

**CHICAGO MEDICAL SCHOOL
AT
ROSALIND FRANKLIN UNIVERSITY
OF MEDICINE AND SCIENCE**

HANDBOOK FOR STUDENT PROMOTION AND GRADUATION

Student Evaluation Promotion and Awards Committee (SEPAC)

HANDBOOK v23a

**Approved by CMS Academic Assembly on 9/29/2023
Applies to CMS students that matriculated in academic year 2023-24**

INTRODUCTION AND PURPOSE

The purpose of this Handbook is to (I) describe the requirements that students at Chicago Medical School (CMS) must meet for promotion and graduation, and processes to remediate deficiencies in these requirements, and (II) describe the function and processes of the committee that oversees promotion and graduation of students.

Please note that information in this handbook is subject to change and CMS representatives or appointed committees reserve the right to make such changes at their sole discretion. While this Handbook reflects the current policies at the time of Handbook approval, policies referenced in this Handbook may be updated. If questions arise, students should always refer to the most recent policies posted on the Office of Student Affairs website, CMS content of the RFUMS Academic Catalog, or contact the CMS Office of Student Affairs.

The CMS Student Evaluation, Promotion, and Awards Committee (SEPAC) establishes policies for promotion and graduation from CMS. One function of the CMS Office of Student Affairs is to implement these policies. SEPAC and the CMS Office of Student Affairs compiled this Handbook.

I. Guidelines for promotion, graduation, and remediation

INTRODUCTION AND PURPOSE

CMS policies exist that delineate the oversight of the academic curriculum, implementation of an evaluation and grading system, and professional standards. Evaluation and grading procedures have been defined and the academic curricular requirements and professionalism standards to progress through CMS are established. This information can be found in the CMS content of the RFUMS Academic Catalog and in separate policies, and is referenced throughout this document, when applicable. In the absence of separate, specific CMS policies, these guidelines establish the policies and procedures to be followed.

The purpose of this section is to integrate policies and procedures into a set of guidelines that delineate:

- A. Student Evaluation
- B. Appeal of Evaluation
- C. Requirements for Academic and Professional Progress
- D. Requirements for Graduation
- E. Correcting Academic Deficiencies
- F. Professional and Ethical Deficiencies

CANCELLATION

This policy replaces Evaluation and Grading System/Student Evaluation Promotion and Awards Committee (SEPAC) Handbook, and previous SEPAC policies.

SCOPE AND APPLICABILITY.

These policies apply to all students enrolled in the allopathic medicine program at CMS. This Handbook is independent of grading notations used by registrar (e.g. F, I, NR, etc). See Definitions below, end of Section I for description of Failing grade and Failure.

POLICY STATEMENTS

A. STUDENT EVALUATION

Grades are awarded for all courses leading to the MD degree. The system for evaluation of competencies and grading system in courses, electives and clerkships is determined by the CMS Curriculum Committee, and described elsewhere (RFUMS Academic Catalog; CMS Clerkship Grading Policy). Student assessment techniques are mapped to each course objective and are listed on the competency chart in the syllabus.

B. APPEAL OF EVALUATION (see also Appendix I)

A student may appeal a final pre-clerkship/clerkship grade or evaluation report. Note that a specific policy and process for clerkship grade appeals is described elsewhere (Clinical Grade Appeal Policy). The appeal of course (pre-clerkship) grades is summarized here.

1. A student may appeal a course grade/evaluation report within 4 weeks (28 days) of the posting of the final grade to the learning management system (D2L Brightspace). The appeal must be submitted using the CMS Pre-clerkship Grade Appeal Form, which is posted within D2L Brightspace. Only appeals submitted via the Pre-clerkship Grade Appeal Form will be considered.
2. If the Course Director rejects the appeal, the student may appeal to the Executive Department Chairperson, who will have 5 business days to review it and render a decision. If the Executive Department Chairperson supports the appeal and submits a new final grade for the course, it will replace the grade currently in the student's record. The Executive Department Chairperson's decision is final.
3. If the Executive Department Chairperson is also the Block or Course Director receiving the appeal, an alternative Chairperson will be appointed to render the final decision.

C. ACADEMIC AND PROFESSIONAL PROGRESS

The curriculum for each academic year is defined in the CMS content of the RFUMS Academic Catalog.

A student may be advanced to the next academic year at CMS if the student has met the following three criteria:

1. Has successfully completed all of the requirements for the current year.
2. Is in good academic and professional standing (Appendix III).
3. Meets CMS Technical Standards.

SEPAC has defined times by which progress requirements must be met (Section II).

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1. M2 students who complete all other progression requirements, and take Step 1 by the final day of the RFUMS academic year term will progress to M3 year and begin clinical clerkships.
 2. M2 students who complete all other progression requirements, but do not take Step 1 by the final day of the RFUMS academic year term will remain identified as M2 students until they take the Step 1 exam. Students may be enrolled in an M3 non-clinical independent study elective with the agreement of the Vice Dean for Medical Education but may not start clinical clerkships until they take the Step 1 exam.
 3. M3 students may begin taking M4 coursework without fulfilling all M3 clinical requirements if, at the start of the M4 year, all of the following conditions have been met:
 - a. The student has completed and passed a minimum of 36 weeks of M3 clinical coursework.
 - b. There is no available clinical site for the remaining M3 requirements.
 - c. The student meets the prerequisite requirements of the M4 coursework and the course is not in the specialty of a remaining clerkship or one in which the student has a grade of “Needs Remediation”, “Incomplete”, or “Fail”.
 4. In order to continue taking M4 coursework, students must complete all core clerkship rotations (Internal Medicine, Surgery, Pediatrics, Obstetrics/Gynecology, Family Medicine, Psychiatry) by December 31st of the M4 year, provided a clinical site is available.
 5. M3 students taking M4 coursework are still subject to all other progression requirements outlined here and in Section II.B.

UNITED STATES MEDICAL LICENSURE EXAMINATION (USMLE) REQUIREMENTS
A passing score on USMLE Step 1 is required to progress at CMS, and a passing score on USMLE Step 2 Clinical Knowledge (CK) is required for graduation from CMS.

