

Student Progress Committee -DO

Policy Information			
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Policy Owner:	Dean of Com	Council/Committee Recommendation:	Provost Council
Responsible University Administrator:	VP Academic Affairs/Provost	President Council Approved Date:	5/21/2025

1. Purpose

- 1.1. To provide guidance for the Student Progress Committee (SPC) which is a committee of Baptist Health Science University's (BHSU) College of Osteopathic Medicine (COM), made up of COM faculty and staff charged with being responsible for review of the totality of COM students' academic and professional performance.

2. Policy

- 2.1. With regard to academic matters, as a part of the comprehensive review, the SPC makes decisions after a Course/Rotation/COMAT Subject Exam/Clerkship failure as to whether or not students should be granted remediation and/or corrective action, be placed on probation, suspended or dismissed.
- 2.2. The SPC is also charged with determining whether COM students are meeting expectations for professionalism, conduct, and ethics under the Standards of Professionalism and Conduct BUCOM Policy, University Code of Conduct and other applicable University and college-level policies which set forth expectations for COM student behavior. For professionalism, conduct and ethics violations the SPC renders decisions regarding corrective action, up to and including suspension or dismissal from the COM.
- 2.3. The membership and structure of the SPC consists of physician and non-physician faculty, who are appointed by the Dean of the COM annually at the start of the COM academic year.
- 2.4. COM students, who are being reviewed by the SPC are required to meet, in-person, with the SPC. Exceptions to this may be granted by the SPC Chair in cases where this are significant barriers to in-person attendance. In these cases, students may meet with the SPC via \University specified videoconference tools.
- 2.5. The SPC will maintain confidentiality of information it receives except as may be required by law.
- 2.6. The student may appeal the decision of the SPC to the COM Academic and Professionalism Appeals Committee as described in the procedure below and in the University Student Handbook.
 - 2.6.1. The COM Academic and Professionalism Appeals Committee consists of the COM Senior Associate Deans, or their designee.

- 2.6.2. The student may appeal the decision of the COM Academic and Professionalism Appeals Committee to the COM Dean as described in the procedure below and in the University Student Handbook. The COM Dean's decision is final.

3. Definitions

- 3.1. Academic Warning: the student has earned a grade of "NR" in a single course/clerkship exam and has been granted the opportunity to remediate the course/retake the exam.
- 3.2. Academic Probation: the student has earned a final grade of "F" in one or more courses/clerkships and/or violations of academic regulations (e.g. violation of the University Honor Code) and is required to repeat a semester or entire academic year.
- 3.3. Academic Suspension: the student has continued poor academic performance or violation of academic regulations (e.g. violation of the University Honor Code) and may be placed on a mandatory, temporary leave from the University which is determined by the recommendation of the SPC to the appropriate Senior Associate Dean, who makes the decision.
- 3.4. Academic Dismissal: the student has earned a grade of "F" in multiple courses/clerkships and/or violations of academic regulations or fails to meet the requirements of an academic suspension may be dismissed which is determined by the recommendation of the SPC to the appropriate Senior Associate Dean, who makes the decision.
- 3.5. Disciplinary Probation: the student may have restrictions on extracurricular activities, Residence Hall privileges, student leadership restrictions, and/or officer positions. A student may be placed on disciplinary probation for a designated period of time, determined by the nature of the infraction.
- 3.6. Disciplinary Suspension: the student is suspended from class/lab, clinical, and campus activities for a designated period of time, up to one (1) year. In addition, the student may not be allowed to be on campus property during this time.
- 3.7. Disciplinary Dismissal – the student is dismissed from BUCOM and BHSU and is ineligible for re-admission to BHSU/BUCOM.

