### Guidelines for Promotion, Suspension, Dismissal and Withdrawal

IUSM-PO-EDU-EMR-0004

**LCME Standards**

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**RCM Standards**

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| LCME Standards | Effective: 7/18/2016 |
| Scope         | Last Updated: 01/16/2018 |
| Policy Statement | Responsible University Office: Dr. Jay Hess, Dean, Indiana University School of Medicine |
| Reason for Policy | Responsible University Administrator: Dr. Marti Reeser, Assistant Dean, IU School of Medicine |
| Definitions and Procedures | Policy Contact: Dr. Pat Treadwell, Chair, IU School of Medicine Student Promotions Committee |
| Sanctions | **ADDITIONAL DETAILS** |
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**RESPONSIBLE**

| Responsible | Dr. Marti Reeser, Assistant Dean, Medical Student Education [dreeser@iu.edu](mailto:dreeser@iu.edu) |

**ACCOUNTABLE**

| Accountable | Dr. Jay Hess, Dean, IUSM |

**SUPPORT**

| Support | Dr. Brad Allen, Senior Associate Dean, Medical Student Education [bradalle@iu.edu](mailto:bradalle@iu.edu) |

**CONSULT**

| Consult | Joseph Scodro, deputy general counsel, (317) 274-5277, [jscodro@iu.edu](mailto:jscodro@iu.edu) |
|         | Educational Policy Subcommittee |

**INFORM**

| Inform | Educational Policy Subcommittee |
|        | IUSM website, Andy Foster, [fosteran@iu.edu](mailto:fosteran@iu.edu) |
Scope

This policy applies to all students enrolled in the courses, clerkships, or electives necessary to complete the requirements for the doctor of medicine degree in the IU School of Medicine. These standards may also be applied when a student is on an approved leave of absence.

Policy Statement

Promotion and Dismissal
The faculty of the IU School of Medicine has the responsibility for recommending students for promotion or dismissal. This responsibility is administered through the Student Promotions Committee (SPC), a standing committee that represents the faculty at large.

Withdrawal
A student may withdraw at any time for a variety of reasons. The request to withdraw is normally initiated by the student. Requests for withdrawal must be presented in writing to the senior associate dean for medical student education. If the student is not in good standing, the opportunity to withdraw must follow procedures outlined by the school’s Student Promotions Committee. Withdrawal is a permanent and irreversible decision.

Suspension
The faculty reserves the right to recommend to the senior associate dean for medical student education an administrative suspension of any student whose conduct, health or academic performance would be judged to render the student unfit for the practice of medicine. Upon approval of the suspension by the senior associate dean for medical student education, the student is referred to the Student Promotion Committee.

Reason for Policy

This policy is intended to provide guidelines for faculty and administrators on procedures that should be used in determining the status of students relevant to student enrollment status through the curriculum.

The Student Promotions Committee is appointed by the dean to monitor student academic and professional standards as determined by the faculty. The Student Promotions Committee reviews academic performance after each grading period and upon receipt of scores on all required national/departmental exams and determines each student’s academic standing. The dean may request the committee to review any issue pertaining to a student’s evaluation and/or performance. Students in good standing who have passing grades and evaluation reports automatically advance to the next unit of instruction. Each year the committee endorses the graduation of all students who have successfully completed all graduation requirements.
All participants of either the SPC Committee or Appeals Committee are required to sign a “Conflict of Interest and Confidentiality Statement.” See appendix to this policy for copy of this document.

Approval
Curriculum Council Steering Committee 1/23/17

Procedures

1. **Satisfactory academic progress:** A student is expected to complete his/her medical school training within the following guidelines:
   a. A student not participating in a combined degree program or other approved graduate study or research leave must complete graduation requirements within six years of matriculation.
   b. A student may not take more than a total of 18 months of leave of absence and must graduate within six years of matriculation. Approved research and graduate study leaves of absence do not count towards this 18-month maximum.
   c. A student who takes a leave of absence must meet all agreed-upon terms of the approved leave.
   d. A student must take all appropriate school or national examination by the dates set by the school.
   e. A student must meet the terms of an isolated-deficiency remediation.
   f. A student must meet the terms of a corrective action plan as outlined by the school’s Competency Committee.

