MEDICAL STUDENT PERFORMANCE COMMITTEE

Description and Charge:
The Student Performance Committee (SPC) has the responsibility and authority to evaluate academic performance and student professional conduct of all students, determine adherence to school performance expectations, determine the ability of the student to meet the Essential Characteristics and Abilities Required for Completion of M.D. Degree, make decisions about remediation, and decide eligibility for promotion and graduation.

All information pertaining to student performance, including information of a non-academic and personal nature, which is presented at the Committee meetings, and all deliberations and details of Committee voting are strictly confidential and are not discussed outside the Committee. On an annual basis committee members are required to complete Family Educational Rights and Privacy act (“FERPA”) training. Actions of the Committee may be disclosed by the Committee Chair as appropriate.

Membership
1. The Committee Chair is nominated by the Associate Dean for Student Affairs and confirmed by the Vice Dean for Medical Education. The chair serves a one-year term and can serve up to three consecutive terms. Voting members of the SPC include:
   a. 12 faculty members selected from the faculty at large
   b. At least 3 faculty members must be from basic science departments
   c. No department can have more than two (2) voting members on the committee
   d. The SPC Chair can vote in the event of a tie

2. Selection of committee members
   a. Student Performance Committee members serve three-year terms and may serve two consecutive terms
   b. One-third of the membership (4 members) will rotate off the committee or be reappointed each year
   c. An open call is made to the faculty at large for participation as a member of the committee. To be considered for membership, faculty must submit a CV and a statement of interest.
   d. The Keck School Faculty Council elects members from the pool of self- or peer-nominated faculty.
   e. Unanticipated vacancies are addressed by the Associate Dean for Student Affairs

3. Ex officio, non-voting members include:
   a. The Associate Dean for Student Affairs
   b. Representative(s) from the Department of Medical Education
   c. Other faculty or staff as deemed appropriate by the Chair

Actions
1. The Committee meets regularly throughout the year to monitor students’ academic performance and student professional conduct.

2. The Committee monitors students’ satisfactory academic progress and reviews any requests for extension of time.

3. Meetings may be called for special problems by the Associate Dean for Student Affairs. A student whose record will be considered at a special meeting will be given notice of the meeting at least five (5) business days before it is held. The Committee gives special attention to students who are, or appear likely to become, deficient in graduation requirements.

4. At the end of the academic year (or earlier in some cases) the Committee makes one of the following decisions for each student:
   a. Promotion
b. Eligibility for graduation  
c. Academic or Professional Behavior Probation  
d. Remedial work, which may include repeating the year to make up the deficiency (in so doing, a repeat of prior satisfactory system, course or clerkship may also be required).  
e. Repeating part of or the entire year of instruction  
f. Dismissal (see “Dismissal Policy”)  
g. Leave of Absence  
h. Other action, as indicated by a student’s circumstances

5. All members of the Committee will be asked to disclose potential conflicts of interest with cases that are to be discussed. Any Committee member who has a conflict of interest in a case will recuse himself/herself from the action under consideration.

6. For regular business of the Committee a quorum shall consist of a simple majority of the membership and a simple majority vote is required for any motion to pass. In cases of potential dismissal of a student, two thirds of the membership is required to constitute a quorum and a two thirds affirmative vote is required to pass a recommendation for dismissal.

7. The Committee reports to the Associate Dean for Student Affairs who is responsible for executing the decisions of the Committee.

8. All Committee decisions are reported to the Vice Dean for Medical Education (or other responsible administrator designated by the Dean).

Appeal Process

1. A student may appeal any decision by the Committee concerning him/her to the Vice Dean for Medical Education no later than ten (10) business days following transmittal of the Committee’s written recommendation.

2. The Vice Dean for Medical Education may choose to uphold, reverse, ask the Committee to reconsider the decision, or appoint an ad hoc committee to hear the student’s appeal.

3. The members of this ad hoc committee shall be faculty members who have not been involved in the initial decision. The Chairperson of the Student Performance Committee shall present the findings of the Student Performance Committee to the ad hoc appeals committee but shall not sit as a voting member of said Committee.

4. The ad hoc hearing committee shall submit its recommendation in writing to the Vice Dean for Medical Education within five (5) business days after the meeting.

5. Following receipt of the Committee decision or ad hoc hearing committee recommendation, the Vice Dean for Medical Education will issue a final decision in writing to the student. There is no appeal of the Vice Dean’s decision.