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# THE GEORGE WASHINGTON UNIVERSITY

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WASHINGTON, DC

## School of Medicine & Health Sciences Executive Committee of the Faculty Assembly

### Meeting Minutes Tuesday, November 17, 2015

VOTING MEMBERS PRESENT: Gary Simon, Anton Sidawy, Michael Berrigan, Donald Karcher, William Weglicki, Robert Hawley, Narine Sarvazyan, Shawneequa Callier, Margaret Plack, April Barbour, David Frankfurter Joyce Maring,

*EX OFFICIO* MEMBERS PRESENT: Jeffrey Akman, Vincent Chiappinelli, Alan Wasserman, Raymond Lucas, Richard Simons, Robert Zeman, Jeffrey Sich

ABSENT: Imtiaz Khan, Lawrence D'Angelo, Joseph Bocchino, Mark Batshaw, Robert Miller, Ellen Costello, Robert Shesser, Ester Roberts

1. The meeting was called to order at 4:36 pm.

2. The minutes for the meeting of October 20, 2015 were approved as distributed.

3. Dean's Report.

- Dean Akman reported that Joe Bocchino will step down as Senior Associate for Health Sciences and that Vince Chiappinelli will step as Associate Vice President/Associate Dean. Both changes are effective July 1, 2016.
- LCME. The self-study and Data Collection Instrument (DCI) will be submitted to the LCME in ten days. Preparation for the mock site visit the first week of January has begun.
- Research. The University has begun a process to improve research processes and procedures. Examples include hiring of postdoctoral fellows, procurement, IRBs, proposal submission, and hiring of research staff.
- SMHS Research. Direct (\$6.1M) and indirect (\$1.7M) research expenditures are up for the first Quarter of the fiscal year.
- Ron & Joy Paul Kidney Center. The Center was recently launched and will support education and outreach programs of the kidney transplantation program.

4. Report from the University Faculty Senate.

Anton Sidawy reported that discussion of Faculty Senate membership requirements continues in light of the recent defeat of proposals by the University Faculty Assembly. A proposal was presented last that would exempt the SMHS and School of Nursing from the tenure requirement. It has been referred to the Professional Standards Committee.

5. Update on Searches.

- Chair, Clinical Research & Administration. Final recommendation has been sent to the Dean.
- Associate Dean for Student Affairs & Administration. The Committee will begin interviews in December.

6. MD Student Policies.

Changes of Regulations for MD Candidates (Classes of 2016 and 2017; Classes of 2018 and Beyond) and Policy on Access to Students Records were both approved unanimously. See attachments.

7. Membership of Medical Student Evaluation Committee.

E-mail vote was approved to appoint new members to the Committee.

8. Establishing Search Committee for Replacement of the Sr. Associate Dean for Health Sciences.

Approved unanimously.

9. Membership of SMHS Faculty Assembly.

Jeffrey Sich provided an overview of recent changes to the Faculty Code and interpretations of the Faculty Organizational Plan that raise questions about the School's requirements for Faculty Assembly membership in the SMHS Bylaws. The Office of Faculty Affairs will continue discussions with the Office of the Provost and the Parliamentarian of the University Faculty Assembly.

10. Establishing a Conflict of Interest Committee for SMHS.

Ray Lucas informed the Executive Committee that University policy provides faculty the right to appeal decisions on management of conflicts to the School's Conflict of Interest Committee. He is leading an effort to bring the SMHS into compliance and will bring a recommendation to the Executive Committee in the near future.

The meeting was adjourned at 5:35 pm.

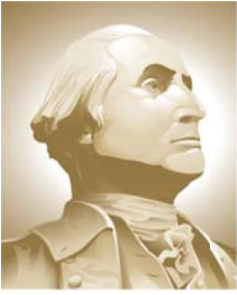
Respectfully submitted by

Jeffrey J. Sich

**Meeting Dates for 2016**

*All Meetings on Thursdays in Ross TBA*

January 28; February 25; March 24; April 28; May 26; June 23; July 28; August 25; September 22; Oct 27  
December 1 (due to the Thanksgiving and Winter holidays)



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

**Responsible University Official:**  
Associate Dean for Student Affairs  
**Responsible Office:** Office of Student  
Affairs  
**Most Recent Revision:** 10/20/2015

## **REGULATIONS FOR M.D. CANDIDATES FOR CLASSES OF 2016 AND 2017**

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### **Policy Statement**

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#### **Preamble**

Students enrolled in the M.D. program are required to conform to all rules, regulations, and policies with University-wide applicability, including, but not limited to, those contained in the Guide to Student Rights and Responsibilities (hereinafter "the Guide"). Specifically, the following sections of the Guide are applicable to M.D. Candidates:

- Policy on Equal Opportunity;
- Policy on Sexual Harassment;
- Student Grievance Procedures;
- Privacy of Student Records; and
- Articles I-IV, VI, and VII of the Guide's Statement of 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 Guide. 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 Guide (Protection Against Improper Academic Evaluation).

These Regulations, including the rights and procedures contained in them, replace the Guide 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 Guide 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 School of Medicine and Health Sciences Vice President for Health Affairs/Dean or his/her designee (hereinafter "VP/Dean") decides in a particular case to have the case processed under the Guide's 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 Guide, 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>. Students are expected to comply with all SMHS policies. Failure to do so may result in disciplinary action.

Note – The Vice President for Health Affairs/Dean or his/her designee shall be referred to as “VP/Dean” throughout these Regulations. The Senior Associate Dean for M.D. Programs or his/her designee shall be referred to as “Sr. Assoc. Dean.” The Associate Dean for Student Affairs or his/her designee shall be referred to as “dean.”

