



Automatic Dismissal of First-Year Medical Students

Section: 3
Policy number: 3.10
Responsible Office: Vice President for Health Affairs/Dean

POLICY STATEMENT

Any student who fails to satisfactorily complete the academic requirements of two of the four blocks of the year one curriculum in a single academic year will be dismissed from the medical education program of the SMHS. Such a dismissal shall be automatic and without consideration by the MSAPC.

REASON for POLICY

Medical students must be personally and academically prepared to accept the challenge of the pace and depth of medical school education as well as possess the maturity and commitment required for the program. However even the most prepared individual can find themselves with extenuating circumstances impacting their academic success. Students have a responsibility to seek aid and advice through the Associate Dean for Student Affairs and Admissions, the Director of Education Resources or other faculty, to discuss potential solutions. Failure to do so may lead to the first and/or second failure and subsequent dismissal.

SCOPE of POLICY

This policy applies to:

√Deans, Directors, and Department Heads

√Managers and supervisors

√Students

√Faculty

√Staff

Others: _____

WEB SITE REFERENCES

This policy: <http://www.med.und.edu/policies/files/docs/automatic-dismissal.pdf>

CONTENTS

Policy Statement..... 1
Reason for Policy1
Scope of Policy1
Web Site References1
Definitions2
Related Information2
Contacts.....2
Principles.....3
Procedures.....3-4
Responsibilities.....4
Forms.....4
Revision records.....4

DEFINITIONS

SMHS	University of North Dakota School of Medicine and Health Sciences
MSAPC	Medical Student Academic Performance Committee
DSS	Disability Services for Students
“Unsatisfactory”	The notation assigned to a student who fails to meet the criteria for performance in any single component of a block, clerkship, course or elective.

RELATED INFORMATION

Grading and Academic Performance	http://www.med.und.edu/policies/_files/docs/grading-academic-performance.pdf
Consequences of “Unsatisfactory” Academic Performance	http://www.med.und.edu/policies/_files/docs/unsatisfactory-academic-performance.pdf
Examination Question Appeals Policy	http://www.med.und.edu/policies/_files/docs/examination-question-appeals.pdf

CONTACTS

Specific questions should be directed to the following:

Subject	Contact	Telephone/FAX	Office/Dept Email/Web
Policy clarification	Dean’s Office	777.2514/777.3527	judy.solberg@med.und.edu
Policy format	Dean’s Office	777.2514/777.3527	judy.solberg@med.und.edu

PRINCIPLES

OVERVIEW—Any student who has received a grade of “Unsatisfactory” in two of the four blocks in Year 1 will automatically be Dismissed from the SMHS. Such a dismissal may be appealed to the Dean on procedural grounds; other circumstances shall not be considered.

First year medical students are provided extensive academic interventions to assist in their success in medical school. These include but may not be limited to, on line pre-matriculation program, mid-term examinations in blocks one and two, the Academic Success Program, the availability of faculty to address questions and/or concerns, the Associate Dean for Student Affairs and Admissions to work with the student on extenuating circumstances and the Director of Education Resources to address issues of academics and content. The student must have the maturity to identify the areas of weakness and then has the responsibility to seek out assistance as appropriate, through the Director of Education Resources, Associate Dean for Student Affairs and Admissions or Disabilities Student Services to name some potential resources.

Discussions with the Associate Dean for Student Affairs and Admissions shall remain confidential and documentation of the interaction will be retained in a file separate from the academic record.

PROCEDURES

Unsatisfactory Academic Performance for First Year Medical Students

A student who has received a final grade of “Unsatisfactory” in two blocks in Year 1 will automatically be dismissed from the SMHS medical program.

1. Notification of Student-The student shall be notified of the Dismissal by mail with a letter from the MSAPC Chairperson within ten (10) days of receiving a final grade of “Unsatisfactory” in a second failed block. The Chairperson shall send the letter by certified mail, return receipt requested, to the student at his/her address appearing in the Registrar’s records alternatively the Chairperson may have the letter delivered personally to the student by a representative of the Senior Associate Dean for Academic & Faculty Affairs.
 - A. In the event that the Chairperson is unable to have the letter personally served upon the student after reasonable attempts, the MSAPC Chairperson may show by sworn statement that a reasonable attempt has been made to provide notice to the student.
 - B. In the event that the student does not sign the receipt for the certified letter, after reasonable attempts, the MSAPC Chairperson may show by sworn statement that a reasonable attempt has been made to provide notice to the student.

2. Documentation-Documents and records associated with the dismissal (other than the letter of dismissal from the MSPAC Chairperson) shall be retained in the SMHS Office of Student Affairs and Admissions for storage as a record separate from the student academic record.
3. Student Records-Documentation of the Dismissal (letter from MSPAC Chairperson) will be placed in the student's academic record and notation made in the student's permanent record.
4. Appeal-The student may appeal the dismissal within ten (10) business days of receiving the notice of dismissal. This appeal is made in writing to the Dean of the School of Medicine and Health Sciences and may be made on procedural grounds only. The Dean will return his/her decision in writing, either by certified letter and/or official UND email to the student within ten business days of receipt of the request of appeal from the student.

RESPONSIBILITIES

First year medical student	First year medical students have a responsibility to enter medical school well prepared academically with a plan for support while in medical school. Further should a student finds themselves in a situation where they are experiencing difficulty they are to seek out assistance from counselors and/or faculty immediately, honestly share relevant information and consider the alternatives presented. The student is responsible for all finances associated with the plan set in place.
Director of Education Resources	Notify MSAPC Chairperson of unsatisfactory performance.
Associate Dean for Student Affairs and Admissions	The Associate Dean for Student Affairs and Admissions will provide the student with the alternatives available given the specific situation. He/she may work with the student to develop a plan to address the issue(s). He/she will share information with the Director of Education Resources or other faculty members as appropriate.
Dean of the UND SMHS	Hear procedural appeals as appropriate
MSAPC Chairperson	Notify the student of dismissal.

FORMS

None	
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REVISION RECORD