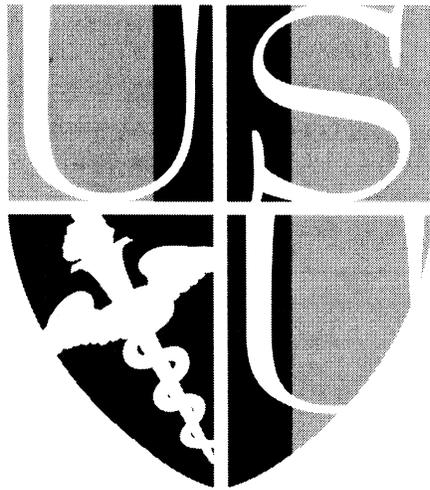


**USUHS
INSTRUCTION
1201**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: USUHS School of Medicine (SOM) Medical Student Promotions Committee

DEC 19 2005

Instruction 1201

(REG)

ABSTRACT

This Instruction assigns responsibility and prescribes the procedures to be followed by the Student Promotions Committee (SPC) in the review and monitoring of academic progress of medical students enrolled in the Uniformed Services University of the Health Sciences (USUHS), F. Edward Hébert School of Medicine (SOM).

A. Reissuance and Purpose. This Instruction cancels SOM-DPM-156-88^a, establishes the SPC as a standing committee, and sets forth its composition, functions, authority, responsibilities, and procedures.

B. References. See *Enclosure 1*.

C. Applicability. This Instruction applies to the medical students of the USUHS SOM.

D. Definitions. See *Enclosure 2*.

E. Policy.

1. Standard of Performance for Medical Students. Medical students must maintain satisfactory cognitive and non-cognitive academic performance in order to be eligible for promotion, recommendation for graduate medical education (GME-1), and graduation.

2. Academic Integrity. Academic integrity is required of every medical student and is part of non-cognitive academic performance. Medical students who violate academic integrity are subject to disenrollment even though they

are otherwise in good academic standing (see *Enclosure 3*, Paragraph E).

3. Academic Grading.

a. The academic grading of a medical student will include the evaluation of cognitive performance in all of the basic sciences courses. Non-cognitive performance may also be evaluated in the basic sciences courses in activities such as laboratories, seminars, or discussion groups. In those courses where non-cognitive performance constitutes a portion of the grade, such conditions will be published by the departments with other grading criteria.

b. The academic grading of a medical student should also include the evaluation of cognitive and non-cognitive performance in all clinical clerkships or activities. Failure to demonstrate characteristics such as dependability, punctuality, professional and academic integrity, or the ability to get along with other members of a health care team may lead to a failing grade or the grade of D, despite the adequate mastery of cognitive factors. Evaluation forms for the clinical

years include such criteria.

4. Confidentiality of Proceedings. All proceedings, discussions, findings, and recommendations concerning matters brought before the SPC are confidential and should not be divulged unless authorized by the Dean, School of Medicine (DEN); Chair, SPC; or General Counsel (OGC).

F. Membership and Appointment.

1. Membership of the SPC shall consist of:

- a. Ten faculty members, appointed directly by the DEN, including:
 - (1) Seven members from the clinical sciences departments and three members from the basic sciences departments.
 - (2) Not less than four members at the associate professor or professor level.
 - (3) Not less than five Uniformed Services officers.
- b. Two faculty members appointed by the DEN from nominations submitted by the Faculty Senate.
- c. Two MS-IV student members appointed by the DEN from nominations submitted by the Office of Student Affairs (OSA).
- d. The Associate Dean, OSA (ex-officio without vote).
- e. The Assistant Dean, Clinical Sciences (ADCS) (ex-officio without vote).
- f. The OGC (ex-officio without vote).
- g. The Assistant Dean, Admissions and Academic Records (REG) (ex-officio without vote).
- h. The Commandant (CMD) (ex-officio without vote).
- i. The Brigade Commander (BDE) (ex-officio without vote).