1. Students must attempt Step 1 before beginning M3 (Phase II) clinical clerkships and within one year of completing the M2 curriculum. Students may begin M3 (Phase II) clinical clerkships after attempting the Step 1 exam. A student who fails the Step 1 exam may complete the clerkship in which they were enrolled at the time of notification of failure, but must withdraw from further clinical activity until they have retaken Step 1. Students who fail Step 1 on a second attempt will not be allowed to enroll in any clerkship until they have passed the examination. A student who does not attempt Step 1 within one year of completing the M2 curriculum will be referred to SEPAC for consideration of dismissal.
2. A student who has completed all graduation requirements except passing the USMLE Step 2 CK examination may remain a student of CMS, subject to the approval of SEPAC, paying applicable tuition and receiving appropriate benefits such as student health insurance. A

student who does not complete Step 2 requirements by one year from original or scheduled date of graduation will be referred to SEPAC for consideration for dismissal.

3. Students are allowed two attempts each on USMLE Step 1 or Step 2 CK. Recording two failures at either USMLE Step 1 or Step 2 CK is a condition that can lead to dismissal from CMS by SEPAC (Section II). In lieu of appearing before SEPAC, a student may alternatively petition SEPAC for a third attempt at either exam using an expedited mechanism as follows:
 - a. The default action for failing Step 1 or Step 2 CK on two attempts each will be appearing before SEPAC for dismissal consideration. The Chair of SEPAC, in consultation with the Offices of Medical Education and Student Affairs, has the authority to determine if a student is allowed to use the expedited mechanism. Eligibility will be determined based on the student's past academic and professionalism history.
 - b. If eligible, the student shall submit a brief statement to the committee that details reasons for past failures and if there were extenuating circumstances that impeded their exam performances.
 - c. If eligible, the student shall submit a comprehensive study plan for a possible third attempt at either exam. This plan must be developed in consultation with the Director of Academic Advising and Success and/or the Senior Associate Dean for Student Affairs.
 - d. If eligible, the student shall provide their anticipated testing date for a possible third attempt.
 - e. SEPAC reserves the right to approve or deny a request for a third attempt at a convened meeting. If a request is denied the student will be provided a letter detailing the reasons and will be required to appear before SEPAC for consideration of dismissal from CMS.
4. Students with three failures on USMLE Step 1 or Step 2 CK will be referred to SEPAC for consideration for dismissal.
5. Students that fail either Step 1 or Step 2 four times will be dismissed from CMS.

D. GRADUATION

The requirements for graduation from CMS are defined in the CMS content of the RFUMS Academic Catalog.

A student may be recommended for graduation by SEPAC to the CMS Academic Assembly if the student:

1. Has completed, or is scheduled to complete, all requirements for the MD degree.
2. Has taken and passed all required USMLE examinations.
3. Is in good academic and professional standing (Appendix III).
4. Meets CMS Technical Standards.

SEPAC has defined times by which graduation requirements must be met (Section II).

E. CORRECTING ACADEMIC DEFICIENCIES

A. Examinations. Students are required to take examinations on their scheduled day and time unless the student has received specific permission to defer an examination according to the CMS Pre-Clerkship Absence Policy (for M1 and M2 students) or the CMS Clerkship Absence Policy (for M3 and M4 students). Failure to meet these requirements may lead to a failing score for that exam, or other outcome as dictated in the course/clerkship syllabi. Make-up examinations are arranged per the CMS Pre-Clerkship Absence Policy (M1 and M2 students) or the CMS Clerkship Retake and Rescheduled Exam Policy (M3 and M4 students).

B. Course or Clerkship Failing grade

1. Notification of a Failing grade in a Course or Clerkship

The Course or Clerkship Director will notify the Registrar, the CMS Office for Student Affairs and the student of a failing grade at the end of a course or clerkship.

2. Failing grade in one (1) M1/M2 course

A student with a failing grade at the end of a M1/M2 course due to inadequate performance on examinations or in a component of the course that is not assessed by examination (e.g. Professionalism) may have the opportunity for a remediation exam or a remediation activity. Students should refer to the relevant remediation policy for that course.

a. Passing this exam/activity will result in a passing grade (P) on transcripts, but the numerical grade used for internal measures of performance and for calculation of Distinction in Basic Sciences or other honors, will be no greater than the numeric threshold for passing that course.

b. Course Directors will give remediation examinations on the published scheduled dates. Other remediation activities for that course must be completed within the time frame determined by the relevant course remediation policy.

c. When a student fails a remediation examination or activity, a Failure for that course will be assigned, and a grade of “F” shall be submitted to the Registrar.

3. Failure of one (1) M1/M2 course

A student who has a Failure of one M1/M2 course will be required to repeat the course at CMS or at an approved summer course (for example, those listed at <http://services.aamc.org/smc>) with the approval of the Course Director.

a. A student who has a Failure and must repeat the complete course at CMS or at another approved school will have the subsequent course and grade listed separately on the transcript. This student should be identified by the CMS Office of Student Affairs, and included in updates to SEPAC.

b. A student who has Failures of the same repeated M1/M2 course, including an approved summer course, will be referred to SEPAC for consideration for dismissal.

4. Failing grade in two (2) M1/M2 courses

A student with a failing grade at the end of two M1/M2 courses may be allowed to take remediation exams (per relevant remediation policy for the course, as above). This student should be identified by the CMS Office of Student Affairs, and included in updates to SEPAC.

5. Failure of two (2) M1/M2 courses

A student with Failures in two different M1/M2 courses (after failed remediation exam or activity) within the same academic year will be referred to SEPAC for consideration for dismissal. If the student is not dismissed, they must retake the courses and may be required to go on an altered schedule.

6. Failure of three (3) M1/M2 courses

A student with Failures of three courses over the span of the entire M1/M2 years will be referred to SEPAC for consideration for dismissal.

