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## M.D. Committee on Student Promotions and Academic Achievement Procedures

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### Structure and Composition

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#### Description of membership

1. The Committee on Student Promotions and Academic Achievement (“the Committee” or “MDPC”) is a standing committee of the Baylor College of Medicine (“BCM”) School of Medicine (“SOM”) comprised of BCM SOM faculty who are actively involved in medical student education. Committee membership is at the discretion of the Chair or designated individual(s) and reviewed annually.
2. Diversity of faculty educational experiences and backgrounds, with special attention to the BCM institutional diversity goals, is desired. Faculty members should include clinical faculty, foundational sciences faculty, curriculum or other committee members, and *ex officio* members.
3. At-large members are elected from the BCM faculty based on their sustained interest and active participation in undergraduate medical education and should not hold a current SOM senior administrative position. Elections will be held annually over the spring, or as needed, to maintain 18 voting members. Each April, the MDPC leadership will send out a call for self-nominations to fill any open at-large positions. This call will include committee member responsibilities and requirements. Calls are communicated to faculty via multiple modalities, including, but not limited to, email, the BCM Faculty Commons, and the BCM intranet announcements. In addition, the committee solicits nominees from Department Chairs, Vice Chairs of Education, and the Faculty Senate (Chair and Faculty Senate Education Subcommittee).
4. Members serve a 3 year, renewable term.
5. The MDPC Committee will be comprised of a minimum of 18 members.
6. A quorum is required for committee action and is defined as the presence of 9 voting members.
7. The SOM Dean does not serve on the MDPC.
8. All other deans serve *ex officio* (non-voting members) on the MDPC and include the deans and directors in the Office of Student Affairs, Office of Curriculum and Admissions and the Registrar.
9. The Committee will meet no fewer than 6 times per year.
10. From time to time, guests will be invited to provide information and advice to the MDPC. Such guests are not voting members and are not privy to the deliberations of the MDPC.

#### Leadership structure

The MDPC is led by an elected faculty member who serves as Chair and who also leads an Executive Leadership Team. The membership and responsibilities of the MDPC Executive Leadership Team are outlined below.

The MDPC Executive Leadership Team meets prior to all MDPC meetings and is charged with the following duties:

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1. Preparing and vetting new policies, procedures, and guidelines before presentation to the full MDPC;
2. Previewing the academic and professional records of all students who will be presented for discussion at the full MDPC;
3. Creating remediation plans for at-risk students, as needed, in consultation with the curriculum deans, and presenting these plans for approval at the next regularly scheduled MDPC meeting;
4. Making time-sensitive decisions in between full MDPC meetings and then presenting these findings and decisions to the full MDPC for review and ratification at the next regularly scheduled meeting;
5. Serving as advisors to the SOM deans on issues related to student promotions and progression;
6. Other activities as deemed necessary by the MDPC Chair, Associate Dean of Student Affairs, Associate Dean of Curriculum, or Dean, SOM.

### Chair

1. Appointed by the Dean, Student Affairs
2. Term of service: 3 years.
3. Duties: see “Job description: Chair”

### Vice-Chair

1. Elected by committee members and appointed by the Dean, Student Affairs
2. Term of service: 3 years.
3. Duties: see “Job description: Vice-Chair”

### Executive Leadership Team, General Members

1. 3 faculty members of the MDPC Committee
2. Appointed by the Dean, Student Affairs
3. Preferentially, incoming committee members, otherwise as elected by MDPC
4. Term of service: 1 year
5. Duties: see “Job description: Executive Leadership Team”

### MDPC Executive Leadership Team: Composition

1. MDPC Chair
2. MDPC Vice-Chair
3. 3 MDPC Members
4. Immediate Past Chair (*ex officio* member)
5. Deans, Office of Student Affairs (“OSA”) *ex officio*
6. Director, OSA *ex officio* who serves as Director, MDPC
7. Administrative Assistant, OSA *ex officio*

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8. Curriculum Deans, Directors, and the Registrar are *ex officio* members and attend Executive Leadership Team. The Curriculum Deans and Directors do not attend the full MDPC meeting except by special invitation.
9. Duties: see “Job description: Executive Leadership Team”
10. A quorum of the MDPC Executive Leadership Team is made up of either the MDPC Chair or Vice-Chair, and 2 elected Committee Faculty Members.

