

**Master of Health Science in Anesthesia Program
Bluefield University – Edward Via College of Osteopathic Medicine**

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MHSA Progress & Promotions Committee Policy and Procedures

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1. PREAMBLE

The Master of Health Science in Anesthesia Program is committed to fostering an environment of academic rigor, professional growth, ethical integrity, and holistic development. Central to this mission is the cultivation

of anesthesia practitioners who embody excellence in clinical practice, research, leadership, and advocacy. As stewards of this esteemed program, we recognize the imperative to establish clear, transparent, and equitable guidelines that govern student progress, milestones, and promotions within the curriculum.

This preamble serves as a foundational framework for the Progress and Promotions Policy, articulating our guiding principles, values, and objectives. At its core, this policy is designed to ensure that students' progress through the program in a structured, meaningful, and supportive manner, culminating in the attainment of competencies, skills, and knowledge requisite for excellence in anesthesia practice.

Emphasizing a learner-centric approach, this policy underscores our commitment to individualized mentorship, academic support, and professional development. We recognize that each student brings a unique blend of strengths, aspirations, challenges, and learning styles to the program. As such, our progress and promotions criteria are designed to be comprehensive yet flexible, allowing for personalized pathways that align with each student's trajectory, goals, and potential contributions to the field of anesthesia.

Furthermore, this policy reflects our unwavering dedication to fostering a culture of continuous improvement, accountability, and excellence. We believe that progress and promotions should be meritocratic, equitable, and reflective of demonstrated competencies, achievements, and milestones. As students advance through the program, they are encouraged to engage actively in self-assessment, reflection, feedback, and collaborative learning experiences that foster growth, resilience, and adaptability.

In aligning with accreditation standards, best practices in graduate medical education, and the evolving landscape of anesthesia practice, this policy aims to maintain the highest standards of academic rigor, clinical proficiency, research excellence, and ethical conduct. Through a transparent, structured, and supportive framework, we seek to empower students to navigate their educational journey with confidence, purpose, and a steadfast commitment to lifelong learning and professional growth.

We reaffirm our program's commitment to excellence, integrity, inclusivity, and innovation in graduate-level anesthesia education. As we navigate the complexities and opportunities inherent in training the next generation of anesthesia leaders, innovators, and advocates, we remain steadfast in our pursuit of fostering a learning environment characterized by collaboration, mentorship, accountability, and unparalleled excellence.

2. PURPOSE

The Progress & Promotion Committee convenes to assess the academic progress of students. This procedure details the MHSA Program administration, faculty, staff, and student responsibilities.

3. DUTIES OF THE PROGRESS & PROMOTION COMMITTEE

It is the responsibility of the Progress & Promotion Committee to assess the academic progress of students toward the Master of Health Science in Anesthesia degree. The proceedings and deliberations of the Progress & Promotion Committee are considered confidential, and members are not to discuss the proceedings outside the Progress & Promotion Committee other than the Dean, Medical Directors, or others deemed appropriate in providing follow-up to the proceedings.

3.1 Academic Year Promotions and Graduation

3.1.1 The Foundation Phase Promotion Process

The Campus Program Director oversees promotions to the next block and promotion from the Foundation Phase to the Integrative Phase. The Campus Program Director will review all grades at the end of Blocks 1 through 3 to determine eligibility for promotion to the next block and promotion to the next academic year. The Campus Program Director will refer any student who is unable to successfully complete a course or courses within Blocks 1 through 3 to the Progress

& Promotion Committee for review, which occurs at the end of the block in which the failure occurred. Students must successfully complete all components of the academic year in order to be promoted to the next academic year. The Campus Program Director presents students who have passed all requirements for the Foundation Phase to the Dean for approval of promotion to the Integrative Phase.

