

## **Policies and Procedures of the Duluth Student Scholastic Standing Committee**

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Responsible University Officer: Associate Dean for Admissions & Student Affairs

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### **Foreword**

The University of Minnesota Medical School has two campuses (Twin Cities and Duluth). Each campus has a Scholastic Standing Committee which has been charged with the responsibility of monitoring the progress of medical students enrolled on that campus. These bodies are: the Committee on Student Scholastic Standing – Twin Cities (COSSS), and the Scholastic Standing Committee – Duluth (SSC). This document outlines the policies and procedures governing student scholastic standing at the Duluth campus. A separate document outlines the policies and procedures governing student scholastic standing at the Twin Cities campus.

### **Role and Jurisdiction of Scholastic Standing Committee**

The SSC has jurisdiction over students who matriculated on the Duluth campus during the first two years of course work. Once the students transition to the Twin Cities campus for their clinical years, they are under the jurisdiction of COSSS. The COSSS has jurisdiction over students who matriculate on the Twin Cities campus and students who have transitioned from Duluth after completing their coursework. Both Committees strive to assist students who are experiencing academic difficulty and to assure fairness to each student. The Committees evaluate student performance based on the student's individual record, taking into account the unique circumstance of each student's situation. Student performance encompasses academic knowledge and clinical skills, as well as development of the personal and professional attributes expected of a practicing physician. Any student behavior that reflects on a student's qualifications or potential to become a competent and ethical professional will be within the jurisdiction of the appropriate scholastic standing Committee. The SSC-Duluth will report to the Education Council on its activities annually (reference: Medical School Bylaws)

## **I. Introduction: The Scholastic Standing Committee (SSC), Duluth**

The SSC is a standing Committee of the Executive Faculty and the Faculty Assembly. The responsibilities of the Committee are defined in the Constitution of the University of Minnesota Medical School ([https://hub.med.umn.edu/sites/hub.med.umn.edu/files/constitution\\_0.pdf](https://hub.med.umn.edu/sites/hub.med.umn.edu/files/constitution_0.pdf); Article II, Section B.2) and the Bylaws to the Constitution (<https://hub.med.umn.edu/sites/hub.med.umn.edu/files/bylaws.pdf>; Article I, Section D.3).

These are the policies and procedures followed by the University of Minnesota Medical School, Duluth campus Scholastic Standing Committee (SSC) when evaluating medical students' academic performance and related issues. The policies of the Scholastic Standing Committee are developed to conform to broader University policies on academic performance and ethics. These policies and procedures will be applied taking into account the unique circumstances of each

student's situation. The responsibilities of the University of Minnesota Medical School Duluth Scholastic Standing Committee are to monitor each student's progress through medical school and to ensure that the students of the Medical School Duluth campus have met the requirements for transition to Year 3.

The responsibility of the Duluth Campus Scholastic Standing Committee is expressed in the following statement, from the Bylaws to the University of Minnesota Medical School Constitution:

Composition of the Duluth SSC. The Scholastic Standing Committee shall be composed of six faculty, three from each of the Departments of Family Medicine and Biobehavioral Health and Biomedical Sciences, Duluth Campus; and one medical student from each class, participating as feasible, and shall include the representative of the Regional Campus Dean for the Duluth Campus for Student Affairs and a representative from the Center of American Indian and Minority Health as non-voting ex officio members. Department Heads will nominate three faculty from their departments to serve for a term of two years; medical students shall be selected for a term of one year through such procedures as the Student Body may establish.

The Scholastic Standing Committee shall monitor the quality of student performance in a continuous and consistent fashion. To this end, it shall determine guidelines for student academic standing, and it shall monitor each student's progress toward the Doctor of Medicine degree. This committee shall make recommendations to the Duluth Regional Campus Assembly concerning each student's promotion, transfer, termination, and/or special programming. The Duluth Campus Assembly's actions on such recommendations will then be transmitted to the Regional Campus Dean for the Duluth Campus for action. The Scholastic Standing Committee will annually report to the Twin Cities Program through the Associate Dean for Student Affairs and Admissions, and the Chair of the Scholastic Standing Committee. The Duluth Campus Scholastic Standing Committee will report on its activities to the Education Council and the Faculty Assembly at least once each year. Any action to deny advancement to students deemed ineligible will be reported to the Dean of the Medical School through the Regional Campus Dean for the Duluth Campus.

