



UNIVERSITY OF CENTRAL FLORIDA
College *of* Medicine

M.D. Program Student Handbook

The University of Central Florida College of Medicine educates and inspires individuals to be exemplary physicians and scientists, leaders in medicine, scholars in discovery, and adopters of innovative technology to improve the health and well-being of all. Our patient-centered mission is achieved by outstanding medical care and services, groundbreaking research, and leading edge medical and biomedical education in an environment enriched by diversity.



University of Central Florida College of Medicine

M.D. Program Student Handbook

2012 – 2013

The University of Central Florida College of Medicine M.D. Program Student Handbook is published annually by the College of Medicine Office of Student Affairs. UCF, under applicable rules of the Administrative Procedures Act, may change any of the announcements, information, policies, rules, regulations or procedures set forth in this Handbook and any of its publications and catalogues. This handbook is supplemented by other documents such as the M.D. Program Student Bulletin and other policies. The most current and updated version is available online at <http://med.ucf.edu/administrative-offices/student-affairs/student-life-a-z/>.

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TABLE OF CONTENTS

I.	GENERAL INFORMATION	11
A.	ABOUT THE OFFICE OF STUDENT AFFAIRS	11
B.	COLLEGE OF MEDICINE MISSION, VALUES, VISION, GOALS AND STRATEGIC INITIATIVES.....	11
1.	Mission.....	11
2.	Values	12
3.	Vision	12
4.	Goals	12
5.	Strategic Initiatives	12
C.	THE HIPPOCRATIC OATH*	13
D.	CORE COMPETENCIES FOR THE M.D. EDUCATIONAL PROGRAM.....	14
E.	OBJECTIVES FOR THE PROGRAM OF STUDY LEADING TO THE M.D. DEGREE	14
1.	Medical Knowledge	14
2.	Patient Care	15
3.	Systems-Based Practice	16

4.	Practice-Based Learning and Improvement.....	16
5.	Ethics and Professionalism	16
6.	Interpersonal and Communication Skills	17
F.	DIRECTORY	18
1.	Leadership of the College of Medicine	18
2.	Student Affairs	18
3.	Undergraduate and Graduate Medical Education.....	19
G.	ACCREDITATIONS	20
	Liaison Committee on Medical Education (LCME) Accreditation	20
II.	ACADEMIC CALENDAR	20
III.	CURRICULUM	21
A.	Classification Of Modules/Courses 000-6999	21
B.	Florida’s Statewide Course/Module Numbering System	21
IV.	GENERAL POLICIES AND PROCEDURES	21
A.	TECHNICAL STANDARDS FOR MEDICAL SCHOOL ADMISSION, ACADEMIC PROGRESSION AND GRADUATION 21	
1.	Observation	22
2.	Communication	22
3.	Motor Function.....	22
4.	Cognitive Standards	22
5.	Professionalism.....	23
B.	ABSENCES / ATTENDANCE.....	23
1.	Year 1 and Year 2 Modules	24
2.	Year 3 clerkships and Year 4 Senior Required and Elective Rotations.....	24
3.	Religious Observances	25
C.	CLASSROOM RESPONSIBILITY.....	26

D.	COMPLAINT POLICY	26
E.	COMPUTERIZED EXAM PROCEDURES FOR M1 AND M2 YEARS	26
F.	DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS POLICY STATEMENT	27
G.	STUDENT RESPONSIBILITY TO KEEP INFORMED.....	28
H.	OFFICIAL METHOD OF COMMUNICATION	28
	Faculty-student Communication Policy	28
I.	STUDENT PROTECTION FROM MISTREATMENT AND ABUSE	29
1.	Violations of Mistreatment and Abuse Policy	29
2.	Ombuds Office	29
3.	Nondiscrimination and Sexual Harassment Policy	29
4.	Victim Services	30
J.	AMERICANS WITH DISABILITIES	31
1.	UCF Student Disability Services	31
2.	Operating Procedure for Applicants with Disabilities.....	32
K.	MISUSE OF COMPUTING AND TELECOMMUNICATIONS RESOURCES.....	33
1.	Computer Use	33
2.	Account Certification Statement	33
3.	Personal Identification (PID)	34
L.	DRESS CODE POLICY	34
M.	EDUCATIONAL PROGRAMS UTILIZING LIVE ANIMAL MODELS POLICY	36
N.	USE OF HUMAN SUBJECTS IN RESEARCH	36
O.	EMPLOYMENT POLICY	36
P.	ENROLLMENT POLICY	36
Q.	NEWS RELEASES AND MEDIA RELATIONS	36
R.	STUDENT CONDUCT	37
S.	STUDENT RECORDS POLICY	37

1.	Student Records.....	37
2.	Student Confidentiality Policy.....	37
3.	Directory Information	37
4.	Transcripts	38
T.	M.D. PROGRAM COURSE AUDITING	38
U.	TIME LIMITATION OF PROGRAM.....	38
V.	CRIMINAL OFFENSES WHILE ENROLLED.....	39
W.	STUDENT PARTICIPATION IN MEETINGS	39
I.	ACADEMIC POLICIES	39
A.	FACULTY/MEDICAL LEARNER COMPACT	39
1.	Guiding Principles	39
2.	Commitments of Faculty.....	40
3.	Commitments of Students and Resources.....	40
4.	Violations of Faculty/Medical Learner Compact.....	40
B.	MEDICAL STUDENT ADVANCEMENT/FACULTY EVALUATION	41
1.	Policies, Procedures and Due Process	41
2.	Grading Policy	41
3.	Evaluation Methods for Years One and Two	42
4.	Evaluation Methods for Years Three and Four	43
C.	STUDENT EVALUATION AND PROMOTION COMMITTEE (SEPC)	43
1.	Composition and Continuity	43
2.	Continuity Across the Four Years for a Single Class	44
3.	Continuity Across Separate Student Evaluation and Promotion Committees.....	45
4.	Purpose	45
5.	Evaluation Process	46
6.	Annual Evaluation	46

7.	Graduation Evaluation	47
8.	Procedures for Professional Conduct and Disciplinary Action.....	47
9.	Publication and Communication of Standards and Procedures	47
10.	Review of Student Performance	47
11.	Confidentiality	48
12.	Requirements for Quorum and Adoptive Action for the Committee	48
13.	Actions of the Student Evaluation and Promotion Committee (SEPC)	48
D.	ADVANCEMENT OF STUDENTS.....	50
1.	Minimum Requirements for Advancement	50
I.	Year One to Year Two	50
II.	Year Two to Year Three	50
III.	Year Three to Year Four	50
2.	Requirements for Graduation.....	50
3.	Time Limitations for Completing Portions of the Curriculum.....	51
E.	STUDENTS WITH UNSATISFACTORY PERFORMANCE/SPECIAL CIRCUMSTANCES	51
1.	Academic Failure.....	51
2.	Probation	53
3.	Dismissal	54
4.	SEPC Appeal Process	55
5.	Petition for Re-admission Following Dismissal	56
6.	Leave of Absence	57
7.	Approval of Leave of Absence	57
8.	Petition for Re-admission Following Leave of Absence	58
9.	Grade Appeal Process	58
10.	Guidelines for the Appeal Process of an Assigned Grade	59
F.	ACADEMIC HONESTY GUIDELINES.....	62

Academic Behavior Standards	62
G. STANDARDS OF PROGRESS FOR VETERAN STUDENTS – M.D. PROGRAM.....	62
1. Unsatisfactory Performance	62
2. Academic Probation.....	63
3. Dismissal (Veteran Benefits).....	63
H. SERVICE LEARNING	63
II. FINANCIAL POLICIES.....	64
A. FINANCIAL AID.....	64
1. Financial Services Guidebook	64
2. Short-Term Advances	64
3. Impact of a Leave of Absence or Withdrawal on Repayment of Student Loans	64
4. Satisfactory Academic Progress.....	64
5. Remedial Coursework – Tuition.....	66
6. Leave of Absence – Tuition	66
B. TUITION AND FEES/PAYMENTS	66
1. Financial Aid Deferrals	67
2. Student Financial Responsibility Statement	67
3. Past Due Accounts	67
4. Financial Aid Disbursements.....	68
5. Direct Deposit	68
6. Payment Procedures.....	69
7. Refund Policy	69
8. Return of Title IV Funds Policy	70
III. HEALTH POLICY	71
A. UCF HEALTH SERVICES.....	71
Policy on Faculty Providing Medical Treatment for Students	72

Wellness Center	72
B. MANDATORY HEALTH REQUIREMENTS FOR COLLEGE OF MEDICINE STUDENTS	73
C. ADDITIONAL MANDATORY INSURANCE REQUIREMENTS FOR COLLEGE OF MEDICINE STUDENTS.....	73
D. RECOMMENDED INSURANCE COVERAGE FOR COLLEGE OF MEDICINE STUDENTS	73
E. EXPOSURE TO INFECTIOUS DISEASES AND ENVIRONMENTAL HAZARDS.....	74
1. OSHA Bloodborne Pathogen (BBP) Training for Medical Students.....	74
2. Exposure Control Plan.....	75
3. Bloodborne Pathogens	75
4. Work Practice and Engineering Controls	77
5. Hepatitis B Vaccination	77
6. Personal Protective Equipment	78
7. Exposure and Post-Exposure Prophylaxis	78
8. Decontamination, Disposal and Transportation of Biohazardous Material	81
9. HIV / AIDS Policy and Other Infectious Diseases	82
F. PERSONAL COUNSELING SERVICES	83
G. CHEMICAL DEPENDENCY	85
IV. ADVISEMENT AND CAREER COUNSELING SYSTEM	85
A. ADVISORS	85
1. Advising Program	85
2. Advisor Assignments (Faculty)	87
3. Career Counseling – Careers in Medicine (CiM) Program	88
4. Residency	88
5. Careers in Medicine Suggested Timeline (www.aamc.org/students/cim/)	90
6. Academic Assistance.....	91
V. MISCELLANEOUS INFORMATION	91
A. ATHLETICS	91

B.	BANKING INSTITUTIONS	91
C.	BOARD OF TRUSTEES.....	92
D.	BOOKSTORE.....	92
E.	CAMPUS FAITH AND MINISTRIES	92
F.	CHILD CARE.....	92
G.	DISABILITY AND HEALTH INSURANCE.....	92
H.	DISSECTING LABORATORY RULES.....	93
I.	DIVERSITY AND INCLUSION STATEMENT.....	93
J.	EMERGENCY PREPAREDNESS AND COMMUNICATIONS	93
	University Closings	94
K.	FINGERPRINTING AND CRIMINAL BACKGROUND CHECKS	94
L.	HARRIET F. GINSBURG HEALTH SCIENCES LIBRARY.....	94
M.	INTERNATIONAL MEDICAL EXPERIENCES	95
N.	KEYS/SECURITY	95
O.	LICENSURE EXAMS.....	95
P.	LOCKERS	95
Q.	MARRIED STUDENTS	95
R.	MEDICAL STUDENT CLINICAL DUTY HOURS POLICY	95
S.	PARKING	96
T.	PERSONAL SAFETY	96
U.	PHOTOCOPY MACHINES.....	97
V.	PLACES TO STUDY	97
W.	POLICY ON SURVEYING M.D. STUDENTS	97
X.	POST OFFICE	98
Y.	POSTING POLICY	98
Z.	RESEARCH OPPORTUNITIES THROUGHOUT MEDICAL SCHOOL	98

AA.	STUDENT LOUNGE.....	98
BB.	STUDENT MAILBOXES.....	98
CC.	STUDENT PROGRAMS AND ORGANIZATIONS	98
DD.	UCF STUDENT ACTIVITIES AND ID CARD	100
VI.	THE UCF CREED	101
VII.	HONOR CODE.....	101
VIII.	APPENDIX/SAMPLE FORMS	102
A.	Honor Code	103
B.	Honor Code Policies	104
C.	Physical Examination Form	113
D.	Immunization Checklist	114
E.	Student Absence Form	116
F.	Proof of Health Insurance Form	117
G.	Proof of Disability Insurance Form	118
H.	Medical Services for COM Students	119
I.	Extracurricular Activity and Service Learning Approval Forms	121
J.	Industry Relations Policy and Guidelines	124

I. GENERAL INFORMATION

This handbook has been developed by the Office of Student Affairs and it contains the official Policies and Procedures of the College of Medicine M.D. Program, as approved by the faculty and the Dean of the college, that relate to student activities as well as helpful hints and advice on facilitating your experiences in medical school. If you have questions or need clarification, please contact the Office of Student Affairs.

A. ABOUT THE OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs has an open-door policy and is available on an ongoing basis to provide assistance in any matter of concern to the student. We serve as advisors to students with respect to career planning, personal growth, personal or adjustment difficulties, and problems of an academic or financial nature. We also provide assistance and guidance concerning issues pertaining to student mistreatment and abuse. At the first sign of any of these problems you should come to see us. Our office serves as a sounding board, referral service and student advocate. We, in the Office of Student Affairs, are dedicated to assisting you in the successful completion of this growth process. The Associate Dean and Assistant Dean for Students are available to assist you at any time.

You are entering into a challenging, rewarding and sometimes stressful time. You will experience a unique personal growth process as you develop the skills, confidence, and compassion necessary to assume responsibility for the medical care of others. The Office of Student Affairs will be there to help you to become the best physician you can be.

B. COLLEGE OF MEDICINE MISSION, VALUES, VISION, GOALS AND STRATEGIC INITIATIVES

1. MISSION

The University of Central Florida College of Medicine educates and inspires individuals to be exemplary physicians and scientists, leaders in medicine, scholars in discovery, and adopters of innovative technology to improve the health and well-being of all. Our patient-centered mission is achieved by outstanding medical care and services, groundbreaking research, and leading edge medical and biomedical education in an environment enriched by diversity.

Our culture puts people and relationships first and recognizes that education, research, and patient care are valued in their ability to better the human condition. We achieve excellence in these areas through a focus on access to knowledge, continuous improvement, diversity and use of partnerships. In executing our mission,

- We provide undergraduate and graduate biomedical and professional medical education by developing broad knowledge and skills, fostering professional behavior, stimulating intellectual growth, and nurturing caring, and compassionate attitudes.
- We advance the frontiers of basic and applied research to further the understanding and treatment of disease, improve health care and enhance medical education.
- We provide knowledgeable and compassionate care for patients.

- We partner with our community and other institutions to meet workforce needs, conduct interdisciplinary research, provide medical education, improve health care delivery, and promote health for the public good.

2. VALUES

We value the individual worth, dignity, and well-being of those with whom we teach, study, work, and serve. The core values that guide our conduct, performance, and decisions, and that form the foundation for our relationships are:

- Excellence—to achieve the highest standards in everything we do
- Integrity—to be honest, ethical, and consistent in our actions
- Patient-centricity—to focus on the health and wellness of patients in all that we do
- Knowledge-centricity—to discover, create, value, evaluate, and share knowledge
- Creativity—to be curious, open, and innovative
- Collaboration—to work together regardless of organizational boundaries
- Communication—to listen and be open and transparent with students, patients, and colleagues
- Diversity—to be inclusive and value differences
- Reverence—to treat each person with respect and dignity and value his or her being
- Compassion—to treat others with kindness and empathy
- Dedication—to maintain commitment to the mission
- Service—to understand and respond to the needs of individuals and the community

3. VISION

The University of Central Florida College of Medicine will be the nation's premier 21st century college of medicine—a national leader in education, research and patient care, recognized for supporting and empowering its students and faculty to realize their passion for discovery, healing, health and life and for its ability to create partnerships to transform medical education and health care.

4. GOALS

- Goal 1: Achieve excellence in medical and biomedical education
- Goal 2: Excel in research and discovery in biomedical science, medical education and health care
- Goal 3: Provide outstanding individualized patient care while transforming health care delivery
- Goal 4: Be America's leading partnership college of medicine
- Goal 5: Establish a diversified self-sustaining infrastructure to support future operations

5. STRATEGIC INITIATIVES

- SI 1: Create and implement an exemplary M.D. program

- SI 2: Develop innovative educational models and provide leadership in the integration of advanced simulation approaches in medical education
- SI 3: Design and implement a world-class knowledge management system for medical education
- SI 4: Establish, conduct and coordinate effective graduate medical education and continuing medical education programs
- SI 5: Provide comprehensive baccalaureate and master's biomedical sciences programs focusing on academic, research and workforce preparation
- SI 6: Achieve excellence in the biomedical sciences doctoral program that leads to national prominence
- SI 7: Build an outstanding biomedical research enterprise that spans the entire health care spectrum from bench to bedside that is nationally recognized for its excellence
- SI 8: Achieve excellence in innovative medical education research
- SI 9: Implement education and research initiatives on patient safety and quality health care
- SI 10: Establish an exemplary faculty practice with innovative models of care that will best serve our college and the community in an era of health care evolution and transformation
- SI 11: Create diverse structures and sources for long-term support of the college and its missions
- SI 12: Create a culture that makes the College of Medicine become the institution of choice for patients, students, faculty and staff

C. THE HIPPOCRATIC OATH*

I do solemnly swear, in the tradition of Hippocrates, by whatever I hold most sacred, to bring the following oath and written covenant to fulfillment, in accordance with my power and my judgment:

That I will dedicate myself to the Profession of Medicine.

That I will lead my life and practice this Art with uprightness, honor, and compassion.

That I will be just and generous towards others in this profession, and will aid them in need. In respect for those who have led me into the Paths of Medicine, I will lead those who follow me. With eagerness, I will learn from my fellow physicians and, with humility, I will share my knowledge with them.

That I will dedicate my career to improving the quality of life for those who seek my assistance. I will ensure that my patients are completely informed about their medical care, and will respect their dignity and autonomy, in living and in dying. I will earn their trust and confidence and make certain to hold their best interest in highest regard. I will keep inviolably secret whatsoever I shall see or hear in the lives of my patients which is not fit to be spoken.

That I will recognize the limits of my abilities and seek assistance of others when these limits are exceeded. I will be responsible to continuously improve my skills and endeavor to advance my profession by seeking new knowledge and by reexamining the ideas and practices of the past.

That I will promote the health and welfare of my community and actively strive to improve the quality and access to health care for all.

In the presence of my teachers, my colleagues, my family, and my friends, I make these promises solemnly, fully, and upon my honor. Should I be true to this oath, may prosperity and good repute be ever mine; the opposite, should I prove myself forsworn.

*This oath is a modification of the original.

D. CORE COMPETENCIES FOR THE M.D. EDUCATIONAL PROGRAM

The UCF College of Medicine M.D. educational program prepares students to possess the knowledge, skills, attitudes, and behaviors appropriate and necessary to be successful and empathic in their medical careers as physicians. The core competencies for graduates have been characterized in six domains, corresponding to competency domains described by the Accreditation Council on Graduate Medical Education. For each competency domain, specific program objectives have been developed based on suggested program objectives by the Association of American Medical Colleges' Medical School Objectives Project (MSOP), as well as additional relevant outcomes and objectives identified by the UCF College of Medicine Curriculum Committee.

The specific competency areas include:

- Medical knowledge (6 program objectives)
- Patient care (12 program objectives)
- Systems-based practice (7 program objectives)
- Practice-based learning and improvement (4 program objectives)
- Ethics and professionalism (6 program objectives)
- Interpersonal and communication skills (3 program objectives)

E. OBJECTIVES FOR THE PROGRAM OF STUDY LEADING TO THE M.D. DEGREE

At the time of graduation, it is expected that each graduate will have demonstrated competency in each of the program learning objectives and outcome measures listed below. Evidence of performance using both formative and summative assessments will be collected throughout the educational program. Information on the program objectives can be found at <http://med.ucf.edu/academics/md-program/program-objectives/>.

1. MEDICAL KNOWLEDGE

- Demonstrate knowledge of the normal structure and function of the body (as an intact organism) and of each of its major organ systems, across the life span.

- Demonstrate knowledge of the molecular, biochemical, and cellular mechanisms that are important in maintaining the body's homeostasis.
- Demonstrate knowledge of the various causes (genetic, developmental, metabolic, toxic, microbiologic, autoimmune, neoplastic, degenerative, and traumatic) of maladies and the ways in which they operate on the body (pathogenesis).
- Demonstrate knowledge of the altered structure and function (pathology and pathophysiology) of the body and its major organ systems that are seen in various diseases and conditions.
- Demonstrate understanding of the power of the scientific method in establishing the causation of disease and efficacy of traditional and non-traditional therapies.
- Demonstrate understanding of the scientific basis and interpretation of common diagnostic modalities, including: imaging, electrocardiograms, blood and urine chemistries, pathologic studies, and functional assessment tests. Discuss the indications, contraindications and cost-effectiveness of common diagnostic studies.

2. PATIENT CARE

- Demonstrate the ability to elicit accurate comprehensive and focused medical histories that cover all essential aspects of the history, including issues related to age, gender, sexuality, and socio-economic status, using a medical interpreter when appropriate.
- Demonstrate the ability to perform both a complete and an organ system specific examination, including a mental status examination.
- Demonstrate the ability to perform routine technical procedures.
- Demonstrate the ability to interpret the results of commonly used diagnostic procedures.
- Demonstrate the ability to identify the most frequent clinical, laboratory, roentgenologic, and pathologic manifestations of common maladies.
- Demonstrate the ability to reason deductively in solving clinical problems and to be able to evaluate the patient's medical problems and formulate accurate hypotheses using deductive reasoning. Demonstrate the ability to use information from patient histories, physical exams, and auxiliary studies to test initial hypotheses/differential diagnoses.
- Demonstrate the ability to formulate and implement appropriate management strategies (both diagnostic and therapeutic) for patients with common conditions, both acute and chronic, including medical, psychiatric, and surgical conditions, and those requiring short- and long-term rehabilitation. Ability to incorporate a comprehensive, multidisciplinary approach to the care of patients that integrates biomedical and psychosocial considerations and that considers alternative medicine options. Use knowledge of managed care systems in making patient treatment plans and health care maintenance plans.
- Demonstrate the ability to recognize patients with immediately life threatening cardiac, pulmonary, or neurological conditions regardless of etiology, and to institute appropriate initial therapy.
- Demonstrate the ability to recognize and outline an initial course of management for patients with serious conditions requiring critical care.
- Demonstrate knowledge about relieving pain and ameliorating the suffering of patients.
- Demonstrate the ability to identify factors that place individuals at risk for disease or injury, to select appropriate tests for detecting patients at risk for specific diseases or in the early stage of disease, and to determine strategies for responding appropriately.
- Demonstrate appropriate techniques for performing Basic Life Support.

3. SYSTEMS-BASED PRACTICE

- Demonstrate knowledge of the important non-biological determinants of poor health and of the economic, psychological, social, religious, historical, and cultural factors that contribute to the development and/or continuation of maladies.
- Demonstrate knowledge of the epidemiology of common maladies within a defined population, and the systematic approaches useful in reducing the incidence and prevalence of those maladies.
- Demonstrate knowledge of the unique health care needs of ethnically diverse populations and communities.
- Demonstrate understanding of basic issues for promoting health and preventing disease and apply this understanding to patient management and teaching patients the importance of preventative medicine, health promotion, and wellness.
- Demonstrate a commitment to provide care to patients who are unable to pay and to advocate for access to health care for members of traditionally underserved populations.
- Demonstrate knowledge of various approaches to the organization, financing, and delivery of health care and knowledge of the global health care delivery system in the community including physicians, hospitals, outpatient centers, home health agencies, community agencies, and government agencies in that system.
- Demonstrate an understanding of the threats to medical professionalism posed by the conflicts of interest inherent in various financial, governmental, and organizational arrangements for the practice of medicine.

4. PRACTICE-BASED LEARNING AND IMPROVEMENT

- Demonstrate the ability to retrieve (from electronic databases and other resources), manage, and utilize biomedical information for solving problems and making decisions that are relevant to the care of individuals and populations.
- Demonstrate an understanding of evidence-based medicine (EBM) with respect to formulating patient-based questions, efficiently searching literature databases, appraisal of quality of studies, applying the results of a literature search, and use information about their own population of patients to direct patient care.
- Demonstrate an understanding of the principles and method of Practice-Based Learning and Improvement that involves investigation and evaluation of one's own patient care, appraisal and assimilation of scientific evidence, and improvements in the continuum of patient care.
- Demonstrate an understanding of the need and commitment to engage in lifelong learning to stay abreast of relevant scientific advances, especially in the disciplines of genetics and molecular biology.

5. ETHICS AND PROFESSIONALISM

- Demonstrate knowledge of the theories and principles that govern ethical decision making, and of the major ethical dilemmas in medicine, particularly those that arise at the beginning and end of life and those that arise from the rapid expansion of knowledge of genetics.
- Provide compassionate treatment of patients and respect for their privacy and dignity.
- Demonstrate honesty and integrity in all interactions with patients' families, colleagues, and others with whom physicians must interact in their professional lives.
- Advocate at all times the interests of one's patients over one's own interests.
- Demonstrate an understanding of, and respect for, the roles of other health care professionals, and of the need to collaborate with others in caring for individual patients and in promoting the health of defined populations.

- Demonstrate the capacity to recognize and accept limitations in one's knowledge and clinical skills, to use self-evaluation, constructive feedback as part of the peer community, moral reflection and ethical reasoning to form the basis for a self-directed, lifelong engagement in the responsible, committed, compassionate practice of medicine, and a commitment to continuously improve one's knowledge and ability.

6. INTERPERSONAL AND COMMUNICATION SKILLS

- Demonstrate the ability to convey presence, build rapport, and employ active listening to communicate compassionately, effectively, and in culturally and emotionally appropriate ways, both verbally and in writing, with patients, their families, colleagues and others with whom physicians must exchange information in carrying out their responsibilities.
- Demonstrate the ability to establish effective relationships with patients and their families that enables one to provide reassurance, give encouragement and support, and convey empathy and caring.
- Demonstrate the traits of collegiality, flexibility, adaptability, reliability, punctuality, and responsibility, and work effectively with others as a member or leader of a health care team or other professional group.

F. DIRECTORY

Building Codes – Education and training locations are located at the Health Sciences Campus at Lake Nona, 6850 Lake Nona Boulevard, Orlando, Florida 32827. Contact Teresa Lyons-Oten, College of Medicine M.D. Registrar, (407) 266-1371 for additional information.

1. LEADERSHIP OF THE COLLEGE OF MEDICINE

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G. ACCREDITATIONS

The University of Central Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

LIAISON COMMITTEE ON MEDICAL EDUCATION (LCME) ACCREDITATION

Numerous organizations and associations are involved in the voluntary regulation of medical education in the United States. The primary accreditation organization for undergraduate medical education is the Liaison Committee on Medical Education (LCME). The Liaison Committee on Medical Education (www.lcme.org) is the nationally recognized accrediting authority for medical education programs leading to the M.D. degree in U.S. and Canadian medical schools. The LCME is jointly sponsored by the Association of American Medical Colleges and the American Medical Association. All state licensing boards in the United States require graduation from an LCME-accredited school to be eligible for licensure as an allopathic physician.

The LCME has a three-step process for granting accreditation to new medical schools: preliminary accreditation granted prior to recruiting the charter class of students (granted to UCF College of Medicine on February 5, 2008); provisional accreditation, granted during the second year of operation of the Charter class (granted to UCF College of Medicine on June 20, 2011); and full accreditation, granted during the fourth year of the Charter class.

II. ACADEMIC CALENDAR

The M.D. program's Academic Calendar is available at: <http://med.ucf.edu/administrative-offices/student-affairs/registrar/student-information/academic-calendars/>. Please note that all dates are subject to change. The calendar is only available electronically. Holidays may be waived for students serving in Clinical Clerkships at the discretion of the Clerkship Directors.

III. CURRICULUM

The curriculum can be viewed at <http://med.ucf.edu/academics/md-program/integrated-curriculum/>. For the most up to date description of modules, please see <http://med.ucf.edu/academics/md-program/program-modules/>.

A. CLASSIFICATION OF MODULES/COURSES 000-6999

- **6000-6999. Advanced graduate level modules.** These modules are designed to build upon the beginning graduate level courses/modules and to deliver more advanced content and experiences.
- **7000-7999. Doctoral-level courses.** These courses provide material at the most advanced graduate level.

B. FLORIDA'S STATEWIDE COURSE/MODULE NUMBERING SYSTEM

Courses/modules in this handbook are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by many nonpublic institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions. The information is at the SCNS website: scns.fldoe.org.

IV. GENERAL POLICIES AND PROCEDURES

Students are subject to all policies of the university as delineated in the University of Central Florida [Golden Rule](#). M.D. students are also subject to all policies and procedures outlined in the College of Medicine M.D. Program Student Handbook and the College of Medicine M.D. Program Student Bulletin.

A. TECHNICAL STANDARDS FOR MEDICAL SCHOOL ADMISSION, ACADEMIC PROGRESSION AND GRADUATION

The M.D. Program educates physicians who are capable of entering residency training (graduate medical education) and meet all requirements for medical licensure. All candidates are evaluated according to the same standards and criteria.

Delineation of technical standards is required for the accreditation of U.S. medical schools by the Liaison Committee on Medical Education (LCME). The technical standards describe the essential abilities required of all candidates.

Reasonable accommodation in achievement of the standards is defined under federal statutes applied to individuals with disabilities. Such accommodations are intended to support the successful completion of all components of the M.D. degree.

The technical standards for the M.D. degree are applied in concert with other policies of the university, including academic policies, academic standards established by the faculty, and student conduct policies.

Standards in five areas must be met by all candidates: Observation, Communication, Motor Function, Cognitive Standards, and Professionalism.

1. OBSERVATION

Candidates are reasonably expected to observe demonstrations and participate in experiments in the basic sciences; observe patients at a distance and close at hand; demonstrate sufficient use of the senses of vision and hearing and the somatic sensation necessary to perform a physical examination; and integrate findings based on these observations and to develop an appropriate diagnostic and treatment plan.

2. COMMUNICATION

Candidates are reasonably expected to communicate in verbal and written form with health care professionals and patients, including eliciting a complete medical history and recording information regarding patients' conditions; perceive relevant non-verbal communications such as changes in mood, activity, and posture as part of a physical examination of a patient; establish therapeutic relationships with patients; and demonstrate reading skills at a level sufficient to individually accomplish curricular requirements and provide clinical care for patients using written information.

Accommodation through use of a trained intermediary or other communications aide may be appropriate when this intermediary functions as an information conduit.

3. MOTOR FUNCTION

Candidates' motor and sensory functions must be sufficient to diagnose and deliver effective patient care by consistently, quickly, and accurately integrating all data gathered through whatever sense(s) employed.

Candidates are reasonably expected to perform physical examinations and diagnostic procedures, using such techniques as palpation, auscultation, and percussion; complete routine invasive procedures as part of training, using universal precautions without substantial risk of infection to patients; perform basic laboratory tests and evaluate routine diagnostic tools such as EKGs and X-rays; respond in emergency situations to provide the level of care reasonably required of physicians; and participate effectively in physically taxing duties over long hours and complete timed demonstrations of skills.