3.1.2 The Integrative Phase Promotion Process

The Assistant Program Director for Clinical Affairs oversees promotions to the next block during the Integrative Phase. The Assistant Program Director for Clinical Affairs will review all components for the Integrative Phase, which includes the Core Clinical Rotations, end-of-rotation evaluations, case logs, and comprehensive exams to determine eligibility for promotion to the next block. The Assistant Program Director for Clinical Affairs will refer any student who is unable to successfully complete a rotation within a block during the Integrative Phase to the Progress & Promotion Committee for review, upon receipt of a rotation failure. The Assistant Program Director for Clinical Affairs presents students who have passed all requirements for an academic year to the Dean for approval of graduation.

The Progress & Promotion Committee also serves as the appointed body who approves students who are eligible for graduation. The Assistant Program Director for Clinical Affairs will review all components for the Integrative Phase, which will include the required clinical rotations, case/skills logging, comprehensive exams, and all other requirements for graduation to determine eligibility for graduation. A list of students who are found eligible for graduation will be presented to the Progress & Promotion Committee who will then approve and recommend the potential graduates to the Dean. The recommendations are then sent to the Provost who will present the promotions to the Board of Trustees for final approval.

3.2 Assessment of Academic Progress

It is the responsibility of the Progress & Promotion Committee to assess the academic progress of students toward the Master of Health Science in Anesthesia degree. The Progress & Promotion Committee is held at the end of each block, after all grades have been determined by the Program Director, the Director of Medical Education, the Assistant Program Director for Clinical Affairs, and the Medical Directors.

3.2.1 Reasons to Call a Progress & Promotion Committee Meeting for Foundation Phase Students

The Progress & Promotion Committee meets at the conclusion of each academic block to review students deemed to be having difficulty making academic progress. If there are no students to be reviewed at the end of a block, the Progress & Promotion Committee will not meet. The Campus Program Director will refer to the Progress & Promotion Committee any student who has:

- D Course Grades:
 - Received more than one D course grade in any one Block
 - Received more than one D course grade in any one academic year
 - Received more than one D course grade in two consecutive blocks across academic years
- F Course Grades:
 - Received an F course grade
 - Failed to pass remediation for a course resulting in an F course grade
 - Failed to remediate a Standardized Patient Exam and/or Standardized Patient Optimization Test

- Repeated D or F grades of the same or different required component of a course (i.e., anatomy lecture, skills lab practical, SP, simulation) more than one time within an academic year, even if they have successfully remediated the component from the previous block.
- Multiple D or F grades of required components of different courses (i.e., anatomy lecture, skills lab practical, SP, simulation) during an academic year, even if they have successfully remediated the component from the previous block, and a very low GPA.
- A cumulative GPA of 2.79 or less (to be placed on academic probation and to assure the student is utilizing academic support services as provided by the Director of Student Academic Success, ACE and/or CIFSS)
- Demonstrated inability to make academic progress while on Academic Probation
- Placement in the curriculum of a student who has been suspended or on a leave for an extended period or readmitted by the Admissions Committee after withdrawal to determine appropriate placement in the curriculum.

It should be noted that students who are brought before Progress & Promotion Committee on more than two occasions in one year or multiple times throughout the curriculum are generally dismissed.

3.2.2 Reasons to Call a Progress & Promotion Committee Meeting for Integrative Phase Students - The Progress & Promotion Committee meets upon receipt of a rotation failure. The Assistant Program Director for Clinical Affairs or the Medical Director will refer to Progress & Promotion Committee any student who has:

- Failed a clinical rotation.
- A cumulative GPA of 2.79 or less (to be placed on academic probation and to assure the student is utilizing academic support services as provided by the Director of Student Academic Success, ACE and/or CIFSS)
- Failed a Comprehensive Competency Examination twice.
- Multiple first attempt failures on a Comprehensive Competency Examination, even if the student has successfully remediated prior CCE on the second attempt and has a very low GPA.
- Failed to complete their Capstone research requirement in the timeframe required
- Demonstrated inability to perform a minimum level of competency in any one area that is repeatedly marked low across multiple rotations may also be a sign of inability to make academic progress (repeated seldom or never ratings that are below expectation).
- Demonstrated inability to make academic progress while on an Altered Degree Plan of Study.
- When the student scores low or repeatedly low in the duty or professional and ethical behaviors, this may be a reason for calling a Progress & Promotions Committee at the discretion of the Campus Program Director
- Other referrals by the Dean, Associate Dean for Academic Affairs and/or Program Directors

It should be noted that students who are brought before Progress & Promotion Committee on more than two occasions in one year or multiple times over the curriculum will be considered for dismissal from the Program.

