



**THE GEORGE
WASHINGTON
UNIVERSITY**

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Responsible University Official:

Associate Dean for Student Affairs

Responsible Office: Office of Student Affairs

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REGULATIONS FOR M.D. CANDIDATES FOR CLASSES OF 2024 AND BEYOND

Policy Statement

Preamble

Students enrolled in the M.D. program (hereinafter "M.D. Candidates" or "Students") are required to comply with all rules, regulations, and policies with University-wide applicability, including, but not limited to, the following:

- Equal Opportunity, Nondiscrimination, Anti-Harassment and Non-Retaliation Policy;
- Title IX Sexual Harassment and Related Conduct Policy;
- Student Discrimination Report Procedures;
- Privacy of Student Records; and
- Articles I-IV, VI, and VII of the Statement on Student Rights and Responsibilities.

However, because of the unique curriculum and degree requirements of the School of Medicine and Health Sciences, the following Regulations for M.D. Candidates (hereinafter "Regulations") have been adopted.

These Regulations supplement certain of the applicable policies established by the University. The process set forth in Section 9 of Article B of these Regulations is designed to provide protection against improper academic evaluation as guaranteed by Article II, Section B of the Statement on Student Rights and Responsibilities (Protection Against Improper Academic Evaluation).

These Regulations, including the rights and procedures contained in them, supersede the Code of Student Conduct and the Code of Academic Integrity in all instances involving alleged misconduct by M.D. Candidates, including, but not limited to, alleged academic dishonesty. No regulations, rights, or procedures in the Code of Student Conduct and the Code of Academic Integrity concerning student misconduct, academic integrity, and/or student discipline are applicable to M.D. Candidates.

Further, M.D. Candidates accused of misconduct or academic dishonesty will be afforded only those procedures and rights specifically set out in the Regulations below, unless the conduct falls within the University's Title IX Sexual Harassment and Related Conduct Policy or the School of Medicine and Health Sciences Vice President for Health Affairs/Dean or designee (hereinafter "VP/Dean") decides in a particular case to have the case processed under the Code of Student Conduct.

To the extent these Regulations are silent as to a particular right or procedure, such right or

procedure is not intended to be afforded under these Regulations. In the case of any inconsistency or ambiguity between these Regulations and University-wide rules, regulations and policies, including the Code of Student Conduct, these Regulations shall govern. Additionally, policies of the School of Medicine and Health Sciences (SMHS) are listed on the SMHS website at <http://smhs.gwu.edu/academics/md/current-students/policies>. M.D. Candidates are expected to comply with all SMHS policies. Failure to do so may result in disciplinary action.

Note – Throughout these Regulations, the following terms and definitions apply:

1. The Vice President for Health Affairs/Dean or designee shall be referred to as "VP/Dean". (Dean Bass)
2. The Senior Associate Dean or designee shall be referred to as "Sr. Assoc. Dean" (Dean Simons)
3. The Associate Dean for Student Affairs or designee shall be referred to as "dean" (Dean Goldberg)
4. The 4-year curriculum is divided into three phases
 - Phase One: Fundamentals of Medicine ("FOM")
 - Phase Two: Fundamentals of Clinical Practice ("FCP")
 - Phase Three: Transition to Advanced Clinical Practice ("TCP")
5. A "course" is defined as a block, course, clerkship, or elective.
6. "FOM" curriculum shall also be referred to as "Pre-clinical," and "FCP" and "TCP" curricula shall collectively also be referred to as "Clinical."

A. General

1. The minimum requirements for the M.D. degree are:
 - a. Completion with a passing grade of all coursework designated by the School's Faculty Assembly to be required. All coursework requirements for the M.D. degree can be found at <https://smhs.gwu.edu/academics/md-program/current-students/policies>
 - b. Passing scores on USMLE Step 1 and Step 2 CK;
 - c. Passing score on the End-of-Third Year Clinical Skills Assessment (CSA); and
 - d. Completion of M.D. program requirements within 7 years from date of matriculation unless an exception is made by the Sr. Assoc. Dean or Medical Student Evaluation Committee (MSEC).
2. Using the guidelines below, the Medical School Evaluation Committee ("MSEC") will periodically determine and report to the School's Faculty Assembly regarding the appropriate number of credits for all courses.
 - a. Pre-clinical:
 - i. One credit hour for each week, adjusted as appropriate.

b. Clinical:

- i. Five credit hours for each four-week experience; three credit hours for each two-week experience, eight credit hours for each six-week experience and ten credit hours for each eight-week experience.