7. Failing grade of one (1) clinical rotation

A student with a failing grade in a required clinical rotation due to a deficiency of a required component (such as a shelf exam, clinical experience or professionalism) may be granted an opportunity to remediate that component. Students should refer to the Remediation Policy listed in the RFUMS Academic Catalog and the CMS Remediation Procedures listed in the clerkship syllabus.

a. Remediation of a clinical rotation examination or activity must be completed within the required time frame (see relevant course remediation policy and Clerkship Retake Exam Policy).

b. When a student fails a remediation examination or activity, a Failure for that clinical rotation will be assigned, a grade of “F” shall be submitted to the Registrar.

8. Failure of one (1) required clinical rotation

A student with a failure of a required clinical rotation (such as a clerkship or sub-internship) will be required to repeat the rotation. A student with a repeat failure of the same required clinical rotation will be referred to SEPAC for consideration for dismissal.

9. Failing grades of two (2) separate required clinical rotations

Students who accumulate more than one failing grade will be withdrawn from further clinical activity at the end of the clerkship or clinical activity during which the second failing grade is reported. Students may not resume any clinical activity until they have achieved passing grades in all examinations and clinical components in which their performance was deficient. Students will be allowed to participate in non-clinical courses while awaiting the results of their remedial efforts.

10. Failure of two (2) required clinical rotations

A student with failures of two required clinical rotations (including two failures of the same clinical rotation) will be referred to SEPAC for consideration for dismissal. If the

student is not dismissed, they will not be allowed to register for clinical electives until the student has passed the required clinical rotation(s).

11. Failure of an elective

- a. A student with a failure of an elective must take and pass an additional elective of equivalent duration of the failed elective.
- b. A student with failures of three or more electives during the period of enrollment at CMS will be referred to SEPAC for consideration for dismissal.

F. PROFESSIONAL AND ETHICAL DEFICIENCIES

All students at CMS are expected to exhibit professional, responsible and ethical behavior. The standards of professional behavior are defined elsewhere (Medical Student Professionalism Policy).

Any departures from these standards may result in CMS action. The students may be referred to the CMS Professionalism Committee, RFUMS Student Affairs Judiciary Committee, or SEPAC, as defined (Medical Student Professionalism Policy). Students who exhibit egregious or habitual behavior that is inconsistent with this standard, with the CMS competencies, with University policy or with the law will be referred to SEPAC for consideration for dismissal. If deemed appropriate by the Dean of CMS, the matter may be referred to a University level committee at any time.

A student under suspicion of ethical or professional misconduct shall be afforded due notice and process in the investigation, deliberation, and decision about such allegations and potential penalties. The decisions of SEPAC shall be transmitted by the SEPAC Chair to the student and the Dean of CMS. The student shall also be afforded the right to appeal any negative outcomes to the Dean of CMS.

LEAVE OF ABSENCE

The policy and procedures in the Rosalind Franklin University of Medicine and Science Leave of Absence Policy and Procedure shall apply. The Leave of Absence Policy can be found at www.rosalindfranklin.edu and in the RFUMS Academic Catalog.

ROLE OF THE CMS OFFICE FOR STUDENT AFFAIRS

Student performance is monitored by the Office of Student Affairs and reviewed quarterly with SEPAC.

In addition, the CMS Office for Student Affairs is responsible for advising and counseling students, helping to communicate SEPAC decisions to students, maintaining records of SEPAC decisions, and preparing the SEPAC meeting agenda.

Any confidential counseling records in the CMS Office for Student Affairs regarding conferences between the CMS Office for Student Affairs and specific students will be available only to the student and the CMS Office for Student Affairs.

ROLE OF THE REGISTRAR

The permanent academic record for each student is maintained by the Registrar’s Office. Documentation of a SEPAC decision that constitutes a change of status, such as probation or dismissal, is included in the student’s permanent academic record. A student may inspect and make copies of items in his/her file in the Registrar’s Office per the procedure outlined in the RFUMS Academic Catalog.

The University complies with the requirements of the Family Educational Rights and Privacy Act of 1974 as amended.

DEFINITIONS.

For the purposes of this policy, the following definitions will apply:

Failing Grade – a grade that is below the threshold for passing at the end of a course.

Remediation - upon receiving a Failing Grade at the end of the course, a student may have a remediation opportunity (remediation exam, project, clinical assessment, etc) to rectify the Failing grade. Passing this Remediation will lead to a final grade of Pass.

Failure – if a student does not pass the Remediation exam/activity, or is not given the opportunity for Remediation, they will be considered to have a Failure of the course.

Course Retake – if a student has a Failure of a course, they may be required to retake the course if it is a requirement for graduation. This Course Retake may be an approved abbreviated summer course or the entire course.

Situation	End of course grade = F	Opportunity to change grade	Remediation grade = F	Required retake of course
Terminology	<i>Failing grade</i>	<i>Remediation</i>	<i>Failure</i>	<i>Course retake</i>

Note the following:

Remediation is used in other circumstances to describe an opportunity to rectify poor performance in a component of a course/rotation. Remediation used in the current policy refers specifically to the Remediation (defined above) after a Failing grade in a course (see course syllabus for more details).

REFERENCES AND RELATED POLICIES

RFUMS Academic Catalog

Technical Standards

Pre-clerkship Absence Policy

Pre-clerkship Grade Appeal Policy

Clerkship Absence Policy

Clerkship Grading Policy

Clinical Grade Appeal Policy
Retake and Rescheduled Exam Policy
Medical Student Professionalism Policy and Procedures

Appendix I. Appeal of Grade/Evaluation Report

II. STUDENT EVALUATION PROMOTIONS AND AWARDS COMMITTEE

INTRODUCTION AND PURPOSE

CMS policies exist that delineate the oversight of the academic curriculum, implementation of an evaluation and grading system, and professional standards. Evaluation and grading procedures have been defined and the academic curricular requirements and professionalism standards to progress through CMS are established. These requirements and standards are described in the CMS content of the RFUMS Academic Catalog, Part I of this Handbook, and in related policies. A student must meet these requirements to progress through CMS. The Student Evaluation, Promotions and Awards Committee (SEPAC) oversees academic and professional progress of CMS students. This function is met in coordination with the CMS Office for Student Affairs.

