



# California Health Sciences University

## COLLEGE OF OSTEOPATHIC MEDICINE STUDENT PROGRESS COMMITTEE POLICY

### **I. STUDENT PROGRESS COMMITTEE**

The Student Progress Committee (SPC) is a college-specific committee made up of college faculty and, charged with being the primary team responsible for review of the totality of COM students' academic and professional performance. The SPC reviews any student's academic record who has failed any required element for graduation: a course/section/rotation/clerkship, a national board examination, a failure to comply with SPC remediation plan (described in following sections) and/or any student who has failed to show adequate academic progress in his/her path of study and/or demonstrated concerning lapses in professionalism. As a part of the comprehensive review, the SPC will make the decision as to whether or not the student should be granted remediation after a failure. The SPC has broad authority to review students' records, decide how best the University can assist the student on getting back on track academically and can recommend a broad number of professional options for consideration as part of any final decision.

### **II. FUNCTION**

The SPC's purpose is to provide input on remediation strategies and programs for the college's students. The SPC evaluates individual cases of student academia and/or professional deficiency in accordance with the college's academic progression and remediation policies, to formulate a decision as to whether the student should be allowed to progress or be dismissed from the program due to their inability to meet minimum academic or professional standards.

### **III. MEMBERSHIP AND STRUCTURE**

The SPC is composed of three year-specific subcommittees (Year 1, Year 2, and Years 3 and 4). These subcommittees are responsible for the oversight of the remediation plan of any student in that year who has experienced a failure of a required element/course/section for graduation or has otherwise failed to show adequate academic progress. The subcommittees shall consist of, at a minimum:

- The Year-specific Curriculum Director;
- A learning enhancement specialist;
- A clinical psychologist;
- Ad hoc faculty representative(s) who may serve as a faculty advisor;
- Ex officio committee advisors requested to be present for committee meetings.

The Dean's appointee over the curriculum serves as the chair of the subcommittee and as such, is a



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voting member of the SPC. All voting members of the SPC are full time CHSU faculty with non-adjunct faculty appointments. SPC members are appointed by the Dean of the COM. The composition of the voting members of the SPC shall consist of, at a minimum:

- Subcommittee Chair, Year 1 of COM
- Subcommittee Chair, Year 2 of COM
- Subcommittee Chair, Years 3 and 4 of COM
- Biomedical science faculty member
- Clinical Science faculty member
- Clinical Science faculty member
- Biomedical Science faculty member
- Chairperson of the SPC

A quorum of committee members is required in order for the SPC to finalize any decision. A quorum is defined as having 5 members present. The chairperson of the SPC only votes in the event of a tie vote of those members present. The year specific subcommittee chair overseeing the remediation of an individual student needs to recuse themselves from voting on a student they are working with.

All voting members shall have one vote. The SPC shall meet as often as necessary, at least monthly, to conduct its business, as determined by the SPC chair.

The SPC shall have the right to consult with others if necessary prior to SPC meeting with the student.

#### IV. SPC PROCESS

The SPC process for academic-related failures and reviews is generally as follows:

1. **First Course/Section/Rotation/Clerkship Failure** – *After a first course/section/ clerkship failure*
  - The student is notified of his/her first course/section/clerkship failure via email/digital letter and informed that they will be meeting with the year-specific subcommittee of the SPC.
  - At a minimum, the chair of the subcommittee, and if designated by the Dean, a learning specialist will meet with the student to discuss the student's failure. The student's faculty mentor/advisor will be notified of the meeting and may choose to attend.