2. Appointment and Terms of Office.

a. Faculty members appointed directly by the DEN shall serve for terms of three years.

b. Faculty members appointed by the DEN from nominations of the Faculty Senate will serve for terms of two years. These two appointments will be made in alternate years.

c. Medical student members appointed by the DEN from nominations of the OSA will serve for a term of one year. Appointments of new medical student members will begin on July 1 and terminate at graduation.

d. Vacancies should be filled by appointments made by the DEN to complete the unexpired terms.

e. The DEN shall appoint ad hoc members in individual cases when the SPC's ability to assemble a quorum is jeopardized and when:

- (1) A member is personally involved with a case before the SPC; or
- (2) Faculty is unable to attend a meeting.

f. Appointments of new faculty members shall begin on October 1.

3. Officers.

a. The DEN will appoint a Chair and Vice Chair from among the appointed voting members.

b. The Chair and Vice Chair will serve a one-year term from October 1 through September 30. The Chair or Vice Chair should convene and preside over all meetings.

c. If the Chair and Vice Chair are unable to attend, the Chair should appoint another voting member to chair the meeting. If the Chair has not appointed another

voting member to chair a meeting, the voting members present shall elect an ad hoc Chair by majority vote.

d. The Chair may request other faculty, staff members, or other persons to assist the SPC on an ad hoc basis.

e. The DEN shall appoint additional ad hoc members on a yearly basis (one year appointments).

G. SPC Responsibilities.

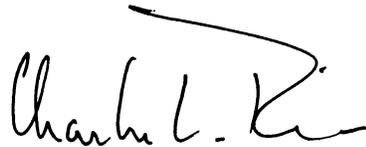
The Student Promotions Committee shall:

1. Recommend action(s) to the DEN on the disposition of medical students having academic difficulties.

2. Review each medical student for eligibility to receive the Doctor of Medicine degree and recommend through the DEN to the Board of Regents (BOR) whether or not the degree should be granted.

H. Student Promotions Committee Functions. *See Enclosure 3.*

I. Student Promotions Committee Procedures. *See Enclosure 4.*



Charles L. Rice, M.D.
President

Enclosures:

1. References
2. Definitions
3. Medical Student Promotions Committee Functions
4. Medical Student Promotions Committee Procedures

REFERENCES

- (a) SOM-DPM-156-88, "Student Promotions Committee," dated December 16, 1996 (hereby cancelled)
- (b) USUHS Instruction 1105, "USUHS School of Medicine (SOM) Grades, Grading Policies, and Procedures," dated December 2005
- (c) Student Handbook, 2005-2006
- (d) SOM-DPM-004-93, "Academic Counseling Program," dated December 13, 1993

DEFINITIONS

1. Cognitive performance. Skills and behaviors judged by objective examination and evaluation procedures.
2. Non-cognitive performance. Skills, behaviors, attitudes, and attributes that, while seldom susceptible to the usual objective examination and evaluation procedures, are judged by the faculty to be important for success as a physician. They include such areas as honesty, professional and academic integrity, reliability, perception, sensitivity, balanced judgment, personal insight, and the ability to relate to others.
3. Decelerated curriculum. A revision of curriculum density developed by adding an additional year to the medical school program for medical students experiencing academic difficulty and/or personal problems.
4. Officership. Officership is the exercise of all elements that unify the role of commissioned officers of the United States of America. Every officer has taken an oath to uphold the Constitution, laws, and regulations of our country. In addition, upon matriculation, medical officer candidates at the USUHS SOM swear to the Oath of Hippocrates, pledging their allegiance to the most basic principles of practice in the medical profession. Subject to these oaths and the Uniform Code of Military Justice, 24 hours a day, officers must lead their personal and professional lives according to a very high standard, far higher than observed by the general community at large. The every-day behavior, conduct, and pro-

fessional comportment of officers is a reflection upon each individual holding a commission, and on that individual's unit and Uniformed Service. Medical officer candidates must not only comply with the oaths and code, but should also constantly serve as models of excellence at work and in the local community. Violations of responsibility in these areas are subject to investigation and disciplinary action by command authorities before review by the SPC.

MEDICAL STUDENT PROMOTIONS COMMITTEE FUNCTIONS

A. The SPC shall review the academic performance of each medical student who:

1. Receives a grade of "F" (Fail) or "U" (Unsatisfactory) in any course/clerkship during the most recent grading period.

2. Receives a single grade of D in any course or clerkship during any academic year.

3. The Committee will review the academic record of any medical student receiving the grade of "I" (Incomplete) on two different clerkships during the third and fourth years.