4. COGNITIVE STANDARDS

Candidates must have sufficient cognitive abilities and effective learning techniques to assimilate the detailed and complex information presented in the medical curriculum. They are reasonably expected to: measure, calculate, analyze, synthesize, extrapolate, and reach diagnostic and therapeutic judgments;

recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events; formulate and test hypotheses that enable effective and timely problem-solving in diagnosis and treatment of patients in a variety of clinical modalities; understand the legal and ethical aspects of the practice of medicine; and remain fully alert and attentive at all times in clinical settings.

Problem-solving, the critical skill demanded by physicians, requires all of these intellectual abilities.

5. PROFESSIONALISM

Candidates are expected to demonstrate behavior and social attributes that enable the effective practice of medicine. Candidates are reasonably expected to demonstrate the judgment and emotional stability required for full use of their intellectual abilities; possess the perseverance, diligence, and consistency to complete the medical college curriculum and prepare to enter the independent practice of medicine; exercise good judgment in the diagnosis and treatment of patients; complete all responsibilities attendant to the diagnosis and care of patients within established timelines; function within both the law and ethical standards of the medical profession; work effectively and professionally as part of the health care team; relate to patients, their families, and health care personnel in a sensitive and professional manner; participate effectively in physically taxing duties over long work hours, function effectively under stress, and display flexibility and adaptability to changing and uncertain environments; maintain regular, reliable, and punctual attendance for classes and clinical responsibilities; contribute to collaborative, constructive learning environments, accept constructive feedback from others, and respond with appropriate modification.

Compassion, integrity, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the admission and educational processes.

All candidates are responsible for meeting acceptable standards for behavior and intellectual functioning. Only minimal accommodation is foreseen with regard to the professional section of the technical standards.

B. ABSENCES / ATTENDANCE

Students are expected to attend all scheduled hours of instruction. Mandatory session and participation requirements in modules and clerkships and remediation due to absence are determined by the Module/Clerkship Directors. The student will be held responsible for any material covered during the excused absence, but will be permitted a reasonable amount of time to complete any missed work. Recognizing that situations arise which require students to miss time from their module/clerkship responsibilities, the procedures presented below will be followed when absence is necessary:

1. YEAR 1 AND YEAR 2 MODULES

EMERGENCIES – PERSONAL ILLNESS, FAMILY ILLNESS, ETC.

If the absenteeism will result in the student missing a scheduled exam or mandatory module requirement, the student must e-mail or telephone the Office of Student Affairs to report his or her absenteeism on the first day of being absent. The student should indicate the nature of the emergency. The Office of Student Affairs will take whatever action is necessary and will notify the Module Director of the student's absence. If possible, the student should contact the Module Director as well. Upon return the [student absence form](#) must be completed by the student.

SCHEDULED TIME OFF

(Conflicts, out of town meetings, personal requests, etc.)

All modules: Students must submit a written request to the Module Director for permission to miss scheduled exams, module projects, or mandatory sessions. The request should be submitted **at least one month** in advance of the scheduled event. The decision to grant or deny the request and determine subsequent action will be at the discretion of the Module Director. It is the responsibility of the student to advise the Module Director if they are on probation or experiencing academic difficulties. Consideration will be given for activities such as presenting research, elected student representation to various organizations, and personal requests.

The student must provide any documentation requested to the Office of Student Affairs addressing absenteeism. Students who miss scheduled hours are expected to acquire the same level of competency as other students involved in the module/clerkship.

2. YEAR 3 CLERKSHIPS AND YEAR 4 SENIOR REQUIRED AND ELECTIVE ROTATIONS

1. Students on both required and elective rotations in the fourth year will be allowed to miss no more than **three** full days of responsibilities as excused absences for the following:
 - Illness
 - Family emergencies
 - Presentation at professional meetings
 - Residency interviews
2. Absences due to illness or family emergencies should be reported to the individual responsible for the rotation (i.e. the director or his/her designee), as well as the supervising physician/chief resident on service. Such absences must be reported on the first day of any absence. Approval for anticipated leaves, including residency interviews and student presentations at professional meetings, must be requested in advance **prior to the start of the affected rotation, and at least one month in advance of the scheduled event** (or as soon as the student becomes aware of the need for a leave) and approved by the Clerkship or Elective Director. Such absences must also be reported in writing to the Clerkship Coordinator for documentation purposes. Once approved, the student must inform their

supervising physician/chief resident of the anticipated absence. The [student absence form](#) must be completed and forwarded to the Office of Student Affairs. Clerkship coordinators can assist with this process.

3. Absences exceeding three days will require make-up, the nature of which will be determined by the Clerkship or Elective Director. Examples include the taking of additional call or weekend shift.
4. The three days of excused absences do not include, for example, vacation or social events.
5. In the event of an absence from the clerkship without permission from the Clerkship Director, the student will lose 5 points per absence from their final clerkship grade. In addition, it will be at the Clerkship Director's discretion to require additional remediation (e.g., the taking of extra call).
6. Any questions or problems during the clerkship should be addressed with the Clerkship or Elective Director.
7. Students taking Away Electives will be required to follow the policies of the host school.

The student must provide any documentation requested to the Office of Student Affairs addressing absenteeism. Students who miss scheduled hours are expected to acquire the same level of competency as other students involved in the module/clerkship.

3. RELIGIOUS OBSERVANCES

It is the policy of the University of Central Florida to reasonably accommodate the religious observances, practices and beliefs of individuals in regard to admissions, class attendance and the scheduling of examinations and work assignments. A student who desires to observe a religious holy day of his or her religious faith must notify all of his or her instructors and will be excused from classes to observe the religious holy day.

The student will be held responsible for any material covered during the excused absence, but will be permitted a reasonable amount of time to complete any missed work. Where practicable, major examinations, major assignments and university ceremonies will not be scheduled on a major religious holy day.

Students who are absent from academic or social activities because of religious observances will not be penalized. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress under the Student Grievance Procedure, located in the [Golden Rule](#).

The student must provide any documentation requested to the Office of Student Affairs addressing absenteeism. Students who miss scheduled hours are expected to acquire the same level of competency as other students involved in the module/clerkship.

C. CLASSROOM RESPONSIBILITY

Students are responsible for maintaining classroom decorum appropriate to the educational environment. When the conduct of a student or group of students varies from acceptable standards and becomes disruptive to normal classroom procedures, the instructor has the authority to remove the offending party from the room and refer the student to the Associate or Assistant Dean for Students for disciplinary action. M.D. students are held to a much higher standard of professionalism, and mutual respect is expected.

D. COMPLAINT POLICY

UCF supports the right of students to file grievances, lodge complaints and make appeals in a safe environment free of fear, retaliation, or other adverse consequence. The university has a number of offices and committees that are responsible for implementing the institution's established procedures for addressing written academic and nonacademic student complaints.

In most cases, the recommended strategy for complaints of any nature is to ask the concerned individual to first contact the person or office most directly connected to the issue, unless there are compelling reasons not to do so. If the concerned individual does not want to contact a faculty or staff member directly, he or she begins with the next highest level of authority, which typically is the Department Chair or Director. If the problem or complaint is unresolved or the individual is not satisfied with the resolution, he or she may file a written grievance or appeal. Specific procedures are included in specific sections of this Handbook and the [Golden Rule](#).

For additional information, please contact the Office of Student Conduct. The Associate and/or Assistant Deans for Students are also available as a resource to students.

E. COMPUTERIZED EXAM PROCEDURES FOR M1 AND M2 YEARS

The purpose of these required procedures is to ensure a consistent exam experience for all students and to assure the security of examinations.

Each student will:

- Arrive at the examination room 15 minutes before the official exam start time.
- Bring only their UCF College of Medicine approved laptop and cables, pencils and erasers. A clear drinking vessel and snacks that may be consumed quietly are permitted.
- Check in with the door proctor and show UCF ID; once inside the room quiet exam conditions begin.
- Receive a folder with their name on it containing scratch paper and item challenge cards.
- Remain seated once inside the exam room, and raise their hand to speak to a proctor.
- Report any technical or other problem promptly to a proctor.
- Must electronically "submit" their completed examination before leaving the room.

- When leaving the room after completing the examination, the student must check out with the door proctor by handing in the examination folder and all its contents; take all belongings as no reentry is allowed.

General:

- *Avoid taking bathroom breaks unless truly necessary*; only one student at a time may leave the room and this should be documented using a sign out/sign in sheet.
- *Exams will start on time*; no extra time will be allowed for a student arriving late; exams will end in allowed time.
- *No entry to the exam room is allowed if a student is more than 30 minutes late*; in such cases a student should report this problem to the Module Director and Associate or Assistant Dean for Students for consideration of a later completion exam.
- *Module Directors will be present at the start of an examination for 10 minutes*; no faculty or staff should enter the examination room other than official proctors.
- *Students must end their exams in the allowed time.*
- All exam irregularities (potential honor code violations) should be documented in writing, and these reports should be submitted to the Associate or Assistant Dean for Students' office immediately after the exam. In such cases, the exam score of a student will be withheld until the case is investigated.

F. DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS POLICY STATEMENT

Standards of conduct and disciplinary sanctions will be imposed for the unlawful possession, misuse or distribution of illicit drugs and alcohol by UCF students and employees on UCF property or as part of any of its activities. The unlawful manufacture, distribution, dispensation, possession or misuse of a controlled substance, prescription medication or the unlawful possession and use of alcohol is harmful and prohibited in and on UCF owned and controlled property or as part of any of its activities. Any UCF employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct, action which may include termination/expulsion and referral for prosecution. No employee/student is to report to work/class or attend any university activity while under the influence of illegal drugs or alcohol. Violation of these policies by an employee/student will be reason for evaluation/treatment for a drug/alcohol disorder and/or for disciplinary action up to and including termination/expulsion and/or referral for prosecution consistent with local, state and federal law.

Upon enrollment to UCF College of Medicine, all students are required to complete a Criminal Background Check (CBC) and urine drug screen (UDS). Results of the CBC and UDS will be released to the Office of Student Affairs for review and will be kept on file in the Office of Student Affairs. Any results or information from the CBC and/or UDS that lead to questions of ability to safely participate in the required educational program will be handled on a case-by-case basis.

In addition, students may be required to submit random urine drug screens at the request of the Associate or Assistant Dean for Students or the Student Evaluation and Promotion Committee. Students who present with a substance use problem will be provided with referral information to the Professionals Resource Network (PRN) (www.flprn.org).

G. STUDENT RESPONSIBILITY TO KEEP INFORMED

It is the student's responsibility to keep informed of all rules, regulations and procedures required for medical studies. Medical program regulations will not be waived or exceptions granted because students plead ignorance of the regulations or claim failure of the advisor or administration to keep them informed.

H. OFFICIAL METHOD OF COMMUNICATION

To communicate in a more expedient manner, UCF uses e-mail as the official means of notifying students of important university business and information concerning registration, deadlines, financial assistance, scholarships, tuition and fees, and many other critical items for satisfactory completion of the program. The university sends all business-related and academic messages to a student's Knights e-mail address to ensure that there is one repository for that information.

Every student must register for, and maintain, a Knights e-mail account at <http://www.knightsemail.ucf.edu> and check it regularly to avoid missing important and critical information from the university. It is critical that students maintain and regularly check their Knights e-mail account for official announcements and notifications. Communications sent to the Knights e-mail address on record will be deemed adequate notice for all university communications. The university does not accept responsibility if official communication is rejected or fails to reach a student who has not registered for, or maintained and checked on a regular basis, their Knights e-mail account. It is not advisable to forward the Knights e-mail account automatically to another email account, as this may lead to delays in receiving or delivery failure of messages.

Additionally, each student must have an up-to-date emergency e-mail address and cell phone number by which to be reached in case of a crisis on campus. This contact information will be used only for emergency purposes.

Students must also ensure that permanent and mailing (local) addresses and telephone numbers are current with the university at all times. Students can update their contact information online at <https://my.ucf.edu>.

FACULTY-STUDENT COMMUNICATION POLICY

Changes made to schedules or teaching locations that will take effect within three days of the change must be announced by an informational email sent to all affected students. Any changes made more than three days in advance may be posted in the appropriate sections of MEDS without further notification. Changes to learning materials deemed significant by faculty will be communicated in the same way.

I. STUDENT PROTECTION FROM MISTREATMENT AND ABUSE

1. VIOLATIONS OF MISTREATMENT AND ABUSE POLICY

M.D. students may report any incidents of mistreatment or abuse to any member of the faculty, staff or administration. Anyone who becomes aware of an incident of student mistreatment must notify the Associate Dean for Students. If the complaint is against the Associate Dean for Students, the incident should be reported directly to the Dean. The Associate Dean for Students will investigate the report and remove the student from the situation if warranted. The Associate Dean for Students will also notify the supervisor of the accused individual regarding the complaint. In addition, the university's Equity Officer will be notified if the issue is related to Equal Opportunity or Affirmative Action (EO/AA) practices and/or policies. It is the policy of the UCF College of Medicine that mistreatment or abuse will not be tolerated.

2. OMBUDS OFFICE

University Ombuds Office

Ombuds Officer – Shreya Trivedi
Millican Hall, Suite 243, Room 247
(407) 823-6440
Orlando Campus
<http://ombuds.ucf.edu/>

The office of the ombuds officer provides members of the university community assistance and advice regarding concerns related to the university. These services are available to every member of the university community—students, staff, faculty, and others. Any type of concern may be brought to the attention of this office: academic, financial, housing, consumer, work-related, or personal. The university ombuds officer is a neutral facilitator and will listen to your concern, help you explore options, offer suggestions and advice, and assist in the resolution of your concern. Referral and direction to appropriate individuals and offices and clarification of university policies and procedures are services of the office. All proceedings in individual cases will be held confidential by the ombuds officer unless otherwise authorized by the complainant, or otherwise required by applicable law, including without limitation, Chapter 119, Florida Statutes.

3. NONDISCRIMINATION AND SEXUAL HARASSMENT POLICY

The University of Central Florida and the College of Medicine value diversity in the campus community. Accordingly, discrimination on the basis of race, color, sex, sexual orientation, gender identity, gender expression, national origin, religion, age, disability, marital status, parental status or veteran status is prohibited.

Sexual harassment, a form of sex discrimination, is defined as unwelcome sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or enrollment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or enrollment, or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment or any form of discrimination is strictly prohibited. Occurrences will be dealt with in accordance with university rules. Employees, students, or applicants for employment or admission may obtain further information on this policy, including grievance procedures, from the Equity Coordinator. The director of the Office of Equal Opportunity and Affirmative Action Programs is the campus Equity Coordinator responsible for concerns in all areas of discrimination. The office is located on the main campus, in Millican Hall 330, Orlando, FL 32816-0030. The phone number is 407-UCF-1EEO. Policies and guidelines are available online at <http://pegasus.cc.ucf.edu/~eeo/>.

4. VICTIM SERVICES

University Victim Services

12201 Research Parkway, Suite 450

(407) 823-2425

Orlando Campus

<http://victimservices.ucf.edu/>

Florida Statute 960 provides protection for victims of crime. Under this statute you have the right to be treated with dignity and respect, to be informed about available services, victim's compensation, and your role in the criminal justice system, should you choose to file a police report.

The UCF victim advocate unit can assist you by informing you of your options, advocating on your behalf through the UCF academic and Student Conduct process, the criminal justice system, and support you in your efforts to regain control of your life. All services are confidential and free to students, faculty and staff of the University of Central Florida.

1. Crisis Intervention
2. Information and Referral
3. Practical Assistance and Advocacy
4. Services available on-call 24 hours a day, seven days a week

IMPORTANT NUMBERS

Police Emergency – 911

UCF Police – (407) 823-5555

UCF Victim Services On Call Advocate – (407) 823-1200 (available 24 hours a day, seven days a week)

J. AMERICANS WITH DISABILITIES

The Americans with Disabilities Act (ADA) was enacted in July of 1990, with its provisions becoming effective at various dates thereafter. The ADA expands the rights of the disabled and augments existing anti-discrimination laws. Title III of the Act relates to antidiscrimination by entities engaged in public services and applies to the relationship between students and colleges and universities. The UCF College of Medicine complies with provisions specified in the ADA.

Students with learning disabilities, which are documented by reports of examination and testing by appropriately certified and credentialed M.D. or Ph.D. counselors, may receive increased time to complete institutional and NBME Examinations. The approval must be coordinated by the Student Affairs Office, in collaboration with Student Disability Services, based upon M.D. or Ph.D. counselor reports reflecting the diagnosis and certifying that the student requires additional time to complete the examination process. Students should note that reviewing and making a determination regarding accommodations can take time and should plan accordingly. Students who can document that they have been granted testing accommodations by the UCF Office of Student Disability Services should present this information (granted accommodations) to the Director of Student Academic Support Services (SASS) at the College of Medicine as soon as it is received by the medical student. It is also important for the student to include a history of any previous testing and accommodations (grade one through undergraduate school). It is also helpful for the Director of SASS to review any documentation of disability testing. At that time, the COM student and Director of SASS will discuss the implementation of granted accommodations. Following this, it is the student's responsibility to contact the Director of SASS in writing no later than two weeks before each exam to review the requested accommodations.

For students to receive additional time for completing USMLE Steps 1 and 2, approval must be granted by the NBME. Requests to the NBME must be accompanied by appropriate documentation from the M.D./Ph.D. counselor with his/her recommendation and the diagnostic procedures used to make their determination. A letter from the Associate Dean for Students must accompany the student's request.

1. UCF STUDENT DISABILITY SERVICES

UCF Student Disability Services

Pamela Rea, Director
Ferrell Commons 7F, Room 185
(407) 823-2371
Orlando Campus
<http://www.sds.sdes.ucf.edu/>

UCF Student Disability Services provides a range of services to students with documented disabilities. Complete information on these services can be obtained by contacting this office or visiting [sds.sdes.ucf.edu/](http://www.sds.sdes.ucf.edu/).

2. OPERATING PROCEDURE FOR APPLICANTS WITH DISABILITIES

On occasion, an applicant to the College of Medicine identifies a disability that may impact his or her ability to meet the Technical Standards for Admission Progression and Graduation from the College of Medicine. When this occurs the following procedure will be adhered to:

1. The Director of Admissions will inform the Chairperson of the Medical Student Admissions Committee. Upon learning of an applicant with disabilities who has been made an offer of acceptance, the Director of Admissions will bring the applicant to the attention of the Associate or Assistant Dean for Students.
2. The Director of Admissions and the Chairperson of the Medical Student Admissions Committee will ensure that the applicant receives reasonable accommodations for the interview process. The Technical Standards apply to all applicants, and competitiveness of applicants with disabilities will be judged on the same basis as other applicants who are interviewed.
3. Once an offer of acceptance is made and the scope of accommodation requirements has been determined, the Office of Students Affairs, in consultation with appropriate professional personnel, will determine a reasonable course of action. For example, a student with dyslexia may require extra time for exams, enlarged print on exams and, on occasion, readers. These are reasonable accommodations and will be provided for the student. Each individual's impairment is different, each disability is different and accommodation needs will vary from case to case.
4. The Office of Student Affairs will work in association with Student Disability Services to review the student's disability and recommend accommodations. This may include interviewing the student to explore reasonable accommodations to provide the student with the best opportunity for success. It is the responsibility of the applicant to provide appropriate professional documentation showing the nature of their disability and request accommodations. Students should note that reviewing and making a determination regarding accommodations can take time and should plan accordingly. Students with known disabilities must meet the same standards of academic performance as other students being considered for admission. Accepted students who have disabilities will be expected to achieve a comparable level of competency to that required of other students for progression and graduation.
5. Upon request, the Office of Student Affairs will provide recommendations to applicants concerning professionals who are skilled in conducting evaluations for individuals who believe they may have a disability.
6. Students who have been granted accommodations for examinations must formally request implementation of these accommodations in writing to the Office of Student Affairs for each examination at least ten business days prior to the examination.

K. MISUSE OF COMPUTING AND TELECOMMUNICATIONS RESOURCES

Misuse or theft of Computing and Telecommunications Resources such as those listed below will not be tolerated.

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
- b. Unauthorized transfer of a file
- c. Use of another individual's identification and/or password
- d. Use of computing facilities and telecommunications resources to interfere with the work of another student, faculty member or university official
- e. Use of computing facilities and telecommunications resources to send obscene or abusive messages
- f. Use of computing facilities and telecommunications resources to interfere with normal operation of the university computing system
- g. Use of computing facilities and telecommunications resources in violation of copyright laws
- h. Any violation of the University of Central Florida [Use of Information Technology and Resources Policy](#) (Policy No: 4-002)
- i. Any violation of the [University of Central Florida ResNet Acceptable Use Policy](#) (Regulation No: UCF-5.008)

1. COMPUTER USE

Information Technology Office:

The Director and the staff of Information Technology will assist students at the Health Sciences Campus with establishing e-mail accounts (via Knights e-mail), setting up their laptops to work with the telecommunications networks, providing information technology training and user help and other needs. This office is responsible for telecommunications, servers and their maintenance, networking and support, hardware and software, lab support, maintenance and personnel to provide computer security and to run the student computing facilities. The two educational and research buildings at Lake Nona are equipped for wireless access to the Internet, and general computer labs are available to run commercial software to provide materials for each module/clerkship in the educational program.

Laptops with password protection are also provided for e-mail and other educational activities.

2. ACCOUNT CERTIFICATION STATEMENT

Computing is a vital component of the academic environment. Each person using these computers must be considerate of other users. The purpose of these facilities is the support of teaching and research by authorized users.

Activities that damage or impede the work of other users are of particular concern. Such activities are discourteous and illegal. The State of Florida has laws which hold that unauthorized use (including accessing another user's account) leading to offenses against intellectual property and/or computer users, is a felony. Besides civil penalties including

imprisonment of up to fifteen years and fines, the college and/or university may impose administrative penalties and sanctions against those found to have violated the law. The College of Medicine and UCF wish to provide open access to students and faculty, with as few restrictions as possible. Courteous and thoughtful computing will minimize the need for regulations and annoying security procedures. The following Account Certification Statement will be signed by all students upon receiving their laptops.

I understand that the following activity is forbidden and may subject me to loss of my computer account, administrative sanctions and penalties by the university and/or college, as well as imprisonment and fine by civil authorities. I will not:

1. *Use another's account.*
2. *Allow another person to access my account or share my password.*
3. *Use computing resources for private profit, or for promoting a religious or political group.*
4. *Intentionally impede the legitimate use of computing facilities by other people.*
5. *Use facilities, including printers, for junk mail, mass mailing, or non-course related work.*
6. *Use computers to access pornographic material.*

Individuals using this system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel.

While monitoring individuals improperly using this system or during system maintenance, the activities of authorized users may be examined. Anyone using this system agrees to such examination and is advised that if it reveals possible evidence of criminal activity, system personnel may provide this evidence to law enforcement officials.

3. PERSONAL IDENTIFICATION (PID)

A PID is an individual eight character "Personal Identification Number" that each student uses to enter MyUCF and to gain access to his or her individual records. The university assigns your PID at admission. To obtain your PID, go to my.ucf.edu and click on the "What is my PID?" link located under the "Sign on" box. You will need to provide your Social Security Number and Date of Birth to retrieve your PID. Each time you use your PID to enter MyUCF, you will also enter your password. Your password by default is "PYMMDD" where P is the capital letter "P", YY is the two digit year you were born, MM is the two digit month you were born, and DD is the two digit day you were born.

1st Time Log-in Password Example: Date of Birth: January 25, 1983 = P830125.

L. DRESS CODE POLICY

College of Medicine students, at all levels of education and training, are expected to maintain a proper professional image in their behavior and personal appearance at all times. During the pre-clinical years medical students are expected to wear clean, appropriate apparel (shirts, pants, shorts, dresses, skirts,

etc.), shoes, and the UCF ID badge to all academic functions and on the premises of the College of Medicine. During the clinical training years, and any time students are in the Clinical Skills and Simulation Center (CSSC), have contact with patients, or are in patient care areas, the following dress code is in effect:

Dress Code for Patient Care and Clinical Activities

Students must maintain an appearance that conveys a professional image and is suitable for duties in all patient care areas including patient encounters in the CSSC, the ambulatory setting and hospital wards. Acceptable requirements for appearance include the following:

- a) Photo identification badge must be worn at all times when engaged in College of Medicine sanctioned activities off-campus, as appropriate.
- b) White lab coats when required for an activity should be clean, wrinkle free and in good repair.
- c) Professional clothing: Pressed slacks or skirt as appropriate for gender. Neat, clean shirt or top.
 - a. Men should wear dress shirts with collar. Ties are mandatory for patient care.
 - b. For women, low cut, midriff, strapless or see-through blouses, shirts or dresses are not acceptable. Undergarments should not be visible.
 - c. T-shirts with slogans or pictures are not allowed.
 - d. Jeans, shorts, miniskirts and athletic shoes are not considered professional clothing.
 - e. Closed toe shoes are required in clinical care sites (no sandals or open-toed shoes permitted).
 - f. Shoes should be clean with heels no greater than 2 inches.
- d) Jewelry selection: Two earrings per ear maximum may be worn and must be appropriate for patient care areas. Other than earrings, no visible piercings are allowed. Bangle bracelets are not permitted.
- e) Makeup should project a professional image.
- f) Hair must be clean and styled in such a manner as to prevent inadvertent contamination during patient care and other professional duties. Unusual and unprofessional hair styles or color are not allowed. Long hair should be controlled in the back and unable to fall forward during activities. Facial hair must be neatly groomed or clean-shaven.
- g) Headgear that is not worn for religious purposes is not allowed.
- h) Fingernails should be clean and maintained at a reasonable length of $\frac{1}{4}$ " or less. Acrylic nails are not allowed.
- i) Body art/tattoos should not be visible.
- j) For patient-comfort purposes excessive perfumes, colognes, aftershaves, scented lotions, etc. should not be worn in patient care settings.
- k) Gum chewing or use of any tobacco products is not allowed in clinical settings.

M. EDUCATIONAL PROGRAMS UTILIZING LIVE ANIMAL MODELS POLICY

Live animals are not used in modules taught in the UCF College of Medicine M.D. Program. However, graduate and undergraduate courses taught at the University of Central Florida may require that live animal models be utilized. Students who elect to enroll in these courses are expected to participate fully in all course components, including those that utilize live animal models. If requested by the student, it is at the discretion of course faculty to determine if alternative teaching methodologies may be undertaken in lieu of participating in components that utilize live animal models.

N. USE OF HUMAN SUBJECTS IN RESEARCH

Review and approval is required for all research involving human participants conducted by the University of Central Florida (UCF). Approval must be obtained prior to including human participants in an investigation. The Institutional Review Board (IRB) consists of a committee established to advocate for the protection of the rights and welfare of human participants involved in research.

IRB Policy defines in detail the operations of the Institutional Review Board, its scope of authority, and the requirements for human subjects research conducted by or in collaboration with UCF. More information can be obtained at <http://www.research.ucf.edu/Compliance/IRB/About/index.html>.

O. EMPLOYMENT POLICY

No student may accept outside employment of any kind without prior approval of the Associate Dean for Students. This rule is in place so that outside activities do not interfere with academic performance.

P. ENROLLMENT POLICY

Students enrolled in the College of Medicine are not permitted to enroll in courses or degree programs in any other school/college of the university or in any other institution of learning without the consent of the Dean of the College of Medicine. Requests to enroll in dual degree programs are handled on an individual basis and may be permitted with approval of the committee overseeing each program involved. Maintenance in that program related to academic performance may be reviewed as appropriate by the Student Evaluation and Promotion Committee. Requests should be initiated through the Associate or Assistant Dean for Students for advice and administrative assistance and support.

Q. NEWS RELEASES AND MEDIA RELATIONS

UCF has a comprehensive policy that specifies procedures to be followed in dealing with the media. Detailed information concerning Policy 6-002 can be obtained at the following website: http://policies.ucf.edu/documents/6-002NewsReleasesandMediaRelationsFINALfinal_000.pdf. If a medical student is contacted by a member of the media, they should contact Wendy Spirduso Sarrubi, Director, Communications and Marketing, at (407) 266-1418.

R. STUDENT CONDUCT

Students are subject to federal and state laws and local ordinances as well as regulations prescribed by UCF and the Florida Board of Governors. The breach or violation of any of these laws or regulations may result in disciplinary action. Behavioral breaches of state law, UCF requirements, or program expectations are grounds for dismissal from the program of study and the university. Detailed conduct regulations and procedures are presented in the [Golden Rule](#).

S. STUDENT RECORDS POLICY

1. STUDENT RECORDS

The College of Medicine Registrar's primary role is to maintain the permanent records and documents that pertain to each matriculated student's progress through medical school. Student records are maintained electronically within a secure infrastructure of the University of Central Florida. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their College of Medicine education records. Students of the M.D. program may come to the COM Registrar's Office to view their education record at any time during normal business hours. While some Course Directors will include grades in MEDS during the course of a module or clerkship, the student should check the student portal (<https://my.ucf.edu>) for the final official letter grade.

2. STUDENT CONFIDENTIALITY POLICY

The Office of Student Affairs adheres to strict policies regarding the release of student information. Students are encouraged not to release class lists, addresses or phone numbers to individuals outside of the College of Medicine. However, pursuant to the requirements of the Family Education Rights and Privacy Act [(FERPA (the Buckley Amendment))] the following type of information designated by law as "directory information" may be released by the College of Medicine Student Affairs Office when it is deemed in the best interest of the student.

The College of Medicine M.D. Registrar provides access to student records to faculty and administrative staff with a legitimate educational interest. Students have the right, under the Family Educational Rights and Privacy Act (FERPA), to inspect and review their educational records. Student records submitted to the College become property of the university and originals cannot be returned to students or released to a third party. Students may request to amend their records under the provisions outlined in the regulation. Requests to amend information in medical student records will follow the appeal process included in the university's [Golden Rule](#).

3. DIRECTORY INFORMATION

Some information, called "Directory Information," may be released to third parties without the student's prior consent, unless the student files a written request to restrict directory information access. At UCF, "directory information" is the student's:

- Name
- Current mailing address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Degrees and awards received
- Participation in officially recognized activities and sports
- Athletes' height and weight

The university extends to students the opportunity to withhold any or all information, including "Directory Information." To do this, students must complete the appropriate form in the College of Medicine Registrar's Office, requesting this information be withheld. The [Golden Rule](#) outlines the university procedures for confidentiality. For additional information on FERPA, visit the Department of Education Family Policy Compliance Office at: <http://www2.ed.gov/policy/gen/guid/fpco/index.html>.

