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## COMMITTEE ON STUDENT EVALUATION (COSE) POLICY

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| <b>EFFECTIVE DATE:</b> | 5/13/2024   | <b>NEXT REVIEW:</b> | 2/1/2026  |
| <b>APPROVAL:</b>       | Policy Committee, CAC, Faculty Assembly                     | <b>DATE:</b>        | 3/21/2024 |
| <b>CATEGORY:</b>       | Academic  |                     |           |
| <b>APPLIES TO:</b>     | Students in the Doctor of Osteopathic Medicine (DO) Program |                     |           |
| <b>CONTACT:</b>        | COM Registrar   |                     |           |

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### REFERENCES AND RELATED POLICIES:

- COCA Standards for Continuing Accreditation (effective 2023)
  - See also: MSUCOM Policy on Student Performance and Academic Standing
  - See also: MSUCOM Policy on Maximum Duration
  - See also: MSUCOM Policy on COMLEX USA
  - See also: MSUCOM Policy on Retention, Promotion, and Graduation
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### PURPOSE

The bylaws of the Michigan State University College of Osteopathic Medicine (MSUCOM or the college) establish the Committee on Student Evaluation (COSE) as a standing committee of the college. The COSE is responsible for administering the MSUCOM policies related to student retention, promotion, and graduation and shall function by following the academic policies. Because of the confidential nature of the business of the committee, access to meeting materials and minutes will be restricted to committee members and those deemed by the committee for need-to-know and operational purposes.

### COMMITTEE COMPOSITION

1. The COSE will be comprised of faculty representatives of the college.
  - a. Each department of the college will elect one (1) member of the faculty to serve on the COSE;
  - b. Elected members will serve for a three (3) year term, with no more than two (2) consecutive terms.
  - c. Ex officio members of the COSE will include the senior associate dean for medical education; the senior associate dean for admissions and student affairs; the former chairperson of the COSE; and the chairperson of the college admissions committee.
  - d. Additional non-voting members may be appointed by the MSUCOM Dean and with the approval of the College Advisory Committee, as deemed appropriate to represent diverse perspectives

within the college. The Dean's appointees shall be subject to annual reappointment.

2. The documents and records of the COSE and its subcommittees will be supported by the COM Office of the Registrar.

#### **COSE Chairperson Responsibilities**

1. It is the responsibility of the Chairperson of the COSE to ensure that all committee meetings and activities adhere to all applicable policies of the college and of Michigan State University (MSU), including but not limited to the duration, academic standing, promotion, and the Medical Student Rights and Responsibilities (MSRR).
2. Review and sign correspondence to students from the COSE as prepared by the COSE Coordinator and finalize the COSE report to CCC & Faculty Assembly meetings.

#### **COSE Coordinator responsibilities**

1. Set meetings, agendas, prepare records, manage SharePoint, and track discussion and motions.
2. Submit the Committee's endorsement for graduation bi-annually to the CAC for presentation to the Fall and Spring Faculty Assembly for approval.
3. Submit a written report for the COSE chairperson and the Dean of all academic warning, suspension, probation, or dismissal, with copies to the Senior Associate Dean for Medical Education, the Senior Associate Dean for Admissions and Student Affairs, and the COM Registrar.
4. Manage committee membership in consultation with the Dean's Office.
5. Consider student performance issues and communication between meetings, with MSUCOM administrators and COM Registrar staff.
6. Prepare and disburse correspondence for students from the COSE Chairperson.

#### **Preclerkship Performance Subcommittee**

1. The Preclerkship Performance Subcommittee will consist of no less than three (3) voting members, including a minimum of one (1) physician, selected by the COSE. The Subcommittee members will select a Subcommittee Chair.
2. The Subcommittee will meet as needed for the review of student performance issues that arise during the preclerkship portion of the curriculum. This may include a review of reported issues related to student conduct or unprofessional behavior, as described below.

#### **Clerkship Performance Subcommittee**

1. The Clerkship Performance Subcommittee will have at least three voting members, including at least two (2) physicians, selected by the COSE. The Subcommittee members will select a Subcommittee Chair.
2. The Subcommittee will meet as needed for the review of student performance issues that arise during the clerkship portion of the curriculum. This may include reviewing reported issues related to student conduct or unprofessional behavior, as described below.