## **II. Regional Campus Assembly Policies**

### **A. GRADUATION REQUIREMENTS**

Medical students must complete all required courses and Milestone Exams (1, 2) satisfactorily and follow the credit requirements for the M.D. degree as outlined in the current University of Minnesota Medical School Duluth Policies, or as stated by the Office of Curricular Affairs, course directors, and/or the Scholastic Standing Committee; complete all regularly scheduled assignments; and take all scheduled examinations unless excused by the course director or his/her delegated faculty representative.

The maximum duration of undergraduate medical education should be six years from matriculation, three years from matriculation to the end of year 2 and the passing of Step 1 and three years from the start of Year 3 to the completion of Year 4 and the passing of both Step 2 exams. Students enrolled in any dual degree program are granted additional time as long as they otherwise remain in good academic standing in the Medical School. Students who fail to meet these expectations must petition the

SSC (Duluth Years 1-2) or COSSS (Duluth Years 3-4; Twin Cities Years 1-4) to request permission to remain in the program. Failure to receive permission constitutes evidence of failure to make satisfactory academic progress and will trigger a hearing for dismissal. Students may petition to have up to one year of leave of absence from matriculation to graduation not count towards these benchmarks with no more than one year allowed over their entire enrollment.

## B. GRADING POLICIES

### **Medical School Grading System**

The Grading Policies implemented by the University of Minnesota Medical School Duluth Campus Scholastic Standing Committee are expressed in the grading policies of the University of Minnesota Medical School and approved by the Education Council for both campuses.

[https://www.meded.umn.edu/policies/Reporting\\_Grades\\_on\\_Transcripts.pdf](https://www.meded.umn.edu/policies/Reporting_Grades_on_Transcripts.pdf)

### **Year 1 and 2: Course Grades**

#### **Policy Statement**

All final course grades in Years 1 and 2 will be:

**H (Honors)** — ~~Represents achievement that is outstanding relative to the level necessary to meet course requirements.~~ (P/F grading for yrs 1-2 approved by Education Council 5/2017)

**P (Pass)** – Represents achievement that meets the course requirements in every respect.

**N (No Pass)** - Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (Incomplete).

Final course grades in Years 1 and 2 will be set at a pass (P) no lower than 70% of the cumulative points available for the entire course and students must also accumulate 70% or more of the cumulative points available on the final exam. Up to 66% of the pass/fail decision for the course may be comprised of the score from the final exam. All courses are required to have a final exam\* that includes content representative of the entire course. Final course grades will be criterion referenced. Each course will determine Honors (H) for that course using criteria representing the work required for that course.

\* Refer to policy: Exam Grades, Years 1 and 2

[https://www.meded.umn.edu/policies/Course\\_Grades\\_Years\\_1\\_and\\_2.pdf](https://www.meded.umn.edu/policies/Course_Grades_Years_1_and_2.pdf)

#### **Reason for Policy**

A standard grading policy across the first two years of medical school is important to provide continuity and understanding of the learning that a grade represents. A pass/no pass/honors grade provides information on the mastery of content by each student and is not a comparison to the performance of others in their class.

#### **Procedures**

- The policies of the Committee on Student Scholastic Standing (Twin Cities campus) and Scholastic Standing Committee (years 1-2, Duluth campus) determine

the actions to be taken for a No Pass course grade.

- Course grades in both Years 1 and 2 will be criterion referenced, not norm referenced. (Students will be assessed on their own independent mastery of the material; their course grades will be dependent on their own true scores, not scores referenced to a class mean.)
- Final exams may contribute up to 66% of the pass/fail decision for the course.
- The balance of a student's course grade (34% or more) should be based on measures such as but not limited to:
  - Midterm (if applicable)
  - Participation in small groups etc
  - Quizzes - Professionalism (including peer assessments)
  - Essays/papers/presentations
  - Concurrent Foundations of Critical Thinking case contributions
  - Projects
- The requirements for Pass and Honors must be stipulated in the course syllabus prior to the beginning of the course. These requirements must be criterion referenced and not dependent on student scores referenced to the class mean. In determining Honors, the course director may include any elements of the course requirements (i.e., test scores, peer assessments, quizzes, attendance, papers, etc.)