Student performance below acceptable academic or professional standards may require action from CMS. SEPAC has established guidelines that are used to determine when action and what action is required. The purpose of part II of this Handbook is to describe the policies and procedures that guide SEPAC in matters of:

- A. Conditions that lead to intervention by SEPAC
- B. Conditions that lead to consideration of dismissal by SEPAC
- C. Appeal of SEPAC decisions

In the application of these conditions to individual students, it is appreciated that difficult circumstances and special conditions may exist that significantly contributed to performance that was below acceptable standards. SEPAC considers these circumstances when adjudicating the appropriate actions on behalf of CMS.

While academic judgment often is required in SEPAC decisions, SEPAC should document the reason for any adverse actions taken and the source of information used to determine the action.

SEPAC Membership, Responsibilities, and Conduct are defined in the CMS Faculty Bylaws.

CANCELLATION

This policy replaces Evaluation and Grading System/Student Evaluation Promotion and Awards Committee (SEPAC) Handbook, and previous SEPAC policies.

SCOPE AND APPLICABILITY

These policies apply to all students enrolled in the allopathic medicine program at CMS. This policy is independent of grading notations used by registrar (e.g. F, I, NR, etc). See Definitions below for description of Failing grade and Failure.

POLICY STATEMENTS

SEPAC has the responsibility to respond to and adjudicate questions that may arise concerning the application of policy concerning promotion, graduation, unsatisfactory student performance, probation, dismissal and leave-of-absence as applied to individual students and situations and to make decisions when needed.

Requirements for Progress and Graduation at CMS are described in Section I of this Handbook (above) and in the RFUMS Academic Catalog.

NEW MEMBER ORIENTATION

Upon SEPAC appointment, new members will receive a copy of the current SEPAC Policies and Procedures. The Chair will schedule individual orientation sessions for each new member of the committee prior to the next scheduled SEPAC meeting. Orientation will cover SEPAC Policies and Procedures, confidentiality, expectations, and training. The Chair has further discretion to discuss additional orientation materials as they see fit.

ANTI-BIAS TRAINING

All new members on SEPAC are required to complete explicit and implicit bias training prior to attending a SEPAC meeting. All current SEPAC members are required to complete anti-bias training on an annual basis. The Chair, in consultation with the committee, will determine the specific training as appropriate to the mission of the committee. The Chair may also designate an individual to determine appropriate requirements for implicit bias training.

DIVERSITY ADVOCATE

At least one regular attendee of SEPAC should be trained to recognize and highlight issues related to equity, diversity and inclusion that may arise throughout the course of fulfillment of the mission of this committee. This may be a representative from the CMS offices that provide functional oversight of student affairs, medical education, equity, diversity and inclusion. Although all members of SEPAC are expected to consider equity, diversity and inclusion in all decisions, and any member may raise concerns, the role of the diversity advocate on SEPAC is to utilize explicit and implicit bias training and academic judgment in areas that include consideration of the impact of any committee policies, and consideration of individual circumstances that may lead to academic or professionalism struggles. The appropriate training will be determined by the chair of SEPAC, or by an individual designated by the chair. Recommended training might include definitions of diversity, challenges/bias faced by students, and how to advocate for equity, diversity and inclusion. The Chair has the authority to select a diversity advocate as they see fit. The name of the diversity advocate and the training undergone will be submitted annually to the Academic Assembly Advisory Committee.

CONFLICT OF INTEREST AND RECUSAL

A member of SEPAC with a real or perceived conflict of interest pertaining to an issue raised at SEPAC will: 1. Inform the SEPAC chair regarding the conflict of interest, and 2. Abstain from any SEPAC discussion and decision-making involving the subject of that conflict of interest. Conflict of interest may be of a personal nature or professional. To prevent a potential conflict of interest, members of SEPAC who serve as a course or clerkship directors who have taken an action (e.g., awarded a failing grade) that contributes to the adverse academic action being proposed against a student are required to recuse themselves from SEPAC discussion and voting pertaining to the student. The chair of SEPAC may recuse a member of SEPAC with a real or perceived conflict of interest without that member first informing the chair. A member that fails to report such a conflict of interest may be subject to discipline (e.g. reprimand, dismissal from SEPAC). Any SEPAC member recusal will be recorded in the minutes of SEPAC.

The chair serves a dual role as a voting member and presiding officer over SEPAC meetings. If the chair has a conflict of interest, the nature of the conflict should be disclosed to the committee. The default will be that the chair is recused from role as a voting member, but remains a presiding officer to facilitate the continuation of the meeting, unless the chair also recuses him/herself from presiding (full recusal), or if the committee votes for full recusal. In the event of chair full recusal, a temporary chair can be elected to preside during the recusal.

A. INTERVENTION BY SEPAC

A student with deficiencies in academic or professional standards may be individually reviewed by SEPAC for possible intervention. SEPAC may vote on actions that are consistent with CMS policies after consideration of any available information. These may include a plan of remediation, disciplinary action(s), probation, leave of absence, referral to a health care professional for psychological concerns, dismissal, or other actions as judged appropriate. Conditions that are indicative of academic or professional deficiencies that may lead to SEPAC intervention include, but are not limited to:

1. Any situation of academic or professional concern reported to SEPAC by the CMS Office of Student Affairs.
2. Requiring remediation for more than 2 separate M1/M2 courses in a single academic year.
3. Failure of any M1/M2 course or clinical rotation.
4. Upon referral from the SEPAC Professionalism Subcommittee (PSC).
5. Any condition that may lead to consideration for dismissal (below).

SEPAC PROFESSIONALISM SUBCOMMITTEE (PSC)

The Professionalism Subcommittee (PSC) of SEPAC was established to investigate and evaluate reports of unprofessional behavior by students of CMS. The PSC shall be composed of at least three faculty members who also serve as voting members on SEPAC. Student representatives of SEPAC are also eligible to serve on the PSC.

Representatives from the RFU Office of Student Affairs and CMS Office of Student Affairs will serve as advisors on the PSC and will be primarily responsible for performing an investigation. In reference to institutional policy, the two representatives from RFU and CMS Offices of Student Affairs will review all findings from the investigation to determine which body will hear the case, PSC, SEPAC or Student Affairs Judiciary Committee (SAJC). All findings from the investigation will be shared with the appropriate committee which will meet with the student to hear the case.

