

University Committee Policies Affecting Students

Academic Policy Guidelines for Consistency in Academic Progress:

Students are required to successfully pass each and every class in XUSOM. Transfer credit may be accepted if the credit adheres to ECFMG transfer credit policy. Transfer credit will be applied in accordance with the XUSOM curriculum. See www.ECFMG.org for details on transfer credit policy.

Students who academically fail one system will be promoted to the next term provided the student passes a re-examination given within the first week of the subsequent semester. If the student successfully completes the examination, the student will be promoted. A re-examination fee will be imposed regardless of pass/fail outcome and based upon re-examination attempts. The maximum final grade allowable for re-examination is 70% (Pass).

Students failing 2 or more systems in a semester may not be promoted to the next term.

The student will be placed on academic probation and will remediate both classes the following semester. For Med courses, students have to successfully complete the system-ending integrated exams to be promoted to the next term.

A student placed on Academic Probation will be required to pass (P) all assigned classes the following semester. Failure to Pass (P) all assigned classes will result in academic dismissal.

Students failing will be placed on academic probation and will be reviewed by the Promotions and Grievances Committee. The outcome of this review can be placement on academic probation and/or other academic remedies, which may include academic dismissal.

A class may not be attempted more than 3 times. If a student fails or withdraws from a class 3 times (including re-examination) the student is subject to dismissal.

Students have the right to appeal academic dismissal to the Promotions and Grievances Committee. (Please reference section "Promotions and Grievances Committee" below)

All Students are required to successfully pass the Standardized Comprehensive Basic Science Examination conducted by NBME and administered by XUSOM in order to register for the United States Medical Licensure Examination Step 1.

All medical students are required to complete the Basic Sciences within 3 years of admission to MD program. All medical students are required to complete the Clinical Sciences within 3 years of promotion or admission to the Clinical Sciences program. The maximum duration to graduate from the medical school is 7 calendar years. Exceeding these limits in the duration of medical education program may result in dismissal from the program, or the requirement to repeat some or all courses falling outside the specified limits of time.

Curriculum Committee

The Curriculum Committee is responsible for the content and format of the Academic Program.

The Committee is responsible for ensuring that the Academic Programs are up to date and relevant with regard to adequate preparation of students. It is the responsibility of the Committee to report all

recommended changes to the Chief Academic Officer. After review, the Board of Trustees are presented the recommendations for final action only for major curriculum changes. The Curriculum Committee shall meet at least twice every semester. The Curriculum Committee has different working groups to formulate, conduct and monitor active small group learning activities. It also has a quality assurance group which will monitor the quality of the academic program. The committee meets every week/two weeks with faculty members to ensure integration. Frequent meetings are also held with the block directors. There is a minimum of two student representatives to the committee to ensure greater student participation in the process.

Promotions and Grievances Committee

Xavier University maintains an on-going Promotions and Grievances Committee. The Committee shall consist of three to five (3-5) members:

In cases involving Basic Science students, the committee shall include the following three members:

- The Dean of Student Affairs
- Two Faculty members from the Basic Sciences Program
- Where required, Dean of Basic Sciences shall be requested to act as an ex officio, non-voting member

In cases involving Clinical Science students, the committee shall include the following additional members:

- Two Faculty members from the Clinical Sciences Program
- Where required, Dean of Clinical Sciences shall be requested to act as an ex officio, non-voting member
- In addition, the Clinical Chairs Committee shall serve as a subcommittee of the Promotions and Grievances Committee, and shall provide a recommendation for appeals involving any student in the Clinical Sciences.

The Committee has the power to subject students to the following disciplinary action:

- Dismissal from the School.
- Suspension from the School
- Probationary period of up to 12 Calendar Months.

The faculty members are elected by the full-time faculty and serve one year term. The Deans will not serve on the Promotions and Grievances Committee, but may attend meetings and provide information. The Committee will be chaired by the Dean, Student Affairs or his/her Appointee. All materials and discussions are confidential and will not be discussed by any member outside the meeting of the Committee.

All materials are returned to the Chair at the end of the meeting/hearing.

