

**POLICIES AND PROCEDURES FOR
STUDENT PROGRESS AND APPEALS
OF ACADEMIC AND DISCIPLINARY DECISIONS**

The University of Arizona has adopted Student Codes of Conduct and a Code of Academic Integrity, which set forth prohibited conduct, sanctions, student responsibility, faculty responsibility, student rights, and appeal procedures. The College of Medicine has similar rights, requirements and procedures embodied in its Code of Conduct; however, because of the professional nature of the study and preparation for medicine, the College of Medicine has adopted the following policy and procedures to govern academic and disciplinary matters considered by the Student Progress Committee and appeals of such decisions to the Student Appeals Committee. These policies and procedures supersede all previous policies and procedures governing the Student Progress Committee and the Student Appeals Committee at the University of Arizona College of Medicine and govern all decisions regarding academic and disciplinary matters at the College of Medicine. The rules governing all students at the University also will apply to medical students, and violations of those rules may give rise to disciplinary action at the University or the College of Medicine. (See *University Handbook for Appointed Personnel* Section 7.07.01, and The Code of Conduct, Arizona Board of Regents-PM 5-301 to 5-308, which applies to students, faculty, staff, administrators, and visitors. The Student Code of Conduct, Arizona Board of Regents-PM 5-308, applies to students.)

A. Definitions.

1. “Academic Action” will mean an action taken or recommended by an Associate Dean for Student Affairs, the Student Progress Committee or the Student Appeals Committee, other than disciplinary action.
2. “Automatic Dismissal” will mean an action taken by an Associate Dean for Student Affairs when a student fails one course for a second time or fails three (or more) courses in medical school or when a student fails to achieve a passing score on either Part 1 or Part 2 of the USMLE as set forth in the Requirements for Graduation.
3. “Advisor” will mean an individual selected by the student to advise or represent him/her during a disciplinary hearing conducted by the Student Progress Committee or Student Appeals Committee. The advisor may be a faculty or staff member, student, attorney, or other representative of the student. Any expenses the student incurs as a result of retaining the services of an advisor will be the student’s sole responsibility.
4. “Associate Dean for Student Affairs” will mean an Associate Dean for Student Affairs at the University of Arizona College of Medicine.
5. “Dean” will mean the Dean of the University of Arizona College of Medicine.
6. “Disciplinary Action” will mean dismissal, suspension, removal from class, or the implementation of any remedial action plan that is taken or recommended as a result of misconduct.
7. “Dismissal” or “Dismiss” will mean termination of a student from medical school, whether for academic or disciplinary reasons.

8. “Misconduct” will mean committing a felony while in medical school, whether or not involving moral turpitude, or a misdemeanor involving moral turpitude. In either case, conviction by any court of competent jurisdiction or a plea of no contest is conclusive evidence of the commission of such felony. Misconduct also includes conduct that violates any Arizona Board of Regents, University of Arizona, or College of Medicine codes of conduct, rules or policies, or that constitutes unprofessional or unethical conduct, as defined by A.R.S. § 32-1401, or any amendment thereto, or any conduct or practice that is harmful or dangerous to the health or safety of the student, other students, faculty, staff, patients, or the public. Misconduct also includes conduct that occurred prior to acceptance to the College of Medicine, if that conduct should have been disclosed on an admissions application and was not, or if the conduct occurred prior to acceptance and results in a conviction for a felony or a misdemeanor involving moral turpitude subsequent to admission.
9. “Notice” or “Notify” will mean providing written notification, within the time limits specified in this policy, by hand-delivery or U.S. mail sent to the student’s last known address, or to an address to which the student has specifically requested such notices be sent. Each student will be responsible for keeping the student records office informed of his/her current address. Each notice or notification of academic or disciplinary action will contain a copy of these procedures.
10. “Preponderance of the evidence” will mean that quantity and quality of evidence which, when fairly considered, produces the stronger impression, and has the greater weight, and is more persuasive regarding its truth than the evidence presented in opposition.
11. “Requirements for Graduation” will mean those requirements set forth in the College of Medicine catalog, as amended from time to time, that describe requisite course work, electives, and examinations that must be completed successfully prior to graduating from the College of Medicine. Those requirements are incorporated in this policy by reference.
12. “Student Appeals Committee” will mean that committee established pursuant to the Bylaws of the University of Arizona College of Medicine, which will consist of three (3) elected members of the College of Medicine general faculty, two of whom (2) will be clinical faculty and one (1) who will be a member of the basic science faculty, and two (2) alternates, one of whom will be a clinical faculty member and one of whom will be a basic science faculty member. Committee members will serve two-year staggered terms. No member of the Student Appeals Committee will serve simultaneously as a member of the Student Progress Committee. Student Appeals Committee members will have served as members of the Student Progress Committee for at least one academic year.
13. “Student Progress Committee” or “Committee” will mean that committee established pursuant to the bylaws of the University of Arizona College of Medicine, which will consist of eight members from the voting faculty, four (4) of whom will be members of the clinical faculty, and four (4) of whom will be members of the basic science faculty, one student from each of the classes, and one student alternate from any class. An alternate will be chosen from the faculty by the Chair of the Student Progress Committee in the event that fewer members than are required to comprise a quorum are available for consideration of any matter.