4. TRANSCRIPTS

Official UCF transcripts are requested using an online ordering process. All currently enrolled students have access via the student portal at: <https://my.ucf.edu>. Telephone and e-mail requests are not accepted. Transcripts cannot be released if the student has a hold due to a financial obligation to the university. Transcript requests must include the student's signature, full name, identification number and the name and complete address of the person(s) or organizations to which transcripts are to be sent. If final grades or degree statement are needed, a student may indicate that the transcript request is to be held until all requested data are posted.

Official transcript costs for the M.D. program have been assessed as part of annual fees; consequently, transcripts are provided to enrolled students at no charge. However, the transcript cost for other UCF undergraduate and graduate programs is \$10 per copy effective January 1, 2008. There is a transcript fee of \$10 per transcript for requests made following graduation or withdrawal from the program.

T. M.D. PROGRAM COURSE AUDITING

The M.D. program at the College of Medicine does not permit auditing of modules. Modules are only available to students enrolled in the M.D. program.

U. TIME LIMITATION OF PROGRAM

Students enrolled in the M.D. program will have six years from the date that they start the program to complete it. Any exceptions due to extenuating circumstances must be granted by the Associate Dean for Students.

V. CRIMINAL OFFENSES WHILE ENROLLED

Any student who commits a criminal offense while enrolled in the M.D. program must meet with the Associate or Assistant Dean for Students for a thorough review of the situation. It may be determined that the student can no longer be enrolled as a result of the criminal offense. Decisions will be made on a case-by-case basis. Incidents will be communicated between the Honor Council (aka Student Professional Conduct Council) and the Office of Student Rights and Responsibilities.

W. STUDENT PARTICIPATION IN MEETINGS

The College of Medicine supports student participation in local, state, and national meetings, when such participation does not interfere with a student's academic performance. Students may request financial assistance for such meetings through the M.D. Student Council or the UCF Student Government Association. If granted, financial assistance typically covers only a fraction of the expenses, and the student is responsible for the remainder of the costs. Students are expected to request permission to miss required coursework or activities (e.g., orientation, capstone experiences) in advance (see ABSENCES / ATTENDANCE section of the M.D. Program Student Handbook).

I. ACADEMIC POLICIES

A. FACULTY/MEDICAL LEARNER COMPACT

(Adapted Directly from the AAMC)

Preparation for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the doctor/patient relationship and that sustain the profession of medicine as a moral enterprise. This Compact serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

1. GUIDING PRINCIPLES

- **DUTY** Medical educators have a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession's social contract across generations.
- **INTEGRITY** The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.
- **RESPECT** Fundamental to the ethic of medicine is respect for every individual. Mutual respect between staff, patients and learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students and residents are always treated respectfully.

2. COMMITMENTS OF FACULTY

- We pledge our utmost effort to ensure that all components of the educational program for students and residents are of high quality. As mentors for our student and resident colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
- We respect all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student or resident.
- We pledge that students and residents will have opportunities to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest; we monitor and, when necessary, reduce the time required to fulfill educational objectives, including time required for “call” on clinical rotations, to ensure students’ and residents’ well-being.
- In nurturing both the intellectual and the personal development of students and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
- We do not tolerate any abuse or exploitation of students or residents.
- We encourage any student or resident who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

3. COMMITMENTS OF STUDENTS AND RESOURCES

- We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
- We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.
- We pledge to respect all faculty members and all students, staff, patients, and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation.
- As physicians in training, we embrace the highest standards of the medical profession and pledge to conduct ourselves accordingly in all of our interactions with patients, colleagues, and staff.
- In fulfilling our own obligations as professionals, we pledge to assist our fellow students and residents in meeting their professional obligations, as well.

4. VIOLATIONS OF FACULTY/MEDICAL LEARNER COMPACT

Faculty or resident violations of conduct, as it relates to students, shall be relayed to the Associate or Assistant Dean for Students or alternatively, the Associate Dean for Faculty and Academic Affairs. Violations of the standards of conduct by faculty as enumerated in the “faculty-learner compact” and in other University Policies shall be relayed to the Associate Dean for Faculty and Academic Affairs. Violations by residents will be forwarded to the Associate Dean for Faculty and Academic Affairs.

B. MEDICAL STUDENT ADVANCEMENT/FACULTY EVALUATION

1. POLICIES, PROCEDURES AND DUE PROCESS

The faculty members and director of each module or clerkship define the criteria for acceptable academic performance in their respective module/clerkship. Evaluation of academic performance may include, but is not necessarily limited to, measuring the student's knowledge, measuring how the student applies such knowledge to specific problems, evaluating the judgment a student employs in solving problems, and assessing the quality of the student's psychomotor skills, professional conduct, ethical behavior and interpersonal relationships with medical colleagues, patients, and patients' families.

Individual Module or Clerkship Directors specify how performance on assigned work is related to the grading scale described in the grading policy in a particular module or clerkship. The final grade assigned for the module is recorded on the official transcript. However, because the pre-clinical modules are organ-system based, and involve the integration of a number of traditional basic science disciplines, as well as clinical experiences, Module Directors will also record performance in discipline area subjects and performance learning objectives.

When appropriate, the Module Director will use a temporary grade annotation of (T), instead of assigning a final grade, to indicate that the student's performance in one or more discipline areas falls in the conditional or unacceptable range. Similarly, Clerkship Directors may use a temporary grade annotation of (T), instead of assigning a final grade, to indicate that a particular student's knowledge, skill or professionalism is conditional or unacceptable in a particular area, even though the student's overall average fund of knowledge is excellent or good. These annotations are used by the Student Evaluation and Promotion Committee (SEPC) in its review of an individual student and in the development of a corrective course of action.

2. GRADING POLICY

The College uses a letter system for the M.D. program where grades are assigned for overall performance in a given module or clerkship. Students' performance in academic course work is evaluated by assignment of grades of (A) Excellent Performance, (B) Good Performance, (C) Conditional Performance, in order of excellence. The (F) grade (Unacceptable Performance) is given to students who fail a module/clerkship, who demonstrate inappropriate professional behaviors, or who fail to attend or participate in required course activities. Other grade actions include an (I) showing incomplete work, a (W) indicating that a student withdrew from the course, and a (T) used as a "temporary grade" for performance pending review by the Student Evaluation and Promotion Committee (SEPC). The (T) is used when a student has an overall passing grade but may require further study to strengthen their fund of knowledge in one or more subject areas in a module or clerkship. The (T) grade is replaced when remediation is successfully completed. Faculty may specify that some programs (selectives/electives/modules) can be graded using a (P) pass/ (F) fail or (H) honors grade designation. Further designation of the (P) grade is at the discretion of the faculty. All grade options for the program are subject to approval by the M.D. Program Curriculum Committee.

The instructor assigns an I (incomplete grade) when a student is unable to complete a module or clerkship due to extenuating circumstances, and when all requirements can clearly be completed in a short time following the close of regular classes. In all circumstances where a student receives an (I), the student and faculty member must complete an agreement that specifies how and when the incomplete grade will be made up, which will be considered by the appropriate SEPC. All students receiving financial assistance (federal and institutional loans), will be cautioned that the terms of the assistance require that the (I) grade must be made up by the agreement date. Minimal competency in each module/clerkship is a composite score of 70 or above (A, B or C grade).

A (T) entry identifies students whose performance, although within the passing range, requires study and re-evaluation in one or more areas within the module/clerkship. A (T) is used as a “temporary grade” for module/clerkship grades when students have achieved an overall score that would indicate a passing grade, but they have shown weak or marginal performance in one or more of the traditional subject areas that are included in the overall module/clerkship. The overall performance of students receiving a (T) in lieu of a grade is reviewed by the SEPC with the Module/Clerkship Director to determine how the student may improve their fund of knowledge in the identified subject area(s). The (T) grade is replaced by the final module/clerkship grade when remediation is successfully accomplished in knowledge, skills, attitudes and/or behavior. Unsuccessful remediation may result in a failing grade. Any incomplete academic work or work receiving a (T) grade must be completed within the prescribed period or the grade will be converted to an (F).

While some course directors will include grades in MEDS during the course of a module or clerkship, the student should check the student portal (<https://my.ucf.edu>) for the final official letter grade.

3. EVALUATION METHODS FOR YEARS ONE AND TWO

Students are evaluated using multiple methods of assessment. Examinations are given at periodic intervals during the pre-clerkship portion of the curriculum. The content and time of each examination is established by the Module Directors and coordinated by the Assistant Deans for Medical Education. The questions are generally multiple-choice and computer graded, but may include other formats (e.g., lab practicals). It is the responsibility of each Module Director to establish the criteria for the awarding of module grades, the format of the examination, the role of examinations and other graded work in the determination of the grades, and the communication of this information to students on the first day of each module. Any concerns relative to individual examination questions, criteria for module evaluation or final grades should be directed to the appropriate Module Director within ten business days of receipt/notification of the final module grade.

Written examinations account for a major portion of the grade in most modules, but other evaluation methods including laboratories, small group and team-based learning activities and projects are also utilized and influence the final grade in each module. Students are expected to take examinations as scheduled. Students unable to take an examination as scheduled because of an emergency situation (e.g., illness, hospitalization or death in the family) must notify the Office of Student Affairs and the Module Director prior to the examination.

4. EVALUATION METHODS FOR YEARS THREE AND FOUR

Student evaluation in the clerkship portion of the curriculum includes written examinations, as well as other forms of evaluation. The format of clerkship examinations may include multiple choice exams obtained from the National Board of Medical Examiners (NBME), Objective Structured Clinical Exams (OSCE), simulation exams, presentations, projects or other formats. Some clerkships may use oral examinations administered by faculty, or faculty and house staff together. In addition, attending faculty and house staff evaluate clinical performance. It is the responsibility of each Clerkship Director to establish the criteria for the awarding of clerkship grades, and to communicate these criteria to students on the first day of the clerkship. Examples of these evaluation areas include:

- Patient Care – medical interviewing; clinical practice; procedural skills
- Medical Knowledge – fund of knowledge; clinical reasoning
- Professionalism – team relationships; humanism and ethics
- Interpersonal and Communication Skills
- Systems Based Learning
- Practice-Based Learning and Improvement – application of evidence; initiative and interest

Students are expected to take examinations as scheduled. Concerns regarding individual examination questions or other forms of evaluation, as well as final grades, must be directed to the appropriate Clerkship Director, within ten business days of receipt/notification of the final clerkship grade. Evaluation of students in the selectives and electives may or may not include a written examination. The evaluation method is established by the Clerkship or Elective Director and is provided to the student on the first day of the rotation.

All grades and evaluation reports become the permanent academic record maintained in the M.D. Registrar's office.

C. STUDENT EVALUATION AND PROMOTION COMMITTEE (SEPC)

The following defines the composition, purpose, rules, and guidelines under which the Student Evaluation and Promotion Committee (SEPC) carries out its responsibilities.

1. COMPOSITION AND CONTINUITY

The UCF College of Medicine has an individual SEPC for each cohort of students. The voting members of the committee consist of five core faculty representatives from both the basic sciences and clinical disciplines as appointed by the Dean. The committee also includes the Dean's staff members, Module Directors and Clerkship Directors as described below. The committee follows its cohort or class through each of the four years of medical school (M-1, M-2, M-3 and M-4). The committee is identified by the anticipated graduation year of the entering cohort. A class entering in 2012 will be designated the 2016 Class. The intention is that the core faculty members on each committee follow a particular class through the program of study. This provides the committee members greater intra-class continuity and insight into the abilities of the students and also promotes continuity from year one through year four for the class.

In addition to the core faculty members, the directors of modules and clerkships in a respective curriculum year are also non-voting members of the committee for that curriculum year. The Dean appoints the committee and the chair from the core faculty. The Assistant Deans for Medical Education, Director of Student Academic Support Services, Office of Assessment and the College of Medicine M.D. Registrar support each committee. The Associate and Assistant Deans for Students also serve on the committee. All are ex-officio, non-voting. The Knowledge Management System also serves as a comprehensive source of continuity. The College of Medicine legal office and UCF General Counsel's office provide legal support.

Each SEPC is composed of the following:

1. Formal committee members as appointed by the Dean. These committee members follow a single class from year to year until graduation.
2. Dean's staff members, consisting of the Assistant Deans for Medical Education and the Associate and Assistant Deans for Students, who follow all classes from year to year until graduation.
3. Module Directors (MD), years 1 and 2 and Clerkship Directors (CLD), years 3 and 4, who serve on each SEPC for the years in which they have responsibility for curricular modules and clerkships.

2. CONTINUITY ACROSS THE FOUR YEARS FOR A SINGLE CLASS

Continuity across the four years for a single class is achieved by the presence of the Dean's staff (Assistant Deans for Medical Education, Associate and Assistant Deans for Students, Director of Student Academic Support Services and College of Medicine M.D. Registrar) and SEPC members who are present at every meeting over all four years of a cohort of students (intra-class consistency).

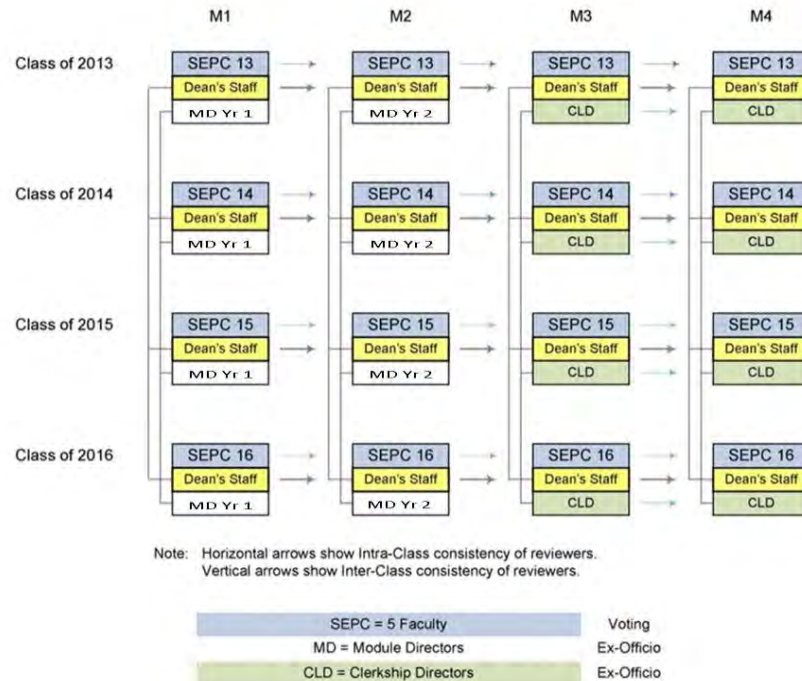


Figure 1 Composition of Student Evaluation and Promotion Committees (SEPC)

3. CONTINUITY ACROSS SEPARATE STUDENT EVALUATION AND PROMOTION COMMITTEES

Continuity across separate SEPC representing different classes (2013, 2014, 2015, etc.) of students (inter-class consistency) is achieved by the presence of the Dean's staff (Assistant Deans for Medical Education, Associate and Assistant Deans for Students, Associate Counsel and College of Medicine M.D. Registrar), Module Directors (MD), years 1 and 2, and Clerkship Directors (CLD), years 3 and 4, who are present for each year-1 class, year-2 class, year-3 class and year-4 class, respectively. The diagram presented in Figure 1 shows the SEPC composition for four classes over four years. It illustrates both the inter-class consistency (SEPC and Dean's Staff) and the intra-class consistency (Dean's Staff, MD, and CLD).

4. PURPOSE

The purpose of each committee is to systematically review the academic progress of each student within that curriculum year. The Committee also considers conduct and professional issues that may impact a student's academic progress or advancement. The College of Medicine M.D. Registrar coordinates all regular and annual meetings for the SEPC. Each committee will meet at least twice per year. Additional meetings can be called as required. At each meeting the Module/Clerkship Directors report on the

academic progress of the students within their respective modules/clerkships and discuss any short-term remedial strategies currently being used with specific students.

5. EVALUATION PROCESS

The SEPC regularly reviews the academic, clinical and professional performance of each medical student. Students are reviewed at each meeting of the committee. Students who are experiencing academic difficulty may be referred to the Director of Student Academic Support Services.

The SEPC uses the following process for evaluation and advancement:

- I. The SEPC shall review the academic and clinical performance of each medical student and make recommendations regarding advancement, graduation, probation, dismissal, remediation, leaves of absence, and re-admission.
- II. The committee will review the performance of students in academic difficulty, those students demonstrating a potential for being in academic difficulty, and those students who have exhibited unprofessional behavior or non-compliance with other standards of performance. The committee may recommend an improvement plan, may develop more comprehensive longer-term remedial plans for those students having difficulty, or implement appropriate disciplinary action, possibly including dismissal from the educational program.
- III. The committee will recognize the achievements of those students displaying exceptional or outstanding performance.
- IV. The committee chair will notify each student of the committee's recommendation regarding advancement or disciplinary action and provide the student with an opportunity to appeal that recommendation if they desire.
- V. The Dean makes the final decision regarding an appropriate course of action for each student.

6. ANNUAL EVALUATION

Each student is reviewed annually by the SEPC to determine the student's preparedness for advancement to the next level of medical study.

- Students receiving all A and B grades for all modules or clerkships in a given year are normally advanced to the next year of study or recommended for graduation.
- Students with one or more C grades or annotation of T instead of assignment of final grade are reviewed by the committee to determine appropriate follow-up action which could include no additional requirements; completion of a particular module or examination; repeating a particular module or clerkship; repeating a complete year; dismissal from the program, or other recommendations. The student may also be placed on a probationary status until required actions are completed.
- Students with one or more F grades will be reviewed separately by the committee to determine their suitability for continuing in the medical education program. The committee may recommend remedial action requiring the student to retake a module/clerkship or repeat a year, or may recommend dismissal from the program.

A student may appeal an SEPC recommendation if the student feels that the recommendation was not made in accordance with the advancement policy specified for the program or other requirements of continued enrollment or professionalism. Specific appeal procedures may be found in Section E.4. of Academic Policies, SEPC Appeal Process.

7. GRADUATION EVALUATION

Each student is reviewed during the fourth year by the SEPC to determine the student's suitability for graduation. In conducting that review, the committee examines the student's performance in the pre-clerkship years, clinical performance in the clerkships, and professionalism exhibited throughout the program of study. In addition, the committee verifies that all required examinations have been completed.

8. PROCEDURES FOR PROFESSIONAL CONDUCT AND DISCIPLINARY ACTION

Medical students are required to meet the behavioral standards for the College of Medicine and the university. The university policies and procedures concerning behavior are contained in the UCF student handbook, [Golden Rule](#). Non-academic standards for behavior and conduct for the College of Medicine are embodied in the [Student Honor Code](#). Reports of improper behavior and conduct will be addressed by the Honor Council (aka Student Professional Conduct Council (SPCC)), which performs peer evaluation for issues of student professionalism and other conduct issues that are inconsistent with the values of the College of Medicine. The SPCC strives to educate the students in their professional responsibilities, to investigate any reported violations of the Honor Code, to recommend appropriate penalties, and to interface with the SEPC when breaches of professional conduct are suspected. The Honor Code and the policies and procedures of the SPCC are included in Appendix A.

9. PUBLICATION AND COMMUNICATION OF STANDARDS AND PROCEDURES

These standards and procedures for evaluation, advancement and graduation and for professional conduct and disciplinary action are published in the UCF College of Medicine M.D. Program Student Handbook, M.D. Program Student Bulletin, and are posted on the web. Students and faculty members have access to an electronic copy of both documents. The location of these documents, as well as the standards and procedures contained within, are reviewed during the annual orientations required for all students and new faculty members. The responsibilities of the SEPC and the SPCC are delineated in the UCF College of Medicine M.D. Program Student Handbook.

10. REVIEW OF STUDENT PERFORMANCE

A student's overall performance is considered by the SEPC in preparing recommendations regarding promotion, graduation and general academic progress. Information upon which decisions are based include grades, written evaluations, and cognitive and non-cognitive data submitted by the faculty during various modules/clerkships. Students must receive a passing grade in every module, clerkship and course to be recommended for promotion and graduation. All students are informed of their academic progress on a regular basis.

Any student with a deficient grade who is granted approval by the SEPC to remediate the deficiency must complete the required remedial course work with a passing grade within the permitted time frame. Remediation requirements are determined by the appropriate Module/Clerkship Director(s) and approved by the SEPC. Remediation must be completed prior to progression to the next academic year, unless the plan for remediation, submitted by the Module/Clerkship Director(s), and approved by the SEPC, allows continuation into the first months of the next academic year. Students with remediation requirements are expected to forego any optional summer experiences (e.g., research opportunities, preceptorships, fellowships, etc.) in order to focus on their academic performance and successful remediation of deficiencies. Any incomplete academic work or work receiving a (T) grade must be completed within the prescribed period or the grade will be converted to an (F). Unsuccessful remediation may result in a failing grade. The (T) grade is replaced by the final module/clerkship grade when remediation is successfully accomplished in knowledge, skills, attitudes and/or behavior.

11. CONFIDENTIALITY

Proceedings of the SEPC are confidential. Except as specified in this policy, the meetings are closed to persons other than university representatives authorized by the Associate Dean for Faculty and Academic Affairs.

12. REQUIREMENTS FOR QUORUM AND ADOPTIVE ACTION FOR THE COMMITTEE

- I. A quorum for any regular or called meeting of the Committee shall be defined as more than half of the voting members.
- II. All actions of the Committee will require a simple majority vote of those voting members in attendance.

13. ACTIONS OF THE STUDENT EVALUATION AND PROMOTION COMMITTEE (SEPC)

- I. Each student is considered individually with emphasis upon quality of performance. The Committee may recommend continued pursuit of medical studies for any student who is justifiably assumed capable of completing the M.D. degree requirements within the established time limits.
- II. This Committee reviews the progress of all students.
- III. The Committee reviews and determines:
 - a. The promotion of a student from one year's study to the next.
 - b. The certification of a student as qualified to graduate.
 - c. The placement of a student, when necessary, on a leave of absence for academic reasons, diagnostic evaluation, medical intervention or personal reasons.

- d. Disciplinary action for unethical and/or non-professional behavior or other misconduct when required.
 - e. Other remediation as might arise during the course of the educational program.
 - f. The dismissal of a student from the College of Medicine for academic or professional reasons.
 - g. Re-admission of a student following a leave of absence.
- IV. The Committee has the authority to make recommendations in the following areas:
- a. The formulation of a remedial program. (The recommendations of the respective Module/Clerkship Director concerning remediation will be the primary consideration, subject to approval by the Committee.) These programs may include, but are not limited to:
 - a. Reexamination or reevaluation in a module or clerkship, with or without a period of tutorial study.
 - b. Receipt of academic support (e.g., from the Director of Student Academic Support Services).
 - c. Repeating all or part of a year's work or longer, if necessary.
 - d. Placing a student on probation.
 - e. Reviewing all petitions following a Committee-imposed leave of absence, and recommending whether or not the student may resume medical studies. This must be documented in a letter to the student from the Chair of the SEPC.
 - f. Reviewing and making recommendations concerning a suitable course of study following a Committee-recommended leave of absence.
 - g. Other actions referred to the Committee for an individual student and not falling under responsibilities specified above.
- V. If the action recommended by the Committee is that a student takes a leave of absence, the student may appeal the decision as detailed in the section entitled SEPC Appeal Process.
- VI. The Dean will designate a Chair of each SEPC. The College of Medicine M.D. Registrar, in consultation with the Associate and Assistant Dean for Students, Assistant Deans for Medical Education, and Chair of the SEPC, prepares the agenda for regular and called meetings. Written notification of Committee action(s) will be sent to the affected student from the Chair. The College of Medicine M.D. Registrar is the official records custodian and will monitor all letters pertaining to remediation, promotion, graduation, leaves of absence, and dismissals. Verbal discussion of pertinent Committee action(s) with the individual student to whom such actions apply may be presented by the Committee Chair, Associate or Assistant Dean for Students, Associate Dean for Faculty and Academic Affairs or Assistant Deans for Medical Education.
- VII. All deliberations of the Committee are strictly confidential. Module or Clerkship Directors may inform appropriate faculty of decisions concerning student performance. Faculty must be apprised of the confidential nature of the information.

D. ADVANCEMENT OF STUDENTS

1. MINIMUM REQUIREMENTS FOR ADVANCEMENT

I. **YEAR ONE TO YEAR TWO:** For promotion, a student must obtain a passing grade in all required modules that comprise the Year One curriculum of the College of Medicine.

II. **YEAR TWO TO YEAR THREE:** For promotion, a student must have obtained a passing grade in all required modules that comprise the Year Two curriculum of the medical school. For students matriculating in 2011 and beyond, students must also take and pass the USMLE Step 1 for promotion. (For the Classes of 2013 and 2014, a student must take the USMLE Step 1 for promotion to Year Three and must pass USMLE Step 1 for graduation.) See the M.D. Student Bulletin for more information.

III. **YEAR THREE TO YEAR FOUR:** For promotion, a student must have obtained a passing grade in all required clerkships that comprise the Year Three curriculum and successfully passed the Comprehensive Objective Structured Clinical Exam (OSCE), which is administered at the end of the year. For students matriculating in 2012 and beyond, the curriculum in Years 3 and 4 are considered a continuum. As such, there is not an official promotion to the M4 year. Students must meet all requirements of the Years 3 and 4 curriculum to be considered for graduation.

2. REQUIREMENTS FOR GRADUATION

Specific requirements for graduation by class can be found in the UCF College of Medicine M.D. Student Bulletin.

- I. A student must have obtained a passing grade (C or better) in all modules or clerkships and required educational activities of the established curriculum of the College of Medicine leading to the M.D. degree.
- II. In the future, when transfer students are admitted with advanced standing from other LCME approved schools, they must complete, at a minimum, the last two years of the curriculum at the University of Central Florida College of Medicine.
- III. All students must take the United States Medical Licensing Examination (USMLE) Step 1 and pass at the national standard in order to graduate. This examination is usually taken by all students in April following the second-year studies. In addition, all students in the Class of 2013 and 2014 must take the USMLE Step 2 CK and Step 2 CS examinations in order to be certified for graduation. Students matriculating in 2011 and beyond must take and pass the USMLE Step 2 CK and Step 2 CS in order to graduate. Students are required to take the Step 2 CK and the Step 2 CS examinations no later than December 31 in the fourth year.
- IV. Students must have satisfactorily passed and completed the third and fourth year curriculum.
- V. The student must not have a financial obligation to the university.

- VI. The student must have satisfactorily demonstrated the professional attitudes and values expected of physicians.

3. TIME LIMITATIONS FOR COMPLETING PORTIONS OF THE CURRICULUM

- I. A student must be eligible for promotion to Year Three of the curriculum within four academic years from the date of first matriculation. An exception to this policy may be made by the SEPC, such as for illness or when a student is involved in other programs of academic study (such as study leading to a graduate degree) or other exceptional circumstances. In these circumstances, a student must pass all required academic work for the M.D. degree.
- II. A student must be academically eligible to receive the M.D. degree at the regular spring commencement exercises of the College of Medicine M.D. Program, no later than the sixth year following matriculation, except for extended time granted as described above.

E. STUDENTS WITH UNSATISFACTORY PERFORMANCE/SPECIAL CIRCUMSTANCES

Academic Failure, Probation and Dismissal

1. ACADEMIC FAILURE

ONE DEFICIENCY IN AN ACADEMIC YEAR

A student who has one deficiency (F, I or T grade) per year will be required to remediate the grade successfully prior to promotion to the next year. A student with one deficiency and marginal performance in other courses may be required to repeat all or part of an academic year. When reporting a deficient grade, the Module/Clerkship Director responsible for that program will also make a recommendation as to how the student will remove this deficiency. The plan may include, but is not limited to, additional study time and taking a make-up exam, repeating all or part of the module or clerkship, or repeating the academic year. The recommendation is submitted to the SEPC for action. If the student fails to prove competency or successfully remediate, the student will receive an F in the module/clerkship and further remediation, if allowed, must be by repetition of the module/clerkship. Students are allowed to repeat a module/clerkship only once. A second failure in the same module/clerkship will result in dismissal of the student from the College of Medicine M.D. Program.

TWO OR MORE DEFICIENCIES IN AN ACADEMIC YEAR

A student who has more than one deficiency (F, I or T grades) per year may be dropped from enrollment, or be required to repeat the entire year or a part of the year. The SEPC will determine a plan to resolve the deficiencies merited by the situation.

MULTIPLE DEFICIENCIES DURING THE M.D. PROGRAM

A student who has had multiple deficiencies during enrollment will be assessed for the severity of the overall problem and a recommended course of action for the individual will be made by the SEPC. Consistency of performance is also evaluated. Any student who records two or more deficiencies (F, I or T grades) throughout enrollment in the M.D. Program will be reviewed on an ongoing basis by the SEPC and may be subject to further SEPC action.

TWO OR MORE FAILING GRADES DURING ENROLLMENT IN THE M.D. PROGRAM

A student who has two or more F grades during their year(s) of enrollment in the M.D. program will be subject to dismissal from enrollment in the College of Medicine M.D. Program or other academic action as deemed appropriate by the SEPC.

REFERRALS TO COUNSELING (TUTORIAL) AND STUDY SKILLS SERVICE

Students are encouraged to take responsibility for their own learning and will be provided with formative assessment results throughout the curriculum. All students are encouraged to avail themselves of tutorial and study skills services without referral. However, when students are presented as having difficulty at an SEPC meeting, they are strongly encouraged to avail themselves of these services, and in some instances, will be directed to do so in writing. If a student is repeatedly urged to arrange tutoring, counseling or study skills help, but does not do so and subsequently fails a module/clerkship, this will be made known to the SEPC to assist in evaluation of the student's overall performance and professional attitudes.

If a student is directed to seek these referral services, the student has a choice of utilizing UCF services or private resources. Module/clerkship representatives to the SEPC are responsible for providing the Committee with reports of referrals made by module/clerkship faculty as well as the student's utilization of referral services. Verification that the student has utilized these referral services may be required. In addition, the SEPC may require that the student have his/her tutor submit information and/or a recommendation to the SEPC relating to the student's academic program.

The SEPC may, at its discretion, require an independent evaluation of a student believed to be suffering from an emotional or addictive disorder. Such independent evaluation shall be by a practitioner chosen by the College that is not involved in assessing the student's academic performance, and shall result in a report being forwarded to the College. Students believed to be suffering from an emotional or addictive disorder may be referred to the Professionals Resource Network (PRN) (www.flprn.org).

In addition, students may be required to submit random urine drug screens at the request of the Associate Dean for Students or the Student Evaluation and Promotion Committee. Students who present with a substance use problem will be provided with referral information to the Professionals Resource Network (PRN) (www.flprn.org).

