STUDENT PROGRESS BOARD DISCIPLINARY POLICIES AND ACTIONS

Role of the Board

A. Responsibilities of the Board.
The Medical Student Progress Board is responsible for reviewing the professional development of all students enrolled in the medical student curriculum. Professional development includes an assessment of the student’s academic progress as well as their ethical, prudent and humanitarian behavior as described in the section on Professional Development. The Board advises the Associate Dean for Medical Education and the Dean of the School of Medicine by recommending the promotion, dismissal, repetition of coursework, or other special action for each medical student before that student may progress from one year to the next in the medical curriculum or be considered for graduation. The Board refers students who are having difficulty with professional development to the Associate Dean for Student Affairs, who will arrange for appropriate academic or personal counseling which may involve the Student Health Service. The Board chairperson may appoint a special ad hoc committee of faculty to do an in-depth evaluation of a student’s professional development. This committee reports its findings to the Medical Student Progress Board. The Board advises the Associate Dean for Medical Education on matters related to grading and other types of evaluations of students, on procedures and requirements for promotion, and on other matters that relate to professional development of students. The Board hears all cases of alleged violations of professional conduct referred to it by course and clerkship directors and the Associate Dean for Student Affairs and make recommendations to the Associate Dean for Medical Education regarding sanctions that should be imposed. The Associate Dean for Medical Education may accept, deny, or revise the recommendations of the Board. Such action by the Associate Dean for Medical Education constitutes official action of the School of Medicine. The Associate Dean for Medical Education seeks final approval from the Dean of the School of Medicine for actions that may result in dismissal.

B. Membership of the Medical Student Progress Board
The regular voting members of Board are:

1. Three faculty from basic science departments and four faculty from clinical departments.
2. The chairperson of the board will be appointed for a three-year term by the Dean of the School of Medicine and may be reappointed for additional three-year terms.
3. All members will be nominated by the Committee on Committees of the School of Medicine and appointed by the dean to serve three-year terms. Board members can be appointed for a second term. Appointments of the Board members will be staggered on an annual basis to assure continuity membership.
4. Annually, or if the incumbent is unable to serve, the Board will select a vice chairperson who will serve in the absence of the chairperson.
5. Ex-officio, non-voting members of the Board will include the Associate Dean for Student Affairs, the Associate Dean for Medical Education, Assistant Dean for Admissions and the Assistant Dean for Medical Education.

6. The Office of Education and Student Affairs maintains the official lists of regular voting members of the Board and notifies all Board members and appropriate course directors of the time and place of each meeting. The Associate Dean for Student Affairs will communicate the results of the Dean’s decisions regarding each student to the appropriate course directors, and the chairperson of the Medical Student Progress Board. The Assistant Dean for Medical Education will be designated as the recorder of the Board and keep minutes of all meetings of the Board.

7. A quorum of the board will consist of four voting members.

C. Duties of the Chairperson of the Board
   1. Call and conduct all meetings of the Board;
   2. Communicate the Board’s recommendation to the Associate Dean for Medical Education;
   3. Report the results of the Associate Dean’s decisions regarding each student to the Board.
   4. Insure that the rules and regulations of the Board are followed.
   5. Represent and act on behalf of the Board between meetings.

D. Advisors
   1. The Advisors to the Medical Student Progress Board are the course and clerkship directors. Any faculty member who gives a grade or otherwise evaluates a medical student may request to attend.
   2. Duties of the Advisors
      Whenever appropriate advisors are expected to attend meetings of the Board. When the review considers student performance they will be expected to provide the Board with information about any student and to make recommendations regarding the disposition of students with academic or conduct deficiencies. After receiving the needed information and recommendations the Chairperson of the Medical Student Progress Board may excuse the Advisers and continue the meeting in executive

E. Regular and special meetings of the Board
   Regular meetings of the Medical Student Progress Board will be held monthly. Special meetings of the Board may be called at any time by the Chairperson or, in his/her absence, by an appointed member, provided that notice of the meeting time and the agenda topics are given in advance to all of the regular voting members. The Chairperson is required to call a special meeting of the board whenever two or more members of the board make a written request for such a meeting. Special meetings of the Board are held for the purpose of hearings and decisions on recommendations for dismissal of students from the School of Medicine due to deficiencies in academic and professional development.

