Meharry Medical College School of Medicine

Examinations and Grading System

Examinations are scheduled and coordinated centrally by the appropriate sub-committees of the Curriculum Committee.

The definitive evaluation of the student’s work is expressed by A, B+, B, C+, C, F, P, S, or U which appears on his/her official transcript and on the report form given to each student at the end of each semester. All preclinical and clinical departments are required to provide a narrative evaluation along with a letter grade for all students. All grades are to be submitted to the Office of Student and Academic Affairs within three weeks following receipt of subject board scores by the department.

The grade of incomplete (“I”) indicates: (1) that the student has satisfactorily completed at least three-fourths of the course, but, for legitimate reasons, a small fraction of the work remains to be completed; or (2) that the student's records indicate that he/she can obtain a passing grade, but that he/she lacks a specific requirement, such as the final examination, due to illness or some other unique or extraordinary circumstance beyond the student’s control.

A student receiving an “I” grade must complete all requirements prior to the end of the next semester so that a Change of Grade Form can be submitted to the Registrar by the due date for grades. If the requirements are not completed within the specified time, no credit will be given and the “I” grade will revert to an F.

For preclinical courses, the student is required to remove the ‘Incomplete’ grade within a length of time equal to the length of the course or the beginning of the next academic year. All incomplete grades received in clinical courses must be removed before the end of the next semester.

For clinical courses, upon receiving a second ‘Incomplete,’ the student will not be allowed to take additional clerkships until satisfactory grades are achieved in BOTH courses.

Any department submitting a Failing or Incomplete grade must submit a written description describing the nature of the deficiency. The faculty member/department awarding the “I” grade must complete the Agreement for Awarding/Removing “I” Grades Form. The form will specify what the student is to do to remove the “I” grade, as well as the dates for removal. The department chairman may elect, however, to submit a letter to the student in lieu of completing the form.

The faculty member and the student must sign the form. Both parties should retain a copy of the form with other copies transmitted to the department chairman, Associate Dean of the Office of Student and Academic Affairs, and Registrar. A copy of this form should also accompany the submission of grades.

Failure to remove the “I” grade within the prescribed time frame, or failure to comply with the conditions for removal will result in an “F” grade.
Change of Grade

A change of grade can be made only upon recommendation of the departmental chairperson with approval of the Executive Vice Dean for Student/Academic Affairs. A recommendation for change of grade must include appropriate reasons for the change requested.

GRADE APPEAL POLICY

Purpose
To provide students an opportunity to appeal a final grade.

Procedure
If a student wishes to appeal a final grade, he/she can do so through the following process:

First, address any question or concerns with the course/clerkship director. If this discussion does not resolve the issue, or if the course/clerkship director is no longer in residence or is otherwise unreachable, the student may then, appeal in writing to the chair of the department providing the final grade to attempt to mediate a resolution and make a recommendation. A chair cannot change a grade. If discussion among the student, course/clerkship director, and chair does not lead to a resolution, the student may appeal in writing to the Executive Vice Dean of Student and Academic Affairs. The Executive Vice Dean of Student and Academic Affairs may elect to mediate or to empanel an Ad Hoc Appeals Committee to investigate whether the grade should remain the same or be changed.

The Ad Hoc Appeals Committee shall be composed of three to five faculty members of the School of Medicine. The Committee will proceed under the assumption the course grade was justified; the burden of proof shall lie with the student and begins with the student submitting to the Committee a written statement delineating an argument supporting a change of grade. If the Committee members find the grade was not based upon academic and professional performance, they may submit a new grade to the Dean. In all cases, the Ad Hoc Committee’s recommendation shall be conveyed, in writing, within 10 days of the Committee’s decision to the student who initiated the appeal, the course/clerkship director involved, the Executive Vice Dean for Students and Academic Affairs, and the Dean. The Dean’s decision in all such matters is final.