2. PROBATION

Students may be placed on academic or non-academic probation. While on academic or non-academic probation, students are expected to limit their participation in extracurricular activities. In particular, students are not permitted to run for or hold any student officer or committee positions (including student organizations, the M.D. Program Student Council, Curriculum Committee and subcommittees, the Student Professional Conduct Council, and any other committee, organizations, or council positions). Students who already hold such positions at the time that they are placed on probation are required to relinquish the position(s). Additionally, the UCF COM will not support student travel for conferences or international experiences during probation. Exceptions may be granted under special circumstances by the Associate Dean for Students. Once the requirements for probation have been satisfied and the probationary status has been lifted, the student will once again be eligible to participate fully in extracurricular activities, including holding officer and committee positions, as well as travel for conferences and international experiences.

ACADEMIC PROBATION

Academic probation is a designation given to students who are not performing adequately. It is a signal that the student is in danger of dismissal.

A student who has been placed on academic probation will remain on probationary status until deficiencies are removed and/or any other requirements have been completed. Students are expected to resolve all deficiencies within one calendar year. During this period, the SEPC will continually review the student's performance. If any new deficiencies are recorded during this time, the SEPC will take whatever action is deemed appropriate for the individual student. Removal of academic probation will occur only when all deficiencies are removed and any other requirements have been completed. If a student has not been removed from academic probation after one year, the student may be subject to dismissal from the M.D. program.

- I. A student who "withdraws failing" from the academic year to take a Leave of Absence shall be placed on academic probation.
- II. A student who is required to repeat an academic year will be placed on academic probation.
- III. A student who has one or more deficient grades (F, I or T grades) may be placed on academic probation at the discretion of the SEPC.

NONACADEMIC PROBATION

Nonacademic probation is a designation given to students who are not performing adequately outside of the learning environment. This designation applies to issues with professionalism and other standards of behavior. A student who has been placed on nonacademic probation will remain on probationary status until deficiencies are removed and/or any other requirements have been completed. Students are expected to resolve all deficiencies within one calendar year. During this period, the SEPC will continually

review the student's performance. If any new deficiencies are recorded during this time, the SEPC will take whatever action is deemed appropriate for the individual student. Removal of non-academic probation will occur only when all deficiencies are removed and any other requirements have been completed. If a student has not been removed from non-academic probation after one year, the student may be subject to dismissal from the M.D. program.

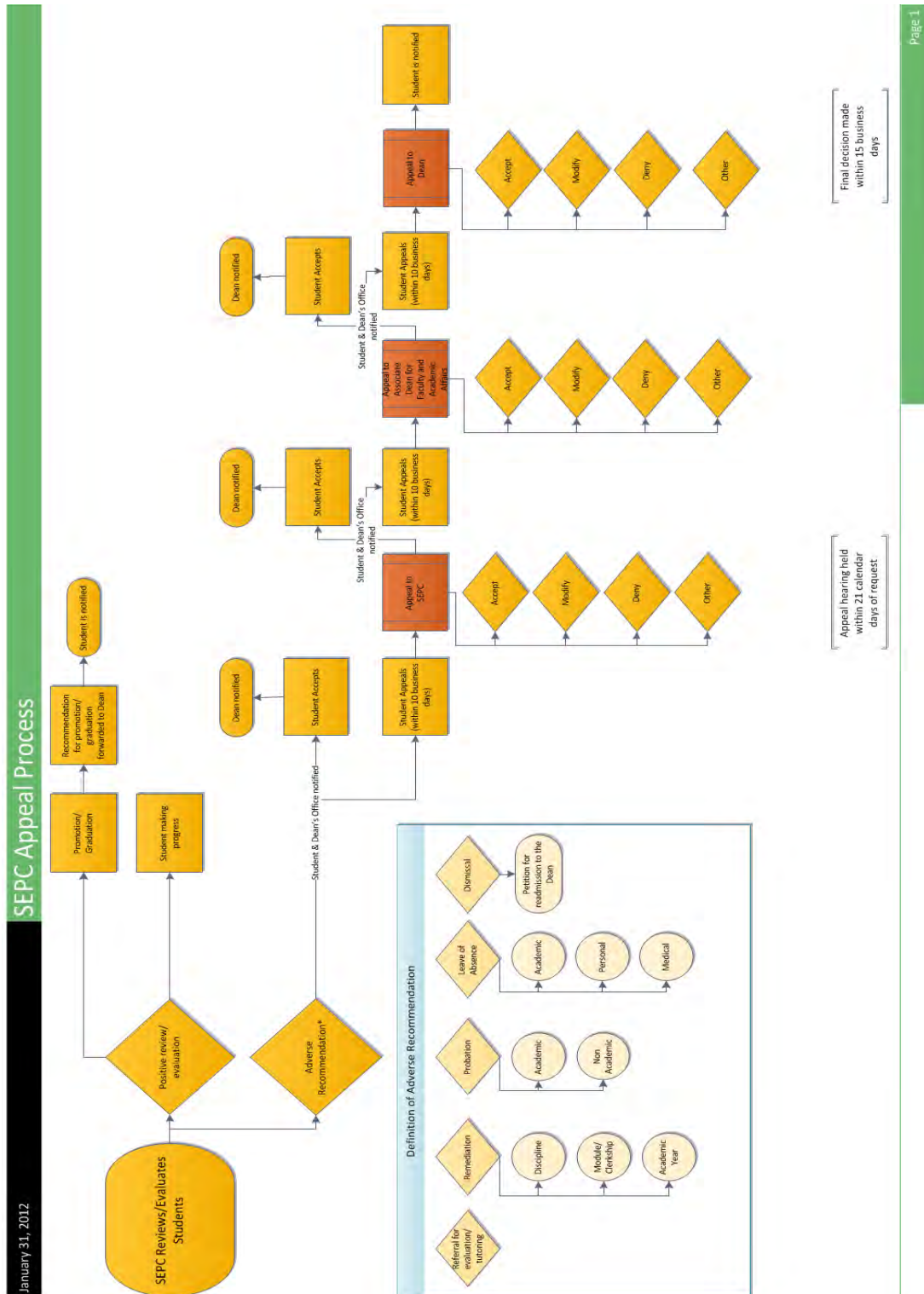
3. DISMISSAL

- I. If, in the opinion of the SEPC, a student's academic performance does not meet the institutional requirements for continuing enrollment, the committee will, at any regular or specially called meeting, recommend that the student be dismissed from enrollment in the M.D. Program. The student will be notified as soon as possible once this decision has been made.
- II. A student will be subject to dismissal if he/she has more than one F grade at any time, fails a module/clerkship while on academic probation, receives a deficient grade for a module or clerkship for a second time, fails to meet the requirements of remediation, or upon any other evidence of poor academic performance or deficient professional behavior as determined by the SEPC.
- III. A student whose performance, though passing, is borderline or marginal in several modules/clerkships will be subject to dismissal if the SEPC determines that the student does not meet the competency standards of the College of Medicine. Similarly, a student whose performance, though passing, consists of a record of multiple deficiencies or failures with subsequent remediation will be subject to dismissal.

A student will be sponsored by the UCF College of Medicine for USMLE Step 1 and 2 for a maximum of three times each under ordinary circumstances. Following a third failure on USMLE Step 1, the student will be dismissed from the M.D. Program.

- IV. A student may be dismissed from the M.D. Program if his/her professional behavior and ethics are not in keeping with the standards of the College. Graduation is predicated on the determination by the faculty, as recommended by the SEPC, that a student is suitable for the practice of medicine in terms of professional attitudes and values. The SEPC may recommend to the Dean of the College of Medicine dismissal of any student whose behavior is not consistent with the standards of the medical profession, or when the student's presence in the medical school is considered detrimental to the student in question, others in the College of Medicine community, or patients.
- V. If there is a recommendation that the student be dismissed, the student may request in writing an appeal hearing before the SEPC. This request must be made within 10 business days of the date the original written decision was received by the student.

4. SEPC APPEAL PROCESS



Appeal of Disciplinary Action or Dismissal by the SEPC

A student may appeal an SEPC recommendation if the student feels that the recommendation was not made in accordance with the advancement policy specified for the program or other requirements for continued enrollment or professionalism. The student may be advised by the Associate or Assistant Dean for Students and College of Medicine M.D. Registrar regarding official policies. The written request for an appeal is directed initially to the chair of the SEPC for resolution by the committee and must be received by the chair of the committee within 10 business days following the student's receipt of written notification of the recommendation. The initial appeal is an informal procedure dealing with evidence of a student's performance and/or professional behavior and those factors applying directly to the student's ability to perform. An appeal hearing will be afforded before the SEPC at the student's request (and no more than 21 calendar days from the date of the request) prior to deliberation or development of recommendations by the committee. A student has the right to present his/her case during the appeal hearing, but may not be present for any discussions or deliberation by the committee.

If the issue is not fully resolved, then a formal written appeal stating the specific reasons that support the appeal must be made in writing to the Associate Dean for Faculty and Academic Affairs within 10 business days after receiving notification of the SEPC recommendation regarding the appeal.

After an appropriate review, the Associate Dean for Faculty and Academic Affairs will recommend final disposition of the appeal within 10 business days of receipt of the student's written request for review. A student wishing to appeal to the Dean concerning the recommendation must make a written request within 10 business days of receipt of written notification of the recommendation from the Associate Dean for Faculty and Academic Affairs. Acting as the university president's representative, the Dean of the College of Medicine shall make a final decision on the matter within 15 business days of receipt of the student's written request for review. The Dean may act on the appeal directly or choose to have the appeal heard by a special ad hoc committee appointed by the Dean. The Dean will make the final determination on the status of the student. The decision of the Dean is final and not subject to appeal.

The student has the right to be present for any appeal hearing but may not be present for any discussion or deliberation by the committee. The student may be accompanied by a person or persons of the student's choice to provide support and counsel to the student. The supporting person(s) may not act as the student's attorney or otherwise participate directly in the proceeding. If requested by the student, the Associate or Assistant Dean for Students may also serve as an advocate for the student in an appeal. Alternatively, the student may request that another faculty member, who is not a member of the SEPC, serve as his or her advocate. That individual will be present at an appeal hearing only while the student is present, but may not be present for any appeal hearing discussion and decision.

In the event student progression is delayed, a student will be assigned to the present or adjusted year SEPC as is deemed appropriate by the present SEPC.

5. PETITION FOR RE-ADMISSION FOLLOWING DISMISSAL

- I. A student who has been dismissed from the College of Medicine and who is no longer enrolled may seek re-admission by written request to the Dean of the College of Medicine. Such requests

require compelling data to support an argument for reinstatement and may be made no sooner than one year after the date of dismissal.

- II. Consideration of such a request, if accepted by the Dean, will be reviewed by an ad hoc committee of faculty members of the College of Medicine who are appointed by the Dean, to consider the ramifications of the request. That committee will make a recommendation to the Dean for consideration and action. The decision of the Dean is final and not subject to appeal.

6. LEAVE OF ABSENCE

Students who are unable to continue enrollment or complete required instructional modules or clerkships due to illness, maternity leave of absence, hardship or special circumstances must immediately contact the Office of Student Affairs of the College of Medicine. A student requesting a leave of absence must submit a letter outlining the reasons for the request and timetable for return to the Associate Dean for Students.

The Associate Dean for Students may approve a leave of absence for up to one calendar year. Any incomplete course work must be completed by the time specified in the letter to the student sent by the Associate Dean for Students. Leaves requested for a longer period are approved only in exceptional circumstances. Extension requests must be made in writing to the SEPC before the expiration of the original leave of absence. Note that for purposes of deferring repayment of student loans during a school-approved leave of absence, federal regulations limit the leave to six months.

Students who are not enrolled are prohibited from taking part in the College of Medicine's formal educational programs, including classroom, laboratory, or clinical work.

7. APPROVAL OF LEAVE OF ABSENCE

- I. The Associate Dean for Students of the College of Medicine, or, in his/her absence, the Associate Dean for Faculty and Academic Affairs, may place a student on a voluntary or involuntary leave of absence for good reason at the Associate Dean's discretion. If a student disagrees with such action, he or she may ask the SEPC for a review which shall be conducted through the SEPC appeal process.
- II. A student in good academic standing without deficiencies may request of the Associate Dean for Students a leave of absence for a fixed period of time to conduct research or other scholarly activity.
- III. A student in good academic standing without deficiencies may request of the Associate Dean for Students a leave of absence for a fixed period of time as a result of a health problem or other personal circumstances that prevent concentration on academics.
- IV. If, in the opinion of the SEPC, a student who is experiencing problems is judged to be capable of completing the M.D. degree requirements within the established time limits, the Committee may recommend to the Associate Dean for Students that the student be placed on a leave of absence.

This recommendation will be explained to the student. If a student accepts the recommendation, it will be implemented. If a student disagrees with the recommendation, he or she may appeal the decision through the established SEPC Appeal Process.

8. PETITION FOR RE-ADMISSION FOLLOWING LEAVE OF ABSENCE

- I. Students on approved College of Medicine leave of absence must notify the Office of Student Affairs of the College of Medicine in writing of his or her intent to re-enroll at least one month prior to the date they wish to return to medical studies.
- II. Students who are on a leave of absence specified by the SEPC must fulfill all requirements specified in their letter from the SEPC prior to returning to medical studies.
- III. Students placed on leave of absence for an unspecified time period may maintain such status for a maximum of one year.
- IV. In order to return to enrollment, the student must petition the SEPC in writing within the time period allowed. The SEPC will consider petitions for re-admission regardless of the reason enrollment was discontinued. When petitioning the Committee, the student must submit information that will show that return to enrollment is justified. This is required regardless of the reason for the leave.
- V. Petitions for re-admission may be considered at any regular or specially called meeting of the SEPC. The time of re-admission will be based upon that which is deemed most appropriate to the student's academic status. Students may be required to repeat parts of the curriculum that have previously been successfully completed.
- VI. Re-admission may be denied if all available positions are filled, even if a student meets all other qualifications for re-admission.

9. GRADE APPEAL PROCESS

Basis for Appeal

A student may appeal his or her module or clerkship grade, or any component of the module or clerkship (e.g., exam grade, narrative evaluation, project, etc.) if he or she feels that the grade was assigned in a manner not in accordance with the module or clerkship statement of policy distributed at the beginning of the module or clerkship. This is not a process for appeal of established module or clerkship grading policies. The appeal is directed initially to the Module or Clerkship Director and then to the Assistant Dean(s) for Medical Education for resolution at an informal level.

If resolution of the issue is not made to the student's satisfaction, then a formal appeal is made in writing to the Office of Faculty and Academic Affairs stating the reasons for the appeal. After an appropriate hearing and review, the Associate Dean for Faculty and Academic Affairs will recommend disposition of the appeal.

A student wishing to appeal to the Dean concerning the recommendation must make a written request within 10 business days of receipt of written notification of the recommendation from the Office of Faculty and Academic Affairs. Acting as the university President's representative, the Dean of the College of Medicine shall make a final decision on the matter within 15 business days of receipt of the student's request for review.

10. GUIDELINES FOR THE APPEAL PROCESS OF AN ASSIGNED GRADE

The following procedure provides guidelines for the grade appeal process. All persons concerned with this process should make every attempt to adhere to the time schedule outlined in the following description. Please note that the time frame for initiating an appeal to the faculty member or Module/Clerkship Director varies by academic year:

- M1/M2 Year: the grade appeal process must be initiated within 10 business of receipt of the grade
- M3 Year: final clerkship grades are available by the end of the next clerkship block (six weeks), and the student has until the end of the following clerkship block to initiate the grade appeal (at the end of the next six week block). For example, the grade for Rotation 1 is available at the end of Rotation 2. Any appeals must be made prior to the end of Rotation 3.
- M4 Year: final rotation grades are available eight weeks following the completion of the rotation and the student has until the end of the following rotation to initiate the grade appeal. For example, the grade for Rotation 1 is available at the end of Rotation 3. Any appeals must be made prior to the end of Rotation 4.

APPEAL TO THE FACULTY MEMBER

- I. Within the timeframe specified above, the student may submit a written appeal to the appropriate Module/Clerkship Director regarding any assigned grade that they dispute. This is an informal appeal. The Module/Clerkship Director will direct the appeal to the responsible faculty member, who will review the grading policy with the student to ensure that the process is understood and has been followed. If it is found that the assigned grade is incorrect in the judgment of the faculty member, he or she will initiate the appropriate change with the Module/Clerkship Director, who is then responsible for implementing a formal grade change. If the change is made at this point, the matter is concluded.
- II. If the faculty member concludes that the student's grade is correct as assigned, the faculty member will respond in writing to the student within 10 business days of receipt of the student's written request for review.
- III. If the faculty member is no longer with the university, the student shall confer with the Module/Clerkship Director who will then make every effort to receive written input concerning the matter from the former faculty member. If it is not possible to receive information from the former faculty member regarding the grade, then the student may appeal the grade as described

above and the Module/Clerkship Director will represent the interests of the faculty member who issued the grade.

APPEAL TO THE MODULE/CLERKSHIP DIRECTOR

- I. If the question of the assigned grade cannot be resolved between the student and the faculty member, the student may appeal to the Module/Clerkship Director. This appeal must be made in writing within 10 business days following receipt of the initial faculty member review. The student shall include all relevant information with the appeal to the Module/Clerkship Director. After receiving such an appeal from the student, the Module/Clerkship Director shall review with the faculty member the substance of the student's appeal and seek to determine its validity.
- II. If the Module/Clerkship Director determines that the assigned grade was in his or her judgment assigned in a manner not in accordance with the module or clerkship statement of policy, the Module/Clerkship Director will recommend to the faculty member to change the grade or pursue another appropriate remedy. If this action resolves the matter, the Module/Clerkship Director will initiate the appropriate changes. The Module/Clerkship Director will respond in writing to the student within 10 business days of the student's request for review.

APPEAL TO THE ASSISTANT DEAN(S) FOR MEDICAL EDUCATION

If the matter is not satisfactorily resolved with the Module/Clerkship Director, the student may appeal to the Assistant Dean(s) for Undergraduate Medical Education within 10 business days of receipt of the written decision of the Module/Clerkship Director. The Assistant Dean(s) for Medical Education will review all relevant information to this point and confer with the faculty member, student and Module/Clerkship Director. The Assistant Dean(s) for Medical Education will provide a written response within 10 business days of receiving a written appeal. If the student is not satisfied with the response from the Assistant Dean(s) for Medical Education and elects to continue with a formal appeal, copies of all relevant information mentioned above shall be sent to the Associate Dean for Faculty and Academic Affairs.

APPEAL TO THE ASSOCIATE DEAN FOR FACULTY AND ACADEMIC AFFAIRS

- I. If the grade is not changed to the satisfaction of the student at the Module/Clerkship Director and the Assistant Dean(s) for Medical Education levels, the student may appeal the assigned grade, in writing, to the Associate Dean for Faculty and Academic Affairs. This appeal must occur within 10 business days of receipt of the written decision of the Assistant Dean(s) for Medical Education. The appeal shall be prepared in writing by the student in consultation with the Associate or Assistant Dean for Students of the College of Medicine. The Associate Dean for Faculty and Academic Affairs may discuss the case with the student, the faculty member, the Module/Clerkship Director, the Assistant Dean(s) for Medical Education, the Associate or Assistant Dean for Students and the chair of the SEPC.

- II. Following these discussions, the Associate Dean for Faculty and Academic Affairs may make a recommendation to the Module/Clerkship Director and the student. If this results in an acceptable solution to all parties, the matter is concluded. If not, a Hearing Committee will be appointed. The Associate Dean for Faculty and Academic Affairs may, if he or she chooses, appoint a Hearing Committee upon receiving the initial appeal. The appeal will be handled as expeditiously as possible by the Associate Dean for Faculty and Academic Affairs.
- III. When the decision is made to establish a Hearing Committee to investigate an appeal, the Associate Dean for Faculty and Academic Affairs shall convene an ad hoc committee comprised of three members of the faculty of the College of Medicine who have not previously been involved in issuing the grade or in the appeal process. This committee shall elect a chairperson and hold a hearing concerning the appeal at a time acceptable to all participants. At this hearing all material relevant to the appeal shall be presented by the student, the faculty member, the Associate or Assistant Dean for Students, the Assistant Dean(s) for Medical Education and the Module/Clerkship Director. Others may be requested to assist the committee. The student may request to have another individual present for support. Such supporting individual may not participate directly in the hearing.
- IV. The Hearing Committee will submit to the Associate Dean for Faculty and Academic Affairs a written report containing a recommendation for a specific course of action regarding the student's grade appeal. If the committee cannot reach a recommendation, a written report will be submitted to the Associate Dean for Faculty and Academic Affairs who will consider the reason(s) why the committee failed to reach a recommendation. Hearing committee reports are to be submitted within five business days following the hearing.
- V. The Associate Dean for Faculty and Academic Affairs will then recommend a solution, which may or may not contain some or all of the recommendations of the Hearing Committee. If this recommendation satisfactorily resolves the matter, the issue is concluded.

APPEAL TO THE COLLEGE DEAN

If a satisfactory resolution is not achieved, the student may appeal to the Dean of the College of Medicine. A student wishing to appeal to the Dean concerning the recommendation must make a written appeal request within 10 business days of receipt of written notification of the response from the Office of Faculty and Academic Affairs. Acting as the university president's representative, the Dean of the College of Medicine shall make a final decision on the matter within 15 business days of receipt of the student's request for review. The decision of the Dean is final and not subject to appeal.

F. ACADEMIC HONESTY GUIDELINES

ACADEMIC BEHAVIOR STANDARDS

The University of Central Florida is committed to a policy of honesty in academic affairs. Examples of conduct for which students may be subject to academic and/or disciplinary penalties including expulsion are:

Cheating: whereby non-permissible written, visual, or oral assistance including that obtained from another student is utilized on examinations, course assignments or projects. The unauthorized possession or use of examination or course related material may also constitute cheating.

Plagiarism: whereby another's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or materials taken from another has plagiarized.

Unauthorized assistance: communication to another through written, visual or oral means. The presentation of material which has not been studied or learned, but rather was obtained solely through someone else's efforts and used as part of an examination, course assignment or project. The unauthorized possession or use of examination or course related material may also constitute cheating.

Commercial Use of Academic Material: Selling notes, handouts, etc. without authorization or using them for any commercial purpose without the express written permission of the university and the Instructor is a violation of this rule.

NOTE: A student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable. In cases of cheating or plagiarism, the instructor may take appropriate academic action ranging from loss of credit for a specific assignment, examination, or project to removal from the course with a grade of "F." In addition, the instructor should refer the issue to the Honor Council (aka Student Professional Conduct Council (SPCC)), and may request disciplinary action through the Office of Student Rights and Responsibilities as outlined in [Golden Rule](#).

Please note: In addition to the [Golden Rule](#), M.D. students are also subject to all College of Medicine policies as reflected in this M.D. Program Student Handbook.

G. STANDARDS OF PROGRESS FOR VETERAN STUDENTS – M.D. PROGRAM

1. UNSATISFACTORY PERFORMANCE

As defined in the Academic Policies section of this Handbook, unsatisfactory performance may be subject to probation or dismissal from the College of Medicine.

2. ACADEMIC PROBATION

As defined in the Academic Policies section of this Handbook, students may be subject to probation or dismissal from the College of Medicine if they do not meet satisfactory academic progress requirements. The decision for academic probation or dismissal is made by the Student Evaluation and Promotion Committee.

3. DISMISSAL (VETERAN BENEFITS)

As defined in the Academic Policies section of this Handbook, benefits may be terminated for VA students who are dismissed from the College of Medicine.

H. SERVICE LEARNING

According to the National Service-Learning Clearinghouse, service-learning is a “teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.” (www.servicelearning.org) Students are introduced to Service Learning during orientation to medical school. A resource guide is available in the Office of Student Affairs. The Director of Service Learning holds workshops for students on service learning opportunities and is developing a Service Learning website with resources and information. In addition, the Director of Service Learning works with recognized student organizations on service learning opportunities they provide.

Service learning is strongly suggested but not a requirement for graduation. Students will be required to obtain approval from the Associate Dean for Students prior to beginning a project by completing the Service Learning Approval Form (which can be found in the Appendix).

Students will be encouraged to maintain a service learning journal/portfolio throughout their experience and at the conclusion or at appropriate times, provide project reports that can include any of the following:

1. Reflection essays
2. Self-evaluation essays
3. Analysis papers
4. Case studies
5. Project proposals to other students/classes
6. Legislative reports or draft legislation
7. Publications including journals and newsletters
8. Training manuals, standard operating procedures, guidelines, or other products that can be of service to community groups or agencies

II. FINANCIAL POLICIES

A. FINANCIAL AID

All financial aid for M.D. students is processed through the College of Medicine Student Financial Services Office located in Suite 115 of the Health Sciences Campus at Lake Nona. Please visit the [Student Financial Services website](#) to view cost of attendance, financial aid programs available, and other pertinent information regarding financial aid.

1. FINANCIAL SERVICES GUIDEBOOK

A comprehensive Financial Aid Guidebook is available online at [Financial Services Guidebook](#). The staff of the Office of Student Financial Services has an open door policy and is always available to provide assistance and guidance in matters pertaining to financial aid.

2. SHORT-TERM ADVANCES

A Short Term Advance of up to \$5,000 may be obtained to assist students prior to the disbursement of aid. The advance takes approximately five days to process and must be repaid within 90 days. Anticipated financial assistance must be in place to cover the advance. Further information may be obtained from the Office of Student Financial Services.

3. IMPACT OF A LEAVE OF ABSENCE OR WITHDRAWAL ON REPAYMENT OF STUDENT LOANS

For the purposes of financial aid, a Leave of Absence (LOA) is considered a temporary break in a student's attendance that cannot exceed 180 days within a 12-month period. The College of Medicine must report [to the lender(s)] a student as "no longer enrolled" when the LOA exceeds 180 days. The student may be obligated to begin loan repayment after a six-month period or earlier, depending on loan type and date borrowed. The student is required to meet with a staff member from the Office of Student Financial Services prior to beginning a LOA to discuss student loan obligations during their LOA.

If a student withdraws from the College of Medicine and received financial aid while enrolled, s/he is required to attend a financial aid exit interview. During the exit interview, a staff member from the Office of Student Financial Services will advise the student about his or her rights, responsibilities, and loan repayment obligations for the financial aid received.

4. SATISFACTORY ACADEMIC PROGRESS

M.D. Students at UCF College of Medicine who receive Title IV aid must meet the following Standards for Satisfactory Academic Progress (SAP). Institutional aid also requires the attainment of these standards with exceptions determined by the Associate Dean for Students.

Background

All M.D. students are enrolled full-time while in attendance at UCF College of Medicine. Students proceed through the four years of study with class levels delineated at M1, M2, M3 and M4. Medical students' academic, clinical and professional performance is reviewed by the Student Evaluation and Promotion Committee (SEPC) on a regular basis. During the Annual Evaluation, each student will be reviewed to determine the student's preparedness for advancement to the next level of medical study. M.D. students do not receive calculated grade point averages. The outcome of each student's Annual Evaluation is shared by the Registrar with the Office of Student Financial Services (SFS). The M.D. program's academic term is equal to one academic year.

Qualitative and Quantitative Standards

The maximum time frame to complete the four year medical school program is six years from the date that the student starts the program. The student must have completed two years successfully by the end of the fourth year of enrollment. If the student is not maintaining the required pace to complete the degree within six years, the student becomes ineligible for financial aid. Any exceptions due to extenuating circumstances must be granted by the Associate Dean for Students.

Academic progress will be evaluated at the end of each and every year, and students are expected to successfully complete each year so that they may advance to the next level. If a student does not successfully complete any one academic year, which prevents promotion to the next level AND that student remains enrolled, then the student becomes ineligible for Title IV aid.

Financial Aid Probation

Students who become ineligible to receive aid will be notified in writing of their ineligibility status and have the right to submit an appeal for reinstatement of aid on the basis of injury, illness, death of a relative or other special circumstance. The appeal must include: the reasons why the student failed to make satisfactory academic progress and a statement explaining what has changed in the student's situation that will allow satisfactory academic progress at the next evaluation. If it is determined that the student will be able to meet standards again after the subsequent payment period, or if an academic plan is developed that when followed will ensure the student will meet the standards by the end of a specific time, then the appeal may be approved so that the student can be placed on financial aid probation and receive Title IV aid.

Re-establishing eligibility

At the end of the subsequent payment period or by a specific time set forth in a developed academic plan for the student, the student's progress will again be reviewed. If the student is making academic progress, financial aid probation ends, the student returns to good standing and may continue to receive Title IV aid. Students who fail to be promoted after a probationary period may only continue to receive aid if they successfully appeal again, an academic plan is developed for them, and they are meeting its requirements.

Students who do not appeal or whose appeals are not approved will not receive financial aid until such time that they have successfully been promoted to the next level by the SEPC.

If a student takes a leave of absence or withdraws and then returns to UCF College of Medicine, the student's SAP status will remain the same as when s/he left UCF. If the status is good or probationary, then the student can receive Title IV aid.

At this time, transfer students are not accepted at UCF College of Medicine, so until such time that this policy changes, we are not addressing transferred course work's impact on SAP.

5. REMEDIAL COURSEWORK – TUITION

Tuition and fees apply to all coursework related to remediation requirements that are required during a typical enrollment period.

6. LEAVE OF ABSENCE – TUITION

Exceptions to the tuition and fees policy can be made by the Associate Dean for Students in cases of leaves of absence and/or withdrawals.

B. TUITION AND FEES/PAYMENTS

Information about tuition and fees can be obtained from the College of Medicine Office of Student Financial Services, ((407) 266-1381 and (407) 266-1383), or by visiting <http://med.ucf.edu/students/financial/tuition.asp>.

The annual tuition and fees for M.D. students may change and therefore the best source for accurate information is: <http://med.ucf.edu/students/financial/tuition.asp>.

M1 and M2 Students:

- First payment (50% of annual total) is due on the Friday of the second week of classes in August. Second payment (remaining 50% of annual total) is due on the Friday of the second week of classes in January.

M3 and M4 Students:

- First payment (50% of annual total) is due on the Friday of the second week of clerkships in May (M3) and June (M4). Second payment is due on the Friday of the second week of clerkships in January.

The exact dates of the start of each medical year and corresponding due dates will be published as the academic calendar is published. Generally, classes in years M-1 and M-2 will start at the beginning of August. Clerkships in years M-3 and M-4 will start in May and June respectively. A printed Billing Statement confirms fees and course registration. Billing Statements are available on the web at my.ucf.edu (student portal) once the student is enrolled in course work. All university fees must be paid by the published dates. Tuition and fees not paid by the payment deadline date for each term will result in late fees and could result in the cancellation of all classes. All expenses not covered by financial aid are due by the fee payment deadline.