The Associate Dean for Student Affairs will act as liaison between the Committee and the Administration and will sit with the Committee without a vote during its deliberations. The Associate Dean for Student Affairs’ Office will supply the Committee with properly collated

records of each student the committee reviews to assist with that review. A request for such records will be deemed to serve a legitimate educational interest.

14. "Quorum" will mean a majority of members of any Committee present at a hearing at which action is taken. To conduct business under these policies, a quorum must be present at the beginning of any hearing and must remain throughout the proceedings until a final decision is made.

B. Documentation and Notice to Student.

1. In all cases in which the College of Medicine takes either academic or disciplinary action against a student, an Associate Dean for Student Affairs will give notice to the student of that action in writing within five (5) working days of taking such action and will advise the student of his/her right to respond to any allegations and to meet with the Student Progress Committee or Student Appeals Committee
2. The notification will describe the specific action taken, including names of any course(s) failed, and any specific charges or incidents alleged giving rise to a decision to take action. In a case of a summary suspension where the suspension precedes notification to the student, the notice will include the reasons notice could not be given prior to implementing the suspension. Although a suspension will be effective when imposed, all time periods under these rules start to run once the student has received written notice of the decision.

C. Student Progress Committee.

1. Jurisdiction. The Committee will have original jurisdiction to consider all matters related to students' progress except automatic dismissals, and all cases of unsatisfactory academic performance or disciplinary issues, except dishonest scholastic work, which will be referred first to the College Honor Code Committee. In such cases, the Honor Code Committee will conduct its proceedings in accordance with rules of procedure for that Committee. Following disposition, decisions will be reviewed by the Student Progress Committee, in accordance with the procedures set forth below. Its responsibilities will include, without limitation:
 - a. Reviewing the performance of each student at least once a year
 - b. Reviewing the performance of any student who is brought to the attention of the Committee by either the Dean's Office or the Associate Deans for Student Affairs because of academic performance or disciplinary matters in order to prescribe appropriate action;
 - c. Considering the circumstances surrounding and determining actions for students who either fail a course (or courses) or who fail successfully to pass Step 1 or Step 2 of the USMLE ;
 - d. Reviewing decisions related to automatic dismissals under the provisions of paragraph E. below, if a student appeals that decision;

- e. Considering any other referral to the Committee where a student's progress toward graduation is in jeopardy or where his/her behavior warrants consideration by the Committee;
- f. Considering requests for leaves of absence and determining any conditions upon which students will be permitted to return from such leaves. Requests for leaves of absence will be governed by other policies in force within the College of Medicine.

2. Functions and Authority of Committee. The functions of the Committee, without limitation, are:

- a. To certify that a student has met the criteria for graduation and for receipt of an M.D. degree;
- b. To consider and prescribe actions when students fail to meet the criteria for continued enrollment according to academic and non-academic requirements. The Committee will draw up specific charges and will prescribe a plan of remediation for such students or order dismissal from the College of Medicine
- c. To review justification for academic and disciplinary actions, including, without limitation, plans of remediation, removal of a student from class, suspension, or dismissal;
- d. To make regarding grade appeals;
- e. To require attendance of students to meet with the Student Progress Committee regarding any matter falling under its jurisdiction.