B. Evaluation of Academic Performance

1. The faculty is responsible for evaluation of the performance of students in a meaningful, useful, and timely manner. The authority for assignment of grades rests with academic departments or with faculty of interdisciplinary courses. Faculty are responsible for the assignment of grades on a basis that is rational, just, and unbiased. Notations of "Incomplete", "Withdrawal" and "Exempt" may only be assigned by the dean.
2. The grading system is as follows:
 - a. Pre-clinical required courses: Pass (P); Conditional (CN); Fail (F)
 - b. Clinical required courses: Honors (H); High Pass (HP); Pass (P); Conditional (CN); Fail (F)
 - c. Electives: Honors (H); High Pass (HP); Pass (P); Conditional (CN); Fail (F) or Pass (P); Conditional (CN); Fail (F), (as designated in the course materials).
 - d. Intersessions, FCP and TTR: Pass (P); Conditional (CN); Fail (F).
3. The following definitions apply:
 - Honors (H) -- Those students whose performance in a subject is determined to be of superior quality shall be assigned the grade of Honors (H).
 - High Pass (HP) -- Those students whose performance in a subject is determined to be of above average quality shall be assigned a grade of High Pass (HP).
 - Pass (P) -- All students, with the exception of those defined above, whose performance in a subject meets the requirements established shall be assigned a grade of Pass (P).
 - Conditional (CN) -- Those students who do not meet the minimum requirements established, but who could reasonably be expected to do so through a limited program of remedial work, shall be assigned the grade of Conditional (CN).

Preclinical CN grades will be removed from a student's transcript and replaced with a Pass upon passing the relevant exam on the student's second attempt. Failing the second attempt will result in a permanent CN/F. This policy only applies if the student actually sits for the initial exam as scheduled (e.g it does not apply if the student, for example, oversleeps through the exam, mis-schedules the exam, etc). In all cases, the final evaluation will be updated to note that the student was unsuccessful on the first attempt and the question on the MSPE (Dean's letter) which asks if the student has had to remediate any coursework will be answered yes. CN grades assigned for reasons other than exam performance as described above shall remain on the student's transcript.

For clinical clerkships, any student who fails the NBME shelf exam in a core clinical rotation on their first attempt, will receive a CN grade. If the student passes the shelf exam on their second attempt, the CN grade will be removed and the student will be given a Pass (not HP or H) for the rotation. If the

student fails the shelf exam on their second attempt, the CN grade will remain. The student will be allowed to take the exam for a third time and if the student passes the exam, the grade will become a CN/P and if the student fails the exam, the grade will become a CN/F. The above policy only applies if the student actually sits for the initial shelf exam as scheduled (e.g. it does not apply if the student, for example, oversleeps through the exam, mis-schedules the exam, etc). In all cases, the final evaluation will be updated to note that the student was unsuccessful on the first attempt and the question on the MSPE (Dean's letter) which asks if the student has had to remediate any coursework will be answered yes CN grades assigned for reasons other than performance on the NBME shelf exam as described above shall remain on the student's transcript.

- Fail (F) -- Those students whose performance in a subject clearly falls far enough below passing standards that limited remedial work would be inadequate to correct the deficiencies shall be given a grade of Fail (F).
 - In Progress (IP) -- The notation of "IP" is a temporary notation that will be assigned after one semester to students in courses that require more than one semester for completion. The notation of "IP" will be converted to a grade at the completion of the entire course. If an IP is not converted to a grade within one (1) year, it will be converted to a Fail (F) unless extended by the dean.
 - Incomplete (I) -- The notation of "I" may be assigned by the dean when a student fails to complete all the required work in a course. A determination as to whether such circumstances justify a notation of "I" shall be made on a case-by-case basis in the sole discretion of the dean. A student in Pre-clinical coursework may not proceed to Clinical coursework until a notation of "I" has been converted to a passing grade; a student in Clinical coursework must convert a notation of "I" prior to graduation. If not converted to a passing grade, a notation of "I" will be changed automatically to a grade of F one year after the assignment of "I." The one-year period may be extended by the dean if the student has been on a leave of absence or other extenuating circumstances.
 - Withdrawal (W) -- The notation of "W" may be assigned of the sole discretion of the dean, provided a student is not failing a course at the time of withdrawal.
 - Exempt (EX) -- The notation of "EX" may be assigned on a case by case basis, in the sole discretion of the dean, in consultation with the responsible faculty, when a student proves competent in a subject or when a student is given credit for passing an equivalent course at another institution acceptable to the dean.
4. All grades are expected to be submitted to the MD registrar as soon as possible but no later than six (6) weeks after the student has completed a course or clerkship. The MSEC shall make the determination as to whether and when a student may remediate an F and/or CN grade.
 5. A grade of F (or CN/F) requires that the student repeat the course or complete an equivalent remedial experience. No Pre-clinical student will be permitted to repeat more than one course or complete an equivalent remedial experience for more than one course over the summer. A grade of F or CN/F will remain permanently on the student's record.
 6. No student may proceed from Pre-clinical to Clinical coursework of the MD program without having first obtained passing grades in all courses, except in rare circumstances approved by the dean. Students with failing or conditional performances in Clinical coursework may remedy those deficiencies during the Clinical portion of the curriculum with the approval of the dean.