1. FINANCIAL AID DEFERRALS

Financial aid awards will normally result in a deferment of tuition and fee payments and will be indicated as “anticipated aid” on a student’s account on my.ucf.edu. Deferments allow for the time lag that occurs between the date that tuition and fees are due and the date on which financial aid is disbursed. Students are responsible to pay any amount owed to the university that is not covered by anticipated aid and/or other resources by the payment deadline. The deferment process occurs automatically if the student is meeting all general eligibility requirements and has enrolled full-time in the M.D. program. Students should refer to correspondence from the Office of Student Financial Services, contact staff members within the Office of Student Financial Services, or utilize my.ucf.edu to obtain up-to-date information. Since awards are subject to change, deferments are also subject to change. Deferments based on estimated Stafford loans will be canceled prior to the beginning of the semester if the student has not completed the loan application process. Please communicate with the College of Medicine Director of Student Financial Services and the Registrar if enrollment plans or financial plans change during the course of your attendance as there may be important factors to consider.

2. STUDENT FINANCIAL RESPONSIBILITY STATEMENT

Registration at UCF College of Medicine requires students to acknowledge the following financial responsibility statement: "I accept responsibility for payment of my tuition and fees by the published deadline. I understand that if I do not pay my tuition and fees by the due date I will be charged a \$100 Late Payment Fee, my records will be put on hold, my account will be referred to a collection agency, and I may incur other financial consequences."

3. PAST DUE ACCOUNTS

All financial obligations to the university must be met. Failure to meet obligations can result in the withholding and denial of registration, diploma, transcripts and readmission to the university. The services of a professional collection agency and recourse to the courts may also be invoked if deemed necessary. All costs of collection, including attorney's fees, are borne by the debtor. Do not assume your registration will be canceled if you fail to pay fees or attend classes. Tuition deferrals, for example, will prevent class cancellation for non-payment.

A. LATE FEES

Late Payment Fees apply to students who do not pay the balance owed beyond the amount of the financial aid deferment (listed as anticipated aid) by the payment deadline. The Late Payment Fee is \$100 per registration.

Late Registration Fees are charged to students who enroll following the close of Add/Drop for the enrollment period, who re-register, or who enroll for the first time that period during Late Registration and Add/Drop. The Late Registration Fee is \$100 per registration.

B. FEE APPEALS

Students who desire to appeal a Late Registration Fee and/or a Late Payment Fee may make their appeal to the Fee Appeals Committee by initiating a student petition. Students must submit their petitions to the College of Medicine Office of Registrar or Office of Student Affairs and may appear before the Committee (not mandatory). Forms faxed to the Office of Student Affairs should be addressed Attn: Fee Appeals (407) 266-1389.

C. HOLDS

Holds due to unpaid tuition and fees or Short Term Advances that prevent registration and the receipt of transcripts will automatically be removed overnight once UCF debts are paid.

4. FINANCIAL AID DISBURSEMENTS

Financial aid disbursements begin the second week of each payment period (after enrollment can be verified). Students should be aware of this, so they are prepared to use their personal savings for anticipated expenses such as books and supplies at the beginning. A Short-Term Advance may be available for students to help with these expenses, but funds are limited and should not be relied upon. The Short Term Advance application is available for download prior to each enrollment period, so that funds may be available prior to the first day of classes. Students who apply late for financial aid should be prepared to cover their own living expenses, out-of-pocket, well into the enrollment period. When financial aid disburses, the funds first apply towards university debts. The remaining balance is refunded to the student in one of two ways: via direct deposit or paper check. If a student has provided his or her bank information to set up direct deposit, which can be done on my.ucf.edu under UCF Student Accounts, then the refund is deposited into the student's account. Otherwise, a check is mailed to the student's current mailing address on my.ucf.edu. Please note paper checks take longer to process and there will be at least a three-day delay.

5. DIRECT DEPOSIT

Students are strongly encouraged to establish direct deposit with the university. Direct deposit prevents delays due to lost checks or change of address. All refunds from students' accounts can be directly deposited into their checking accounts. Funds are usually available within 24-48 hours after disbursement and enrollment only takes a few minutes. To enroll, sign in at my.ucf.edu and click on Student Self Service. Click on the Student Accounts icon, and then click on Direct Deposit and follow the instructions.

Please note that efficient budgeting practices need to be implemented by students receiving refunds that cover their living expenses. Whether the refund is from loan proceeds or scholarship funding, it is important that students practice smart spending techniques. For further information, please contact the Office of Student Financial Services at (407) 266-1381 or (407) 266-1383.

6. PAYMENT PROCEDURES

If financial assistance will not pay the balance due on a student's account, then proper payment procedures must be followed. Payment must be received or postmarked no later than the fee payment deadlines specified to be considered on time.

Pay Online	Credit card and check payments may be made online, through MyUCF E-Pay (my.ucf.edu). A mandatory, nonrefundable fee will be charged each time a student chooses to pay with a credit card through E-Pay.
In-person at the College of Medicine Office of Finance and Accounting, third floor, Suite 312 comacct@ucf.edu	Make checks payable to UCF and include your UCF PID on the check.
Main Campus 24-Hour Depository Location	Main Campus, MH 110 – (407) 823-2614 (Checks only. No cash or credit cards.)

7. REFUND POLICY

Withdrawal or dismissal from the College of Medicine by the end of the week indicated will result in a full or partial refund as noted below. This refers to classes, not orientation. Refunds for withdrawals or dismissals apply only to the portion of the year for which payment has been made. The date of withdrawal is determined by the date that the document of withdrawal is received by the Associate Dean for Students. The College of Medicine uses the university schedule for refunds. The schedule is as follows:

- | | | |
|---|---------------------|-----------|
| • | end of first week | 100% |
| • | end of second week | 75% |
| • | end of third week | 50% |
| • | end of fourth week | 25% |
| • | fifth week or later | no refund |

In the case of a medical withdrawal associated with a medical condition that prevents the completion of studies, a full refund of tuition and fees may be approved by the Associate Dean for Students. Refunds for medical withdrawals apply only to the portion of the year for which payment has been made. Consideration will be given for a medical withdrawal only when an illness or injury makes it impossible to complete a term. A medical withdrawal normally requires withdrawal from all instructional activities. Medical withdrawals will not be approved if the difficulty resulting from an injury or illness was present when the student enrolled for the term.

A refund of fees will be processed under the conditions noted. The student must submit a written appeal for a refund or other appeal action to the Associate Dean for Students within six months of the close of the year to which the refund or other appeal action is applicable. Any debts to the university will be

deducted from the refund, up to the full amount. The refund amount depends upon eligibility as described below:

A refund of fees will be processed automatically based on the date of receipt of the documentation of withdrawal by the Associate Dean for Students. Any outstanding debts owed to the university and the College of Medicine will be deducted from the refund, up to the full amount.

Refunds for exceptional circumstances are determined by the College and are available up to 100% of tuition and registration fees. Such circumstances include, but are not limited to, sickness, death, involuntary call to military service, or administrative error.

Refunds for students receiving federal financial aid must adhere to the Return of Title IV Funds Policy noted below. Refunds for students receiving university-sponsored aid such as scholarships and grants are subject to the same refund policy. Therefore, if a student is subject to a percent refund of tuition due to early withdrawal, the same percent of gift aid will be refunded to the university. This includes institutional scholarships that cover living expenses. The earlier noted calculation will be performed within 30 days after notification of withdrawal or 30 days after the university becomes aware of the withdrawal.

8. RETURN OF TITLE IV FUNDS POLICY

Students who withdraw after having received Title IV financial assistance might have to repay a portion of that assistance. If the student's award package includes any federal funds and the withdrawal occurs in the first 60% of the payment period, federal regulations require that a portion of the student's federal aid be returned to the aid programs. The portion of the aid to be returned is determined by a refund calculation that is based on the number of days remaining in the period. The return of aid is credited in the following order:

Federal Stafford Loan
Federal GradPLUS Loan
Other Aid

Students who received Federal Stafford Loans should also know that the College of Medicine's Office of Student Financial Services is required to notify the lending clearinghouse and payments may become due. The repayment of aid may also apply to institutional aid.

III. HEALTH POLICY

A. UCF HEALTH SERVICES

Health Center, (407) 823-2701
Orlando Campus
www.hs.ucf.edu

All M.D. College of Medicine matriculating students are required to provide proof of current health insurance. Certification of current health insurance is required for each year of enrollment (see [proof of health insurance form](#)).

Recognizing the importance of lifestyle in health and the prevention of disease, UCF Health Services combines quality care for illness and accidents with an aggressive health education and lifestyle enhancement program. A Student Wellness Advocate Team (SWAT) enhances the health promotion efforts of the Recreation and Wellness Center. Acupuncture, biofeedback, massage and chiropractic care are available in the Health Center and Annex next door. Also, the Reach for Wellness program, located in the Recreation and Wellness Center, features comprehensive health assessment, nutrition counseling (with registered dietitians), HIV testing and counseling and workshops on topics ranging from sexual health to weight management to relaxation techniques. The Pharmacy fills your prescriptions and provides over-the-counter drugs and many convenience products to meet everyday health care needs.

The Health Services program at UCF is accredited by the Accreditation Association for Ambulatory Health Care (AAAHC). Health Services is staffed by board-certified physicians, advanced registered nurse practitioners, physician assistants, registered nurses, pharmacists and a full complement of other medical support personnel. Laboratory and radiology services are also provided. The state of the art 50,000 square-foot Health Services building is centrally located on the UCF campus.

Every health fee paying student is entitled to the benefits provided through the University of Central Florida Health Services, which are outlined in printed material available at the Health Center or on its website at hs.ucf.edu.

Medical conditions that require specialty care services are referred to specialists in the greater Orlando area or to specialists according to the patient's preference. Most office consultations and programs are provided without charge. However, laboratory tests, x-rays, medications, allergy maintenance (co-pay), flu shots, immunizations and some procedures and supplies require additional but significantly reduced payments, which may be made with cash, credit card, personal check, or charged to the student's account.

An optional health and accident insurance plan by United Healthcare Insurance that is endorsed by UCF may be purchased by response to periodic mailers or by contacting the UCF Insurance Office (407-823-1649). This voluntary plan is separate from the health fee students are required to pay each semester. However, when purchased, the insurance will cover most of the Health Services charges and also provides for health coverage needs that are beyond the scope of the campus Health Services

program, such as hospital referrals and specialty care (subject to co-pays and deductibles). Charges incurred outside the Health Center are the responsibility of the student, including transport by ambulance.

In addition to access for clinical care services, the health fee entitles UCF students to use the Wellness Center located in the Recreation and Wellness facility. The Wellness Center recognizes the role of lifestyle in health and disease prevention by offering a wide range of health promotion services provided by professional health educators and peer health educators/advocates, including HIV confidential blood testing and oral HIV testing, biofeedback, nutrition and weight management, massage, and physical fitness and lifestyle assessment.

When the Health Center is closed, students may obtain information and help from Health Services telephone message at 407-823-2701, its website (www.hs.ucf.edu), FreeMD (the web-based interactive system to help make decisions about health needs), a 24-hour Nurse Line at 800-556-1555, or the Wellness Center at 407-823-5841. If the situation is urgent, students should call 911.

In addition, UCF Health Services has a nurse practitioner available at the Lake Nona Health Sciences Campus (Silver Pod). The hours are Mondays, Wednesdays and Fridays, 1:00 p.m. to 4:30 p.m. (but are subject to change). Students are seen by appointment (although same-day appointments may be available) by calling 407-823-2728.

POLICY ON FACULTY PROVIDING MEDICAL TREATMENT FOR STUDENTS

University of Central Florida College of Medicine faculty, as well as Health Service (UCF HS) physicians with faculty privileges in the College of Medicine (COM), who have influence (evaluation, grading) on medical students' academic progress shall not be available for the care and treatment of psychiatric, psychological or sensitive issues that may avail COM students. COM students seeking care for such services at UCF HS will be directed to see other UCF HS providers as appropriate. Students seeking care from any facility where faculty practice should identify themselves as a student in the College of Medicine to ensure that they are not evaluated by a faculty member.

See the appendix for the complete policy.

WELLNESS CENTER

Peter Mastroianni, M.A.
Assistant Director for Health Promotion
COUN 109C; (407) 882-0069
<http://wellness.sdes.ucf.edu>

The Wellness Center, a division of UCF Health Services, has two locations. The first is located on the first floor of the Recreation and Wellness Center, Building 88, Suite 111. The second location is the Counseling Building (across from the Health Services Pharmacy). The professional staff and certified peer educators encourage students to make low risk and responsible decisions about college health and wellness issues through one-on-one and peer group interactive programs and campus awareness events.

Program topics include good nutrition on a student budget, relaxation strategies for busy students, weight management, body image and sexuality issues. These can be scheduled in residence halls, club meetings, classes and at the Wellness Center.

Free and low-cost services include the Comprehensive Health Assessment and Motivation Program (CHAMP), licensed massage therapy, biofeedback relaxation therapy, nutrition workshops and drop-in appointments with a registered dietitian/nutritionist, confidential and anonymous HIV testing, and body fat and blood pressure checks.

B. MANDATORY HEALTH REQUIREMENTS FOR COLLEGE OF MEDICINE STUDENTS

All College of Medicine M.D. program matriculating students are required to have completed a current physical examination and certain immunizations as required by the State of Florida and the University of Central Florida College of Medicine. Students are not allowed to register without proper health information and documentation. The [Physical Examination and Immunization Forms](#) must be completed by the attending physician and returned to the College of Medicine, Office of Student Affairs, at the address specified on the forms. The immunization form provides specific, detailed requirements for immunizations and acceptable documentation.

C. ADDITIONAL MANDATORY INSURANCE REQUIREMENTS FOR COLLEGE OF MEDICINE STUDENTS

All College of Medicine M.D. program students are required to have Disability Insurance and Professional Liability Insurance. Disability insurance can be obtained through the American Medical Association at a low-cost for M.D. students. An informational brochure along with other information regarding coverage can be found at [Med Plus Advantage Program](#). A certificate of coverage will be provided to the Office of Student Affairs.

While enrollment in this plan is not mandatory, **proof of comparable coverage is required if the M.D. student decides to enroll in another plan.** The [Proof of Disability Insurance](#) form must be provided to the College of Medicine, Office of Student Affairs. Certification of current disability insurance is required for each year of enrollment.

Required Professional Liability Insurance coverage will be issued to students via a consortium agreement, and the cost is included in the M.D. tuition and fee assessment.

D. RECOMMENDED INSURANCE COVERAGE FOR COLLEGE OF MEDICINE STUDENTS

It is recommended that all College of Medicine M.D. program students obtain Life and Accidental Death & Disability (AD&D) Insurance coverage. The American Medical Association provides M.D. students with low-cost options for both life and AD&D insurance.

E. EXPOSURE TO INFECTIOUS DISEASES AND ENVIRONMENTAL HAZARDS

1. OSHA BLOODBORNE PATHOGEN (BBP) TRAINING FOR MEDICAL STUDENTS

Introduction:

The Occupational Safety and Health Administration's (OSHA) Bloodborne Pathogen Standard (29 CFR 1910.1030) applies to persons (students) who, in the normal course of his or her job, have the potential for exposure to blood or other potentially infectious materials. Personnel who require this training include any person who, in the normal course of his or her job, has the potential for exposure to blood, body fluids, body tissues or sharps.

A. Medical Student Training Requirements

Students who require training – All medical students are at risk and must complete the OSHA Bloodborne Pathogen (BBP) training upon enrollment and annually thereafter to meet OSHA BBP training standards.

B. OSHA BBP Training Program

Completing this web-based program meets both the initial and annual training requirements. Students are expected to complete the online course and quiz prior to the start of classes for the academic year. A score of $\geq 70\%$ on the quiz is required for certification. Failure to complete the annual training course could have significant repercussions regarding your continued enrollment as a medical student at the University of Central Florida.

Definitions:

(taken from http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10051)

Standard (Universal) Precautions: is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens.

Bloodborne Pathogens (BBP): pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, HBV and HIV.

Contaminated sharps: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Workplace and engineering controls: controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

Other potentially infectious materials: (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

2. EXPOSURE CONTROL PLAN

- A. The Exposure Control Plan describes the rationale, policies and procedures, and the interventions available for College of Medicine M.D. students who have the potential for exposure to blood, other body fluids, or other potentially infectious materials during the normal course of their student activities.
- B. The College of Medicine and affiliated clinical education facilities have designated representatives who are charged to be a liaison between the College of Medicine and the Infectious Disease offices of affiliated clinical education facilities.
- C. Classes on prevention of exposure to infectious diseases and environmental hazards will occur at matriculation orientation and at the beginning of each academic year. Medical students will also receive specific training on use of personal protective equipment. Prior to beginning clinical work in settings with a risk for exposure, students will receive fit testing w N95 masks.

3. BLOODBORNE PATHOGENS

Policies and procedures concerning bloodborne pathogen exposures and exposures to communicable diseases (e.g., tuberculosis, chicken pox) are in place at each of the major clinical teaching facilities. During orientation programs an overview of procedures is presented. Familiarize yourself with the policies and procedures of each clinical facility and carefully comply with all requirements in case you are injured or exposed to communicable disease.

All needle sticks and other exposures to blood or other potentially infectious body fluids should be immediately reported to your supervisor and to the designated contact at the facility where the incident occurs.

- A. Routes of transmission
BBPs can enter the body via needle stick, cuts with contaminated instruments or glass, or through abraded skin. They can also enter if a splash occurs on the eyes, nose or mouth.

Some important things to remember about exposures:

- Needle size: Larger-gauge needles are riskier than smaller gauge needles.
- Needle type: Hollow-bore needles are riskier than solid suture needles.
- Needles with a syringe of fluid attached are more risky than needles alone.

The following sequence outlines the likelihood of infection: Deep puncture with fluid injection > deep puncture without fluid > superficial puncture > superficial scratch with bleeding > mucous membrane exposure > non-intact skin exposure > aerosol of blood.

Types of body fluid:

- Blood is the riskiest body fluid.
- Bloody body fluids are riskier than body fluids without blood.

B. Risk awareness

Remember: The greater the inoculum, the greater the risk.

C. Human Immunodeficiency Virus (HIV)

(http://www.doh.state.fl.us/disease_ctrl/aids/updates/facts/usfl.html)

- The amount of circulating virus in patient blood is highest when the patient has advanced AIDS and/or is experiencing acute anti-retroviral syndrome.
- Almost all seroconversions (presence of HIV antibody in the blood) occur when the patient is symptomatic with a high viral load or has advanced AIDS.
- Florida has the third highest number of adult AIDS cases in the US and the second highest number of pediatric AIDS cases.
- An average 33 per 100,000 people living in Florida were newly infected with HIV across all three years. This rate is 60 percent higher than the average national rate of 20 per 100,000.
- Through December 2001, the CDC received voluntary reports of 57 documented cases of HIV transmission to healthcare personnel in the United States
(<http://www.cdc.gov/hiv/resources/factsheets/PDF/hcw.pdf>)
- The risk of acquiring HIV, if a positive source patient has HIV and the exposed person does not, is 0.3%, i.e., 3 chances in a 100.
- Highly active antiretroviral therapy (HAART) can be utilized within 1-2 hours post exposure.

D. Hepatitis B Virus (HBV)

(<http://www.cdc.gov/hepatitis/HBV/HBVfaq.htm>)

- An estimated 800,000 – 1.4 million persons in the United States have chronic HBV infection.
- Healthcare personnel who have received hepatitis B vaccine and developed immunity to the virus are at virtually no risk for infection.
- For a susceptible person, the risk from a single needlestick or cut exposure to HBV-infected blood ranges from 6-30% and depends on the Hepatitis Be antigen (HBeAg) status of the source individual.
- HBV can survive outside the body at least seven days and still be capable of causing infection.

E. Hepatitis C Virus (HCV)

(<http://www.cdc.gov/hepatitis/HCV/HCVfaq.htm>)

- There are now over 3 million cases of HCV in the US; it is the most common chronic bloodborne infection in the United States.
- Highest prevalence groups include IV drug users, chronic hemodialysis patients, and recipients of clotting factor concentrates made before 1987 (when more advanced methods for manufacturing those products were developed).
- After infection, HCV may be clinically silent for years. After infection, 85% develop chronic Hepatitis C.
- Chronic HCV infection is the leading indication for liver transplants in the United States.
- Treatment is difficult to tolerate (pegylated interferon and ribavirin for 12 months).
- There is no preventive vaccine and no post-exposure prophylaxis.
- The risk of acquiring HCV, if a source patient has HCV and the exposed person does not, is approximately 1.8%.

4. WORK PRACTICE AND ENGINEERING CONTROLS

A. Sharps containers:

- Place all needles, syringes, sharps, broken or unbroken glass and plastic ware in red sharps containers.
- Label sharps container with biohazard symbol and user's address.
- Seal containers when three quarters full.

B. Double corrugated boxes or large sharps containers:

- Are available for large contaminated objects such as suction liners.
- Must be labeled with biohazard symbol and address.

C. Safer medical devices:

- Include retractable scalpel blades, needles with attached safety devices, blunted suture needles, retractable phlebotomy needles, needle-free IV systems, etc.
- These devices are to be evaluated and implemented, as appropriate, by each departmental area.
- Documentation of the evaluation and rationale for usage or non-usage of devices is required.

5. HEPATITIS B VACCINATION

(<http://www.cdc.gov/hepatitis/HBV/HBVfaq.htm>)

The Hepatitis B Vaccine is:

- Genetically engineered, non-replicative, safe and widely available.
- Given in a series of three injections: Day 0, 1 month, and 6 months, respectively, after the first dose.
- Post-vaccine quantitative titers are recommended at least 2 months post-vaccine.

- Prior to admission to the College of Medicine, all M.D. students must have begun or completed (including the post-vaccine quantitative titer) the Hepatitis B vaccine series.

6. PERSONAL PROTECTIVE EQUIPMENT

- A. Gloves
 - Are indicated when touching blood, bloody body fluids, and items or surfaces soiled with blood or body fluids.
 - Inspect gloves frequently for holes, tears or deterioration.
 - Double gloving decreases the chances of inoculation by 50%.
 - Do not wash or reuse gloves.
 - Wash hands after removing gloves.
- B. Face shields/goggles
 - Indicated when droplets or splashes to mucous membranes are anticipated.
 - Goggles must have side protectors to prevent eye splashes.
- C. Gowns/lab coats/aprons
 - Are indicated when direct contact with potentially infectious material is likely.
 - Should be removed when leaving patient room/work area.
- D. Masks
 - Are indicated when droplets or airborne transmission is likely.
 - The N-95 disposable respirator mask is preferable.
- E. Handwashing
 - Wash for 10 seconds with friction and lather if hands are visibly soiled.
 - Wash after removing gloves and when leaving work area.
 - Alcohol gel is an acceptable alternative to soap and water if hands are not visibly soiled.

7. EXPOSURE AND POST-EXPOSURE PROPHYLAXIS

Through a waiver of the in-network requirements specified in the United Healthcare Student Health Services contract with UCF Health Services, BBP exposures and post-exposure prophylaxis can be obtained from immediately accessible medical facilities (both in-network and out-of-network) by medical students who are undergoing training in the clinical education environment in modules, clerkships, electives and selectives. Follow-up care for exposure must be obtained through arrangements with UCF Health Services and their arrangement with in-network providers.

Note: Students will be responsible for deductibles specified in the United Healthcare Student Health policy, or as specified in their health insurance policy (if other than United Healthcare Student Health).

- A. Immediate procedure:
 - Remove bloodborne pathogen.
 - Sharps exposure – wash with soap and water. Students SHOULD NOT squeeze the affected area.
 - Mucous membrane exposure – flush with copious amounts of water.

- Report exposure to immediate supervisor.
- Report within 1-2 hours of exposure to the appropriate individual or office, based on clinical setting as below:

GENERAL PROCEDURES

See below for information by clinical site.

Hospital setting during regular business hours

- Contact clerkship, module, elective or selective director.
- Inform resident or attending physician.
- Report to Occupational Health in the hospital. Designations and follow up of exposures may be handled by different departments in affiliated facilities. In some cases, emergency room physicians may handle exposures. The director of nursing services or nursing supervisor on duty may be the first line of contact.

Hospital setting during non-regular hours and holidays

- Report exposure to resident and attending physician-follow their advice on obtaining treatment.
- Seek assistance from clinic or facility emergency room physicians if resident and attending physician are not immediately available.
- The director of nursing services on duty may be the first line of contact during non-regular hours.

Other setting during regular and non-regular business hours and holidays

- If HIV status of source is unknown, whenever possible rapid HIV testing will be performed on source.
- If exposure occurs during UCF Health Services hours of operation and source HIV status is unknown, student will call UCF Health Services at (407) 823-3850 to speak with the medical director or his or her designee.
- If exposure occurs after Health Service hours of operation, or source is known HIV positive, student will proceed to nearest hospital emergency department for evaluation and treatment as deemed necessary.
- The student's clinical instructor and the student will report the exposure to the College of Medicine Office of Student Affairs.
- The incident, including the names of all contact points, will be documented by the Office of Student Affairs.

SPECIFIC CONTACT INFORMATION BY CLINICAL SITE

Florida Hospital:

Time of exposure: 7a–3:30p (M, T, W, F), 8a–3:30p (Thurs)

Report exposure to: Attending/Resident or other Immediate supervisor

Report to: Employee Clinic – (407) 303-7135,
2604 N Orange Avenue
Needlestick Hotline: (407) 200-4702
If during non-regular hours, weekends, or holidays, report to nearest FH emergency department.

Health First

Time of exposure: 8a-5p (M-F)
Report exposure to: Immediate supervisor
Call the Exposure Help Line within two hours at (321) 434-7500 for treatment recommendation and follow-up.
If during non-regular hours, weekends, or holidays, contact the hospital operator to contact the Infection Control Professional on-call.

Lakeside Behavioral Healthcare, Inc.:

Time of exposure: 8a–5p (M-F)
Report exposure to: Human Resources Specialist and Immediate Supervisor
Report to: FH emergency department (407) 303-6611, 601 E. Rollins Street, Orlando

Orlando Health:

Time of exposure: 7a–5p (M-F)
Report exposure to: Patient Care Coordinator (PCC)
Report to: Occupational Health (321) 841-5212, 818 Main Lane, 1st Floor
If during non-regular hours, weekends, or holidays, report to PCC and report to the emergency department (321) 841-5133.

Orlando Veteran Affairs Medical Center:

Time of exposure: 7:30a–4p (M-F)
Report exposure to: Attending/Resident or other Immediate Supervisor
Report to: Occupational Health Provider, Dr. Yong Chen (407) 629-1599 ext. 6279
If during non-regular hours, weekends, or holidays, report to immediate supervisor and go to Winter Park Memorial Hospital Emergency Department
(407) 646-7302, 200 N. Lakemont Avenue, Winter Park

Pasadena Villas:

Time of exposure: anytime
Report exposure to: Human Resources Specialist and Immediate Supervisor
Report to: FH Emergency Department (407) 303-6611, 601 E. Rollins Street, Orlando
If during non-regular hours, weekends, or holidays, report to immediate supervisor and go to FH Emergency Department
(407) 303-6611, 601 E. Rollins Street, Orlando

Osceola Regional Medical Center:

Time of exposure: 8a-5p (M-F)
Report exposure to: Occupational Health Provider, Brenda Allen (407) 518-6302
If during non-regular hours, weekends, or holidays, report to immediate supervisor and go to Osceola Regional Medical Center Emergency Department
(407) 846-2266, 700 West Oak Street, Kissimmee

- B. College of Medicine and UCF Health Services
All exposures will be reported to the Office of Student Affairs of the College of Medicine and to UCF Health Services. The Associate Dean for Students will provide assistance should you encounter difficulties and in informing and coordination of follow-up care with UCF Health Services.

Contact:

Dr. Marcy Verduin, Associate Dean for Students
(407) 266-1353, marcy.verduin@ucf.edu
Dr. Mänette Monroe, Assistant Dean for Students
(407) 266-1353, manette.monroe@ucf.edu
UCF Student Health Services
(407) 823-3850

Assistance in obtaining evaluation, prophylaxis and follow-up care can be obtained through the Office of Student Affairs for the College of Medicine and UCF Health Services. UCF Health Services is compliant with all HIPAA and AAAHC confidentiality standards.

8. DECONTAMINATION, DISPOSAL AND TRANSPORTATION OF BIOHAZARDOUS MATERIAL

- A. Blood spills
- Put on gloves.
 - Remove any sharp objects with forceps.
 - Saturate the spill with one part of chlorine bleach to ten parts water (make fresh weekly).
 - Let stand 15-20 minutes.
 - Wipe up the spill with a paper towel.
 - Discard gloves and paper towels into a red biohazard bag.
- B. Biohazard bags
- Red, biohazard bags are indicated for non-sharps waste that is contaminated and distinguishable from general waste.
 - Red bags are to be 2-ply thickness and labeled with a biohazard symbol.
- C. Transportation of potentially infectious specimens
- Place the specimen in a sealed container (e.g., specimen cup, test tube).
 - Place the sealed container in a secondary sealed container (e.g., freezer storage bag, plastic cooler) and line with absorbent material.
 - Label the outside container with the biohazard symbol.

Review:

- A. Always practice Universal Precautions – assume all blood, bloody body fluids and tissue are positive for BBPs such as HIV, Hepatitis B and Hepatitis C.
- F. Obtain Hepatitis B vaccine and quantitative titer.

- G. If exposure occurs, wash or flush area, report incident to immediate supervisor and access healthcare within 1-2 hours of exposure.
- H. Remember the risk rule of three (the likelihood of getting infected with Hepatitis B, Hepatitis C or HIV after an exposure):
 - Hepatitis B: 30%
 - Hepatitis C: 3%
 - HIV: 0.3%
- B. Use of Personal Protective Equipment
 - Wear gloves to decrease inoculums from sharps injury.
 - Wear gowns, face shields and gloves to decrease extent of mucous membrane or skin exposure.
- C. Elimination of risky practices
 - Do not recap needles.
 - Do not overfill sharps containers.
 - Do not attempt invasive skills without training and/or supervision.
 - Contain sharps and other contaminated waste in identifiable biohazard containers.

9. HIV / AIDS POLICY AND OTHER INFECTIOUS DISEASES

When an HIV infected individual comes to the attention of the university, whether student, faculty, or staff member, confidentiality of the individual as well as the individual's welfare and that of the university community must be respected. Other infectious diseases will be handled appropriately and reported according to State requirements.

At matriculation orientation all students will receive verbal and written protocols and procedure for care and treatment should exposure occur. Should an exposure occur students should immediately report exposure to any potentially infectious material (blood, open wounds, etc.) to their clinical instructor or appropriate agency.