Upon referral to the PSC, the subcommittee members shall review reports of unprofessional behavior, meet with students, and then make a recommendation. The PSC has the authority to require that a student remediate instances of unprofessional behavior and report back to the PSC. The PSC may also encourage the student to engage in supportive activities. The PSC will meet as needed and provide a report at a convened SEPAC meeting.

The Professionalism Subcommittee does not have the authority to take any direct action that could adversely affect a student's status at CMS. Only SEPAC or the SAJC may make decisions

that could adversely affect the student. Instances of unprofessional behavior that are deemed egregious can be reported directly to SEPAC or the SAJC without a PSC referral.

PROBATION AND SUSPENSION

A student may be placed on probation or suspension by SEPAC if they have documented problems with ethical integrity or professional behavior. Probation and suspension shall not be instruments used for correcting academic deficiencies, which is covered elsewhere (Section I.E.).

The imposition of probation is a serious action intended to formally warn the student of identified problems with ethical integrity and/or problems with professional behavior while providing an opportunity for the student to continue within the education program under certain terms and conditions. The imposition of suspension is likewise a serious action and includes the additional consequence of, for the period of suspension, not allowing the student to continue within the education program. Documentation of the imposition of probation or suspension will include a description of the identified professional and/or ethical deficiencies.

If SEPAC decides on the sanction of probation or suspension, the student will be subject to the following actions:

1. SEPAC will determine the terms and conditions, including duration, requirements, and documentation of compliance. These terms will be communicated to the student in a decision letter from SEPAC.
2. SEPAC will be responsible for monitoring probation or suspension and maintains the authority to decide to remove the sanction, to decide to extend the sanction, and to determine whether there was a violation of the terms and conditions.
3. Probation and suspension will be documented on the student's Medical Student Performance Evaluation (MSPE).
4. Failure to comply with any term or condition of probation or suspension or engagement in further unprofessional and/or unethical behavior may lead to dismissal from CMS.

While on Probation or Suspension:

1. Students are not in Good Standing (Appendix III).
2. Students cannot serve in elected or leadership positions within student government.
3. Students cannot serve as representatives of the school.

Depending on the nature of the professional or ethical deficit, SEPAC may determine to impose additional terms and conditions during the probationary term. These include, but are not limited to, preventing a student from participating in the following:

1. Required curricular activities.
2. Intramural and extramural electives.
3. Research.

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4. Leadership positions.
 5. Volunteer work.

A suspended student may not engage in any of the educational program-associated activities listed above for the duration of the sanction.

SEPAC may remove probation or suspension when SEPAC deems appropriate, considering whether the specific deficiency has been resolved, other requirements have been completed, and/or the student has demonstrated consistent satisfactory ethical and professional behavior. The student must appear before SEPAC at the end of the probationary or suspension term to request removal of the sanction. SEPAC will then decide to remove this sanction or to extend the sanction based on the academic judgment of the committee.

LEAVE OF ABSENCE

SEPAC may require that a student go on Leave-of-Absence (LOA) to address significant issues that interfere with academic or professional performance. Other LOA policies and procedures in the Rosalind Franklin University of Medicine and Science Leave of Absence Policy and Procedure shall apply. The Leave of Absence Policy can be found at www.rosalindfranklin.edu and in the RFUMS Academic Catalog.

If a student was on probation in the last academic period prior to beginning the LOA, the student will remain on probation upon returning from LOA.

B. DISMISSAL BY SEPAC

SEPAC may consider for dismissal students who have been determined by SEPAC through the use of academic judgment to have not achieved the appropriate level of progress, have failed to meet the appropriate academic or professional standards, do not meet CMS Technical Standards, or to be deemed, for just reason, unfit to continue at CMS. The conditions that fulfill these criteria are any one of the following, but not limited to:

1. Failure of 2 or more courses in either M1 or M2 years.
2. Failure of 3 courses over the entire M1-M2 years span.
3. Requiring more than 2 Remediations for separate clinical rotations in a single academic year.
4. Repeat Failure of the same M1/M2 course, including summer course retake or approved summer course alternative.
5. Failure of two required clinical rotations over the duration of the program.
6. Repeat Failure of the same required clinical rotation.
7. Failure of 3 or more electives during the duration of the program, including repeated Failure of the same elective.
8. Academic struggles, defined as poor performance on exams, in assessment of competencies, or needing remediations, occurring repeatedly across different courses/clinical rotations, even if it does not lead to Failure in any course/clinical rotation.

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9. Insufficient performance in developing and maintaining the standards of ethical integrity, professional judgment, or reliability in personal relationships essential to the competent, honest, responsible practice of medicine.
 10. Failure to comply with the terms and conditions of probation or suspension within the time period specified or an additional instance of unprofessional or unethical behavior while on probation or suspension.
 11. Difficulties which require that a student be placed on probation after the student has once before been placed on probation for the same issue or different issue.
 12. Not passing USMLE Step 1 or Step 2 CK requirements on two attempts each, or not completing Step 2 requirements by one year from the scheduled date of graduation.
 13. Not satisfactorily meeting all of the requirements of the first two academic years of medical school within 36 months (3 years) of the date of first registration into CMS as a beginning medical student not including periods of leave of absence.
 14. Not satisfactorily meeting all of the requirements of the first three academic years of medical school within 54 months (4 ½ years) of the date of first registration into CMS as a beginning medical student not including periods of leave of absence.
 15. Not satisfactorily meeting all of the requirements for graduation with the MD degree within 66 months (5 ½ years) of the date of first registration into CMS as a medical student, not including periods of leave of absence.
 16. Not satisfactorily meeting all of the requirements for graduation with the MD degree within 72 months (6 years) of the date of first registration into CMS as a medical student, including periods of leave of absence.

PROCEDURES

Students with academic or professionalism issues that meet any of the conditions listed above, or otherwise fall short of academic or professional standards, will typically be identified by the CMS Office of Student Affairs, and the Chair of SEPAC together with representation from the CMS Office of Student Affairs decides what individual students will be slated for SEPAC discussion.