3. Review of Students' Progress. The Student Progress Committee will review each student's progress as follows:

- a. Students in Years 1 and 2: At the end of each semester, an Associate Dean for Student Affairs will give a report to the Student Progress Committee concerning the performance of all first- and second-year students during that semester;
- b. Students in Year 3: At the beginning of the second semester of the third year, the Student Progress Committee will undertake a complete review of all third-year students;
- c. Students in Year 4: An Associate Dean for Student Affairs will meet with all fourth-year students in preparation for their Dean's letters and will conduct a complete review of the students' academic records. An Associate Dean for Student Affairs will advise the Committee of the results of these meetings;
- d. The Student Progress Committee may request students to appear before it to address academic or disciplinary issues that have been brought to the Committee's attention.

4. Student Progress Committee Procedures.

- a. When the Student Progress Committee takes any action against a student, whether disciplinary or academic in nature, it will notify the student of such action within five (5) working days of taking such action.
- b. The student will respond in writing to the allegations or action taken no later than five (5) working days following receipt of notice unless the student requests and is granted an extension of this period from an Associate Dean of Student Affairs, based upon good cause. The response will be submitted to the Chair of the Student Progress Committee. If a student fails to respond to the allegations or fails to attend a hearing of the Student Progress Committee, s/he will forfeit his/her right to respond regarding the alleged action or discipline, unless s/he can demonstrate that an extraordinary circumstance prevented his/her appearance. If the student fails to respond or to appear, the Student Progress Committee may proceed on the matter as set forth below and failure to appear before the Committee may be considered in making decisions regarding the student.
- c. Hearing Process for Student Progress Committee. For any action for which a student may request a hearing with the Student Progress Committee, the following procedures will apply.
 1. Except for requests for hearings to consider summary suspensions, a student must submit a request to meet with the Student Progress Committee at the time s/he submits his/her response to the allegations or action taken. The time for requesting a hearing may be extended for good cause.
 2. The Committee will notify all parties of the date, place and time of the hearing at least twenty (20) days prior to such hearing unless the parties mutually agree to a different date or disposition of the matter. Any matter upon which a student has requested a hearing may be resolved by stipulation, agreed settlement, consent agreement or default.
 3. The Committee, upon request of the student, will preclude witnesses from attending the hearing in whole or in part, except when such witnesses are testifying before the Committee.
 4. The student may be assisted at the hearing by an advisor, including an attorney. If an attorney, the attorney may represent the student at any hearing conducted under these procedures. If a student engages an attorney to represent him/her at the hearing, the Associate Dean for Student Affairs also may be represented by counsel to prosecute the matter before the committee. The Committee may have legal counsel advise it regarding procedural matters at all hearings.
 5. The chair of the Student Progress Committee may issue subpoenas for the attendance of witnesses and for the production of books, records, documents and other evidence and has the power to administer oaths. Unless otherwise provided by law or University rule, subpoenas so issued will be served and, upon application to the court by a party or the University, enforced in the manner provided by law for the service and enforcement of subpoenas in a civil action. On application of a party or the University and for use as evidence, the chair of

the Student Progress Committee may permit a deposition to be taken, in the manner and upon the terms designated by him/her, of a witness who cannot be subpoenaed or is unable to attend the hearing. Prehearing depositions and subpoenas for the production of documents may be ordered by the chair of the Student Progress Committee, provided that the party seeking such discovery demonstrates that s/he has reasonable need of the deposition testimony or materials being sought. All provisions of law compelling a person under subpoena to testify are applicable. Fees for attendance as a witness shall be the same as for a witness in the superior courts of the State of Arizona, unless otherwise provided by law or rule. Notwithstanding the provisions of A.R.S. § 12-2212, no subpoenas, depositions or other discovery shall be permitted in contested cases except as provided by University rule or this paragraph.

6. The Chair of the Committee will advise all participants at the start of the hearing regarding the manner in which it will be conducted. The hearing will proceed in the following order:
 - a. An Associate Dean for Student Affairs will first present evidence supporting the action taken.
 - b. The student then may present evidence to refute or mitigate the charge or to explain the basis for the failure to progress.
 - c. The Chair will admit any evidence that s/he considers relevant and reliable, but may limit the amount or character of the evidence presented, excluding irrelevant, repetitive or immaterial evidence. The Chair may limit, in his/her discretion, the length of the hearing, taking into consideration the need to provide an appropriate amount of time for all parties to be heard. The Committee will consider all information it receives, whether orally or in writing, relevant to the action taken against the student or about which the student has sought review. Either the student, an administrator, or the Committee may call, examine, an cross-examine any witnesses. The Committee may develop facts relevant to the issues. The rules of evidence that apply in courts of law will not apply to hearings with the Committee.
 - d. After the student's presentation, additional evidence may be admitted by the Student Progress Committee at its discretion.
 - e. Following the presentation of all evidence, an Associate Dean for Student Affairs or his/her attorney, if applicable, may present a closing statement summarizing the evidence presented. The student or his/her attorney may then present a closing statement.
7. Upon request either by the student, an Associate Dean for Student Affairs or the Student Progress Committee, the proceedings before the Student Progress Committee will be tape or stenographically recorded. Any evidence received will be marked appropriately. For example, evidence presented by the Administration of the College of Medicine will be marked as Exhibit "#"