3.3 Special Meetings of the Progress & Promotion Committee

Special meetings of the Progress & Promotion Committee may be convened at any time by the Dean or the Medical Directors and will be chaired by the Associate Dean for Academic Affairs. The role of voting and non-voting members and meeting procedures will be the same as specified above. A

representative of the Honor Code Council or a similar representative may be invited to clarify issues related to the specific case being discussed. Special meetings of the Progress & Promotion Committee may be called for the following:

- To determine placement of a student who has taken an approved extended leave or has been on suspension to determine where the student will be placed in the curriculum and to determine if any additional curriculum is needed.
- To determine if academics will be impacted for a student who has taken an unplanned and/or unapproved leave and is being brought before the Honor Council.
- Suspected violation of the MHSA Academic Honesty Policy
- Referral from the Honor Code Council for a Type 2 or 3 Honor Code violation.
- Other reasons as determined by the Dean or Medical Directors.

3.4 Administrative Resolutions Not Requiring Referral to the Progress & Promotion Committee

- In the Foundation Phase, students who have earned one F grade for a required component of a course but who have a final course grade of 70 percent or greater, will be allowed to remediate the single component of the course (lecture, exam, or lab component) over the one week period during block break by the Assistant Program Director for Academic Affairs without coming before the Progress & Promotion Committee, if it is the first time that they have failed that component during the academic year and if they have not failed other components of any other courses during the academic year.
- In the Foundation Phase, students who have failed a component of the simulation/skills course are allowed one opportunity to remediate over the one-week period during block break/Theme Week by the Assistant Program Director for Simulation and the Associate Dean for Academic Affairs without coming before the Progress & Promotion Committee.
- Students who have failed Comprehensive Competency Examination are allowed one opportunity to retake the exam and obtain a passing score by the Program Director without coming before the Progress & Promotion Committee.

4. PROGRESS & PROMOTION COMMITTEE MEMBERSHIP

Members of the Progress & Promotion Committee are appointed by the Dean. Quorum is 66% (2/3 of voting members) of the membership of the Progress & Promotion Committee. As this is not considered a legal hearing and is instead an academic proceeding, attorneys, or other representatives outside of the MHSA Program, VCOM or Bluefield University are not allowed.

If a voting member of the Progress & Promotion Committee is also a Course Director for a failed course or for the failed rotation, that member may participate in discussion but is excluded from voting upon a student who failed their course or rotation.

5. PROGRESS & PROMOTION COMMITTEE PROCEDURES

- A.** At the conclusion of the academic block/rotation, the Campus Program Director may convene the Progress & Promotion Committee.