4. Receives less than a 2.00 grade point average (GPA) for any academic year.

5. Receives less than a 2.00 cumulative GPA.

6. Participates in a decelerated curriculum secondary to academic deficiency(s) and subsequently receives a grade of D or F in any subject during the period of deceleration and the subsequent fully-scheduled academic year.

7. Receives a failing score on Steps 1, 2-Clinical Knowledge (2-CK), or 2-Clinical Skills (2-CS) of the National Board of Medical Examiners (NBME) United States Medical Licensing Examination (USMLE).

8. Is charged with a violation of academic integrity, conduct unbecoming an officer, or other UCMJ offense, following command action.

9. Receives an unsatisfactory rating for officership, as evaluated by the Commandant (CMD) or Brigade Commander (BDE), USUHS.

10. For specific cause, is brought to the attention of the SPC by a Department Chair; the OSA; the CMD; or the DEN.

B. The SPC shall review the academic records of a medical student who receives an F or U in any course/clerkship and offer recommendations. The SPC may recommend that the medical student remediate the F or U according to the manner and method designated by the Department Chair/Course Director. In such case:

1. The medical student will be assigned directly to the Department Chair/Course Director of the program in question.

2. It will be within the Department Chair/Course Director's discretion to offer a remedial program/clerkship at the USUHS or to arrange for the medical student to take the program at another school, subject to approval of the OSA, and the availability of funds.

3. The Assistant Dean, REG shall report on the medical student's remedial performance to the SPC.

4. If the medical student does not receive a passing grade, or the medical student's overall academic standing is still not satisfactory, the SPC may recommend disenrollment, repetition of the academic year, other extension of the normal four-year

curriculum, or that the Department Chair/Course Director arrange a second remedial program, with success or failure criteria given to the medical student in advance.

5. Failure to achieve satisfactory academic standing after a second remedial program will result in a recommendation for disenrollment.

C. The academic record of a medical student who receives a single grade of D during any academic year, receives the grade of Incomplete ("I") on two different clerkships during the third and fourth years, or has achieved a current or cumulative GPA of less than 2.00, should be presented to the SPC for review and recommendation. The SPC may recommend the following:

1. The medical student should remediate deficiencies in the first-year course(s) during the following summer.

2. The medical student should remediate deficiencies in second-year course(s) or during academic probation in a preclinical year according to a schedule designated by the Associate Dean, OSA in conjunction with the ADCS.

3. The medical student should remediate deficiencies in a third- or fourth-year course/clerkship during elective time in the fourth year. In such cases:

a. If a medical student is remediating more than one basic sciences course, or more than one clinical sciences course, the OSA should coordinate between the departments of the medical student's remedial program.

b. It will be within the Department

Chair/Course Director's discretion to offer a remedial program at the USUHS or to arrange for the medical student to take the program at another school, subject to the approval of the OSA, the DEN, and availability of funds.

c. The Assistant Dean, REG will report on the medical student's remedial performance to the SPC.

d. If the medical student's overall academic standing is still not satisfactory, the SPC may recommend disenrollment, repetition of the academic year, other extension of the normal four-year curriculum, or that the Department Chair/Course Director arrange a second remedial program, with success or failure criteria given to the medical student in advance.

e. Failure to achieve satisfactory academic standing after a second remedial program will result in a recommendation for disenrollment.

D. The USMLE is considered an important part of a medical student's academic achievement. The academic records of a medical student who fails to achieve a passing score on the NBME USMLE Step 1, Step 2-CK, or Step 2-CS shall be reviewed. The complete academic record, including USMLE scores, should be reviewed to determine if a medical student is eligible for promotion and, ultimately, graduation. Therefore, failure of the NBME USMLE(s) is of particular academic significance and may lead to repetition of the academic year; other extension of the normal four-year curriculum, disenrollment; or continuation of the normal academic curriculum. Under normal circumstances a medical student will

not be allowed to sit for more than two attempts at testing for Step1, Step 2-CK, or Step 2-CS. Medical students may be granted permission to sit for the Examination a third time following an extensive review by the SPC. In no case, will medical students be allowed to take either the Step1, Step 2-CK, or Step 2-CS Examination more than three times. Since 1987, passing both Steps has been a requirement for graduation. The medical student will remediate the failure by passing the Step(s) in question. The medical student should retake such Step(s) according to a schedule designated by the OSA for either Step 1 or Step 2. In such case:

1. The medical student will be assigned directly to the OSA for coordination of his/her academic curriculum.

2. The Assistant Dean, REG will report on the medical student's remedial performance to the SPC.

3. If the medical student does not receive a passing grade on reexamination, the SPC may recommend disenrollment, repetition of the academic year, or other extension of the normal four-year curriculum.