### Leadership transition

1. The commitment to the leadership team of the MDPC spans a minimum of six years.
2. The Vice-Chair assumes the Chair position after the three-year term is completed.
3. The Chair becomes immediate past Chair and is an *ex officio* member of the MDPC Executive Leadership Team.

### Job Descriptions

1. Job description: Chair
  - a. Moderates the MDPC meetings (no fewer than 6 per year);
  - b. Attends regularly scheduled MDPC Executive Leadership Team meetings;
  - c. Attends emergently scheduled MDPC Executive Leadership Team meetings;
  - d. Assembles subcommittees when needed;
  - e. Assembles *ad hoc* committees of three MDPC members as part of the MDPC Pre-Dismissal Proceeding process (see SOM-Student Progression and Adverse Action Policy (B)(iii)(d) for details) or MDPC Pre-Probation Process (if indicated);
  - f. Notifies students in writing regarding MDPC actions as needed;
  - g. Participates in governance and oversight of committee actions, including those that occur in between MDPC meetings;
  - h. Participates in review of committee processes and procedures;
  - i. Conducts annual orientation for existing and new MDPC members to provide updates regarding MDPC guidelines, charter, policies, etc.
2. Job description: Vice- Chair
  - a. Attends MDPC meetings
  - b. Moderates MDPC meetings in the event the Chair cannot attend;
  - c. Attends regularly scheduled MDPC Executive Leadership Team meetings;
  - d. Attends emergency MDPC Executive Leadership Team meetings;
  - e. Assists Chair in leadership duties:
    - i. Reviews student action communications;
    - ii. Participates in governance and oversight of committee action;
    - iii. Participates in review of committee processes and procedures;

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- iv. Conducts annual orientation for existing and new MDPC members to provide updates regarding MDPC guidelines, charter, policies, etc.
- 3. Job description: Executive Leadership Team
  - a. Reviews membership annually to ensure diverse representation from the faculty, faculty participation, and reviews faculty nominations in collaboration with the Nomination Subcommittee;
  - b. Prepares an annual report for the Dean of the School of Medicine that includes a summary of the Committee's efforts to monitor the academic and professional progress and promotion of each medical student at Baylor College of Medicine;
  - c. Reviews MDPC procedures, MDPC charge, and controlling BCM SOM policies annually;
  - d. Appoints *ad hoc* subcommittee members as needed for appeals, nomination of members, and other tasks, as needed.
- 4. Job description: *Ex-Officio* Member
  - a. Administrative staff such as the MDPC Director, student affairs deans, curriculum deans and directors and registrar;
  - b. Non-voting members.
- 5. Job description: Director, MDPC
  - a. Qualifications: Director of OSA; non-physician, non-faculty member.
  - b. Oversees the administration of the MDPC;
  - c. Attends all MDPC Executive Leadership Team and full MDPC meetings;
  - d. Prepares an Action Report based on available academic information on every student meeting the definition for "at-risk" status as defined in SOM-Student Progression and Adverse Action Policy (A)(i)(c);
  - e. Prepares an Action Report based on available academic information on every student meeting criteria for adverse action as defined in SOM-Student Progression and Adverse Action Policy (B)(i-iii);
  - f. Maintains list of students on Leave of Absence for any reason, including dual degree students, with anticipated return date and category of leave;
  - g. Interfaces with registrar to ensure academic data is accurate;
  - h. Interfaces with information technology support to optimize processes for tracking of students and report generation;
  - i. Interfaces with professionalism committees and Provost's office to ensure that professionalism-related student data is accurate;
  - j. Interfaces with the Curriculum Office to coordinate the scheduling of remedial examinations.