PRECLINICAL GRADING

“I” Grade Policy Statement

During the first academic year, the awarded grade will be based upon the performance on internal examinations. The “I” grade will not be utilized for unsuccessful performance on the subject board. Students with a passing grade, but not passing the subject board will be allowed to progress to the next academic year, but will have to pass the subject board(s) before taking USMLE Step I. All repeat subject boards will be administered at the end of the second year following the Kaplan Review, if given. The passing level of all subject boards, course-associated and course-unassociated, is a standard score of 65.
Grades for Off Campus Courses

Students taking courses away from Meharry for remediation or for selectives/electives will be governed by the grading system (scale) of our institution or course. The grade will be accepted as submitted by the away institution and transposed to Meharry’s evaluation system. No more than two (2) preclinical courses can be remediated during the summer at an away institution. In the case of preclinical courses, students who pass a course taken away must also pass the respective subject board of that discipline at the level required by the Meharry department. Thus, if the student passes the away course and the NBME subject board at Meharry, the grade received will be that awarded in collaboration with the away institution.

SUBJECT BOARDS

In the preclinical years, all students must score a minimum of 65 (or a higher passing score as determined by the department, and if approved by the Curriculum Committee) on each NBME Subject Board offered in the preclinical years. Student eligibility to sit for subject boards in the preclinical years is determined by the department. Students failing the internal department examination component of a course, while passing the subject board, still fail the course. Successful passage of subject boards is not required for the completion of preclinical course requirements, but is required to sit for the USMLE Step 1 examination.

In the clinical years, all students must score a minimum of 60 (or a higher passing score as determined by the department, and if approved by the Curriculum Committee) on each NBME Subject Board offered in the clinical years. Successful passage of all subject boards is required for satisfactory completion of all MS3 clerkship requirements. Students failing to obtain a passing score on the clinical subject board will be given one (1) additional opportunity to take the examination after remediation. The type of remediation is at the discretion of individual departments. All incomplete grades must be removed prior to sitting for any of the USMLE Step examinations.
UNITED STATES MEDICAL LICENSING EXAMINATION

USMLE Step 1

The faculty of the School of Medicine utilizes the USMLE Step 1 as one of several variables in determining the academic progress of students.

Students will be permitted to take USMLE Step 1 only after successful completion of all pre-clinical (basic science) courses of the medical curriculum. Students who have registered but have not finished all pre-clinical course requirements including passage of all subject board examinations will be administratively withdrawn from the examination.

All students must pass USMLE Step 1 with the minimum national passing score before graduation. Any student withholding scores will not be allowed to continue their rotations(s) until official documentation of the passing score has been received from the National Board of Medical Examiners. Individual student scores will not be released to anyone unless prior written (notarized) approval is provided to the Associate Dean, Office of Student Academic Affairs. No scores will be communicated by telephone to anyone.

- Students will be allowed to take USMLE Step 1 for the first time in June following completion of the second year and will be allowed to register and commence third year clerkships in July once registration confirmation has been submitted. If the student passes the USMLE Step 1 at the national passing level, he/she will be allowed to progress through all clinical rotations.

- If a student fails to pass the USMLE Step 1 at the national passing level in June, the student will be required to retake the examination upon completion of the first rotation and follow an individually prescribed review program.

- If a second failure should occur, the student will be required to participate in the institutionally based board review program, or choose an approved external review program after completion of their scheduled clinical rotation. No student will be allowed to take any further clinical rotations after a second failure until passage of USMLE Step 1.

- If a student chooses an approved external review program, he/she must sign an institutional release document and provide documentation of external review program participation. Failure to provide documentation or to fully participate in the Meharry’s Pamela C. Williams Tutorial Society Program will result in administrative withdrawal from the USMLE Step 1 and/or dismissal.

- Students who have not passed USMLE Step 1 cannot progress through the third year nor can they participate in the National Residency Matching Program.

- Students may be permitted a maximum number of three (3) attempts to pass USMLE Step 1. Failure to pass in three (3) attempts will result in the student being dismissed from enrollment in the School of Medicine.
USMLE Step 2 CK and CS

All students planning to participate in the NRMP must sit for the USMLE Step 2 CK and CS at least once by December 1st of their fourth year.