- B.** Once a student has been deemed to be having trouble in making academic progress that warrants a Progress & Promotion Committee, the appropriate Campus Program Director will meet with each student to notify them of their final course grade (or component grade) and that he/she will be brought before the Progress & Promotion Committee.
- The Campus Program Director will also inform the student of the Progress & Promotion Committee process and answer any questions the student has. This includes making the student aware that:
 - Prior to the Progress & Promotion Committee meeting, each student coming before the Committee must submit a letter presenting any issues or considerations that they wish to make known to the Progress & Promotion Committee. The student must submit any information they plan to present in the proceeding in advance.
 - The student's attendance at the Progress & Promotion Committee meeting is required. Students in the Integrative Phase who are at distant clinical sites (greater than 50 miles from campus) may attend via phone or Zoom.
 - The Director of Student Academic Success will be present at these meetings for support.
 - Following the meeting with the student, the Campus Program Director will follow-up by emailing the student the standard Progress & Promotion Committee notification email.
- C.** The Campus Program Director will report the reason the student has been brought before the Progress & Promotion Committee, the academic progress of the student, any assistance that the student has received or has been offered, and efforts by the student to improve performance.
- D.** The academic representative from the Director of Student Academic Support will report on the academic support that the student has received or has been offered and the student's participation in the support process.
- E.** The Director of Medical Education will report on the student's academic record including GPA, any prior failures or repeated courses, and any other information relevant to the student's academic progress.
- F.** The Course Director will report the facts surrounding the grade, including the student's course/rotation performance, attendance, professionalism, and efforts to improve performance (i.e. seeking the Course Director's assistance). The Course Director will also explain course procedures, grading, and clarify any remediation processes as requested by the Committee.
- G.** The Student Representative may join the meeting to discuss and answer any questions on course issues or block issues that may have impacted the student.
- H.** Following the above steps, the student will be invited to present. The student will be asked if they give permission for the Student Representative to remain in the meeting while they present or if they would like them to be dismissed prior to their presentation. The student will be then allowed to make a 10-minute presentation to the Committee regarding their performance and any additional considerations the student believes pertinent to the deliberations. Following the student's presentation, the members of the Progress & Promotion Committee may ask further questions of the student.
- I.** All student attendees and the student who has been brought before the Progress & Promotion Committee are dismissed prior to deliberation and voting.
- J.** The Progress & Promotion Committee will deliberate based on the information presented to them.

6. PROGRESS & PROMOTION COMMITTEE RECOMMENDATIONS

The Progress & Promotion Committee will deliberate based on the information presented to them. Progress & Promotion Committee recommendations are made by examining the student's comprehensive academic performance through examination of the student's academic record, including GPA. Each block, each semester, and each academic year, the student is expected to meet several milestones. These milestones provide a collective picture of making academic progress for promotion to the next block and to the next academic year. Therefore, it is the review of the student's collective academic progress that is considered, as well as a review of the specific course/rotation failed when the student is brought before the Progress & Promotion Committee.

If, during a Progress & Promotion Committee meeting, behavioral infractions are discovered, the Progress & Promotion Committee will not make recommendations regarding those infractions but may refer the student to the Honor Code Council.

Following a discussion of the options available to the Committee, as outlined by this policy, the Committee should attempt to reach consensus as to recommendations to the Dean. Once consensus appears to have been met, a member of the Committee should make a motion on the apparent consensus recommendations and the Campus Program Director will seek a second on the motion.

Recommendations made by the Progress & Promotion Committee include, but are not limited to:

6.1 Recommendations by the Progress & Promotion Committee for Foundation Phase Students Who Have Been Referred for F Course Grade(s)

- A.** For a student who is not already on Academic Probation and who receives an F course grade, and who has no other F course grades in the current block, the Progress & Promotion Committee may recommend to the Dean any of the following:
 - Require the student to successfully remediate the F course grade within one attempt and place the student on academic probation for no less than one (1) calendar year.
- B.** For a student who is on Academic Probation and who receives an F course grade, the Progress & Promotion Committee may recommend to the Dean any of the following:
 - Require the student who has only one previous F course grade to successfully remediate the F course grade within one attempt and to continue academic probation for no less than one (1) calendar year, or
 - Allow the student to repeat the academic year and to continue academic probation for no less than one (1) calendar year, or
 - Dismiss the student if the collective performance shows failure to make academic progress.
- C.** The Progress & Promotion Committee may make additional recommendations to the Dean if they believe the case warrants such recommendations.

6.2 Recommendations for Foundation Phase Students Who Have Been Referred for Repeated F Grades of Required Components of a Course(s)

The Progress & Promotion Committee will convene when a student has repeated F grades of the same or different required components of a course or courses within an academic year, regardless of successful remediation of the component from the previous block.

- A.** If the student is not on Academic Probation, the Progress & Promotion Committee may recommend to the Dean that the student be required to successfully remediate the F component grade and place the student on academic probation for no less than 1 calendar year.
- B.** If the student is on Academic Probation, the Progress & Promotion Committee may:
 - Require the student to successfully remediate the F component grade and place the student on academic probation for no less than one (1) calendar year.
 - Allow the student to repeat the academic year and place the student on academic probation for no less than one (1) calendar year.
 - Dismiss the student if the collective performance shows failure to make academic progress.
- C.** The Progress & Promotion Committee may make additional recommendations to the Dean if they believe the case warrants such recommendations.