Students who are permitted to convert a CN by performing limited remedial work may elect to repeat the course, provided it is being offered, rather than undertake a limited remedial program to convert a CN. In that case, the initial grade of CN will remain on the student's transcript. Students who are permitted to convert a CN but fail to do so will be graded as CN/F. A grade of CN/F requires that the student repeat the course or complete an equivalent remedial experience. Students who are required to repeat a year and have a CN grade in prior coursework will have the CN grade remain as a CN on the transcript.

Failure to convert a CN within the period as prescribed by the dean shall result in automatic conversion of a CN to CN/F.

7. The dean will inform the MSEC of the names of all students receiving grades of F or CN and submit their academic records to the MSEC for evaluation and determination regarding their status in the MD program.

C. Grades/Evaluation Appeal

Any student who considers an individual or final grade or evaluation to be unjust or inaccurate may appeal the grade. A grade cannot be appealed based on the content or wording of the examination.

A. Pre-clinical Blocks

A student who wishes to appeal a grade (either an individual or final grade) in a Pre-clinical Block must submit the appeal on the "Initial Grade Appeal Form (MS1-MS-4)" within fourteen (14) calendar days from the date on which the grade was received. The form must be submitted to the Block Director with a copy to the dean and to the MD Registrar (registrarmd@gwu.edu). The student is deemed to have received the grade on the calendar day immediately after it is posted in any format. If a student appeals their final grade the appeal may not be based upon individual grades that were not appealed in a timely manner previously.

If the issue is not resolved to the student's satisfaction within 14 calendar days after the Block Director receives the appeal, the student may appeal the grade or evaluation in writing to the Sr. Assoc. Dean, with a copy to the dean and the MD Registrar (registrarmd@gwu.edu), setting forth the reasons for reconsidering the grade or evaluation. The email should outline the issue and must include the initial appeal and the block director's response. In considering the student's appeal, the Sr. Assoc. Dean is limited to determining whether or not the grading procedures used were essentially the same as those used for other students in that block; and, independent of that conclusion, whether or not there is sufficient evidence of unjust or erroneous evaluation to warrant changing the grade.

In carrying out this task, the Sr. Assoc. Dean may, at their sole discretion, seek advice from any other individuals. Should the Sr. Assoc. Dean find that the grade is unjust or inaccurate, they will, in consultation with the Block Director, determine an appropriate reevaluation procedure and/or grade for the student. The Sr. Associate Dean will submit their decision in writing to the student with a copy to the dean and MD Registrar (registrarmd@gwu.edu). The decision of the Sr. Assoc. Dean is final. Failure of the student to comply with these procedures within the stated time limits shall be deemed acceptance of the grade.

In the event any part or entire grade appeal is approved a grade change form must be submitted to the MD Registrar for processing by either the Block Director or Senior Associate Dean.

B. Clinical Clerkships/Courses

A student who wishes to appeal any component of a grade in a Clinical Clerkship/Course must submit the appeal on the "Initial Grade Appeal Form (MS1-MS4)" within fourteen (14) calendar days from the date on which the final course/clerkship grade was received. The form must be submitted to the Course/Clerkship Director with a copy to the dean. and the Office of the MD Registrar (registrarmd@gwu.edu) The student is deemed to have received the final course/clerkship grade on the calendar day immediately after it is posted in any format. Students may not challenge their grade directly with their preceptor or attending or any individuals other than the clerkship director. All appeals must follow the appeal process.

The Course/Clerkship Director will have 30 days to respond to the appeal. Once the student has received an appeal determination from the Course/Clerkship Director (within 30 days), the student has 14 days from the date of receiving that decision (or lack thereof), to further appeal the decision and grade to the Department Chair. This second appeal should be submitted in writing to the Chair of the responsible department, with a copy to the dean and the MD Registrar.

The Department Chair shall conduct a review consulting as appropriate with other faculty, staff, and the student, and convey a determination within 30 days to the student in writing, with a copy to the dean. and the MD Registrar. All appeals for courses that fall outside the domain of a single department (IDIS) will be sent directly to the Sr. Associate Dean following the Course/Clerkship Director's determination.

If the issue is not resolved to the student's satisfaction within 30 calendar days after the Department Chair receives the appeal, and the student wishes to appeal it further, the student has 14 days to do so in writing to the Sr. Associate Dean with a copy to the dean. And the MD Registrar. In considering the student's appeal, the Sr. Associate Dean is limited to determining whether or not the grading procedures used were essentially the same as those used for other students in that clerkship/course; and, independent of that conclusion, whether or not there is sufficient evidence of unjust or erroneous evaluation to warrant changing the grade. In carrying out this task, the Sr. Assoc. Dean may, at their sole discretion, seek advice from any other individuals.

