

STUDENT DISCIPLINARY POLICIES

Academic Probation

The Medical Student Progress Board is responsible for placing a student on academic probation and to determine the length of time of the probation. A medical student may be placed on probation for academic performance, lack of professionalism, behavioral issues, or for other misconduct reported to the Medical Student Progress Board. In addition, the Medical Student Progress Board may place a student on probation for failing to progress in the curriculum as established by previous action of the Medical Student Progress Board. Removal from academic probation status will be determined by the Medical Student Progress Board. The Associate Dean for Medical Education is responsible for officially notifying the University Registrar of a student being placed on or removed from probation.

Substance Abuse Policy

Students who are impaired due to substance abuse are strongly encouraged to voluntarily seek the most effective professional health care. Students may seek assistance through the Student Health Service, the Associate Dean for Students Affairs and/or private counseling.

The School of Medicine advises students to voluntarily seek assistance before their academic performance and/or professional development is adversely affected and is brought to the attention of the Medical Student Progress Board. Students who voluntarily seek treatment will not be subject to formal academic disciplinary action for substance abuse. Students who voluntarily identify a substance abuse concern may be required to obtain the most effective treatment for substance abuse including some or all of the following: care in a residential treatment facility, outpatient management programs and random testing for substance of abuse. The financial responsibility for required substance abuse treatment and subsequent follow up is borne by the student. Failure to pursue a requirement for substance abuse treatment may be the basis for academic disciplinary action including dismissal. The Medical Student Progress Board does have the authority to require students to seek professional health care for substance abuse and to prevent students from participating in the curriculum. Once student impairment due to substance abuse is reported to the Medical Student Progress Board as a result of unsatisfactory academic performance and/or professional development the matter will become a part of the permanent record of the student.

Leave of Absence Policy

A leave of absence, usually not to exceed 12 months, may be granted by the Associate Dean for Student Affairs to a student who finds it impossible to continue his or her education because of health or personal reasons. A leave of absence involves a complete withdrawal from course work for a designated period of time. In contrast, a curriculum extension involves enrollment in some courses during the academic year. The reason for the leave of absence must be resolved within the period of the leave. The following procedures are required for a leave:

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- a. All requests for leave of absence should be made in writing to the Associate Dean for Student Affairs with final approval from the Medical Student Progress Board and Associate Dean for Medical Education which constitutes the official action of the School of Medicine.
- b. The Associate Dean for Student Affairs informs the student in writing of the decision and any conditions that need to be satisfied in order to be reinstated on or before the leave of absence terminates. The Assistant Dean for Medical Education will also notify the registrar.
- c. Permission to re-enter the School of Medicine after the leave of absence will be contingent upon satisfactory resolution of the issue which necessitated the leave. A written request for permission to reenter the School of Medicine should be submitted to the Associate Dean for Student Affairs.
- d. A student granted a leave of absence remains an officially enrolled student in the School of Medicine while on leave. A student who does not make application for reinstatement before the last day of the leave of absence will be considered to have withdrawn from medical school.
- e. Students may not seek a leave of absence until they have completed at least the first two years of the medical school curriculum with the exception of students with military obligations or personal illness.
- f. The Associate Dean for Student Affairs will provide the Medical Student Progress Board with follow-up information concerning the status of each student granted a leave of absence.
- g. In rare circumstances, where confidentiality is of paramount importance, the Associate Dean for Student Affairs may grant a leave of absence without the participation of the Medical Student Progress Board.

Curriculum Extensions

Ordinarily, students are expected to graduate within three years and nine months. Occasionally a student may be confronted with special problems that may be solved if the curriculum is extended. It should be noted that curriculum extension requires compelling reasons (e.g. illness, pregnancy, academic difficulties) and involves enrollment in some courses during each academic year.

Requests for extensions will be sent to the Associate Dean for Student Affairs with final approval from the Medical Student Progress Board and Associate Dean for Medical Education.

Previously approved programs that require extended curricula like the M.D./PhD and M.D./M.P.H. programs and the five year program in pathology will not be reviewed by the Medical Student Progress Board.

