



Office of the Dean
School of Medicine

Policy Title: Policy on the Student Promotions Committees

Date of Review/Revision/Approval: August 2024

Review Cycle: 4 years

Body Responsible for Review/Revision: Office of Student Affairs; Committee on Academic Standards

Responsible Dean: Associate Dean for Student Affairs and Records

Relevant LCME Element: 9.9
(if applicable)

Policy Statement/Purpose:

The School of Medicine has standing medical student academic promotions committees in place to ensure a fair and formal process for medical student promotions, advancement, and graduation.

Policy Directives:

1. There are two promotions committees, one that oversees the preclerkship phase of the curriculum, and one that oversees the clerkship phase of the curriculum. The committees are known as the Preclerkship and Clerkship Student Promotions Committees, respectively.
2. Both committees are staffed by the SOM Office of Student Affairs which provides logistical support, the list of students under consideration, and the records of each student to be discussed for all promotions committee meetings.
3. Committee membership includes course and clerkship directors, members of the general medical teaching faculty, and representative(s) from the Faculty Assembly. Faculty from the dean's staff serve in ex-officio, non-voting roles.
4. Members of the committee who have a conflict of interest (responsible for assigning a failing grade during the academic year under consideration, provision of direct medical care to the student, or any other situation that could cause a conflict of interest) are required to recuse themselves from voting on relevant student decisions.
5. A quorum is met when greater than 50% of the voting members are present.

6. The committee's actions are guided by the Guidelines for the Evaluation and Promotion of Medical Students at the LSU School of Medicine in New Orleans.
7. The committee's decisions are final unless the student opts to appeal.
8. Students have the right to an appeal process for adverse decisions. The appeal process is defined in the Guidelines for the Evaluation and Promotion of Medical Students at the LSU School of Medicine in New Orleans.