



Michigan State University College of Osteopathic Medicine Committee on Student Evaluation (COSE) Responsibilities and Meeting Procedures

I. Committee Charge

- A. “The Committee shall have responsibility for administering the Michigan State University College of Osteopathic Medicine Policy for Retention, Promotion and Graduation and will function in accordance with that document. The Committee shall endorse students for graduation and submit its endorsement to the Faculty Assembly for approval.” (Bylaws [6.9.2])
- B. The Committee shall regularly review their composition, procedures and functions, and recommend appropriate bylaws revisions to the College Bylaws Committee. (Bylaws [6.1.11])
- C. “Committees may establish Subcommittees.” [6.1.9]
 - i. The Committee will oversee the activities of two Subcommittees:
 - 1. Preclerkship Performance Subcommittee: is responsible for meeting with students given a status of Academic Warning. (3.b)
 - 2. Clerkship Performance Subcommittee: is responsible for meeting with students given a designation of Unsatisfactory Clinical Performance. (5)

II. Committee Composition

- I. “The Committee shall be composed of one faculty representative, elected by and from each college department. Members will serve three-year terms and may not serve more than two consecutive terms. The Associate Dean for Student Services (?), the Associate Dean for Academic Programs and the Chairperson of the College Admissions Committee, or his/her designee, will serve as ex officio members. With the approval of the CAC (College Advisory Committee), the Dean of the College (Dean) may also appoint such other non-voting members to represent diverse perspectives within the college as are deemed appropriate. Appointees shall be subject to annual reappointment.” (Bylaws [6.9.1])

III. Committee Meeting Times

- I. “The Committee shall meet with the Dean and appropriate members of his/her staff at the beginning of each fall semester to discuss the committee’s activities of the preceding year as well as proposed activities of the upcoming year.” (Bylaws [6.1.10])
- II. The Committee will meet each semester following the verification of all course grades by the College Registrar.

- III. Subcommittees:
 - i. The Preclerkship Performance Subcommittee will consist of no less than three (3) voting members selected by the Committee. The Subcommittee members will select the Subcommittee Chair. This Subcommittee will meet each semester.
 - ii. The Clerkship Performance Subcommittee will consist of no less than three (3) voting members, including a minimum of two (2) physicians, selected by the Committee. The Subcommittee members will select the Subcommittee Chair. This Subcommittee will meet each month on an as needed basis.

IV. Committee Chair Responsibilities

- I. The Committee Chair will be elected by and from the voting members of the Committee at its first meeting each fall semester. (Bylaws [6.1.6])
- II. The Chair will see that all committee meetings and activities adhere to the guidelines established in the Michigan State University College of Osteopathic Medicine Policy for Retention, Promotion and Graduation.
- III. The Chair will convene a special meeting, each year, to review the Policy for Retention, Promotion, and Graduation document and the committee's composition, procedures and functions.
- IV. The Chair or his/her designee will meet each year with the entering class during orientation to discuss the responsibilities and functions of the Committee.
- V. The Chair or his/her designee will provide a report of all committee decisions, of student performance, to the College Curriculum Committee.
- VI. The Chair or his/her designee will report committee decisions and submit recommended changes to the Policy for Retention, Promotion, and Graduation to the Faculty Assembly for approval.
- VII. The Chair or his/her designee will submit for endorsement annual graduates to the Faculty Assembly for approval.
- VIII. The Chair will receive petitions from the College Registrar for reinstatement and/or extension of leave from those students academically dismissed or who have previously withdrawn and/or from those students that have been on a personal or academic leave for one (1) calendar year or more from the College. Following receipt of the petition, the Chair, in coordination with the College Registrar, will place the student on the next meeting agenda for committee review.
- IX. The Chair, in coordination with the College Registrar, will set meeting dates, times, and prepare and circulate meeting agendas.
- X. The Chair or his/her designee will meet with the Dean after each committee meeting to discuss committee decisions.
- XI. The Chair, in consultation with the Dean, will review committee membership participation.

