

Leadership in Medicine Program Policy and Promotions PROBATION, DISMISSAL and APPEAL Guidelines July 2018

I. Overview

The Leadership in Medicine (LIM) program requires that students maintain an overall GPA and Math/Science GPA at or above certain levels established by the LIM Policies and Promotions committee (see Union College Academic Register for current requirements), and to make sufficient progress towards all program requirements while matriculated at Union College. Students are also required to complete a portfolio, which provides evidence of student engagement beyond the classroom, particularly concerning clinical exposure, leadership, service and healthcare management. The portfolio also provides students an opportunity to express themselves through a personal statement. The portfolio becomes the foundation for the American Medical College Application Service (AMCAS), which is submitted senior year.

The Leadership in Medicine Policy and Promotions (LIM P&P) Committee meets semi-annually to review student records. At each meeting, the committee reviews student progress and votes on changes to student standing in the program, which may include promotion to good standing, probation or dismissal from the LIM program. Voting membership of the LIM P&P Committee includes 8 committee members from Albany Medical College (AMC) and 8 committee members from Union College/ Clarkson University. In order to vote on any matters involving student standing, 9 committee members must be present. The committee votes on a simple majority basis.

Procedures for changes of standing in the LIM program before a LIM student matriculates at Albany Medical College are outlined below. Once a LIM student matriculates at Albany Medical College, these policies no longer apply, and AMC policies on student standing are applicable.

The following categories are recognized by the LIM P&P Committee to describe student standing in LIM program:

- a) Good standing: The student is currently meeting the requirements of the program at a satisfactory level of achievement.
- b) Probationary standing: The student is not currently meeting the requirements of the program at a satisfactory level of achievement, but is being given an opportunity to meet those standards by a particular date.
- c) Dismissed: The student has been dismissed from the LIM program.

II. Procedures for changes in standing due to failure to meet GPA standards:

At both semi-annual meetings of the LIM P&P Committee, each student's transcript is reviewed to monitor progress through required course-work and for evaluation of achievement of the GPA standards specified in the Academic Catalog. Students in good standing will be sent a letter indicating their status in the program within, on, or about ten (10) calendar days of the Committee meeting.

Should a student's GPA (in either Math/Science, or overall) fall below the specified standard for the first time, the committee may vote to place the student on probationary status. If probationary status is granted, the student will receive a letter from the Dean of Studies informing him/her of the change in standing within, on, or about ten (10) business days of the Committee's decision. The letter will specify the duration of the probation—that is, the date by which the student must achieve the specified GPA standard.

A student on probation whose record of achievement meets the specified GPA standard by the date indicated in the probation letter will be considered for removal of probationary status at the subsequent LIM P&P Committee meeting. Any change in status will be communicated in a letter sent by the Dean of Studies within, on, or about ten (10) calendar days of the Committee's decision.

A student on probation whose record of achievement does not meet the specified GPA standard by the date indicated in the letter may be dismissed from the LIM Program by a vote of the LIM P&P Committee at one of its semi-annual meetings. A student not on probation, but who is not meeting one or both of the GPA requirements and whose academic difficulties leave no realistic route to achieving the GPA standard, may be dismissed from the LIM Program without first being put on probationary status.

III. Procedures for changes in status due to other matters:

A student may be placed on probation due to failure to obtain sufficient clinical experience, or suitably complete their portfolio. Continued deficiency in these areas may result in dismissal from the LIM Program.

A Sub-Committee of the Leadership in Medicine Policy and Promotions (LIM P & P) Committee shall be formed to review incidents that resulted in institutional actions (as defined below), or deficiencies other than GPA deficiencies. The Sub-Committee will determine if the issue will be added to the next LIM P&P Committee meeting agenda using the process described below. The Sub-Committee will be comprised of three members of the LIM P&P Committee, one from Union, one from Clarkson, and one from AMC. The Sub-Committee will be ad-hoc and not established as a standing committee. The LIM Director will not be a voting member of the Sub-Committee. The process is as follows:

1. The Sub-Committee will take up any issue in one of the following areas, where issues are normally raised by the LIM Director.
 - a. Institutional Actions: At the end of each term, the LIM Director will request from the respective deans (Dean of Studies, Dean of Students) updates on any institutional actions (e.g., conduct code violations, academic violations) for all LIM students, where the appeal process is complete, and will forward to the Sub-

Committee any materials judged by the respective Dean to rise to the level of a concern regarding achieving success in the LIM Program. Institutional actions involving the assessment of at least four disciplinary points for a single infraction, grade reductions, or more severe penalties will always be subject to review by the Sub-Committee.