## **MEETING STRUCTURE FOR FULL COSE**

The full COSE will meet each semester in September, January, and May to review student performance, following official course grades and a report of all professionalism misconducts recorded during the term by the COM Office of the Registrar. The Chairperson of the COSE may call additional meetings as needed. All students with core curriculum enrollment within the previous semester or who had reports of professional misconduct, regardless of academic status, will be reviewed by the COSE. Students not enrolled in the core curriculum or who had a professional misconduct reported will not be reviewed by COSE until the next semester's completion with core enrollment. A draft of the agenda will be prepared by the COSE Coordinator and reviewed by the Chair before distribution. The agenda and relevant student performance data will be provided to the COSE members through the COSE SharePoint before the meeting. The subcommittees will meet as needed during the term.

At the first meeting of the academic year in each fall semester, the COSE will:

1. Receive the committee charge from the Dean.
2. Elect the COSE chairperson and vice-chairperson when applicable.
3. Receive an orientation of policies and procedures by the COM Registrar.
4. Have an agenda for regularly scheduled meetings which will include:
  - a. Review of student academic performance of the prior semester and cumulatively.
  - b. Review student timeline concerns
  - c. Review of reported professional conduct issues.
  - d. Review the progress of any student who received COSE requirements previously assigned.
  - e. Review of students on track to graduate or have recently been conferred.
  - f. The agenda may also include any new business for the COSE, such as policy review, informational items, and correspondence.

### **Meeting procedures**

1. The Committee Chairperson will convene the meeting at the predetermined date, and time through a secure Zoom meeting ensuring a collegial and professional atmosphere prevails.
2. The Chairperson will remind members that they should recuse themselves from any action of the COSE that may present a conflict of interest.
3. Students or other guests scheduled to appear before the COSE will be admitted to the meeting for their portion only.
4. The COSE will review student academic performance and reports of professional or compliance conduct issues and vote to assign the academic standing of each student.
5. Categories of academic standing include "good academic standing", "academic warning", and "academic probation". Each category is defined in the performance evaluation and academic standing policy.
6. The COSE will consider the performance of the student in the most recently completed semester, and cumulatively from matriculation at MSUCOM.

### **Member Attendance**

1. Each member of the COSE is expected to attend the scheduled meetings of the COSE.
2. A quorum will be required for the COSE to conduct its business and will consist of the presence
3. of a simple majority of the committee's membership.

4. Students who appear before the COSE may be accompanied by a faculty member, advisor, mentor, or support person.
  - a. No more than three (3) individuals may accompany the student.
  - b. The student is not permitted to have an attorney or legal counsel present when meeting with the COSE.
  - c. A student may be asked or required to attend the COSE meeting via in-person, Zoom or be invited to submit written documentation. to the COSE under the following conditions:
    - i. The student was previously placed on academic warning or probation and has additional academic performance or professional conduct issues.
    - ii. The student wishes to request an extended leave of absence from the D.O. program.
    - iii. They previously withdrew from the D.O. program and wish to seek reinstatement.
    - iv. A student may request to attend the COSE meeting under other circumstances.
    - v. The Chairperson will determine whether to grant permission for the student to address the COSE in person. If the request is denied, the student will be offered a written statement.

#### **Post-meeting procedures**

The COSE Coordinator will send an email notification to all students regarding their academic standing within five to ten business days of the COSE meeting. For more information on academic standing, please see the policy on evaluation of student performance and academic standing.

1. Students on “academic probation” will receive clear and achievable follow-up recommendations from the COSE which also includes language from academic policies.
2. Students for whom a recommendation for dismissal has been made will receive the results from
  - a. the Dean’s Office within five to ten business days.

#### **Due Process and Appeals**

A student who is placed on academic warning or academic probation, or who has been dismissed, as defined within the MSU Medical Students Rights and Responsibility (MSRR) policy, a student may:

- a. Appeal a grade by filing a grievance as outlined.
- b. Appeal a decision of the COSE based on procedural grounds.
- c. Contact the MSU Ombudsperson’s Office for consultation and assistance in the application of the MSRR policy to COSE determinations.