

## Policy: Medical Student Evaluation and Promotion

INITIAL DATE:	EFFECTIVE	LAST REVISION/REVIEW DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
June 2025		June 2025	<ul style="list-style-type: none"> <li>Curriculum Committee</li> <li>Medical Student Evaluation and Promotion Committee</li> </ul>

### POLICY STATEMENT

HWCOM shall maintain a standing committee which oversees fair and formal processes for the evaluation and promotion of medical students and for taking any action that may affect the status of a medical student. These processes include timely notice of any impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any committee determination as outlined by the processes described below.

### SCOPE

This policy applies to all medical students.

### REASON FOR POLICY

This policy relates to LCME Element 9.9, which states that medical schools must provide a “fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation, or dismissal.”

The purpose of this policy is to describe the composition, purpose, rules, guidelines, and processes under which the Medical Student Evaluation and Promotion Committee (MSEPC) carries out its functions; evaluation process; procedures for professional conduct; appeals process; dissemination of the procedures; and recusal of MSEPC members.

### DEFINITIONS

TERM	DEFINITIONS

#### RESPONSIBLE PARTIES

Assistant Dean for Foundational Sciences Curriculum, Assistant Dean for Clinical Education, Associate Dean for Curriculum and Medical Education, and Associate Dean for Student Affairs

#### RELATED RESOURCES

FIU HWCOM Policy: Standards for Promotion and Graduation  
Medical Student Evaluation and Promotion Committee Charter  
LCME Standard 9.9

#### CONTACTS

Questions about this procedure should be directed towards the Associate Dean for Student Affairs

#### POLICY HISTORY

**Initial Effective Date:** June 2025  
**Review Dates** (*review performed, no updates*):  
**Revision Dates** (*updates made to document*):  
**Comments on Revision** (*if applicable*):

### Procedure: MSEPC Review Procedure

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June 2025		June 2025	<ul style="list-style-type: none"> <li>Curriculum Committee</li> <li>Medical Student Evaluation and Promotion Committee</li> </ul>

#### PROCEDURE STATEMENT

##### DISSEMINATION OF STANDARDS AND PROCEDURES

These standards and procedures for evaluation, advancement and graduation, and professionalism are published in the FIU HWCOM Student Handbook and are posted on the HWCOM website. Students and faculty members have access to this website as well as an electronic copy of the FIU HWCOM Medical Student Handbook. The location of this information, as well as the standards and

procedures contained within, are reviewed during the annual orientations required for all students and annual updates provided to faculty members.

## **MSEPC STUDENT REVIEW PROCESS FOR ADVANCEMENT, PROMOTION, AND GRADUATION**

### **1. Advancement**

Students receiving passing grades for all courses or clerkships in a given year, and who meet the professionalism performance standards are advanced to the next year of study or recommended for graduation.

Students who fail a course or clerkship or do not meet professionalism performance standards are reviewed per the process outlined below.

Students who fail the United States Medical Licensing Exam (USMLE) Step 1 exam will be required to step out of any current academic work until they repeat the exam. Similarly, students who fail the USMLE Step 2 (Clinical Knowledge) CK exam will be required to step out of any current academic work until they repeat the exam. If either USMLE Step 1 or Step 2 is failed on a repeat attempt, the student will again be removed from academic work until the exam is completed.

### **2. Graduation**

Each student is reviewed during the final year of the curriculum by the MSEPC to determine the student's suitability for graduation. In conducting that review, the committee examines the student's performance in the pre-clerkship years, clinical performance in the clerkships, and professionalism exhibited throughout the program of study. In addition, the committee verifies that all required examinations and courses have been completed with a passing grade/score.

### **3. Promotions and Graduation**

*Please also see Policy 9.9.1 Standards for Promotion and Graduation.*

## **MSEPC REFERRAL AND REVIEW PROCESS FOR STUDENTS OF CONCERN**

### **1. Initial Review and Notification to Students**

At the completion of each course and clerkship, the Assistant Dean in the Office of Medical Education (Assistant Dean for Foundational Sciences Curriculum [AY1/AY2] or the Assistant Dean for Clinical Education [AY3/AY4]), in conjunction with the Associate Dean for Curriculum and Medical Education, reviews the academic progress of each student to identify those students whose academic or professionalism performance warrants review by the MSEPC based on guidelines for MSEPC evaluation set forth in the HWCOM Student Handbook.