## **A. General**

1. The minimum requirements for the M.D. degree will be:
  - a. Completion with a passing grade of all courses designated by the School's Faculty Assembly to be required. All coursework requirements for the M.D. degree can be found at: <http://smhs.gwu.edu/academics/md-program/current-students/policies>
  - b. Passing scores on USMLE Step1, Step 2 CK and Step 2 CS
  - c. Completion of M.D. program requirements within 7 years from date of matriculation unless an exception is made by the Sr. Assoc. Dean or the Medical Student Evaluation Committee.
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. First- and Second-Year Courses:
    - i. One credit hour for each hour of lecture time per week per semester, adjusted as appropriate.  
One credit hour for each two or three hours of laboratory and/or small group teaching time per week per semester, adjusted if appropriate.
  - b. Third- and Fourth-Year Courses:
    - i. Five credit hours for each four-week experience; three credit hours for each two-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. Departments are responsible for the assignment of grades on a basis that is rational, just, and unbiased. Notations of “Incomplete” and “Withdrawal” may only be assigned by the dean.
2. The grading system is as follows:
  - a. First and Second year required courses: Honors (H); Pass (P); Conditional (CN); Fail (F)

- b. First and Second year non-required electives: Pass (P); Fail (F)
- c. Third and Fourth year required courses and senior electives: Honors (H); High Pass (HP); Pass (P) Conditional (CN); Fail (F)

3. The following definitions apply:

- Honors (H) -- Those students whose performance in a subject is determined by the responsible department 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 by the responsible department 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 by the responsible department shall be assigned a grade of Pass (P).
- Conditional (CN) -- Those students who do not meet the minimum requirements established by the responsible department, but who could reasonably be expected to do so through a limited program of remedial work, shall be assigned the grade of Conditional (CN).
- Fail (F) -- Those students whose performance in a subject clearly falls far enough below departmental 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 the first or second year may not proceed to the following year until a notation of "I" has been converted to a passing grade; a student in the third or fourth year 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 in 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 responsible department with the concurrence of the dean, when a student proves competent in a subject or when a student is given credit for passing an equivalent course in another institution acceptable to the department and the dean.

4. All departments are expected to submit grades to the registrar as soon as possible but not later than six (6) weeks after the student has completed a course or clerkship. The MSEC shall make the determination as to whether and how an F or CN may be remediated.

5. A grade of F requires that the student repeat the course or complete an equivalent remedial experience. No first or second year 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 will remain permanently on the student's record.
6. No student may proceed from the first to the second year or from the second to the third year of the MD program without having first upgraded all grades of F and CN to a passing grade, except in rare circumstances approved by the dean. Students with failing or conditional performances in third-year clerkships may remedy those deficiencies during the fourth year with the approval of the dean.
7. Performances upgraded from the conditional to the passing level will be graded as CN/P. 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. Failure to convert a CN within the period as prescribed by the dean shall result in automatic conversion of a CN to CN/F.

All grades of CN, CN/P, and CN/F will remain permanently on the student's record.

8. 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.
9. 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. The appeal must be received within fourteen (14) calendar days from the date on which the grade or evaluation is received, and submitted in writing to the signer of the grade or evaluation with a copy to the dean. The student is deemed to have received the grade or evaluation on the calendar day immediately after it is posted in any format. If a student appeals his or her final grade or evaluation, the appeal may not be based upon individual grades or evaluations that were not appealed in a timely manner. If the issue is not resolved to the student's satisfaction within 14 calendar days after the signer of the grade receives the appeal, the student may appeal the grade or evaluation in writing to the Chair of the responsible department, setting forth the reasons for reconsidering the grade or evaluation. The student shall send a copy of this appeal to the dean.

The Chair shall conduct a review, consulting as appropriate with other faculty, staff, and the student, and convey a determination to the student in writing, with a copy to the dean. If the issue is not resolved to the student's satisfaction within 14 calendar days after the Chair received the appeal, and the student wishes to appeal it further, he/she shall do so in writing to the Sr. Assoc. Dean and copy the dean. In considering the student's appeal, the Sr. Assoc. Dean is limited to determining whether or not the evaluation or grading procedures used were essentially the same as those used of other students in that course; and, independent of that conclusion, whether or not there is sufficient evidence of unjust or erroneous evaluation to warrant changing the grade or evaluation. In carrying out this task, the Sr. Assoc. Dean may, at his/her sole discretion, seek advice from any other individuals.

Should the Sr. Assoc. Dean find that the grade or evaluation is unjust or inaccurate, he/she will, in consultation with the Chair of the department, 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.

### **C. Policy on Promotions and Graduation -- Academic Requirements**

1. In general, promotion from one year to the next for regular M.D. candidates -- and recommendation to the School's Faculty Assembly for award of the M.D. degree -- will be automatic upon 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. Year I to Year II: Successful completion of all required work of the first year, with performance at least at the passing level. The student may not begin the work of second year until all deficiencies of the first year have been satisfactorily remedied.
- b. Year II to Year III: Successful completion of all required work of the second year, with performance at least at the passing level; and a passing score on Step 1 of the United States Medical Licensing Examination (USMLE), within parameters outlined in C.3 (USMLE Policy) The student may not proceed with the work of third year until all deficiencies in work of the second year have been satisfactorily remedied.
- c. Year III to Year IV: Successful completion of all required clerkships of the third year with performance at least at the passing level. A student may be permitted to matriculate in the fourth year despite unremedied deficiencies in the third year performance; however, those deficiencies must be remedied prior to graduation during time that would otherwise be available to the student as elective time or vacation or may require a delay in graduation date.
- d. All students are required to take USMLE Step 2 CS and CK by December 31 and record a passing score prior to graduation.
- e. The MSEC or Schools' Executive Committee of the Faculty Assembly may impose additional requirements for academic progression as set forth in subsections a. through d. above.
- f. Additional requirements for students who are at risk for dismissal may be imposed by the MSEC, Sr. Assoc Dean and or VP/Dean in order to progress.