E. The academic record of a medical student who allegedly violates academic integrity should be presented to the SPC for review and recommendation following investigation by the military chain of command in conjunction with the OSA.

1. Medical students should be familiar with commonly understood principles of academic integrity and with examples of dishonest behavior, such as copying answers on examinations, using unauthorized

materials/aides [clarification as to what constitutes unauthorized materials/aides may be obtained from the Department Chair/Course Director], plagiarizing, presenting papers that are purchased or otherwise acquired as of one's own authorship, and falsifying clinical or research data. Accordingly, medical students may not:

a. Use, attempt to use, or copy any unauthorized materials/aides during any examination or graded exercise.

b. Knowingly provide false information in any academic document or academic exercise.

c. Knowingly present someone else's work as his/hers.

d. Forge or alter for advantage any academic document.

e. Knowingly disregard instructions for proper performance during any examination or graded exercise.

f. Intentionally impede or interfere with the ability of fellow medical students to use academic materials or to complete academic work.

g. Make any attempt to compare answers with the examination of another medical student.

h. Knowingly assist a fellow medical student in any of the above activities.

2. All members of the USUHS, including medical students, faculty, and staff have a responsibility to prevent occurrences which violate academic integrity, to note and report them if they do occur, and to keep them from recurring.

a. Accordingly, medical student(s),

faculty, or staff may present charges of a violation of academic integrity. Such charges should be made in writing, utilizing the confidential USUHS Form 1215, copies of which are available from the OSA. The charge should identify the medical student, describe the nature of the charge, and include any supporting evidence. The completed USUHS Form 1215 should be submitted to the OSA, who will immediately inform the appropriate military commander, Department Chair, and the DEN of the nature of the charge(s) prior to initiating an informal inquiry into the matter. If it is determined that the issue is a UCMJ or officership violation, the CMD shall initiate the investigation and adjudicate according to the regulations of the medical student's branch of service. The DEN should be kept informed of actions to be taken. The OSA and Commandant (CMD) or Brigade Commander (BDE) should then brief the Chair, SPC on the outcome of the investigation.

b. The Chair, SPC will review the informal inquiry or investigation and determine whether there are sufficient grounds for bringing the matter before the SPC.

(1) If the Chair finds no validity to the allegation(s), a memorandum summarizing this position and recommending termination of the case shall be referred back to the OSA, who will inform the appropriate Department Chair and the DEN. No further action will be required by the SPC. If appropriate, the OSA should counsel the medical student regarding proper academic integrity.

(2) If the Chair finds there may be some basis in fact to the allegation(s) or

concludes that it is in the best interest of the academic process to review the matter further, the allegation should be referred to the SPC for review.

c. Any SPC review will be under the provisions of *Enclosure 4*. Any medical student charged with a violation of academic integrity will have the same right to representation, reconsideration, and appeal, as medical students found to be otherwise academically deficient. The SPC will make appropriate recommendations to the DEN.

d. Until the review process has been completed and a final determination is made, the medical student will be given a grade of "I" under the provisions of USUHS Instruction 1105^b, as described in the Student Handbook^c. This will apply only where a specific course is involved.

e. In adjudicating cases of alleged violation of academic integrity, the SPC may recommend one or more of the following:

(1) The allegation(s) was/were not substantiated and no further action is required.

(2) A verbal reprimand.

(3) A Letter of Reprimand, to either remain in the medical student's record for a specified period of time or be removed by SPC action.

(4) Academic probation for a specified period of time or until the medical student is removed from academic probation by SPC action.

(5) A grade of Invalidated (INV) for documented violations of academic integrity on the part of the medical student (USUHS Instruction 1105^b, Section E.1.a.(12)).

(6) Remediation.

(7) Deceleration.

(8) Disenrollment from the USUHS SOM.

f. In addition to those actions listed in *Enclosure 3* the SPC may determine that other actions demonstrate a violation of academic integrity.

g. If the medical student withdraws voluntarily from the USUHS prior to the completion of this review process, his/her transcript should be annotated as follows: "Withdrew following accusation of violation of academic integrity and prior to completion of the review process."