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6. Job description: Full Committee Faculty Member
  - a. Attends at least 50% of meetings;
  - b. Participates on subcommittees and appeal committees as appointed;
  - c. Voting member.
7. Job description: Committee Administrator
  - a. Qualification: Administrative Assistant of OSA; non-faculty, non-physician position.
  - b. Sends correspondence to students on behalf of the MDPC and tracks receipt of correspondence;
  - c. Provides logistical and administrative support for all MDPC activities;
  - d. Keeps records including Committee minutes, voting records, and attendance records;
  - e. Stores minutes and records securely within the Office of Student Affairs.

### Subcommittees

1. The MDPC Chair will establish *ad hoc* subcommittees for the following reasons:
  - a. As part of the Pre-Dismissal Proceeding described in the SOM Student Progression and Adverse Action Policy (B)(2)(d);
  - b. Prior to placing a student on Academic Probation if the MDPC Chair believes a Pre-Probation Proceeding, similar in process to the Pre-Dismissal Proceeding referenced in the SOM Student Progression and Adverse Action Policy (B)(2)(d), would yield additional information that would aid in rendering a fair decision that adheres to standards of institutional due process;
  - c. To conduct an in-depth review or investigation of an issue or situation for the benefit of the MDPC;
  - d. For the nomination of new committee members.
2. A subcommittee will have no fewer than three voting members, including Chair and/or Vice Chair.

### Procedures and Function

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Procedures of the Baylor College of Medicine ("BCM") School of Medicine Committee on Student Promotions and Academic Achievement ("MDPC")

1. Effective Date: The procedures as outlined are effective July 1, 2018 for all SOM students, regardless of date of matriculation or date of graduation.

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### II. Standard Operating Procedure of the MDPC

- a. Director, Office of Student Affairs as Director, MDPC maintains accurate records to allow for ongoing, longitudinal monitoring and creates the “MDPC Action Letter” for first review by deans, OSA and second review by the MDPC Executive Leadership.
- b. During the full MDPC meeting, the MDPC Chair reviews the academic achievement of all students not meeting academic and professionalism expectations and shares the MDPC Action Letters with the full MDPC, requesting MDPC member input and ensuring a vote on proposed actions.
- c. The MDPC Action Letters is the official manner of providing notice to students of adverse actions and required remediation to resolve adverse actions.
  1. The MDPC Action Letters include the following information as applicable to a student’s circumstances:
    1. Student’s current academic status, indicated as either “Good Standing” or “Not in Good Standing,” terms defined by 28.1.05 - Student Progression and Adverse Action Policy.
    2. Student’s risk assessment: letter will indicate if student is “at risk,” as defined in 28.1.05 – Student Progression and Adverse Action Policy. No indication of risk means that the student is not at risk and is receiving an Action Letter due to a grade of Incomplete in a course rather than because of a true academic deficiency that meets the MDPC Policy for “at risk” status.
    3. Student’s year of training
    4. Enrollment status: Full time, Full time on academic probation, on Leave of Absence (LOA), or Suspended
    5. Number of Curricular Failures accumulated to date
    6. Previous Academic Deficiency & Remediation History: Taken from students’ education records, MDPC minutes, and previous Action Letters
    7. Outstanding Academic Deficiency: refers to any deficiencies noted in previous Action Letters that have not yet been remediated.
    8. New Academic Deficiency: Refers to new deficiencies since the last MDPC meeting and is taken from students’ education records (academic issues) or other appropriate sources (if related to professionalism violations).
    9. Remediation Plan: Specific steps the MDPC requires the student to complete, including timeframes in which student must complete the remediation plan.
    10. Recommended actions: Further advice to student about either support services such as mental health counseling, academic support services, Alpha Omega Alpha tutoring, or meeting with a SA dean to discuss issues related to successful academic and professional achievement.

