

**YALE UNIVERSITY
SCHOOL OF MEDICINE POLICY**

SUITABILITY FOR ADVANCEMENT AND GRADUATION

Background

The Progress Committee reviews the academic performance of each student to determine suitability for continued advancement in the curriculum and for graduation. This review includes decisions about graduation, promotion, leaves of absence, special study, remediation, academic probation, suspension, and dismissal. The Progress Committee uses a single and uniform standard for the promotion and graduation of students.

Policy

1. Membership

The Progress Committee is chaired by a senior faculty member, and includes approximately twelve faculty from both basic science and clinical departments. The associate dean for students affairs, senior registrar and registrar are ex-officio (non-voting) members. Faculty serving on the Committee are familiar with the curriculum and graduation requirements and have demonstrated a deep interest in the well-being of the students. There are no term limits. Recommendations for changes in membership of the Committee are made by the chair in consultation with the deputy dean for education and other members of the Progress Committee. Those recommendations are submitted to the dean who has final authority for Committee membership.

2. Frequency of Meetings

The Progress Committee meets approximately monthly. When a question arises which cannot wait for the next full meeting of the Progress Committee, the Chair may call an emergency meeting, convene a subcommittee, or poll the members of the Progress Committee for their opinions by phone or email.

3. Review of Students

Each student's academic progress is reviewed annually, or more frequently as needed, as specified in the Yale School of Medicine Satisfactory Academic Progress Policy. In addition, the Progress Committee considers other relevant information in order to determine if the student is developing the professional attributes needed to become a safe and effective physician, including moral and ethical character, professional behavior, good judgment, sense of responsibility, sensitivity and compassion for individual needs, and emotional stability. In making its decisions, the Committee takes into account the

academic record of the student, including but not limited to information such as qualifier performance, standardized skills assessments, course commentaries, clerkship evaluations, performance on board exams, as well as letters and reports regarding incidents of unprofessional behavior, personal testimony and special circumstances.

4. Committee Decisions and Notification

In reviewing the academic progress of students, the Progress Committee makes one of the following determinations:

- Meeting the requirements for satisfactory academic progress
- Not meeting the requirements for satisfactory academic progress, whereby actions may include one of the following:
 - Remediation
 - Academic Probation
 - Suspension
 - Dismissal

Students who are making satisfactory progress will not hear directly from the Progress Committee.

If the Progress Committee determines that a student has not demonstrated satisfactory progress or performance in any aspect of the medical school curriculum, remediation will be required. This remediation is designed to provide the student with a structure to address any deficits with the goal of helping the student improve his or her performance to a satisfactory level. When remediation is required, the student will be notified in writing, including the specifics of the required remediation and of the consequences of not successfully completing the remediation according to a specified timeline.

If there is a pattern of poor performance or serious violation of the School's code of conduct or professionalism standards, the student may be placed on academic probation concurrent with the remediation, or suspended. The student will be notified in writing of the terms of the academic probation or suspension, including the requirements for having the academic probation or suspension removed as well as the consequences of not meeting these requirements according to a specified timeline.

If a student is unable to meet the academic requirements of the School despite remediation efforts, he or she may be dismissed. Additionally, if at any time a student behaves in a manner that is considered incompatible with the ideals of a physician, he or she may be dismissed. If dismissal occurs, the student will be notified in writing of the decision.

A summary of the actions taken by the Progress Committee may appear in the student's dean's letter and the student will be notified of this in writing.

5. Appeal Process

A student may appeal the decision of the Progress Committee. The appeal process includes 2 steps;

Step 1:

To begin the appeal process, the student must notify the chair of the Progress Committee in writing of his or her intention to appeal within seven (7) days from the date the student receives notification of the Progress Committee's decision. The student has the right to appear before the Committee, and for support may bring an advisor who is a member of the School of Medicine community. The student may not bring legal representation. The Committee will consider any additional information brought to its attention by the student in reaching a final decision.

Step 2:

Final decisions of the Progress Committee may be appealed to the dean of the School of Medicine. A student wishing to take this step in the appeal process must submit to the dean (or the dean's designate) a written request describing the basis of the appeal within seven (7) days from the date the student receives notification of the Progress Committee's final decision. Appeals may be based on a claim that some pertinent evidence was not taken into account or that the Progress Committee's consideration was unfair, and must describe the basis for such a claim.

The dean (or the dean's designate) will review the appeal, and at his/her discretion may invite the student to meet. The dean (or the dean's designate) may either issue a final decision, or may remand the case back to the Progress Committee for reconsideration. The dean (or the dean's designate) shall communicate his/her decision in writing to the student and to the Progress Committee. The dean's decision is final.