

Undergraduate Medical Education (UME) Policy

Title: Adverse Action Policy			
<i>Origination Date:</i> 12/11/2019	<i>Revision History:</i> 01/08/2020; 2/11/2026	<i>Last amended/reaffirmed:</i> 02/11/2026	<i>Review frequency:</i> 4 years
Purpose:	The Long School of Medicine (LSOM) must ensure that the medical education program has a fair process for taking actions that adversely affect the status of a student. This policy defines adverse actions and outlines the due process rights of students facing potential adverse actions by the Student Progression and Promotions Committee (SPPC).		
Definitions:	<p>Adverse action – any action taken by the SPPC that negatively affects a student’s status in the curriculum related to advancement, graduation, or dismissal. These actions may include dismissal, a mandated leave of absence, and/or repetition of a curricular year</p> <p>Student Progression & Promotion Committee (SPPC) – the standing committee of the Long School of Medicine (LSOM) charged with review of the academic progress and professional development of each student during all components of the medical education program leading to the M.D. degree.</p>		
Policy:	<p>When the SPPC is considering an adverse action, the medical student will be provided a fair and formal process prior to any final decision. The components of the fair and formal process include:</p> <ul style="list-style-type: none"> • timely notice of the impending action, disclosure of the information on which the action would be based, • an opportunity for the medical student to respond, and • an opportunity to appeal any adverse decisions related to advancement, graduation, or dismissal. <p>Findings or recommendations arising from other institutional processes may inform SPPC deliberations; however, any action that adversely affects a student’s advancement, graduation, or continuation in the curriculum will be subject to the adverse action process outlined in this policy.</p> <p>A student may respond to an impending adverse action by submitting a written response and, at the student’s discretion and subject to applicable timelines and procedural requirements, appear before the SPPC and/or its designated ad hoc subcommittee as outlined below.</p>		
Process:	<p>When a student meets criteria for an adverse action, the Associate Dean for Student Affairs (or designee) will notify the student within five (5) business days that the criteria have been met and the adverse action process has been initiated.</p> <p>Within five (5) business days of the notice, the student is expected to meet with the Associate Dean for Student Affairs (or designee) to review the adverse action process, timelines, and the student’s options to respond. Failure to meet within this timeframe may limit the student’s ability to fully participate in subsequent steps of the process.</p> <p>If the student elects to respond to the impending adverse action, the student must file a written response within ten (10) business days of the initial notification. The written response must state the basis for the request, the remedy requested, and may include supporting documentation. Failure to submit a timely response will result in the SPPC proceeding with review based on the available information.</p> <p>An <i>ad hoc</i> subcommittee of SPPC will be formed in all adverse action cases. The ad hoc subcommittee will consist of the SPPC Chair and at least two (2) additional voting members and will conduct a comprehensive review of the student’s full academic record and any submitted materials, including the student’s response if one is available.</p> <p>The student may elect to appear before the <i>ad hoc</i> subcommittee. If additional information is needed, the <i>ad hoc</i> subcommittee may reconvene or schedule an additional meeting with the student.</p>		

The Associate Dean for Student Affairs (or designee) will be available to provide information as requested by the *ad hoc* subcommittee, including relevant LSOM policies, course requirements, and the student's overall academic performance.

The SPPC Chair will present to the full SPPC at the next scheduled meeting: the student's written statement and any supporting documentation and the *ad hoc* subcommittee's review and findings. The student also may elect to appear before the full SPPC after the presentation of relevant information and prior to any deliberation. Any questions posed to the student will be facilitated by the SPPC chair. The student will be excused during deliberations and committee vote. Regardless of whether the student elects to respond to the adverse action or appear before the committee, the SPPC will then:

1. render a decision; or
2. defer a decision pending additional information, which may include another meeting with the student at the discretion of the SPPC.

Within ten (10) business days following a decision by SPPC, the Associate Dean for Student Affairs (or designee) will provide the student the SPPC's decision in writing.

The adverse action process will conclude within forty-five (45) business days of the initial notification.

If a student is not satisfied with the SPPC's decision, the student may submit an appeal to the LSOM Dean using the procedures outlined in the Academic Grievance Policy. The student may continue in the curriculum while the appeal process is pending unless the student's continued participation poses a safety concern, as determined by the SPPC in accordance with the SPPC Authority and Oversight Policy and the University's Fitness for Participation Policy.

Individuals involved in adverse action decisions are required to comply with all applicable institutional conflict of interest and recusal policies.

Approval Body: Long School of Medicine Student Progression and Promotions Committee

CERTIFIED BY:

Student Progression and Promotion Committee Chair

Name: Brian Parker, MD

Title: Associate Professor, Emergency Medicine

Date

ACCEPTED AND AGREED TO:

Responsible Officer

Name Deborah Conway, MD

Title: Vice Dean for Undergraduate Medical Education

Date

Responsible Executive

Name: Robert Hromas, MD, FACP

Title: Dean, Long School of Medicine

Date

Related regulations, policies, and accreditation standards:

- *LCME Element 9.9 Student Advancement and Appeal Process*
- *Institutional Handbook of Operating Policies (IHOP) [10.1.2 Code of Ethics and Standards of Conduct](#)*
- *Institutional Handbook of Operating Policies (IHOP) [10.1.12 Institutional Conflict of Interest](#)*
- *Institutional Handbook of Operating Policies (IHOP) [14.2.6 Fitness for Participation](#)*
- [SPPC Authority and Oversight Policy](#)
- [Recusal from Student Progression and Promotion Committee Discussions and Votes Policy](#)
- [Learning Environment and Student Mistreatment Policy](#)
- [Academic Grievance Policy](#)