The Medical Student Academic Performance Committee functions as a disciplinary and educational body and not as a court of law. It is the responsibility of the MSAPC and its Chairperson to adjudicate and, where necessary, hold hearings concerning issues of academic performance.

SCOPE

This policy applies to:
- Deans, Directors, and Department Heads
- Faculty
- Managers and supervisors
- Staff
- Students
- Others: ________

WEB SITE REFERENCES

Policy Office: http://www.med.und.edu/administration/deans-office/index.cfm
Responsible Office: http://www.med.und.edu/student-affairs-admissions
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>1</td>
</tr>
<tr>
<td>Web Site References</td>
<td>1</td>
</tr>
<tr>
<td>Related Information</td>
<td>4</td>
</tr>
<tr>
<td>Contacts</td>
<td>4</td>
</tr>
<tr>
<td>Definitions</td>
<td>3-4</td>
</tr>
<tr>
<td>Principles (Non-hearing)</td>
<td>4</td>
</tr>
<tr>
<td>Procedure (Non-hearing)</td>
<td>4-6</td>
</tr>
<tr>
<td>Principles (Hearing)</td>
<td>6</td>
</tr>
<tr>
<td>Procedure (Hearing)</td>
<td>6-11</td>
</tr>
<tr>
<td>Forms</td>
<td>11</td>
</tr>
<tr>
<td>Revision Record</td>
<td>11</td>
</tr>
</tbody>
</table>
## DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Performance</td>
<td>Includes both the cognitive measures of academic performance (e.g. performance on assessment tools used within all components of the curriculum and professional skills) and behavioral measures of academic performance (e.g. professional conduct and academic dishonesty).</td>
</tr>
<tr>
<td>Course</td>
<td>Throughout the document the term course shall refer to a unit of education. In the first two years this can be either a block or a course, in the third year it refers to a clerkship or a course and in the fourth year it refers to an acting internship, rotation or an elective (either on or off campus).</td>
</tr>
<tr>
<td>Dismissal</td>
<td>The status of a student who has been Dismissed from SMHS. A Dismissed student is ineligible to continue to be enrolled in the SMHS and cannot be awarded the M.D. degree.</td>
</tr>
<tr>
<td>FAC</td>
<td>Faculty Academic Council</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>A period of time during which a student chooses to interrupt their studies by voluntarily leaving the medical degree program temporarily with the intention of returning at a later date. May be granted either as an emergency or as a regular leave of absence.</td>
</tr>
<tr>
<td>MSAPC</td>
<td>Medical Student Academic Performance Committee</td>
</tr>
<tr>
<td>Policy</td>
<td>A set of principles that is used as an institutional guide for action. Provides the formal guidance needed to coordinate and execute activity through the organization, indicates what to do.</td>
</tr>
<tr>
<td>Probation</td>
<td>A condition in which a student is other than “in good standing or progressing satisfactorily with the class.” Probationary status can result from unsatisfactory academic performance.</td>
</tr>
</tbody>
</table>
### Procedure

A series of specified actions needed to accomplish a particular goal. Provides the operational process required to implement institutional policy. Indicates how to do it.

### Remediation

The correction of a grade of “Unsatisfactory” in a block, clerkship, or elective to “S/U” or satisfactory after remediation.

### SMHS

School of Medicine and Health Sciences

### Suspension

The status of a student who has been suspended by SMHS. A Suspended student may not attend classes and may not participate in extra-curricular or co-curricular activities pending action on the issue(s) by the MSAPC or other adjudicating body. Suspension may include stipulations barring the student from being on campus.