Only those students who have successfully passed USMLE Step 1 and have completed all required MS3 clerkships will be allowed to take USMLE Step 2 CK and CS. The student must pass the MS4 OSCE prior to taking the USMLE Step 2 CS. Any student who sits for USMLE Step 2 without fulfilling the preceding requirements will be recommended for dismissal from the institution and/or withdrawn from the examination.

If a student is unsuccessful in passing either part of USMLE Step 2 after two attempts during their fourth year, he/she will be placed on an administrative extension of matriculation, for a maximum period of one (1) year. The student will be required to participate in either the institutional Pamela C. Williams Tutorial Society Program or an approved Board Review Program of his/her choice in preparation for USMLE Step 2 CK and/or CS. Upon passage, the student must present official documentation that he/she has passed USMLE Step 2 CK and/or CS to be eligible to receive the M.D. degree from Meharry Medical College.

Failure to present official documentation of the successful passage of USMLE Step 2 CK and/or CS by the end of the one year period of approved administrative extension of matriculation will result in the ineligibility to receive the M.D. degree from Meharry Medical College (i.e., no student who has failed to pass the USMLE Step 2 CK and/or CS after four (4) attempts will be eligible to receive the M.D. degree from this institution).

In order to participate in Commencement exercises, all students must have passed USMLE Step 1 and will have completed all course requirements no later than December 31st of the calendar year in which they participate. Receipt of the M.D. degree, however, is contingent upon official documentation of successful passage of USMLE Steps 1, 2 CK and CS.

ACADEMIC STANDING

A student at Meharry Medical College is in good academic standing if he/she is properly registered with the Office of Admissions and Records and is unencumbered by pending action of the Office of the Dean pursuant to recommendations from the Student Evaluation and Promotion Committee arising from academic or other difficulties.

Satisfactory Academic Progress

In order to remain in good standing, a student enrolled in the School of Medicine must maintain a cumulative grade point average of a minimum of 2.0 (C average). Any student who fails to maintain a cumulative academic average established by the School to be considered in good academic standing will automatically be placed on probation.

No student may remain on probationary academic status any longer than one (1) semester and must be counseled when any probation status is established by the Executive Vice Dean for Student and Academic affairs. No student will be allowed to remain on probation for more than two (2) semesters throughout his or her entire matriculation without being considered for dismissal by the Student Evaluation and Promotion Committee.
Depending on whether or not the student is permitted to enroll in the next regular semester or a subsequent semester, the time permitted for achieving the minimal cumulative grade point average or good academic standing will be limited to one academic year. Any exception to this policy must be justifiable and approved by the Student Evaluation and Promotion Committee and Dean of the School of Medicine with stated reasons for such exception. The academic policies established by the School of Medicine for evaluation of a student’s academic progress and standing, along with the judgment of the Dean as to the student’s aptitude and suitability for continued enrollment, will be weighed in arriving at a policy exception decision.

**Dean’s List**

This list is compiled by the Student Evaluation and Promotion Committee for approval by the Dean. A student shall be eligible for the Dean’s List at the end of each academic year if he/she uniformly does outstanding work. Students achieving a weighted grade point average between 3.50 and 4.00 for a given year’s curriculum shall be eligible for the Dean’s List for that year.

**Honors**

The Student Evaluation and Promotion Committee will choose students to be recommended for graduation with honors based on their entire scholastic record. A minimum cumulative GPA of 3.445 is required for consideration for graduation with honors. The Dean reviews the recommendations and determines the recipients of the honors and awards. The Committee’s action shall be based upon (a) the rules of the College, (b) the regulations of the School of Medicine, and (c) the conditions set forth by the donors of prizes.

An honor is designated by the Office of Admissions and Records and is only for graduation ranking.

- **Highest Honors** – 3.945 – 4.000
- **High Honors** – 3.745 – 3.944
- **Honors** – 3.445 – 3.744

Students may designate grades receiving “A” on Curriculum Vitae to denote they have excelled in a course.

**LEAVE OF ABSENCE**

A leave of absence is an interruption of the normal course of study requested by a student, requiring prior written approval by the Dean or his/her designee. A student’s leave of absence shall not extend beyond one calendar year. The official date of leave shall not antedate the date of the student’s request. An official leave of absence form must be processed and can be obtained from the Office of Student and Academic Affairs.