Decisions of SEPAC will be made only after careful review and deliberation. Every effort will be made to secure adequate, accurate and carefully documented information on which to base SEPAC decisions. Humanistic concerns and extenuating circumstances will be taken into account. A student under consideration of dismissal will be afforded due notice and process in the investigation, deliberation, and decision.

1. The committee will meet at least quarterly. Special meetings may be called as necessary.
2. SEPAC will review the progress of all students at the end of each academic year. At least once during each academic quarter the committee will review the progress of all students who are experiencing performance difficulties. The progress of such students will be followed until the deficiencies have been satisfied or the student is dismissed.
3. The CMS Office of Student Affairs will advise the committee of changes in any student's performance status.
4. The CMS Office of Student Affairs will execute the decisions of SEPAC.

5. When SEPAC makes a decision:

- a. Affected parties and the Dean of CMS will be informed in writing by the Chair of SEPAC within 10 business days.
- b. The decision and its justification will be set forth.
- c. A student may appeal any decision affecting his/her academic status as outlined in the section on Appeal of SEPAC Decision.

C. APPEAL OF SEPAC DECISION (see also Appendix II)

A student may appeal a decision of SEPAC by submitting in writing to the Dean his/her reason for requesting reconsideration of the decision. This must be done within 10 business days of notification of the SEPAC decision to the student. Upon receipt of the student's appeal, the Dean of CMS will hear the appeal or may appoint an Appeals Board and charge it to hear the appeal, providing:

- a. The student has new information of a substantive nature or
- b. The decision is dismissal.

A. An Appeal before the Dean

Should the Dean hear the appeal directly, they have 30 business days to consider information pertinent to the appeal, and 10 additional business days to make a final decision. An appeal before the Dean follows the same guidelines as described below for an appeal before an Appeals Board (B, 3, below).

B. An Appeal before an Appeals Board

The Appeals Board is charged with ensuring that SEPAC Policies and Procedures were followed during the initial decision-making process. The Appeals Board shall also review new and substantive information that was not available for SEPAC to consider during the initial decision. The Appeals Board is not meant to adjudicate the case separately from SEPAC based on the same information.

1. The Appeals Board shall consist of seven (7) persons appointed by the Dean of CMS. A quorum shall consist of five (5) members, present and voting. The composition of the Appeals Board will be as follows:

- a. Four full-time faculty members that are drawn evenly from faculty with clinical and non-clinical educational experience, who are not members of SEPAC, nor involved in the course/courses that were the basis for the SEPAC decision that is being appealed. If the appeal involves all faculty, faculty will be chosen for the Appeals Board by a lottery.
- b. A fifth faculty member of the Appeals Board, to be selected from among full time faculty members with clinical or non-clinical educational experience.
- c. Two CMS medical students, who are neither members of SEPAC nor members of the same class as the student making the appeal.

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2. The Appeals Board must meet and hear the appeal within 30 business days of the request for an appeal by the student.
 3. The student may inspect and make copies of all items in the official file of that student. The student may inspect and make copies of any additional materials used by SEPAC in their deliberations concerning his/her case. The Appeals Board may also have access to materials at the time of the Appeal hearing including such materials from the student's Confidential File that the student chooses to introduce into the Appeals Board's proceedings.
 4. At the appeals hearing, the Chair of the Appeals Board shall be elected by the membership of the board and shall vote as a regular member on all questions put to a vote. A Secretary, also a voting member, will also be elected to take notes on the proceedings and compose a report reflecting the Appeals Board's recommendations.
 5. When a SEPAC decision is appealed, the Chair of SEPAC shall prepare for the Appeals Board a written report, which will describe those actions taken by SEPAC that the student has elected to appeal. In addition, this report will briefly specify SEPAC's reasons for the actions taken.
 6. The student has the right to appear personally before the Appeals Board, to present his/her appeal (including affidavits, exhibits, and oral presentations), to call witnesses to testify and answer questions, and to question witnesses called by the Appeals Board. However, witnesses may not initiate exchanges with the student, Appeals Board members, or other witnesses; their role is to provide information by responding to questions posed by the student or the Board. Additionally, no other party may represent the student before the Appeals Board.
 7. The Appeals Board may present witnesses and question the student and any witnesses presented before the board.
 8. The student will be shown the evidence for or against him/her including (but not limited to) academic grades and reports and evaluations used in arriving at those grades.
 9. The Associate Dean for Student Affairs or his/her designee shall be present during the information-gathering portion of the Appeals Board's activities for the sole purpose of supplying information as requested by the chair of the Appeals Board or the student. In addition, the student making the appeal may attend the information-gathering portion of the board's activities. Witnesses shall be present only during the time they are giving testimony and answering questions.
 10. Only members of the Appeals Board may be present during the deliberations and the period during which the board finalizes its recommendations.
 11. Members of the Appeals Board who vote on recommendations of the board must have been present for the majority of the proceedings.

12. Recommendations of the Appeals Board shall be based upon evidence presented or available to it during the hearing.

13. The Appeals Board shall make one of the following recommendations to the Dean:
- To uphold the decision(s) of SEPAC.
 - To request that SEPAC re-evaluate the information and reconsider its decision(s).

14. The Appeals Board may record the information-gathering portions of the proceedings of the Appeals Board. Recordings may not be made of the deliberations or the period during which the board finalizes its recommendations.

15. The Appeals Board shall submit a report and recommendation to the Dean within 7 business days after hearing the appeal. This report will state the recommendation(s) and the reasons for making it/them.

16. The Dean of CMS retains the sole responsibility for deciding whether to uphold or to reject the recommendation(s) of the Appeals Board. The Dean shall communicate this decision in writing to the student, SEPAC, and the Associate Dean for Student Affairs within 10 business days after receiving the written report of the Appeals Board.

DEFINITIONS

For the purposes of this policy, the following definitions will apply:

Failing Grade – a grade that is below the threshold for passing at the end of a course.