#### 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

All students are required to take USMLE Step 1 by June 30 of Year II. After taking the exam, students will be allowed to begin the Year III program, but a passing score is required as a prerequisite to being allowed to continue beyond the first clerkship of Year III. (Students who receive CN and/or F grades in one or more required courses of three or more credits in Year II may petition the dean to extend the deadline to September 30 of that year.)

In certain circumstances, a student may request to take the Step 1 exam for the first time on a date past June 30<sup>th</sup>. Permission must be granted by the dean and the student is not permitted to begin Year III until a passing score is recorded.

Students who receive a failing score on Step 1 (in the exam[s] taken prior to June 30 of Year II) will complete the first month (July) of the third year and then will have the following two options:

#### *Option A:*

Take 4 weeks of vacation time from Year IV, study during either August or September and retake the exam by September 30. The student will resume Year III in September or October while awaiting the score to be recorded. If this is the student's second attempt at Step 1 and s/he does not achieve a Pass grade, then the student is at risk for academic dismissal and placed on leave of absence until he or she has met with the MSEC and a final decision has been made about the student's status in the M.D. program.

#### *Option B:*

Take a leave of absence from school until a second attempt is recorded. A passing score must be recorded by June 30<sup>th</sup> the following year to proceed to Year III. If the student receives a failing score on the second attempt, the student continues on a leave of absence at risk for academic dismissal until he or she has met with the MSEC and a final decision has been made about the student's status in the M.D. program.

Students who fail a second attempt at Step 1 or fail to meet these testing deadlines are at risk for academic dismissal. Section E of the Regulations for MD Candidates will apply in this situation.

### USMLE Step 2

All students are required to take USMLE Step 2 Clinical Knowledge ("CK") and Step 2 Clinical Skills ("CS") Examinations by December 31 of their fourth year and pass prior to graduation. A passing score must be recorded by April 30<sup>th</sup> of the year of graduation to partake in the MD diploma ceremony. Students are encouraged to submit applications for USMLE Step 2 CK and CS by July 1<sup>st</sup> of the year prior to graduation and must take the exams no later than December 31<sup>st</sup> of their fourth year. Students who fail Step 2 CK or Step 2 CS two times will be at risk for academic dismissal. Section E



of these Regulations will apply in these situations. No student will be allowed to receive the Doctor of Medicine degree without a passing score on both Step 2 exams.

## **D. Irregular Progress**

### **1. Leave of Absence**

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 dean. The request must be in writing and must include, with particularity, the reasons for the request and relevant documentation. The dean, in his or her sole 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, the dean may request a letter from the student's health care provider certifying that the student is fit to return, including the basis for the certification. 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

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 his or her 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 his or her transcript: "leave of absence pending review of allegation of academic dishonesty [or professional comportment infraction] and prior to complete review and determination."

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 in the sole discretion of the VP/Dean.

### **2. Withdrawal from the MD Program**

A student who withdraws from the MD program subsequently and changes his/her mind and 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 eligible for or while in the midst of an academic dismissal proceeding, the following notation will be placed on his or her transcript: "withdrew pending review for academic dismissal." If a student withdraws while in the midst of a professional comportment or academic dishonesty proceeding, the following notation will be placed on his or her transcript: "Withdrew pending review of allegation of academic dishonesty [or professional comportment infraction] and prior to complete review and determination."

### 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

Holds will be placed on transcripts between the initiation and conclusion of proceedings involving academic dismissal, professional comportment, or academic dishonesty. Only the dean or his/her designee may grant an exception.

## **E. Academic Dismissal**

### 1. A student is at risk of academic dismissal under the following circumstances:

- a. The student receives grades of CN and/or F in two or more required courses in the first semester of Year I;
- b. The student receives grades of F in 2 or more required courses (or senior electives) of greater than three credits in any academic year;
- c. The student receives grades of CN and/or F in three or more required courses (or senior electives) in any academic year;
- d. The student receives a grade of F in one or more required courses (or senior electives) totaling 12 or more credit hours in any academic year; or totaling 20 or more credit hours in the MD program;
- e. The student receives grades of CN and/or F in required courses (or senior electives) totaling 20 credit hours or more of work in any academic year; or totaling 30 or more credit hours in the MD program;
- f. The student receives a grade of CN or F in a required course or senior elective, when that student has previously been at risk for academic dismissal;
- g. The student receives an F on the USMLE Step 1 exam on two attempts; or on the USMLE Step 2CK exam on two attempts; or on the USMLE Step 2CS exam on two attempts;
- h. The student fails to meet any special requirement(s) previously specified for that student by the dean, Sr. Assoc. Dean, or VP/Dean as a condition for continuation in the MD program;
- i. All CN grades in required courses and senior electives contribute to risk for academic dismissal, including those that have been upgraded. A CN downgraded 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 he/she is 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 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.

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 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 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.

## **F. Special Program**

Within the School of Medicine and Health Sciences, a division exists to accommodate certain MD candidates in special situations. These include students who are not carrying a full academic load, but who are repeating courses during the academic year. Also included are students in a decelerated program that allows them to complete the work of the first two semesters across the span of two academic years. Other special programs may be developed for inclusion in this division. The Regulations for MD Candidates apply to all students in the Doctor of Medicine Special Programs, with the following exception for students in the decelerated program.