Approved by Education Steering Committee March 21, 2011

Approved by Education Council April 19, 2011

### **Year 1 and 2: Exam Grades**

[http://www.meded.umn.edu/policies/du/Examination\\_Policies\\_DU.pdf](http://www.meded.umn.edu/policies/du/Examination_Policies_DU.pdf)

### **Policy Statement**

All exam grades will be criterion referenced. All exam grades in Years 1 and 2 will be set at a pass no lower than 70% of the cumulative points available for the entire exam. Final exam scores may contribute up to 66% of the pass/fail decision for the course. All courses are required to have a final exam\* that includes content representative of the entire course.

\* Refer to policy: Exam Grades, Years 1 and 2

([https://www.meded.umn.edu/policies/Course\\_Grades\\_Years\\_1\\_and\\_2.pdf](https://www.meded.umn.edu/policies/Course_Grades_Years_1_and_2.pdf))

### **Reason for Policy**

A standard exam grading policy across Years 1 and 2 is important to provide continuity and understanding that a pass/fail grade is actually providing information on the mastery of subject area content by each student and not a comparison of their mastery level to others in their class.

### **Procedures**

1. Students must receive timely feedback on all performance measures.
2. For integrated exams, discipline specific sub-scores will be available for students to better inform their own learning progress in individual subject areas. The Course Director may at their own discretion refer students to the Director of Learner

Development (TC and DU) if they feel that students have exhibited areas of academic deficiency or need.

3. Exam grades in both Years 1 and 2 will be criterion referenced, not norm referenced.

Approved by Education Steering Committee March 21, 2011 Approved by Education Council April 19, 2011

#### C. POLICY ON DROPPING A COURSE

Anytime a student drops a course due to academic difficulty and fifty percent or more of the points in the course have been given (exams, quizzes, etc.), the student will receive a grade of "N" (Not Pass) rather than a grade of "I" (Incomplete). Repetition of the course in the following year will be considered a remedial program.

Approved by Scholastic Standing Committee: April 20, 1996

### **III. Guidelines for Academic Standing**

#### A. Academic Standing

A student will be considered in good standing academically if the student is not At Risk or on Probation as defined below.

#### B. Determination of Academic Standing

Determination of academic standing will be made by the Scholastic Standing Committee no later than four calendar weeks after the conclusion of each semester grading period.

#### C. At Risk Status and Probationary Status

**At Risk:** An important function of the SSC is to help the student attain satisfactory academic performance. If a student has had a failing grade (N) or has an incomplete grade (I) and is not making satisfactory progress in any basic science or clinical course or has failed the USMLE Step 1 once, the student will be notified by the Office of Student Affairs and will be placed on "At Risk" status. Students on At Risk status will be required to meet with the SSC. Note that students placed on At Risk status are no longer in good academic standing. Students on At Risk status who experience further academic difficulties will be placed on Academic Probation, or be subject to a hearing for dismissal.

Students with a grade of N in a basic science or clinical course must appear before the SSC to receive permission to take a re-examination, or to repeat the course. Students who successfully pass the course through re-examination or by repeating the course return to good academic standing. Failure to pass the course on re-examination or by repeating the course will result in the student being placed on Academic Probation and will trigger a hearing for dismissal.

In certain cases, the SSC may determine the circumstances surrounding a course failure are of sufficient concern to justify placing the student on Academic Probation.

Any student who has questions concerning overall academic progress in Medical

School is encouraged to make an appointment to discuss the matter with the Associate Dean of Student Life and Academic Affairs. Students may also be placed on At Risk status by the SSC if, in the Committee's judgment, the student is not demonstrating progress on an approved decelerated schedule.

Probationary Status: Students with continuing and/or more serious academic deficiencies including any of the following will be placed on Academic Probation:

- a) Students who fail a basic science or clinical course upon re-examination or after re-taking the course,
- b) Students with two failures on USMLE Step 1
- c) Students with professionalism concerns.
- d) In addition, any student who has previously failed a course (irrespective of whether they had subsequently passed the course via re-examination or retake) will be immediately placed on Academic Probation should they fail a second course.

