

# Regulations for M.D. Candidates

For Classes of 2017, 2016, 2015

## Preamble

Students enrolled in the M.D. program are required to conform to all rules, regulations, and policies with University-wide applicability, including those contained in the Guide to Student Rights and Responsibilities (hereinafter "the Guide"). In this regard, the Guide's 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 apply to M.D. candidates. 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. For instance, 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). However, 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 and/or student discipline are applicable to M.D. candidates. For example, Article V of the Guide (Regulations Concerning Student Life on Campus) does not apply to students enrolled in the M.D. Program. Rather, all cases involving alleged misconduct will be processed solely under these Regulations. Further, M.D. candidates accused of misconduct 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 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. Additionally, all electives taken must be completed with a passing grade in order to receive the M.D. degree. (Minimum requirements for M.D. candidates in the Doctor of Medicine Special Programs are different, and such students are referred to Article F of these Regulations for a statement regarding modified minimum requirements).
  - 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 dean.
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" will be assigned by the dean in extraordinary circumstances 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 Office of the Dean 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. Conditional or failing grades in fourth-year courses must be remedied prior to receiving the MD degree.
  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 dean. In considering the student's appeal, the 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 dean may, at his/her sole discretion, seek advice from any other individuals.

Should the 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 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. Additional requirements may be set for all students by the faculty, 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). Additional requirements may be established and implemented by the MSEC and the School's Faculty Assembly action alone. 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 pass USMLE Step 2 CS and CK prior to graduation.

## 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 30th 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 and pass USMLE Step 2 Clinical Knowledge ("CK") and Step 2 Clinical Skills ("CS") Examinations 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 schedule 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. 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

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 a year.

### 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 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. Within ten (10) calendar days from the date on which the student is notified of the MSEC decision, the student may appeal to the VP/Dean. The appeal must be in writing and must fully state the basis for the appeal.

The VP/Dean 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 may also consult any other individuals regarding the appeal.

The decision of the VP/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 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 Integrity**

### **1. General Principles of Professional Comportment**

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

At a minimum, that means students must:



- Behave honestly and ethically in their academic and professional pursuits;
- Treat professional colleagues, patients and their family members considerately and respectfully;
- Maintain patient information in confidence;
- Maintain accurate medical records;
- Adhere to any other commonly understood principles of academic honesty and/or professional comportment;
- Refrain from lying, cheating, or stealing, or any convictions for misdemeanors or felonies; and
- Avoid mistreatment of other students, residents, faculty, or staff.

## 2. Honor Code

### a. *Students will not:*

- Give or receive aid regarding an examination.
- Give or receive unpermitted aid in assignments.
- Plagiarize any source in the preparation of academic papers or clinical presentations.
- Falsify any clinical report or experimental results.
- Infringe upon the rights of any other students to fair and equal access to educational materials.
- Violate any other commonly understood principles of academic honesty.

b. 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 member(s), faculty member(s), or dean(s).

c. Each student has the responsibility to participate in the enforcement of this Code. Failure to take appropriate action is in itself a violation of the Code.

d. The student must agree to participate in the enforcement of this Honor 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.

### e. *Faculty Responsibilities*

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

### f. *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 Honor Code violations that have been submitted to a Subcommittee on Professional Comportment and Integrity 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 Honor Code. Members of the Council shall serve on a Subcommittee on Professional Comportment and Integrity convened as an Honor Code Committee either to review an alleged violation of the Honor Code or to recommend sanctions in established cases of Honor Code violation.

### 3. 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 of the Honor 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 Professional Comportment and Integrity ("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 on Professional Comportment and Integrity.
    - iv. Suspend the student pending investigation and recommendation of the Subcommittee and/or the MSEC.
  - 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 on Professional Comportment and Integrity.
    - i. In a matter involving professional comportment, a Subcommittee and its Chair will be named by the Chair of the MSEC. The Subcommittee will consist of two students from the third and/or fourth year of the M.D. Program and four faculty members of whom at least two shall be members of the MSEC.
    - ii. In a matter involving academic dishonesty, the Subcommittee will be named by the dean in consultation with the Chair of the Honor Code Council. The Subcommittee will consist of at least two student members of the Honor Code Council and four faculty of whom at least two shall be members of the Honor Code 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 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 all meetings of the Subcommittee.
- k. The Subcommittee will make its final recommendation(s) to the dean. Such recommendation(s) will be in writing and shall include the Subcommittee's findings and the basis for its recommendation(s). There is no required format for the recommendation(s). The content of the recommendation(s), including the nature and specificity of the findings and the basis for the recommendation(s) is left to the sole discretion of the Subcommittee. Recommendation(s) need not be unanimous, but must be supported by a majority of the Subcommittee members.

The recommendation(s) in matters involving professional comportment could include, but is (are) not limited to, one or more of the following:

- i. Recommending conditions with which the student must comply in order to continue in the M.D. program;
- ii. Recommending temporary suspension from the M.D. program;
- iii. Recommending dismissal from the M.D. program; and/or
- iv. Recommending what notation should be placed on the student's transcript and in the Medical Student Performance Evaluation.

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

- i. Recommending that the work product be discarded, which might result in an Incomplete, with the requirement that the student satisfactorily complete compensatory work, or be re-evaluated on relevant material;
- ii. Recommending that a grade of F be awarded, with the remedy for the F being the repetition of the entire course (i.e., not the summer remedial) with a notation of "Failed the course for academic dishonesty [or violation of the Honor Code]" appearing on the transcript, and with the notation to be expunged at the option of the MSEC at a later date or upon graduation;
- iii. Recommending that a grade of F be awarded, with the remedy for the F being the repetition of the entire course (i.e., not the summer remedial) with a notation of "Failed the course for academic dishonesty [or violation of the Honor Code]" placed permanently on the transcript.
- iv. Recommending temporary suspension from the M.D. program, with the notation of "Suspended for academic dishonesty [or violation of the Honor Code]" placed permanently on the transcript.

- v. Recommending permanent dismissal from the M.D. program, with the notation of "Dismissed for academic dishonesty [or violation of the Honor Code]" placed permanently on the transcript.
- vi. Recommending what notation should be placed in the Medical Student Performance Evaluation.

The Subcommittee must agree 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 VP/Dean will review the student's confidential file, the report of the Subcommittee, and any other information that he/she deems relevant. The VP/Dean may at his/her sole 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.
- m. The VP/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. The VP/Dean will inform the student in writing of his/her decision. The VP/Dean will decide whether a student may continue to matriculate during pendency of an appeal to the Executive Vice President for Academic Affairs and Provost ("Provost).
- n. The student shall have fifteen (15) calendar days in which to appeal the decision of the dean. Such appeal shall be in writing sent to the Provost. The scope of this appeal is limited to a determination by the Provost or his/her designee as to whether the procedures set forth in these Regulations have been complied with. Failure to appeal the decision shall be deemed a waiver of any and all rights to challenge the VP/Dean's decision and shall be deemed an acceptance of the same.
- o. The Provost or his/her designee 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.

*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.*

*As amended by the Medical Student Evaluation Committee June 18, 2014, and approved by the Executive Board of the Faculty Assembly on June 26, 2014.*

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