The protocols are as follows:

- If HIV status of source is unknown, whenever possible rapid HIV testing will be performed on source.
- If exposure occurs during Health Services hours of operation and source HIV status is unknown, student will call Health Services 407-823-0260 to speak with the medical director or his or her designee.
- If exposure occurs after Health Service hours of operation, or source is known HIV positive, student will proceed to nearest hospital emergency department for evaluation and treatment as deemed necessary.
- The student's clinical instructor and the student will report the exposure to the College of Medicine.
- The incident, including the names of all contact points, will be documented by the Office of Student Affairs.
- The student assumes responsibility for all charges associated with diagnosis and treatment.

If exposure results in contraction of disease or disability, the student will be allowed to continue in the program to the extent that he or she does not pose a risk to self or others.

In addition to the above described procedure IMMEDIATELY following a needle stick, laceration or skin exposure to blood/body fluid, individuals should wash the site with soap and water. Students SHOULD NOT squeeze the affected area. Mucus membrane exposures should have the area rinsed with copious amounts of water. The evaluating physician shall determine the risk of transmission, prophylaxis recommendations and indicated follow-up.

Prophylaxis for Hepatitis B may be indicated, dependent on the status of the patient, the exposure and immunity of the student. When an exposed student is known to be immune to Hepatitis B, no prophylaxis or testing of the patient is needed. If a student is unsure of his or her status, laboratory testing can be performed to assess both the patient and student's status. If the student is not immune and the patient is positive for Hepatitis B, then the student should receive immune globulin and Hepatitis B vaccine series. Follow-up testing should be performed at six months to verify the student's Hepatitis B status.

When HIV post-exposure prophylaxis is indicated, the most current antiretroviral medication(s) as outlined by the CDC will be employed. Students who opt to use antiretroviral therapy will be followed at UCF Health Services for the appropriate duration of therapy. Follow-up HIV studies will be recommended at 6 weeks, 12 weeks, 6 months and 12 months.

Source patients should also be tested for Hepatitis C. Exposed students should receive follow-up testing for this virus as outlined by the CDC.

F. PERSONAL COUNSELING SERVICES

Counseling Center

Counseling Center, Building 27, (407) 823-2811

<http://counseling.sdes.ucf.edu/>

UCF Counseling Center is the only campus agency designated to provide comprehensive psychological services to enrolled students. The center has as its mission to serve as an essential resource for UCF students who seek assistance with developmental and mental-health related concerns. UCF Counseling Center is composed of a professional staff of licensed (or licensed eligible) psychologists and mental health counselors who provide both a confidential atmosphere and a safe environment in which students may explore and resolve issues of concern. The center maintains and assures confidentiality as provided by law. The center also provides advanced training and supervision for students in counseling. Services provided include short-term culturally sensitive counseling, training, consultation, and other collaborative and programmatic services. UCF Counseling Center is accredited by the International Association of Counseling Services. Counseling services are available for all duly enrolled UCF students at no additional charge.

In addition to one-to-one personal counseling, couples and group counseling are also offered. Couples counseling is available if both members of the couple are UCF students. Outreach programming is offered

in the form of discussions, seminars and workshops focusing on healthy living and positive coping strategies. Such programming is tailored to the specific needs of targeted student groups.

The center is open Monday through Friday and operates on an appointment basis. Additional information can be found on the website. When counseling services are closed and there is an emergency, students are encouraged to call 911 or the UCF Police Department at 407-823-5555. After hours, students may contact Lifeline of Central Florida at 407-425-2624 or the Counseling Center Crisis Line at 407-823-2811 for assistance in a crisis.

Counseling services on the UCF Health Sciences Campus at Lake Nona include an onsite licensed mental health practitioner, with availability on Mondays from 10 a.m. to 7 p.m., Tuesdays from 1 p.m. to 7 p.m. and Wednesdays from 8 a.m. to 2 p.m. This individual, in addition to personal counseling, provides workshops, outreach, and consultation offerings for UCF medical students to enhance their adjustment and well-being. The practitioner reports directly to the UCF counseling center director.

Health professionals at UCF Counseling Services are not part of the evaluation system for student progress in medical school. Furthermore, staff in the respective programs maintain the strictest rules of confidentiality. Students are given the names of other agencies and other health professionals not affiliated with the College of Medicine or UCF should they wish to seek other assistance.

Areas of Assistance provided by the UCF Counseling Center:

- Family Concerns
- Procrastination/Work Blocks/Loss of Motivation
- Depression
- Academic Difficulties
- Relationship Problems with Friends or Romantic Partners
- Sexual Concerns
- Adjustment to College or Homesickness
- Irritability or Anger
- Test or Public Speaking Anxiety
- Loss of a Significant Other
- Sexual Orientation/Identity
- Academic Major/Career Choice
- Alcohol/Substance Abuse
- Low Self Confidence/Self Esteem/Shyness
- Anxiety or Stress
- Eating/Appetite Concerns
- Sleep Problems
- Suicidal Feelings/Behavior
- Individual or family crisis situations such as rape, assault, robbery, suicide or other life-threatening trauma.
- Alcohol/drug use/abuse/dependency of personal or family nature. When students present with a substance abuse problem, the student will be provided with referral information to the Professionals Resource Network (PRN) (www.flprn.org).

G. CHEMICAL DEPENDENCY

Alcohol and Other Drugs Prevention Programming

UCF Counseling Center Building
Orlando, FL 32816-3330
(407) 823-0879

REAL (Research, Education, Advocacy, and Leadership) Assistance

Substance use screening and assessment services for UCF students:

Substance abuse intervention services are available to UCF students on the main campus. These services provide students with the opportunity to be seen by a clinical provider in confidential, individual sessions. Intervention services are based on a cognitive-behavioral model. Services are intended to enhance academic and personal goals by assisting students to reduce problematic substance use. The office is located in the Counseling building on the main campus. To schedule an appointment, call (407) 823-0859.

In addition, students may be required to submit random urine drug screens at the request of the Associate Dean for Students or the Student Evaluation and Promotion Committee. Students believed to be suffering from an emotional or addictive disorder may be referred to the Professionals Resource Network (PRN) (www.flprn.org).

IV. ADVISEMENT AND CAREER COUNSELING SYSTEM

A. ADVISORS

1. ADVISING PROGRAM

Students receive academic advisement and career counseling from three sources over the course of their medical education: a faculty advisor, a specialty advisor, and the Office of Student Affairs. The faculty advisor is primarily responsible for academic advising, and the specialty advisor is primarily responsible for career counseling and academic advising relevant to the clerkship years. The Office of Student Affairs, under the direction of the Associate and Assistant Deans for Students, has overall responsibility for the advising and counseling system. This includes providing faculty development to the faculty and specialty advisors, developing an overarching advising and career counseling program, and advising the student body both as a group and individually as needed. In addition, the Office of Student Affairs recognizes that students often form mentoring relationships with other faculty throughout the academic year (e.g., preceptors) and provides guidance to students on developing an effective, supportive student-mentor relationship.

All students are assigned a faculty advisor in the fall of the M-1 academic year. The faculty advisor, who must be a core faculty member with the College of Medicine, is responsible for academic advising, professionalism, career counseling, and providing guidance when appropriate for personal matters. Students are encouraged to meet with their assigned faculty advisors at recommended intervals and more often as needed or desired. Ideally, the assigned faculty advisor stays with a particular student

throughout the pre-clinical years of the M.D. Program. If there are circumstances which preclude a successful continued advisor-advisee relationship, then the Office of Student Affairs (through the Associate or Assistant Dean for Students) makes arrangements for an alternate advisor to be assigned. Faculty serving on the Student Evaluation and Promotions Committee (SEPC) for a particular academic year who are also serving as advisors for students within that academic year must recuse themselves from voting in any SEPC business relating to those students.

In addition to having individual meetings with their student advisees, faculty advisors are encouraged to meet with their assigned students in small groups throughout the year. During the M-1 year, when the formation of the advisor-advisee relationships is critical, the Office of Student Affairs holds mandatory advising sessions for students. In these sessions, students meet for a large group session focusing on professionalism, humanism, career planning or other issues of importance to students. Students are encouraged to take an active role in the development, planning, and execution of these small group sessions, as well as the advising program as a whole.

During the third year, students are asked to choose one specialty advisor (or more, if appropriate) to provide specialty-specific guidance and assistance with applying to residency, as well as advisement in selecting electives. There are two categories of specialty advisors: core specialty advisors, and volunteer specialty advisors. Core specialty advisors are members of the UCF COM core faculty, and therefore have in-depth knowledge of our academic requirements, processes, and procedures. All students must have a core specialty advisor. Because there are some specialties not represented among our core faculty (e.g., radiology), we also have identified specialty advisors who are available to provide specialty-specific guidance to students interested in a particular field of medicine. Students interested in specialties not represented among the core specialty advisors are encouraged to choose a volunteer specialty advisor in addition to their core specialty advisor to ensure that they have the best possible guidance both in applying to residency and meeting the requirements of the UCF COM M.D. program. Ideally specialty advisors write one of the student's letters of recommendation, provide assistance and feedback with the residency application (personal statement, CV, ERAS application, etc.) and discuss a variety of residency programs around the country with the student. The Office of Student Affairs also provides substantial support for students during elective planning and the residency application process.

Finally, the Office of Student Affairs holds regular meetings with students throughout the year to discuss issues of particular relevance to their phase of education. For example, at the beginning of the M-1 year, this session may focus on stress management, wellness, time management, and study skills. Special sessions are held by the Office of Student Affairs timed to coincide with critical events in the students' careers, such as preparation for the USMLE, orientation to the M-3 year, choosing electives and planning for the M-4 year, and application to residency. The Office of Student Affairs also works with students to develop and support specialty-interest groups, residency panel discussions, and workshops providing guidance to students on career choice and planning.

2. ADVISOR ASSIGNMENTS (FACULTY)

A. ROLE OF THE FACULTY ADVISOR

Essentially, the role of the advisor is to serve as an advocate for the student. Ideally, the relationship will develop into one in which the advisor is sought out by his or her advisee for counseling, friendship and advocacy. He or she becomes a trusted confidential guide. Although the frequency of contact depends largely upon the advisee, it is appropriate for the advisor to become pro-active in the relationship and initiate dialogue. For example, the advisor can offer guidance in such matters as surviving in medical school, geographic location, personal problems, and referral to other resources as necessary. Issuing caveats in certain areas is also within the realm of advisement. Being accessible to the student is important; therefore advisors are encouraged to maintain open-door policies.

B. ROLE OF THE SPECIALTY ADVISOR

The specialty advisor counsels the student in choosing and progressing toward a career, developing a senior year program which is in concert with the student's career goal, and assisting in the process of applying for residencies.

There are two categories of specialty advisors: core specialty advisors, and volunteer specialty advisors. Core specialty advisors are members of the UCF COM core faculty, and therefore have in-depth knowledge of our academic requirements, processes, and procedures. All students must have a core specialty advisor. Because there are some specialties not represented among our core faculty (e.g., radiology), we also have identified volunteer specialty advisors who are available to provide specialty-specific guidance to students interested in a particular field of medicine. Students interested in specialties not represented among the core specialty advisors are encouraged to choose a volunteer specialty advisor in addition to their core specialty advisor to ensure that they have the best possible guidance both in applying to residency and meeting the requirements of the UCF COM M.D. program.

Changes or adjustments to the senior year schedule must be approved by the specialty advisor and the Associate Dean for Students.

C. ACCESS TO STUDENT RECORDS AND GRADES

Guidelines of the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, are followed in managing student records and grades. The personal records and grades of a student on file in the Registrar's Office and the Office of Student Affairs are accessible for review by the assigned faculty and specialty advisors. It is the responsibility of the advisor to ensure confidentiality of all student records reviewed.

D. CHANGING ADVISORS

If for any reason a student wishes to change advisors, or vice versa, the Office of Student Affairs will affect the desired change upon request and provide appropriate notifications to the advisor and the student.

3. CAREER COUNSELING – CAREERS IN MEDICINE (CIM) PROGRAM

Career counseling is an ongoing process by faculty advisors, specialty advisors and the Office of Student Affairs during the student's enrollment. All faculty advisors will be trained in the AAMC Careers in Medicine program, which is a four-year program designed to assist students with the process of identifying their interests, exploring their options, choosing a specialty, and applying for residency. In addition to implementing the Careers in Medicine program, the Office of Student Affairs oversees programs to aid in specialty selection and career decision making. This includes, but may not be limited to:

1. Assignment of faculty advisors and, in Year 3, selection of specialty advisors.
2. Individual meetings with the Associate or Assistant Dean for Students.
3. A CiM password provided to each student during his/her first year for use throughout medical school.
4. NRMP Orientation and Advisement.
5. Elective Advisement and Scheduling Meetings. The senior year schedule must be approved by the specialty advisor and the Associate Dean for Students.
6. Individual meetings with the faculty and/or specialty advisor, Associate or Assistant Dean for Students covering career selection and the Medical Student Performance Evaluation (MSPE).
7. A residency application workshop late in Year 3 or early in Year 4.

4. RESIDENCY

After completing your medical school education, you will enter a residency program. The term "internship" is no longer officially used to refer to the first year of post M.D. training. Each year of residency training is referred to as PGY-1, PGY-2, etc. (post-graduate year-1, etc.). Residency programs are three to seven years in duration, depending on the specialty, and may be followed by fellowship training for some sub-specialties, i.e., pediatric cardiology, vascular surgery, etc.

You will begin to submit applications to residency programs at the start of your senior year. During the period prior to this, you may search the internet to research the programs that are of interest to you. Most specialties and programs participate in the Electronic Residency Application Service (ERAS). The Associate Dean for Students and specialty advisors and faculty members are the best source of information on programs in a given specialty. The Office of Student Affairs will advise you on the application procedure and the National Resident Matching Program (NRMP), which functions to match applicants with positions in hospital programs. In February of your final year, you will submit a list of programs, for which you wish to be considered, in descending order of preference to the NRMP. The programs submit to the NRMP a list of applicants in descending order of preference. The NRMP uses a

computer algorithm to match the student with the program, giving the student the highest choice that was willing to accept that student. The program is weighted toward the student's preferences.

Some specialties, such as ophthalmology and urology, have an “early match” through the San Francisco match and American Urological Association match, respectively. The military match also uses a separate process and occurs earlier than the NRMP match. Additional information will be provided to students interested in these programs at the beginning of the M4 year.

5. CAREERS IN MEDICINE SUGGESTED TIMELINE (WWW.AAMC.ORG/STUDENTS/CIM/)

Class Year	Careers in Medicine Phase	Suggested Activities and Tasks
Year 1		• Orientation to Careers in Medicine • Seek out an advisor or mentor
	Understanding Yourself	• Complete the Specialty Indecision Scale for personalized guidance on your career concerns. • Attend CiM workshops • Begin completing self-assessment exercise
Year 2		• Continue self-assessment • Complete self-assessment exercises • Review completed Personal Profile with your advisor
	Exploring Options	• Begin gathering basic information about specialties of interest through CiM Specialty Pages, other online sites, and library research • Attend specialty panel and information group sessions provided by your school • Compare your self-assessment information to the information you have gathered about specialties. Narrow down your specialty interests to 3-4 top choices • Plan your 3rd year schedule • Take USMLE Step 1
Year 3		• Begin clinical rotations - Record your reflections on the Clinical Rotation Evaluation • Review the Charting Outcomes in the Match report to assess qualifications and competitiveness for different specialties • Conduct informational interviews and/or participate in preceptorships • Contact associations and specialty organizations
	Choosing a Specialty	• Meet with your advisor to discuss your top choices • Complete the "Choosing Your Specialty" exercise
	Getting into Residency	• Research residency training programs through AMA's FREIDA or the <i>AMA's Graduate Medical Education Directory</i> (Green Book) • Rate your preferences using the Residency Preference Exercise • Begin reviewing and comparing residency programs • Register with ERAS and begin preparing residency applications (CV, letters of recommendation, personal statements, etc) • Register with the NRMP for the Main Residency Match • Register for early Match programs, if applicable • Complete applications and designate programs to which your materials will be submitted • Take USMLE Step 2 • MSPE released November 1 • Interview with residency programs • Rate programs using the Residency Preference Exercise • Early match deadline early-mid January • Rank-order your selections for the NRMP Main Residency Match • Match Day - third Thursday in March
Year 4		

6. ACADEMIC ASSISTANCE

A. PEER TUTORING

The Peer Academic Coaching (PAC) program is available to all UCF College of Medicine students who believe they will benefit from academic support and clarification. First priority will be given to those students who are experiencing academic difficulty.

B. READING, STUDY SKILLS AND TEST-TAKING ASSISTANCE

Referrals to Counseling (Tutorial) and Study Skills Service

Students are encouraged to take responsibility for their own learning and are provided with formative assessment results throughout each academic module. All students are encouraged to avail themselves of the peer academic coaching program (PAC) and study-skills services without referral. However, when students are noted as having academic difficulty at a Student Evaluation and Promotion Committee (SEPC) meeting, they will be strongly encouraged to avail themselves of these services, and in some instances, will be directed to do so in writing.

If a student is repeatedly urged to arrange academic coaching, counseling or test-taking/study skills assistance, but does not do so and subsequently fails a module/clerkship, this will be made known to the SEPC to assist in evaluation of the student's overall performance and professional attitudes.

If a student is directed to seek these referral services, the student has a choice of utilizing UCF services or private resources. Module/clerkship representatives to the SEPC are responsible for providing the Committee with reports of referrals made by module/clerkship faculty, as well as the student's utilization of referral services. Verification that the student has utilized these referral services may be required. In addition, the SEPC may require that the student have the Director of Student Academic Support Services submit information and/or a recommendation to the SEPC relating to the student's academic program.

V. MISCELLANEOUS INFORMATION

A. ATHLETICS

UCF offers a wide array of sporting events. Information regarding athletics can be found at ucf.edu/athletics.

B. BANKING INSTITUTIONS

There are many banking institutions from which to choose, the following are simply a short list of those that are close to the UCF Health Sciences Campus at Lake Nona.

SunTrust

10536 Moss Park Road
Orlando, FL 32832
(407) 207-3012

Bank of America

10419 Narcoossee Road
Orlando, FL 32832
(407) 482-4497

Wells Fargo

10715 Narcoossee Road
Orlando, FL 32832
(407) 737-1097

C. BOARD OF TRUSTEES

The members of the University of Central Florida's Board of Trustees will set policy and serve as the institution's legal owner and final authority responsible for efficient and effective use of resources. More information on the Board of Trustees, including minutes from previous meetings and contact information, can be found at <http://bot.ucf.edu>.

D. BOOKSTORE

More information regarding the bookstore can be found at ucf.bncollege.com.

E. CAMPUS FAITH AND MINISTRIES

Information regarding UCF Ministries can be found at: cfm.sdes.ucf.edu/.

F. CHILD CARE

Class members with children will find many nearby day-care centers. There is a childhood development center at the UCF Orlando campus called the Creative School for Children. For more information call 407-823-2726 or visit csc.sdes.ucf.edu/

G. DISABILITY AND HEALTH INSURANCE

Health and disability insurance is a requirement for students enrolled in the M.D. program. UCF has a low-cost, comprehensive health policy available to students. Specific information can be found at: hs.sdes.ucf.edu/healthcenter/insurance.html. The American Medical Association (AMA) will provide a disability option for the UCF M.D. students. More information regarding this policy is provided to students during the summer prior to enrollment and during orientation. The AMA also provides a life insurance at reasonable cost. While life insurance coverage is not mandatory, we highly recommend that you give serious consideration to obtaining coverage. More information will be provided to you prior to orientation.

H. DISSECTING LABORATORY RULES

During orientation to relevant educational experiences, faculty will disseminate dissecting laboratory rules to students participating in relevant modules and clerkships with laboratories.

I. DIVERSITY AND INCLUSION STATEMENT

The University of Central Florida College of Medicine aspires to create, support and sustain a diverse and inclusive environment where students, faculty members and staff members embrace and celebrate the differences that they share with each other and the communities they serve. The College believes that the creative energy and insights that emerge from engaging diversity are critical components of the social fabric and intellectual rigor of the College.

The College values diversity in multiple dimensions. These dimensions include, but are not limited to gender, ethnic, racial, cultural, age, economic, religious, sexual orientation, gender identity, physical, geographic, political, experiential and intellectual differences. The College is committed to a fully inclusive environment that promotes openness, civil and safe relationships, respect, fairness and equal access. The College admits students and appoints faculty members, staff members and administrators who represent and value diversity and inclusion.

To support these values and objectives, the college establishes policies and conducts programs that invite and welcome individuals from diverse backgrounds who have excellent potential to contribute to the education, research and patient care mission of the college. These policies and programs are designed to promote cross-cultural understanding, encourage open communication and collaboration, enhance cultural competency and diversity in the health care workforce, and engage the community to address health care disparities.

For complete information regarding diversity, please visit: diversity.ucf.edu. Students desiring more information may contact the Assistant Dean for Diversity and Inclusion.

J. EMERGENCY PREPAREDNESS AND COMMUNICATIONS

Information regarding campus emergencies, fire safety, crimes and missing students are located on UCF's police department's website, www.police.ucf.edu.

- Emergency Response and Evacuation <http://police.ucf.edu/emergency.html>
- Resident Missing Person Policy <http://police.ucf.edu/missingpolicy.html>
- Updated Hate Crime Categories <http://police.ucf.edu/resources/Hate%20Crimes.pdf>
- Related Fire Safety Information for on Campus Housing <http://police.ucf.edu/resfiresafety.html>

In addition, the UCF Office of Emergency Management provides information on campus safety, weather preparedness and other information on responding to, recovering from and mitigating against any natural or manmade disaster and/or crisis. More information can be obtained by calling (407) 823-6300 or logging on to <http://www.emergency.ucf.edu/about.html>.

UNIVERSITY CLOSINGS

In the event of some extraordinary circumstance (such as a natural disaster or prolonged power outage), the president shall determine whether it is necessary to cancel classes and approve administrative leave for employees in affected areas. Department chairs, in consultation with their faculty and with the college dean, shall determine the effect on final examinations and other academic matters. In case of emergency, the university will communicate with students via the e-mail alert system. The university website will also reflect any emergency situations and the actions that need to be taken.

Each student must have an up-to-date emergency e-mail address and cell phone number by which to be reached in case of a crisis on campus.

K. FINGERPRINTING AND CRIMINAL BACKGROUND CHECKS

Before beginning clinical rotations or clerkships, some facilities require fingerprinting of medical students. The fingerprinting activity is coordinated through the Office of Student Affairs and, in some cases, the Orlando Veterans Affairs Medical Center, prior to beginning relevant clinical work. All costs incurred for doing research for the report by a licensed provider are the responsibility of the student.

Upon enrollment to UCF College of Medicine, all students are required to complete a Criminal Background Check (CBC) and urine drug screen (UDS). Results of the CBC and UDS will be released to the Office of Student Affairs for review and will be kept on file in the Office of Student Affairs. Any results or information from the CBC and/or UDS that lead to questions of ability to safely participate in the required educational program will be handled on a case-by-case basis.

L. HARRIET F. GINSBURG HEALTH SCIENCES LIBRARY

Director – Nadine Dexter
(407) 266-1400

<http://med.ucf.edu/library/>

The College of Medicine's Health Sciences Library is approximately 12,000 square feet and is located on the second floor of the UCF Health Sciences Campus at Lake Nona. The state-of-the-art library provides an environment in support of health care, education and research. The library includes small and medium group study areas, reading space, a computer lab and training room, an information commons, as well as periodicals, reference and special collections. The library offers comfortable seating, study carrels, computers, and access to experienced reference staff. The library is open to all UCF faculty, students, and staff.

Hours –

Monday-Thursday	8:00 a.m.-11:00 p.m.
Friday	8:00 a.m.-5:00 p.m.
Saturday	10:00 a.m.-5:00 p.m.
Sunday	12:00 p.m.-8:00 p.m.

(Weekdays after 5:00 p.m., Saturdays, and Sundays the library is open to students, faculty, and staff only)

M. INTERNATIONAL MEDICAL EXPERIENCES

Students may participate in international medical experiences with prior approval. There are numerous opportunities for medical, cultural and service learning abroad. To learn about specific requirements for participation in an international medical experience, log on to <http://globalhealth.med.ucf.edu>.

N. KEYS/SECURITY

All students are issued UCF College of Medicine ID badges that allow access to student areas in the College of Medicine. All of the student spaces, teaching facilities, and much of the administrative space are secured by card-access entry. If you have problems with entry to the student areas, contact the Office of Student Affairs, (407) 266-1353. There is a \$10 fee for any lost keys or replacement cards.

O. LICENSURE EXAMS

The Federation of State Medical Boards of the United States (FSMB) and the National Board of Medical Examiners (NBME) has established a single, uniform examination for medical licensure in the United States which is known as the United States Medical Licensing Examination (USMLE). The USMLE Step 1 covers the basic medical sciences and is taken at the end of the second year in medical school. USMLE Step 2 CK covers the clinical sciences and Step 2 CS is a practical clinical examination; both are taken in the beginning of the fourth year. USMLE Step 3 is taken after the first year of residency.

Please see the section I.D for more information on graduation and promotion requirements.

P. LOCKERS

Lockers are provided free of charge for M1 and M2 students and are located throughout the medical education building. During orientation, the Office of Student Affairs will assign all students a locker number and key. There is a fee for any lost keys.

Q. MARRIED STUDENTS

The surrounding area has opportunities for spouse employment. There is a College of Medicine M.D. student spouses club to help support one another during their spouse's medical school career (contact the Office of Student Affairs for more information). Class members with children will find many nearby day-care centers. There is a childhood development center at the UCF Orlando campus called the [Creative School for Children](#). For more information call (407) 823-2726.

R. MEDICAL STUDENT CLINICAL DUTY HOURS POLICY

The University of Central Florida College of Medicine will follow the duty hour guidelines set by the Accreditation Council for Graduate Medical Education (ACGME), ACGME 2011.

1. Duty hours are defined as all clinical and academic activities related to the education of the medical student, i.e., patient care (both inpatient and outpatient), administrative duties relative to patient

care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled activities, such as didactic sessions, grand rounds and conferences. Duty hours do not include reading and preparation time spent away from the duty site.

- a. Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.
 - b. Adequate time for rest and personal activities will be provided and will consist of a 10-hour time period between all daily duty periods and after in-house call.
 - c. In-house call must occur no more frequently than every third night.
 - d. Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. Students may be on site for up to 6 additional hours in order to participate in didactic activities.
 - e. Students must be provided with one day (24 consecutive hours) in seven, free from all educational and clinical responsibilities, averaged over a four-week period.
2. This policy will be published in the clerkship handbooks, and in the faculty and preceptor handbooks. This information will also be covered in the College of Medicine Clerkship Orientation.

Oversight of this policy will be the responsibility of the Clerkship Director and the relevant Clerkship Site Director/s. Students are responsible for tracking and logging their duty hours in OASIS. Faculty and students with concerns regarding possible duty hour violations should report those concerns directly to the Clerkship Director in a timely fashion. Failure to keep duty hour log up to date in OASIS may result in participation point penalization from final grade.

Students and Clerkship Directors will be given a Clerkship Duty Hours Agreement to co-sign acknowledging the policy.

S. PARKING

All students must have a UCF parking permit to park at the UCF Health Sciences Campus at Lake Nona. Information on registering your vehicle and receiving a permit is provided during orientation and can be found at <http://parking.ucf.edu>. Parking permits are valid for one year.

T. PERSONAL SAFETY

The safety of students is a primary concern of the College of Medicine. All of the student space, teaching facilities, and much of the administrative space is secured by card-access entry. The exterior of the campus is well lit with an emergency blue light telephone system providing a hands-free speakerphone link to the local first responder. The campus is patrolled 24-hours a day by the Orlando Police Department. The educational process involves long hours, many spent alone studying or working in the laboratory, and students must take extra precautions on and off campus. UCF police suggest the following preventive measures: avoid isolated sites, have access to other people or a phone, call the police department when working or studying on campus after hours so the area can be patrolled, secure doors

behind you, and don't walk to the parking lot alone at night. For an escort to your car call the UCF PD at (407) 823-5555 (and inform them that you are on the Health Sciences Campus at Lake Nona).

Sexual assault is a criminal violation subject to prosecution by the State Attorney's Office. All sexual assault allegations reported to the UCF police are referred to the State Attorney's Office, which then makes the decision whether to prosecute.

U. PHOTOCOPY MACHINES

Students have access to copy machines located in the College of Medicine. Costs are included in the fees assessed twice annually.

V. PLACES TO STUDY

Study space is available for students throughout the College of Medicine Medical Education building, including the classrooms, library, student lounge and small group meeting rooms. The study areas in the library are available during normal library hours.

W. POLICY ON SURVEYING M.D. STUDENTS

The purpose of this policy is to monitor the volume and appropriateness of survey requests made to M.D. students. In all cases it is expected that efforts are made to assure high quality so that results have utility. The two general categories of survey that occur in addition to standard evaluation of instruction surveys are 1) research surveys that are part of an IRB-approved project, 2) informal surveys, the results of which will not be used for publication outside the College of Medicine.

Procedures:

1. Research Surveys:

- a. May be initiated by students or faculty of the college (outside entities must first seek written approval from the Associate Dean of Faculty Affairs)
- b. Before developing a unique survey, investigators should confirm that the information sought does not already exist in standard curriculum surveys and that no validated instrument exists in the literature.
- c. Online survey instruments are preferred and may be deployed via the Office of Assessment. Faculty should contact Dr Basma Selim (Basma.Selim@ucf.edu); FIRE module students should contact the module faculty for advice in survey development and the module coordinator for survey deployment (Elizabeth.Smock@ucf.edu).
- d. Use of in-class or other paper-based research surveys must be justified and may be used only with the permission of the relevant Module/Clerkship Director and the assistant dean for undergraduate medical education.
- e. In all cases, evidence of IRB approval/exemption is needed before surveys may be deployed.

2. Informal Surveys:

- a. Are defined as those that are not part of a research project or the standard COM curriculum evaluation process. Permission is not required to deploy informal surveys but the guidelines below apply.

- b. For surveys canvassing opinions about parts of the curriculum, the relevant committee chair should first be informed as a courtesy. For assistance deploying informal curriculum surveys contact Andrea.Berry@ucf.edu. It is expected that the requested information does not duplicate that already available in the formal college evaluation surveys.
- c. For all other surveys, the Office of Student Affairs should be notified by contacting Soraya Smith (Soraya.Smith@ucf.edu).

X. POST OFFICE

A full-service Post Office is located at 10401 Post Office Boulevard, Orlando, FL 32862. M1 and M2 students also have mailboxes at the Health Sciences Campus at Lake Nona that will be used for university-related mail.

Y. POSTING POLICY

All printed materials (i.e. flyers, banners, posters) must be approved by the Office of Student Affairs. Approved materials may be posted in sign holders located around the College of Medicine. Organizations are responsible for removing all materials after the event.