Administration; students' exhibits will be marked as "Exhibit #" Name of Student. The taped proceedings will be made available to the Student Appeals Committee should the student appeal any decision of the Student Progress Committee. If the student desires a transcription of the proceedings before the Student Progress Committee, s/he will be responsible for any costs of transcription.

8. The Committee will make a decision in writing within five (5) working days after the conclusion of the hearing, founded solely upon the evidence presented at the hearing. If the matter being considered by the Student Progress Committee is based upon a decision of an administrator, it may affirm, reverse, amend or modify that decision. The findings of the Committee must be based upon a preponderance of the evidence presented at the hearing. The Committee's report will include a summary of the evidence and the reasons for its findings of fact, conclusions, and decision, including any sanctions it imposes. The Chair of the Committee will provide a copy of its findings and decision to the student and to an Associate Dean for Student Affairs. Unless a student seeks review of the decision of the Student Progress Committee by the Student Appeals Committee as provided below, the decision by that Committee will be final.
9. If, after the hearing by the Student Progress Committee, a student discovers evidence that could not have been discovered and provided to the Student Progress Committee at the time of the hearing, s/he may not submit this information to the Student Appeals Committee on review, but first must request that the Student Progress Committee consider such evidence within the time to request an appeal. The Chair of the Student Progress Committee will decide whether such evidence could not have been presented earlier, whether such evidence is relevant, and whether, if such evidence had been considered, it would have changed the decision. If the Chair believes the information should be received, s/he will reconvene the Student Progress Committee within five (5) working days to consider this new evidence and the Committee will thereafter render its decision as set forth above. If the Chair determines that such evidence will not be received, s/he will notify the student and the student will be permitted to submit his/her request for appeal in accordance with these procedures, within the time set for requesting an appeal after a final decision by the Student Progress Committee, but will not be permitted to submit any new evidence to the Student Appeals Committee.

D. Student Appeals Committee.

1. Jurisdiction. Except for cases in which a Student Progress Committee's decision is not subject to appeal as set forth below, a student may appeal a final decision of the Student Progress Committee to the Student Appeals Committee.
2. Grounds for Appeal.
 - a. A student may appeal any action for which an appeal is provided in this policy to the Student Appeals Committee on any of the following grounds:

1. The Student Progress Committee did not conduct the hearing in a manner substantially consistent with the procedures set forth in this policy, abused its discretion, or acted arbitrarily or capriciously;
2. Misconduct by the Committee or the prevailing party;
3. Accident or surprise which could not have been prevented by ordinary prudence.
4. Material evidence, newly discovered, which with reasonable diligence could not have been discovered and produced at the hearing.
5. Error in the admission or rejection of evidence, error in the charge to the Committee, or other errors of law occurring at the hearing or during the progress of the action.
6. The findings by the Student Progress Committee were not supported by a preponderance of evidence as disclosed by the record or is contrary to the law;
7. The decision is the result of passion or prejudice;
8. If the appeal is from a decision to impose discipline, the student's conduct does not constitute misconduct as defined in this policy;
9. The sanction imposed by the Student Progress Committee was arbitrary or capricious.

b. Procedure and Disposition

1. The student must submit his/her notice of appeal in writing, and deliver it to the Chair of the Student Progress Committee within ten (10) working days after the decision is mailed to the student by the Student Progress Committee. The notice must specify the grounds for appeal. Upon receipt of an appeal, the Chair of the Student Progress Committee will arrange to have a copy of any records, including any tapes or transcripts of the proceedings, if the student requests that such be made, and any documentary evidence made before it, delivered to the Student Appeals Committee for deliberations.
2. The Student Appeals Committee will review those aspects of the hearing with the Student Progress Committee relevant to the specified grounds for appeal and may, at its discretion, call upon the student to appear to answer any questions. The Student Appeals Committee also may request that a member of the Student Progress Committee appear to answer any questions. In no event will a student be permitted to submit new evidence to the Student Appeals Committee or to reargue the case presented to the Student Progress Committee.
3. The Student Appeals Committee may affirm the decision of the Student Progress Committee; or reverse the decision, in whole or in part, if it finds that, under the facts, a reasonable decision-maker could not have come to the same conclusion reached by the Student Progress Committee; or remand the matter to the

Student Progress Committee for further proceedings. The Student Appeals Committee may not increase the severity of any sanction imposed by the Student Progress Committee. The Student Appeals Committee will state, in writing, the grounds upon which its decision is based and will provide a copy of the decision to an Associate Dean for Student Affairs, the Chair of the Student Progress Committee and to the student.

4. The decision of the Student Appeals Committee will be final except for any further review required under the Student Code of Conduct adopted by the University of Arizona.

E. Academic Dismissals and Failure to Progress.

I. Automatic Dismissals.

- a. Regular Students. An Associate Dean for Student Affairs will dismiss any student who fails one course for a second time or fails three (or more) courses in medical school. When an Associate Dean for Student Affairs orders dismissal, s/he will notify the student within five (5) working days of receiving verification that the student has failed and either has pursued a grade appeal and lost such appeal, or that the time for pursuing a grade appeal has expired and the student has failed to pursue the grade appeal. The notice will contain the names of the courses the student failed. A student may appeal such dismissal to the Student Progress Committee within five (5) working days of receiving notice in accordance with the procedures set forth in paragraph C above; however, the decision of the Student Progress Committee will be final and not subject to further appeal. For purposes of this paragraph, an Associate Dean for Student Affairs will consider a student to have failed a course even if the student subsequently passes the course, unless the student successfully pursues a grade appeal and receives a passing grade within the time frames established by these procedures.
- b. Transfer Students. An Associate Dean for Student Affairs will dismiss any student who transfers during the clinical sciences portion of the curriculum and who fails one course for the second time or fails two (or more) courses in medical school, in accordance with the procedures set forth in paragraph E.1.a. above. The student may appeal this order to the Student Progress Committee within five (5) working days of receiving it, in accordance with the procedures set forth in paragraph C. above; however, the decision of the Student Progress Committee on this issue will be final and not subject to further appeal. For purposes of this paragraph, an Associate Dean for Student Affairs will consider a student to have failed a course even if the student subsequently passes the course, unless the student successfully pursues a grade appeal and receives a passing grade within the time frames established by these procedures. Failures incurred prior to the student's transfer to the College of Medicine will not be considered.
- c. Failure of the USMLE. The Committee will review any case in which a student either fails to meet the schedule for taking the USMLE, fails any part thereof, or fails to pass the examination within the time frames set forth in the Requirements of Graduation. A student may appeal a dismissal based on such failure(s) to the Student Progress Committee within five (5) working days of receiving notice, in accordance with the

procedures set forth in paragraph C above; however, the decision of the Student Progress Committee on such issue will be final and not subject to further appeal.

2. Failure to Progress. If a student fails a single course or fails to progress academically, an Associate Dean for Student Affairs or Dean may recommend to the Student Progress Committee that it dismiss the student or that it consider remedial measures. In such cases, the Committee will provide notice of its actions to the student as set forth above, and advise the student that s/he may request a hearing with the Committee in accordance with paragraph C.4. above. The Committee will have discretion to order any other action it deems appropriate, including, but without limitation:
 - a. Requiring the student to take preparatory courses or tutorials to enable the student to pass a particular course, the USMLE, or the OSCE;
 - b. Requiring a student to repeat a course (or courses) or an entire phase of the curriculum;
 - c. Requiring a student to take a leave of absence of specified duration;
 - d. Invoking probation with a date for review and/or removal of probation;
 - e. Ordering a plan of remediation.

A student may appeal such decision to the Student Appeals Committee.