For all required courses of the first two years in the decelerated program -- normally taken during the first two semesters of the regular four-year program -- students are required to achieve better than a minimally passing performance as evidence of the likelihood of success when later carrying a full academic load. To be allowed to continue from one semester to the next, the student must achieve a grade in each course of three or more credit hours that is passing by departmental standards and that, in addition, is not more than one standard deviation below the mean for the whole class (being all those students in both the regular and decelerated program taking that course). Any student who fails to meet this standard may be dismissed summarily by action of the VP/Dean without review by the MSEC.

Upon successful completion of the entire (traditional) first-year curriculum, students will be transferred into the regular M.D. program and will be graded as all other medical students. At that point, the exception regarding dismissal without review by the MSEC no longer applies.

## **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 resource persons for students and faculty. 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 either to review an alleged violation of the general principles of academic integrity of the Code or to recommend sanctions in established cases of violations of academic integrity.

## 5. The 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 they were a criminal code. Neither are the individuals charged with evaluating student conduct bound by formal rules of evidence. They may consider any information that they deem relevant and trustworthy, including a student's entire academic and disciplinary record. At his/her discretion, the dean 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. In a matter involving an alleged violation of the Honor Code, when a student, member of the faculty, or staff member observes something that appears to be a violation of the Honor Code, that person may: (i) consult with a member of the Council regarding the witness's observation in order to determine whether a written report should be made to the dean; and/or (ii) submit a signed written report of the alleged violation to the dean.
- b. Upon receiving such a communication, the dean will create a confidential 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 years from the date of separation or graduation from the School of Medicine and Health Sciences. Access to this file will be restricted to the student under consideration; the dean and his/her staff; the Subcommittee on Honor and Professionalism ("Subcommittee") if one is constituted; and attorneys for the University and student.
- c. The dean will notify the student in writing that s/he has received a communication from someone who perceives that the student has a problem with professional comportment or academic dishonesty. The notice will include a copy of these Regulations.
- d. The dean will meet informally with the student as soon as possible. At that meeting, or as soon thereafter as possible, the dean may do one or more of the following:
  - i. Advise the student.
  - ii. Develop additional information through contacts with the student, his/her peers, faculty, professional consultants, and/or any other source deemed to have relevant information and make a decision not to pursue the matter further.
  - iii. ~~Refer the case to a Subcommittee.~~ 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 suspension pending investigation and decision of the Subcommittee.
- e. The involvement of, and actions taken by, the dean may be continuing in nature. Subparagraphs (f) through (t) apply if the student is referred to a Subcommittee. The Subcommittee will consist of: (i) four faculty members, two of whom shall be members of the MSEC and two of whom shall be members of the Honor Council; (ii) one student who is a member of the MSEC; (iii) one student who is a member of the Honor Council; and (iv) one student who shall be selected jointly by the Chairs of the MSEC and Honor Council.
- f. The dean will notify the student by email of the composition of the Subcommittee. The student will be allowed five (5) calendar days from date that email notification was sent to object to any person's appointment to the Subcommittee. The reasons for such objection must be sent to the dean in writing. The dean will, at his/her 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 subparagraphs (e-i) or (e-ii) as applicable.
- g. The Subcommittee will investigate the allegation. The Subcommittee will review the student's confidential file and interview him or her. 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, at its sole discretion, has reason to believe may have relevant information to contribute.
- h. The student under review and/or the student's attorney or advisor may attend the information-gathering sessions. The information sessions will be recorded or transcribed. The executive session of the Subcommittee will not be recorded or transcribed. The method used is at the discretion of the Subcommittee. The student and/or his or her attorney or advisor 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 and/or the student's attorney or advisor will be asked to the persons interviewed. The student also may suggest 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 his/her behalf and may submit other material. The student's attorney or advisor may not speak. The materials and/or testimony to be considered and the weight to be given to them is left to the sole discretion of the Subcommittee. The information 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 the student's attorney or advisor cannot be present when the Subcommittee meets in executive session.
- i. Meetings of the Subcommittee are confidential. Minutes of the Subcommittee will be placed in the student's confidential file upon the completion of the Subcommittee's review.
- j. The Chair and all members shall be required to be present for information gathering sessions. For follow-up sessions, one or more members may participate by telephone if necessary in the discretion of the chair.

- k. 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 in writing and shall include the Subcommittee's findings and the basis for its decision(s). There is no required format for decision(s). The content of the decision(s), including the nature and specificity of the findings and the basis for the decision(s) is left to the sole discretion of the Subcommittee. The decision(s) need not be unanimous, but must be supported by a majority of the Subcommittee members. The decision will be submitted to the dean.

In matters involving professional comportment disciplinary action may include, but is (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;
- 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" be placed permanently on the transcript. Dismissing the student from the M.D. program, with the notation of "dismissed for professional comportment violation" placed permanently on the transcript; and/or

In matters involving academic dishonesty, disciplinary action(s) may include but is (are) not limited to, one or more of the following:

- i. Awarding a score of 0% on the material (assignment, quiz, or exam) and a notation of " \*academic dishonesty" be placed on the permanent record
- 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.

The Subcommittee must agree by a majority vote that any finding of an Honor Code violation or professional comportment infraction is supported by a preponderance of the evidence (more likely than not).