4. Procedure

- 4.1. The SPC process for review of a student's academic performance and/or compliance with academic regulations is as follows:
 - 4.1.1. After a first Course/Rotation/COMAT Subject Exam/Clerkship Failure:
 - 4.1.1.1. The student is notified of the date and time of their mandatory meeting with the SPC.
 - 4.1.1.2. The SPC meets with the student to discuss the student's Issue(s).
 - 4.1.1.3. The student may invite a BUCOM representative of their choice for support. Any support representative present may not speak for the student or otherwise interact directly with the SPC members.
 - 4.1.1.4. The SPC discusses and within one business day votes on the decision. Decisions are made based on a simple majority vote, with the Chair voting only in the event of a tie.
 - 4.1.1.5. The SPC's decision is provided, in writing, to the student, and the appropriate Senior Associate Dean, or their designee.
 - 4.1.1.5.1. If remediation is deemed appropriate, the appropriate Senior Associate Dean or their designee will meet with the student to formulate and sign a remediation plan for the

failed coursework/clerkship. The remediation plan may include but is not limited to, a study plan, regular meetings with a learning specialist, appointment(s) with a tutor, faculty mentors, or other academic support services.

- 4.1.1.5.1.1. The remediation plan will include timelines and expected outcomes/behaviors that the student will be expected to adhere to in agreeing to the remediation plan.
- 4.1.1.5.1.2. The student may not appeal the remediation plan.
- 4.1.1.5.1.3. A student who fails to comply with the signed remediation plan will be required to meet with the full SPC, whose subsequent decision may result in possible suspension or dismissal.
- 4.1.1.5.2. If repeat of the failed course/COMAT exam/clerkship is deemed appropriate, the appropriate Senior Associate Dean or their designee will meet with the student to provide the details for the process.
- 4.1.2. After any subsequent Course/Rotation/Clerkship Failure or any COMLEX Level 1 or 2 failure, or Failure to Comply with a Remediation Plan:
 - 4.1.2.1. The student is notified of the date and time of their mandatory meeting with the SPC.
 - 4.1.2.2. The student may invite a representative of their choice for support. Any support representative present may not speak for the student or otherwise interact directly with the SPC members.
 - 4.1.2.3. Witnesses or other involved individuals are not permitted to attend the SPC meeting, unless the SPC Chair has determined that it needs to consult with others before it can reach a decision. The SPC Chair may consult others as needed prior to, during, or after the meeting as needed.
 - 4.1.2.4. The student will be given the opportunity at the meeting with SPC to answer questions posed by the SPC, if any. The student may also submit a written or verbal statement to the SPC in advance of or during the meeting.
 - 4.1.2.5. The SPC discusses and within one business day votes on the decision. Decisions are made based on a simple majority vote, with the Chair voting only in the event of a tie.
 - 4.1.2.6. The SPC's decision(s) are provided, in writing, to the student and the appropriate Senior Associate Dean, or their designee.
 - 4.1.2.7. The decision may consist of any of the following:
 - 4.1.2.7.1. Course/clerkship/ remediation (Academic Warning); Course/clerkship repeat (Academic Probation); Re-attempt COMLEX (Academic Probation); Academic Suspension; Academic Dismissal from BUCOM.
 - 4.1.2.7.2. The decision from the SPC will be placed in the student record and may be considered for the issuance of official letters of recommendation (including MSPE, dean's letter, etc.)
 - 4.1.2.7.3. An appeal of the SPC decision may be made within ten (10) business days after the receipt of the SPC decision. The appeal is made in writing to the COM Academic and Professionalism Appeals Committee, with specific details explained to the student in the decision letter.
 - 4.1.2.7.3.1. Grounds for appeal are limited to:



- 4.2.6. The student will be given the opportunity at the meeting with SPC to answer questions posed by the SPC, if any. The student may also submit a written or verbal statement to the SPC in advance of or during the meeting.
 - 4.2.6.1. Witnesses may be requested by the SPC Chair to attend the meeting.
 - 4.2.6.1.1. A student facing possible suspension or dismissal shall have the opportunity to cross-examine witnesses regarding the allegations of professionalism and/or conduct violations in the following circumstances:
 - 4.2.6.1.1.1. where the facts are in dispute;
 - 4.2.6.1.1.2. where the credibility of witnesses is critical enough to determine the outcome of the matter;
 - 4.2.6.1.1.3. where the witnesses to be cross-examined are relevant to determining whether the facts as alleged are true or not based on the preponderance of the evidence standard.
 - 4.2.6.1.2. Whether these criteria exist to require cross-examination under this policy shall be made at the discretion of the SPC.
 - 4.2.6.1.3. The method of cross-examination shall be at the discretion of the SPC and could include, for example, submission of questions in writing to be asked by the SPC Chair, the use of advisors to facilitate questioning, or other methods.
 - 4.2.6.2. The SPC discusses and within one business day votes on the decision. Decisions are made based on a simple majority vote, with the Chair voting only in the event of a tie.
 - 4.2.6.3. The SPC's decision(s) are provided, in writing, to the student and the appropriate Senior Associate Dean, or their designee.
 - 4.2.6.3.1. The decision(s) may consist of any of the following (the list is not intended to be comprehensive, progressive or a sequential timeline):
 - 4.2.6.3.1.1. a written warning or letter of reprimand; attending training, educational program or seminar; voluntary counseling, mentorship or accountability meetings; community service; drug or alcohol testing or rehabilitation programs; exclusion from attending University events or extra- curricular activities; disciplinary probation; disciplinary suspension; dismissal from BUCOM.
 - 4.2.6.3.2. The decision will be placed in the student record and may be considered for the issuance of official letters of recommendation (including MSPE, dean's letter, etc.)
- 4.2.7. An appeal of any decision may be made within ten (10) business days after the receipt of the SPC decision. The appeal is made in writing to the COM Academic and Professionalism Appeals Committee, with specific details explained to the student in the decision letter.
 - 4.2.7.1. Grounds for appeal are limited to:
 - 4.2.7.1.1. Any new and compelling information that was not available to the SPC committee at the time of deliberation which would have impacted the outcome of the matter; or
 - 4.2.7.1.2. A procedural error in the SPC committee process which would have impacted the outcome of the matter.
 - 4.2.7.2. The student's written appeal must specifically state which grounds are applicable.

- 4.2.7.3. The COM Academic and Professionalism Appeals Committee reviews the information provided by the student and the SPC and renders a decision to the student within ten (10) business days.
- 4.2.8. A final appeal may be made to the Dean of the COM within ten (10) business days.
- 4.2.8.1. Grounds for appeal are limited to:
- 4.2.8.1.1. Any new and compelling information that was not available to the SPC committee at the time of deliberation which would have impacted the outcome of the matter; or
- 4.2.8.1.2. A procedural error in the SPC committee process which would have impacted the outcome of the matter.
- 4.2.8.2. The student's written appeal must specifically state which grounds are applicable.
- 4.2.8.3. The Dean shall make a final decision on the student's appeal as soon as possible but in no event more than fifteen (15) business days from the date of the student's written appeal is received.
- 4.3. The SPC is responsible for maintaining notes/minutes of student meetings and tracking the progress of all students once they are contacted by SPC.
- 4.3.1. The SPC Chair and the SPC Recorder ensure the accuracy and documentation management of the notes/minutes and decisions from official meetings with students, which will be stored on the University's secure intranet site.
- 4.3.2. The SPC Chair and/or committee designee will be responsible for tracking student progress as directed by the decision of the appropriate Senior Associate Dean or Dean. Follow-up meetings with the student will be determined by the student's progress and/or specific situation.

5. Related Information

- 5.1. ACA.6056 Academic Standing and Student Promotion DO
- 5.2. ADM.4019 Standards of Professionalism and Conduct BUCOM
- 5.3. STU.5015 Standards of Student Conduct

6. Publications

Yes	Publication	Yes	Publication
x	University Academic Catalog	x	University Website
x	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication: