

DEPARTMENT: Office of Student Affairs
NAME: Student Progress Committee
POLICY NUMBER:
OWNER: Office of Student Affairs
EFFECTIVE DATE: 06.30.2025

SCOPE

This policy applies to all students enrolled at the Meritus School of Osteopathic Medicine (MSOM).

PURPOSE

The purpose of this policy is to define the role, structure, and procedures of the Student Progress Committee in supporting student success while upholding MSOM's academic and professional standards. The SPC provides a fair and consistent process for reviewing student concerns, recommending outcomes, and ensuring accountability, while safeguarding student rights and promoting integrity, professionalism, and excellence in medical education.

POLICY

The Student Progress Committee (SPC) at the Meritus School of Osteopathic Medicine (MSOM) is established to uphold academic integrity and professional standards by reviewing cases involving academic deficiencies, violations of conduct, or other concerns that may impede a student's ability to progress through the program. SPC meetings are convened periodically and as needed. The SPC serves as a recommending body to the Associate Dean of Academic Affairs and/or Clinical Education. The Associate Dean will send the recommendations to the Dean, who retains final decision-making authority on all matters brought before the committee.

The SPC is responsible for reviewing both academic and non-academic concerns, including but not limited to repeated academic failures, marginal academic performance, violations of the Student Code of Conduct, unprofessional or unethical behavior, and breaches of institutional or clinical site policies. Cases may be referred to the SPC by faculty, the Office of Student Affairs, the Office of Academic Affairs, the Office of Clinical Education, or the Dean when a student's performance or conduct warrants formal review.

PROCEDURES

Upon referral to the SPC or SPC subcommittee, the chair may reach out to other relevant offices or officials for details regarding the student's case. A student whose case has been referred to the SPC will receive written notice of the concern under review, including specific details, at least five (5) business days prior to the scheduled hearing. Students are encouraged to prepare and submit a written response addressing the concern prior to the SPC meeting. Prior to the SPC meeting, the student is strongly encouraged to meet with the MSOM Office of Student

Affairs to better understand the SPC process and to ask for assistance in preparing for the SPC meeting or any questions they may have about the process. It is the student's responsibility to timely contact the MSOM's Office of Student Affairs for assistance in advance of the SPC meeting date and time.

During the meeting, the SPC will review all relevant documentation, hear directly from the student and any involved parties, and deliberate in a closed session. Legal counsel or any other form of representation on behalf of the student is prohibited during the SPC meeting. Following deliberation, the committee will formulate a recommendation to the Associate Dean. The Associate Dean will review and send his or her recommendations to the Dean. The Dean will have the final decision and will notify the student of the decision in writing.

A. SPC Outcomes

Following its review of a student's academic or professional conduct, the Student Progress Committee (SPC) or subcommittee may recommend a range of outcomes to the Associate Dean. These outcomes are intended to support student success, ensure academic standards, and uphold institutional policies and professionalism.

1. For academic concerns, outcomes may include, but are not limited to:
 - a. Course or clerkship remediation
 - b. Retake COMLEX
 - c. Repeat a semester/academic year
 - d. A modified course of study or delay in academic progression
 - e. Additional clinical requirements or academic support measures
 - f. Administrative Leave of Absence (LOA)
 - g. Referral for further evaluation or support services
 - h. Dismissal from the program
2. For non-academic concerns, including professional misconduct or violations of the Student Code of Conduct, outcomes may include, but are not limited to:
 - a. Verbal or written admonition
 - b. Loss of eligibility for leadership roles or campus privileges
 - c. Conduct or disciplinary probation
 - d. Administrative Leave of Absence (LOA)
 - e. Reflective assignment
 - f. Service-learning project
 - g. Dismissal from the program

All SPC recommendations are submitted to the Dean, who makes the final determination. Students may appeal the Dean's decision through the process outlined in the MSOM Grievances Policy.

B. Student Rights

Students appearing before the SPC have the right to be informed of the specific concern or allegation prompting the hearing and to present their perspective and supporting

evidence. All details regarding the case will be kept confidential to the degree possible and as is required by law. Following the Dean's decision, the student has a right to appeal the decision within five (5) business days by requesting a Grievance Hearing as outlined in the Grievances Policy. Grounds for appeal are limited to any new and compelling information that was not available to the SPC committee at the time of deliberation, which would have impacted the outcome of the matter. If the student does not appeal within the timeframe, the Dean's decision will be considered final.

C. Committee Membership

The SPC is composed of the Associate Dean of Student Services, a minimum of two faculty representatives from both the preclinical and clinical phases of the curriculum, and subcommittee chairs. A chair is appointed by the Dean to oversee the committee's operations as a non-voting member. A quorum requires a majority of voting members to be present. Any member with a conflict of interest must recuse themselves from the proceedings. At the discretion of the committee chair and with the Dean's approval, non-voting individuals may be invited to attend SPC hearings. Legal counsel or external representatives on behalf of the student are not permitted to participate in the process.

The SPC subcommittee is composed of the subcommittee chair for the appropriate academic year and select members of the SPC and/or additional non-SPC committee members as deemed appropriate by the chair of SPC.

D. Confidentiality and Records

All SPC proceedings are conducted in a confidential manner. Records of hearings, including supporting documentation and the committee's recommendation, are maintained in the Office of the Dean. Any resulting actions that impact a student's academic standing will be documented in the student's official academic record in accordance with institutional policy.

E. Final Authority

The SPC functions solely in an advisory capacity. The Dean will consider the SPC's recommendation but retains sole authority to determine final outcomes. Decisions made by the Dean may be appealed through the institution's established grievance process as outlined in the Grievances Policy.

RELATED PROCEDURES

Appeals and Grievances

Student Code of Conduct

MSOM Academic Catalog and Student Handbook