

Policy Title: Medical Student Promotions Committee	
Policy Leader(s): Senior Associate Dean for Student Affairs	Reviewed By: Student Promotions Committee
Approved By: Dean for Medical Education	Approved Date: 07/27/26

PURPOSE AND SCOPE:

The purpose of the Promotions Committee for the MD Program at the Icahn School of Medicine at Mount Sinai is to certify that each student meets all MD Program requirements and to oversee all promotion, graduation, and disciplinary actions.

RELEVANT LCME STANDARD(S):

9.9 Student Advancement and Appeals Process

10.3 Policies Regarding Student Selection/Progress and Their Dissemination

POLICY:

The purpose of the Promotions Committee for the MD Program at the Icahn School of Medicine at Mount Sinai is to certify that each student meets all MD Program requirements and to oversee all promotion, graduation, and disciplinary actions. The committee is charged to:

- Review evidence and make associated determinations regarding all medical student academic performance, including those not meeting the medical school standards of academic performance as outlined in the Academic Progress and Remediation policies.
- Review evidence and making associated determinations regarding medical students not meeting the medical school standards of professional behavior as outlined in the Student and Faculty Conduct policies.
- Recommend the advancement of medical students who have completed the medical school's requirements to commence the next academic phase as outlined in the Progression Policy.

Recommend to the Dean for Medical Education ("Dean") that the degree of Doctor of Medicine be awarded to those medical students who have satisfactorily completed the requirements of medical school education program in accordance with the requirements of the Board of Regents of the State of New York and the faculty of Icahn School of

Medicine at Mount Sinai, and satisfactorily fulfilled the ethical and moral responsibilities inherent in the practice of medicine as outlined in the Graduation Requirements Policy.

Referrals:

Students shall be, but not limited to, referred to the Promotions Committee when one of the following occurs:

- Confirmed violation of the student code of conduct, professionalism, academic integrity, housing, and/or other school or institutional policies as outlined in the Medical Student Handbook reported by a Dean or that results in an incident report.
- Academic difficulties, including:
 - Failure of a module
 - Failure of a clerkship
 - Failure of a remediation of a module, clerkship, rotation or professionalism incident
 - Failure of Step 1 or Step 2 CK
- At risk of non-progression to the next academic phase or graduation.
- Not meeting the terms of their academic plan as implemented by the Office of Medical Student Affairs or a Promotions plan.
- Requesting to extend graduation for more than one (1) year due to scholarly year, leave of absence or alternate academic plan.
- Returning to active status from a leave of absence or suspension initiated by the Promotions Committee.
- Removal of academic warning or probation after successful completion of Promotion's plan.
- Referral by the *Committee for Academic Review*.
- Recommendation from the Dean.

Student Communication and Participation:

A student who is asked to appear before or whose case is being discussed by the Committee, is notified one (1) week in advance.

The student is given the opportunity to meet with the Senior Associate Dean for Student Affairs prior to the meeting to review the reason for which they are being discussed. Students are provided with notice of impending actions and the evidence on which the action would be based and are given an overview of the Committee composition and meeting structure.

The student is allowed to bring one support person to the Committee meeting who will have no active role in the meeting discussion; the support person may not be legal counsel.

For a meeting where the student is required to appear, the student is asked to present or submit a written statement. The student may:

- Present a statement at the meeting that is no more than five (5) minutes in length to address the reason/s they are being reviewed by the Committee; or
- Submit a written statement by 12 PM on the Friday preceding the meeting to be shared with the Committee for review.

The Committee is then given the opportunity to ask the student questions regarding the situation, including their academic and professionalism history and timeline, as well as other issues that may inform a final decision.

For a meeting where the student is not required to appear, the student is asked to submit a written statement.

A student's failure to attend meetings as required by the Promotion's Committee will result in review of evidence as submitted.

Meeting Frequency and Ad Hoc Subcommittee Meetings

occur once a month.

