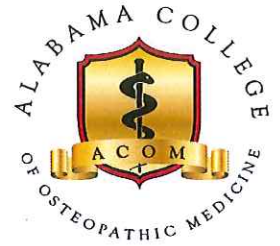


Alabama College of Osteopathic Medicine



Title: DUE PROCESS Student Progress Committee

Effective Date: 7/01/2014

Revision Date: 09/01/2015

Review Date: 2/15, 09/16

Policy & Procedure

POLICY

It is the policy of Alabama College of Osteopathic Medicine (ACOM) to provide a fair, equitable and consistent evaluation of student progress in achieving core competencies required for promotion and graduation. These competencies include both academic competencies and professional/interpersonal competencies.

PURPOSE

The purpose of this policy is to establish student due process procedures regarding any failure to meet core competencies necessary for promotion and graduation.

DEFINITIONS

Students may be referred to SPC for failing to meet any of the core competencies listed below:

1. Osteopathic Principles and Practice
2. Medical Knowledge
3. Patient Care
4. Interpersonal and Communication Skills
5. Professionalism
6. Practice Based Learning and Improvement
7. Systems Bases Practice

Failure to meet core academic competencies (1, 2, 3, 6, and 7) is reported by course/clerkship directors as a result of a student not passing OMS I-IV coursework or clerkships. Breeches in professionalism and interpersonal and communication skills (competencies 4 and 5) are filtered through the Associate Dean of Student Services through the Student Grievance Process.

PROCESS

1. Student Progress Committee receives report from either course directors (regarding academic issues) or Dean of Students (regarding discipline issues).
2. Within three business days, SPC will schedule a meeting with the student. Student will be advised of the time and place of meeting.
3. Student meets with SPC. SPC reviews all materials and listens to statement by the student, and any called witnesses (course directors, faculty, students, etc...).
4. SPC makes a recommendation to the Dean.
5. Dean affirms, amends or reverses the recommendation.
6. Dean's office will deliver the decision to the student within three business days.
7. Student may accept or appeal the decision. If accepted, the student will adhere to any requirements of the decision.

PROCEDURES

1. All proceedings are confidential. The meetings are closed to anyone not in the College community. Only invited witnesses, course directors, Dean of Students (ex officio), the committee members, and student in question will be allowed to attend the meeting.
2. Students will be provided access to any documentation prior to the meeting.
3. If the student feels that one of the committee members is biased then the student may request to have this person removed and replaced with another faculty member. The request should be made to the chair three days prior to the start of the meeting. If one of the regular members of the SPC cannot attend the meeting then a temporary member will be appointed for the length of the hearing.
4. The Chair will remind committee members that the hearing is confidential. The proceedings will be recorded in writing by a secretary. Any previous disciplinary problems will not be raised at this point.
5. A summary report will be presented to the committee. The committee may choose to ask questions at this point. The student will not be present for this portion of the hearing.
6. The student may then present his or her statements to the committee.

7. Following the presentation of the evidence, the Chair shall request that everyone, other than the committee members leave the room. The committee will deliberate and vote on a course of action regarding the student. This action will serve as a recommendation to the dean. A majority vote will rule.
8. Regarding discipline actions, if the committee determines that a violation has occurred then the deliberations will move into the penalty phase. At this point, any prior disciplinary problems will be provided to the committee. After the Committee is finished deliberating it will notify the Dean within three working days of their conclusions.
9. The Dean of ACOM will review the SPC's recommendation and affirm, amend or reverse the recommendation within three working days and notify the student and the SPC Chair in writing of the decision.

APPEALS

A student wishing to appeal the Dean's decision must submit a letter to the Appeals Board within 3 working days of receiving notification of that decision. The student's status will remain unchanged until the appeal process is finalized.

The Appeals Board will be composed of the three administrators/faculty appointed by the Dean. The Appeals Board will review all written information pertaining to the case. The charge of the Appeals Board is to determine if ACOM policies and procedures relating to the case were followed or that no gross misapplication of fact occurred. They will meet with the student but not with witnesses or complainants. The decision of the board will be forwarded in writing by the chair to the Dean who will forward it to the student by certified mail to his or her last official address or hand delivered with receipt. All decisions of the Appeals Board will be final and binding. No further option for appeal will be considered.


APPROVAL


Approval - Chief Academic Officer


Approval Date


Approval - Chief Executive Officer

1-21-16
Approval Date


Approval - Board of Directors

1-21-2016
Approval Date