- l. 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, 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 and submitted to either the VP/Dean or Sr. Assoc. Dean (as the case may be). Failure to appeal the decision 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.
- m. The VP/Dean or Sr. Assoc. Dean will review the student's confidential file, the decision of the Subcommittee, and any other information that he/she deems relevant. The VP/Dean or Sr. Assoc. Dean may, at his/her discretion, interview any of the witnesses who appeared before the Subcommittee, including the student,



and any members of the Subcommittee, prior to making his/her determination regarding the appeal.

- n. The VP/Dean or Sr. Assoc. Dean will take whatever action s/he deems appropriate, including remanding the matter back to the Subcommittee, imposition of 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 his/her decision.
- o. The VP/Dean or Sr. Assoc. Dean will make his/her decision on the written record of the proceedings. His/her decision shall be final.
- p. Should a final decision not be completed 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 charges have been fully adjudicated.
- q. If the student voluntarily withdraws from the institution prior to completion of the review 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."
- r. Holds will be placed on transcripts between the initiation and conclusion of proceedings involving professional comportment or academic dishonesty. Only the dean or his/her designee may grant an exception.
- s. At any time during the process, if the student in question is accompanied by an attorney, the University will have its attorney present. The student, therefore, is required to inform the dean five (5) days in advance of the hearing if counsel is to be present.

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## **Reason for Policy/Purpose**

Regulations for the M.D. candidates for the Class of 2018 and Beyond

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## **Who Needs to Know This Policy**

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

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## **Contact**

Associate Dean for Student Affairs

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## **Who Approved This Policy**

Executive Committee of the SMHS Faculty Assembly October 20, 2015

Executive Committee of the SMHS Faculty Assembly July 23, 2015

*The Regulations for M.D. Candidates is also available on the SMHS website:*

<http://smhs.gwu.edu/academics/md/current-students/policies>

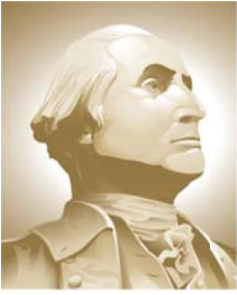
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*The SMHS will make reasonable efforts to notify student of any material changes in the Regulations for M.D. Candidates. The SMHS's current notice practice is to e-mail changes to these Regulations to the student listserv maintained by the Himmelfarb 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; Executive Committee of the SMHS Faculty Assembly January 20, 2015; Executive Committee of the SMHS Faculty Assembly July 23, 2015*

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## **REGULATIONS FOR M.D. CANDIDATES FOR CLASSES OF 2018 AND BEYOND**

### **Policy Statement**

#### **Preamble**

Students enrolled in the M.D. program are required to conform to all rules, regulations, and policies with University-wide applicability, including, but not limited to, those contained in the Guide to Student Rights and Responsibilities (hereinafter “the Guide”). Specifically, the following sections of the Guide are applicable to M.D. Candidates:

- Policy on Equal Opportunity;
- Policy on Sexual Harassment;
- Student Grievance Procedures;
- Privacy of Student Records; and
- Articles I-IV, VI, and VII of the Guide’s Statement of 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 Guide. 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 Guide (Protection Against Improper Academic Evaluation).

These Regulations, including the rights and procedures contained in them, replace the Guide 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 Guide 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 School of Medicine and Health Sciences Vice President for Health Affairs/Dean or his/her designee (hereinafter "VP/Dean") decides in a particular case to have the case processed under the Guide's 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 Guide, 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>. Students 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 his/her designee shall be referred to as “VP/Dean”
2. The Senior Associate Dean or his/her designee shall be referred to as “Sr. Assoc. Dean”
3. The Associate Dean for Student Affairs or his/her designee shall be referred to as “dean”
4. The 4 year curriculum is divided into three phases
  - Fundamentals of Medicine (“FOM”)
  - Fundamentals of Clinical Practice (“FCP”)
  - Transition to Advanced Clinical Practice (“TCP”)
5. A “course” is defined as a block, course, clerkship, or elective

\* Throughout these Regulations, “FOM” curriculum shall also be referred to as “Pre-clinical,” and “FCP” and “TCP” curriculum shall collectively also be referred to as “Clinical.”

## **A. General**

1. The minimum requirements for the M.D. degree will be:
  - 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: <http://smhs.gwu.edu/academics/md-program/current-students/policies>
  - b. Passing scores on USMLE Step1, Step 2 CK and Step 2 CS
  - c. 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.

## **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" and "Withdrawal" may only be assigned by the dean.

2. The grading system is as follows:

- a. Pre-clinical required courses: Honors (H); Pass (P); Conditional (CN); Fail (F)
- b. Pre-clinical non-required electives: Pass (P); Fail (F)
- c. Clinical required coursework: Honors (H); High Pass (HP); Pass (P) Conditional (CN); Fail (F)
- d. Clinical intersessions are graded Pass (P); 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).
- 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 in 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 in another institution acceptable to the dean. All grades are expected to be submitted to the registrar as soon as possible but not later than six (6) weeks after the student has completed a course or clerkship. The MSEC shall make the determination as to whether and how an F or CN may be remediated.

4. All grades are expected to be submitted to the registrar as soon as possible but not later than six(6) weeks after the student has completed a course or clerkship. The MSEC shall make the determination as to whether and how an F or CN may be remediated.
5. A grade of 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 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 upgraded all grades of F and CN to a passing grade, 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.
7. Performances upgraded from the conditional to the passing level will be graded as CN/P. 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.

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

8. 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.