F. Medical students who are identified as not progressing satisfactorily in officership development may be presented to the SPC for review and recommendation following any review, investigation, or action by command authorities or the individual military Service.

1. In reviewing cases involving failure to demonstrate acceptable officership, the SPC will exercise its responsibility to review non-cognitive behavior (professional comportment), and may recommend one or more of the following:

a. The failure has been addressed by appropriate command authorities, and no further action by academic authorities is warranted.

b. An academic Letter of Reprimand, to either remain in the medical student's academic record for a specified period of time or to be removed by SPC action.

c. Academic probation for a specified period of time or until the medical student is removed from academic probation by SPC action.

d. Deceleration.

e. Disenrollment from the USUHS SOM.

2. If the medical student withdraws voluntarily from the USUHS prior to the completion of this review process, his/her transcript should be annotated as follows: "Withdrew following the imputation of a lack of acceptable officership and prior to completion of the review process."

G. Any medical student reviewed by the SPC for cognitive and/or non-cognitive reasons may be placed on academic probation for a period prescribed by the SPC. A medical student participating in a decelerated curriculum secondary to academic deficiency(s) should remain on academic probation throughout the entire period of the decelerated curriculum and the subsequent fully scheduled academic year. The SPC will review each medical student on academic probation at the end of the prescribed period, in addition to any other reviews pursuant to *Enclosure 3*.

1. The SPC will recommend specific appropriate steps that must be met by the medical student in order for removal from academic probation. The SPC will adhere to the following guidelines, but after due deliberation may recommend additional or alternate remedial actions for consideration by the DEN. Medical students will be recommended for removal from academic probation after achieving a grade of C or better in each required remedial course, and/or by achieving a cumulative GPA of 2.00 or better, and/or by passing the NBME USMLE Step1, Step 2-CK, and Step 2-CS.

2. When the Committee has made a previous recommendation that the medical student be removed from academic probation without further Committee review, the recommendation for removal from academic probation will be forwarded to the DEN in the usual manner upon receipt in the Registrar's Office of the medical student's successful remediation. The case will not be brought forward to the Committee. Such instances in which the recommendation for the medical student to be removed from academic probation without further Committee review would *not* include:

- a. The medical student who has been placed on academic probation for academic reasons, and programmed for a curriculum of more than four years.
- b. The medical student who has been placed on academic probation for failure of officership, professionalism, or violation of academic integrity.
- c. The medical student who has been placed on academic probation on more than a single occasion within the medical school curriculum.

3. The SPC should consider recommending a medical student for disenrollment if the medical student fails to meet the requirements for removal from academic probation within the specified time.

4. Except in unusual circumstances, no medical student should be recommended for disenrollment for academic reasons without having been placed on academic probation previously.

5. The SPC will not recommend graduation for a medical student on academic probation.

H. The SPC will review the performance of all medical students within the three-month period prior to the completion of the fourth-year curriculum.

1. The SPC will recommend in writing to the BOR, through the DEN, as to whether or not each medical student should be awarded the degree of "Doctor of Medicine."

The SPC's action is contingent upon the completion of all academic requirements. The DEN is authorized to remove names of medical students from the recommendation list to the BOR when those medical students have not completed such academic requirements. Grades of D, F, or U in any instructional experience must be remediated. Elective/selective instructional experiences scheduled, but not performed, during the last eight weeks of the fourth-year curriculum may be waived by the DEN.

2. This review is independent of any prior reviews by the SPC. Medical students, whether or not subject to previous SPC review for cognitive or non-cognitive issues, will have their overall performance reviewed and may not be recommended for graduation or post-graduate education. The SPC should consider both cognitive and non-cognitive academic performance. The analysis will consider the medical student's academic performance, faculty evaluations, and other related and pertinent matters. In addition, the CMD or Brigade Commander will be asked to forward any information that may be pertinent to the SPC's review of each medical student's overall performance.

Enclosure 3

I. Where relevant, the SPC will be notified when one or more of the following occur:

1. Problems arise that impact on the medical student's performance such as illness, family crisis, or personal problems, and which are managed by the OSA. Solutions for such problems may be presented to the SPC for information and determination of any required SPC action.

