



# APSC Leaves and Appeal Policy

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## **SECTION 1. APPEAL PROCESS**

### **1.1 Appeals for Academic or Professional Reasons**

1.1.a Any student may appeal disciplinary actions of the APSC. This does not include grade appeals, which must adhere to the Grade Appeals Policy. The intent to appeal must be submitted in writing to the Office of Medical Education within ten (10) calendar days of receipt of the APSC's action.

1.1.a.1 The student will prepare a written statement that declares the grounds for the appeal and provide copies of all additional relevant documents to the Office of Medical Education. This statement will be considered the official document utilized throughout the entire appeal process and cannot be amended unless new information is obtained after the initiation of the appeal.

1.1.a.2 The APSC will act on the appeal within thirty (30) calendar days.

1.1.a.3 The student shall be notified of the APSC's action within three (3) calendar days.

1.1.b Further appeal may be submitted to the Second Level Appeals Committee. Appeal requests must be in writing to the Office of Medical Education and submitted within ten (10) calendar days of receipt of the previous action.

1.1.b.1 The Second Level Appeals Committee shall consist of basic science chairs and section heads, clinical chairs, and deans from the Offices of Medical Education and Student Affairs; substitutes for these members cannot serve on the Second Level Appeals Committee. The Deans of the Office of Medical Education and Student Affairs are ex-officio, non-voting members. The Vice Dean of Medical Education will serve as the chair of the Second Level Appeals Committee. The Dean of the Medical School may be in attendance at the presentation of the student appeal and deliberations of the Second Level Appeals Committee; the Dean shall not participate in the deliberations nor vote on the appeal. A quorum shall consist of at least 5 voting members. The meetings are closed, except for invitees.

1.1.b.2. In general, the Second Level Appeals Committee will not consider factual information that could have previously come to the attention of the APSC but did not. The student's original written statement declaring his/her grounds for the appeal and copies of all additional relevant documents as presented to the APSC will be used at this appeal. The Second Level Appeals Committee will act upon the appeal within thirty (30) calendar days. The student will be notified of the action within ten (10) calendar days.

1.1.c Final appeal may be submitted to the Dean of the School of Medicine who shall serve as the President's designee. Appeal requests must be submitted in writing to the Office of the Dean within ten (10) calendar days of receipt of the previous action.

- 1.1.c.1. In general, the Dean will not consider factual information that could have previously come to the attention of the APSC or the Second Level Appeals Committee but did not. The student's original written statement declaring his/her grounds for the appeal and copies of all additional relevant documents as presented to the Second Level Appeals Committee will be used at this appeal. The Dean shall act upon the appeal within fourteen (14) calendar days. The student will then be notified of the Dean's final decision within ten (10) calendar days. All decisions of the Dean are final. There are no further levels of appeal.
- 1.2 Appeal of a Grade: See grade appeal policy approved by the Curriculum Committee
- 1.3 Appeals for Dismissal Due to Failure of USMLE Exams.
- 11.3.a Appeals for immediate dismissals related to failure to pass USMLE Step 1 or 2 in three attempts shall be made directly to the Dean. The Dean shall render a decision regarding the appeal within ten (10) days of receipt.
- 11.3.b The Dean's decision will be final.
- 1.4. Every level of appeal may accept, modify, or reject the previous level decision.
- 9.5.a Every level of appeal may recommend that the student be immediately removed from course or rotation assignments and duties until the appeal process is exhausted and/or that the student be prohibited from any academic facility or institutional event. Violations of the prohibitions may result in the student's forfeiture of remaining appeal processes or rights.
- 1.6 Unless determined by policy, the student shall remain enrolled in required courses or electives until the appeal process is exhausted.
- 1.7. Students shall be responsible for providing the Office of Medical Education with a current address where certified letters may be sent.
- 1.7.a Unclaimed, returned letters shall result in the Office of Medical Education notifying the student via the student's Marshall E-mail address of the letter's contents.
- 1.7.b The Office of Medical Education Medical Education shall also stipulate that the student must contact their office within ten (10) calendar days of the e-mail notice or the actions stipulated in the letter shall be considered final.
- 1.8 Any other appeals not previously addressed shall be made in accordance with the APSC appeal process outlined in Section 1.1.
- 1.9 In cases of contingent or provisional readmission, the level granting the readmission may opt to set subsequent levels of dismissed appeals at the next higher level. Examples of this action may include the APSC stipulating that should a student be unsuccessful in meeting the conditions of readmission, subsequent appeals may resume at the Second Level Appeals Committee.
- 1.10 For the purposes of this policy, the appropriate office must "receive" the appeal notice, in writing, by 4:30 p.m. of the deadline day. Should the deadline day fall on a weekend or University holiday, the notice must be received by the end of the next working day (4:30 p.m.).

- 1.11 Students who are appealing dismissal and/or those students who have been conditionally readmitted and are awaiting re-entry may be placed on administrative leave.