Responsibility

- The Promotions and Grievances Committee is in charge of: Hearing all appeals/grievances;
- Hearing cases of alleged unethical behavior within or outside the classroom and outside the school premises all disciplinary matters recommending resolution of appeals/grievances to the Dean or CAO.
- Decisions made by the Promotions and Grievances Committee can be appealed.

Procedures of the Committee

It is a recognized right of the student to be granted due process following any disciplinary action. Students have a right to appeal any adverse action.

The decision of the Chief Academic Officer will be final on all matters.

Referral/Appeal to the Promotions and Grievances Committee

- All matters to be addressed to the Committee, must be submitted in writing to the Chair of the Committee (promotionschair@xusom.com) and all materials must be fully documented.
- The statement must include a summary of not more than one typewritten page stating the specific policy or policies violated or the exact nature of the grievance, the specific actions upon which it is based, and the remedy being sought. Supplementary materials may be presented to support the grievance.
- Types of matters addressed by the committee:
- Violation of established academic policies and regulations (e.g. examination policies, advisory policies, registration policies, probation, dismissal, etc.);
- Violation of student's academic freedom;
- Failure to meet obligations to students;
- Arbitrary and capricious grading practices;
- Grievance related to ethical or behavioral violations or Sexual harassment;
- Appeal of being placed on Academic Probation or dismissal from the program.
- Disciplinary matters on and off campus
- Financial and procedural matters may not be appealed to the Promotions and Grievances Committee

The student shall discuss the grievance with the faculty member involved who shall attempt to resolve the grievance and shall render a written decision to the student promptly after receipt of the grievance. Copies of grievance shall also be forwarded to the Dean and the Promotions and Grievances Committee. The grievance should be presented in person to the faculty member involved as soon as possible after the grievant feels that an abridgement of the grievant rights has occurred, but in no case shall it be later than (5) working days following the grievant knowledge of the act, event, or commencement of the conditions which is the basis for the grievance, except in the case of final grades then no later than the fifth (5) day of the next semester. If the grievance is not resolved, the student may submit the grievance in writing, within five (5) working days of the grievant receipt of the decision of the faculty member involved, to the Promotions and Grievances Committee. Within five (5) working days of receipt of the appeal, the Promotions and Grievances Committee will schedule a hearing, notifying the student and the faculty member(s) of the time and place of the hearing (see hearing Procedure). In the case of a dismissal, the student must submit a written appeal outlining the reasons for the appeal to the Chair of the Promotional Committee within five (5) days of receiving the dismissal letter. Within five (5) working days of receipt of the appeal, the Promotions and Grievances Committee will schedule a hearing, notifying the student and the faculty member(s) of the time and place of the hearing through emails and telephone calls (see Hearing procedure). Students awaiting action on their dismissal appeal to Promotions and Grievances Committee may attend classes, however academic credit will only be granted if the appeal is granted.

Hearing Procedures

Prior to the hearing, the Chair of the committee shall notify the affected parties in writing, outlining the concerns before the committee. All written materials must be available to the committee members and affected parties forty-eight (48) hours before the hearing. The student shall notify the chair forty-eight (48) hours before the hearing who his/her advocate(s) will be.

Prior to the hearing, the student and involved parties have the right of access to information that will be used by the committee in the hearing.

All material(s) distributed at the hearing shall be returned to the chair of the committee at the conclusion of the inquiry. These materials will be stamped confidential and are not for distribution. The materials will be placed in a file in the office of the Associate Dean of Basic Science or his/her Appointee.

The Chair of the Promotions and Grievances Committee will ensure that all necessary packets of pertinent information are filed.

Having the right to question all participants on pertinent matters.

The student has the right to be present throughout the entire hearing, except during the deliberation and final recommendations of the committee. She/he has the right not to testify or appear, though the committee shall proceed with its deliberations and recommendations. However, at any time any of the committee members may request an executive session in which case, all non-committee members will be asked to leave.

Students may select an advocate to appear with the student at the hearing, the advocate may be a faculty member, staff member, or student. The advocate does not have deliberation privileges. Under no circumstances will legal counsel be permitted.

Witnesses may elect not to make verbal presentations, but rather submit a written statement that must be submitted to the chair seventy-two hours prior to the hearing giving the chair time to distribute to all concerned.