Students placed on Academic Probation will meet with the SSC. At the conclusion of this meeting the SSC members will determine whether to continue the student on Academic Probation, or to hold a hearing for dismissal. Students who are placed on Academic Probation will be provided with written notification of the conditions they must satisfy in order to return to good standing. Failure to satisfy these conditions will trigger a hearing for dismissal.

#### D. Remedial Program

A remedial program for a student receiving a grade of "N" will be devised by the course director involved in consultation with the Associate Dean of Student Life and Academic Affairs and the student. The Scholastic Standing Committee will be informed of the nature of the devised remedial program by the Associate Dean of Student Life and Academic Affairs. Such remedial programs may include, but are not limited to, self-study, tutorials, or repetition of the course in which the grade of "N" was received. At the completion of a remedial program, the course director shall communicate to the Scholastic Standing Committee, in writing, the results of the student's performance.

Students failing one or more courses, including courses initially failed but later successfully remediated or repeated, must appear before the Scholastic Standing Committee. The Committee will then determine whether the student shall be:

1. allowed to continue academic progress without interruption;
2. allowed to take more classes, but possibly at a reduced academic load;
3. required to suspend academic progress through Medical School until specified conditions are met;
4. given the opportunity to take re-examinations;
5. allowed to complete defined remedial coursework;
6. placed on academic probation; or
7. subject to a hearing for dismissal.

#### E. Removal from Academic Probation

Any student who has been placed on academic probation due to a grade or grades of "N" will be eligible to be removed from academic probation and returned to good academic standing after satisfactory completion of all remedial programs. A change of grade shall be submitted by the course director immediately to update the student's academic record. If it is deemed necessary to place a student on academic

probation only due to multiple Incompletes (I's), that student will be removed from probation when all Incompletes have been removed. Removal from academic probation shall be communicated to the student in writing by the Scholastic Standing Committee.

F. Re-examination or repeated course with an "N" Grade

The primary responsibility for remediation of any grade of "N" rests with the student. The Scholastic Standing Committee, may, on occasion, act in a consultative role with the student and the appropriate course director in an attempt to facilitate progress through the remedial program. The Chairperson of the Scholastic Standing Committee may communicate with the course director to determine the progress of the student.

G. Recommendation of Academic Dismissal

The Scholastic Standing Committee has the authority to recommend a student's dismissal from the Medical School. Criteria for dismissal from the University of Minnesota Medical School Duluth Campus by the SSC include but are not limited to any of the following:

- 1) Failure of the same course twice
- 2) Failure of any combination of three courses or USMLE Step exams
- 3) Failure to complete Years 1 and 2 and pass Step 1 in 3 years, exclusive of LOA
- 4) Egregious or repetitive professionalism concern(s)

Each of these situations listed above will result in a hearing for dismissal at which time the student's entire academic record will be reviewed by the Scholastic Standing Committee. Courses for which remedial programs are already prepared and agreed upon but not yet completed will be considered as grades of "N" when academic status is being considered by the Scholastic Standing Committee. As noted in Section D, students failing one or more courses, including courses initially failed but later successfully remediated or repeated, may be subject to a hearing for dismissal.

A student is only permitted to take a course twice and is only permitted one reexamination in that course. Failure to pass the course the second time will result in a hearing for dismissal.

H. Behavioral, Conduct Code or Professionalism Violations

A student will be subject to Scholastic Standing Committee recommendations, sanctions or dismissal for the following behaviors:

1. Conduct which violates any of these behavior codes: University of Minnesota Medical School Duluth Campus Honor Code; University of Minnesota Student Conduct Code [http://regents.umn.edu/sites/default/files/policies/Student\\_Conduct\\_Code.pdf](http://regents.umn.edu/sites/default/files/policies/Student_Conduct_Code.pdf); Medical Student Professionalism Code <http://www.meded.umn.edu/handbook/policies/professionalism.php>, Student Behavioral Code; or the Statement of Intellectual Responsibility [http://www.meded.umn.edu/handbook/policies/intellectual\\_responsibility.php](http://www.meded.umn.edu/handbook/policies/intellectual_responsibility.php) policies/rules of affiliated sites, which apply to students in a clinical experience.
2. Conduct which violates professional and/or ethical standards of the medical professions; disrupts the operations of the University, University of Minnesota Medical School Duluth Campus, or clinical training sites; or disregards the rights or welfare of patients, fellow students, college/clinical staff or other individuals.

