



Last Approved 6/11/2024
Next Review 6/11/2027

Owner Chad Miller:
None
Document Area SOM-
Organizational Documents
Applicability Saint Louis
University
Campus Wide

School of Medicine Student Progress Committee Charter

Mission Statement/Purpose.

The Student Progress Committee shall assess the academic progress of all medical students to ensure advancement toward graduation and when needed make recommendations regarding student course of study modification, academic remediation, and dismissal.

The committee shall receive reports of course directors, interview students, review details in executive session, and make course of action recommendations.

Membership.

Voting members of the Student Progress Committee are appointed by the Nomination and Election Committee as outlined in the School of Medicine Bylaws of the Faculty.

There shall be nine voting members. Nine faculty members, with a minimum of five clinical faculty, none of whom is a departmental chair. Faculty should have knowledge of the curriculum and the student body through active participation in instruction.

Voting members shall abstain from voting on matters directly related to student deficiencies in courses in which they are the course director or clerkship director.

Members will be appointed for three-year terms. Members may be appointed for a second consecutive term, after which time they must cycle off for at least one year.

Ex-Officio members (non-voting) shall include the Deans of Student Affairs, a member of the Office of Curricular Affairs, a Member of the Office of Diversity Equity and Inclusion, a Member of the Admissions Office, and the members of the Office of Learning Services.

Chair.

The Dean shall appoint the Chair of the committee. The Chair will serve on a yearly, renewable term for up to three years. The Chair will serve as a voting member of the Committee.

Responsibilities.

The Student Progress Committee is charged by the SOM to uphold and apply the Academic Probation Policy and the Satisfactory Academic Progress Policy. The SPC approves remediation plans recommended by course directors and Associate Deans in Curricular Affairs. The SPC adjudicates grade appeals for coursework. Finally, the SPC is responsible for recommending dismissal per the terms of the Satisfactory Academic Progress and Academic Probation Policy to the Dean of the School of Medicine.

Satisfactory Academic Progress Policy: <https://slu.policystat.com/policy/8219046/latest/>

Academic Probation Policy: <https://slu.policystat.com/policy/11200076/latest/>

Meetings/Procedures.

The committee shall meet monthly and at those times during the academic year most appropriate to review student academic process and to consider special circumstances of individual students. The Chair shall preside over the meeting.

Ex officio members are expected to only provide material support to the Committee. In case a physical meeting is not possible, the Chair may call for an electronic vote. When there is a call for a vote, there must be at least 5 voting members present. The Chair states the motion clearly, which is seconded by a voting member and it is passed with a simple majority of voting committee members.

A quorum for in-person or electronic meetings shall consist of five voting members. Special meetings may be called by the Chair or a Dean of Student Affairs.

The Office of Student Affairs shall maintain records, reports, and minutes of the Committee meetings.

The Committee Chair will share reports of deliberations and recommendations with the Dean as well as the School of Medicine Executive Committee at their request.

Faculty members must recuse themselves from any voting consideration that involves their course or clerkship, including specific situations or remediation plans. Further, if a faculty member directly evaluated or provided healthcare to a student referred to the SPC, they must recuse themselves from any votes pertaining to that student. If the COI involves the chair, the co-chair should assume the role of chair. If both the chair and co-chair have a COI, they must appoint a representative from Student Progress Committee without a COI to manage the activity of the Student Progress Committee related to the matter with which a COI exists. Any COI should be resolved by the individual with the COI and the Student Progress Committee.

History.

Approved by the Curriculum Committee on February 21, 2024. The Student Progress Committee replaced the former Student Programs & Program Planning Committee, and the organizational document for that committee (PolicySta ID 7561685) has been retired and removed from PolicyStat; revision approved by the Curriculum Committee on June 10, 2024.

Approval Signatures

Step Description	Approver	Date
VP Medical Affairs	Christine Jacobs: None	6/11/2024
SOM of Policy and Procedure Review Committee	Stephanie Decker	6/11/2024
SOM of Policy and Procedure Review Committee	Chad Miller: None	6/11/2024

Applicability

SLUCare, Saint Louis University

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