9. 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. The appeal must be received within fourteen (14) calendar days from the date on which the grade or evaluation is received, and submitted in writing to the signer of the grade or evaluation with a copy to the dean. The student is deemed to have received the grade or evaluation on the calendar day immediately after it is posted in any format. If a student appeals his or her final grade or evaluation, the appeal may not be based upon individual grades or evaluations that were not appealed in a timely manner.

If the issue is not resolved to the student's satisfaction within 14 calendar days after the signer of the grade receives the appeal, the student in Pre-clinical may appeal the grade or evaluation in writing to the Sr. Assoc. Dean, setting forth the reasons for reconsidering the grade or evaluation. In considering the student's appeal, the Sr. Assoc. Dean is limited to determining whether or not the evaluation or grading procedures used were essentially the same as those used of other students in that course; and, independent of that conclusion, whether or not there is sufficient evidence of unjust or erroneous evaluation to warrant changing the grade or evaluation. In carrying out this task, the Sr. Assoc. Dean may, at his/her sole discretion, seek advice from any other individuals. Should the Sr. Assoc. Dean find that the grade or evaluation is unjust or inaccurate, he/she will, in consultation with the signer of the grade or evaluation, determine an appropriate reevaluation procedure and/or grade for the student. The decision of the Sr. Assoc. Dean is final.

A student in Clinical may appeal to the Chair of the responsible department. The student shall send a copy of this appeal to the dean. The Chair shall conduct a review, consulting as appropriate with other faculty, staff, and the student, and convey a determination to the student in writing, with a copy to the dean. If the issue is not resolved to the student's satisfaction within 14 calendar days after the Chair received the appeal, and the student wishes to appeal it further, he/she shall do so in writing to the Sr. Assoc. Dean and copy the dean. In considering the student's appeal, the Sr. Assoc. Dean is limited to determining whether or not the evaluation or grading procedures used were essentially the same as those used of other students in that course; and, independent of that conclusion, whether or not there is sufficient evidence of unjust or erroneous evaluation to warrant changing the grade or evaluation. In carrying out this task, the Sr. Assoc. Dean may, at his/her sole discretion, seek advice from any other individuals. Should the Sr. Assoc. Dean find that the grade or evaluation is unjust or inaccurate, he/she will, in consultation with the Chair of the department, 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.

### **C. Policy on Promotions and Graduation -- Academic 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 be automatic upon 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 Pre-clinical portion of the curriculum have been satisfactorily remedied.
  - ii. A passing score on Step 1 of the United States Medical Licensing Examination (USMLE), within parameters outlined in C.3 (USMLE Policy).
  - iii. Additional requirements for students who are at risk for dismissal may be imposed by the MSEC, 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. All students are required to take USMLE Step 2 CS and CK by December 31 and record a passing score prior to graduation.
- c. Additional requirements for students who are at risk for dismissal may be imposed by the MSEC, Sr. Assoc 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 as set forth in subsections a. and b. above.

## 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

All students are required to take USMLE Step 1 by the last Friday in February following their Pre-clinical coursework. After taking the exam, students will be allowed to begin their Clinical coursework pending report of a passing score. Students who fail the exam may be permitted to complete the current clerkship followed by a study period to retake the exam or may choose to withdraw from the clerkship to study and retake the exam. These students will not be permitted to return to clinical coursework involving patient care until a passing score is received. These students may accrue up to five (5) credit hours in non-patient care electives pending a passing score. All students who fail the exam for the first time must record a passing score on the exam within one year from the original test date. Failure to comply will place student at risk for dismissal.

In certain circumstances, a student may request to take the Step 1 exam for the first time on a date past the deadline. Permission must be granted by the dean and the student is not permitted to begin Clinical coursework until a passing score is recorded. These students are required to participate in the introductory clinical intersession.



Students who are required to participate in Pre-clinical remedial coursework may petition the dean to extend the deadline for up to three months.

Students who fail a second attempt at Step 1 or fail to meet these testing deadlines are placed on a leave of absence and are at risk for academic dismissal. Section E of the Regulations for MD Candidates will apply in this situation.

### USMLE Step 2

All students are required to take USMLE Step 2 Clinical Knowledge ("CK") and Step 2 Clinical Skills ("CS") Examinations by December 31 of their fourth year and pass prior to graduation. A passing score must be recorded by April 30<sup>th</sup> of the year of graduation to partake in the MD diploma ceremony. Students who fail either Step 2 CK or Step 2 CS two times will be at risk for academic dismissal. Section E of these Regulations will apply in these situations

## **D. Irregular Progress**

### 1. Leave of Absence

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 dean. The request must be in writing and must include, with particularity, the reasons for the request and relevant documentation. The dean, in his or her sole 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, the dean may request a letter from the student's health care provider certifying that the student is fit to return, including the basis for the certification. 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

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 his or her 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 his or her transcript: "leave of absence pending review of allegation of academic dishonesty [or professional comportment infraction] and prior to complete review and determination."

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 in the sole discretion of the VP/Dean.

### 2. Withdrawal from the MD Program

A student who withdraws from the MD program subsequently and changes his/her mind and 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 eligible for or while in the midst of an academic dismissal proceeding, the following notation will be placed on his or her transcript: "withdrew pending review for academic dismissal." If a student withdraws while in the midst of a professional comportment or academic dishonesty proceeding, the following notation will be placed on his or her transcript: "Withdrew pending review of allegation of academic dishonesty [or professional comportment infraction] and prior to complete review and determination."

### 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

Holds will be placed on transcripts between the initiation and conclusion of proceedings involving academic dismissal, professional comportment, or academic dishonesty. Only the dean or his/her designee may grant an exception.