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- The subcommittee members and the student will meet together to formulate a remediation plan for the failed coursework. The remediation plan may include but is not limited to, the following: a study plan, regular meetings with a learning specialist, and regular meetings with a psychologist from Counseling Services.
  - The remediation plan will include timelines and expected outcomes/behaviors that the student will be expected to adhere to in agreeing to said plan.
  - The remediation plan will be signed by the student.
  - Course/section remediations will take place in one of two structured remediation times within the academic calendar and will be set by the Associate Dean for Academic Affairs.
  - Failure to comply with the remediation plan can result in an automatic required meeting with the full SPC and could result in discipline up to and including dismissal.
2. **Second Course/Section/Clerkship Failure or any National Board Exam Failure** – *After a second course/section/rotation/clerkship failure or any failure of a national board examination, failure to comply with the previously approved remediation plan, any professionalism concern for behaviors not fitting for a healthcare professional, the student will be notified via email/digital letter of a required meeting with the full SPC for review.*
- Prior to any meeting with SPC, the student is instructed to meet with the Assistant/Associate Dean for Student Affairs to better understand the SPC hearing, how the student can best prepare for the hearing, and to answer any questions from the student.
  - The student is notified, via email, of the time and place of the SPC meeting.
  - The student is entitled to be present at the SPC meeting with a representative of choice for support. However, any representative who is an attorney may not serve as legal counsel for the student.
  - Witnesses or other individuals are not permitted to attend the SPC meeting, however, may be consulted with prior to the meeting as needed, but not to impede or delay the process.
  - After the SPC meets with the student, the student will leave the meeting room.
  - The SPC then discusses the case and votes on a recommendation; the Chair only votes in the event of a tie.
  - Recommendations of the SPC may consist of, but are not limited to the following:
    - a) course/section/clerkship/national board remediation
    - b) repeating of an academic year of coursework in the COM,
    - c) dismissal from the COM. Decisions are determined by majority vote of the members of SPC attending the hearing.



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- Once the case has been formally adjudicated, the chair of the committee will communicate the recommendation to the Associate Dean for Academic Affairs
- The Associate Dean for Academic Affairs will review the recommendation and make a final decision.
- The Associate Dean for Academic Affairs will communicate the decision to the student via email/digital letter.
- Decision from the Associate Dean for Academic Affairs will be placed in the student record and may be considered for the issuance of official letters of recommendation (including MSPE, dean's letter, etc.)
- The student is given time to consider the decision and can appeal the decision for any reason. The appeals process for any SPC decision is explained to the student in the decision letter.
- If the student wishes to appeal the SPC decision, he/she will appeal in writing to the dean of their college within five (5) business days
- The Dean shall make a final decision on the student's appeal as soon as possible but in no event more than fifteen (15) business days from the date of the student's written appeal is received. In the event the Dean has a conflict of interest, the appeal shall be to the Provost.

### V. ACADEMIC DISMISSAL

The SPC determines that a dismissal is warranted when there is:

1. Failure to meet the requirements described as requirements for academic progression
2. Failure to meet the terms of remediation
3. Forgoes an academic semester without obtaining an approved Leave of Absence

### VI. SPC MEETINGS

SPC meetings will take place as often as necessary to conduct its business, at least monthly. Students are expected to meet, in person, with the SPC, except for students on clinical rotations at locations determined to be a substantial distance from campus. Those students shall meet with the SPC via teleconference.

1. **Executive Session of SPC Meetings** – The first portion of each meeting is considered an *Executive Session* for review of any student remediation plans currently in progress. New remediation plans that have occurred since the last SPC meeting will be presented by the subcommittee chair first, followed by updates on progress of already existing remediation plans.



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The SPC will then vote to approve said new remediation plans. The Executive Session portion of the meeting may be attended by learning specialists, Counseling Services staff, as well as the representatives of Student Affairs and Clinical Education departments, as well as the Assistant Dean for Student Affairs and the Associate Dean for Academic Affairs. Students are not allowed to attend any Executive Session of the Committee.

2. **Official Hearing Portion of SPC Meetings** – The Official Hearing portion of the meetings includes the voting members of the SPC and the student being reviewed. This portion of the meeting is closed to all but voting members of the committee and appropriate administrative support staff of the committee. Proceedings of the closed portion of the Official Hearing portion of the SPC meeting are strictly confidential.

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- o Policy Owner: Dean of COM
  - o Effective Date: 7/23/2019
  - o Approval by President Date: 7/23/2019
  - o Approval by Provost Date: 7/23/2019