2. **Good standing:** A student in good standing:
   a. Has met the committee’s guidelines for satisfactory academic progress.
   b. Does not have a current academic deficiency that would cause the committee to place the student on academic probation (see section 3).

   Students in good standing automatically advance to the next unit of instruction. A student not in good standing may be administratively removed from his/her next unit of academic instruction at the discretion of the School's educational affairs leadership team. The student will be referred to the SPC to determine at what point they may continue their training or further action including remediation, academic probation and/or recommendation for dismissal. Students who are not currently in good standing who earn another academic deficiency will be required to meet with SPC to determine at what point they may continue their training or further action including remediation, academic probation and/or recommendation for dismissal.

3. **Academic probation:** After review by the committee, a student may be placed on probation for any of the following academic deficiencies:
   a. Has failed a course, clerkship or elective.
b. Has failed a required national examination.
c. Has failed a required school examination.
d. Has failed to maintain acceptable academic standard, ethics or professional behavior.
e. Has failed to maintain satisfactory academic progress (see section 1).

When a student is placed on academic probation and has had prior academic deficiencies (remediated or not), the Committee may ask the student to appear for an additional review of their academic standing. Students who meet with the Committee may be allowed to continue their training or face further action. Further actions may include additional remediation and/or recommendation for dismissal.

4. **Isolated deficiency:** A student may be placed on academic probation if he/she receives an isolated deficiency in a course, clerkship or elective after the student’s academic record is reviewed by SPC. Alternatively, the committee may assign a specific isolated-deficiency remediation (see section 6) without placing the student on academic probation.

5. **Additional academic concerns:** A student may be recommended by the school’s Competency Committee to meet with the SPC if the student receives feedback from courses, clerkships or electives when he/she is noted for borderline performance on repeated mid-course/clerkship feedbacks, final grade evaluations or national examinations. After reviewing the Competency Committee’s concerns, the SPC may place the student on academic probation for failure to maintain satisfactory academic progress. SPC may assign remediation (see section 6) without placing the student on academic probation.

6. **Remediation:** The committee will require one of the following options for a student to be removed from academic probation and returned to good standing.
   a. Repeat a course, clerkship or elective with a passing grade.
   b. Successfully complete required a course, clerkship or elective remedial.
   c. Repeat the entire year/phase with passing grades.
   d. Successfully complete required competency remediation.
   e. Successfully pass a required school or national examination.
   f. Successfully complete corrective action plan as determined by the school’s Competency Committee.
   g. Engage in independent study and take and pass either a special departmental examination or a national examination.

7. **Removal of academic probation:**
   a. Administrative action: A student may be removed administratively from academic probation and reinstated to good standing between regularly scheduled meetings of SPC. Such actions will be acknowledged at a subsequent meeting. This procedure does not apply to students who previously appeared before the committee regarding a specific academic deficiency; such students must reviewed by the committee again as described in “committee action” below.
b. Committee action: The committee must review the academic record of any student who has appeared before the committee related to his/her academic deficiency to ensure he/she has met the required remediation and to determine if the student can be removed from academic probation and reinstated to good standing.

8. **Suspension:** When placing a student on academic probation or recommending them for dismissal, SPC may suspend a student from participating in any activities with the School for failure to meet acceptable academic standards, ethics, professional behavior, or satisfactory academic progress. A student can appeal the suspension through either the “Reconsideration” (see Section 10) or “Appeals” (see Section 11) processes.

9. **Dismissal:** A student may be recommended for dismissal from IUSM for any of the following reasons. Any student who meets any of the below criteria will be required to appear before the SPC to discuss why he/she should not be dismissed from school.
   a. Fails two courses in the first and/or second year/phase.
   b. Fails a course, clerkship, elective, or national exam while on academic probation.
   c. Fails two clerkships during the current academic year.
   d. Fails two electives during the current academic year.
   e. Fails an elective and a clerkship during the current academic year.
   f. Fails a national exam two times.
   g. Receives any isolated deficiency or is noted for additional academic concerns (see section 5) when on academic probation.
   h. Has been cited for lack of acceptable academic standards, ethics or professional behavior.
   i. Is not making satisfactory academic progress toward the completion of his/her degree.