Should the Sr. Assoc. Dean find that the grade or evaluation is unjust or inaccurate, they will, in consultation with the Department Chair, determine an appropriate reevaluation procedure and/or grade for the student. The decision of the Sr. Assoc. Dean is final. Failure of the student to comply with these procedures within the stated time limits shall be deemed acceptance of the grade. The Sr Assoc. Dean will submit their decision in writing to the student with a copy to the dean and the MD Registrar.

In the event a grade appeal is approved, a Grade Change Form must be submitted to the MD Registrar (registrarmd@gwu.edu) for processing by either the course/clerkship Director, Department Chair or Sr. Associate Dean.

D. Policy on Promotions and Graduation -- Requirements

1. In general, promotion from one phase to the next for regular M.D. candidates -- and recommendation to the School's Faculty Assembly for award of the M.D. degree -- will occur upon successful completion of the minimum requirements for the M.D. degree as outlined in Section 1 of Article A of these Regulations. When evaluation of professional comportment and/or academic dishonesty is pending or completed under procedures

described in Article G of these Regulations, promotion and graduation may be postponed, denied, or subject to additional requirements set for individual students by the VP/Dean or Sr. Assoc. Dean. Additional requirements may be set for all students by the faculty, dean, Sr. Assoc. Dean, and/or VP/Dean.

2. Specific Requirements

a. Pre-clinical to Clinical

- i. Successful completion of all required - Pre-clinical coursework, with performance at least at the passing level. The student may not begin the work of Clinical coursework until all deficiencies of the Pre-clinical portion of the curriculum have been satisfactorily remedied, except in rare circumstances approved by the dean.
- ii. A passing score on Step 1 of the United States Medical Licensing Examination (USMLE), within parameters outlined in D.3 (USMLE Policy).
- iii. Additional requirements for students who are at risk for dismissal may be imposed by the MSEC, dean, Sr. Assoc. Dean and/or VP/Dean in order to progress from Pre-clinical to Clinical.

b. Clinical to Graduation

- i. Successful completion of all required coursework with performance at least at the passing level.
- ii. All students are required to take USMLE Step 2 CK by December 31st of their fourth year. Failure to comply will result in a mandatory meeting with the student's advisory dean.
- iii. Additional requirements for students who are at risk of dismissal may be imposed by the MSEC, Sr. Associate Dean and/or VP/Dean in order to progress to graduation. The MSEC and/or the School's Executive Committee of the Faculty Assembly may impose additional requirements for academic progression.

3. USMLE Policy

In the following policy, the dates will be strictly enforced. It is the student's responsibility to establish and complete the exam prior to the dates noted. Excuses based on inability to schedule the exam will not be accepted.

USMLE Step 1

The expectation is that all students are required to take USMLE Step 1 following their Pre-clinical coursework and prior to FCP. If permission is granted for an extension, or if a student fails the exam, the student may take the exam either during an elective period in their third year while registered for Independent Study, or after year 3 but not later than July 1 following year 3. Students who fail a second attempt at Step 1 or fail to meet these testing deadlines are at risk for academic dismissal and will be reviewed by the MSEC.

USMLE Step 2 CK

All students are required to take USMLE Step 2 Clinical Knowledge (CK) Examination by December 31 of their fourth year and pass prior to graduation. Failure to comply will

result in a mandatory meeting with the student's advisory dean. Individual exceptions must be approved by the Sr. Associate Dean. Students who fail Step 2 CK two times will be at risk for academic dismissal and will be reviewed by the MSEC.

E. Irregular Progress

1. Leave of Absence

- a. All requests for a Leave of Absence should be sent to the dean (Dean Goldberg) on the Request for a Leave of Absence Form. The request must include, with particularity, the reasons for the request and relevant documentation for all circumstances except for those set forth in subsection (b) below (A Leave of Absence mandated by the MSEC is excluded from this process). Final approval for a Leave of absence for up to one (1) year, including the conditions and timing of the return, may be granted at the discretion of the Sr. Associate Dean. The Sr. Associate Dean, in their discretion, may extend a leave of absence beyond one year in the event of extraordinary circumstances warranting such an extension. The request for an extension of the leave of absence must be submitted by the student in writing and must set forth with particularity the reasons for the request. Depending on the nature of the reason for the leave of absence, a letter from the student's health care provider certifying that the student is fit to return, including the basis for the certification may be required. If a student takes a leave of absence prior to a course ending, the following notation will be recorded on the transcript:

"W" – if the student had a passing average at the time of the leave of absence

"F" – if the student had a less than passing average at the time of the Leave of Absence