6.3 Recommendations for Integrative Phase Students Who Have Been Referred for F Clinical Grades

The Progress & Promotion Committee will convene when a student has the following F grade scenarios:

- Failed a clinical rotation – failure can be determined by either overall score below 2.5 “Below Expectations” on a 5.0 scale with the *Clinical Practicum Preceptor Evaluation* or “Fail” on the clinical rotation grade as determined by greater than -1.8 standard deviations from the cohort during any given clinical rotation or Block.
 - Failed a Comprehensive Competency Examination twice
 - More than one first attempt failure of CCE within an academic year, even if the student has successfully remediated the prior CCE exam on the second attempt (to be placed on academic probation)
 - Failed to complete their research course requirement in the timeframe required
- A.** In the case of failing one (1) clinical rotation, whether the student is on Academic Probation or not, the Progress & Promotion Committee may recommend the following to the Dean:
- Require the student to complete an additional rotation in the same specialty as the failed clinical rotation with a different preceptor (the additional rotation requires all components of the rotation to be repeated) and place (or extend) the student on academic probation for no less than one (1) calendar year.
- B.** In the case of failing two (2) or more clinical rotations while the student is on Academic Probation, the Progress & Promotion Committee may recommend to the Dean any of the following:
- Require the student to complete an additional rotation in the same specialty as the failed clinical rotation with a different preceptor (the additional rotation requires all components of the rotation to be repeated) and any other rotations the Progress & Promotion Committee believes essential to the student making future academic progress and extend the student’s academic probation for no less than one (1) calendar year.
 - Dismiss the student if the collective performance shows failure to make academic progress.
- C.** In case of a student who is not on Academic Probation and who has failed a Comprehensive Competency Examination twice, the Progress & Promotion Committee may recommend the following to the Dean:
- Require the student to complete additional coursework over a period of 2 to 4 weeks of protected time for study and successfully complete another exam. This will result in an Altered Degree Plan of Study and will extend the academic year, as the student may not complete the work while on another rotation, and/or
 - Require the student to complete an additional rotation in the same specialty as the failed clinical rotation with a different preceptor (the additional rotation requires all components of the rotation to be repeated) and any other rotations the Progress & Promotion Committee believes essential to the student making future academic progress and extend the student’s academic probation for no less than one (1) calendar year.
- D.** In the case of a student who is on Academic Probation and who has failed CCE exam twice, the Progress & Promotion Committee may recommend the following to the Dean:
- Require the student to complete additional coursework over a period of 2 to 4 weeks of protected time for study and successfully complete another exam. This will result in an Altered Degree Plan of Study and will extend the academic year, as the student may not complete the work while on another rotation.

- Require the student to complete an additional rotation in the same specialty as the failed clinical rotation with a different preceptor (the additional rotation requires all components of the rotation to be repeated) and any other rotations the Progress & Promotion Committee believes essential to the student making future academic progress and extend the student's academic probation for no less than (1) calendar year.
 - Require the repeat of a portion or the entire clinical year.
 - Dismiss the student if the collective performance shows failure to make academic progress.
- E.** In the case of a student who is on Academic Probation and who more than one first attempt failure of end-of-rotation exams, even if the student has successfully remediated the prior end-of-rotation exam(s) on the second attempt, the Progress & Promotion Committee may recommend the following to the Dean:
- Require the student to complete additional coursework over a period of 2 to 4 weeks of protected time for study and successfully complete another exam. This will result in an Altered Degree Plan of Study and will extend the academic year, as the student may not complete the work while on another rotation, and/or
 - Require the student to complete an additional rotation in the same specialty as the failed clinical rotation with a different preceptor (the additional rotation requires all components of the rotation to be repeated) and any other rotations the Progress & Promotion Committee believes essential to the student making future academic progress, and extend the student's academic probation for no less than one (1) calendar year.
 - Require the repeat of a portion or the entire clinical year.
 - Dismiss the student if the collective performance shows failure to make academic progress.