F. Minutes of the Meeting and Records of the Board
   Minutes of each meeting of the Medical Student Progress Board will be prepared by the Chairperson of the Board. The minutes will be subject to review and correction by the Board. The Board records, copies of correspondence and minutes, are maintained in the
Office of the Education and Student Affairs by the Associate Dean for Medical Education. Working copies may be kept and used by the Chairperson of the Board. Access to minutes is provided for all members of the Medical Student Progress Board, the Associate Dean for Students Affairs, Associate Dean for Medical Education and the Dean of the School of Medicine, or the Dean’s designated representative. A student may review any part of the minutes or records that pertain specifically to that student, but does not have the right to inspect any other part of the records without authorization by the Associate Dean for Medical Education. The Associate Dean for Medical Education determines which sections of the Boards minutes and records pertain to a specific student and is accorded sufficient time to provide copies of these records for review by the student.

POSSIBLE ACTIONS BY THE STUDENT PROGRESS BOARD

Suspension, Dismissal and Expulsion but are not limited to just these actions.

Suspension: for a prescribed period of time, generally from two academic terms to one year, after which application may be made for re-admission.

Dismissal: Indefinite exclusion from the School of Medicine after which application may be made for re-admission. The Readmissions policy is in Administrative Policies and Procedures section.

Expulsion: Permanent exclusion from the School of Medicine.

Academic Probation: See Student Disciplinary Section

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:

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 from the date of matriculation. 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. The request will be reviewed by, and require final approval from the Medical Student Progress Board and Associate Dean for Medical Education. The Board and Associate Deans will require extremely compelling reasons to allow a student to extend beyond 7 years to complete the MD curriculum.

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.

Revised by the Student Progress Board June 14, 2010

**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.

Repeating Part or All of MS1 and MS2 Academic Year of the Curriculum

The Medical Student Progress Board may recommend that a student in the MS 1 and/or MS2 academic year repeat part or all of a year of the curriculum if the student receives less than satisfactory grade in one or more courses within one academic year.

If the Medical Student Progress Board (MSPB) recommends that a student repeat part or all of a year, the student is placed on academic probation. The Medical Student Progress Board will outline specific curricular requirements during the period that the student is on academic probation. During the probationary period, the student will be expected to fully participate in and successfully complete all aspects of the curriculum, including all courses, small groups, laboratory sessions, etc. The Medical Student Progress Board will review the student’s performance at the end of the year to approve removal of probation and advancement to the next year. If the student on probation receives a less than a satisfactory grade in a course during a repeat year, then a dismissal hearing will be required.

If the student receives a less than satisfactory grade in a subsequent year of the curriculum, after completing a 'repeat year', then the Medical Student Progress Board will meet with the student to consider whether or not to hold a dismissal hearing. The Medical Student Progress Board will not grant an additional 'repeat year' for academic or professional reasons unless there are mitigating circumstances.

Revised by the Student Progress Board May 4, 2010
Approved by Curriculum Committee June 21, 2010

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.

Placement on Academic Warning Status

**Purpose:** To serve as an early warning to students that academically they are not performing up to expectations. The policy will allow the Student Progress Board and Associate Deans to intervene early and provide structure and assistance for these potentially at risk students.

Academic warning is the step prior to academic probation. Students are considered still making satisfactory academic progress while placed on academic warning status and therefore their financial aid is not restricted.

Automatic academic warning status would be:

- 1 marginal grade
- A Professional Development concern that is deemed major (or repeated behavior)
- Students returning from a repeated year
- Students just coming off academic probation

Placement on academic warning would be the responsibility of the Student Progress Board and/or the Associate Deans.

Type of Conditions that might be required:

- Restricted from outside activities which could include international experiences, summer projects, etc.
- Must seek personal or academic counseling
- Outline specific expectations for courses, etc.

Approved by Student Progress Board January 5, 2010
Medical Student Handbook

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.

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 or expelled 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.

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.