

Michigan State University College of Osteopathic Medicine Committee on Student Evaluation Meeting Procedures

I. Committee Responsibilities:

- a. The responsibilities of the Michigan State University College of Osteopathic Medicine (MSUCOM) Committee on Student Evaluation (COSE) shall be as described in the “Policy for Retention, Promotion and Graduation” (PRPG, Section 11;
http://www.com.msu.edu/Students/Policies_and_Programs/Retention_Promotion_Graduation,%20Class_of_2019.pdf

II. Composition of COSE:

- a. The composition of COSE (full committee) shall be as described in the bylaws of MSUCOM (Section 6.9.1): “The committee shall be composed of one faculty representative to be elected by and from each college department. The associate dean for student services, the associate dean for academic programs and the chairperson of the Admissions Committee, or his or her designee, shall serve as ex officio members. With the approval of the CAC (College Advisory Committee), the dean may also appoint such other non-voting members to represent diverse perspectives within the college as are deemed appropriate.”
- b. COSE shall oversee the activities of two subcommittees: Preclerkship Performance Subcommittee and Clerkship Performance Subcommittee (PRPG, Section 12).

III. Referral to COSE:

- a. COSE will meet each semester following certification of all grades by the College Registrar.
- b. A student receiving the status of “Academic Probation” will be notified by the Associate Dean/Student Services and asked to appear before the Preclerkship Performance Subcommittee for guidance and consultation (PRPG, Section 4d).
- c. A student receiving the status “Academic Dismissal” will be notified by the Associate Dean/Student Services of his/her academic dismissal. After notice is given, the student shall have the opportunity to appear before COSE (full committee) for consideration of “*reinstatement*” (see IIIe below). A student

seeking “*reinstatement*” must request in writing to meet with COSE by contacting the College Registrar (PRPG, Section 4e).

- i. After a second “*academic dismissal*” from MSUCOM the student will not be allowed to appear before COSE without approval from the Dean through an appeal directly to the Dean or his/her designee (see VIC below).
 - ii. After a student’s third failure of a COMLEX Level 1, Level 2CE or Level 2PE examination a student may petition COSE for consideration of reinstatement.
- d. A student receiving the status “*Unsatisfactory Clinical Performance*” will be notified by the Associate Dean/Student Services. The student will meet with the Associate Dean/Student Services for review of the student's overall performance. If further action is determined to be necessary a referral to appear before the Clerkship Performance Subcommittee or the College Hearing Committee will be made, as appropriate (PRPG, Section 4e).
- e. “*Reinstatement*” is a designation given to any student who had previously been “*academically dismissed*” or “*voluntarily withdrawn*” upon re-entering MSUCOM. A student shall be given the opportunity to petition COSE (with appearance before the full committee unless exempted by the full Committee), through the College Registrar for reinstatement into the College (PRPG, Section 10).

IV. Meeting Procedures:

- a. General Procedures
 - i. The chairperson of COSE, and the chairperson of each subcommittee, shall convene the meeting at the designated time, date and place. The chairperson will ensure that a collegial and professional atmosphere prevails.
 - ii. To protect the confidentiality of the meeting’s information, attendance at the meeting shall be limited to the student, including student’s advocate(s), if any, committee members and ex officio members. The College Registrar and staff from the Office of Academic Support and Career Guidance will attend the meeting to provide resources and consultation, as needed.
 - iii. Elected faculty members to COSE serve as voting members on the full committee and subcommittees. Ex officio members are non-voting.
 - iv. In order to avoid a possible conflict of interest, COSE members who are also course instructors or Course Coordinators responsible for issuing an

"N" (no pass) grade to a student will not vote; however, they may provide information to COSE if requested (PRPG, Section 6).

- v. Prior to meeting with the student, committee/subcommittee members, including ex officio members, College Registrar and staff from the Office of Academic and Career Guidance, will review and discuss documentation related to the student situation provided by the student, College Registrar and the Office of Academic Support and Career Guidance.

b. The Meeting will Proceed as Follows:

- i. **Introductory remarks by the chairperson of COSE or COSE subcommittee:** The chairperson shall introduce members of the committee/subcommittee, the student and advocate(s), if any. The chairperson will review the meeting procedures and ask the student if there was any “*procedural irregularity*” in the assignment of the course grade and if the student was “*treated differently from other students in the course(s).*”
 - 1. If the student answers no, the meeting will continue.
 - 2. If the student answers yes, the meeting will not continue and the student, and advocate(s), if any, will be excused from the meeting. The student will be asked by the chairperson to meet with the Associate Dean/Student Services for advice and guidance and possible referral to the College Hearing Committee.
- ii. **Presentation by the student:** The chairperson recognizes the student to present without interruption any statements directly relevant to his/her academic situation, including outcome sought, the cause(s) of the academic situation that brought the student in front of the committee/subcommittee, and what actions the student is taking to assure that this situation will not occur in the future, including a plan for academic success.
- iii. **Presentation by the advocate:** The chairperson recognizes the student’s advocate(s), if any, to present without interruption any statements relevant to the student’s academic situation.
- iv. **Questions by COSE/COSE Subcommittee members:** The chairperson recognizes members of the committee/subcommittee to ask questions of any participants in the meeting including, the student, advocate(s), if any, College Registrar and staff from the Office of Academic Support and Career Guidance.
- v. **Closing Statement by Student:** The student presents a final summary statement.

