

	<b>Committee on Student Professionalism and Promotion Policy LCME 9.9</b>	<b>Effective Date:</b>	<b>October 2018</b>
		<b>Current Date:</b>	
<b>Approved By: Student Professionalism and Promotion Committee, Executive Faculty</b>		<b>Contact:</b>	<b>Office of Admissions &amp; Student Affairs</b>
		<b>Date Approved:</b>	<b>October 2018</b>

**1) GENERAL POLICY STATEMENT**

a) **Scope:** Applies to the operations of the Student Professionalism and Promotion Committee

The Student Professionalism and Promotion Committee is the body that decides on performance and promotion of medical students including academic remediation, repeating coursework, leave of absence, resolution of professionalism issues and dismissal.

**Committee Composition**

The voting membership of the committee is composed of 14 members: 6 Basic and 6 Clinical Science Faculty. 4 of each category are appointed by the Dean and 2 of each category are elected by the General Medical Faculty. Additional voting members include 2 student members: The President of the Medical Student Government and the President of the Honor Board. Non-voting ex officio members include the Sr. Associate Dean for Admissions and Student Affairs, the Vice Dean for Academic Affairs, the Director of Student Support and Wellness, the Director of the Office of Medical Education and invited guests as appropriate.

This Committee implements and enacts policies and procedures regarding student professionalism, performance and promotion as articulated in the Student Handbook and associated policies.

b) **Responsible Department/Party/Parties:**

- i. **Policy Owner:** Office of Admissions and Student Affairs
- ii. **Procedure:** Office of Admissions and Student Affairs
- iii. **Supervision:** Dean’s Office

**2) DEFINITIONS**

For purposes of this Policy, the following terms and definitions apply:

Not applicable

**3) POLICY GUIDELINES**

**General Requirements:**

- All persons participating in the student promotions process must recuse themselves for any conflict of interest regarding individual students. This includes mandatory recusal for any discussions or votes for adverse actions for students who are currently participating in the clerkship department of that committee member.
- Students are permitted to appear in person before the committee when they are the subject of potential adverse action.
- The committee votes annually on a committee chair who must be a full-time faculty member on the committee with a vote.
- The Chair votes only in case of a tied vote
- A quorum is defined as 50% or greater of the committee
- Decisions require a majority vote of those in attendance.

**4) REVIEW/REVISION/IMPLEMENTATION**

- a) **Review Cycle:** This policy shall be reviewed by the Committee on Student Professionalism and Promotion
  
- b) **Office of Record:** After authorization, the Dean’s Office (Office of Admissions and Student Affairs) shall be the office of record for this policy.

**5) RELATED POLICIES**

Not applicable

**6) GOVERNING LAW OR REGULATIONS**

Not applicable

**7) ATTACHMENTS**

Not applicable