F. Disciplinary Dismissals and Other Disciplinary Action.

1. Misconduct. If any individual reports to the Dean, an Associate Dean for Student Affairs, or the Student Progress Committee that a student has engaged in misconduct other than academic dishonesty, the Student Progress Committee will provide notice to the student of the charges and will convene a hearing to determine whether to impose sanctions. If, after the hearing, the Student Progress Committee concludes that the student engaged in misconduct, it may order, among other things, suspension, reclassification, or dismissal of the student. Any hearing conducted pursuant to the section, will follow the procedures set forth in paragraph C.4.c. above.
2. Interim Action/Summary Suspension.
 - a. If an Associate Dean for Student Affairs receives reliable and detailed information indicating that a student has engaged in misconduct that supports a conclusion that his/her continued presence on the University campus poses a threat to the health, safety and welfare of the student, other persons or property, or involves serious disruption of the educational or professional process of the University, University Medical Center or any facility to which a student may be assigned, an Associate Dean for Student Affairs may summarily suspend the student for an interim period prior to resolution of a disciplinary proceeding.
 - b. When the student receives notice that s/he has been summarily suspended, s/he will have five (5) working days within which to request a hearing with the Student Progress Committee to challenge the suspension unless the student requests and is granted an

extension of this period from an Associate Dean of Student Affairs, based upon good cause. The student will submit a request for a hearing to the Chair of the Student Progress Committee and will include a written response to the allegations giving rise to the suspension and any reasons the student believes the suspension should be lifted pending a decision on the underlying disciplinary matters. If the student does not request a hearing, the summary suspension will remain in force until the disciplinary action is resolved.

- c. Within five (5) working days of receipt of a request for a hearing, the Student Progress Committee will convene to consider the basis for the summary suspension and will decide whether to continue the suspension pending resolution of the underlying issues. If the student does not request a hearing, the Student Progress Committee nevertheless will meet to determine whether the suspension should continue and what, if any, disciplinary charges should be brought against the student.
 - d. If the Student Progress Committee decides to continue the suspension and initiates disciplinary action, or lifts the suspension, but proceeds with disciplinary action, the Chair of the Student Progress Committee will notify the student immediately that s/he has a right to respond to the allegations or disciplinary action taken and to request a hearing with the Committee. Such request must be submitted within five (5) working days of the notification of the decision to continue the suspension or proceed with disciplinary action, unless the student agrees to a later date. The student's request for a hearing before the Committee will be in writing, and will contain any documentation supporting his/her position or refuting the basis for the disciplinary action.
 - e. Hearings related to summary suspension and continuation of suspension or other discipline imposed as a result of the misconduct leading to the suspension will proceed in the manner set forth in paragraph C.4.c. above. The student may appeal decisions of the Student Progress Committee to the Student Appeals Committee .
3. Removal of Student From Class. A faculty member has the right to prevent a student from attending class if, in the opinion of the faculty member, the presence of the student is disruptive to the educational process.
- a. The faculty member who has made such a determination will notify the student, an Associate Dean for Student Affairs, and the Student Progress Committee, in writing, within two (2) working days of deciding to remove the student, informing them of the reasons for the decision.
 - b. An Associate Dean for Student Affairs will meet with the student and the faculty member within two (2) working days after receipt of such notification. An Associate Dean for Student Affairs will attempt to settle the problem between the faculty member and the student. If the parties do not successfully resolve their issues, an Associate Dean for Student Affairs will refer the matter to the Student Progress Committee.
 - c. If a student's removal from class is referred to the Student Progress Committee, the Student Progress Committee will schedule to meet with the student and the faculty member within five (5) working days of the referral, and thereafter communicate its decision to an Associate Dean for Student Affairs within five (5) working days from the

date on which the Student Progress Committee met to discuss this issue. If the Committee determines that the student no longer should be excluded from class, it will notify the faculty member, an Associate Dean for Student Affairs and the student of its decision, and the student will be permitted to return to class without prejudice. If the Committee determines that the student should be removed permanently from class, it will advise an Associate Dean for Student Affairs of its decision, in writing, regarding the manner in which credit, if any, will be awarded to the student for the time the student has spent in the class, or any alternative means by which the student may receive credit for the class. The Student Progress Committee's decision will be final and will not be subject to further review.

