



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

**ACADEMIC STATUS: AT RISK, ACADEMIC WARNING, PROBATION,  
DISMISSAL, AND APPEAL POLICY**

**POLICY: # 320.3b**

**Supersedes: 320.3b version 7/23/21, 9/24/24, 11/19/24**

**Issuing Officer:** Dean, College of Medicine  
**Responsible Office:** Office of Medical Education  
**Effective EPCC Date:** 02/17/2026  
Effective University Date:  
**Next Review Date:** 02/17/2029

**I. PURPOSE:**

The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical schools to ensure 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. (LCME Element 9.9)

**II. POLICY STATEMENT:**

Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) Doctor of Medicine (MD) Program faculty and administration reserve the right to terminate, any time, the enrollment of any student within the College if they are considered in any way unfit for the study and practice of medicine or if they do not meet the standards of the CDU MD Program. To be considered a student in good academic standing, a student must be making reasonable progress toward graduation. When a student is being considered for any adverse decision related to advancement, graduation, or dismissal, appropriate due process rights are ensured per the Committee on Medical Student Evaluation and Promotions (MSEP) policy. Any medical student who does not register for a given semester and who fails to request a leave of absence for that period, shall be administratively withdrawn from the College. Such a withdrawal will be enacted if the student is not officially registered by the end of the third week of the semester.

### **III. POLICY:**

#### **ACADEMIC REQUIREMENTS**

1. Students are expected to adhere to a schedule that will result in graduation within four years after matriculation.
2. Requests for exception to this four-year graduation rule require approval by the MSEP.
3. The student must have completed and successfully passed the Pre-Clerkship Phase of the Curriculum before beginning the Clerkship Phase of the Curriculum.
4. The student must have taken and passed Step 1 and Step 2 of the United States Medical Licensing Examination (USMLE) prior to graduation and according to the guidelines stipulated in the USMLE Step 1 and Step 2 Policy.
5. The student must have satisfactorily completed the Clerkship Phase of the Curriculum, including clerkships and longitudinal courses. Exceptions to this require specific approval by the MSEP.
6. The student must have behaved and performed in a manner consistent with professional standards necessary for the practice of medicine and must have achieved the general competencies required by the CDU MD Program and defined in the Medical Education Program Objectives (MEPOs).
7. Prior to graduation, the MSEP shall present to the Faculty Executive Board (FEB) the list of candidates who have met all required outcome measures and standards of achievement for graduation for their presentation to the Provost for action.
8. The MSEP decisions that involve/require extensions of the four-year rule are de facto approval of the extension of time.

#### ***PROCEDURES***

Any of the following circumstances will prompt review by the MSEP Working Group (Working Group) The Working Group will assess whether a change in academic status is justified and, if so, will recommend appropriate actions to the MSEP Committee. Should a change in status be recommended, the student will be formally notified in writing by the Chair of the MSEP Committee. The MSEP Working Group makes no decisions independent of the MSEP.

Upon promotion to the next academic year, a student's record of exam failures is reset; however, any professionalism concerns remain cumulative and continue to be tracked throughout their academic progression.

**AT RISK STATUS TRIGGERS (Any of the following):**

- Three (3) marginal passes (score of 70%-75%) on Foundations of Medicine (FM) or Organ Systems (OS) final exams within an academic year.
- One (1) exam failure (Foundations of Medicine (FM), Organ System (OS), NBME Subject exams, or USMLE Step 1 & 2 exams) within an academic year.
- Delay of any USMLE exams, patterns of delayed exams for courses or clerkships.
- One (1) professionalism concern as defined by the Professionalism Policy within an academic year.

**Consequence:** Students will be referred to the Senior Associate Dean of Student Affairs and required to meet with an Academic Advisor to implement a Success Plan **AND** will be recommended or required to pause participation in non-academic CDU extracurricular and leadership activities until they are no longer in an At Risk status.

**Recommendations to Remove At Risk Status (must meet all):**

- Pass the next scheduled exam or remediation in the time frame defined by the [Pre-Clerkship Final Written Examination & Remediation Policy](#) or [Clerkship Grading and Remediation Policy](#) or take the USMLE Step 1 or 2 exam..
- No additional professionalism concerns for one academic year.

**ACADEMIC WARNING STATUS TRIGGERS (Any of the following):**

- Two (2) cumulative exam failures (inclusive of any of the following exams - FM, OS, NBME Subject exams, or USMLE Step 1 & 2 exams) within an academic year.
- 1 remediation failure (including any of the following exams - FM, OS, shelf exams) within an academic year.
- Two (2) professionalism concerns, cumulative as defined by the Professionalism Policy within an academic year.