## **E. Academic Dismissal**

1. A student is at risk of academic dismissal under the following circumstances:
  - a. The student receives grades 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; or on the USMLE Step 2CS exam on two attempts;
  - e. The student fails to meet any special requirement(s) previously specified for that student by the dean, Sr. Assoc. Dean, 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 downgraded 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 he/she is 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 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.

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 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 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 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.

## **F. 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 resource persons for students and faculty. 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 either to review an alleged violation of the general principles of academic integrity of the Code or to recommend sanctions in established cases of violations of academic integrity.

## 5. The 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 they were a criminal code. Neither are the individuals charged with evaluating student conduct bound by formal rules of evidence. They may consider any information that they deem relevant and trustworthy, including a student's entire academic and disciplinary record. At his/her discretion, the dean 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. In a matter involving an alleged violation of the Honor Code, when a student, member of the faculty, or staff member observes

- something that appears to be a violation of the Honor Code, that person may: (i) consult with a member of the Council regarding the witness's observation in order to determine whether a written report should be made to the dean; and/or (ii) submit a signed written report of the alleged violation to the dean.
- b. Upon receiving such a communication, the dean will create a confidential 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 years from the date of separation or graduation from the School of Medicine and Health Sciences. Access to this file will be restricted to the student under consideration; the dean and his/her staff; the Subcommittee on Honor and Professionalism ("Subcommittee") if one is constituted; and attorneys for the University and student.
  - c. The dean will notify the student in writing that s/he has received a communication from someone who perceives that the student has a problem with professional comportment or academic dishonesty. The notice will include a copy of these Regulations.
  - d. The dean will meet informally with the student as soon as possible. At that meeting, or as soon thereafter as possible, the dean may do one or more of the following:
    - i. Advise the student.
    - ii. Develop additional information through contacts with the student, his/her peers, faculty, professional consultants, and/or any other source deemed to have relevant information and make a decision not to pursue the matter further.
    - iii. ~~Refer the case to a Subcommittee.~~ 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 suspension pending investigation and decision of the Subcommittee.
  - e. The involvement of, and actions taken by, the dean may be continuing in nature. Subparagraphs (f) through (t) apply if the student is referred to a Subcommittee. The Subcommittee will consist of: (i) four faculty members, two of whom shall be members of the MSEC and two of whom shall be members of the Honor Council; (ii) one student who is a member of the MSEC; (iii) one student who is a member of the Honor Council; and (iv) one student who shall be selected jointly by the Chairs of the MSEC and Honor Council.
  - f. The dean will notify the student by email of the composition of the Subcommittee. The student will be allowed five (5) calendar days from date that email notification was sent to object to any person's appointment to the Subcommittee. The reasons for such objection must be sent to the dean in writing. The dean will, at his/her 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 subparagraphs (e-i) or (e-ii) as applicable.
  - g. The Subcommittee will investigate the allegation. The Subcommittee will review the student's confidential file and interview him or her. 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, at its sole discretion, has reason to believe may have relevant information to contribute.
  - h. The student under review and/or the student's attorney or advisor may attend the information-gathering sessions. The information sessions will be recorded or

transcribed. The executive session of the Subcommittee will not be recorded or transcribed. The method used is at the discretion of the Subcommittee. The student and/or his or her attorney or advisor 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 and/or the student's attorney or advisor will be asked to the persons interviewed. The student also may suggest 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 his/her behalf and may submit other material. The student's attorney or advisor may not speak. The materials and/or testimony to be considered and the weight to be given to them is left to the sole discretion of the Subcommittee. The information 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 the student's attorney or advisor cannot be present when the Subcommittee meets in executive session.

- i. Meetings of the Subcommittee are confidential. Minutes of the Subcommittee will be placed in the student's confidential file upon the completion of the Subcommittee's review.
- j. The Chair and all members shall be required to be present for information gathering sessions. For follow-up sessions, one or more members may participate by telephone if necessary in the discretion of the chair.
- k. 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 in writing and shall include the Subcommittee's findings and the basis for its decision(s). There is no required format for decision(s). The content of the decision(s), including the nature and specificity of the findings and the basis for the decision(s) is left to the sole discretion of the Subcommittee. The decision(s) need not be unanimous, but must be supported by a majority of the Subcommittee members. The decision will be submitted to the dean.

In matters involving professional comportment disciplinary action may include, but is (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;
- 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" be placed permanently on the transcript Dismissing the student from the M.D. program, with the notation of "dismissed for professional comportment violation" placed permanently on the transcript; and/or

In matters involving academic dishonesty, disciplinary action(s) may include but is (are) not limited to, one or more of the following:

- i. Awarding a score of 0% on the material (assignment, quiz, or exam) and a notation of " \*academic dishonesty" be placed on the permanent record
  - 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.
- The Subcommittee must agree by a majority vote that any finding of an Honor Code violation or professional comporment infraction is supported by a preponderance of the evidence (more likely than not).
- l. 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, 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 and submitted to either the VP/Dean or Sr. Assoc. Dean (as the case may be). Failure to appeal the decision 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.
  - m. The VP/Dean or Sr. Assoc. Dean will review the student's confidential file, the decision of the Subcommittee, and any other information that he/she deems relevant. The VP/Dean or Sr. Assoc. Dean may, at his/her discretion, interview any of the witnesses who appeared before the Subcommittee, including the student, and any members of the Subcommittee, prior to making his/her determination regarding the appeal.
  - n. The VP/Dean or Sr. Assoc. Dean will take whatever action s/he deems appropriate, including remanding the matter back to the Subcommittee, imposition of 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 his/her decision.
  - o. The VP/Dean or Sr. Assoc. Dean will make his/her decision on the written record of the proceedings. His/her decision shall be final.
  - p. Should a final decision not be completed 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 charges have been fully adjudicated.
  - q. If the student voluntarily withdraws from the institution prior to completion of the review process, the following notation will be placed on his or her transcript: "Withdrew pending review of allegation of academic dishonesty [professional comporment infraction] and prior to complete review and determination."
  - r. Holds will be placed on transcripts between the initiation and conclusion of proceedings involving professional comporment or academic dishonesty. Only the dean or his/her designee may grant an exception.
  - s. At any time during the process, if the student in question is accompanied by an attorney, the University will have its attorney present. The student, therefore, is required to inform the dean five (5) days in advance of the hearing if counsel is to be present.