3. Unlawful conduct or improper behavior within or outside the University of Minnesota, Medical School Duluth Campus community which impairs the student's capacity to function as a medical student/prospective physician.

The Committee may subject students who have violated the University of Minnesota Medical School Duluth Campus Honor Code, University of Minnesota Student Conduct Code, Medical Student Professionalism Code, or the Statement of Intellectual Responsibility to a number of options including, but not limited to:

1. allowing the student to continue academic progress without interruption;
2. requiring that certain conditions be met to resume academic progress;
3. imposing a leave of absence;
4. suspending academic progress in Medical School until specified conditions are met;
5. requiring additional or specially designed coursework;
6. requiring participation in programs outside of the Medical School; or
7. recommending a hearing for dismissal.

#### I. Decelerated Program

The Scholastic Standing Committee may, on occasion, recommend or approve decelerated programs for students. Such programs may consist of reduced load/split year programs or exemption from registration for previously completed comparable coursework. Any and all requests for decelerated programs must be presented by the student, in writing, to the Scholastic Standing Committee; the Scholastic Standing Committee has the final authority for approval or disapproval of such requests. The Scholastic Standing Committee also has the authority to alter the final structure of any proposal presented by the student. Any such alteration or change shall be communicated, in writing, to the student and the student shall respond, in writing, with his/her acceptance of that altered program.

If the student wishes an exemption from registration for previously completed coursework, the student is responsible for requesting this exemption in writing from the appropriate course director. If approved by the course director and course faculty, the course director must submit written approval to the Scholastic Standing Committee explaining how the requirements were met. The written documentation and approval must be received by the Scholastic Standing Committee at least two weeks prior to the registration date for that course.

#### J. Communication

The Scholastic Standing Committee, through its Chairperson, will communicate any and all actions to the student in writing. All responses and/or requests to the Scholastic Standing Committee from the student, or in the student's behalf, will be communicated in writing.

#### K. Promotion and Transition

No student who is on academic probation or who has a grade of "N", "I", and/or "X" will be recommended for transition to the Twin Cities campus or transfer to another school. All grades of "N" or "I" must be remediated before a recommendation for promotion into the second year will be made. The Office of Student Affairs, with input from the faculty advisors, will review the progress of all students at two checkpoints in Years 1 and 2:

1. May of Year 1
2. January-March of Year 2

At these two checkpoints, students will be assessed on their performance. Students who are passing their courses but consistently performing below the class average will be offered additional help and resources.

#### L. Application

These Guidelines for Academic Standing supersede all previous Guidelines for Academic Standing and apply to all students entering the Medical School for the first time commencing with the Fall Semester of 2016.

Approved School Assembly: April 19, 2016.

### **IV. Scholastic Standing Committee Operational Policy on Leave of Absence**

Whereas the Scholastic Standing Committee may grant a leave of absence to a student, a proper mechanism to process appropriate requests shall be followed. To avoid unnecessary meetings, and to expedite student requests, a procedure for request of leave of absence is hereby established.

Procedure:

A. A student who is in good academic standing may request a leave of absence through the following procedure.

1. The student shall request a leave of absence only after discussion of additional options with the Associate Dean for Student Affairs and Admissions. This discussion shall cover factors impacting financial assistance.
  2. The student shall petition the Scholastic Standing Committee in writing for such a leave, not to exceed a period longer than one (1) year.
  3. The student shall be interviewed by the Regional Campus Dean of the Medical School Duluth Campus and the Chairperson of the Scholastic Standing Committee, as to appropriateness of request.
  4. Upon recommendation by unanimous agreement of the above three interviewing officials, the Scholastic Standing Committee Chairperson may grant a leave of absence from academic studies for not more than one (1) year. All actions must be reported to the Committee at its next regular meeting.
  5. The student will be requested to respond to the Scholastic Standing Committee regarding her/his intentions to return to school by a date four (4) months preceding reentry.
  6. If reentry is requested, the student will again be interviewed by the above three officials. They will forward a recommendation to the Scholastic Standing Committee for action on readmission prior to the beginning of the semester to be reentered.
- B. Other requests for leave of absence shall be handled by a meeting of the Committee of the whole, following interviews by the previously stated school officials.