A leave of absence may be granted upon receipt of a written request for reasons of illness, personal and/or family exigencies, financial straits, emotional states, and other similar type situations. The Executive Vice Dean for Student and Academic Affairs may require documentation to accompany a request. If the situation is appropriate, the Executive Vice Dean for Student and Academic Affairs may place a student on an Administrative Leave of Absence. A student must request in writing termination of Leave of Absence for
reinstatement to active status. Extensions may be requested not to exceed one additional year. Failure of such requests will result in automatic dismissal.

WITHDRAWALS AND TRANSERS

Withdrawal from a Course

When a student wishes to withdraw from a course, he/she shall obtain the appropriate form from the Assistant Dean in the Office of Student and Academic Affairs.

A student will not be permitted to withdraw from a course except for unusual or extenuating circumstances beyond the student's control which make it impractical or impossible to complete the course. The Associate Dean for Student and Academic Affairs may require documentation to accompany a request for withdrawal. **Poor academic performance alone does not constitute sufficient basis for withdrawing from a course.**

Students permitted to withdraw from a course for medical reasons or other extenuating circumstances before sixty percent (60%) of the course is complete will have a “WA” (Withdrawal Administrative) entered on their transcript. The student must obtain the approval of the appropriate department head, the Associate Dean for Student and Academic Affairs, and file the approved form in the Office of Admissions and Records.

Withdrawal from the College

A student may withdraw from Meharry Medical College after filing an official Withdrawal Form with the Office of Student and Academic Affairs, and then having the form properly executed, by the Office of Admissions and Records. The student's total performance in all courses will be evaluated at the time of the requested withdrawal in accordance with the policies of the School. Grades for completed courses shall be recorded on the official transcript. Should the student seek to return to Meharry following withdrawal, a formal application must be filed with the Office of Admissions and Records and the regular application process followed.

Student Dismissal

**The School of Medicine reserves the right to dismiss a student at any time for violation of the student conduct policy, inadequate academic performance, and upon determination that a student is, for any reason, unfit to continue as a student or as a potential practicing physician.** When a student is recommended for dismissal by action of the Student Evaluation and Promotion Committee, the Executive Vice Dean for Student and Academic Affairs, will inform the student in writing within seven (7) working days of receipt of the Student Evaluation and Promotion Committee’s decision.

Request for Transfer from the School of Medicine, Meharry Medical College

All activities regarding transfers must occur through the Office of Student and Academic Affairs. Requests for letters of recommendation required for a transfer must be made in writing with a clear statement of the reasons for considering the transfer. Students must have a conference with the Executive Vice Dean for Student and Academic Affairs. Students must present written certification by the Treasurer’s Office that no outstanding
indebtedness to the College exists, before any letters of recommendation will be forwarded. Letters of recommendation will reflect the academic standing of the student only. Failure to comply with the requirements for transfer will result in non-concurrence with the transfer.

**STUDENT PROMOTION AND GRADUATION**

The Student Evaluation and Promotion Committee is responsible for monitoring the academic progress of all students. The Chairperson and members of this committee are appointed by the Dean.

The Committee meets at regular intervals during the academic year and monitors the progress of all students in concert with the Academic Support Services Committee. At the end of the academic year, the Student Evaluation and Promotion Committee reviews the annual progress of all students. Decisions are made concerning promotions and dispositions of students who encounter difficulty in their medical studies at that time.

After the completion of each semester and summer session, course grades are to be submitted within three weeks following receipt of the respective NBME Subject Board scores. Grades are submitted to the Office of Student and Academic Affairs and forwarded to the Office of Student and Academic Affairs. The Registrar provides the chairperson of the Student Evaluation and Promotion Committee with the appropriate grades for all students for all courses during that academic year. The chairperson of the Student Evaluation and Promotion Committee will convene a meeting of the membership of the Evaluation and Promotion Committee to review student progression records.