2. Problems arise that may seriously impede or preclude the medical student's effective performance as a Uniformed Services officer and which are managed by the CMD or Brigade Commander. If the CMD's or Brigade Commander's recommendation impacts on the medical student's promotion, referral should be made to the SPC for information and determination of any required SPC action.

3. Problems arise as a result of the medical student's officership performance.

Attachment:
USUHS Form 1215

MEDICAL STUDENT PROMOTIONS COMMITTEE PROCEDURES

A. Subcommittee Review. The Chair may appoint a subcommittee to review and report on any matter that he/she believes will be clarified by a preliminary review or determination of facts. The SPC Chair will determine the number and term of appointment(s) of subcommittee members, who may be faculty, medical students, or staff, or who may be from outside the USUHS. Appointments of individuals from outside the USUHS should have the concurrence of the DEN. The subcommittee will follow SPC procedures.

B. SPC Meetings.

1. The SPC will be convened by the Chair or Vice Chair who will set the time and place for the meeting. The medical student should be given sufficient notice to obtain representation (if desired) and to prepare for the meeting.

2. A quorum is represented by eight voting members. All SPC actions will be by majority vote of voting members present, except recommendations for disenrollment, which must be by a two-thirds vote of the voting members present.

3. The meetings will be conducted in private.

4. The proceedings will not be conducted in accordance with formal rules of evidence.

C. The Assistant Dean, REG will:

1. Identify those medical students who do not meet the criteria for successful academic performance or who are, for specific cause, brought to the attention of the SPC by a Department Chair, OSA, the CMD, Brigade Commander, or the DEN (see *Enclosure 3*, Paragraph G).

2. Notify the medical student in writing with a date of reply specified, indicating that his/her academic performance will be reviewed by the SPC. The medical student will reply to the Assistant Dean, REG.

3. Invite the Chair/Course Director to attend the meeting on all matters/issues relevant to that department or course.

4. Notify the CMD or Brigade Commander in writing about any medical student being reviewed by the SPC.

5. Notify the medical student in writing of the recommendation(s) of the SPC and subsequent decision of the DEN.

6. Forward SPC proceedings and recommendation(s), with any medical student appeal, to the DEN.

7. Record and maintain all SPC records and adjunct material. All records to the proceedings should be available to the parties.

8. Provide to the SPC all reports of medical student performance, as required.

D. Voting SPC Members.

1. Voting members will each have one vote.
2. Except as a witness, voting members who have involvement in a given case (i.e., as Chairs, Course Directors, faculty, or medical students) may be excused at a medical student's request.

E. Non-voting SPC Members will:

1. Review the medical student's performance and discuss related issues with the SPC.
2. Provide the SPC with information about the medical student's performance, but not represent the medical student before the SPC.
3. Be present during the discussion of each medical student's case unless the SPC finds there is a conflict of interest.
4. The OSA should routinely counsel medical students concerning their academic and overall performance under the provisions of SOM-DPM-004-93^d, including:
 - a. Medical students who fail Step 1, Step 2-CK, and/or Step 2-CS of the NBME USMLE.
 - b. Medical students who are placed on academic probation.

F. Medical Students.

1. Medical students have the opportunity to appear before the SPC after receiving notice from the Assistant Dean, REG.

- a. Medical students may discuss their problems informally with anyone except voting members of the SPC and the OGC.

- b. As a non-voting member of the SPC, the Assistant Dean, REG is available to medical students for guidance concerning SPC procedures.

2. The medical student may:

- a. Be represented before the SPC by anyone who is not a member of the SPC. This may include an attorney, but the responsibility for obtaining such attorney or paying for private legal representation, will be borne by the medical student. When deciding on representation, it is the responsibility of the student to ensure that the representative, whether an attorney or otherwise, will be available at the date and time of the scheduled meeting.
- b. Review all records and materials before the SPC.
- c. Ask questions of any witnesses before the SPC.
- d. Introduce any relevant material.
- e. Exclude medical student SPC member participation during the review of the medical student's case, if the student being reviewed is an MS-IV student.

G. Reconsiderations.

1. Within seven-calendar days of the SPC meeting, a report of recommendation(s) should be provided to the medical student.
2. Within three-working days of receipt of the report, the medical student may request the SPC to reconsider its recommendation(s).

3. The medical student waives his/her right to reconsideration by the SPC if reconsideration is not requested within three working days.