## RELATED INFORMATION

<table>
<thead>
<tr>
<th>Bylaws of the SMHS</th>
<th><a href="http://www.med.und.edu/administration/academic-affairs/forms-guidelines.cfm">http://www.med.und.edu/administration/academic-affairs/forms-guidelines.cfm</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>SMHS Policy Page</td>
<td><a href="http://med.und.edu/policies/students.cfm">http://med.und.edu/policies/students.cfm</a></td>
</tr>
</tbody>
</table>

## CONTACTS

General questions about this policy can be answered by your department’s administrative office. Specific questions should be directed to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone/FAX</th>
<th>Office/Dept Email/Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy clarification</td>
<td>Student Affairs</td>
<td>777.4221/777.4942</td>
<td></td>
</tr>
<tr>
<td>Policy format</td>
<td>Dean’s Office</td>
<td>777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
</tbody>
</table>

## 4.1 Function of MSAPC - Without hearings

### PRINCIPLES

The MSAPC functions as a disciplinary and educational body in the School of Medicine and Health Sciences. It is not a court of law. The MSAPC has jurisdiction to consider all academic matters including both the cognitive measures of academic performance and behavioral measures of academic performance. Decisions regarding unsatisfactory academic performance are the responsibility of the MSAPC with the exception of students who receive a grade of “Unsatisfactory” in two blocks in Year 1.

The MSAPC chairperson in consultation with the Associate Dean for Student Affairs and Admissions and/or the Director of Educational Resources will, determine a course of action on all matters within the jurisdiction of the MSAPC. Certain matters do not require convening the full committee.

1. The Chairperson will report to the MSAPC at its next meeting any business that has been handled by the Chairperson in consultation with the Assistant Dean for Medical Curriculum and/or the Associate Dean for Student Affairs and Admissions since the previous meeting of the MSAPC.

2. Actions taken on matters adjudicated by the MSAPC Chairperson in accordance with these policies, shall be reported annually to FAC by the Chairperson of the MSAPC without disclosing
identifiable student information and/or confidential information. These matters include, but are not necessarily limited to:

A. Leaves of Absences
   
i. A student may request a Leave of Absence by submitting to the Office of Student Affairs and Admissions, with a copy to the Chairperson of the MSAPC, a written request that lists the reason(s) for the leave and how the time will be used and the specific start and stop dates.
   
ii. The MSAPC Chairperson and Associate Dean for Student Affairs and Admissions will evaluate the request and make a decision.

iii. The student will receive a letter regarding the decision, with a copy to the Dean of the SMHS.
   
   a. If approval is granted, the letter shall specify conditions that must be met during the Leave of Absence, if warranted the Associate Dean and/or MSAPC chair may choose to bring to the larger committee.
   
   b. If approval is not granted, the student may request to be heard by the MSAPC.
   
   c. The Dean of the SMHS or his/her designee may also within a reasonable time specify additional conditions that must be met during the Leave of Absence, such conditions to be appended to the letter granting approval.

B. In emergency situations, at the discretion of the Associate Dean for Student Affairs and Admissions emergency Leaves of Absence may be granted without the advice or consent of the MSAPC Chairperson.

   i. The Associate Dean for Student Affairs and Admissions shall notify the MSAPC Chairperson within a reasonable time of such grant.
   
   ii. The emergency Leave of Absence remains in place until acted on by the Associate Dean for Student Affairs and Admissions and the MSAPC Chairperson at the next scheduled meeting at which time a Leave of Absence may be granted as provided in Section 2(a)(i).
   
   iii. The MSAPC chairperson may request a full committee review for a leave of absence if he/she feels that it is warranted.
   
   iv. The Dean or his/her designee may add conditions to the emergency leave of absence.

C. Placement of students on academic Probation.

   i. Failure to complete satisfactorily a single block, required clinical experience, course, or elective will result in the student automatically being placed on academic probation.
   
   ii. Students may also be placed on probation as a result of unprofessional behavior within or in some cases outside of the SMHS course work.
   
   iii. The MSAPC Chairperson shall consult with the Associate Dean for Student Affairs and Admissions to specify the period of time and contingencies that must be met before the Probationary status is removed.
   
   iv. The MSAPC Chairperson will send a letter notifying the student of Probation status and the conditions of the Probation

   a. For students in Years 1 or 2 the Chairperson shall also consult with the Director of Assistant Dean for Medical Curriculum.
b. For students in Years 3 or 4 the Chairperson shall consult with the Campus Dean and/or clerkship director.

c. The Chairperson may also consult with other faculty as appropriate.

v. Failure to fulfill the contingencies in the specified time period will result in an MSAPC hearing.

