

CASE WESTERN RESERVE UNIVERSITY
SCHOOL OF MEDICINE

COMMITTEE ON STUDENTS

CHARGE:

The Committee on Students (COS) is a standing committee of the Faculty of Medicine charged with the responsibility of reviewing the total performance of all students in the School of Medicine. By approval of this charge, the Faculty of Medicine delegates to the COS the authority for decisions on student standing and student promotions. The COS will recommend to the Faculty of Medicine candidates for the award of the degree of doctor of medicine. A summary of the actions of the COS will be reported to the faculty annually.

Mandate: The COS will review, as indicated, a given student's total performance. This will include not only the usual indices, such as formal grades and evaluations, but also the professional attitudes and behavior manifested by the student. Medical school education entails the mastery of didactic, theoretical, and technical matters as well as the demonstration of appropriate professional and interpersonal behavior, sensitivity, sense of responsibility, and ethics and the ability to comport oneself suitably with patients, colleagues, and coworkers.

Meetings and attendance: The COS will meet at regular intervals according to a schedule set by the chair at the beginning of each school year. Special meetings may be called by the chair. The presence of a simple majority of voting members will be considered a quorum and official decisions of the COS will require either the affirmative or negative vote of a simple majority of the total voting membership.

Appointment of a member may be terminated by the chair if the member misses more than two of the scheduled meetings during an academic year.

The chair will be responsible for composing an agenda and arranging for its delivery to all members prior to the meetings.

The chair will preside and the secretary will be responsible for recording the minutes. Minutes of the immediately prior meeting will be distributed at each meeting and approval and/or revision will be the first order of business.

Presentation of specific information concerning the performance of a student will be the responsibility of the program coordinators and the dean of student affairs. Reasonable efforts will be made to contact students whose individual performance is to be reviewed so that the individual may have the opportunity to present pertinent information.

All members, voting and non-voting, may participate in discussions. All proceedings of the COS are strictly confidential and should not be discussed by members with non-members. All communications concerning actions of the COS will come through the dean for student affairs or the dean's designate. Members are expected to consider carefully whether or not their personal relationship with a student might impair their objectivity such that they should absent themselves from any discussion or vote. Actions of the COS will be transmitted to the student by letter from the dean for student affairs.

Hearings: Students have the right to request reconsideration of decisions made by the COS. Notice of intent to do so must be presented in writing to the dean for student affairs for transmittal to the COS.

In preparation for a hearing, the student must submit to the COS in writing the basis for the request for a hearing and provide the names of persons who can support the request. Such persons may provide support in writing or in person. The intent is to make available all pertinent information as a basis for the reconsidered decision, either sustaining or altering the original action taken by the COS.

At a hearing students have the right to appear before the COS and the right to have a faculty advocate appear before the COS. The student and advocate will not be present during discussion and vote.

Appeals: Appeals may be made concerning the decision following the hearing process to the dean of the School of Medicine on the basis of the use of inappropriate procedures. The dean may then request that the committee reconsider the case and relate the reasons for the request. The committee will then reconsider the case and either sustain or alter the original action.

MEMBERSHIP:

The COS is a standing committee of at least nine voting members, including a chairperson who is appointed in accordance with the bylaws of the Faculty of Medicine. Nine members will be elected by the Faculty of Medicine from among its membership; the dean of the School of Medicine will have the prerogative of appointing up to four additional voting members if deemed advisable. At least four members will be from the preclinical departments and at least five from the clinical departments. In addition, a dean's designate will serve *ex officio* with vote. The following will serve as *ex officio* members without vote: the deans of student affairs; the chair of the Committee on Medical Education, the dean for medical education; the educational program coordinators; and the registrar of the School of Medicine who will serve as secretary. The COS may invite others to its meetings.

The term of office of the elected members is five years. Elections will be staggered so that at least one member will be replaced or re-elected each year. An elected member resigning during a term of office shall be replaced by appointment made by the chair of the Faculty Council; an appointed member resigning during a term of office shall be replaced by appointment made by the dean or the dean's designee.