- G. Grade Appeals. If a student believes that s/he has been awarded a grade for a course that does not adequately represent his/her performance in the course, the student may appeal the grade. Although students of the University may be afforded longer periods of time within which to pursue and resolve grade appeals, the College of Medicine recognizes that, because it has an obligation to the public, as well as to its students, decisions regarding grade appeals need to be made on an accelerated basis. In order to satisfy both the needs of the students, as well as the need to ensure quality of care rendered to patients interacting with students, the following timetable for addressing grade appeals applies.
1. Within ten (10) working days of receipt of his/her grade in a course, the student will confer with the faculty member who awarded the grade, stating the basis upon which s/he believes s/he should have been awarded a higher grade. The faculty member will review the grading process with the student and explain to the student how the faculty member determined the student's grade, or s/he may change the grade.
 2. If the student and faculty member are unable to agree during this meeting, the student will write a letter to the faculty member's department head stating the basis upon which s/he believes s/he should have been awarded a higher grade. The department head will, within five (5) working days thereafter, review the grade and the student's explanation of why the grade should have been higher, and will meet with the faculty member, if necessary. The department head will, within five (5) working days thereafter, write a letter to the student and to the faculty member advising whether s/he agrees with the original grade or believes that the grade should be raised.
 3. In the event that the student remains dissatisfied with the grade or the faculty member is dissatisfied with the decision of the department head, either may submit a written appeal to the Chair of the Student Progress Committee. The appeal must be submitted no later than five (5) working days from the date the student or faculty member receives notice of the department head's decision. The appeal will contain a written statement of the reasons for the requested action. The procedures for review before the Student Progress Committee follow:
 - a. Upon receipt of the request for appeal, the Committee will schedule to meet separately with the student and the instructor within five (5) working days of receiving the appeal. The Committee will interview any other persons it determines may have relevant information regarding the matter, and then meet with the student and faculty member together in an attempt to settle the dispute within five (5) working days of concluding its interviews.

- b. The Committee will write a report containing its decision and will provide copies to the student, the faculty member, the department head, and an Associate Dean for Student Affairs. The Committee's decision will be final.

H. Student Records Access.

1. The Family Education Rights and Privacy Act of 1974. In order to evaluate properly a student's progress, the Committee or its individual members may need to review a student's academic records. Access to these records, whether written or contained on any other media, including electronic media, will be governed by the provisions of the *University of Arizona Policy on the Release of Student Information as Set Forth by the Family Educational Rights and Privacy Act of 1974* (Revised December 1984), as set forth in the *University Handbook for Appointed Personnel*, Appendix D. All access to records made pursuant to the mandates of these policies will be deemed to serve a legitimate educational purpose.
2. Requests for Access. All other requests for access to student records in The University of Arizona College of Medicine that fall under the provisions of Section II.A.1. of the *University of Arizona Policy on the Release of Student Information as Set Forth by the Family Educational Rights and Privacy Act of 1974* will be reviewed by a College of Medicine Associate Dean for Student Affairs to ensure:
 - a. That there is a legitimate educational interest to receive access to the information; and
 - b. That only relevant and specific parts of the records may be accessed; and
 - c. That student confidentiality is preserved; and
 - d. That an appropriate record of such access is maintained.
3. Faculty or other administrators seeking access to student records, whose access has been denied by an Associate Dean for Student Affairs, may appeal that decision within five (5) working days of having been denied access to the Student Progress Committee. The Student Progress Committee will consider whether the request by the faculty member or administrator serves a legitimate educational interest, and, if so, whether and under what conditions such access should be permitted. The decision of the Student Progress Committee on this issue will be final and not subject to further review.

REQUIREMENTS FOR GRADUATION

The Student Progress Committee has the responsibility to monitor and evaluate student performance and to make decisions appropriate to each individual case. The Committee is charged with reviewing the record of each student at least once each year. The purposes of such review are: to identify academic performance or behavioral problems sufficiently early to recommend appropriate action to: remediate current academic problems; to prevent future problems; to make appropriate decisions with respect to students who fail a course (or courses); and to take appropriate action in cases where students engage in misconduct that violates Arizona Board of Regents, University of Arizona or College of Medicine rules, or that would be considered either unprofessional or unethical according to the standards guiding the medical profession, including any conduct or practice that is or might be harmful or dangerous to the health or safety of the student, a patient or the public.

The Student Progress Committee and the Student Appeals Committee are guided by certain policies and procedures, which are on file in the Office of the Associate Deans for Student Affairs, and which will be made available to students desiring copies of this document. All actions taken by the Student Progress Committee and Student Appeals Committee are prescribed by those policies, which are incorporated in this policy by reference.