**SECTION 2. PERSONAL LEAVES OF ABSENCE- STUDENTS WITH GOOD STANDING STATUS**

- 2.1 Any student not on academic or administrative probation or suspension may request a personal leave of absence for a specified period, not to exceed a cumulative total of twelve (12) months throughout their undergraduate medical education.
- 2.2 After receiving the student's written request, the Office of Medical Education may consult the Office of Student Affairs to place the student on a leave of absence. The leave will be granted only if deemed to be in the student's best interest.
- 2.3 A grade of "W" or "Incomplete" may be awarded by determination of the Office of Medical Education.
- 2.4 If an "Incomplete" is awarded, the student is required to complete the course at a time mutually agreed upon by the Course Director(s) and the Office of Medical Education.
- 2.5 During subsequent review of a student's academic and professional progress, the APSC reserves the right to consider the student's academic performance completed up to the time a personal leave is granted.
- 2.6 The Offices of Medical Education in consultation with Student Affairs will arrange any re-entry conditions that may include, but not be limited to, repeating some or all of her/his previously completed academic program.
- 2.7 The student must note that timing of re-entry to the medical school is not guaranteed following any leave of absence.
- 2.8 The student must apprise the Office of Medical Education in writing of her/his wish to return to the Medical School at least thirty (30) calendar days prior to re-entry.
- 2.9 Upon return to active student status, any subsequent leave request that exceeds the original maximum of twelve (12) cumulative months may be referred to the APSC.
- 2.9.a The APSC will then make a decision regarding the student's leave request, including any re-entry conditions.
- 2.9.b Appeal of the APSC decision may be made in accordance with the appeal process outlined in Section 9.1.
- 2.10 For the purposes of calculating the cumulative total, the leave is effective from the beginning of the course if a "W" is granted.

**SECTION 3. VOLUNTARY MEDICAL LEAVE**

- 3.1 Any student may request to be placed on a leave of absence for medical reasons if the request is supported by certification from the health care provider.

- 3.2 The Office of Medical Education, upon consultation with the Office of Student Affairs, may review and approve the request and set any conditions for reinstatement.
- 3.3 In applying for a medical leave, the student in good standing must also note that:
- 3.3a Courses in which the student is currently enrolled will be assigned either a grade of "W" or "Incomplete";
  - 3.3.b The timing of re-entry to the medical school is not guaranteed following any medical leave of absence;
  - 3.3.c The Office of Medical Education must be notified in writing (either by certified mail, email or personally delivered) of the student's desire to return to the Medical School at least thirty (30) calendar days prior to the anticipated date of re-entry; and
  - 3.3.d A letter and supporting documentation from the health care provider must be provided to the Offices of Medical Education indicating that the student is able to return.
- 3.4 Subsequent requests for a medical leave that exceed the maximum twelve (12) cumulative months will require the student to appeal to the APSC.
- 3.4.a Appeal of the APSC recommendations must be made in accordance with the appeal process outlined in the appeal Section 9.1.
- 3.5 For the purposes of calculating the cumulative total, the leave is effective from the beginning of the course if a "W" is granted.
- 3.6 Confidentiality will be maintained at all times except on a need-to-know basis.

#### **SECTION 4. MANDATORY MEDICAL LEAVE**

- 4.1 A student may be placed on a mandatory medical leave if the Office of Medical Education, upon consultation with the Dean, determine that the student is endangering him/herself, other members of the university community, or patients by continuation as a medical student.
- 4.2 The student will then be referred to the appropriate health professional for a complete mental and/or physical evaluation. Written documentation of evaluation and recommendation will be forwarded to the Office of Student Affairs, who will meet with the Office of Medical Education to determine if the medical leave shall be continued.
- 4.3 If a student refuses to have the mental and/or physical evaluation completed, then the student shall be automatically withdrawn consistent with the processes outlined in Section 16.
- 4.4 To return after the mandatory medical leave, the attending health care professional must provide written documentation to the Office Student Affairs indicating that the student is mentally and/or physically able to return.
- 4.5 The timing of the return from mandatory medical leave shall be specified by the Office Student Affairs, and is contingent upon space available.

- 4.6 Confidentiality will be maintained at all times except on a need-to-know basis.
- 4.7 For the purposes of calculating the cumulative total, the leave is effective from the beginning of the course if a "W" is granted.

## **SECTION 5. ADMINISTRATIVE LEAVE**

- 5.1 The Office of Medical Education or the APSC may place any student on Administrative Leave who has academic or professional deficiencies not addressed by other types of leaves.
- 5.2 A student placed on Administrative Leave may be removed from classes or clinical rotation assignments and/or duties.
- 5.3 The Office of Medical Education or the APSC may also recommend that the student be prohibited from any academic facility or institutional event.
- 5.4 Violations of the prohibitions will result in the student's forfeiture of remaining appeal processes or rights.
- 5.5 Students placed on administrative leave may return to student status contingent upon satisfactorily meeting the conditions set forth by the Office of Medical Education or the APSC.
- 5.6 Should a student be permitted to return to medical school the APSC will recommend whether a student returns on probation or in good academic and professional standing.
- 5.7 Students who are not permitted to return to the curriculum by the APSC may reapply for admission through the Admissions Committee.
- 5.8 For the purposes of calculating the cumulative total, the leave is effective from the beginning of the course if a "W" is granted.

## **SECTION 6. MILITARY LEAVE**

- 6.1 In compliance with Section 2, Paragraph (e) of the "Executive Order Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members", medical students who are service members/reservists may be readmitted to the program if they are temporarily unable to attend class or have to suspend their studies due to service requirements, provided that satisfactory academic progress was being made prior to suspending their studies. Additional steps to accommodate short absences will also be afforded to service members/reservist due to service obligations.
- 6.2 The Office of Medical Education or the APSC will determine the time and clerkship, rotation, or class group assigned upon return to active student status from a military leave.
- 6.3 Students may be withdrawn from enrolled courses or given an "Incomplete" depending on the effective date and duration of the military leave.