H. Appeal.

1. Within seven-calendar days of notification of the SPC's recommendation(s) to the DEN, the medical student may submit a written appeal to the DEN, through the Assistant Dean, REG. The time allotted for an appeal is in addition to the allotted three days to request reconsideration by the SPC.

2. A summary of the SPC's position and recommendation(s) shall be forwarded to the DEN.

3. Within fourteen calendar days of receiving the SPC's recommendation(s) and any medical student's appeal, the DEN shall:

- a. Accept the SPC's recommendation(s);
- b. Reject the SPC's recommendation(s) and decide the case; or,
- c. Return the case to the SPC for reconsideration with a statement of questions or objections. The SPC must act within fourteen-calendar days.

I. Favorable Committee Actions. In the case of a favorable recommendation, such as removal from academic probation, awarding of the degree of "Doctor of Medicine," or allowing the medical student to progress to the next academic year upon review of his/her academic record, the procedures for reconsideration and appeal will not be required. However, all correspondence and recommendations should be forwarded to the medical student indicating the nature of the review and the favorable SPC recommendation.

J. Interim Suspension.

1. The DEN is empowered to suspend summarily and reassign from academic duties any medical student without prior appearance before the SPC if there is cause to believe that suspension is necessary to protect patients or the interests of the USUHS.

2. When an interim suspension is imposed, the medical student may request an expedited meeting of the SPC. All SPC policies and procedures as stated will apply.

Attachments:

1. Sample Memorandum: Student Promotions Committee
2. Sample: Student Reply Letter

**Enclosure 4
Attachment 1**

_____ [date]

MEMORANDUM FOR _____ [student's name]

SUBJECT: Medical Student Promotions Committee

In accordance with USUHS Instruction 1201, "Medical Student Promotions Committee," dated October 2005, your academic performance will be reviewed by the Medical Student Promotions Committee on _____ [date of meeting] upon [reason for academic review]. The Medical Student Promotions Committee will consider other matters of your overall academic record at USUHS (including grades, test results such as Steps 1, 2-CK, and 2-CS of the United States Medical Licensing Examination, and previous interactions with the Committee) and your overall officer record at USUHS (including completed performance evaluations, commendations, adverse actions on file, and PT test results) in determining its recommendations to the Dean, School of Medicine.

You may consult with the Registrar, a non-voting member of the Medical Student Promotions Committee. If you choose to appear before the Committee, you must reply on the enclosed reply memorandum to this office within three working days from the date of receipt of this notice. You will be notified of the designated time and place of the Committee meeting and given an appointment to appear at the time you return the enclosed reply memorandum to this office. Please be sure to return the reply memorandum to this office regardless of your decision. In either case, you will be notified of the Committee's recommendations.

You may be represented during your dealings with the Medical Student Promotions Committee. You may choose anyone except a member of the Medical Student Promotions Committee or the OGC as your representative. You are not restricted to the Department of Defense or Department of Health and Human Services. Any cost of such representation is your responsibility. When deciding on representation, it is the responsibility of the student to ensure that a representative, whether an attorney or otherwise, will be available at the date and time of the scheduled meeting. The use of any federal government employee is predicated upon availability of such personnel. USUHS Instruction 1201 is available on the USUHS website at http://www.usuhs.mil/usuhs_only/asd/1201.pdf. USUHS Instruction 1105 is available on the USUHS website at http://www.usuhs.mil/usuhs_only/asd/1105.pdf.

Please contact this office at (301) 295-3198 if you have any questions.

PETER J. STAVISH, M.B.A.
LTC, MS, USA (Ret.)
Assistant Dean for Admissions and Academic Records

Cc: Officer File

USUHS Instruction 1201, 12/2005

MEMORANDUM FOR ASSISTANT DEAN, REGISTRAR, SOM, USUHS

SUBJECT: Appearance Before Medical Student Promotions Committee

This is in reply to your memorandum of _____ [date] informing me of the scheduled meeting on _____ [date] and asking whether I wish to appear before the Medical Student Promotions Committee.

Please be informed of my decisions accordingly:

1. I (do) (do not) wish to appear before the Committee.
2. I (will) (will not) be represented. My representative will be _____.
3. As an MS-IV student, I (do) (do not) wish student member participation in review of my case.

Student Signature

Date