At the discretion of the Chair, the student may be asked to appear before an *ad hoc* subcommittee in lieu of the full Committee. The *ad hoc* subcommittee will meet outside the established Committee meeting timeframe and will propose recommendations for decision to the full committee. The subcommittee will consist of a minimum of three Promotions Committee members, two (2) of whom must be faculty. The recommendation of the subcommittee will be shared with the full Promotions Committee for a final vote.

Conflicts of Interest:

Any ex-officio or voting member with a conflict of interest must recuse themselves from any discussion and/or vote pertaining to a student's case. A conflict of interest includes, but is not limited to, familial relationship, mentor/mentee relationship, physician-patient relationship, colleague referral or any other significant professional or social relationship (e.g., preceptor, elective teaching, advising).

Students appearing before the Promotions Committee are provided with the names of members on the Committee prior to the meetings and may request a recusal of any member from the deliberations and discussion if they identify a conflict of interest. In the event of a recusal request, the Chair will decide on the merits and will notify members if necessary.

Committee Actions and Decisions:

The Committee actions may include monitoring, recommendations/requirements for additional resources (including but not limited to, medical or psychological evaluations, neuropsychiatric testing, required meetings with advisors, disability team or learning specialists), administrative leave of absence, repeat of a module/course/clerkship/rotation, and/or disciplinary action. Disciplinary actions include warning, academic probation, suspension and dismissal and are defined in the Academic Standing policy.

All decisions of the Promotions Committee shall be made by a majority vote. A quorum is required for any vote. A quorum is defined as nine (or 50% of) appointed voting members who do not have conflict of interest (Committee composition is outlined here).

Committee decisions are rendered in writing to the student by the Committee Chair within two (2) weeks of the meeting. The Senior Associate Dean for Student Affairs may communicate with the student prior to the decision letter being sent to share the decision and provide support and guidance.

Opportunity to Appeal:

Students may appeal a decision of the Promotions Committee that results in a disciplinary action or if a student is placed on leave *and* if there is indication that policies outlined in the Student Handbook were not followed.

If a student chooses to appeal the decision of the Promotions Committee, he or she must submit a written request stating the reason for the appeal to the Dean within 14 days after notification of decision (the date on the decision letter). The appeal must be in written form and must include the action taken and reason for appeal.

The Dean will review documentation relevant to the case and may request to meet with the student. The student is allowed to bring one support person who will have no active role in the meeting discussion; the support person may not be legal counsel. The Dean will use this information to determine whether procedures were followed and may:

- deny the appeal;
- recommend a modification to the Promotions Committee decision;
- grant the appeal; or
- form an ad hoc advisory panel to assist in reviewing the appeal.

An ad hoc advisory panel will not include any voting or non-voting members of the Promotions Committee. The advisory panel will be charged with determining whether procedures were followed by the Promotions Committee when arriving at a decision. They will review all documentation and materials from the student, the Promotions Committee, the Office of Medical Student Affairs and/or relevant office(s), and they may request meeting with the student. The student is allowed to bring one support person who will have no active role in the meeting discussion; the support person may not be legal counsel. The advisory panel will then make a recommendation to the Dean for a final decision.

A student's failure to attend meetings as requested by the Dean or ad hoc advisory panel will result in review of evidence as submitted.

In the event of a modification to the Committee decision, the Dean will consult with the Promotions Committee so that they may reconvene to determine whether a new plan or further monitoring is necessary.

The decision of the Dean is final and is not subject to further appeal.

If no appeal is made within 14 days after notification of decision (the date on the decision letter), the decision shall become final.

POLICY ADHERENCE:

The Office of Medical Student Affairs is responsible for ensuring that all aspects of this policy are actively enacted, monitored, and maintained. In alignment with institutional oversight and program evaluation, the Office of Medical Student Affairs shall provide annual updates regarding the implementation, compliance, and outcomes of this policy to the MD Continuous Quality Improvement Subcommittee

RELATED POLICIES:

- Student Progression Policy
- Graduation Requirements Policy
- Academic Standing Policy