D. Charge of unprofessional behavior

i. After a written charge of unprofessional behavior is forwarded to the Chairperson of the MSAPC, the following process will be followed:

ii. The MSAPC Chairperson shall appoint an advisory committee consisting of two students and one faculty member. The members will be selected from a pool of faculty and students appointed annually by the Dean of the SMHS. Members of the MSAPC may not participate in the pool.

a. The advisory committee shall have access to the written charge(s). The committee will interview the involved student and the individual(s) filing the charge as soon as possible to gather evidence and to ascertain the circumstances surrounding the complaint. The student will be given an opportunity to explain or rebut any of the evidence or information concerning conduct or circumstances contained in the written charge.

b. After reviewing the pertinent information the committee shall make one of the following decisions:

   i) Refer the matter to the MSAPC for investigation and hearing. The faculty member of the advisory committee shall forward a written document on the decision to the MSAPC Chairperson, signed by all members, that details the reason(s) for the decision. This document shall be available to the Associate Dean for Student Affairs and Admissions, the Senior Associate Dean for Academic & Faculty Affairs, and the MSAPC.

   ii) Dismiss the matter due to insufficient evidence. The faculty member of the committee shall forward a written document on the decision to the MSAPC Chairperson, signed by all members, that details the reason(s) for the decision. This document shall be available to the Associate Dean for Student Affairs and Admissions and the Senior Associate Dean for Academic & Faculty Affairs.

   c. The MSAPC Chairperson will review the advisory committee’s decision and supporting information.

   i) If an investigation and hearing are required, the Chairperson must initiate the MSAPC hearing procedure

   ii) If the matter has been dismissed due to insufficient evidence, the Chairperson shall inform the Associate Dean for Student Affairs and Admissions to expunge the record including the committee’s document to the MSAPC Chairperson.

4.2 Function of MSAPC - Hearings
PRINCIPLES

The MSAPC functions as a disciplinary and educational body in the School of Medicine and Health Sciences. It is not a court of law. The MSAPC has jurisdiction to consider all matters of academic conduct including both the cognitive measures of academic performance and behavioral measures of academic performance. Decisions regarding unsatisfactory academic performance are the responsibility of the MSAPC with the exception of students who receive a grade of “Unsatisfactory” in two blocks in Year 1.

1. Potential outcomes of MSAPC hearing
   A. Leave of Absence
   B. Remediation
   C. Probation
   D. Suspension
   E. Dismissal
   F. Return

2. Principles of a Medical Student Academic Performance Committee hearing.
   A. The Medical Student Academic Performance Committee functions as a disciplinary and educational body and not as a court of law
   B. Decisions are made using the standard of a preponderance of the evidence
   C. All hearings will be conducted with the objective of providing fairness to all parties.
   D. The MSAPC Chairperson determines the format of the hearing.

3. MSAPC Prehearing Procedures
   A. Any student requiring a hearing before the MSAPC will be notified by the Chairperson of the MSAPC that a hearing will be held.
      i. Notification. The MSAPC Chairperson shall notify the student by letter of the details of the hearing at least ten (10) business days prior to the scheduled MSAPC meeting. 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 or the Chairperson may have the letter delivered personally to the student by a representative of the Senior Associate Dean for Education.
      ii. In the event that the Chairperson is unable to have the letter personally served upon the student or the student does not sign the receipt for the certified letter, after two attempts, the MSAPC Chairperson may show by sworn statement that a reasonable attempt has been made to provide notice to the student, and the MSAPC shall proceed with the hearing.
      iii. Copies of the letter will be sent to the Associate Dean for Student Affairs and Admissions, Senior Associate Dean for Education, and to the Director of ER. If appropriate a copy of the letter will be sent to campus deans and/or the Director of INMED.
   B. Content of Hearing Notification Letter
      i. Document the reason(s) for the MSAPC hearing.
      ii. Direct the student to attend in person at the specified date, time, and place of the hearing.
MSAPC meeting.

iii. Advise the student that information provided to the MSAPC will be included in the deliberations.