### **V. Policy on United States Medical Licensure Examinations**

It is the policy of the University of Minnesota Medical School Duluth that each student must pass Part 1 of the United States Medical Licensure Examination (USMLE) to complete our requirements before officially transitioning to the Medical School in the Twin Cities. Passing standards are those established by the National Board of Medical Examiners (NBME). Year Two students may provisionally enter the clinical phase of the medical school curriculum pending notification of the results. Under no circumstances will such a student be permitted more than eighteen weeks of clinical work before receiving notification of passing Step 1.

The Scholastic Standing Committee has established the following policies with regard to the USMLE:

- 1) The Scholastic Standing Committee shall be advised of student performance on

Step1 of the USMLE.

- 2) Failure to pass Step 1 may result in a hearing before the Scholastic Standing Committee at which time courses of remedial action may be recommended.
- 3) Failure to pass Step 1 after three attempts or failure of any combination of three courses or USMLE Step exams will result in a hearing for dismissal, at which time the student's entire academic record will be reviewed.

Approved by Scholastic Standing Committee: December, 1995 Approved by School Assembly: April 19, 2016

#### **VI. Due Process Policy Governing Student Dismissal**

The Scholastic Standing Committee (SSC) is charged with the responsibility of monitoring each student's performance while enrolled. Guidelines for Academic Standing are established by the Scholastic Standing Committee and distributed to incoming students by the Office of Student Affairs. In circumstances where satisfactory academic progress, the development of clinical skills, acquisition of knowledge, or the student's personal conduct, and relationships in a clinical setting are inconsistent with the student's future success as a physician, the inadequacies shall be brought to the student's attention by the instructor involved or by the Scholastic Standing Committee. Failure to correct these inadequacies may lead the Scholastic Standing Committee to recommend dismissal of the student. It is also recognized that the medical student is subject to the University of Minnesota Student Conduct Code <http://www.oscai.umn.edu/conduct/regentspolicy.html> and its provisions, actions and penalties while enrolled in the Medical School.

The Scholastic Standing Committee considers the student as a whole person and realizes a student may have personal, medical or emotional problems, which contribute to the student's academic deficiencies and/or behavioral violations. These problems may be recognized by the student, faculty members, fellow students, or the Scholastic Standing Committee.

When a student appears before the Scholastic Standing Committee based on academic deficiencies or alleged behavioral violations, the Scholastic Standing Committee may recommend evaluation and/or counseling for the student if it determines that personal, medical or emotional difficulties have contributed to the student's situation. The student's progress in addressing these difficulties may be factors in the Scholastic Standing Committee's decision regarding the student's status in the University of Minnesota Medical School Duluth. If a student with academic deficiencies or behavioral violations is placed on a mandatory leave of absence, the student may be required to demonstrate progress in treatment or counseling as a condition of re-entry into the University of Minnesota Medical School Duluth. Any evaluation or treatment information transmitted to the Scholastic Standing Committee is private and will not be released outside the Scholastic Standing Committee without the written consent of the student, except as legally required.

Prior to a Scholastic Standing Committee recommendation of dismissal, the student will be:

1. Informed, by the Chairperson of the Scholastic Standing Committee, in writing, of reasons for the proposed recommendation. If the student chooses to have a hearing with the Scholastic Standing Committee, sufficient time (no more than ten days) must be allowed for the student to prepare for the hearing;
2. Guaranteed the right to appear before the Scholastic Standing Committee on

his/her own behalf;

3. Guaranteed the right to examine their file prior to or at the hearing;
4. Allowed to select an advisor or counselor of his/her choice for assisting him/her during the Scholastic Standing Committee hearing; a faculty or staff member of the School is not excluded from this role. If students intend to have an advisor present they must notify the SSC of the advisor's name and status two days prior to the scheduled hearing date;
5. Given an opportunity to present evidence or witnesses on his/her own behalf and to question adverse witnesses before the Scholastic Standing Committee.