Students identified as having professionalism concerns are reviewed initially by the Student Conduct and Academic Integrity (SCAI) office of FIU. Once adjudicated by SCAI, the students are referred back to HWCOM for further professionalism review with relevant deans from the Office of Student Affairs (OSA) and the Office of Medical Education (OME) as per the HWCOM Student Handbook. This OSA/OME review may result in referral of the student to the MSEPC.

Names of students meeting requirements for MSEPC review are communicated to the MSEPC Administrative Coordinator in the Office of Medical Education.

The chair of the MSEPC notifies those students in writing (e-mail) to inform them that they have met criteria for review by the MSEPC and of their rights and responsibilities. Criteria for review are outlined in the HWCOM Student Handbook and the standards for promotion and graduation are outlined in HWCOM Policy 9.9.1: Standards for Promotion and Graduation.

After notification that the MSEPC is going to review their academic and/or professionalism performance, students meet (either in person, by video conference, or by phone) with an Assistant or Associate Dean from the Office of Student Affairs to review due process and procedures, including that they may provide additional information prior to the meeting and/or meet in person with the MSEPC during the scheduled meeting. Students are notified of MSEPC meetings at least 10 business days prior to the scheduled meeting.

## **2. MSEPC Evaluation**

The MSEPC uses the following process for evaluation:

- I. A student facing potential committee action related to their academic performance or professionalism may provide additional documentation/information prior to the meeting, and/or may present this information to the MSEPC during the meeting at which their record will be discussed. Written responses must be received by the MSEPC Administrative Coordinator at least 24 hours prior to the MSEPC meeting.
- II. At each meeting, the MSEPC reviews the academic performance and/or professionalism of students referred for evaluation. The committee will consider any additional information provided by the student (written or in-person).
- III. The student may be accompanied at an MSEPC meeting by a person of the student's choice to provide support to the student. The supporting person may not participate directly in the proceeding.
- IV. The MSEPC may request witnesses to be present at the meeting. Students will be provided with the names of any witnesses as part of the meeting notification and will have the opportunity to question them during the meeting.
- V. The committee chair will notify each student in writing within fourteen (14) business days of the committee's determinations and provide the student with an opportunity to appeal, if desired.

## **3. MSEPC ACTIONS AND DETERMINATIONS**

A student's overall performance is considered by the MSEPC in preparing recommendations regarding promotion, graduation, and general academic progress. Information upon which decisions are based include all numeric and narrative assessment data from all courses/clerkships, including behaviors related to professionalism. Students must receive a passing grade in every course and clerkship, and must meet professionalism standards, to be recommended for promotion and graduation (as specified in FIU HWCOM Policy 9.9.1 *Standards for Promotion and Graduation*). All students are informed of their academic progress on a regular basis through formative and summative assessments.

Students being evaluated by the MSEPC for academic concerns need approval by the MSEPC for pending remediations and reassessments. Specific remediation and reassessment requirements and their timeline are determined and communicated to the student by the appropriate course/clerkship director(s), after approval by the Assistant Dean for Foundational Sciences or Assistant Dean for Clinical Education, as appropriate. Remediation must be completed prior to progression to the next academic year, unless the plan for remediation allows continuation into the first months of the next academic year. Once the remediation or reassessment has been satisfactorily completed, the student's grade will be updated as per the HWCOM Student Handbook.

The following are potential MSEPC actions. Other actions may be taken, as appropriate.

**Adverse Actions**

**A) Dismissal**

- I. If a student's academic/professionalism performance does not meet the institutional requirements for continuing enrollment, the student may be dismissed from the M.D. program.

**B) Repeating an Academic Year**

- I. If a student's academic/professionalism performance does not allow for advancement to the next academic year, the MSEPC may determine that the student must repeat the entirety of the academic year.
- II. A student required by the MSEPC to repeat an academic year will be placed on an academic remediation Leave of Absence (LOA) until the start of the academic year of the student's new cohort.
- III. Any student who has been required to repeat an academic year is not eligible to repeat any other academic year.
- IV. No single academic year may be initiated more than two times.