"I" – at the discretion of the dean in rare circumstances

- b. If a student is on a Leave of Absence required by the MSEC in order to complete remedial work or take a USMLE Step exam and requests an extension of leave of absence beyond one year the MSEC will decide whether or not to grant the extension.
- c. If a student takes a Leave of Absence while eligible for or while in the midst of an academic dismissal proceeding, the following notation will be placed on their transcript: "Leave of Absence pending review for academic dismissal." If a student takes a Leave of Absence while in the midst of a professional comportment or academic dishonesty proceeding, the following notation will be placed on their transcript:
"Leave of Absence pending review of allegation of academic dishonesty [or Professional comportment infraction] and prior to complete review and determination."
- d. Students who fail to meet the timing and/or conditions for return after an approved Leave of Absence will be automatically dismissed from the M.D. program, unless an exception is granted at the sole discretion of the VP/Dean.

2. Withdrawal from the MD Program

A student who withdraws from the MD program and subsequently wishes to re-enter the program, must reapply through the admissions process, as would any other applicant for medical school. If a student withdraws while undergoing an academic dismissal proceeding, the following notation will be placed on their transcript: "withdrew pending review for academic dismissal." If a student withdraws while undergoing review before the Subcommittee on Honor and Professionalism about allegations of professional comportment or academic dishonesty, the following notation will be placed on their transcript: "Withdrew pending review of allegation of academic dishonesty [or professional comportment infraction] and prior to complete review and determination." A student may not withdraw once the MSEC or Subcommittee has convened its first meeting to evaluate the student or after if the MSEC or Subcommittee has notified the student of a determination regarding the student's status in the MD Program, either verbally or in writing.

3. Repetition of a Year

The MSEC may require a student in academic difficulty or a student at risk for dismissal to repeat any part or all of the M.D. program.

4. Transcripts

Holdings will be placed on transcripts between the initiation and conclusion of proceedings involving academic dismissal, professional comportment, or academic dishonesty. Only the dean or their designee may grant an exception. The MD Registrar will be notified by the dean if/when a hold is to be placed on a student's transcript, as will be when a hold is to be removed from a student's transcript.

F. Academic Dismissal

1. A student is at risk of academic dismissal under the following circumstances:
 - a. The student receives a grade of F in any course;
 - b. The student receives grades of CN in two or more courses;
 - c. The student receives a grade of CN or F in any course, when that student has previously been at risk for academic dismissal;
 - d. The student receives an F on the USMLE Step 1 exam on two attempts; or on the USMLE Step 2CK exam on two attempts;
 - e. The student fails to meet any requirement(s) previously specified for that student by the dean, Sr. Assoc. Dean, MSEC, Executive Committee of the Faculty Assembly, or VP/Dean as a condition for continuation in the MD program;
 - f. All CN grades in courses contribute to risk for academic dismissal, including those that have been upgraded. A CN converted to CN/F shall count as an F in determining whether a student is at risk for academic dismissal. A failure in a course that was taken to remedy a grade of F in a required course will count as an additional F.
2. A student at risk for academic dismissal will receive notification from the dean that they are at risk. Notification will be made after report of the grade that puts the student at risk for academic dismissal.
3. The MSEC shall conduct a review of the student's academic record and any written statement the student may wish to submit. The review shall include an opportunity for the MSEC to

meet with the student. Since the meeting is not adversarial, the student shall not have an advisor or legal representation present. Thereafter, the MSEC will meet in executive session and make a decision regarding the student's academic status in the M.D. program. Members of the MSEC who have a conflict of interest with the student being reviewed must recuse themselves.

4. If the decision of the MSEC is to dismiss the student, within ten (10) calendar days from the date on which the student is notified in writing of the MSEC decision, the student may appeal to the VP/Dean. If the decision of the MSEC is anything other than dismissal, within 10 calendar days from the date on which the student is notified in writing of the MSEC decision, the student may appeal to the Sr. Assoc. Dean. The appeal must be in writing and must fully state the basis for the appeal. The VP/Dean or the Sr. Assoc. Dean, as the case may be, shall have discretion in the process for consideration of the appeal, including not limited to, sending the matter to the MSEC for further consideration.

The VP/Dean or Sr. Assoc. Dean (as the case may be) may consider the student's entire academic record and any documents submitted to the MSEC. The VP/Dean or Sr. Assoc. Dean may also meet with the student prior to making a decision about the student's appeal. The VP/Dean or Sr. Assoc. Dean may also consult any other individuals regarding the appeal.

The decision of the VP/Dean or Sr. Assoc. Dean becomes effective when communicated to the student. That communication may be oral, but shall be memorialized in writing to the student. The decision of the VP/Dean or Sr. Assoc. Dean on the student's appeal shall be final.