Z. RESEARCH OPPORTUNITIES THROUGHOUT MEDICAL SCHOOL

Research opportunities are shared with students by faculty and administrators, on an ongoing basis.

AA. STUDENT LOUNGE

The Student Lounge is located on the second floor of the Medical Education building at the Health Sciences Campus at Lake Nona. Students are responsible for maintaining the cleanliness of the Student Lounge.

BB. STUDENT MAILBOXES

Mailboxes for M1 and M2 students are located in the corridor adjacent to Student Affairs. Please check these boxes on a daily basis. The Office of Student Affairs as well as other departments in the College will use the mailboxes as the only means of disseminating hardcopy messages or information to you. For M3 and M4 students, hard copy messages and information will be sent to the students' address on record. US mail should be sent to the students' home address.

CC. STUDENT PROGRAMS AND ORGANIZATIONS

The University of Central Florida College of Medicine understands the importance of student organizations as an integral part of the medical education experience. Any group of students having a mission which does not violate federal, state and local laws, and UCF or UCF College of Medicine policies, may apply for approval as a recognized student organization.

1. Requirements for Registration

The organization must be open to all active UCF College of Medicine students who meet membership requirements. Active students must hold all executive positions within the organization.

The purposes, policies, and objectives of the organization must not:

- Propose or participate in activities which would violate regulations of UCF College of Medicine, or federal, state, local laws and regulations, or advocate incitement to such actions.
- Materially and substantially disrupt the work and discipline of UCF College of Medicine.
- Be in conflict or competition with the educational goals and functions of UCF College of Medicine.

The organization must have a minimum of four (4) student charter members. Registration may be denied if the purposes of the organization are a duplication of defined purposes of an existing organization or overlap with an existing organization.

Each organization must include, at a minimum, a President and a Treasurer. All officers of a recognized student organization must be in academic good standing.

Each recognized student organization or group must have an identified faculty advisor from the College of Medicine.

2. Registration of a New Student Organization

1. The proposed group must submit a petition with the name of the organization and the statement of purpose to the M.D. Student Council. This petition must include signatures of at least four current, active students as charter members, as well as a contact name and e-mail for the organization and the name of the advisor.
2. The student group must also submit two copies of its Constitution and/or by-laws. The student group will be requested to supply a letter of affiliation with any national organization, should such a national organization exist.
3. New organizations will be reviewed for approval twice a year by the M.D. Student Council. If approved, the petition will be forwarded to the Associate Dean for Students for final review, processing, and approval.
4. If rejected, the petition will be returned to the presenter along with a written copy of the decision, including the basis for the decision.
5. If the presenter wishes to appeal the decision, they may do so to the Associate Dean for Students.
6. New student organizations must hold elections for all positions, including President.

3. General Recognized Student Organization Guidelines

1. Continue to meet all requirements for registration and submit to the Director of Student Affairs updated member and officer rosters at the beginning of each academic year.

2. Adhere to the approved constitution and/or by-laws.
3. Submit any amendments to the constitution or by-laws.
4. Elect officers as specified in the organization's constitution. All students running for officer positions must be in good academic standing and have all A's and B's in coursework for the term in which they are running for office. Exceptions to this rule can be made only by the Associate Dean for Students.
5. Inform the Office of Student Affairs of all officers on an annual basis and of any changes in required information.
6. Submit calendar dates and announcements of all planned meetings and activities to the Office of Student Affairs.
7. Function in cooperative effort with other recognized and registered student organizations regarding the scheduling of meetings and funding projects.
8. The organization president or other officer must attend a student organization orientation held during the beginning of the academic year.
9. Adhere to the posting policy (as found in section V.X. of this handbook).

The Office of Student Affairs may withdraw an organization's recognition when the organization becomes inactive, or is found to be in violation of federal, state, or local laws, or UCF College of Medicine policy.

Should the Office of Student Affairs determine that the organization does not meet the requirements for continued recognition, a written copy of the decision and the basis for the decision will be forwarded to the organization.

A recognized student organization that fails to meet the responsibilities under which it has received recognized status may be reviewed by the Associate Dean for Students for the purpose of determining continuation of recognized status. The Associate Dean for Students may revoke the recognition of a student organization or place the organization on probation.

DD. UCF STUDENT ACTIVITIES AND ID CARD

Prior to or during orientation all students are issued a UCF Student ID card, which is separate and distinct from the College of Medicine ID badge. You must have your UCF ID card to take advantage of many university services and facilities. There is a \$10 annual fee for the UCF ID card.

Your College of Medicine ID badge provides access to the Medical Education building. It is also your official identification tag. It should be worn at all times when on the Health Sciences Campus at Lake Nona or in clinical settings.

Prior to or during orientation, students should log on to the Office of Student Involvement website (www.getinvolveducf.com) to see the schedule of university events for the current enrollment period. University activities include low-priced weekend movies, art films, concerts, plays, lectures and sporting events.

VI. THE UCF CREED

Integrity, scholarship, community, creativity and excellence are the core values that guide our conduct, performance, and decisions. These values comprise the guiding principles that direct the actions of the university, and its students.

Integrity

I will practice and defend academic and personal honesty.

Scholarship

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

Community

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

Creativity

I will use my talents to enrich the human experience.

Excellence

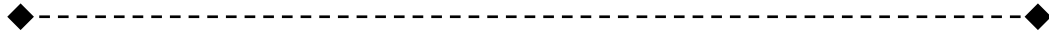
I will strive toward the highest standards of performance in any endeavor I undertake.

VII. HONOR CODE

Medical students are required to meet the behavioral standards for the College of Medicine and the university. The university policies and procedures concerning behavior are contained in the UCF student handbook, [*Golden Rule*](#). Non-academic standards for behavior and conduct for the College of Medicine M.D. Program are embodied in the Student Honor Code (see Appendix). Reports of improper behavior and conduct will be addressed by the Honor Council (aka M.D. Program Student Professional Conduct Council [SPCC]), which performs peer evaluation for issues of student professionalism and other conduct issues that are inconsistent with the values of the College of Medicine M.D. Program. The SPCC strives to educate the students in their professional responsibilities, to investigate any reported violations of the Honor Code, to recommend appropriate penalties, and to interface with the SEPC when breaches of professional conduct are suspected.

A. HONOR CODE

UCF COLLEGE OF MEDICINE M.D. PROGRAM HONOR CODE



Preamble

The practice of medicine is a great privilege and carries with it a time-honored responsibility to our patients and our profession. The students of the University of Central Florida College of Medicine M.D. program uphold this code as our pledge to ourselves and our medical community that we understand the significance of our commitment. These standards should guide us not only during our medical training, but also during our lives as physicians, researchers, and community leaders. In these roles, we hope to pursue actively the respect of our patients, peers, and fellow men and women, rather than to accept passively any esteem that may be given our title.

The core values we, as students, strive to exemplify are:

INTEGRITY

The Tenacity to Carry Out Our Profession with Sound Moral Character

PROFESSIONALISM

The Daily Fortitude to Uphold the Standards of the Title We Represent

JUDGMENT

The Courage to Make Decisions with Assurance and Competency

RESPECT

To Act with Consideration for the Dignity and Rights of Others

STUDENT PLEDGE

I am committed to upholding the student code core values. I understand the procedures outlined in this document, and hereby agree to abide by them.

Name (Please Print)

Signature

Date

B. HONOR CODE POLICIES

The Student Professional Conduct Council

As representatives of the University of Central Florida (UCF) College of Medicine (COM) M.D. program and the medical profession, students are entrusted to exemplify the core values of Integrity, Professionalism, Judgment, and Respect. The Student Professional Conduct Council (SPCC) strives to educate the students in their professional responsibilities, to investigate any reported violations of the Code, to recommend appropriate penalties, and to interface with the College of Medicine Student Evaluation and Promotion Committee (SEPC) when breaches of professional conduct are suspected.

All COM M.D. program students are expected to uphold and abide by the COM Honor Code as well as the UCF Code of Conduct in the UCF *Golden Rule*. For information regarding the UCF *Golden Rule*, visit www.goldenrule.sdes.ucf.edu. The COM M.D. Program Honor Code will have authority over student progress in the M.D. program. Moreover, any adverse action related to the Honor Code that affects a student's progress in medical school (e.g., leave of absence, expulsion) shall be reported to the UCF Office of Student Rights & Responsibilities.

The students of the University of Central Florida College of Medicine M.D. program uphold this code as our pledge to ourselves and our medical community that we understand the significance of our commitment. These standards should guide us not only during our medical training, but also during our lives as physicians, researchers, and community leaders.

1. The Student Professional Conduct Council (SPCC)

- 1.1. *Purpose* -- The Student Professional Conduct Council will oversee the implementation of this Honor Code with emphasis on maintaining the values intrinsic to our role as physicians and community leaders, namely those of integrity, professionalism, judgment, and respect. Moreover, SPCC shall serve in an outreach fashion as a resource for students concerned about dishonor in the class; SPCC shall help to prepare and educate students to avoid potential honor infractions.
- 1.2. *Student Representation* -- The Student Professional Conduct Council shall be composed of one Chair (in the M-4 class) elected by the entire M.D. program student body annually and two representatives (one primary and one alternate) elected from each medical class in accordance with the M.D. Program Student Council Constitution. For M1, one SPCC representative will be elected for a one year term while the other will be elected for a two-year term. It will be clearly stated at the time of election which position is which. This will provide 9 total representatives (two from each class and one Chair).

Each year thereafter, one representative will be elected to a two-year term, and the other representative will continue the second year of his or her two-year term. Representatives elected at the end of their M3 year can therefore only serve one term. See Table 1 for a visual depiction of these terms of office.

	M-1	M-2	M-3	M-4
Representative One	One Year Term	Two Year Term		One Year Term
Representative Two	Two Year Term		Two Year Term	

Table 1. Schema for terms of office for SPCC Members.

1.3. Special Provisions for Founding Representatives

1.3.1. In the 2009-2010 Academic Year, SPCC representatives were elected for one-year terms at the same time that the other class officers are elected.

1.3.2. Starting in the second year, one SPCC representative will be elected for a one year term and the other for a two-year term. It will clearly be stated at the time of the election, which representative will serve for two years and which for one year.

1.3.3. Each year thereafter, the procedure described in article 1.2 will be employed.

1.3.4. Until the 2013 academic year, the two representatives from a given class shall have equal voting power at all SPCC meetings. After the beginning of the 2013 academic year, the two representatives from a given class will be designated as either primary or alternate.

1.3.4.1. The primary representative will be the candidate receiving the most student votes for either the 2 year position or 1 year position. In the event of a tie, the primary representative shall be chosen by the Chair at the beginning of his or her term by considering qualities such as experience serving on the SPCC.

1.3.4.2. All primary representatives and the Chair (5 students) shall be required to attend all meetings; alternate representatives are also required to attend all SPCC meetings but shall not vote on any matters unless they are attending in the place of a primary representative.

1.4. Each member of the SPCC, in addition to COM leadership and faculty, will be available to meet individually with any student who has concerns or questions related to the Honor Code.

1.5. *SPCC Meetings* -- The SPCC will meet at least once every other month. Ensuring to meet this often will be considered the responsibility of the SPCC Chair. This failure will be considered a serious violation of his or her duties, and the Chair will be subject to dismissal by the M.D. Program Student Council according to the provisions of the M.D. Program Student Council Constitution.

Attendance at SPCC meetings is mandatory for all SPCC representatives (primary and alternate) and the Chair. Absences will be excused, only in advance of a meeting, at the discretion of the Chair. Two unexcused absences by an SPCC representative will result in his or her removal from the SPCC by the Chair.

1.6. The members of the SPCC shall be considered representatives of the University of Central Florida College of Medicine.

1.7. *SPCC Chair Absence & Quorum* -- Should the elected SPCC Chair be away from the city for a period of more than three weeks, one of the two SPCC representatives from the M-4 Class will be appointed Acting SPCC Chair by the elected Chair. The SPCC Chair will inform the other

representatives, the M.D. Program Student Council, and the Office of Student Affairs of this appointment and when the elected Chair will resume his or her duty.

1.7.1. A quorum of 50% + 1 member is required for the SPCC to meet. If an insufficient number is reached, the SPCC meeting must be rescheduled for a time that quorum may be attained.

1.8. *SPCC Rep Removal* -- Due to the importance of confidentiality in SPCC action, the SPCC must be able to remove one of its members by an internal mechanism should this become necessary. A motion for the removal of an SPCC representative must be made in writing to the Chair of the SPCC stating the exact reason(s) for the requested removal. An SPCC representative who is facing removal will be notified in writing 5 business days before the vote for removal as to why he or she is being considered for this action. This representative will be given an opportunity to defend himself or herself before the remainder of the council prior to their vote. A two-thirds majority vote of the SPCC is required in order to remove an SPCC representative.

1.8.1. Any removed SPCC representative will be able to file a written appeal with the executive board of the M.D. Program Student Council within 5 business days of removal. An appeal will consist of a statement made by the SPCC Chair as to the reason(s) for removal and the dismissed representative's justification for why this was an erroneous action on the part of the SPCC. The M.D. Program Student Council will review the appeal and determine if it should be heard formally.

1.8.2. If the M.D. Program Student Council President upholds the SPCC's internal vote, the election of a replacement representative shall occur as described in 1.8.4.

1.8.3. If the M.D. Program Student Council President decides that the appeal has merit, the president shall assemble the executive board of the Student Council for a hearing at the soonest possible time. At this hearing, the dismissed SPCC representative shall be able to make his or her case while the SPCC Chair and other representatives will have the opportunity to present and defend their course of action. A subsequent vote for readmission to the SPCC will be made by the executive board, which must pass by a two-thirds plus one vote for readmission to occur. This process must occur within 5 business days following the vote for removal.

1.8.4. Any vacancy created by this process will be filled from the class of the removed SPCC representative by a class vote one month from the date of removal or the delivery of the verdict from the appeal. The replacement representative will serve the remainder of the term of the removed SPCC Representative, regardless of the duration of this period.

1.8.5. Removal of the SPCC Chair will follow the procedures as specified in the M.D. Program Student Council Constitution.

1.9. Recognizing the value of non-student perspectives, a representative from the Office of Student Affairs will serve as an advisor to the SPCC. This advisor will be considered a resource to which the SPCC has constitutive access. However, this advisor does not have any voting privileges in the decisions of the SPCC. Anonymity of all parties involved will be of the utmost importance in all conversations and/or meetings at which the advisor is present. Finally, this advisor must be invited to attend all of the regular, bi-monthly meetings of the SPCC and be available for consult by telephone during honor code hearings.

1.9.1. The advisor may miss meetings during the year provided that the council is notified and feels that this advisor is sufficiently informed and accessible to fulfill his or her role as advisor.

- 1.9.2. An alternate advisor position may be created to fulfill this function should a conflict of interest exist concerning the Student Affairs advisor. This duty shall be filled by invitation from the SPCC.

2. Guidelines of Professional Conduct

- 2.1. Generally speaking, all students in the UCF College of Medicine M.D. Program shall abide by and uphold the following tenants of honorable conduct:

1. Integrity: the tenacity to carry out our profession with sound moral character.
2. Professionalism: the daily fortitude to uphold the standards of the title we represent.
3. Judgment: the courage to make decisions with assurance and competency.
4. Respect: to act with consideration for the dignity and rights of others.

- 2.2. All matriculating M.D. students must sign the UCF COM M.D. Program Honor Code.

- 2.3. Any action that conflicts with the spirit of professional and personal behavior as described in the Preamble shall constitute a violation of the Honor Code. This includes actions not specifically listed within this Honor Code that could still be considered breaches of honor by the SPCC, SEPC, and/or professional community.

- 2.4. This Honor Code cannot foresee every possible offense.

- 2.5. Violations of this Honor Code shall include (but not be limited to) the following conduct violations:

- 2.5.1. Lying – Intentionally giving a factually false statement, such as false testimony during hearings. This includes “lies of omission,” whereby a student voluntarily does not reveal the whole and complete truth.

- 2.5.2. Academic Misconduct –

- 2.5.2.1. Unauthorized assistance: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.

- 2.5.2.2. Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but rather was obtained through someone else’s efforts and used as part of an examination, course assignment or project.

- 2.5.2.3. Commercial use of academic material: Selling notes, handouts, etc., without authorization or using them for any commercial purpose without the express written permission of the University and the instructor is a violation of this rule.

- 2.5.2.4. Falsifying or misrepresenting your academic work.

- 2.5.2.5. Plagiarism: Whereby another’s work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student’s own.

- 2.5.2.6. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.

- 2.5.3. Stealing – Acquiring University or another individual’s private property without permission or knowledge.

- 2.5.4. Impeding the learning process of a colleague – Intentionally preventing a student or colleague from obtaining a fair and equal access to educational materials. This includes

intentionally concealing Library or other University property for the purpose of obstructing access by a colleague.

2.5.5. Knowingly and deliberately jeopardizing patient care in any way.

2.5.6. Causing purposeful or neglectful damage to property or to others.

2.5.7. Failing to report the actions of others that may be in violation of this Honor Code.

3. Procedures

The following procedures will be implemented when suspected dishonorable conduct is observed. Confidentiality of these procedures is of the utmost importance, and a betrayal of confidence by anyone involved shall be considered a violation of the Honor Code.

3.1. Reporting Breach of Conduct

3.1.1. *Individuals that can Report* -- Any person may report a suspected violation of the Honor Code.

3.1.2. *Responsibility to Report* -- Any person observing a suspected violation of the Honor Code is responsible for reporting the event to SPCC representatives within 5 business days of learning of the event.

3.1.3. *Determination of Merit* -- The SPCC Representative initially contacted shall meet with the SPCC Chair and the Associate Dean for Students to discuss the merits of the reported violation. Moreover, an informal investigation will be conducted by SPCC and Student Affairs to assess the merits of the reported violation. If sufficient merit is found, the SPCC representative initially contacted, the SPCC Chair, and the Associate Dean for Students will further assess whether an informal resolution is possible or an Honor Hearing is required.

3.1.4. Following the informal investigation by the SPCC and Student Affairs, notification of the charged student shall occur in writing as follows:

3.1.4.1. *Meritless Accusation* -- If an informal resolution or an Honor Code Hearing is not warranted as determined above, the individual who reported the violation shall be notified. Moreover, the charged student shall also be notified by the SPCC in writing of the meritless charge. No further action will be taken by the SPCC.

3.1.4.2. *Informal Resolution of Charge* -- In appropriate cases the SPCC Representative initially contacted, the SPCC Chair, and the Associate Dean for Students may resolve the matter informally by agreement with the charged student. This may include referring the student for counseling or assistance through the Professional Resource Network Impaired Practitioners Program of Florida. In such cases, the charged student will be notified in writing of their options.

3.1.4.3. *Decision to Hold an Honor Hearing* -- If a decision is made to hold a hearing, a confidential written record of the reported violation will be drafted that outlines the time, date, place, and nature of the suspected violation. The name of the charged student and the SPCC members making the decision for a hearing will also be on the document. This document will be copied and delivered to the charged student.

3.1.5. The proceedings in section 3.1 must take place within 5 business days after the initial report of a suspected Honor Code violation. The SPCC chair can waive the time requirement due to unforeseen circumstances.

3.2. Honor Code Hearing Preliminaries

- 3.2.1. The charged student shall have 5 business days after notification to appeal the decision to hold an Honor Code Hearing to the SPCC Chair.
- 3.2.2. In the case of a hearing, the Chair shall give written notice to the Associate Dean for Students and the Dean of the College that an investigation of a suspected Honor Code violation will begin, omitting from that notice the names and details of the accusation.
- 3.2.3. Notification to the charged student shall be via the written record produced in section 3.1.
- 3.2.4. An Honor Code Hearing shall begin within 5 business days of the notification of the charged student in order to ensure a swift hearing while still giving the charged student time to prepare.
- 3.2.5. The Chair shall be responsible for setting the hearing date, time, and location, and for informing all parties concerned of that information. Moreover, the Chair shall ensure that the Honor Code Hearing will not conflict with any upcoming academic examinations for the charged student or the SPCC representatives.
- 3.2.6. The time constraints of section 3.2 may be waived by the Chair in unusual circumstances or conditions beyond the control of the SPCC.

3.3. Assembling the Honor Code Hearing

- 3.3.1. The 4 primary SPCC representatives and the SPCC Chair (5 total SPCC members) will hear and decide the merits of all presented evidence.
 - 3.3.1.1. If an Honor Code Hearing is required before the 2013 academic year (when SPCC representatives will be identified as either primary or alternative), all elected SPCC members will hear and decide the merits of all presented evidence.
- 3.3.2. The charged student shall have the right to challenge and remove for no stated reason any one of these 5 SPCC members. This privilege may be exercised only once.
- 3.3.3. The charged student shall have the right to challenge and remove with stated reason any member of the SPCC. The challenge shall be upheld if 3 of the 5 SPCC members (primary representatives and Chair) agree by secret ballot with the validity of the challenge.
- 3.3.4. If an SPCC member is challenged and removed successfully, he/she will be replaced by the other SPCC representative from his/her class. If the second is successfully challenged, the SPCC Chair will select another SPCC representative to fill this vacancy.
- 3.3.5. If the SPCC Chair is removed, the SPCC will be chaired by the most senior SPCC Representative.
- 3.3.6. The SPCC Chair shall make all replacement selections and do so randomly where possible.

3.4. Honor Code Hearing Procedures

- 3.4.1. The charged student shall have the right to choose a College of Medicine faculty advisor who may provide personal advice and guidance and be present at the hearing, but who shall not participate in the Honor Code Hearing.
- 3.4.2. The only persons allowed to witness the proceedings of an Honor Code Hearing shall be: the accuser, the charged student and his or her faculty advisor, the SPCC, the Student Affairs advisor, and witnesses during their testimony only.

- 3.4.3. The accuser and the charged student shall have the right to be present during the opening and closing statements, and whenever evidence or testimony is being presented to the SPCC.
- 3.4.4. All honor code hearing events will be audio recorded to maintain a record of what was said.
- 3.4.5. Evidence shall be presented in the following order: opening statement by the accuser, opening statement by the charged student, additional evidence or testimony to support the accusation, additional evidence or testimony to refute the accusation.
- 3.4.6. The charged student shall have the right to a closing statement after presentation of all evidence or testimony.
- 3.4.7. The SPCC shall have the right to request any material evidence relevant to the case, in accordance with Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) guidelines, from any member of the student body, faculty, staff, or administration of the COM, and the right to request any member of the student body (with the exception of the charged student), faculty, staff, or administration to testify before the SPCC.
- 3.4.8. When all testimony has been heard, the SPCC shall convene in executive session and shall vote by secret ballot. Four out of five votes by a single ballot shall conclude the decision of the SPCC.
- 3.4.9. If during the proceedings of the evaluation, another student involved is charged with a violation of the Honor Code, the Chair shall appoint an alternate member of the SPCC to submit in writing an accusation against that student, as in section 3.1. This case must be heard as a separate entity. The time constraints of section 3.2 shall be suspended until the completion current honor hearings.
- 3.4.10. Questions regarding the general conduct of the Honor Code Hearing shall be decided by the Chair. The Chair's decisions may be overturned by a majority vote of the SPCC.
- 3.4.11. The outcome of the Honor Code Hearing shall be reported confidentially to the Associate Dean for Student Affairs, regardless of the verdict. No reporting to the student body shall be done.

4. Rights of the Charged Student

- 4.1. Charged student shall be notified by SPCC of the decision to hold a hearing within 48 hours of the decision.
- 4.2. Charged student has the right to request excuse from any tests, assignments, or examinations from 48 hours before the start of the hearing to 48 hours after the SPCC has made their decision.
- 4.3. At the sole discretion of the Dean, the charged student may be removed from all clinical and classroom work during the preliminary and formal proceedings if it is determined that the student poses a threat to patients, students, faculty, or other personnel associated with the COM.
- 4.4. Charged student has the right to present witnesses during the hearing
- 4.5. Charged student has a right to an expedited resolution of the charges; every effort must be made to resolve matters quickly.
- 4.6. Charged student shall be given reasonable and adequate time for preparation of defense.
- 4.7. Charged student will be given copies of all written evidence 3 business days before starting the Honor Code Hearing.
- 4.8. Charged student has the right to confront his or her accusers and to cross-examine all witnesses who appear at the hearing.
- 4.9. Charged student has a right to decline discussing any and all aspect of the charges. This decision shall in no way be considered admission of guilt.

- 4.10. Charged student has a right when found not responsible to request that this finding be made public.
- 4.11. Charged student may not graduate until the case and all appeals have been resolved.
- 4.12. Attorneys are not permitted to represent the charged student. The student does have a right to be accompanied by a faculty advisor chosen by the student that will only assist in an advisory role.

5. Penalties

- 5.1. A finding of in violation for a first honor offense shall result in SPCC recommendation(s) for specific action(s) to be taken by the appropriate faculty, staff, and/or administration of the College of Medicine. The recommendation(s) shall be fixed by four out of five votes of the SPCC, and shall be decided immediately after determination of dishonorable conduct.
 - 5.1.1. Recommendations may include but shall not be limited to re-examination, re-evaluation, remediation, or failure and repetition of one or more modules or clerkships; such action may delay graduation. Recommendation for probation or expulsion may be appropriate.
 - 5.1.2. Recommendations may also include non-academic actions; such actions shall be appropriate to the offense and may include referral to the Professionals Resource Network Impaired Practitioners Program of Florida.
 - 5.1.3. The SPCC may decide to refer certain matters to the Student Evaluation and Promotion Committee (SEPC). Decisions reached by the SPCC do not preclude discussion of reported violations by the SEPC, as the SEPC may consider reported violations in the context of the student's general medical school performance.
 - 5.1.4. The recommendation(s) shall be announced at the conclusion of the Honor Code Hearing when the finding of in violation is announced, but the action(s) recommended shall take place no sooner than 5 business days after an Honor Hearing decision is made.
- 5.2. Violation of the Honor Code for a second time may result in SPCC recommendation for expulsion.
- 5.3. These recommendations shall then be forwarded to the Associate Dean for Students, who, at his or her discretion, can accept or modify the recommendation, and will then forward the recommendation to the Dean of the College of Medicine.
- 5.4. Any appeals by the charged student shall be forwarded to the Dean of the College of Medicine, as per section 7.

6. Reports and Records

- 6.1. A written record will first be made of the decision to hold an Honor Code Hearing as per section 3.1.
- 6.2. At the conclusion of a Hearing, the outcomes will be confidentially reported to the Associate Dean for Student Affairs.
- 6.3. All Honor Code Hearings will be audio recorded to maintain a record of what was said.
- 6.4. All written records shall be kept on file in the Office of Student Affairs.

7. Appeals to Recommendations of the Associate Dean for Students

- 7.1. The charged student shall have the right to appeal any recommendation of the Associate Dean for Students. Such appeal must be made in writing to the Associate Dean for Students within 10 business days of the recommendation.

- 7.2. A recommendation may only be appealed if there is new evidence to be considered or the charged student can demonstrate that a violation of the Honor Code procedures has occurred. Merely disagreeing with a recommendation is not a sufficient basis on which to base an appeal.
- 7.3. Appeals shall be referred to the Dean of the College of Medicine. The Dean will appoint an ad hoc committee of COM faculty to hear the appeal. This committee will include a student member, who will ordinarily be the M.D. Program Student Council President.
- 7.4. The appeal committee will make a recommendation to the Dean to support or overturn the recommendation of the Associate Dean for Students. The final decision to accept or reject this recommendation shall rest solely with the Dean of the College of Medicine. All recommendations of the SPCC, the Associate Dean for Students, and the ad hoc appeals committee are advisory to the Dean.

8. Amendments & Code Review Process

- 8.1. Every February, the Student Professional Conduct Council shall decide as a whole if a Code Review Process shall be started. A Code Review Process shall include a thorough review of the entire Code.
- 8.2. If the Code Review Process is begun, the Honor Code shall be sent out to the entire medical student body, and the medical student body shall be solicited for feedback regarding the Code.
- 8.3. The SPCC will discuss this feedback and modify the code as they deem appropriate, with a two-thirds majority required to make changes to the code. Once the revised code passes the SPCC, the Chair shall present it to the M.D. Program Student Council.
- 8.4. The final ratification of any amendment shall require two-thirds majority vote of the entire student body of the M.D. Program.
- 8.5. No more than 3 years shall elapse between a Code Review Process.
- 8.6. Any student may propose an amendment to the Honor Code.

C. PHYSICAL EXAMINATION FORM



Mailing Address:
Office of Student Affairs
6850 Lake Nona Boulevard, Suite 115
Orlando, FL 32827

(407) 266-1353 **Phone**
(407) 266-1399 **FAX**

PHYSICAL EXAMINATION VERIFICATION TO BE COMPLETED AND RETURNED BY PHYSICIAN DIRECTLY TO ABOVE ADDRESS

To Be Completed by Student (Please Print)

LAST NAME

FIRST NAME

MIDDLE NAME

SOCIAL SECURITY #

DATE OF BIRTH (MM/DD/YEAR)

Do you have any health problems or concerns of which UCF Student Health Services should be aware?

☐

Yes

☐

No

If you wish to receive care for the above problems or concerns at UCF Student Health services, it is your responsibility to make a follow-up appointment and to provide copies of pertinent medical records as necessary.