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11. Notes: additional explanations to the student explaining the consequences of not achieving the MDPC-mandated remediation
12. Follow-up: documents whether the student has already met with a dean or other designated faculty member. If the student has not yet met with the appropriate dean or faculty member, this area will designate how to make such an appointment.
2. The Action Letter is not final until the full MDPC reviews and ratifies it by majority vote. The letter is edited to reflect the decisions of the MDPC and is signed by the MDPC Chair.
- d. The MDPC Administrative Assistant transmits the Action Letter to the student via email with a read receipt indicator. Students are expected to sign the MDPC Action Letter and return the letter to OSA in person, via email, or via fax. The letter should be returned to OSA within 10 business days of receiving the MDPC Action Letter.
- e. Student Categories for MDPC monitoring:
  1. *At Risk* as defined in 28.1.05-SOM-Student Progression and Adverse Action Policy;
  2. *Adverse Action* as defined in the 28.1.05 - Student Progression and Adverse Action Policy, may include Probation, Suspension, or Dismissal.
  3. *Leave of Absence* (LOA) status as defined in 23.1.2 - Student Leave of Absence Policy.
  4. Any other category that the MDPC desires to monitor.

### III. Curricular Elements/ Curricular Failures:

- a. A course, clinical clerkship, including elective clinical clerkships, as well as non-course/non-rotation-related examinations required for medical school graduation (e.g. NBME Comprehensive Basic Sciences Examination (“CBSE”), the BCM Clinical Performance Examination “CPX”), as well as USMLE Step 1, Step 2 CK and Step 2 CS).
- b. A Curricular Failure is a failure of any curricular element or multiple failures of a required component of curricular elements (e.g. NBME or SP examinations for core clerkships).
- c. Failure of 3 curricular elements results in Academic Probation.
- d. Failure of 4 curricular elements results in Dismissal from the SOM.
- e. Under certain circumstances outlined in other sections of this document, a student may be placed on Academic Probation or face Dismissal from the SOM for either academic or professionalism deficiencies that are either fewer in number or are of a different type than those outlined in sections II(c) and II(d) above.

### IV. Foundational Sciences Coursework:



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- a. The SOM Grading Policy <https://media.bcm.edu/documents/2016/d9/grading-policy-final-7-14-16.pdf> establish the details of the SOM approach to grading.
- b. The Course Overview Document establishes the grading and attendance requirements, as well as professionalism expectations, for each course.
- c. Foundations Basic to the Science of Medicine (Fall 1, terms 1-2): Students must attain 70% or greater in the overall FBSM score to receive a Pass. If the overall FBSM score is less than 70% a Fail will be assigned. Students who fail will be required to repeat the course in the subsequent year. There is no other option for remediation. A failure in FBSM will constitute 1 curricular element failure.
- d. Spring 1 (terms 3-5) failures must be repeated in the following academic year; no more than 2 deferred grades can be remediated in the July MS1 break.
- e. Fall 2 (terms 6-9) failures must be repeated in the following academic year; no more than 3 examinations can be attempted in the post-foundational sciences remediation period.
- f. A Final grade of Fail in 2 foundational sciences courses results in Academic Probation.
- g. A Final grade of Fail in 3 foundational sciences or failure of the same course twice results in Dismissal from the SOM.

### V. Leaves of Absence (LOA) and Remedial Coursework

- a. Any non-medical LOA taken while a student has an outstanding grade of D will result in the replacement of the Deferred by a Fail unless the leave is mandated by the MDPC.

### VI. Foundational Sciences: Comprehensive Basic Science Examination (CBSE)

- a. A passing grade on the CBSE is required for progression to the Clinical Sciences curriculum.
- b. A first failure of the CBSE represents 1 curricular element failure.
- c. A second failure of CBSE does not accrue an additional curricular element failure.
- d. A third CBSE failure will result in Dismissal from the SOM.

### VII. Clinical Sciences Coursework

- a. A failure of a clinical sciences course results in 1 curricular element failure, Academic Probation, and requires that the course be repeated in its entirety, all components must be passed on the first attempt, and the highest grade that can be achieved is a Pass.
- b. A second failure of the same clinical course will result in Dismissal from the SOM.
- c. A Marginal Pass in 2 clinical courses will result in 1 curricular element failure and Academic Probation.
- d. Marginal Pass in 3 clinical courses will result in Dismissal from the SOM.



