Policy Title
Student Evaluation and Promotion

Identifier
USCSOMG – ACAF – 4.00

Prepared by: Office of Academic Affairs
Reviewed by: Student Evaluation and Promotions Committee
Approved by: USCSOMG Policy Review Committee
Communicated to: USCSOMG Students

LCME Standards
10.3 – Policies Regarding Student Selection/Progress and Their Dissemination

Scope
University of South Carolina School of Medicine Greenville (USCSOMG) students

Policy Statement
The Student Evaluation and Promotion Committee (SEPC) will regularly review the academic, professional and clinical performance of each medical student and make recommendations to the Dean regarding graduation, advancement, probation, dismissal, additional educational activities and support, leaves of absence, and readmission.

The SEPC will review the performance of students in academic difficulty, those students demonstrating a potential for being in academic difficulty, and those students who have exhibited unprofessional behavior or non-compliance with other standards of performance. The Committee may recommend an improvement plan, may develop more comprehensive longer-term supplemental education plans for those students having difficulty, or recommend appropriate disciplinary action, possibly including dismissal from the program.

Reason for Policy
The purpose of this policy is to provide USC School of Medicine students clarity on institutional expectations.

Procedures
Annual Evaluation - Each student will be reviewed annually by the Student Evaluation and Promotion Committee to determine the student’s preparedness for advancement to the next level of medical study.

- Students receiving all passing grades with no reports of unprofessional or unacceptable behavior for all modules or clerkships in a given year are normally advanced to the next year of study or recommended for graduation.
- Students with one or more F grades or with reports of unprofessional or unacceptable behavior will be reviewed separately by the Committee to determine their suitability for continuing in the program. The Committee may recommend additional educational activities and support requiring the student to attend programs for modification of behavior, retake a module, repeat a year, or may recommend dismissal from the program.

A student may request review of the advancement recommendation by the SEPC if the student feels that the recommendation decision was made inappropriately and not in accordance with the advancement policy specified for the program. The request is directed initially to the chair of the SEPC within five business days of
receipt of the SEPC letter If resolution of the issue is not made to the student’s satisfaction, then a formal request is made in writing to the Senior Associate Dean of Academic Affairs within five business days of receipt of the SEPC decision. After review of relevant information and meeting with the student, the Senior Associate Dean for Academic Affairs will recommend final disposition of the request. Students may not bring legal representation to SEPC meetings or any subsequent meetings, although they may seek legal advice. A student wishing to request a review by the Dean concerning the recommendation must make a written request within five business days of receipt of written notification of the recommendation. The Dean of the School of Medicine shall make a decision on the matter within 15 business days of receipt of the student’s request for review.

A final request for review may be made to the Provost of the University of South Carolina of any decision made by the Dean of the School of Medicine. This request for review must be made, in writing, within 10 business days of the student's receipt of the Dean's decision. During the review process, the student will be invited to submit to the Provost a personal statement (maximum 10 pages, double-spaced) in which the grounds for the request for review are explained. There will be four possible grounds for a request for review: (1) that the decision of the Dean is not supported by substantial evidence; (2) that a procedural violation has occurred that has prejudiced the Dean's deliberations; (3) that, when the record is reviewed as a whole, the decision of the Dean is punitive rather than academically appropriate; and/or (4) that the Dean's decision is an arbitrary and capricious one. The Provost can reverse, affirm, or modify the Dean's decision. Any modification of the Dean's decision by the Provost cannot require greater effort on the part of the student than that required by the Dean's original decision regarding an academic alternative. Ideally, the outcome of the Provost's review will be communicated to the student, in writing, within 30 days of the date of receipt of the request for a review. The Provost's review will consist of an assessment of the student's existing record in the School of Medicine, with no new information being provided by the student or by the School of Medicine.

Graduation Evaluation - Students will be reviewed during the fourth year by the Student Evaluation and Promotion Committee to determine suitability for graduation. In conducting that review, the Committee will examine the student’s performance in the pre-clinical basic science areas, clinical performance in the clerkships, and professionalism exhibited throughout the program of study. In addition, the Committee will verify that any required examinations have been completed.

All students must take the United States Medical Licensing Examination (USMLE) Step 1 and pass at the national standard in order to graduate. This examination is usually taken by all students in April or May following the second year studies. In addition, all students must take and pass the USMLE Step 2 CK and Step 2 CS examinations in order to be certified for graduation. Students should take the Step 2 CK and the Step 2 CS examinations no later than October 1 in the fourth year unless permission has been granted by the Office of Academic Affairs.

Procedures for unprofessional conduct and disciplinary action - Medical students are required to meet the non-academic behavior standards for the USC School of Medicine Greenville and the University of South Carolina. Non-academic standards for behavior and conduct for the School of Medicine are embodied in the School’s standards of professionalism and ethical behavior, which is published in the Student and Faculty Handbooks. Reports of unprofessional behavior and conduct will be reported to the Student Honor and Professionalism Council, with review by the Student Evaluation and Promotion Committee.

Sanctions
Referral to the Honor and Professionalism Council (HPC) and/or Student Evaluation and Promotions Committee (SEPC)

Additional Contacts
Office of Student Affairs
Related Information
Requirements for Promotion ACAF – 4.02

History
- Change: Move to standardized template
- Reason for Change: LCME CQI