Remediation - upon receiving a Failing Grade at the end of the course, a student may have a remediation opportunity (remediation exam, project, clinical assessment, etc) to rectify the Failing grade. Passing this Remediation will lead to a final grade of Pass.

Failure – if a student does not pass the Remediation exam/activity, or is not given the opportunity for Remediation, they will be considered to have a Failure of the course.

Course Retake – if a student has a Failure of a course, they may be required to retake the course if it is a requirement for graduation. This Course Retake may be an approved abbreviated summer course or the entire course.

Phase I of curriculum – M1/M2 curriculum that starts with Scientific and Clinical Foundations of Medicine followed by eight system blocks.

Phase II of curriculum – the 44 weeks of seven core clerkships and one 4-week elective experience after completion of M1/M2 (Phase I).

Phase III of curriculum – residency preparation, including one 4-week sub-internship and 31 weeks of intramural and extramural electives after completion of Phase II.

Situation	End of course grade = F	Opportunity to change grade	Remediation grade = F	Required retake of course
Terminology	<i>Failing grade</i>	<i>Remediation</i>	<i>Failure</i>	<i>Course retake</i>

Note the following:

Remediation is used in other circumstances to describe an opportunity to rectify poor performance in a component of a course/rotation. Remediation used in the current policy refers specifically to the Remediation (defined above) after a Failing grade in a course.