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- e. Failure of either a NBME or SP examination requires remediation of the examination within six months of the clinical course. The highest final grade for the course will be a Pass.
- f. Failure of 2 NBME or SP examinations (in any combination) results in 1 curricular failure, with each additional failure resulting in an additional curricular failure.
- g. 3 failed NBME or SP examinations (in any combination) results in Probation.
- h. 4 failed NBME or SP examinations (in any combination) results in Dismissal from the SOM.
- i. Students must pass all NBME examinations for rotations completed prior to sitting for USMLE STEP 1 or USMLE STEP 2 CK.

### VIII. Clinical Performance Examination (CPX)

- a. A passing grade on the CPX is a graduation requirement.
- b. A first failure of the CPX represents failure of 1 curricular element.
- c. A second failure of the CPX does not accrue an additional curricular element failure but will result in Academic Probation.
- d. A third failure of the CPX will result in dismissal from the SOM.

### IX. National Board of Medical Examiners (NBME) United States Licensure Examinations (USMLE)

- a. Passing of USMLE Step 1, Step 2CK and Step 2CS is a graduation requirement.
- b. A failure of a USMLE examination results in 1 curricular failure.
- c. Students who fail any USMLE examination twice will be placed on academic LOA until the examination is successfully passed.
- d. Students who are unable to pass any USMLE examination on the third attempt will be dismissed from the SOM.

### X. Professionalism Lapses

- a. A lapse in professionalism by itself may be grounds for a course failure, Academic Probation, or Dismissal from the SOM.

### XI. Adverse Actions

- a. Probation
  - 1. Final grade of Failure in 2 Foundational Sciences Courses;
  - 2. Final grade of Failure in 3 Curricular Elements of the SOM;
  - 3. Final grade of Failure in 1 Clinical Clerkship;
  - 4. Marginal Pass in 2 Clinical Courses;
  - 5. Failure of 3 NBME or SP examinations, in any combination;

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6. Unprofessional behavior inconsistent with the study and practice of medicine.
- b. Suspension
  1. Professionalism and/or academic issues incompatible with the study or practice of medicine (risk of harm, disruption of learning environment, arrest, allegations of misconduct)
- c. Dismissal
  1. Failure of Fall 1;
  2. Failure of 3 Foundational Sciences Courses;
  3. Grade of <70.00 upon course remediation;
  4. Failure in same course twice;
  5. Failure of CBSE or CPX on 3<sup>rd</sup> trial;
  6. Failure of 4 Curricular Elements of the SOM;
  7. Failure of 2 Clinical Clerkships;
  8. Marginal Pass in 3 Clinical Courses;
  9. Failure of 4 NBME or SP examinations, in any combination;
  10. Unprofessional behavior inconsistent with the study and practice of medicine deemed irremediable;
  11. Failure to take and pass USMLE Step 1, Step 2 CK, Step 2 CS within the time limits of SOM curriculum;
  12. Failure to complete SOM curriculum within time limits:
    1. Foundational Sciences within 30 months;
    2. Clinical Sciences within 42 months;
    3. Total curriculum 72 months.
- d. Pre-Probation Process and Pre-Dismissal Process
  1. Required for Adverse Action of Dismissal
  2. By request for Adverse Action of Probation
  3. *Ad hoc* committee comprised of 3 members of MDPC, serves as an informal hearing to afford the student the opportunity to share his/her perspectives on challenges to personal achievement, and to ask questions regarding the reasoning for the adverse action.
  4. Procedure outlined in 28.1.05-SOM-Student Progression and Adverse Action Policy.

### Document History

Committee Name:	Student Promotions Committee
Committee Level:	Undergraduate Medical Education
Committee Established:	June 2015 (Revised)
Last Modified:	June 18, 2019
Responsible Office:	Student Affairs

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## **M.D. Committee on Student Promotions and Academic Achievement Procedures**

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Next Scheduled Procedure Review Date:	1/1/2021
Stakeholder Communication Method and Date:	BCM Website
Revision History/Purpose:	Click or tap here to enter text.