Every student’s record will be reviewed in detail. The review will include any known and significant extenuating circumstances that may have led to poor performance. After these reviews, the Committee will make its final decisions utilizing the guidelines that follow. The Student Evaluation and Promotion Committee’s decision need not be restricted solely to academic performance.

**POLICIES FOR ACTION OF THE STUDENT EVALUATION AND PROMOTION COMMITTEE**

- If at the completion of one academic year, a student has received a passing grade in all courses, the student will be promoted to the next level.

- No student will be promoted to the next academic level until completing requirements for the year in which he/she was enrolled.

- No student will be allowed to repeat an entire academic year more than one time throughout matriculation.

- If a student receives a grade of F in one or more courses which have total credit hours less than or equal to 11 credit hours within a given academic year, the student will be required to repeat the course(s) failed in either the summer or the academic year immediately following the failure.
- Any student receiving a grade of F courses totaling greater than or equal to 12 credit hours in the same semester will be recommended for dismissal from the School of Medicine due to poor academic performance.

- Any student receiving a grade of F in courses totaling 11 credit hours, but less than 22 credit hours in an academic year will be required to repeat the courses failed in the academic year following receipt of the failures, or, will be required to repeat the entire academic year based upon an assessment of the student's academic record and the recommendation of the evaluation committee. During the subsequent academic year, the student will be placed on academic probation, counseled, and reevaluated at the end of that academic year for removal of probationary status.

- Any student receiving a grade of F in courses totaling greater than or equal 22 credit hours in a single academic year will be recommended for dismissal from the School of Medicine due to poor academic performance.

- Any student receiving a grade of F in a course taken a second time will be recommended for dismissal from the School of Medicine due to poor academic performance.

- Any student failing to pass USMLE Step 1 after three (3) attempts will be recommended for dismissal from the School of Medicine.

**STUDENT EVALUATION AND PROMOTION COMMITTEE PROCEDURES**

The student will be notified in writing at regularly designated evaluation periods of any academic deficiencies by the Executive Vice Dean for Student and Academic affairs and the final grade(s) will be recorded in the Office of the Registrar.

Any department submitting a final grade of less than C for a student will be required to also submit to the Chairperson of the Student Evaluation and Promotion Committee a statement describing the details of the student’s failure and recommendation(s) for remediation.

In addition to the alphabetical grades which appear on all students’ transcripts, Student Evaluation Forms are required for all students and the completed forms must be submitted to the Office of Student and Academic Affairs at the conclusion of each course/clinical rotation along with the alphabetical grade, and a narrative statement regarding medical knowledge, professionalism, interpersonal/communication skills, and clinical performance/competency.

**PROCEDURES FOR REVIEW AND APPEAL OF ACADEMIC ACTIONS**

A student's academic status is determined by the appropriate Student Evaluation and Promotion Committee.

The process is as follows:

**Adverse Action:** Once the student evaluation and promotion committee (SEPC) or disciplinary committee decides that an adverse action should be taken against a student, the student is notified, and given an opportunity to respond, and has the right to appeal a
A student’s academic status is determined by the student evaluation and promotion committee. If an adverse action is recommended, the process is as follows:

1. The responsible faculty awards definitive grades. The instructor or course director designates a grade for the student and is reviewed by the chair, followed by the executive vice dean and then submitted to the office of the registrar.
2. The registrar (or his/her designee) receives all grades for the School of Medicine and provides the grades to the SEPC which consists of members of the teaching faculty appointed by the dean. The dean determines the number and mix of each SEPC.
3. The SEPC recommends an academic status for each enrolled student based on the school’s academic policies.
4. If SEPC makes a dismissal recommendation, the co-chairs of the SEPC will notify the executive vice dean of the office of student and academic affairs of the committee’s recommendation within 24 hours.
5. The executive dean of student and academic affairs will then notify the student of the dismissal recommendation, in person and in writing, within three (3) working days.
6. The student is required to sign for the letter recommending dismissal.
7. If a student is recommended for dismissal, the student will be invited to appear in a dismissal hearing with the dismissal committee where they can present their case and respond to questions from the committee.
8. The executive vice dean, in consultation with the dean, will establish the dismissal committee’s membership.
9. The dismissal hearing must occur within ten (10) working days of the date of the written notification to the student. Failure to appear for the hearing will be interpreted as acceptance and confirmation of the dismissal recommendation.
10. For the hearing, the committee will accept, either in person or in writing, up to three expressions of support for the student. This is not a legal proceeding. Therefore, representation by legal counsel is not permitted.
11. The committee will deliberate and make a decision detailing specific curricular and/or behavioral requirements and stipulations, if the student is allowed to continue.
12. The executive vice dean will communicate the committee’s decision to the student and dean within twenty-four (24) hours, with the student required to pick-up and sign for the written decision letter within three (3) calendar days.
13. If a student is dismissed, they may appeal the dismissal decision to the dean.
14. A student must notify the dean’s office within five (5) calendar days of the date of the dismissal notification letter if they wish to appeal.
15. The dean will hear the appeal based on the claim of compelling reasons, bias or failure to follow due process within ten (10) calendar days.
16. The dean will not re hear the case itself, but will evaluate the merit of the appeal claim.
17. The dean can either uphold or overturn the dismissal decision.
18. All decisions at the dean’s level are final and must be communicated to the student, executive vice dean, general counsel, associate vice president for student services and enrollment management, office of the registrar, treasurer’s office, and financial aid within five (5) calendar days.
19. A student will continue to be enrolled, or eligible to be enrolled, throughout the dismissal hearing and appeals process until all appeal rights have been exhausted. Financial aid and training grant directors (such as T32 training grants in graduate school) will closely monitor the potential financial impact on the student to ensure their needs are met and reserves the right to establish a special disbursement schedule for living expenses. Financial aid and training grant directors will also protect the college’s interests and compliance with federal regulations to ensure that if the dismissal recommendation is upheld, the student will not have been awarded financial aid.

20. If the dismissal recommendation is upheld, the effective date of the dismissal will be the hearing or final appeal date, whichever is later, and the college’s refund policies would apply effective the date of the final appeal.

Failure to comply with these requirements shall waive and terminate any further rights the student may have under this procedure.

GRADUATION REQUIREMENTS FOR STUDENTS

All graduation requirements, including the successful completion of all requisite course work and attainment of passing scores on the USMLE Step 1 and Step 2 CK and Step 2 CS must be completed and grades received in the Office of Student and Academic Affairs and recorded in the Registrar’s Office before graduation. Students then will be eligible to receive the M.D. degree. Fourth year students with questions about the anticipated date of completion of requirements should consult the Office of Student and Academic Affairs and the Office of Admissions and Records.

Names of all students who have satisfactorily completed all requirements for graduation shall be presented to the faculty who shall vote on whether to recommend to the Dean that the degree of Doctor of Medicine be granted to each student. Students who attain a cumulative grade point average of 3.44 or better may be eligible to graduate with honors.

In voting on candidates for graduation, the faculty will also consider the suitability of the student to function as a practicing physician as well as other noncognitive aspects of importance to a medical practitioner.

An affirmative vote of the faculty of the School of Medicine with concurrence of the Dean is required for candidacy for the Doctor of Medicine Degree.

All fourth year students who anticipate graduating during a given academic year must fill out a Diploma Application Card. The deadline date for submission of this card is October of each academic year. Cards are available in the Office of Admissions and Records.

Students who do not complete graduation requirements prior to commencement will receive diplomas when requirements are completed.

Cap and gown orders are taken in the Office of Admission and Records. The Admissions Office should be contacted for the prices, deadline dates, and other necessary information. It is the student’s responsibility to meet ALL deadlines in a timely manner.
Student Dismissal and Appeals

The Student Disciplinary Committee reviews charges of breaches of the rules, regulations, policies, and procedures of Meharry Medical College relating to all non-academic matters. Members of the Committee shall be appointed for a two-year term except for the student member, who shall be appointed on an annual basis. The Student Disciplinary Committee and its chairperson shall be appointed by the president. Any person may inform any member of the Student Disciplinary Committee of an allegation of a breach of rules, regulations, policies, and/or procedures of Meharry Medical College within the jurisdiction of the Student Disciplinary Committee. The Student Disciplinary Committee shall determine whether the allegations or charges, if proven true, are governed by the procedures for review and appeal of disciplinary action governing non-academic matters.

