



NEW YORK MEDICAL COLLEGE

School of Medicine

TITLE: Academic Dismissal and Appeals Guidelines for the NYMC SOM		
EFFECTIVE DATE: 7/1/04	REVIEWED DATE: 2/17/11, 6/5/15	REVISED DATE: 6/9/15

I. POLICY

Dismissals from the School of Medicine

It is the policy of NYMC SOM that if a student's academic performance does not meet the institutional requirement for continued enrollment, the student is subject to dismissal. As examples, if a student has more than two failing grades within an academic year, fails a course for the second time, or fails to meet the requirements of remediation; the student is subject to dismissal. If a student demonstrates behavior that is inconsistent with the standards of professional values and behaviors expected of physicians, the student is subject to dismissal. A student whose performance, though passing, is marginal in three or more courses will be subject to remediation that could include remediation of an academic year in its entirety or dismissal from the NYMC-SOM. Similarly, a student whose performance, consists of a record of multiple deficiencies or failures, including failure of any remediation program, is subject to dismissal from the NYMC-SOM.

A student will be sponsored by the School of Medicine to take USMLE Step 1, 2 CK, or 2 CS for a maximum of 3 times each. Following a 3rd failure, the student is subject to dismissal.

Appeal of Academic Dismissals or other decisions of the SAPRC

It is the policy of NYMC SOM that a student may appeal a decision of dismissal or a requirement to repeat a year. The first appeal is to the SAPRC. A student may appeal a decision of the SAPRC to the Dean of the School of Medicine. The Dean may choose to decide the case personally, or may appoint an ad-hoc committee to advise him/ her. The decision of the Dean is final and may not be appealed further.

In order to appeal a decision of the SAPRC, the student must submit a written notification to the Senior Associate Dean for Student Affairs within five business days of the written notification of the decision, together with a concise written statement of the basis for appeal. The student shall be duly notified of the date, time and place of the Committee meeting to consider the appeal, before which the student shall have the right to appear. The student may ask a member of the full-time faculty to join him/her for the part of the meeting when the student is present. The faculty member is not present to speak, but rather to be supportive of the student. Legal representation is not permitted at the meeting. In the event that the student fails to attend the meeting without cause, the



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Committee shall proceed in his/her absence. The student shall be notified, in writing, of the decision of the Committee within ten business days after completion of the meeting.

If the appeal is not successful, the student may appeal the decision to the Dean. The Dean may choose to decide the case directly, or appoint an ad-hoc committee to advise him/her. The decision of the Dean is final and may not be appealed further. Such appeal to the Dean must be filed by the student, in writing, with the Senior Associate Dean for Student Affairs, within five business days of his/her notification of the first appeal decision. Written notice of the final decision of the Dean shall be forwarded to the student within thirty business days after the date of the student's request for second appeal.

II. PURPOSE: To provide guidelines regarding promotion, graduation and appeals for the NYMC-SOM.

III. SCOPE

- Medical Students
- Faculty SOM and Clinical Affiliated Programs

IV. DEFINITIONS:

- N/A

V. POLICY AUTHOR(S):

- Office of Medical Education

VI. RELATED POLICIES

- USMLE Examination and Clinical Competency Examination Requirements and Policies for the NYMC SOM
- Academic Requirements for Advancement and Graduation in the NYMC SOM
- Course and Clerkship Grading Policy for the NYMC SOM
- Grade Appeal Policy for the NYMC SOM
- Time limitations for completing portions of the curriculum for the NYMC SOM
- Course and Clerkship Grading Policy



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VII. PROCEDURE(S):

- As described in the policy

VIII. REFERENCES

- LCME Standard 9.9: Single Standard for Promotion / Graduation and Appeal Process: A medical school ensures that the medical education program has a single standard for the promotion and graduation of medical students across all locations and a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to promotion, graduation, or dismissal.
- LCME Standard 10.3: Policies Regarding Student Selection/Progress and Their Dissemination: The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.
- NYMC SOM Student Bulletin

IX. TYPE OF POLICY

- Student Affairs
- Education and Curriculum

X. APPROVALS

- Education and Curriculum Committee (ECC)




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XI. POLICY MANAGEMENT

Responsible Executive: Dean of the School of Medicine
Responsible Officer: Senior Associate Dean for Medical Education
Responsible Office: Office of Undergraduate Medical Education

ACCEPTED AND AGREED TO:


D. Douglas Miller, M.D., C.M., M.B.A. June 9, 2015
Date