iv. Advise the student of his/her rights:
   a. To a closed hearing unless the student agrees to an open hearing.
   b. The opportunity to appear in person alone or with an advisor.
   c. To challenge one member of the MSAPC for bias at least 24 hours prior to the hearing.
   d. To know the identity of each person who will provide information in the case.
   e. To serve as a witness, or not; to summon individuals to provide supporting information; submit documentary and other information; offer information; and speak in his/her own behalf.
   f. To question each person who will provide information in the case for the purpose of clarification.
   g. To have access to the record of the hearing after all proceedings are complete.
   h. To appeal the decision of the MSAPC.

v. Include notice when the student’s entire academic file may be utilized in deliberations.

vi. Include a notice to the student to inform the MSAPC Chairperson at least five business days before the hearing whether they will have an attorney at the meeting.

vii. Include a notice to the student to provide to the MSPAC Chairperson at least five business days before the hearing: a list of witnesses to be called on behalf of the student, the name of any advisor to the student who will be present at the hearing, and copies of all documents or other materials to be distributed to the MSAPC by the student at the hearing.

viii. Contain the name of the person to act as Chairperson of the MSAPC and names of members of the MSAPC.

ix. Contain the name of the person available to act as advisor for the student, usually the Associate Dean for Student Affairs.

x. Include a notice to the student that if s/he chooses to serve as a witness, the student may be questioned by the Senior Associate Dean for Education (or their designee) and all members of the MSAPC. Also, anyone else who provides information on the student’s behalf may be questioned.

xi. Provide a copy of the non-retaliation statement.

C. The Senior Associate Dean for Education (or their designee) shall disclose through the MSAPC Chairperson five business days before the meeting, the names of any person(s) to be called to the meeting.

D. The MSAPC Chairperson shall compile a list of all individuals who will present information on behalf of either the student or the School and shall e-mail the list to the student and to each member of the MSAPC at least four (4) business days before the meeting.

The MSAPC Chairperson for good cause may postpone the hearing and shall notify by e-mail all interested persons of the new hearing date, time, and place. A student may request in writing or by
e-mail that an earlier date be set, and if such a request is approved the Chairperson shall notify by e-mail all interested persons of the new hearing date, time, and place.