A quorum of 2/3 of voting members must be present to conduct the hearing. At the beginning of the hearing, students have the right to challenge any member of the SSC whose objectivity they feel is in question. Likewise, SSC members are permitted to voluntarily remove themselves from a hearing. The SSC will rule on all challenges. All witnesses will be advised that the proceedings will be recorded.

In an executive session after the hearing, the SSC members hearing the evidence will reach a decision by simple majority vote.

In such hearings, all matters related to the decision to recommend dismissal of the student must be introduced into evidence before the Scholastic Standing Committee. The Scholastic Standing Committee shall consider only statements or written material which are made available to the student and which the student has had an opportunity to discuss and/or dispute in the hearing.

A record shall be kept of the hearing proceedings and kept on file for a period of three (3) years following the final disposition of the case. This record shall be available for review only by parties who have obtained the written consent of the student, unless otherwise provided by statutory law or these due process procedures.

For students subject to a dismissal hearing on academic grounds, the SSC may:

1. Continue the student's present enrollment in the curriculum on either a full-time or part-time basis.
2. Place the student on Academic Probation status with specific criteria to satisfy in order to return to good academic standing and/or remain in the Medical School.
3. Require the student to stop academic progress in order to receive appropriate intervention before being allowed to proceed in the full curriculum. Re-entry in the full curriculum is contingent upon successful completion of the designated remedial program.
4. Interrupt the student's curriculum for a specified period. At the end of the stipulated time, the student may petition for permission to resume the full curriculum. Failure to contact the SSC at that time will be interpreted as a resignation from Medical School.
5. Dismiss the student from Medical School.

For students found to have committed non-academic behavioral violations, the SSC may impose disciplinary sanctions, including but not limited to: warning, required compliance, probation, suspension and/or dismissal. Such sanctions will become a permanent part of the student's academic file.

At the conclusion of the hearing, the SSC will notify the student of its decision and provide the student with a statement of the reasons for the decision.

Students may submit a written request to the SSC for reconsideration of its decision within ten (10) days of the hearing, but only upon the basis of new information not reasonably available at the time of the hearing.

Following reconsideration, decisions of the SSC are final subject to the student's right

to appeal findings of behavioral violations to the UMD Campus Assembly Committee on Student Affairs and its Student Appeals Panel.

Following reconsideration, decisions of the SSC are final subject to the student's right to appeal academic dismissals following the UMD Student Academic Complaint Resolution: <http://www.d.umn.edu/vcaa/StudentAcademicComplaintResolution.html>

Approved by School Assembly: May 15, 2002

### **VII. Students with Personal, Medical, or Emotional Problems**

The SSC considers the student as a whole person and realizes a student may have personal, medical or emotional problems that contribute to the student's academic deficiencies and/or behavioral violations. The student, faculty members, fellow students, or the SSC may recognize these problems. If the problem is substance abuse/dependence the student will be required to follow a standard monitoring plan developed by the Medical School. This monitoring information does not become a permanent part of the student's file unless the student violates the plan. If this occurs, the student must meet with the Associate Dean for Student Affairs and SSC chair, who will determine whether the student is required to appear before SSC.

When a student appears before the SSC based either on academic deficiencies or alleged behavioral violations, the Committee may recommend evaluation and/or counseling for the student if it determines that personal, medical or emotional difficulties have contributed to the student's situation. The student's progress in addressing these difficulties may be a factor in the Committee's decision regarding the student's status in the Medical School. If a student with academic deficiencies or behavioral violations is placed on a mandatory leave of absence, the student may be required to demonstrate progress in treatment or counseling as a condition of re-entry into the Medical School and continuing student status. The student's provider must provide a letter to SSC certifying that the student is ready to re-enter medical school. Any evaluation or treatment information transmitted to the SSC is private, will be maintained separate from the student file and will not be released outside the Committee without the written consent of the student, except as legally required.