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## **Reason for Policy/Purpose**

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Regulations for the M.D. candidates for the Class of 2018 and Beyond

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## **Who Needs to Know This Policy**

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

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## **Contact**

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Associate Dean for Student Affairs

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## **Who Approved This Policy**

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Executive Committee of the SMHS Faculty Assembly October 20, 2015

Executive Committee of the SMHS Faculty Assembly July 23, 2015

*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 e July 23, 2015*

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**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

**Responsible University Official:**

Associate Dean for Student  
Affairs

**Responsible Office:**

Office of Student Affairs

**Most Recent Revision:** 7/2015

## **POLICY ON ACCESS TO STUDENT RECORDS**

### **Policy Statement**

Student academic records are confidential documents. This policy outlines those individuals who have a right to access student academic records and the procedures required to obtain access to said records.

The following individuals may access student records at any time in the conduct of their administrative duties in the School of Medicine and Health Sciences:

- Administrative staff of the Office of the Dean, SMHS
- Assistant and Associate Deans for Student Affairs and Curriculum
- [Senior Associate Dean for M.D. Programs](#)
- Dean, School of Medicine and Health Sciences

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A student may request access to their records at any time by completing the attached request/consent form and presenting it to a member of the Dean's Office administrative staff or one of the deans. In general, records are available for immediate review, but, in any case, they will be made available to the student within 24 hours.

The following individuals may access student records only with written consent of the student as provided via the request/consent form. Only those documents specifically indicated by the student will be released.

- Faculty and staff of the Medical School
- Members of the decanal staff other than those listed above
- Individuals external to the SMHS including, but not limited to, family, members of the public, scholarship organizations, employers, residency program staff and faculty, and licensing bodies.

- Students who wish to contest the presence of any materials (e.g., letters, reports) may do so by submitting the attached form to the Associate Dean for Student Affairs.

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The Associate Dean for Student Affairs will review the student's request and may

- a) Approve the request without further review or
- b) b) meet with the student to obtain additional information prior to making a decision. If the student disagrees with the decision of the Associate Dean for Student Affairs, the student may appeal to the Senior Associate Dean for M.D. Programs whose decision will be final.

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N.B. This procedure is not to be used to challenge a course or clerkship grade; that policy/procedure is defined in the Regulations for M.D. Candidates.

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## **Reason for Policy/Purpose**

To comply with federal regulations regarding student privacy (FERPA).

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## **Who Needs to Know This Policy**

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

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## **Forms**

See appendices for Request/Consent Form for student records.

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## **Contacts**

Office of Student Affairs      202-994-2202 kdirkes@gwu.edu

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## **Definitions**

1. Student Records: student records are defined as the content of the student's formal academic file including admissions information, official correspondence, consent forms, grades, evaluations, records of sanctions and proceedings related to Medical Student Evaluation Committee review of academic, honor code, or professionalism violations, residency match results, and any electronic files, databases, or applications containing these documents or information.

2. Immunization Records: these records are not part of the student's academic record and are maintained in a secure database managed by the George Washington University Hospital Employee Health Office. These records can only be released by Employee Health with the written consent of the student. These are not available to the Deans, faculty, or staff of the SMHS.

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## **Appendices**

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Request/consent form for access to medical student records

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## **Who Approved This Policy**

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Office of Student Affairs, MD Program, School of Medicine and Health Sciences  
Executive Committee of the SMHS Faculty Assembly, 7/23/2015

**Request/Consent to Review Medical Student Academic  
Records  
MD Program, The School of Medicine and Health Sciences  
The George Washington University**

**Student Request to Review Records:**

Date of Request: \_\_\_\_\_ Student  
Requesting Records: \_\_\_\_\_

=====

**Student Consent to Allow Another Individual to Review Records:**

Name of Student: \_\_\_\_\_  
Name of Individual Authorized to Review Records: \_\_\_\_\_

I authorize the individual named above to access my academic records as directed below (check all that apply):

- \_\_\_\_\_ Entire academic record
- \_\_\_\_\_ Grades and evaluations
- \_\_\_\_\_ Correspondence
- \_\_\_\_\_ Records related to academic, honor code, or professionalism proceedings and sanctions
- \_\_\_\_\_ Admissions data (original AMCAS application only)
- \_\_\_\_\_ USMLE board scores
- \_\_\_\_\_ Unofficial Transcript
- \_\_\_\_\_ Medical Student Performance Evaluation

Student Signature \_\_\_\_\_  
Date and Time: \_\_\_\_\_

Staff Member Providing Access: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date and Time: \_\_\_\_\_

**Student Request to Contest Records:**

Date of Request: \_\_\_\_\_  
Student Contesting Record: \_\_\_\_\_  
Item Being Contested: \_\_\_\_\_

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Reason for Request to Contest:

Student Signature: \_\_\_\_\_

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***Original Copy to be maintained in the academic record***