

Policies and Procedures for the Evaluation and Promotion of Undergraduate Students in the Seven-Year Liberal Arts/Medical Education Program

Qualifications for Promotion

At the conclusion of each semester, or as necessary, the Promotions Committee for the Early Assurance Programs reviews the progress of all students in the Seven-Year Liberal Arts/Medical Education Program (the Program). The Promotions Committee evaluates academic performance and nonacademic factors. Examples of nonacademic factors include, but are not limited to, integrity, motivation, professionalism, and compliance with University and Program policies. The Promotions Committee must deem a student as qualified for the student's continuation in the program from semester to semester, and ultimately for the student's promotion to the School of Medicine.

Students must maintain a minimum of a 3.20 grade point average, overall and in the sciences, to be eligible for continuation to the next semester and ultimately to the School of Medicine. Students must also demonstrate appropriate motivation, integrity, and professionalism and comply with University and Program policies. Students must take the Medical College Admissions Test (MCAT) no later than January of the third year in the program. Students must achieve a combined score at or above the 80th percentile on the four numerically scored sections of the MCAT. The Promotions Committee considers the results of the MCAT when deciding whether to promote a student to the School of Medicine.

At the end of each academic year, or as necessary, the Promotions Committee requests a report from Judicial Affairs to determine if students in the Program have violated University policies, as well as a report from the Dean's Office to determine whether students have engaged in academic misconduct. In addition, Judicial Affairs or the Dean's Office may provide the Promotions Committee with a report at other times about any student who has engaged in academic or other misconduct. The Promotions Committee considers the content of these reports in all decisions, including the decision on promotion to the School of Medicine. Any student who has violated University policy or engaged in academic or nonacademic misconduct may submit a written explanation to the Promotions Committee. Even if a student who has agreed to a grading sanction for academic misconduct will receive no further discipline for that misconduct through CAS academic misconduct procedures, the student may be subject to further sanctions by the Promotions Committee, up to and including dismissal from the Program.

Students must complete all requirements of the Program and the College of Arts & Sciences by the end of the spring semester of the third year to be eligible for promotion to the School of Medicine.

Students will, in accordance with federal and state law, be asked to consent to a criminal background check at the time of promotion to the School of Medicine and/or at other times in the course of the medical school curriculum. The Promotions Committee considers the results of the criminal background check in its deliberations.

Promotions Committee

The Promotions Committee is composed of the Associate Dean of Admissions at the School of Medicine, the Director of the Seven-Year Liberal Arts/Medical Education Program, the Associate Dean for Student Affairs at the School of Medicine, the Associate Dean for Diversity and Multicultural Affairs at the School of Medicine, the Director of the Early Medical School Selection Program, three members of the faculty from the School of Medicine, two members of the faculty from the College of Arts & Sciences, one member of the faculty from Sargent College of Health and Rehabilitation Sciences, and one member of the faculty from the College of Engineering. The Director of the Seven-Year Program will serve as Chair of the Promotions Committee. The chair votes only in the case of a tied committee vote. Non-voting alternates may be invited to meetings at which a program would otherwise be unrepresented. Deans of the colleges participating in the programs appoint the members of the Committee from their colleges.

The Promotions Committee meets at the conclusion of each fall and spring semester, or as necessary at other times, at the call of the chair to review students' performance. A quorum requires a simple majority of committee members. After reviewing a student's performance and/or any reports of academic or nonacademic misconduct and the student's response, the Promotions Committee will take such action as it finds advisable, including but not limited to, promotion to the next curricular semester, requiring remedial coursework, academic or disciplinary probation, disciplinary suspension, or dismissal from the Program. The Chair of the Promotions Committee and the Director of the Program will communicate the Committee's decision to the student, in writing, within 7 days.

Student Petitions

A student may submit a petition to the Director of the Program requesting a modification of the curriculum, deferral of promotion to the School of Medicine, or consideration of other matters related to progress in the Program. The Director, in the capacity as Chair of the Promotions Committee, may email the Promotions Committee with a student's petition for comment in lieu of calling a formal meeting. Committee members may review the student's entire academic record, as well as the student's record of comportment and professionalism, during its consideration of a petition. The Committee members may approve the petition, deny the petition, or request a meeting be held for further discussion and resolution. The Chair of the Promotions Committee and the Director of the Program will communicate the Committee's decision to the student, in writing, within 7 days.

Appeals Committee

A student who is suspended or dismissed from the Program by the Promotions Committee may appeal the decision. A student must submit an appeal to the Director of the Program within 7 days after receiving notice of a Promotions Committee's decision. The Director will submit the student's letter of appeal to the Chair of the Appeals Committee. A student may elect to appear before the Appeals Committee and may be accompanied by an advisor from the faculty. The advisor may present information and participate in the discussion during the student's appearance before the Committee. A student may not be accompanied by anyone else (e.g. parent, lawyer) while appearing

before the Committee. The student and the faculty advisor may not be present during the deliberation and final vote of the Committee.

The Appeals Committee for the Early Assurance Programs is composed of the Associate Dean of Student Academic Life at the College of Arts & Sciences, an Assistant Dean of Student Affairs at the School of Medicine, two members of the faculty of the School of Medicine, one member of the faculty of the College of Arts & Sciences, and one member of the faculty of the College of Arts & Sciences or College of Engineering. The Associate Dean of Student Academic Life will serve as chair of the committee. The Chair of the Appeals Committee votes only in the case of a tied committee vote. The Chair of the Promotions Committee serves in an ex officio, non-voting capacity on the Appeals Committee. A quorum requires a simple majority of committee members.

The Appeals Committee will take such action as it finds advisable concerning the decision of the Promotions Committee. It may grant or deny a student's appeal, or it may modify the Promotions Committee's decision, including increasing or decreasing any sanction. The Chair of the Committee will communicate the Committee's decision to the student and the Director of the Program, in writing, within 7 days. If it is not possible for a decision to be rendered within that time frame, the student shall be so informed and will be kept apprised of the status of the matter.

A student may further appeal the decision of the Appeals Committee to the Dean of the School of Medicine and the Dean of the College of Arts & Sciences, who will jointly consider the matter. A student must submit an appeal to the Deans in writing within 7 days after receiving a decision of the Appeals Committee. In the case of academic or nonacademic misconduct, the Deans' review will focus solely on the appropriateness of the Seven-Year Program's sanction and whether the Promotions Committee and Appeals Committee acted in accordance with established procedures and without bias. There will be no review of the underlying finding of guilt or innocence.

The Deans may affirm, reverse, or modify (including increasing or decreasing any sanction imposed) the decision of the Appeals Committee and will communicate their decision to the student and the Director of the Program, in writing, within 7 days. If it is not possible for a decision to be rendered within that time frame, the student shall be so informed and will be kept apprised of the status of the matter. This is the final step in the formal appeals process.