USMLE Steps I and II

Students are required to sit for USMLE Step I at the end of the second year curriculum prior to starting the Transition to Clerkship course and the clerkships. If a student is unable to meet this requirement or fails Step I, they are required to take or repeat the exam in the November/December elective block. USMLE Step 2CK and 2CS should be completed by March prior to graduation in June.

Effective with the entering class of 2009, all students are required to take and post a satisfactory score on Step I prior to entering the third year clerkships. Students must also post a satisfactory score on Step II CK and Step II CS by May 1 of their graduation year in order to be considered for graduation that year.

Electronic Information

Electronic information and communication technology are provided specifically for meeting educational and professional responsibilities. The School of Medicine and OHSU computers are tools to enhance and provide learning, communication and information management. Using these computers is a privilege and all users have responsibilities regarding their use.

- Changing or rearranging the setup of any computer without authorization is prohibited.
- Compliance with copyright laws regarding software and information is required.
- The privacy of others must be respected.
- Use of appropriate language is essential. Language that would be offensive to others is unacceptable.

Other activities that are considered inappropriate use include but not limited to:

- Accessing, viewing or downloading pornographic materials
- Copy or downloading materials in a way that violates another's licensure/copyright protection
- Use of OHSU computing resources to harass others

The Internet provides access to valuable information and interactions. Use of the Internet should support the educational mission and provide individuals with access to databases and other similar resources. In using the Internet violating the rights of others including privacy as well as using or posting profanity, obscenities or language that may be offensive to another use is prohibited. Likewise accessing inappropriate graphic or factual information or responding to messages that are obscene or threatening is unacceptable conduct.

All students are expected to maintain utmost respect and confidentiality of patients, faculty and colleagues in accessing privileged information. Improper use of computer technology is considered professional misconduct and accordingly student will be referred to the Medical Student Progress Board for action which could include dismissal from the School of Medicine.

Annual Academic Promotion

Promotion of each student from year to year requires specific action by a majority of the members present and voting at a meeting of the Medical Student Progress Board. All grades of marginal, fail, or professional development evaluations should be remediated before promotion can occur.

To be promoted from the first to the second year, a student must receive grades of satisfactory or above in all required subjects and demonstrate satisfactory professional conduct.

Students are required to Pass (effective with entering class of 2009) for the United States Medical Licensing Examination USMLE Step I at the end of the second year curriculum prior to starting clerkships.

Promotion from third to fourth year, or to be recommended for graduation, a student must receive grades of satisfactory or above in all subjects and demonstrate satisfactory professional conduct. In addition, he or she must pass (effective with entering class of 2009) United States Medical Licensing Examination Step II CK and CS exams during the fourth year and prior to graduation.

Promotion of students from the third to the fourth year and recommendation for graduation requires specific action by a majority of the members present and voting at a meeting of the Medical Student Progress Board.

The minimum level of academic performance for promotion may only be changed by action of the Faculty Council and the Dean of the School of Medicine, usually upon recommendation of the Associate Dean for Medical Education and the Medical Student Progress Board.

The Board can recommend conditional promotion for a student pending satisfactory completion of as yet unfulfilled requirements. These may include a mark of incomplete or a grade of marginal or fail.

Repeating a Part or All of a Year of the Curriculum

The Student Progress Board may recommend that a student who either fails one or more courses or has marginal in more than one course repeat part or all of a year of the curriculum before promotion will be considered again. In each case the recommendation will indicate the specific requirements that the student must meet in order to qualify for promotion.

Professional Development Evaluations

When the Student Progress Board requires a report of possible physical or emotional problems that may be contributing to unsatisfactory performance or conduct, the Board chairperson will consult with the Associate Dean for Student Affairs to identify an appropriate health professional to evaluate the student. The health professional will perform the evaluation and record any appropriate recommendations for the board's consideration. The evaluation requested shall be made only after the student has been appraised of its purpose and has given permission to the health professional involved for the release of privileged information to the Medical Student Progress Board.

