

## DUE PROCESS POLICY

---

<b>Policy Number:</b>	2016-01
<b>Title:</b>	Due Process Policy
<b>Effective:</b>	August 2, 2016
<b>Reviewed:</b>	October 17, 2025
<b>Policy Sponsor:</b>	Student Evaluation and Promotion Committee
<b>Responsible Office:</b>	Dean of Medicine

---

### Policy Statement

This policy establishes a fair, transparent, and structured process for considering and resolving adverse actions against students for academic, ethical, professional, or administrative reasons. It ensures due process, consistent application of standards, and timely resolution while upholding SJBSM's academic integrity, professional expectations, and institutional credibility.

### Scope

This policy applies to all students enrolled in any academic program at SJBSM

### Definitions

- **Student:** Any individual currently enrolled in a program offered by SJBSM.
- **Corrective Action:** Supportive measures intended to help students meet academic, ethical, or professional standards (e.g., academic counseling, mandatory tutoring, professionalism workshops, learning plans). Corrective actions are not subject to appeal under this policy.
- **Adverse Action:** Institutional decisions that alter a student's academic status or graduation eligibility, including—but not limited to—suspension, expulsion, dismissal, administrative withdrawal, or denial of progression.
- **Business Day:** A day when SJBSM is officially open for business, excluding weekends, institutional holidays, or campus closures.
- **Administrative Requirements:** Institutional obligations (e.g., registration, attendance, compliance with leave of absence terms) necessary for good standing.

### Grounds for Adverse Action

- **Registrar's Office (Administrative Grounds)**  
Adverse action may be imposed when a student fails to comply with administrative requirements, including:
  - Failure to complete the registration process by published deadlines.
  - Continued, unjustified absences from classes or required educational activities (e.g., labs, clinical rotations, mandatory experiences).
  - Unauthorized withdrawal from school activities.
  - Failure to return from an approved leave of absence on the agreed date.

- Student Evaluation and Promotion Committee (SEPC) (Academic/Professional Grounds)  
Adverse action may be imposed when a student fails to comply with institutional policies and procedures, including:
  - Failure in one or more academic courses and/or core competencies.
  - Failure to meet the minimum required GPA or academic progression criteria.
  - Exceeding the maximum time frame allowed for program completion.
  - Failure to pass required licensure exams (e.g., USMLE Step exams) per institutional policy.

### Principles and Protections

- Due Process: Students are entitled to prompt written notice, access to supporting documentation, and a meaningful opportunity to be heard.
- Confidentiality: All proceedings, records, and communications are confidential and handled in accordance with applicable privacy standards.
- Non-Retaliation: SJBSM prohibits retaliation against any student who exercises their rights under this policy, including filing an appeal or participating in an investigation.
- Conflict of Interest: Individuals who participated in the original decision or who have an actual or perceived conflict of interest may not serve on review bodies or adjudicate appeals.
- Accessibility: Communications and proceedings will be reasonably accessible. Language assistance and disability accommodations will be provided upon request.

### Notice and Documentation

- Written Notice: Students will receive written notification of any adverse action, including the rationale, policy basis, supporting documentation, and effective date of the action.
- Timing: Notice will be issued within five (5) business days of the institutional decision to impose the adverse action.
- Supporting Documentation: May include grade reports, attendance logs, course syllabi requirements, SEPC minutes or summaries, professionalism reports, clinical evaluations, licensure exam results, and relevant correspondence.

### Corrective Actions (Non-Appealable)

Corrective actions are designed to support student success and may include:

- Academic counseling or learning plans
- Mandatory tutoring or study skills workshops
- Professional behavior or ethics remediation
- Structured coaching or mentorship
- Monitoring plans with periodic check-ins

### Appeal Procedures

- Eligibility to Appeal
  - General Adverse Actions: Students may appeal any adverse action (Registrar or SEPC) in accordance with this policy.
  - Academic Dismissal—Single Opportunity Rule: A student is entitled to one (1) opportunity to appeal an academic dismissal. If a subsequent academic dismissal occurs, it is final and not subject to appeal.
- First-Level Appeal: Program Dean
  - Filing Deadline: The student must submit a written appeal to the Program Dean within ten (10) business days from the date of notification.
  - Contents of Appeal: The appeal must include (a) the decision being appealed, (b) specific grounds (procedural error, new evidence, evidence of bias/conflict, or disproportionate sanction), and (c) requested relief.
  - Ad Hoc Review Committee: The Program Dean will appoint an Ad Hoc Review Committee composed of faculty and/or staff not involved in the original decision and without conflicts of interest.

- Process:
  - The Committee will review relevant records and may request additional documentation.
  - The Committee may conduct interviews with the student and/or school officials or convene a hearing at its discretion.
  - The student may submit a written statement and identify relevant witnesses or materials.
- Recommendation and Decision:
  - The Committee will submit a written recommendation to the Program Dean.
  - The Program Dean will issue a written decision within fifteen (15) business days of receiving the recommendation.
  - The decision will state the rationale and any modifications to the adverse action.
- Final Appeal: President
  - Filing Deadline: If the student is not satisfied with the Program Dean's decision, the student may submit a second and final appeal to the President within ten (10) business days of receiving the Dean's decision.
  - Scope of Review: The President will review the record considered by the Ad Hoc Review Committee and the Program Dean's decision. The President may request clarification or supplemental materials but generally will not consider new evidence unless it was unavailable during the first appeal.
  - Final Decision: The President will issue a final written decision within fifteen (15) business days. The President's decision is final and not subject to further appeal.

### **Responsibility for implementation**

The dispositions contained in this Executive Order will be effective immediately.

The final responsibility for the enforcement of this policy rests in the Deanship of Student Affairs.

### **Related legislation**

LCME Element 9.9

### **Appendices- NONE**

### **History**

- Adopted: August 2, 2016
- Revised: July 18, 2024  
October 17, 2025