POINTS OF CONTACT

Office of Student Affairs

Associate Dean for Student Affairs

Director of Student Affairs and Career Development

REFERENCES AND RELATED POLICIES

CMS content of the RFUMS Academic Catalog

RFU Student Handbook

Medical Student Professionalism and Self-awareness Policy

Exam Conduct policy

Excused Absence policy

Clerkship Grading policy

Clerkship Excused Absence policy

Clerkship Retake/Rescheduled Exam policy

CMS Clerkship Exam Failure and Missed Exam/Clinical Experience Policy

Clinical Grade Appeal Policy

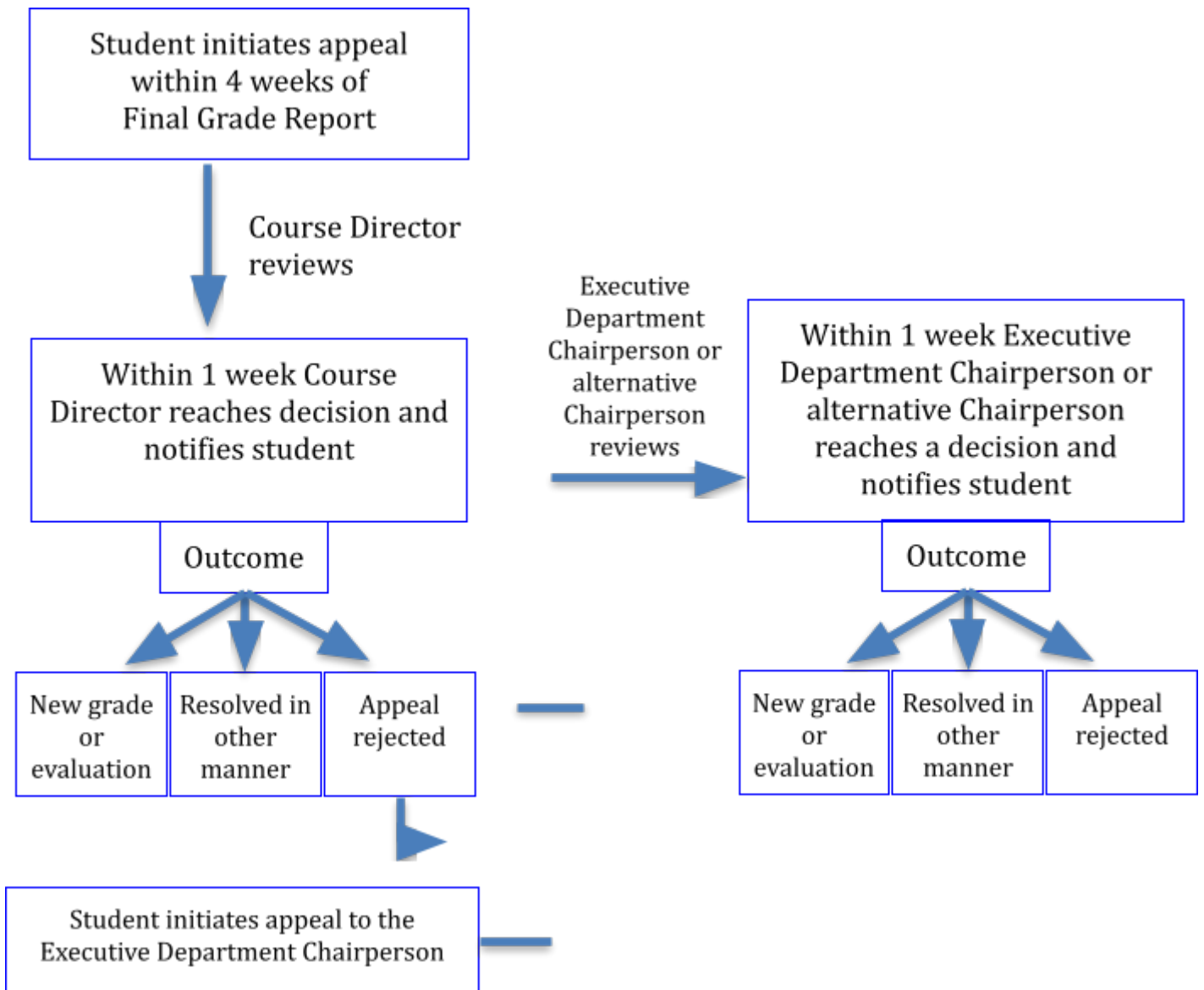
CMS Technical Standards

CMS Office of Student Affairs Good Standing Policy

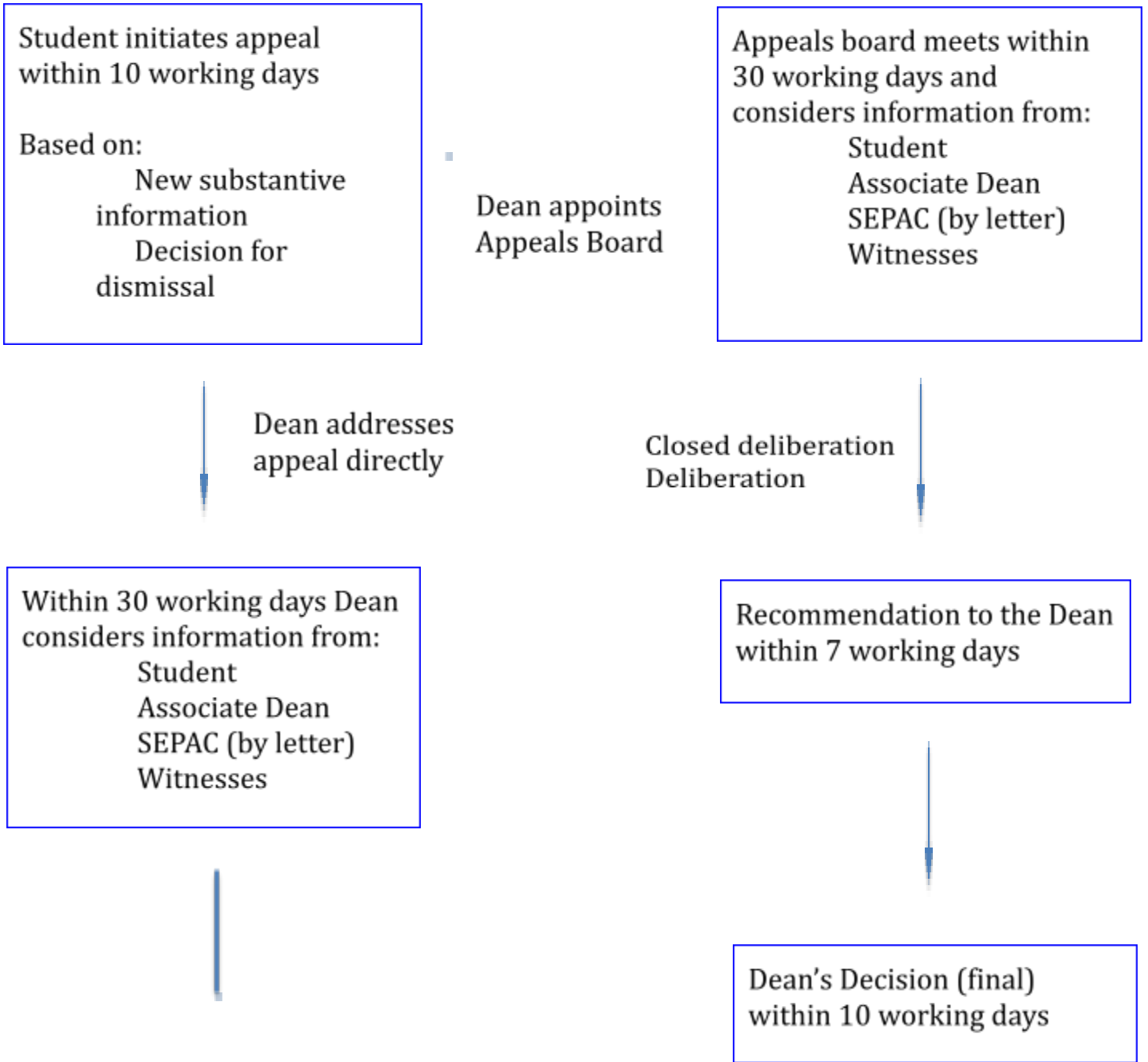
Appendix II. Appeal of SEPAC decision

Appendix III. Good Standing Policy

Appendix I. Appeal of Pre-Clerkship Grade/Evaluation Report



Appendix II. Appeal of SEPAC Decision



APPENDIX III. Good Standing Policy

INTRODUCTION AND PURPOSE:

Documents of good standing provide important information regarding the academic and/or professional status of a student. Students may request a statement or letter of good standing as part of the application process for away rotations, scholarships, dual-degree programs, or extracurricular activities. This policy provides the requirements for good standing as well as information on how a student loses good standing, how a student regains good standing, and who is responsible for making those decisions and informing students.

CANCELLATION:

N/A

SCOPE AND APPLICABILITY:

This policy applies to all students in the allopathic medicine program at Chicago Medical School.

POLICY STATEMENTS:

- 1). To be in good standing at Chicago Medical School, a student must be in compliance with the Satisfactory Academic Progress (SAP) policy and the Medical Student Professionalism Policy.
- 2). A student shall not be in good standing when on probation or suspension.
- 3). A student who fails a course on the first attempt is not in good standing until they have repeated the course and passed.

DEFINITIONS:

Good Standing denotes that a student has met the academic and professionalism requirements of the medical school and is eligible to continue enrollment, re-enroll, or transfer elsewhere.

PROCEDURES:

- 1). A student loses good standing when either:
 - A. The Student Evaluation, Promotion, and Awards Committee (SEPAC) has determined that the student is not in compliance with the Satisfactory Academic Progress (SAP) policy or the Medical Student Professionalism Policy. SEPAC will notify the student in writing of any decision it makes that results in a loss of good standing and will specify

the requirements that must be met in order for the student to have good standing reinstated; or

- B. The student has failed a course. After the course has been retaken and passed, the student will have good standing reinstated.

2). A student who is not in good standing is prohibited from participating in certain extramural and extracurricular activities that require a letter of good standing. This includes, but is not limited to, away rotations, courses outside of Chicago Medical School, and joint degree programs.

POINTS OF CONTACT:

CMS Office of Student Affairs

REFERENCES AND RELATED POLICIES:

AAMC Effective Practices for Developing Policies on Good Standing

<https://www.aamc.org/download/161586/data/effective-practices-developing-policiesgood-standing.pdf>

CMS Medical Student Professionalism Policy

RFUMS Satisfactory Academic Progress (SAP) Policy

<https://www.rosalindfranklin.edu/admission-aid/financial-services/financial-aid/financial-aid-handbook/#38>

SEPAC Handbook