- vi. **Closing Statement by Chairperson:** The chairperson thanks the student for attending the meeting and excuses the student and advocate(s), if any, from the meeting.
 - 1. If the student is seeking “Reinstatement,” following “Academic Dismissal” or “Voluntary Withdrawal” from the College, the chairperson will inform the student to meet with Associate Dean/Student Services at the conclusion of the day’s meetings for the COSE decision and recommendations/requirements. If the student has the status of “Academic Probation” and meeting with the Preclerkship Performance Subcommittee, the chairperson will inform the student that the subcommittee recommendations/requirements will be communicated to the student in writing by the Associate Dean/Student Services.
 - 2. If the student has the status of “Unsatisfactory Clinical Performance” and meeting with the Clerkship Performance Subcommittee, upon referral from the Associate Dean/Student Services, the chairperson will inform the student that the subcommittee decision/recommendations/requirements will be communicated to the student in writing within seven (7) calendar days by the chairperson.
 - 3. The chairperson will inform the student that a letter will be written to the student summarizing the meeting and informing him/her of the decisions/recommendations/requirements of the COSE/COSE subcommittee and that the letter will become a part of the student’s academic file.

V. Post-Meeting Procedures:

a. Deliberation

- i. Directly following the meeting with the student, the chairperson will lead the committee/subcommittee members in deliberations based on the student presentation, documentation presented by the student, advocate presentation(s), if any, and documentation related to the student situation provided by the College Registrar and the Office of Academic Support and Career Guidance.

b. Decision/Recommendations/Requirements

- i. For “**Academic Probation**” meetings the Preclerkship Performance Subcommittee may recommend or require that the student alter his/her course of study, seek academic/personal counsel or other assistance and may prescribe levels of achievement to be attained within a designated time.
 1. A letter summarizing the meeting and corrective action(s) will be sent to the student from the Associate Dean/Student Services and a copy placed in the student’s academic file.
- ii. For “**Reinstatement**” meetings following “**Academic Dismissal**” or “**Voluntary Withdrawal**” COSE will make a decision concerning “**reinstatement**” to MSUCOM.
 1. A letter with the decision, including any recommendations/requirements, and summary of the meeting, will be sent to the student in a timely fashion by the Associate Dean/Student Services and a copy placed in the student’s academic file.
- iii. For “**Unsatisfactory Clinical Performance**” meetings with the Clerkship Performance Subcommittee, upon referral from the Associate Dean/Student Services, the subcommittee may recommend or require that the student alter his/her course of study, seeks academic/personal counsel or other aid and may prescribe levels of achievement to be attained within a designated time.
 1. The recommendations/requirements will be communicated to the student within seven (7) calendar days by the chairperson of the Clerkship Performance Subcommittee. This letter will become a part of the student’s academic file.
 2. The subcommittee may recommend that the student who has received one or more "N" grades in a clinical rotation be “**academically dismissed.**” The student will appear before COSE (full committee) to have his/her status in MSUCOM determined. COSE will review the student’s academic/clinical performance; determine whether dismissal is appropriate or if the student’s circumstances warrant an opportunity for continuation in the curriculum. The student’s eligibility to remediate will be determined following this COSE decision.

VI. Appeal of a COSE Decision:

- a. If **Academic Dismissal** is upheld/decided by COSE, and “**reinstatement**” denied, a student shall be given an opportunity for an appeal of the COSE decision to the

Dean or his/her designee. A request for an appeal must be filed with the Dean's office, by the student, immediately (the same day) following the student's notification of the decision by the Associate Dean/Student Services (PRPG, Section 5).

- b. If "Reinstatement" is denied following "*voluntary withdrawal*" from the College, the student shall be given the opportunity for an appeal of the COSE decision to the Dean or his/her designee. A request for an appeal must be filed with the Dean's office, by the student, immediately (the same day) following the student's notification of the decision by the Associate Dean/Student Services (PRPG, Section 5).
- c. If a student wishes to appear before COSE for consideration of "reinstatement" following a second "Academic Dismissal," the student must appeal to the Dean or his/her designee for approval to appear before COSE. A request for an appeal must be filed with the Dean's office, by the student, immediately (the same day) following the student's notification of "Academic Dismissal" by the Associate Dean/Student Services (PRPG, Section 10).