- b. Portfolio or AMCAS Discrepancies: The LIM director will also review with the Sub-Committee any discrepancy between a LIM student's sophomore or senior portfolio disclosure of institutional actions and the information received from the respective deans in previous terms or the current term where the portfolio language misrepresents the severity or significance of the student's action(s) or the institutional action(s).
 - c. Portfolio or AMCAS Deficiencies: The LIM Director will also review with the Sub-Committee (a) any serious deficiency or failure to complete a required element of the sophomore portfolio or AMCAS, including especially (b) any LIM student's record of core hours (clinical, tutoring, research, volunteer or other hours certified by the LIM Director) such that the LIM student is not on track to complete the minimum of 400 core hours by December of the senior year.
2. Unless there is a unanimous decision by the Sub-Committee with a quorum of all three members that the issue does not rise to the level of placing the LIM student in jeopardy of dismissal, the Sub-Committee will forward the issue to the LIM P&P Committee for consideration. Within, on or about five (5) calendar days of the Sub-Committee's decision, the LIM Director will send to the LIM student (a) the summary letter basis or grounds for the action, (b) a description of the procedures governing dismissals for disciplinary issues, and (c) copies of all of the materials associated with the disciplinary action(s), discrepancy or discrepancies on the portfolio, or deficiency with respect to clinical hours that will be forwarded to the LIM P&P Committee.
3. The LIM student will have one week (7 calendar days) from the date the summary letter and materials are sent to submit a letter responding to the grounds for dismissal and any attachments to the LIM P&P Committee, to be considered along with the items described above (a, b, and c under step 2). Materials are submitted through the Dean of Students secure online communication system. Students will not be permitted to present in person to the LIM P&P Committee. For institutional actions such that the appeal process has been exhausted and the action is part of the LIM student's record, the LIM P&P Committee will accept as factual the determinations of the respective disciplinary bodies. The LIM P&P Committee will consider the LIM student's explanation for the incident(s), the LIM student's explanation of any mitigating factors, and supporting material supplied by the LIM student that provides additional context for the incident(s). The LIM P&P Committee will also take into account the LIM student's record in the program to date.
4. When the LIM Director produces a summary letter or letters regarding a LIM student's institutional action(s) and/or a discrepancy in a LIM student's portfolio, s/he will add to the LIM P&P Committee agenda for the next regular meeting a vote on a LIM student's status in the program. The LIM Director will convey to the LIM P&P Committee both

the summary letter and attachments (from step 2, above) and any letter and attachments provided by the LIM student within one week (from step 3, above).

5. The LIM P&P Committee in its regular meeting may vote to (i) keep a LIM student in good standing, (ii) place a LIM student on disciplinary probation for a specified period of time, (iii) place a LIM student on probation for a specified period of time with stipulations, or (iv) dismiss the LIM student from the LIM program. This vote is governed by the normal procedures of the LIM P&P Committee. The LIM P&P Committee will notify the LIM student in writing of the decision, rationale for the decision, and terms of probation (if applicable) within, on or about ten (10) calendar days after the LIM P&P Committee vote. Disciplinary probation will be taken into account in any future deliberations regarding a LIM student's status in the LIM program. It is normally expected that LIM students on probation who have subsequent institutional actions will be dismissed from the LIM program.

IV. Procedures for reconsideration by the LIM P&P Committee

In the event that a student's standing in the program changes to "probation" or "dismissed" as a result of an institutional action, the student will be given the opportunity to respond to the committee's decision through a reconsideration process. Within ten (10) calendar days of receipt of the letter describing the committee's action, the student may provide a written explanation of the incident(s) or concern(s) that led to the committee's decision. That letter will be shared with the members of the LIM P&P committee, who will convene via conference call during the subsequent ten (10) calendar days to deliberate over the reconsideration. A quorum of the committee membership must be present for the deliberation. The committee's decision to uphold or reverse the change in standing will be communicated to the student within ten (10) calendar days of the deliberation.

In the event that a change in standing to "probation" or "dismissed" occurs due to clerical error in the calculation of GPA, the student should request a reconsideration of the dismissal based on erroneous grade information, according to the procedures described above.

V. Dismissal from the LIM Program and procedures for appeal:

Students dismissed from the LIM Program remain matriculated as Union College undergraduates and may apply for admission to Albany Medical College through the normal medical school application process. Any changes to a student's standing as a Union College student would be determined in accordance with policies and procedures that apply to Union College students.

In the event that the LIM P&P Committee votes to dismiss a student from the LIM Program for a reason other than failure to meet the GPA standards of the program, and that decision is upheld following reconsideration by the LIM P&P committee (if applicable), the student may exercise a right to appeal the committee's decision. Note that there is no appeals process for students dismissed from the program for failure to meet the published GPA standards.

A student may appeal the decision of the LIM P&P Committee to dismiss the student from the program within ten (10) calendar days of being notified of the decision for dismissal from the program, or upon notification that the committee has upheld a dismissal decision following reconsideration. Grounds for appeal should be limited to factors such as procedural violations and new information that was not available at the time the Committee's decision was made.

Appeals must be made in writing to the LIM Appeals Committee. The Vice President for Academic Affairs at Union College, the Vice Dean for Academic Administration at Albany Medical College, and the Associate Dean of Graduate Programs at Clarkson University's Capital Region Campus, plus two other AMC faculty members appointed by the Vice Dean of Academic Administration at Albany Medical College comprise the LIM Appeals Committee, with the Vice President for Academic Affairs at Union College serving as its Chair. No members of the LIM P&P Committee should serve on the LIM Appeals Committee. The appeal should be addressed to the LIM Appeals Committee Chair. The grounds for the appeal must be specified in the written statement. Evidence to support those grounds and a copy of the dismissal letter must also be included.

Although the LIM Appeals Committee will make an effort to resolve appeals in a timely manner, there is no time limit on the duration of the appeals process. However, it is expected that the process will be resolved by the next semi-annual meeting of the LIM P&P Committee. If the Committee exercises its discretion to hear the appeal, it may consider the written material submitted by the student, written documentation from the LIM P&P Committee, the student record and in some cases additional information collected by the Committee in connection with any formal hearing it may convene or any personal appearance by the student or any other person(s), the Committee or its designee(s) may decide to interview. The Committee may only consider the following questions to guide its deliberations:

1. Were the requisite sanction procedures followed appropriately up to the time of the appeal?
2. Is there any potentially useful evidence that was not available for consideration?
3. Was the sanction unreasonable?

The Committee may affirm, reverse, or modify the decision and/or may eliminate, reduce, or increase the sanction or refer the case back to the Leadership in Medicine Policy and Promotions Committee. Written notification of the decision will be mailed to the student's local address. The letter will come from the Chairs of the LIM Policy and Promotions Committee (AMC, Union College, Clarkson University) and the Chair of the Appeals Committee. There will be no further appeal.