V. Referral to COSE

- I. A student receiving the academic standing "***Warning***" will be notified of his/her standing and asked to appear before the Preclerkship Performance Subcommittee. (3b)
- II. A student receiving the academic standing "***Dismissal***" will be notified of his/her academic dismissal.
 - i. After a first dismissal, the student shall have the opportunity to appear before the Committee for consideration of reinstatement. A student seeking reinstatement must request in writing to meet with the Committee by contacting the College Registrar.
 - ii. After a second dismissal, the student must wait a period of at least two (2) consecutive semesters before petitioning the Committee for reinstatement.
- III. A student receiving a designation of "***Unsatisfactory Clinical Performance***" will be notified of his/her designation and required appearance before the Clerkship Performance Subcommittee. (5)

VI. Meeting Procedures

- I. General Procedures:
 - i. The Committee Chair will convene the meeting at the predetermined date, time, location, ensuring a collegial and professional atmosphere prevails.
 - ii. In protecting the confidentiality of the meeting, attendance will be limited to the student, the student's advocate(s), if any, the committee and ex officio members. The College Registrar and Director of Academic and Career Guidance, or his/her designee, will attend to provide resources and consultation, as needed.
 - iii. Prior to meeting with the student, committee members, including ex officio members, College Registrar and the Director of Academic and Career Guidance, or his/her designee, will review and discuss documentation related to the student's situation.
- II. Meeting Format:
 - i. **Introductory**
 1. The Chair will review the meeting procedures and ask the student if:
 - a. there was any "***procedural irregularity***" in the assignment of the course grade?
 - b. if the student was "***treated differently from other students in the course(s).***"
 - i. If the student answers yes, the meeting will not continue. The Chair will ask the student to meet with the College Medical Student Rights and Responsible (MSRR) Representative for advice, guidance and possible referral to the College Hearing Committee (CHC). The student,

and advocate(s), if any, will be excused from the meeting.

ii. If the student answers no, the meeting will continue.

2. The Chair will lead introductions of those in the room.

ii. Presentation

1. *Student* - recognized to present, without interruption, statements directly relevant to his/her academic situation, the cause(s) of the academic situation, the action(s) taken to assure the situation will not occur again in the future, their plan for academic success and the outcome they seek from the committee.
2. *Student advocate(s), if any* – recognized to present, without interruption, statements relevant to the student’s academic situation.
3. *Committee members* – recognized to ask questions of any participant in the meeting including, the student, the students advocate(s), if any, the College Registrar and/or the Director of Academic/Career Guidance or his/her designee.

iii. Closing Statement

1. *Student* – recognized to present, without interruption, final statement.
2. *Student advocate(s), if any* – recognized to present, without interruption, final statement.
3. *Chair* – will inform student of next steps and excuse student and his/her advocate(s), if any, from the meeting.

iv. Deliberation

1. *Committee* – will lead deliberations based on presentations heard, documentation presented and documentation provided by the College Registrar and the Office of Academic and Career Guidance.
 - a. *Conflict of Interest* – to avoid a possible conflict of interest, committee member(s) also responsible for issuing to a student an N grade will abstain from voting on any committee decision(s) regarding that student; however, if requested, the same committee member(s) may provide relevant information related to the issuing of the N grade.

v. Decision

1. The Committee will render decisions on a case-by-case basis, to either uphold a student’s dismissal, to grant reinstatement and to grant a leave extension.
2. The Committee may recommend or require a student to alter his/her course of study, to seek academic and/or personal counsel, or other assistance, and may prescribe levels of achievement to be attained within a designated time.

VII. Post-Meeting Procedures

- I. Communication:
 - i. At a specified time, at the conclusion of the day's meeting, a verbal communication of the committee decision, recommendations and/or requirements will be given to the student.
 - ii. A letter summarizing the meeting and the committee's decision, including any recommendations and/or requirements, will be sent to the student via email and a copy of that letter placed in the student's academic file.

VIII. Committee Decision Appeal

- I. Under the MSU Medical Students Rights and Responsibility (MSRR) policy, a student will be given an opportunity to appeal the committee decision if a violation of procedure was inflicted.