G. Evaluation of Professional Comportment and Academic Integrity

CODE OF HONOR AND PROFESSIONALISM

The Code of Honor and Professionalism is comprised of the General Principles of Professional Comportment and the General Principles of Academic Integrity as set forth below.

1. General Principles of Professional Comportment

The School of Medicine and Health Sciences expects M.D. students to adhere to the high standards of behavior, integrity, character, and ethics befitting the medical profession.

At a minimum this means students must:

- Behave honestly and ethically in their academic and professional pursuits.
- Treat professional colleagues, patients, and their family members considerately and respectfully avoiding behaviors considered aggressive, hostile, abusive, or exclusive of others.
- Maintain patient information in confidence; in compliance with HIPAA and all applicable legal standards, to include all verbal, written, and electronic means of communication;
- Refrain from lying, cheating, stealing, and any behavior leading to misdemeanor or felony convictions;
- Avoid behavior that would be considered aggressive, hostile, abusive, or exclusive of others, or that would generally be considered mistreatment of other students, residents, faculty, or

staff;

- Provide honest and accurate information on applications for residency, medical licensure, and membership in professional associations;
- Represent accurately professional status avoiding reference to self as M.D. or signing prescriptions.
- Refrain from plagiarizing any source in the preparation of academic papers or clinical presentations;
- Refrain from providing dishonest construction, interpretation, or reporting of research work;
- Refrain from falsification of any clinical report; and
- Adhere to any other commonly understood principles of professional comportment;

2. General Principles of Academic Integrity

The School of Medicine and Health Sciences expects M. D. students to behave honestly and responsibly in scholarship.

At a minimum this means students will not:

- Give or receive aid during an examination;
- Give or receive unpermitted aid in assignments;
- Infringe upon the rights of any other students to fair and equal access to educational materials; or
- Violate any other commonly understood principles of academic honesty.
Professional comportment and academic integrity are governed by the Honor Code.

3. Faculty and Student Responsibilities under Code of Honor and Professionalism

a. Student Responsibilities

- No code can explicitly enumerate all conceivable instances of prohibited conduct. In situations where the boundaries of proper conduct are unclear, the student has the responsibility to seek clarification from the appropriate Honor Code Council (as described below), member(s), faculty member(s), or dean(s).
- Each student has the responsibility to participate in the enforcement of this Code of Honor and Professionalism ("Code"). Failure to take appropriate action is in itself a violation of the Code.
- The student must agree to participate in the enforcement of this Code, and prior to matriculation, must sign a statement agreeing to uphold its principles while enrolled at the George Washington University School of Medicine and Health Sciences.

b. Faculty Responsibilities

Each faculty member has the responsibility to participate in the enforcement, promotion, and clarification of the Code. The faculty plays an integral role in the maintenance of the

Code. To this end, faculty will endeavor to:

- Define the types of aid or collaboration permissible in course work;
- Avoid procedures or ambiguities that may create undue temptation to violate the Code; and
- Reinforce the tenets of the Code.

4. The Honor Code Council

The Honor Code Council (hereinafter the "Council") shall consist of six faculty members and twelve students. Each year's class shall be represented by three students. These students shall be nominated by the existing Council and approved by the dean. The faculty shall be selected by the Chair of the Medical Student Evaluation Committee and approved by the dean. The Chair of the Council, who shall be a member of the faculty, shall be appointed by the dean.

Members of the Council shall serve as resources for students and faculty regarding any questions about the academic integrity process. Furthermore, the Council as a whole shall be charged with the continued monitoring of the Honor Code system. It shall review all cases of alleged academic integrity violations that have been submitted to a Subcommittee on Honor and Professionalism in order to educate the academic community following the resolution of each case. It shall meet periodically during the academic year and report its findings to the MSEC, including suggested amendments to the Code. Members of the Council shall serve on a Subcommittee on Honor and Professionalism to review alleged violations of academic integrity and/or professionalism and recommend sanctions, where applicable.,

5. Evaluation Process

Occasionally, a student's behavior, or pattern of behavior, may raise concerns as to the student's suitability to continue in the study of medicine. The process described below is intended to deal with behavior that may be unacceptable to the School of Medicine and Health Sciences or raise questions about the student's fitness for the practice of medicine, including violations to the Code.

The School of Medicine and Health Sciences is a community of scholars, not a courtroom. It shall not be strictly bound to the procedures set forth herein as though it were a criminal or civil trial. Neither are the individuals charged with evaluating student conduct bound by formal rules of evidence or the standards applicable in criminal or civil proceedings. They may consider any information that they deem relevant and trustworthy, including a student's entire academic and disciplinary history, including, but not limited to, grades, evaluations, transcripts, prior academic dishonesty or professional comportment proceedings. The dean, at their sole discretion, may extend the deadlines set forth herein.

