with the Associate*

Dean of Student Affairs for counseling and developing an action plan for improving their academic performance. The MSEP may recommend a specific action plan to the student.

- Before deciding on any potential adverse decisions on any student The MSEP must ensure that the student has received timely notice of the planned proceeding in writing including: information about the purpose of the proceeding, any evidence to be presented at the proceeding and their right to participate in and provide information or otherwise respond to participants in the proceeding. The student must also be informed of their right to appeal any adverse decision resulting from the proceeding whether or not they choose to participate in the proceeding.
- A student promoted with conditions, or who must repeat all or part of a year, shall be notified by the Associate Dean of Student Affairs and Admissions as soon as reasonably possible (no less than five workdays), and confirmed in writing. The student has the right to appeal any adverse decisions as per the policy on Academic Status: Deficiencies, Remediation, Academic Warning, Probation Dismissal and Appeal Policy.

Responsibilities

The MSEP 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 MSEP will be responsible for defining both the content and timing of remediation.
4. Referral to services providing supplemental instruction and/or additional support.
5. Before an adverse decision is made regarding Academic Warning, Academic Probation, or referral to the FEB for dismissal, the MSEP must notify the student and offer the student the opportunity to present his/her response to the allegations of poor performance according to the COM Academic Status: Deficiencies, Remediation, Academic Warning, Probation, Dismissal and Appeal Policy.
6. Refer cases in which a student's performance meets the criteria for dismissal to the FEB.

IV. APPLICABILITY:

The faculty, students, and staff of the CDU COM are responsible for knowing this policy and its procedures.

V. DEFINITIONS:

- Adverse Action: A disciplinary action that is reasonably expected to have a significant negative impact on the student's educational or professional record. Adverse Actions in the COM are limited to Probation, Suspension, and Dismissal.
- At-Risk: A student has demonstrated academic performance issues and/or professionalism violations that do not rise to the level of requiring an Adverse Action but indicate a high risk of failure to advance through his/her active class level. In writing includes formal letter (delivered by mail, email, or in person). This does not include texts.
- In writing: Includes formal letter (delivered by mail, email, or in person). This does not include texts.

- Fair and formal process for taking any action that may affect the status of a medical student: The use of policies and procedures by any institutional body (e.g., student promotions committee) with responsibility for making decisions about the academic progress, continued enrollment, and/or graduation of a medical student in a manner that ensures: 1) that the student will be assessed by individuals who have not previously formed an opinion of the student’s abilities, professionalism, and/or suitability to become a physician; 2) that the student has received timely notice of the proceedings, information about the purpose of the proceedings, and any evidence to be presented at the proceedings; his or her right to participate in and provide information or otherwise respond to participants in the proceedings; and any opportunity to appeal any adverse decision resulting from the proceedings. (LCME Element 9.9)
- Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.
- Faculty Executive Board (FEB): The FEB of the College of Medicine is an entity made up solely of faculty members of the College with the exception of Deans. It is a forum for “shared governance” and is the highest elected forum for Faculty matters within the College. The Faculty Executive Board serves as an advisory body to the Dean in the administration and management of the College.

VI. RELATED POLICIES:

- *Academic Status: Deficiencies, Remediation, Academic Warning, Probation, Dismissal, and Appeal Policy*
- *COM Educational Conflict of Interest Policy*

VII. RELATED LINKS:

- *LCME Standards, Publications, & Notification [Forms](#)*

VIII. POLICY HISTORY:

Review Dates:	Change Description:
6/23/21	New Policy approved by the Faculty Executive Board
9/25/24	Policy reviewed by the EPCC on 8/13/24 and the MSEP Committee on 9/18/24. Policy reviewed and reapproved by the Faculty Executive Board on 9/25/24.
10/3/24	Policy reviewed by CDU Policy Committee – no conflict with university policies.