   A student may be recommended by SPC or the Appeals Committee for dismissal for any of the above reasons. A decision to recommend academic dismissal will prevent the student from continuing to attend any new course, clerkship, or elective unless SPC or the Appeals Committee determines otherwise.

10. **Reconsideration:** A student may request a reconsideration before the SPC after receiving a recommendation for dismissal by SPC. The student's request for reconsideration must be received, in writing, by the Chair of the Committee within twenty-one (21) calendar days of the date of the action. A student's request for reconsideration must provide new information not previously communicated to the Committee.

    If the student does not request reconsideration, the recommendation is forwarded to the Dean for final review. The Dean's decision is final and may not be appealed. See Section 12 regarding the option to withdraw.

    If a student requests reconsideration, there are two outcomes:
a. Reconsideration is granted and the student remains on academic probation and must complete the approved remediation plan;
b. Reconsideration is denied and the original recommendation for dismissal is upheld.

If the reconsideration is denied, the student has twenty-one (21) calendar days to request, in writing, an appeal to be heard by the Appeals Committee. This request must be sent to the Chair of the Committee. See Section 12 regarding the option to withdraw.

11. **Appeal:** Appeals are heard by the Appeals Committee whose sole purpose and responsibility is to provide a fair or formal review of decisions made by SPC. These faculty members do not participate in regular SPC meetings. The Chair of the SPC participates in the appeal hearings, but does not vote.

If the student does not request an appeal, the recommendation is forwarded to the Dean for final review. The Dean's decision is final and may not be appealed. See Section 12 regarding the option to withdraw.

If a student submits an appeal, there are two outcomes:

a. Appeal is granted and the student remains on academic probation and must complete the approved remediation plan;
b. Appeal is denied and the recommendation for dismissal is forwarded to the Dean. The student has twenty-one (21) calendar days to set a meeting with the Dean to discuss the Committee's decision with the Dean.

The Dean's decision is final and may not be appealed. See Section 12 regarding the option to withdraw.

12. **Withdrawal:** A student who has been recommended for dismissal by the Student Promotions Committee may request to withdraw from the school at any point prior to the dean’s final decision. A student’s request to withdraw after the committee has initially recommended dismissal may be granted by the committee chair. A student’s request to withdraw after the committee upholds its original recommendation for dismissal must be granted by the dean. The dean must approve the request to withdraw in cases of ethical or academic misconduct. An approved withdrawal is considered permanent and irreversible.

13. **Representation:** A student may seek the assistance of an advisor, including legal representation, at any point in the process. The advisor’s role is limited to advising the student and the advisor may not attend meetings held by the committee, appeals committee, or with the dean.

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**Sanctions**

Suspension, dismissal or withdrawal may affect the enrollment status of students.
### Additional Contacts

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<th><strong>Contact</strong></th>
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<tbody>
<tr>
<td>Assistant Dean for Student Affairs</td>
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<td><a href="mailto:ewalvoor@iu.edu">ewalvoor@iu.edu</a></td>
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<td><a href="mailto:aklemsz@iu.edu">aklemsz@iu.edu</a></td>
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### Forms

Leave of Absence; available in Student Handbook.

### Related Information

Requirements to Graduate Policy  
Leave of Absence Policy  
Professional Conduct Policy  
Academic Dishonesty Policy

### History

Revised and approved by the SPC: July 18, 2016  
Website content transferred into policy template and approved by CCSC January 23, 2017.

Revised and approved by the Student Promotions Committee: January 23, 2017.  
Additional clarification of outcomes of multiple academic deficiencies added by SPC.  
Updated “Additional Contacts” section.

Revised and approved by the Student Promotions Committee: December 18, 2017.  
Approved by CCSC January 9, 2018.