- a. When a problem with professional comportment or academic dishonesty regarding a student is perceived, the observer will communicate this concern to the dean. If the communication is verbal, it must be confirmed by a signed written statement or else it will not be pursued further.
Upon receiving a communication alleging concern with professional comportment or academic dishonesty, the dean will create a case file in which all documents pertaining to the matter will be placed. The contents of the file will be preserved for a period of time not less than five (5) years from the date of separation or graduation from the School of Medicine and Health Sciences, unless the Subcommittee on Honor and

Professionalism ("Subcommittee") determines otherwise. Access to this file will be limited to the student under consideration; the dean and their staff; the Subcommittee if one is constituted; and others at the university with a legitimate interest or need to view the file, as determined by the dean.

The dean will notify the student in writing that a communication from someone who perceives that the student has a problem with professional comportment or academic dishonesty was received. The notice will include the substance of the written communication received and a copy of these Regulations.

- b. The dean will meet informally with the student as soon as reasonably possible. At that meeting, or soon thereafter, the dean may do one or more of the following:
 - i. Counsel the student.
 - ii. Gather additional information through contacts with the student, peers, faculty, professional consultants, and/or any other source deemed to have relevant information and determine whether to pursue the matter further.
 - iii. Discuss with the Chair of the MSEC who determines whether or not the case should be referred to a Subcommittee.
 - iv. The nature of the concern will be shared with the Chair of the MSEC and the Chair will decide if the concern is egregious enough to warrant interim suspension pending investigation and decision of the Subcommittee.
- c. The involvement of, and actions taken by, the dean may be continuing in nature. Subparagraphs (f) through (t) of this Section apply if the student is referred to a Subcommittee. The Subcommittee will consist of five members: (i) three faculty members who are members of the MSEC and/or Honor Code Council (2 members from one and one from the other); (ii) one student who is a member of the MSEC; (iii) one student who is a member of the Honor Code Council.
- d. The dean will notify the student of the composition of the Subcommittee. The student will be allowed five (5) calendar days from date that notification to object to any person's appointment to the Subcommittee. The reasons for such an objection must be sent to the dean in writing. The Chair of the MSEC will, at their sole discretion, determine whether an objection warrants the appointment of one or more different persons to the Subcommittee, who shall be selected as set forth in subparagraph (e).
- e. The Subcommittee will investigate the allegation(s) raised in the initial communication of concern. The Subcommittee will review the student's case file and provide the student with an opportunity to be interviewed by the Subcommittee. The Subcommittee also may gather and review other material, including, but not limited to, materials relating to prior comportment or academic dishonesty complaints, and interview any other person who the Subcommittee, in its sole discretion, has reason to believe may have relevant information to contribute.
- f. The student and the student's advisor (if applicable) may attend the information-gathering sessions held by the Subcommittee. The information sessions will be recorded or transcribed. The investigatory method used by the Subcommittee is at the discretion of the Subcommittee. The student may submit questions to be answered by persons interviewed by the Subcommittee, but the procedure regarding their questioning is left to the sole discretion of the Subcommittee, including whether the questions submitted by the student will be asked to the persons interviewed. The student may suggest or request certain persons to be interviewed by the Subcommittee, but the decision to interview such persons is left to the sole discretion of the Subcommittee. The student may speak on their own behalf and may submit other material. The student's advisor may accompany the

student to information-gathering sessions but is not otherwise permitted to participate in the evaluation process. The materials and/or statements to be considered and the weight to be given to them is left to the sole discretion of the Subcommittee. The information-gathering sessions should not become excessively legalistic and are not conducted as criminal or civil trials. The legal rules of evidence, including, but not limited to, those rules regarding relevancy, hearsay, and admissibility are not applicable and the criminal and/or civil standards of due process are not controlling. The student and their advisor (if applicable) cannot be present when the Subcommittee meets in executive session. The executive session of the Subcommittee will not be recorded or transcribed.

- g. The Chair and all members of the Subcommittee shall be present for all information gathering sessions.
- h. The Subcommittee will make a decision regarding whether the allegations of academic dishonesty or professional comportment have been substantiated by a preponderance of evidence (more likely than not) and what, if any, disciplinary action should be imposed. The decision will be memorialized in a written report which will include a summary of the proceedings, the Subcommittee's findings, and the basis for its decision(s). The summary of the proceedings set forth in the Subcommittee's report will serve as the Subcommittee minutes. The decision(s) need not be unanimous but must be supported by a majority of the Subcommittee members. The Subcommittee's report will be submitted to the dean.