6.4 Recommendations for Students for a GPA of 2.79 or Less

The Progress & Promotion Committee will convene when a student's GPA initially decreases to a 2.79 or less and the Progress & Promotion Committee will recommend to the Dean that the student be placed on academic probation for no less than one (1) calendar year. Academic Probation in this instance places the student on warning that failure of any course may result in dismissal.

6.5 Additional Recommendations

In addition to the recommendations above, the Progress & Promotion Committee may recommend the following to the Dean:

- Specify a timeline or manner in which any remediation or testing must occur;
- Suspension of a student with requirements for reinstatement;
- Suspension of a student from academic activity and delay decision pending further evaluation and treatment;
- Require participation in academic assistance programs;
- Limit extracurricular activities while on academic probation;
- While the Progress & Promotion Committee may not consider undiagnosed impairments for grades already received, for those students who continue in the curriculum, the Progress & Promotion Committee may require further assessment, including but not limited to psychological evaluations, drug or alcohol screening/testing, or other evaluations. Such testing, if recommended, will be at the student's expense and may require a written evaluation from the party of the referral to determine if the student is at risk or presents a risk to the institution, students, or patient care and the results will be provided to the Director of Student Academic Success and the Dean;
- An Altered Degree Plan of Study that will delay promotion until satisfactory progress through a directed remediation program has occurred; and/or
- Make other sanctions as deemed appropriate by the Progress & Promotion Committee.

7. PROGRESS & PROMOTION COMMITTEE RECOMMENDATIONS NOTIFICATION AND APPEALS PROCESS

The Chair of the Progress & Promotion Committee will submit the Committee's recommendations, in-writing, and in-person, to the Dean within three working days of the Progress & Promotion Committee. The Dean will review the recommendations of the Progress & Promotion Committee to assure the recommendations follow University policy and are legally appropriate.

- For students who are recommended to be allowed to remediate and be placed on academic probation, the Campus Program Director will notify the student, via email, of the recommendations of the Progress & Promotion Committee, within seven (7) calendar days following the Progress & Promotion Committee. The Campus Program Director will attach a copy of the official letter from the Progress & Promotion Committee. The student will also be directed to pick up a hardcopy of the letter and to sign off the date they picked up their letter.
- For students who are recommended to repeat an academic year or be dismissed, the Campus Program Director will notify the student in-person, of the recommendations of the Progress & Promotion Committee, within seven (7) calendar days following the Progress & Promotion Committee.
 - If the meeting is in-person, the Chair will give the student a hardcopy of the Progress & Promotion Committee recommendation letter and will have the student sign a confirmation receipt that they received the letter.
 - If the meeting is via Zoom, the Chair will email the student a copy of the Progress & Promotion Committee recommendation letter. The student will be directed to pick up a hardcopy of the letter and to sign off the date they picked up their letter.

The Dean will delay final action for an additional seven calendar days, providing the student time to appeal the recommendations of the Progress & Promotion Committee. If no appeal is made, the Dean will render his or her decision within seven calendar days. The Dean may uphold the recommendations of the Progress & Promotion Committee or may modify the recommendations.

If a student appeals, the appeal must be made in writing and be based upon new, relevant, and material information that was not available to the Progress & Promotion Committee. The Dean will not accept or act upon an appeal that does not contain new, relevant, and material information and must be accompanied by a statement on how the student believes the information would impact the decision. The Dean will not meet with the student prior to receiving the written appeal material; however, the student should schedule a meeting with the Dean when submitting the written appeal materials.

- After receiving the written appeal, the Dean will consider the request and will notify the student, in writing, of his/her decision within 14 calendar days of receiving the written appeal.
- The Dean may specify a later date for the determination should further investigation be required.
- The Dean may deny the appeal or grant the appeal.
- If the Dean grants the appeal, he/she may require further sanctions or requirements for the student, including but not limited to a learning contract.
- If the Dean denies the appeal, the Dean will render final action. The Dean may uphold the recommendations of the Progress & Promotion Committee or may modify the recommendations.
- The student must attend all classes or required clinical rotation during the appeal.