If the Student Disciplinary Committee determines that the allegation or charge is governed by the procedures for review and appeal of disciplinary actions, the chairperson shall send a written notice to the student stating the charge(s) and notice of a hearing before the Student Disciplinary Committee. The student shall receive notice of the scheduled hearing no later than 72 hours before the hearing. The Student Disciplinary Committee may grant additional time, at its discretion, if the student’s request is reasonable.

In the event of a challenge of whether a matter should be governed by the procedure for review and appeal of academic actions the Senior Vice President for Health Affairs/Dean of the School of Medicine, Dean of the School of Dentistry and Dean of the School of Graduate Studies and Research shall have sole responsibility for determining which procedures shall govern. Any such challenge must be submitted in writing to the Dean of the respective schools no less than 24 hours before the scheduled hearing.

The student shall have the right to be present at the hearing to present witnesses, to rebut the evidence against him/her and to have a Meharry Medical College student or faculty member accompany him/her. Legal counsel may be present but may not participate in the hearing.

The hearing will be an informal one, not governed by technical rules of evidence as employed in a court of law, but the Student Disciplinary Committee may accept any information it deems pertinent to the charges made.

The Student Disciplinary Committee shall render its decision based upon the evidence presented at the hearing. The standard for determining whether the student has breached a rule, regulation, policy or procedure, and is subject to disciplinary action, shall be whether a preponderance of the evidence supports the Committee’s decision. The burden of proof shall be upon the College.

The Student Disciplinary Committee shall maintain a record of the hearing pending final determination of the charges against the student.

The Student Disciplinary Committee shall notify the student of its decision in writing by certified or registered mail at the address maintained in the Registrar's Office within 15 days.
A student may appeal the decision on the grounds as set forth in the following paragraph by writing a letter of appeal to the president no later than 72 hours from the receipt of the decision of the Student Disciplinary Committee.

The President or his designee will determine whether there has been substantial compliance with the published administrative procedures and whether there is sufficient evidence to support the decision of the Student Disciplinary Committee. The President notifies the student by certified or registered mail at the student's address as recorded in the Registrar's Office. The president shall also inform the dean of the student's school and the Associate Vice President for Student Services and Enrollment Management.

The President may request the student and/or the Student Disciplinary Committee to provide additional information prior to issuing a decision.

The President's decision is final. The student shall be notified of the President's decision in writing no later than 15 days from the receipt of the student's appeal.

The student shall be allowed to continue in the academic program during proceedings unless extraordinary circumstances exist such as exemplifying conduct, which may endanger the welfare of others.

Breaches of rules, regulations, policies and procedures governed by the disciplinary procedures shall include, but are not limited to:

- Furnishing false information to the college with the intent to deceive;
- Knowingly giving false information or testimony during the investigation or hearing of a disciplinary matter;
- Forgery, alterations, destruction, damage, or misuse of college documents; records, or identification;
- Physical abuse of any person on college-owned or controlled property; or conduct which threatens or endangers the health or safety of any person;
- Theft;
- Unauthorized use of or entry to college facilities and/or unauthorized possession of keys to college facilities;
- Failure to comply with directives of college officials acting in the performance of their duties;
- Violation of written college policies and regulations as stipulated herein or as announced by authorized personnel;
- Violation of the terms of probation;
- Attempt to commit or to be an accessory to the commission of any act in violation of other standards of conduct;
- Breach of any municipal, state, or federal laws, rules, or ordinances on college property;
- Breach of any rules of sister institutions while on rotations;
- Breach of recognized ethical and professional standards applied to student's area health professional schools.

The Student Disciplinary Committee's sanctions may include expulsion, suspension from one or more classes for a specified or an indefinite period of time, probation, reprimand and restriction of privileges. The Student Disciplinary Committee may use its discretion in requiring alternative disciplinary actions.