**Other Determinations**

**A) Probation**

Students who demonstrate significant academic or professionalism concerns may be placed on probation. Students receive notification of probation status via email from the Chair of the MSEPC. While probation is a warning that the student is in danger of dismissal, it is not considered an adverse action and will not be included in a student's Medical Student Performance Evaluation (MSPE). While on probation, students are expected to limit their participation in extracurricular activities. In particular, students are not permitted to run for or hold any student officer or committee positions (including student organizations, the Medical Student Council, Curriculum Committee and subcommittees, any other committee, organizations, or council positions). Students who already hold such positions at the time that they are placed on probation are required to relinquish the position(s). Additionally, students are not permitted to travel to conferences or international experiences while on probation, unless an exception is granted under special circumstances by the Associate Dean for Student Affairs.

A student who has been placed on probation will remain on probationary status for at least one calendar year from the time of the MSEPC decision. Students are expected to resolve all deficiencies within one calendar year. During this period, the MSEPC will continue to review the student's performance. The MSEPC reviews the student transcript and subsequent professionalism reports, if any. After one year, if the requirements for probation have been satisfied and the probation status has been lifted, the student will once again be eligible to participate fully in extracurricular activities, including holding officer and committee positions, as well as travel for conferences and international experiences. Students receive notification of removal of probation status via email from the Chair of the MSEPC.

**B) Referrals to Academic Counseling and Enrichment Services (ACES)**

All students are encouraged to use the ACES resources without referral. However, when students are presented as having academic difficulty at an MSEPC meeting, they are strongly encouraged to use these services, and in some instances, will be directed to do so in writing. If a student is repeatedly urged to arrange tutoring, counseling, or study skills help, but does not do so and subsequently fails a course/clerkship, this will be made known to the MSEPC to assist in evaluation of the student's overall academic and professionalism performance. The ACES Office receives all student grades and exam scores to identify students who may be experiencing academic difficulty.

If a student is directed to seek tutorial services, the student has a choice of utilizing FIU HWCOM services or private resources. Verification that the student has utilized these referral services may be required. In addition, the MSEPC may require that the student have his/her tutor submit information and/or a recommendation to the MSEPC relating to the student's academic program.

**C) Referrals for Professionalism Coaching**



The MSEPC may, at its discretion, require a student being reviewed for concerns about professionalism performance to participate in professionalism coaching or to complete other professionalism trainings.

**D) Referrals to Counseling and Professionals Resource Network**

The MSEPC may, at its discretion, require an independent evaluation of a student if the MSEPC has a reasonable belief that the student may be impaired resulting from the misuse or abuse of alcohol, drugs, or both, or a mental or physical condition that could affect a practitioner’s ability to practice with skill and safety. Such independent evaluation shall be by a practitioner chosen by the college who is not involved in assessing the student’s academic performance and shall result in a report being forwarded to the college. Students believed to be suffering from such impairment may be referred to the Professionals Resource Network (PRN) ([www.flprn.org](http://www.flprn.org)).

In addition, students may be required to submit random urine drug screens at the request of the Associate Dean for Student Affairs or any clinical sites at which students rotate.

**RECUSAL OF MSEPC COMMITTEE MEMBERS**

MSEPC committee members must recuse themselves if they have a prior close relationship with the student under review (e.g., research mentor or academic advisor); if as a clinician they have provided health care to the student being reviewed; if the student has received a failing grade in a course/clerkship for which they are director; or if they were otherwise involved in any professionalism incident by the student that led to the adverse action.

**Procedure: MSEPC Appeals Process**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
June 2025	June 2025	<ul style="list-style-type: none"> <li>Curriculum Committee</li> <li>Appeals Committee</li> </ul>

**PROCEDURE STATEMENT**

**MSEPC APPEALS PROCESS**

**1. Grounds for Appeal**

The reason for appealing a determination of the MSEPC must be based on at least one of the following and must be clearly identified in writing in the request for the appeal.