**Consequence:** Students will be referred to the Senior Associate Dean of Student Affairs and required to meet with an Academic Advisor to implement a success plan **AND** will be required to pause participation in non-academic CDU extracurricular and leadership activities until they are no longer in an Academic Warning status.

**Recommendations to Remove Warning Status (must meet all):**

- Complete all remediation successfully in the time frame defined by the [Pre-Clerkship Final Written Examination & Remediation Policy](#) or [Clerkship Grading and Remediation Policy](#).
- No additional professionalism concerns for one academic year.
- Pass two consecutive FM, OS, or NBME Subject exams (within an academic year) on the first attempt within an academic year.
- Mandatory check-in with Student Affairs.

**ACADEMIC PROBATION STATUS TRIGGERS (Any of the following):**

- Three (3) cumulative exam failures within an academic year (inclusive of any of the following exams- FM, OS, NBME Subject exams)
- Failure to pass USMLE Step 1 & 2 exams after two attempts.
- Two (2) remediation failures (cumulative, including any of the following exams- FM, OS, or NBME Subject exams) within an academic year.

- Three (3) professionalism concerns, cumulative as defined by the Professionalism Policy within an academic year.

**Consequence:** Students will be referred to the Senior Associate Dean of Student Affairs and required to meet with an Academic Advisor to implement a Success Plan. The Academic Probation status will be noted in writing in an MSPE letter.

**Recommendations to Remove Probation Status:**

- Pass all remaining exams and complete all remediations in the time frame defined by the [Pre-Clerkship Final Written Examination & Remediation Policy](#) or [Clerkship Grading and Remediation Policy](#).
- Demonstrate sustained professionalism (no new concerns for two academic years).
- Attend required academic support sessions and submit progress reports.
- Mandatory check-in with Student Affairs.

**Promotion While on Academic Probation:**

If, in the judgment of the MSEP Committee, a student on academic probation can remove his/her deficiency while enrolled in the curriculum of the subsequent year, the student may be promoted provisionally on a case-by-case basis but will remain on academic probation until all deficiencies have been corrected.

If, in the judgment of the MSEP Committee, a student on academic probation needs a modification of the curriculum in order to correct their academic deficiencies, the MSEP will recommend either repeat of a phase of the curriculum (pre-clerkship, clerkship or residency phase) or repeat of the academic year. A student who is recommended to repeat an academic year or phase of the curriculum, has the right to appeal this decision as outlined above under the Appeal Process for Academic Probation or Dismissal.

**ACADEMIC DISMISSAL TRIGGERS (Any of the following):**

1. Student has failed four (4) FM, OS or NBME Shelf exams within an academic year.
2. Student has received an academic or professionalism concern as defined by the professionalism policy while on academic probation
3. Student has received an academic or professionalism concern as defined by the professionalism policy while on a modified curriculum for academic deficiencies.
4. Failure to pass a USMLE Step 1 or 2 exam after three (3) attempts.
5. Failure of any student to meet the written requirements and expectations developed by MSEP Committee within the time frame specified.
6. Engagement of student in recurrent or serious professionalism concern per the professionalism policy or being found in disciplinary action to have engaged in misconduct in violation of CDU's Code of Conduct.

**Consequence:** Students will be notified in writing by the MSEP Chair that they have met the requirements for dismissal. The MSEP Chair will notify the student in writing of their right to meet with the MSEP prior to the making a decision on dismissal.

**NOTIFICATION OF POTENTIAL ADVERSE DECISION:**

Before deciding on any potential adverse decisions (academic probation or dismissal) on any student, the MSEP must ensure that the student has received timely notice (no less than five work days) 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.

Medical students are permitted to bring an advocate of their choice to any proceedings and/or appeals process related to academic or professionalism matters. The role of the advocate is to provide support and advice to the student but not to actively participate or speak on their behalf during the proceedings.

**APPEALS PROCESS:**

***Appeal Process for Academic Probation:***

Any student who has been placed on academic probation by the MSEP may appeal in writing to the FEB explaining why the probation should be withdrawn. The required steps are:

1. The student must submit his/her appeal to the FEB within 10 days of receiving notification of the academic probation in writing.
2. The FEB must, within 10 days of receipt of the appeal, determine whether the student should remain on academic probation. If requested, the FEB should meet with the student to understand the rationale for the appeal.
  - a. If the FEB decides to reverse its decision. The Probation status is withdrawn and the matter is closed.
  - b. If the FEB upholds the MSEP decision, the MSEP's decision stands and no further appeal is permitted.
3. There is no appeal to the FEB's final decision on academic probation. The decision of the FEB on appeals of academic probation is final.