Student Signature

Date

To Be Completed by Physician

A thorough history and physical examination were completed on the above named individual, with the following results:

☐

All findings were within normal limits

☐

Follow-up care is required; patient was advised

Physician Signature

Print Name

Date

Facility Name (Please Print)

Office Phone Number

Address

City & State

Zip Code

D. IMMUNIZATION CHECKLIST

Student Name: _____			
Immunizations REQUIRED for ALL Students.			
		REQUIRED IMMUNIZATION	REQUIRED DOCUMENTATION
1.	Measles, Mumps, Rubella (MMR) COMBINED Documentation of two MMR vaccines (at least 28 days apart) after 12 months of age.	MMR vaccine Dose One OR MMR vaccine Dose Two	Vaccine Document Copy
OR			
Measles, Mumps, Rubella (MMR) SEPARATE			
2.	Rubella (German Measles) Serologic documentation of a positive Rubella immunetiter OR immunization with live Rubella or MMR vaccine after 01/01/80 OR two immunizations with live Rubella or MMR after 12 months of age.	Rubella Titer (IgG Blood Test) OR Two live Rubella after 01/01/80	Lab Report Copy OR Vaccine Document Copy
	Rubella (10 Day Measles) Serologic documentation of a positive Rubella immunetiter OR two immunizations with live Rubella OR two MMR vaccines after 12 months of age.	Rubella Titer (IgG Blood Test) OR Two live Rubella	Lab Report Copy OR Vaccine Document Copy
	Mumps Serologic documentation of a positive Mumps immune titer OR immunization with at least two doses of live Mumps or MMR vaccine after 12 months of age.	Mumps Titer (IgG Blood Test) OR Two live Mumps vaccines	Lab Report Copy OR Vaccine Document Copy
3.	Hepatitis B A series of three doses of vaccine are required. The vaccine is usually administered as a three-dose series on a 0-, 1-, and 6-month schedule. The 2nd dose should be given 1 month after the first dose; the third dose should be given at least 2 months after the second dose and at least 4 months after the first dose. This requirement is not complete until there is serologic documentation of a positive (quantitative) Hepatitis B surface antibody titer following completion of the Hepatitis B vaccination series of three (3) injections.	Surface Antibody Titer (IgG) (quantitative) OR Hepatitis Vaccine Series AND Surface Antibody Titer (IgG) (quantitative) 60 days after vaccine series	Lab Report Copy OR Vaccine Document Copy OR Lab Report Copy
4.	Tetanus/Diphtheria/Pertussis (Tdap) Documentation of Tetanus/Diphtheria/Acellular Pertussis booster.	Tdap (Adacel) vaccine	Vaccine Document Copy
5.	Varicella (Chicken Pox) Documentation of a positive Varicella titer OR two Varicella immunizations (given 4 to 8 weeks apart). This requirement is satisfied only by a positive titer or the vaccine series. A history of chicken pox DOES NOT satisfy this requirement.	Varicella Titer (IgG Blood Test) OR Varicella vaccine series	Lab Report Copy OR Vaccine Document Copy
6.	Tuberculin Skin Test (TST/PPD) Documentation of two-step testing: Documentation of two Mantoux skin tests within 12 months preceding enrollment at UCF COM. The second test should be administered 1 – 3 weeks after the first test. However, if you have had a TST done within the last twelve months, only one TST needs to be done (even if it is more than 1 – 3 weeks after the first test). <u>If there is a history of positive PPD:</u> Documentation of a current chest x-ray and the tuberculosis screening questionnaire is required for all persons with a history of a positive PPD (within past twelve months). Alternatively, Quantiferon-Gold TB test is also acceptable for those students with a history of a positive PPD. The questionnaire can be found at http://med.ucf.edu/administrative-offices/student-affairs/student-services/enrollment-requirements/ .	Two TSTs (within the last 12 months) If positive PPD (current or positive history) Current chest x-ray (within last 12 months) OR Quantiferon Gold TB test	Skin Test Document Copy Radiology Report AND Screening Questionnaire OR Vaccine Document Copy
7.	Meningitis Persons aged 21 years or younger should have documentation of receipt of a dose of meningococcal conjugate vaccine not more than 5 years before enrollment. If the primary dose was administered before the 16th birthday, a booster dose should be administered before enrollment. Meningococcal vaccine is also recommended if you have a complement component immune deficiency, lack of a spleen, HIV, or for travel to areas of the world with high prevalence of meningococcal disease. Waiver for Meningitis Vaccine College students, especially freshman living in residence halls, are at slightly increased risk for contracting meningococcal disease. The bacterial form of this disease can lead to serious complications such as swelling of the brain, coma, and even death within a short period of time. Three vaccines are currently available that decrease, but do not completely eliminate, a person's risk of acquiring meningococcal meningitis. This element of uncertainty remains because there are five (5) different serotypes (A, B, C, Y and W-135) and the current vaccines do not offer any protection from serotype B. For more specific information about meningococcal meningitis and college student risks, please visit UCF's Health Center Website at: http://www.hs.sdes.ucf.edu/ . _____ (Please initial.) I have read the information provided and I decline the vaccine for Meningococcal Meningitis. Signature _____ Date _____	Meningococcal conjugate vaccine (MCV4)	Vaccine Document Copy OR Waiver

Tuberculosis Screening Questionnaire

Please complete the following information **if** you have a history of a **POSITIVE** TB Skin Test:

Name: _____			Male ☐	Female ☐
Last	First	Initial		

Have you ever received BCG?	Yes ☐	No ☐	If Yes, date of BCG: _____
Date of last PPD Skin Test:			_____/_____/_____
Did you take any medication associated with a positive TB Skin Test?	Yes ☐	No ☐	If Yes, dates: _____
Date of last chest X-Ray:			_____/_____/_____

Please check (✓) if you are having any of the following **unexplained** symptoms for three to four weeks or longer:

Unexplained fatigue	☐ Yes	☐ No	Night sweats (drenching)	☐ Yes	☐ No
Unexplained weight loss	☐ Yes	☐ No	Persistent cough	☐ Yes	☐ No
Loss of appetite	☐ Yes	☐ No	Spitting/Coughing up blood	☐ Yes	☐ No
Fever (usually at night)	☐ Yes	☐ No	Chest pain	☐ Yes	☐ No

Health Care Provider Certification

HEALTH CARE PROVIDER CERTIFICATION AND ADDRESS	
_____ <i>Printed Name</i> _____ <i>Practice Name</i> _____ <i>Street</i> _____ <i>City, State, Zip Code</i> _____ <i>Signature</i> _____ <i>Date</i> An official stamp from a doctor's office, clinic or health department must appear here or on the official document(s) attached or this form will not be approved.	

RETURN TO:
 Office of Student Affairs
 UCF College of Medicine
 Health Sciences Campus at Lake Nona
 6850 Lake Nona Boulevard, Suite 115
 Orlando, Florida 32827
 (407) 266-1353
 FAX: (407) 266-1399

E. STUDENT ABSENCE FORM



Student Absence Form

Student's Name: _____ PID: _____

Request that I be excused from the following educational requirement due to extenuating circumstances (e.g. personal illness, personal emergency, death of a family member, etc.)

Mandatory Module/Clerkship Requirement _____

Please specify circumstance(s) _____

Please specify date(s) _____

By my signature below, I hereby acknowledge that this information is complete and accurate. False or fraudulent statements may result in disciplinary actions.

Student Signature _____ Date _____

Module or Clerkship Director Signature _____

Approved ☐

Disapproved ☐

Associate or Assistant Dean for Students

Date

Approved ☐

Disapproved ☐

Notes: _____

F. PROOF OF HEALTH INSURANCE FORM



UNIVERSITY OF CENTRAL FLORIDA

College of Medicine

Proof of Health Insurance Form 2012 – 2013

All students enrolled in the M.D. program of the College of Medicine are eligible to purchase the UCF student health insurance plan. While enrollment in this plan is not mandatory, proof of comparable coverage is required if the M.D. student decides to enroll in another plan. Please see <http://www.hs.ucf.edu/healthcenter/insurance.html> for the plan's provisions and benefits.

If you have comparable coverage, please complete this form and submit it to the College of Medicine's Office of Student Affairs for verification and approval.

Please provide a copy of your health insurance card (front and back) along with this form.

Student Name: _____

PID# or last 4 digits of SSN: _____

CERTIFICATION/PROOF OF HEALTH INSURANCE COVERAGE

Name of Policy Holder: _____

Health Insurance Company: _____

Health Insurance Company Phone Number: _____

Policy Number: _____

STUDENT SIGNATURE _____ DATE _____

College of Medicine Office of Student Affairs
6850 Lake Nona Blvd. Orlando, FL 32827-7408
(407) 266-1353 • FAX (407) 266-1389

G. PROOF OF DISABILITY INSURANCE FORM



UNIVERSITY OF CENTRAL FLORIDA
College of Medicine

Proof of Disability Insurance Form

All students enrolled in the M.D. program of the College of Medicine are required to have disability insurance. After a thorough review of pricing and coverage, the College of Medicine is recommending enrollment in the American Medical Association's plan which has a \$200,000 payout and has an annual cost of \$55. While enrollment in this plan is not mandatory, **proof of comparable coverage is required if the M.D. student decides to enroll in another plan.**

If you have comparable coverage, please complete this form and submit it to the College of Medicine's Office of Student Affairs for verification and approval.

Student Name: _____

PID# or last 4 digits of SSN: _____

CERTIFICATION/PROOF OF DISABILITY INSURANCE COVERAGE

Name of Policy Holder: _____

Disability Insurance Company: _____

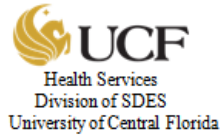
Disability Insurance Company Phone Number: _____

Policy Number: _____

STUDENT SIGNATURE _____ DATE _____

College of Medicine Office of Student Affairs
6850 Lake Nona Blvd. Orlando, FL 32827-7408
(407) 266-1353 • FAX (407) 266-1389

H. MEDICAL SERVICES FOR COM STUDENTS



Name of Policy	Medical Services for COM Students
Section	Rights of Patients
Date Effective	2009
Date Last Reviewed	June 1, 2009
Responsible for Review	Medical Director
Approved by Executive Council	August 19, 2009

POLICY:

MS-27-A, of the LCME Provisional Accreditation Standards, reads as follows: "The health professionals who provide psychiatric/psychological counseling or other sensitive health services to medical students must have no involvement in the academic evaluation or promotion of the students receiving those services." University of Central Florida Health Service (UCF HS) physicians with faculty privileges in the College of Medicine (COM) and who have influence (evaluation, grading) on medical students academic progress shall not be available for the care and treatment of psychiatric, psychological or sensitive issues that may avail COM students. COM students seeking care for such services at UCF HS will be directed to see other UCF HS providers as appropriate.

PURPOSE:

To clarify any conflict possible with College of Medicine students and physicians who may also be faculty members. In particular, conflicts with physicians at UCF HS who hold faculty positions in the COM and have academic and/or clinical teaching responsibilities with medical students.

PROCEDURE:

Medical students will be notified of this provision during their orientation to the COM and written in their student handbook. Additionally, this specific information will be posted on UCF HS web sites.

The UCF COM will supply UCF HS with a list of matriculated students each year. UCF HS will flag all of these records to indicate they are UCF COM students. When medical students make an appointment at UCF HS with possible psychiatric, psychological or other sensitive concerns, they will be advised that they can request an appointment with someone who is a non-faculty member or a faculty member who does not have an academic role with them. If a Faculty member who has academic or clinical teaching responsibilities sees a medical student with psychiatric, psychological, or sensitive health issues, she or he must either remove themselves

from any evaluation or grading role with that particular student, or refer the student to another physician who does not hold such academic or teaching responsibilities.

I. EXTRACURRICULAR ACTIVITY AND SERVICE LEARNING APPROVAL FORMS

EXTRACURRICULAR ACTIVITY APPROVAL FORM

UCF COM students are required to have on file a completed AND approved "Extracurricular Activity Approval Form" to participate in extracurricular activities. **This form should be submitted to the Office of Student Affairs at least one week prior to the activity.** All extracurricular **clinical** activities must be supervised by a UCF COM faculty member.

DESCRIPTION OF STUDENT ROLE/SERVICE	
Student Name:	
Date Submitted:	Current Class (M1, M2, etc.):
Dates of participation (or indicate if year-long):	
Contact person and contact information:	
Location:	
ACTIVITY	
☐ Description of Clinical Experience (e.g. free clinic, shadowing OR RESEARCH WITH A CLINICAL COMPONENT) – must have the approval of a UCF COM faculty member who will be supervising the clinical experience	
Faculty Supervisor Name:	
Faculty Supervisor Signature (unless extramural experience):	
Description of your responsibilities:	
Clinical Specialty:	
Level of responsibility for patient care:	
Level of supervision (e.g. direct supervision, indirect supervision):	
Time spent in clinical activities (i.e. hours):	Frequency (daily, weekly, etc.):
☐ Research (e.g. research outside of that required in the curriculum)	
Research Project Title:	
Description of your responsibilities:	
Level of responsibility for patient care:	
Level of supervision (e.g. direct supervision, indirect supervision):	
Time spent in research activities (i.e. hours):	Frequency (daily, weekly, etc.):
☐ International Experience – must have the approval of Dr. Judith Simms-Cendan.	
_____ Judith Simms-Cendan, MD, Director of International Experiences	

Brief description of experience:	
Student Signature:	
APPROVAL ☐ YES ☐ NO	
Associate or Assistant Dean for Students Signature:	
Date Approved:	

Please submit completed forms to Soraya Smith via email at soraya.smith@ucf.edu or via fax at (407) 266-1389. Once approved, a copy of this form will be returned to the student.

☐ Service Learning – checking this box means you would like this activity to count as service learning. This requires a self-reflection to be submitted at the end of the experience, but no later than the end of the current academic year.	
APPROVAL ☐ YES ☐ NO	
Director of Service Learning:	
Date Approved:	

SERVICE LEARNING APPROVAL FORM

UCF COM students are required to have on file a completed AND approved "Service Learning Approval Form" to qualify for service learning credit. **This form should be submitted to the Office of Student Affairs at least one week prior to the activity.** All extracurricular **clinical** activities must be supervised by a UCF COM faculty member and requires completion of the "Extracurricular Activity Approval Form."

Student Name:	
Current Class (M1, M2, etc.):	
Organization (if applicable):	
ACTIVITY	
Charity/Organization Name	
Supervisor	
Contact person and contact information	
DESCRIPTION OF STUDENT ROLE/SERVICE	
Please provide a description of the types/extent of your responsibilities as well as objectives for this activity.	
Dates of participation	
Away from UCF COM?	☐ YES ☐ NO
	If yes, location: _____
Student Signature	
APPROVAL ☐ YES ☐ NO	
Director of Service Learning	
Date Approved:	

Please submit completed forms to Soraya Smith via email at soraya.smith@ucf.edu or via fax at (407) 266-1389.

J. INDUSTRY RELATIONS POLICY AND GUIDELINES

Table of Contents

1. Introduction and Scope of Policy
2. Statement of Policy
3. Gifts and Individual Financial Relationships with Industry
 - 3.1 Gifts and Meals
 - 3.2 Consulting Relationships
 - 3.3 Industry-Funded Speaking Relationships, Meetings, and Publications
 - 3.4 Travel Fund
 - 3.5 Educational Symposia Fund
 - 3.6 Disclosure of Financial Interests
4. Pharmaceutical and Medical Device Samples
5. Purchasing and Formularies
6. Site Access to Industry Sales Representatives
7. Education
 - 7.1 Support of Continuing Medical Education and On-site Educational Activities
 - 7.2 Industry Support for Scholarships, Fellowships, and Other Support for Trainees
 - 7.3 Training of COM Personnel
 - 7.4 Education of COM Industry Partners and Vendors
8. Philanthropy
9. Partnerships and Business Arrangements
10. Research with Human Subjects
11. Enforcement
12. COM Health Care Industry Relations Committee
13. Continuing Evolution of COM Industry Relations Policy

1. Introduction and Scope of Policy

The UCF College of Medicine (COM) strives to be a leader in assuring the highest levels of ethics and professionalism in all dealings with the health care industry, which includes, but is not limited to, the pharmaceutical, biotechnology, medical device, and medical equipment supply industry (“Industry”), and in establishing a culture of ethical behavior and accountability for its administrators, faculty, staff, students, residents, and fellows (“COM Personnel”). The COM greatly values its Industry partners and works openly in collaboration with these partners and vendors to promote positive, productive, and ethical relationships. As leaders in science and medicine, COM experts participate in appropriate Industry advisory roles, Industry-funded scientific studies, and development of new health care discoveries and resources. As a leader in health care transformation, the COM develops collaborative partnerships and business arrangements with Industry partners. As a non-profit educational institution, the COM seeks and accepts philanthropic support from Industry. This policy will guide all COM Personnel in structuring and participating in Industry relationships to assure integrity of professional judgment, the highest ethical behaviors, and the objectivity of medical education.

This policy applies to all individual and institutional financial relationships, business arrangements, and interactions with Industry vendors and developers of products and services that are marketed and sold to medical schools, academic health science centers, researchers, educators, and clinicians. This policy applies to all COM Personnel and covers relationships and activities that occur during both work and non-work hours.

Indirect minority investment interests, such as investments in a mutual fund that owns shares in a pharmaceutical company, are not considered conflicting interests for purposes of this policy.

2. Statement of Policy

It is the intent of the COM to work collaboratively with Industry partners that share a heightened commitment to maintaining the highest ethical standards. All COM relationships and interactions with Industry will be structured, managed, and monitored to assure adherence to such ethical standards. Individual and institutional decisions, actions, and relationships must be free from even the appearance of bias relating to vendor/Industry relationships. Clinical judgments, business agreements, education, and research activities must not be impacted by undue influence resulting from financial relationships with, or gifts provided by, Industry. All collaborations and financial relationships with Industry must be based on the goals of advancing science, education, and clinical care consistent with the COM mission and values.

For questions or further guidance, COM Personnel should consult with a member of the COM Health Care Industry Relations Committee (the “Committee”) or with the Dean. It is the responsibility of each individual to seek necessary guidance and approvals in advance of participating in an Industry relationship. Philanthropic gifts provided by Industry are subject to this Policy and may be subject to additional policies of the COM or affiliated entities or foundations fundraising on its behalf. In addition to review for ethical issues, all financial and business relationships with Industry must be carefully reviewed for compliance with all

applicable legal, regulatory, reimbursement, and accreditation requirements. Associated contracts must be reviewed, approved and signed in accordance with COM and University procedures.

3. Gifts and Individual Financial Relationships with Industry

3.1 Gifts and Meals

COM Personnel shall not accept or use personal gifts (including food) from representatives of Industry, regardless of the nature or dollar value of the gift.

Gifts from Industry that incorporate a product or company logo on the gift (e.g., pens, notepads, or office items such as clocks) introduce a commercial, marketing presence that is not appropriate to a non-profit educational and healthcare system¹. However, food provided in connection with an educational program accredited by the Accreditation Council for Continuing Medical Education (ACCME) or a professional society-sponsored meeting with paid registration may be accepted.

¹Exception: This provision does not prohibit acceptance of items bearing Industry logos provided as part of an off-site educational program (such as a meeting of a professional society), including name tag lanyards and totes where the items are provided and used incidental to attendance, the items are of nominal value, and the items are not used in any COM facilities.

Meals or other food and hospitality funded directly by Industry may not be offered in any COM facility. COM Personnel may not accept free meals or other food or hospitality funded by Industry, whether on-campus or off-campus, and may not accept complimentary tickets to sporting or other events or other such benefits from Industry, unless otherwise provided in this policy.

3.2 Consulting Relationships

Consulting arrangements with Industry must be reviewed in accordance with this policy and approved in advance by the individual's Chair, Director, or Associate Dean or the Dean or the Dean's Designee.

Consulting arrangements must be set forth in written agreements, or narrative description if agreement is not available, clearly specifying expert services to be paid for at fair market value. Participation on Industry advisory boards is permitted so long as the board regularly meets and provides scientific advice and other guidance that advances academic values and promotes ethical relationships between academic health sciences and Industry. Agreements must be reviewed, approved and signed through usual COM procedures. COM Compliance will periodically audit consulting agreements for compliance with this provision. A list of Industry consulting agreements of COM employees shall be made available annually to the Committee. These procedures apply whether the consulting fees are received by COM or the individual or donated to another organization.

For individual consulting relationships with fees that exceed \$10,000 per company per year, annual reports describing activities, payments, and time spent must be submitted to COM Compliance as long as the relationship lasts. 4

3.3 Industry Funded Speaking Relationships, Meetings, and Publications

The COM must assure that participation in Industry-funded speaking relationships, meetings, and publications serves to advance scientific knowledge and patient care and are not primarily Industry marketing activities. Industry funded speaking arrangements must be approved in advance by the individual's Chair, Director, or Associate Dean or the Dean or the Dean's Designee. Honoraria for speaking engagements, whether received by the individual or by the COM, must be modest and consistent with fair market value of the time spent in preparing and presenting the talk and reasonable travel expenses.

COM Personnel are responsible for the scientific integrity of material presented in any talk or publication and shall decline to participate in educational presentations or scientific publications if the content is controlled by or requires prior approval by Industry, if the content is not based on the best available scientific evidence, or if significant portions are written by someone who is not an author or otherwise properly acknowledged.

COM Personnel may participate in Industry-sponsored meetings where investigators are presenting results of their Industry-sponsored studies to peers and there is opportunity for critical exchange. If an individual is speaking at such an Industry-sponsored meeting, acceptance of a modest honorarium and travel expenses is permitted as described above. Otherwise, COM personnel may not accept payment, gifts, or financial support from Industry to attend lectures and meetings other than through an approved consulting or business arrangement.

3.4 Travel Fund

COM shall allow Industry and others that wish to do so to contribute, through the University of Central Florida Foundation, to (i) a central COM fund to be used at the Dean's discretion to provide travel assistance to COM personnel, including students, for professional development; or (ii) other approved Department account for use at the particular Department Chair's discretion to provide travel assistance to Department personnel, including students, for professional development. Contributions to such fund shall be disclosed and acknowledged.

3.5 Educational Symposia Fund

COM shall allow Industry and others to contribute, through the University of Central Florida Foundation, to (i) a central COM fund to be used in the Dean's discretion to provide COM-sponsored educational programs and symposia; or (ii) other approved Department account for use at the particular Department Chair's discretion for the Department-sponsored educational programs and symposia. Contributions to such fund shall be disclosed and acknowledged.

3.6 Disclosure of Financial Interests

COM Personnel shall report their outside relationships with Industry through the regular University conflicts of interest disclosure process, using the Request for an Exemption/Disclosure Under Section 112.313(12)(h), Florida Statutes, online at <http://www.coi.ucf.edu/forms.html>; at least annually and more often as needed to

disclose new relationships. The general conflicts of interest review process will identify personal financial relationships with health care vendors, including pharmaceutical, medical device, and biotechnology companies, equipment companies, and other health care vendors.

COM Personnel shall disclose all relevant personal financial interests, including financial interests of immediate family, in speaking engagements and scholarly publications and when presenting to students or colleagues.

Individuals having a direct role in making institutional decisions on equipment, drug or medical device procurement must disclose to the purchasing unit or selection committee, prior to making any such decision, any financial interest they or their immediate family have in companies that might substantially benefit from the decision and shall be recused from involvement in purchasing decisions relevant to the conflicting interests.

4. Pharmaceutical and Medical Device Samples

The COM prohibits acceptance of samples of pharmaceuticals or medical devices by individual COM practitioners or faculty members except through approved dispensing facilities or for research use. Such samples may not be used personally by COM Personnel or their families.

COM Pegasus Health may establish a centralized mechanism in accordance with Pegasus Health policies and procedures for accepting samples when appropriate and dispensing them in a manner that both (a) assures full clinical evaluation of the use of the medication or device and adherence to applicable protocols and (b) provides distribution only for patient education uses, for very limited one to two dose trial use, or to patients who lack financial access to medications or devices.

5. Purchasing and Formularies

COM Personnel are not eligible to participate in Pharmacy and Therapeutics or product evaluation decisions if they or members of their immediate family have, or have had within the prior 5 years, a personal financial relationship or funded research with a related pharmaceutical or medical device company that is being considered or discussed. Committee members who have conflicting interests may share informed opinions regarding the drug or device, provided that the conflict is fully disclosed in advance and the member is recused from participating in the decision.

6. Site Access to Industry Sales Representatives

Visits to COM facilities by representatives of Industry may be appropriate for exchange of scientifically valid information and other data, improving patient care, and providing essential training and instruction in use of medical equipment and devices. COM does not allow use of its facilities or other resources for Industry marketing activities.

Sales or marketing representatives of Industry may access COM facilities only if their company has registered with the COM and they have been specifically invited to meet with a COM representative for a particular purpose. Individual physicians or other COM Personnel may request a presentation by or other information from a particular company. While in the COM facilities, all Industry representatives must sign in and out and must be identified by name and current company affiliation. All Industry representatives with access to COM, Pegasus Health clinical facilities, and COM Personnel must comply with COM policies and procedures. Meetings with sales and marketing Industry representatives shall not be held in direct patient care areas and education areas. Involvement of students or trainees in meetings with Industry Representatives should occur only for educational or training purposes and only under the supervision of a faculty member.

Access by medical device or equipment representatives to patient care areas is permitted when (1) a COM representative requests essential instruction in use of the equipment or device, (2) the representative is appropriately credentialed by Pegasus Health, and (3) all necessary patient consents have been obtained and documented.

All Industry personnel seeking sales or vendor relationships must work directly with their designated COM representative and shall not solicit other COM Personnel.

7. Education

7.1 Support of Continuing Medical Education and On-site Educational Activities

All continuing medical education (CME) events hosted or sponsored by the COM must comply with the Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support of Educational Programs (or other similarly rigorous, applicable standards required by other health professions), whether or not CME credit is awarded for attendance at the event. The COM will maintain a central CME office through which all requests for Industry support and receipt of funds for CME activity are coordinated and overseen and programs are periodically audited for compliance with ACCME requirements and standards.

If Industry is interested in sponsoring a CME program hosted by COM, the strongly preferred structure is through a contribution to the COM Educational Symposia Fund, enabling a COM-sponsored program. Presentations structured and presented by COM through this Fund may include modest food and beverage.

All CME programs hosted by COM must be academically oriented. Industry may not restrict program content or specify who is selected as presenters. Industry funding sources should be directly acknowledged in all announcements and literature about particular CME offering.

Industry funding may not be accepted for social events that do not have an educational component. Industry funding may not be accepted to sponsor COM meetings or retreats (either on or off-campus). Such meetings and events may be supported through a general Dean's discretionary fund, and Industry is encouraged to contribute to the Dean's Discretionary Fund.

COM facilities (clinical and non-clinical) may not be rented by or used for Industry funded and/or directed programs, except for programs structured in accordance with this policy.

7.2 Industry Support for Scholarships, Fellowships, and Other Support for Trainees

The COM solicits and welcomes Industry contributions for scholarships, fellowships, and other support for trainees, so long as the funds are given centrally to the administration of the COM, either directly or through an affiliated entity or foundation; there is no expectation of benefit to the donor; the evaluation and selection of recipients is in the sole discretion of the COM; and the allocation and distribution of funds is managed by the COM.

7.3 Training of COM Personnel

All COM Personnel shall receive training regarding potential conflicts of interest in interactions with Industry and the requirements of this policy.

The COM medical school curriculum includes instruction for students in understanding and addressing individual and institutional conflicts of interest in relationships with Industry.

7.4 Education of COM Industry Partners and Vendors

COM Industry Partners and vendors shall be provided copies of this policy and instructions regarding appropriate COM contracts and registrations procedures.

7.5 Industry Educational Materials

Educational materials for COM faculty, residents, staff and students or for patients supplied by Industry representatives or vendors is permitted provided such materials are preapproved by the Module Director or Clerkship Director, and are not “branded” by the supplier of the materials. Such materials may not be distributed directly to COM faculty, residents, staff and students or to patients by Industry representatives or vendors. Any questions regarding the appropriateness of such materials may be directed to the individual’s Director.

8. Philanthropy

The COM welcomes and solicits charitable donations from Industry that support the COM missions. The UCF Foundation and other tax exempt entities will assist COM in soliciting, receiving, and managing funds. Such donations must be free of any implication or expectation of a benefit to the donor, not tied to any purchase or business arrangement, and openly acknowledged. Each donation from Industry will be reviewed in accordance with this policy and any additional standards that may be developed by the COM Health Care Industry Relations Committee and approved by the Dean, and the Committee may recommend to the Dean steps needed in structuring and acknowledging such gifts to avoid or minimize conflicts of interest or the appearance of conflicts. Information regarding donations and gifts from Industry shall be provided to COM Compliance. In addition,

information regarding all donations and gifts over \$10,000 shall be submitted to the COM Development office, which will review it with the Dean's Office.

9. Partnerships and Business Arrangements

The COM may enter into a variety of business arrangements and partnerships with Industry when such arrangements advance the COM missions. These are relationships that extend beyond purchasing the standard Industry product or service and may include, for example, shared research, development, and/or ownership of a health care product or service. As in purchasing, any individuals with a conflicting personal financial relationship or interest must disclose such interests and may not vote on adopting by COM of a proposed Industry partnership or business arrangement. Each proposed partnership or business arrangement will be reviewed in accordance with this policy and any additional standards that may be developed by the COM Health Care Industry Relations Committee and approved by the Dean, and the Committee may recommend to the Dean any steps needed in structuring the partnership or business arrangement to avoid or minimize conflicts of interest or the appearance of conflicts.

10. Research with Human Subjects

COM Personnel may not conduct research with human participants if such personnel have a significant financial interest in an existing or potential product or a company that could be affected by the outcome of the research. Any exceptions to this policy must be reviewed by the COM Health Care Industry Relations Committee and the responsible Institutional Review Board (IRB) and approved by the Dean, and may be permitted only if (a) the individual's participation is essential for the conduct of the research and (b) an effective mechanism is established for managing the conflict and protecting the integrity of the research. A significant financial interest is defined as \$10,000 or more based on Association of American Medical Colleges (AAMC) recommendations, or such lesser amount that may be determined in a specific study by the University of Central Florida IRB or other IRB that approves the study.

11. Enforcement

Suspected violations of this policy shall be referred to the individual's Dean, Associate Dean, and immediate supervisor, who shall review the matter and determine what actions, if any, shall be taken. Alleged violations of this policy within the COM shall be investigated by COM Compliance, which shall advise the Dean on proposed enforcement actions. Violations of this policy by COM Personnel may result in the following actions (or in any combination), depending upon the seriousness of the violation, whether the violation is a first or repeat offense, whether the violator knowingly violated the policy or attempted to hide the violation and other appropriate considerations: (a) counseling of the individual involved; (b) written reprimand, entered into the violator's employment or faculty record; (c) banning the violator from any further outside engagements for a period of time; (d) requiring that the violator return any monies received from the improper outside relationship; (e) requiring the violator to complete additional training on conflicts of interest; (f) removing the violator

from supervision of trainees or students; (g) revoking the individual's Pegasus Health clinical privileges; (h) fines; and/or (i) termination for cause.

12. COM Health Care Industry Relations Committee

The Dean shall appoint an advisory COM Health Care Industry Relations Committee to assist in implementation of this policy and management of COM Industry relations. Committee members and a chair or co-chairs shall be appointed by the Dean for three-year terms. The Committee shall meet at least two times per year, or more often as needed, to review, monitor, and advise the Dean regarding implementation and enforcement of this policy and the financial and business arrangements that require review. The Committee shall keep minutes and records of its reviews and recommendations. The Committee shall review the policy regularly and propose updates as appropriate.

13. Continuing Evolution of COM Industry Relations Policy

The COM recognizes that oversight, guidance and debate around Industry relationships and conflicts of interest must continue to evolve at local and national levels. This policy will continue to evolve as it is implemented and issues are considered further by the College and the Committee. At the time that the proposed financial conflict of interest regulations of the National Institutes of Health (NIH) are finalized, this policy will be updated to incorporate any relevant provisions.

Approved and Adopted

Deborah C. German, M.D.
Vice President for Medical Affairs
Dean, College of Medicine
August 16, 2010

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