Upon receiving written notification from the Dean, the student, within seven calendar days, may appeal the Dean's decision to the Provost. The appeal must be made in writing and be based upon new, relevant, and material information that was not available to both the Progress & Promotion Committee and the Dean. The

Provost will not accept or act upon an appeal that does not contain new, relevant, and material information and must be accompanied by a statement on how the student believes the information would impact the decision.

- After receiving the written appeal, the Provost will consider the request and will notify the student, in writing, of his/her decision within 14 calendar days of receiving the written appeal.
- The Provost may specify a later date for the determination should further investigation be required.
- The Provost may request a meeting with the student if warranted.
- The Provost may deny the appeal or grant the appeal.
- If the Provost grants the appeal, he/she may require further sanctions or requirements for the student, including but not limited to a learning contract.
- If the Provost denies the appeal, the Provost will render final action. The Provost may uphold the recommendations of the Dean and/or the Progress & Promotion Committee or may modify the recommendations.
- The student must attend all classes or required clinical rotation during the appeal.
- The Provost's decision is final.

8. REQUEST FOR SPECIAL CONSIDERATIONS AND/OR THE NEED FOR SPECIAL ACCOMMODATIONS

Students may not request special consideration by the Progress & Promotion Committee or by the Dean on appeal for a current exam/course/rotation failure or prior exam/course/rotation failure for a condition that was diagnosed or brought to the college's attention after the failures have occurred. Considerations may not be retro-active; therefore, considerations for a diagnosed condition will only be considered for future coursework and require the student to found eligible for accommodations.

Students who are approved by the Progress & Promotion Committee to continue in the curriculum and who believe that they are in need for special accommodations or those who are referred by the Progress & Promotion Committee to seek accommodations should contact the Director of Student Academic Success or the Director of Medical Education to learn more about the accommodations eligibility process.

9. RULES REGARDING REMEDIATION DURING THE PROGRESS & PROMOTION COMMITTEE PROCESS

During the Foundation Phase, while the student is awaiting the Progress & Promotion Committee, Dean, or Provosts' decision, the student must attend class and must take exams; however, the exams and grades will not be recorded unless the Progress & Promotion Committee allows continuation and/or the student's appeal to continue is approved. The student may also take a remediation exam during this time; however, the exam and grade will not be recorded unless the Progress & Promotion Committee allows continuation and/or the student's appeal to continue is approved.

During the Integrative Phase, while the student is awaiting the Progress & Promotion Committee, Dean, or Provosts' decision, the student must attend the rotation(s) and take the Comprehensive Competency Examination(s); however, the exams and clinical performance grades will not be recorded unless the Progress & Promotion Committee allows continuation and/or the student's appeal to continue is approved. The student may also take a remediation CCE during this time; however, the exam and grade will not be recorded unless the Progress & Promotion Committee allows continuation and/or the student's appeal to continue is approved.

10. DURATION OF POLICY

This Policy on Progress & Promotions Committee for the Master of Health Science in Anesthesia Program established by MHSA Program Administration and is effective as of the date above and shall remain effective until amended or terminated by the President and Provost.

A. Publication

This policy shall be widely published and distributed to the Program community to ensure publication and distribution thereof. The Office of the Dean of Anesthesiologist Assistant Programs will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the MHSA Program community within 14 days of approval by the Program Advisory Council
- Submit the policy for including in the online *MHSA Program Student Handbook* within 14 days of approval by the Program Advisory Council
- Post the policy on the appropriate audiences on the policy’s content, as necessary; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary.


Failure to meet the publication requirements does not invalidate this policy.

B. Review Schedule

List the following:

Next Scheduled Review Date:	3/01/2025
Ratification by, Date:	Program Oversight Board, 3/30/24 (<i>pending</i>)
Revision History:	11/01/2022. 12/29/2023
Supersedes:	Not applicable

C. Related Documents



Michael S. Nichols, CAA, MBA
Dean, Anesthesiologist Assistant Programs