



Policy for Student Monitoring by the Committee on Student Promotion and Professional Standards

I. Purpose

This Policy defines the due process governing the monitoring of student academic progress, professional conduct, and advancement of students pursuing the Doctor of Medicine degree. It provides a fair and transparent framework for evaluating and supporting students in meeting the requirements necessary for graduation with the Medical Doctor (MD) Degree at Albert Einstein College of Medicine (“Einstein” or “College of Medicine”).

This Policy addresses requirements for accreditation including: LCME Element 9.9 (Student Advancement and Appeal Process).

II. Scope

This Policy applies to all students in the MD and the MD portion of the Medical Scientist Training Program (MSTP) at Einstein.

III. Policy

III.A. Notice of Impending Action

1. The Office of Student Affairs (OSA) may refer students to the CSPPS for academic and/or professionalism concerns.
2. All students will be given (25) twenty-five days’ notice of impending adverse action by the CSPPS. This notice is provided by the associate dean for student affairs.

III.B. Disclosure of the Evidence on Which Action Would be Based

1. Students being referred to the CSPPS are required to meet with a dean for student affairs to discuss the reason for the referral and to share the evidence on which the referral is being made.

III.C. Opportunity to Respond

1. All students referred to the CSPPS have an opportunity to respond to the concerns being raised.
2. Students must provide a signed, written statement that addresses in detail the circumstances leading to their appearance and their plans to remediate the situation.
 - a. Some students will also be required to appear in person before the Committee, which will give them an opportunity to respond to additional questions from CSPPS. The Committee Chair determines which students are required to appear in person before the Committee.

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3. Students are informed of the outcome of the CSPPS meeting by written correspondence within (5) five business days of the decision.

III.D. Right to Appeal

1. Students have the right to appeal an adverse action approved by the CSPPS.
2. Students must inform OSA of their intent to appeal within ten (10) business days from the time of receipt of written notification of CSPPS's decision.
3. An ad hoc Appeals Committee consisting of three faculty members who do not have a direct role in assessing students and have adequate knowledge of Einstein's academic and professionalism standards will hear the appeal.
4. The Ad Hoc Appeals Committee will meet no sooner than 14 days and not more than 60 days following receipt of the student's decision to appeal. The student is notified by the OSA of the date and proposed membership of the Appeals Committee meeting at least (5) five business days prior to that meeting.
5. The student may request that an Appeals Committee member be recused based on a prior relationship with that faculty member. When there is a recusal, an alternative faculty is chosen to serve for that meeting.
6. The student must appear in-person or virtually and present and read a signed written statement in support of their appeal to the Ad Hoc Appeals Committee members.

III.E. Outcomes of Appeal

1. If the Appeals Committee upholds the decision of the full CSPPS, the decision will be sent by the Ad Hoc Appeals Committee to the full CSPPS. The student will be informed of this determination by the deans for student affairs in writing within (5) five business days of the determination.
2. If the Ad Hoc Appeals Committee disagrees with the decision of the CSPPS, the Ad Hoc Appeals committee provides the CSPPS with further monitoring recommendations. The student will be informed of this determination by the deans for student affairs in writing within (5) five business days of the determination.
3. If the adverse decision is dismissal from the College of Medicine, the deans for student affairs will inform the dean.
4. The student has the right to appeal any adverse action to the dean within (10) ten business days of written notification of the Ad Hoc Appeals Committee determination. The dean will only consider the appeal and can overturn the decision of the CSPPS on basis of a lack of due process. If the dean determines that due process has not been followed, the dean's decision to overturn the CSPPS adverse action will be sent to the CSPPS. In this case, CSPPS will continue to monitor the student and make further recommendations as indicated.
5. The student will be informed of dean's determination by the deans for student affairs in writing within (5) five business days of dean's decision.

III.F. Right to withdraw from the MD Program in Lieu of Dismissal

1. Students may voluntarily withdraw from the MD Program at any point up until the dean sustains a dismissal.

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III.G. Advisement and Interference with Proceedings

1. A student may seek advisement from Einstein community members, family members, or others. A student may ask up to three of these advisors to communicate with the committee in writing.
2. A student may bring a companion (i.e., faculty mentor, family member, friend) to the meeting for support, but this companion will not participate in the meeting.
3. Attorneys, including family members who are attorneys, may not be present at any of the CSPPS's proceedings, including the whole committee or any meeting of persons carrying out the committee's business. The sole exception is a medical student who is also an attorney who may serve as a committee member, as a participant in proceedings, or as the student under consideration. The committee may seek the legal guidance of the College of Medicine's counsel regarding the legal implications of its proceedings.
4. Attempting to obstruct the proper functioning of the committee and the associated appeal processes is defined as unprofessional conduct.

III.H. Other Considerations

1. Changes to these policies and procedures are not retroactive.
2. A student who has been dismissed (or who has withdrawn) from the College of Medicine may not be readmitted under any circumstances, barring a proper court order, without exception. This includes barring re-application and re-admission to the MD or MSTP programs. In addition, an application to the PhD-only program or for employment at Einstein would properly provoke communication with those programs, to include information customarily kept private in CSPPS records.

III.I. Monitoring and Compliance

The Committee on Student Promotion and Professional Standards is responsible for monitoring student academic progress, professional conduct, and advancement of students pursuing the Doctor of Medicine degree.

IV. Definitions

"MD student" (for the purpose of governing conduct and progression, the term), pertains both to students in the MD program as well as those in the MD/PhD and any other program in which an MD student is jointly enrolled. Students in the PhD phase of the MD/PhD program are subject to the policies of the Ph.D. program.

"Adverse Action" Any action that may impact a student's advancement, graduation or may result in dismissal.

V. Effective Date

Effective as of: 21 July 2025

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History:

- 21 Jul 2025: Many edits, specifies that students may not be readmitted, added a compliance section, updated the Responsibilities section.
- 19 Jul 2024: Initial publication.

VI. Policy Management and Responsibilities

The responsible office under this Policy is the Office of Student Affairs. The responsible officer is the Associate Dean for Student Affairs. The executive responsible for this Policy is the Vice Dean for Education.

VII. Approved (or Revised)

Signed by:  943726F450E8496...	08/14/2025
Responsible Executive	Date