Remediation

The Student Progress Board may make recommendations to the Associate Dean for Medical Education on matters related to grading, other evaluations or student performance, requirements for promotion, and rules and regulations for the operation of the Board. Final

approval or other action based on these recommendations rests with the Associate Dean for Medical Education, who will generally seek the advice of the Dean or Faculty Council on these matters.

Dismissal Procedures

Disciplinary Actions can include but are not limited to dismissal, expelled and/or suspension.

The board may, at any meeting, accept by a majority vote, a proposal to consider a recommendation for dismissal or other action against a student be taken because of deficiencies in academic and professional development.

Deficiencies that may result in dismissal or other actions include:

1. failure to pass a required course in the medical curriculum; or
2. unacceptable behavior as described in the Professional Conduct Standards section found earlier in this document.

Upon acceptance by the Board of a proposal to consider a recommendation for dismissal or other actions listed above, the chairperson will convene a special meeting of the Board for the purpose of hearings and decisions. The student for whom dismissal or other action is being considered will be given a written statement of the charges against him/her and notice of the time and place of the hearing at least ten days prior to the meeting. At such special meetings, the chairperson will supervise the board's conduct of an informational hearing on matters relevant to the proposed recommendation. In addition to members of the board, the special meeting may be attended by the student and an adviser of his or her choice. The Chairperson will request members of the board to present the information upon which the proposal to recommend dismissal or other action is based. The Chairperson will invite the student to present his or her information and opinions concerning the proposed recommendation, to address questions to the Board, and to respond to questions from the Board. The Chairperson will invite other persons identified by the student to present their information and opinions on behalf of the student, and to respond to questions from the Board.

The student's adviser may be an attorney or any other person whom the student wishes to choose. The adviser may counsel the student concerning his or her responses or questions he or she may wish to put to the Board. The adviser may address the board only upon invitation of the Chairperson. If the adviser is a member of the Board, the adviser will not vote or participate in the executive session of the Board when the decision on the proposed recommendation is made.

The Chairperson may recess the special meeting of the board to a time identified later, whenever he/she considers this proper. At the completion of the hearing, the Chairperson will adjourn the special meeting and convene the Board in an executive session for consideration and decision on the proposed recommendation or dismissal or other actions.

The findings, decision and recommendation of the Board will be communicated in writing to the Associate Dean for Medical Education and the Dean of the School of Medicine for such actions

as he or she deems appropriate. In such cases, the decision of the Dean will be the final action of the School of Medicine. If the Associate Dean for Medical Education approves a recommendation for dismissal or a requirement to repeat part or all of a year of study or other action, he or she will notify the student of his or her decision in writing. Any recommendation made by the Board and approved by the Associate Dean for Medical Education and the Dean can be appealed to the Provost of OHSU. The OHSU appeal procedures are described earlier in this handbook. A dismissed, suspended or expelled student may not register or attend class while such an appeal is pending. A student who is required to repeat a year may, pending appeal, register for and attend classes only for the year which he or she is required to repeat.

Activities not within the jurisdiction of the Board

Any student may be suspended from the School of Medicine by the Dean for sufficient cause. Although this will generally be the result of a recommendation of the Medical Student Progress Board, an emergency or other special circumstances may arise where this action must be taken at the administrative level of the School.

Students can be granted a leave of absence by the Associate Dean for Medical Education or the Dean of the School of Medicine or they can withdraw from school. In neither case will review and action by the Board be required unless requested by the Dean.

Withdrawal Function

Generally, withdrawal requires action by the student. A medical student may withdraw from school when he or she no longer wishes to be a student in the program. Such an action officially severs his or her connection with the school.

Students usually choose to withdraw from the School of Medicine because they have decided that they no longer desire to pursue a career in medicine, or because they need to be away from the school for a prolonged period. Students will be administratively withdrawn from medical school if they do not return from a leave of absence or if they fail to register for classes.

A student initiating a withdrawal should begin the process by contacting the Associate Dean for Student Affairs. It becomes official only when the appropriate forms are completed and submitted to the Associate Dean for Medical Education who will submit to the University Registrar. Students who withdraw from the School of Medicine either by their own volition or by administrative process must apply for admission and be re-admitted in order to resume medical studies.