4. HEARING PROCESS
   A. All hearings will be conducted with the objective of providing fairness to all parties.
   B. The MSAPC Chairperson determines the format of the hearing.
   C. Persons in attendance include some or all of the following:
      i. The student, his/her advisor and/or legal counsel.
      ii. University General Counsel when a student’s attorney is present and/or to advise the MSAPC.
      iii. The MSAPC members, the MSAPC recorder, and MSAPC advisor(s).
      iv. The Senior Associate Dean for Education, who represents the interests of the School of Medicine and Health Sciences before the MSAPC and presents the facts of the case. The Senior Associate Dean may appoint a designee to represent the SMHS.
      v. Any other employee of the University whose presence is required for purposes of safety, logistics, or training, at the discretion of the Chairperson.
   D. The hearing is convened by the MSAPC Chairperson. Notification is made to all parties that the hearing is being audio recorded. The recording represents the sole official verbatim record of the MSAPC hearing and is the property of the University of North Dakota. Notification is made to all parties that all hearing documents and discussion are confidential.
   E. The student and the Senior Associate Dean for Education (or their designee) sign two copies of the non-retaliation statement – one for the MSAPC’s record and one for the signee. Each MSAPC member and witness will be asked to follow the same procedure.
      i. The hearing may proceed in the absence of the student. Such an absence is not to be interpreted as an admission of responsibility nor a basis for additional disciplinary action. The University will be required to document that a reasonable attempt has been made to provide notification of the hearing to the student.
   F. The hearing shall be closed to the public unless the student agrees to an open meeting. If the hearing is to be open to the public, the student shall sign a written statement to that effect. If open, and former witnesses or the public are in the room, they may not speak to either of the parties, their advisors, or attorneys.
   G. The student is asked if he/she is aware of their rights contained in the Policies and Procedures Governing the Standards for Medical Student Performance.
   H. If a prior challenge to a member of the MSAPC has been made by the student, the Chairperson will only consider a challenge at this time during the hearing. The MSAPC will decide if recusal is warranted.
   I. Legal counsel, if present, is advisory only and may make no statements, ask questions, or submit written material to the MSAPC.
   J. Persons called to the meeting may be questioned by the student, the Senior Associate Dean for Education (or their designee), and members of the MSAPC.
   K. The Chairperson states the reason(s) for the MSAPC hearing.
   L. The Senior Associate Dean for Education (or their designee) and the student make a brief opening statement.
   M. The Senior Associate Dean for Education (or their designee) then presents information from witnesses, documentation or other evidence. Witnesses whose names have been submitted
in accordance with policies and procedures, may be called for questioning by
the Senior Associate Dean for Education (or their designee), the student and the MSAPC
members. The student and the MSAPC members may ask questions of the Senior
Associate Dean for Education (or their designee).
N. The student then presents information from witnesses, documentation or other evidence.
Witnesses whose names have been submitted in accordance with policies and procedures may
be called for questioning by the student, the Senior Associate Dean for Academic & Faculty
Affairs (or their designee) and the MSAPC members. The Senior Associate Dean for
Education (or their designee) and the MSAPC members may ask questions of the student.
O. The Senior Associate Dean for Education (or their designee) and the student may present
closing statements.
P. Following the closing statements the MSAPC will move into deliberations. Only MSAPC
members and the MSAPC recorder may be present during deliberations. The MSAPC
deliberates on the student’s academic record and other information and materials admitted
in the hearing.
Q. A decision by MSAPC to permit a student to repeat any portion of the curriculum is
conditional. The ultimate decision lies with the Dean of SMHS and is dependent on the
availability of resources.
5. MSAPC POST HEARING PROCEDURES
A. The hearing record is confidential including:
   i. A copy of the letter of notice for the hearing sent to the student.
   ii. All documents including the student’s academic record, information and
       materials admitted in the hearing.
   iii. The audio recording of the hearing, which is the sole official verbatim record of the
       MSAPC hearing and is the property of the University of North Dakota.
   iv. Motions considered and decision(s) rendered by the MSAPC.
   v. A copy of the MSAPC decision letter to the student.
B. The MSAPC decisions may include but are not be limited to:
   i. Failure to find cause for the charge.
   ii. Leave of absence approved with conditions explicitly defined by the MSAPC.
   iii. Probation with conditions explicitly defined by the MSAPC.
   iv. Suspension with conditions explicitly defined by the MSAPC.
   v. Dismissal from the UND School of Medicine and Health Sciences.
C. The MSAPC Chairperson submits in writing the decision of the MSAPC within ten (10)
business days of the meeting to:
   i. The student
   ii. The Dean
   iii. The Senior Associate Dean for Education
   iv. The Associate Dean for Student Affairs and Admissions
   v. Principal parties within ten (10) business days of the meeting. The document
details the reasons for the actions taken by the MSAPC.
D. After completion of all the MSAPC actions, all documents and records of the case shall be
forwarded to the SMHS Office of Student Affairs and Admissions for storage as a separate
record. Documentation of the MSAPC action will be made in the student’s permanent
record.
E. Appeal to the Dean of the SMHS
   i. The student must give written notice of the intent to appeal to the Dean within ten (10) business days after the date of the written decision
      a. Student’s name and contact information,
      b. The date of the decision or action,
      c. The reason for appeal
      d. The name of the student’s advisor, if any
   ii. All materials from the student in support of the student’s appeal must be received by the Dean within thirty (30) business days after the decision was announced.
   iii. Filing a notice of appeal stays the imposition of any penalty until the appeal is finally decided. Pending appeal, the Dean may bar the student from attending class and/or engaging in academic programs:
      a. For reasons relating to the student’s physical or emotional safety and well-being
      b. For reasons relating to the safety of patients, students or faculty.
   iv. The Dean may approve, reject, or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision.
      a. The Dean’s decision must be forthcoming within fifteen (15) business days of the date of the receipt of all supporting materials.
      b. The Dean’s decision shall be communicated in writing to the student and to the Associate Dean for Student Affairs and Admissions.
      c. The Dean’s decision is final and not subject to further appeal.

FORMS

| None |  |