



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

ACADEMIC STATUS: DEFICIENCIES, REMEDIATION, ACADEMIC WARNING, PROBATION, DISMISSAL, AND APPEAL POLICY
CDU Policy 320.3b
Issuing Officer: Dean of College of Medicine
Responsible Office: College of Medicine
Date Approved by the Faculty Executive Board: June 23, 2021
Effective Date Dean's Final Approval: June 24, 2021
Revised Date/Review Date (at least 3 years from Effective Date): February 22, 2023
Supersedes (if necessary): N/A

POLICY STATEMENT

The 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 Charles R. Drew University of Medicine and Science (CDU), Medical Degree (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 dismissal, appropriate due process rights are ensured per the Committee on Medical Student Evaluation and Promotions 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register for a given semester and who fails to request a leave of absence for that period, shall be administratively withdrawn from the College.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.

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 rule require approval by the Committee on Medical Student Evaluation and Promotions (MSEP). Standing exceptions include dual-degree programs and research tracks.
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 of the United States Medical Licensing Examination prior to graduation.
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. Standing exceptions include approved dual-degree programs and clinical tracks that require a modified curriculum.
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, including established competencies in patient care, medical knowledge, interpersonal and communication skills, professionalism, system-based practice, and life-long learning skills.
7. The student must have taken and passed Step 2 of the USMLE prior to graduation.
8. Prior to graduation, the MSEP shall present to the 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.

9. 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 can lead to an academic warning and, if not corrected, probation, repeat of a phase of the curriculum or academic year, or dismissal:

1. A deficiency is a failure of a course or USMLE Step exam or a lapse in professionalism that is deemed significant enough by the MD Program's MSEP to warrant placing a student on academic warning or probation status.
2. Failed remediation: "Remediation" shall be taken to mean converting any mark other than passing grade to a P grade, retaking and passing a course for which an F grade has been received, or passing a previously failed USMLE Step 1 or 2 by following the directives of the MSEP. The MSEP's directives incorporate recommendations of Instructors of Record (if appropriate) and/or school policy for remediation of course failures.
3. Remediation of an F grade requires that the course be retaken either at the next time offered in the regular schedule or by means of Credit by Examination or at a time in accord set by the MSEP.
4. The MSEP may require the student to modify his/her curricular pace, if judged necessary to increase probability of academic progression.
5. The MSEP may require students to undergo assessment and remediation of study skills, test-taking skills, or clinical skills or evaluation for learning or other disabilities. The MSEP may also recommend psychiatric evaluation and/or counseling/psychotherapy. The MSEP may require a written clearance from a MSEP-approved, qualified professional before the student is allowed to return to duty.
6. Any student identified by the MSEP as being 'AT RISK' will be referred to the Senior 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 Senior 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.
7. 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.
8. A student promoted with conditions, or who must repeat all or part of a year, shall be notified by the Senior Associate Dean of Student Affairs and Admissions as soon as reasonably possible, 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.

Academic Warning and Academic Probation

1. A candidate for the degree of doctor of medicine will be placed on academic warning or probation by the MSEP for academic (including required USMLE Step exams) or professional deficiencies as outlined above.
2. Students who are placed on academic warning or probation will be informed in writing of

the specific deficiency(ies) for which the warning or probation is being imposed, the specific steps to be taken to remediate the deficiency(ies), and the duration of academic warning or probation within two weeks of notification of warning/probation.

Appeal Process for Academic Warning and Academic Probation

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

1. The student must submit his/her appeal to the MSEP within 30 days of receiving notification of the academic warning or academic probation in writing.
2. The MSEP must, within 30 days of receipt of the appeal, determine whether the student should remain on academic warning or academic probation. If requested, the MSEP should meet with the student to understand the rationale for the appeal.
 - If the MSEP decides to reverse its decision. The matter is closed.
 - If the MSEP upholds its decision, the student may appeal to the FEB within 30 days of the MSEP's final decision.
3. The FEB must, within 30 days of receipt of the appeal, determine whether the student should remain on academic warning or academic probation. If requested, the FEB should meet with the student to understand the rationale for the appeal.
4. There is no appeal to the FEB's final decision on academic warning and academic probation.

Promotion While on Academic Warning and Academic Probation

If, in the judgment of the MSEP, a student on academic warning or 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 warning or probation until all deficiencies have been corrected.

If, in the judgment of the MSEP, a student on academic warning or 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 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 Warning or Academic Probation.

Academic Dismissal

Dismissal of a student from the MD Program may be recommended by the MSEP to the FEB for one or more of the following reasons:

1. Receipt of a second and all subsequent F grades.
2. Receipt of a deficiency while on academic warning or probation; a student who is placed on warning or probation and subsequently fails to remediate and receives an F grade in that course is considered to have failed a single course and has not accumulated another deficiency.
3. Receipt of a deficiency while on a modified curriculum for academic deficiencies.
4. Failure to pass a USMLE Step exam within three attempts.
5. A professional lapse that is considered egregious enough by the MSEP to warrant placement of the student on Academic Probation.
6. A second and all subsequent professional lapses brought to the attention of the MSEP that, in the MSEP's judgment, warrant placement of the student on academic warning or probation status.
7. Failure of any student to meet the requirements and expectations developed by MSEP within the time frame specified.

8. Engagement of student in egregious violation or being found in disciplinary action to have engaged in misconduct in violation of CDU's Code of Conduct.
9. A student who is recommended by the MSEP to the FEB for dismissal must be notified in writing by the MSEP. The FEB must notify the student in writing of their right to meet with the FEB prior to the FEB making a decision on dismissal and of their right to appeal a decision of dismissal by the FEB to the dean whether or not they meet with the FEB.

Appeal Process for Dismissal

Any student who has been dismissed 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 30 days of receiving notification of the dismissal.
2. The dean must, within 30 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.

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.

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.
- **LCME Element 10.3 Policies Regarding Student Selection/Progress and Their Dissemination:** The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.
- **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).

RELATED INFORMATION

- Committee on Medical Student Performance and Promotions Policy
- CDU Student Appeals and Grievances Policy
- Professionalism Policy
- CDU Student Code of Conduct
- LCME Standards, Publications, & Notification [Forms](#)