***Appeal Process for Dismissal:***

Any student who has been dismissed by the MSEP may appeal in writing to the FEB explaining why the dismissal should be withdrawn. The required steps are:

1. The student must submit his/her appeal to the FEB within 10 days of receiving notification of the academic probation in writing.
2. The FEB must, within 10 days of receipt of the appeal, determine whether the student should remain dismissed. If requested, the FEB should meet with the student to understand the rationale for the appeal.
  - a. If the FEB decides to reverse its decision. The Dismissal status is withdrawn and the matter is closed.
  - b. If the FEB upholds the MSEP decision, the MSEP's decision stands the student may appeal to the COM Dean

Any student whose dismissal is upheld by the FEB may appeal in writing to the COM Dean explaining why their dismissal should be overturned.

1. The student must submit his/her appeal in writing to the Dean within 10 days of receiving notification of the FEB's decision.
2. The Dean must, within 10 days of receipt of the appeal, determine whether the student should remain dismissed or be reinstated by reviewing all related documents and, if requested, meeting with the student.
3. If the Dean decides to reinstate the student, the Dean will inform the MSEP of the reasons for not upholding the decision to dismiss.
4. Students readmitted by the Dean after dismissal by the FEB must remediate the outstanding deficiencies that led to the dismissal, and their course of study shall be solely determined by the decision of the MSEP.
5. If the Dean upholds the dismissal, the Dismissal stands. The Dean's decision is final.

There are only two grounds for a student to appeal a dismissal decision by the FEB: 1) Factual errors in the record that were not identified by either the MSEP or the FEB, and 2) Failure of the MSEP or the FEB to follow the procedures set forth in these regulations.

#### 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 Academic Probation 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 **Academic Warning**: 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
- **Probation**: A student has demonstrated academic performance issues and/or professionalism violations that rise to the level of requiring an Adverse Action and indicate a high risk of failure to advance through his/her active class level.
- **In writing**: Includes formal written letter (delivered by mail, email, or in person). This does not include texts.
- **Assessment**: The systematic use of a variety of methods to collect, analyze, and use information to determine whether a medical student has acquired the competencies (e.g., knowledge, skills, behaviors, and attitudes) that the profession and the public expect of a physician (LCME Element 10.3).
- **Effective**: Supported by evidence that the policy, practice, and/or process has produced the intended or expected result (LCME Element 10.3).
- **Educational Policy and Curriculum Committee (EPCC)**: The EPCC is 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.

- **Medical Student Evaluation and Promotions (MSEP) Committee:** The MSEP 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.
- **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 FEB serves as an advisory body to the Dean in the administration and management of the College.

## VI. RELATED POLICIES:

- Committee on Medical Student Evaluations and Promotions Policy
- CDU Student Appeals and Grievances Policy
- Professionalism Policy
- USMLE Step 1 & Step 2 Policy
- [Pre-Clerkship Final Written Examination & Remediation Policy](#)
- [Clerkship Grading and Remediation Policy](#)
- CDU Student Code of Conduct

## VII. RELATED LINKS:

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

## VIII. POLICY HISTORY:

Review Dates:	Change Description:
6/23/21	New Policy approved by the EPCC.
9/24/24	Policy reviewed by the MSEP (9/18/24). Suggested updates included tightening the timeline for notifications and the addition of a student’s ability to bring an advocate when meeting with the FEB prior to the FEB making a decision on dismissal. Policy reviewed and reapproved by the EPCC on 9/24/24.
10/3/24	Policy reviewed by CDU policy committee – no conflict with university policies.
11/19/24	MSEP reviewed the policy with updates that included adding definitions for “at risk,” “academic warning,” and “probation” on 11/19/24. Policy reviewed and approved at the EPCC on 11/19/24.
2/17/2026	MSEP reviewed the updated policy on 1/21/2025 that outlined the academic and professionalism triggers that can lead to changes in a student's academic status, including at-risk, warning, probation, and dismissal. The policy updates also detail the consequences of each academic status and provides guidelines for students to improve their standing.  Policy reviewed and approved by EPCC by electronic vote on 2/17/2026