In matters involving professional comportment, disciplinary actions may include, but are not limited to, one or more of the following:

- i. Imposing conditions with which the student must comply in order to continue in the M.D. program including but not limited to notations on the transcript and/or in the Dean's Letter
- ii. Imposing a temporary suspension from the M.D. program and establishing conditions for remediation and return to the MD program with a notation of "suspension for professional comportment violation" placed permanently on the transcript;
- iii. Dismissing the student from the M.D. program, with the notation of "dismissed for professional comportment violation" placed permanently on the transcript.

In matters involving academic dishonesty, disciplinary actions may include, but are not limited to, the following:

- i. Awarding a score of 0 (zero) on the academic work (e.g., assignment, quiz, exam) and a notation of "academic dishonesty" placed on the transcript.
- ii. Awarding a grade of F for the entire course, with a notation of "Failed the course for academic dishonesty" placed permanently on the transcript. The remedy, if any for failing a course will be decided by the MSEC, pursuant to Section E of these Regulations.
- iii. Dismissing the student from the M.D. program, with the notation of "dismissed for academic dishonesty" placed permanently on the transcript.

- i. The student shall have fifteen (15) calendar days from the date on which the student is notified in writing of the Subcommittee's decision, within which to appeal the decision of the Subcommittee. If the decision of the Subcommittee is to dismiss the student from the M.D. program, the student may appeal to the VP/Dean. If the decision of the Subcommittee is anything other than dismissal, the student may

appeal to the Sr. Assoc. Dean. The appeal must be in writing. Failure to appeal the decision within the required time shall be deemed a waiver of any and all rights to challenge the Subcommittee's decision and shall be deemed an acceptance of the same.

- j. The VP/Dean or Sr. Assoc. Dean will review the student's appeal, the student's case file, the decision of the Subcommittee, and any other information that they deem relevant. The VP/Dean or Sr. Assoc. Dean may, at their discretion, interview any of the witnesses who appeared before the Subcommittee, including the student, and any members of the Subcommittee, prior to making a determination regarding the appeal.
- k. The VP/Dean or Sr. Assoc. Dean will take whatever action they deem appropriate, including remanding the matter back to the Subcommittee, imposing conditions for continuation in the M.D. Program, suspension (and/or dismissal from the M.D. program if the appeal is to the VP/Dean). The VP/Dean or Sr. Assoc. Dean will inform the student in writing of their decision.
- l. The VP/Dean or Sr. Assoc. Dean's decision shall be final and decision will be made part of the case file relating to these proceedings.
- m. Should a decision not be reached in a matter involving academic dishonesty before the date on which grades are submitted, the notation "Incomplete" will be recorded for the student in that course(s) until the matter has been fully adjudicated.
- n. If the student voluntarily withdraws from the School prior to completion of the evaluation process, the following notation will be placed on his or her transcript: "Withdrew pending review of allegation of academic dishonesty [professional comportment infraction] and prior to complete review and determination."
- o. Holds will be placed on transcripts between the initiation and conclusion of proceedings involving professional comportment or academic dishonesty. Only the dean or their designee may grant an exception.
- p. At any time during the process, if the student is accompanied by an advisor who is an attorney, the student is required to inform the dean at least five (5) business days in advance of the meeting or proceedings in which the advisor is to be present. The University retains the right to have legal counsel present at any meeting or information-gathering session relating to the evaluation process.

Reason for Policy/Purpose

Regulations for the M.D. candidates for the Class of 2024 and Beyond

Who Needs to Know This Policy

All students, residents, fellows, faculty, and staff of the School of Medicine and Health Sciences

Contact

Associate Dean for Student Affairs

Who Approved This Policy

Executive Committee of the SMHS Faculty Assembly June 27, 2017 and October 24, 2023.

The Regulations for M.D. Candidates is also available on the SMHS website: <http://smhs.gwu.edu/academics/md/current-students/policies> The SMHS will make reasonable efforts to notify student of any material changes in the Regulations for M.D. Candidates. The SMHS's current notice practice is to e-mail changes to these Regulations to the student listserv maintained by the Himmelfarb Library (<http://himmelfarb.gwu.edu/>). It is the student's responsibility to monitor his or her email account for information on any changes.

Adopted September 1, 1982, by the Medical Center Faculty Senate

As amended by the Medical Center Faculty Senate November 3, 1982; May 6, 1992; June 16, 1995; by the Faculty Senate Executive Committee June 17, 1997; October 21, 1997; June 30, 1998; by the Faculty Senate February 3, 1999; November 16, 1999; September 6, 2002; February 7, 2007; by the Executive Committee of the SMHS Faculty Assembly January 20, 2015; by the Executive Committee of the SMHS Faculty Assembly on October 20, 2015; by the Executive Committee of the SMHS Faculty Assembly on November 17, 2015; by the Executive Committee of the SMHS Faculty Assembly on August 25, 2016; most recent approval by the Executive Committee of the SMHS Faculty Assembly on June 27, 2017 and October 24, 2023.