To qualify for graduation:

1. A student must pass all required courses, as well as the requisite number of elective units, as set forth in the College of Medicine catalog; must comply with the provisions in the Policy and Procedures for Student Progress and Appeals of Academic and Disciplinary Decisions; and must fulfill these Requirements for Graduation, all of which may be amended from time to time.
2. A student must pass USMLE Step 1 and Step 2 prior to graduation.

Step 1

All students must take Step 1 by June 30 after completing basic sciences course work and before starting clerkships. A student who fails Step 1 must meet with the learning skills specialist and an Associate Dean for Student Affairs and develop a study plan within two weeks of being notified of the failure. This must be done after each failure. The study plan must be submitted to and approved by the Student Progress Committee. If a student fails, s/he may continue in third-year clerkships if approved by the Student Progress Committee. A student who has failed must take Step 1 for a second time, and for a third time if necessary, before June 30 of the next year. If a student has not passed before the beginning of July of the next year (approximately one year from the date of the first attempt), the student must cancel all remaining clinical rotations/electives until s/he passes. The student will remain enrolled through supplemental registration until s/he has passed the exam.

A student will have five attempts to take and pass the exam within two years after the first failure. If a student fails the USMLE Step 1 six times, an Associate Dean for Student Affairs will dismiss the student from school. The student may appeal this decision to the Student Progress Committee in the same manner that an appeal of an automatic dismissal would be permitted under the *Policy and Procedures for Student Progress and Appeals of Academic and Disciplinary Decisions*.

Step 2

All students must pass Step 1 before taking Step 2 Clinical Knowledge (CK), and must take Step 2CK by November of the senior year. A student who fails Step 2CK must meet with the learning skills specialist and an Associate Dean for Student Affairs and develop a study plan within two weeks of being notified of the failure. This must be done after each failure. The study plan must be submitted to and approved by the Student Progress Committee. If a student fails, s/he may continue clerkships/electives. Students must take Step 2CK for a second time and for a third time, if necessary, before the end of the academic year. If a student has not passed the exam by the end of the senior year, s/he may not graduate. A student will have five attempts to take and pass the exam within two years after the first failure. If a student fails USMLE Step 2CK six times, an Associate Dean for Student Affairs will dismiss the student from school. The student may appeal this decision in the same manner as permitted for dismissals following failure of the USMLE Step 1.

All students must also take the USMLE Step 2 Clinical Skills (CS) prior to graduation.

3. In order to graduate, medical students must take and pass the OSCE (Objective Structured Clinical Evaluation). A student whose score falls below two standard deviations below the mean on the examination will be considered to have failed. If a student fails the examination, s/he will be required to seek appropriate remedial assistance from the coordinator of Preparation for Clinical Medicine. The Coordinator of the Preparation for Clinical Medicine program will make a written report to an Associate Dean for Student Affairs of all students who fail the evaluation. The Coordinator will provide a written evaluation of the student's remedial work upon completion to an Associate Dean for Student Affairs to ensure that the deficiencies have been addressed adequately prior to graduation. If, upon review of the information, an Associate Dean for Student Affairs believes that the matter should be reviewed by the Student Progress Committee, s/he will bring the matter to its attention in accordance with the *Policy and Procedures for Student Progress and Appeals of Academic and Disciplinary Decisions*.
4. Other Factors Affecting Award of Degree. If the Student Progress Committee determines that other factors should be considered prior to recommending that a student receive his/her degree, it may do so. Some of these factors may include, but are not limited to:
 - a. Failure to meet the technical standards required of all students at the College of Medicine;
 - b. Misconduct, as defined in the *Policy and Procedures for Student Progress and Appeals of Academic and Disciplinary Decisions* including conduct that would be considered either unprofessional or unethical according to the standards guiding the medical profession, including any conduct or practice that is or might be harmful or dangerous to the health or safety of the student, a patient or the public;
 - c. Dishonest scholastic work.
5. Time Limitations: The curriculum of the College of Medicine is designed to permit students to complete their medical degree in four years. Requests for leaves of absence should be addressed to the Student Progress Committee, in accordance with policies on file with the

College of Medicine. Extensions of time to complete the curricular requirements will be addressed to an Associate Dean for Student Affairs who will act on the request. An Associate Dean for Student Affairs will then inform the Student Progress Committee about each extension. Students may appeal the decision of an Associate Dean for Student Affairs to the Student Progress Committee according to the rules set forth in the *Policy and Procedures for Student Progress and Appeals of Academic and Disciplinary Decisions*, which are incorporated in this policy by reference, which decision will be final.