- Material failure to provide a student his or her due process rights as set forth in this HWCOM Student Handbook that affected the outcome of the meeting. Such appeals will be limited to a review of the record of the meeting.
- New information, which was not available at the time of the meeting and therefore could not be presented in the MSEPC meeting. The student must show that the new information is likely to have affected the outcome of the meeting. The nature of the information must be described in full detail in the written request for appeal, including an explanation of the reason the information could not have been presented at the meeting.
- The severity of the MSEPC decision is clearly excessive considering the nature of the academic or professionalism issue under review and the totality of the student's performance, including indicia of professionalism

## **2. Procedure to Request an Appeal**

When appealing a determination of the MSEPC, a medical student must submit a written appeal via email to the Senior Associate Dean for Academic Affairs. The appeal must be submitted no later than 5:00 PM of the 7th business day after delivery date of the MSEPC decision letter.

**Filing Request for Appeal.** The student's request for appeal must state the grounds (as provided above) upon which the appeal is based, the facts supporting the student's assertion, and a request for specific relief from the determination being appealed. The burden of proof rests with the student to clearly demonstrate that his or her due process rights were violated during the MSEPC process, that new information available is likely to have affected the outcome of the meeting, or that the severity of the sanction is clearly excessive considering the nature of the issue under review. The appeals process is not a rehearing of the matter under appeal and shall be based solely on the documents considered by the MSEPC, the determinations of the MSEPC, and the documents submitted by the student.

## **3. Student Academic Responsibilities During an Appeal**

During AY1 and AY2, a student appealing any determination of the MSEPC is required to attend classes, complete assignments, and take exams during the entirety of the appeals process. A student in AY3 or AY4 who is appealing any decision by the MSEPC besides dismissal is required to continue to participate in clinical rotations, attend didactic sessions, submit assignments, and take exams. During AY3 and AY4, a student appealing an adverse action of dismissal by the MSEPC will be removed from the clinical setting for the duration of the appeals process but may continue to participate in nonclinical courses.

## **4. Appeals Committee Responsibilities and Actions**

**Appellate Review.** The Chair of the Appeals Committee shall convene a meeting of the Appeals Committee within 10 business days from the date that an appeal was properly requested. The Appeals Committee shall meet and shall determine whether the student's written grounds for appeal are supported by the preponderance of the evidence.



**Written Determination.** The Appeals Committee will provide its written determination (to affirm, modify, or overturn) to the student within 10 business days of the date of the meeting of the Appeals Committee.

### **5. Final HWCOT Appeal**

The student may appeal the decision of the Appeals Committee to the Dean of the College of Medicine within 10 business days of written receipt of the Appeals Committee Decision. The possible grounds for this final appeal are as outlined below:

- Material failure to provide a student his or her due process rights as set forth in this HWCOT Medical Student Handbook that affected the outcome of the meeting. Such appeals will be limited to a review of the record of the meeting.
- New information, which was not available at the time of the meeting and therefore could not be presented in the MSEPC meeting. The student must show that the new information is likely to have affected the outcome of the meeting. The nature of the information must be described in full detail in the written request for appeal, including an explanation of the reason the information could not have been presented at the meeting.
- The severity of the MSEPC decision is clearly excessive considering the nature of the academic or professionalism issue under review and the totality of the student's performance, including indicia of professionalism.
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The Dean has 15 business days to make a final decision, which will be sent in writing via email to the student.

For matters related to professionalism, the decision of the Dean is final. For decisions related to academics, the student has the ability to further appeal to the university provost as per FIU [Student Academic Grievance Policy #340.340](#).

### **6. Petition for Readmission Following Dismissal**

A student who has been dismissed from the College of Medicine and who is no longer enrolled may not seek re-admission to HWCOT.

### **RECUSAL OF APPEALS COMMITTEE MEMBERS**

Appeals Committee members must recuse themselves if they have a prior close relationship with the student under review (e.g., research mentor or academic advisor), if the student has received a failing grade in a course/clerkship for which they are director, or if they were otherwise involved in any professionalism incident by the student that led to the adverse action.