Once people are finished presenting collateral information, they will leave the hearing room. Recommendations of the committee will be by majority vote, though consensus will be sought.

The chair will send the student written notification within five (5) working days. A copy of the decision will be forwarded to the faculty advisor and Chief Academic Officer.

Appeals of the recommendation(s) made by the Promotional Committee must be instituted in writing within ten (10) working days of receipt of the Committee's recommendation to the Dean of Basic Science.

The appeal of the Committee's decision to the Dean must be in writing and must explicitly identify the basis for appeal

The decision of the Dean may also be appealed to the Chief Academic Officer whose decision is final.

If a student is dismissed from the program, he/she cannot enroll in or attend classes pending resolution of the appeal process.

Admission Committee at XUSOM Aruba

Description and Charge

1. The charge of the Admissions Committee is to select a sufficient number of well qualified students that best represent the mission of the XUSOM, Aruba
2. The Committee has the complete and final authority to evaluate and admit medical students.
3. The selection of students will be unbiased and not to be influenced by political or financial factors.
4. The Committee reports to the Deans (Basic Sciences and Clinical Sciences) and Chief Academic Officer

Membership

1. The admission committee is a standing committee. Members are recommended by the Deans and the Chief Academic Officer makes the appointment.
2. Committee members serve one-year terms and may be reelected with no maximum term of service.
3. Current committee members can be found on the website. www.xusom.com/admissions-committee

Duties:

1. The Chair will have authority of the committee and designate assignments as needed. The Chair will be the signatory on all acceptance letters and welcome the students to the University.
2. The Secretary will send out a call for meetings at minimum once a month and has the right to call meetings as needed. The secretary will take the minutes for the meeting and distribute the minutes to the committee prior to the next scheduled meeting. The Secretary is an interviewing member of the

committee. They will review applications and move forward those students that meet our qualifications to the interview process. The Secretary will review all acceptance and rejection recommendations from the faculty and make their recommendation to the Chair.

3. The Admissions Coordinators will be required to attend all meeting. They will review applications and move forward those students that meet our qualifications to the interview process. They will keep the committee aware of trends in applications, issues with applications, common questions from applicants, and general questions from prospective students.
4. Faculty members, including the Chair, are required to attend all committee meetings. Faculty members will be responsible for interviewing prospective students that have been recommended for interview by the Secretary and the Admissions Coordinators. Faculty members will complete a prospective student interview assessment and make their recommendation to the committee of acceptance, rejection, or defer. Faculty members will report back to the committee trends in interviews, issues or areas of improvement to the interview process, and recommend changes that will benefit the students and the University.
5. General members will be responsible for making recommendations to the committee, updating the committee on possible improvements based on feedback.

Actions:

1. The faculty members of the committee are responsible to interview each applicant, evaluate each interviewed applicant, complete file and send recommendation for admission or rejection.
2. The committee is responsible for periodic evaluation of the policies and procedures of admission and suggest changes

Procedures

- All applicants whose primary application has been verified by the admission staff in New York office, are invited to complete the application file.
- Applicants are assigned to two members of the admission committee for interview.
- The interviews may be by telephone, Skype, or in person at the office in Woodbury, New York or in Aruba.
- The faculty members use a standardized form to give a rating to each student. The scoring considers the academic qualifications, attributes and personal experience along with evaluation of personal statements and LOR.
- The members, each independently, review and render their decisions (accept, defer, or reject) and provide supporting comments.
- With a combination of acceptable GPA and acceptable interviews, the applicant is offered conditional acceptance
- Once accepted, the student is informed of the process of registration and travel to Aruba for the Basic Sciences
- Details of admission policies and procedures are published on the school website and included in the faculty handbook.

Appeals Against Decisions of Committees

All students have a right of appeal being placed on Academic Probation, decisions of the Promotions and Grievances Committee or any disciplinary action that may be taken against them. (See Hearing Procedures in the Promotions and Grievances Committee document).

Occupational Disclosure

Xavier University School of Medicine prepares students with the knowledge they need to be successful physicians. We cannot guarantee academic outcomes, residency placement, employment or salary.