

Policy Title: Student Evaluation and Promotion Committee

Policy Number (relate to LCME Element as applicable): UCF COM Policy 9.9.2

Applies to: All medical students at the University of Central Florida College of Medicine (UCF COM).

Date: 5/1/2017

1.0 Purpose:

This policy relates to LCME Element 9.9 which states that: “fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation, or dismissal.”

2.0 Policy Statement:

The purpose of this policy is to describe the composition, purpose, rules, guidelines, and processes under which the Student Evaluation and Promotion Committee (SEPC) carries out its functions; evaluation process; procedures for professional conduct, appeals process; dissemination of the procedures; and recusal of SEPC members.

SEPC ORGANIZATON AND STRUCTURE

1. SEPC Charge

The University of Central Florida College of Medicine Student Evaluation and Promotion Committee (SEPC), acting for the faculty, makes recommendations to the College of Medicine dean regarding each student’s enrollment and/or academic progress in the College of Medicine, including continuation, promotion to the next academic year, remediation, dismissal, or any variation thereof that in the opinion of the committee is appropriate.

The purpose of each SEPC is to systematically review the academic progress of each student within that class. The committee also considers conduct and professional issues that may impact a student’s academic progress or advancement.

2. SEPC Responsibilities and Authority

(More detail on actions/decisions made by the SEPC are provided in the SEPC ACTIONS AND DECISIONS section)

- I. The SEPC committees review the progress of all students at least once per year.
- II. At each SEPC meeting, student performance data for students facing adverse actions and actions recommended by the Student Performance Review Committee, in addition to additional information provided by a student facing potential adverse action, are reviewed by the committee for final decisions and remedial strategies (as described in the EVALUATION PROCESS section).
- III. 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.

- IV. 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, medical, 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 recommendation for 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.
 - h. Referral to the Professionals Resource Network (PRN) when indicated.
- V. The committee has the authority to make recommendations in the following areas (detailed in the SEPC ACTIONS AND DECISIONS section):
 - 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:
 - Reexamination or reevaluation in a module or clerkship, with or without a period of tutorial study.
 - Receipt of academic support (e.g., from the director of student academic support services).
 - Repeating all or part of a year's work or longer, if necessary.
 - b. Placing a student on monitoring status or probation.
 - c. Reviewing all petitions following a leave of absence, and recommending whether or not the student may resume medical studies.
 - d. Reviewing and making recommendations concerning a suitable course of study following a leave of absence.
 - e. Other actions referred to the committee for an individual student and not falling under responsibilities specified above.
 - f. Referral of students who are believed to be suffering from an emotional or addictive disorder, or who may present with a substance abuse problem to the Professionals Resource Network (PRN).
- VI. 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 SEPC APPEALS PROCESS).
- VII. The dean will designate a chair of each SEPC.
- VIII. The M.D. registrar, in consultation with the assistant and associate deans for students, assistant deans of medical education, and chair of the SEPC, prepares the agenda for regular and called meetings. Written notification of potential impending action(s) will be sent to the affected student from the Student Performance Review Committee prior to a scheduled meeting. The M.D. registrar is the official records custodian and will monitor all letters pertaining to remediation, promotion, graduation, leaves of absence, monitoring status or probation, 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, assistant and associate deans for students, associate dean for faculty and academic affairs, or assistant deans of medical education.

3. Composition and Continuity

The UCF College of Medicine has an individual SEPC for each cohort of students. The committee is identified by the anticipated graduation year of the entering cohort. For example, the SEPC for the class

entering in 2016 will be designated the SEPC 2020. The intention is that the voting faculty members on each committee follow a particular class through the program of study. Each committee follows its cohort or class through each of the four years of medical school (M-1, M-2, M-3 and M-4). 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.

Each SEPC is composed of the following:

- I. Voting members:
 - Five faculty representatives from both the basic sciences and clinical disciplines based on recommendations from the Committee on Committees of the Faculty Council. One of these faculty members serves as chair.
- II. Ex-officio non-voting members:
 - Dean's staff members, consisting of the assistant deans of medical education and the assistant and associate deans for students, who follow all classes from year to year until graduation.
 - Module directors (M-1 and M-2) and clerkship directors (M-3 and M-4) attend each SEPC for the years in which they have responsibility for curricular modules and clerkships.

Other ex-officio, non-voting members who provide support to the committee include representation from the M.D. registrar's office; representation from the student academic support services office; assistant dean of planning and knowledge management; and associate director of faculty and academic affairs. The M.D. registrar coordinates all SEPC meetings. The COM legal office and UCF General Counsel's office also provide legal support.

4. 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 of medical education, assistant and associate deans for students, director of student academic support services, and M.D. registrar) and SEPC members who are present at every meeting over all four years of a cohort of students (intra-class consistency).

5. Continuity Across Separate Student Evaluation and Promotion Committees

Continuity between separate SEPC representing different classes of students (inter-class consistency) is achieved by the presence of the dean's staff (assistant deans of medical education, assistant and associate deans for students, and M.D. registrar), and the module and clerkship directors.

6. 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 require a simple majority vote of those voting members in attendance.
- III. In extenuating circumstances only, a voting member who is unable to attend an SEPC meeting or who must recuse themselves from voting may delegate a proxy from among the non-voting members.
- IV. If the committee chair is unable to attend, he/she will designate an acting chair for that meeting only.

7. Confidentiality

All deliberations and proceedings of the SEPC are confidential. Except as specified in this policy, the meetings are closed to persons other than individuals specifically authorized by the associate dean for students. Module or clerkship directors may inform appropriate faculty of decisions concerning student performance. Faculty must be apprised of the confidential nature of the information.

EVALUATION PROCESS

1. Initial Review by Student Performance Review Committee

The Student Performance Review Committee, which is composed of a representative from the M.D. Registrar's Office, a representative from the Office of Assessment, and the respective assistant dean of medical education, meets following the completion of each module and clerkship to review the academic progress of each student and identify those students whose academic or professionalism performance warrants a potential committee action. The Student Performance Review Committee utilizes the *Criteria for Initial Review of Student Academic Progress* (see Appendix A) to recommend an action to the SEPC. These actions are all recommendations to the SEPC and only intended to identify students who need to be notified of potential impending action by the SEPC.

Those students are notified in writing (e-mail) by the Student Performance Review Committee of the potential action, and they have the opportunity to provide additional information either prior to the meeting and/or meet with the SEPC at the scheduled meeting. SEPC meetings are scheduled 5 to 15 business days following the Student Performance Review Committee's notification to students facing action, in order to provide adequate time for the student to prepare for the meeting, while also ensuring that recommendations are made in a timely manner. If the recommended action is based on a grade that is being appealed, then the SEPC action may be delayed, at the discretion of the SEPC chair, until the appeal process is completed.

Students facing an adverse action, as recommended by the Student Performance Review Committee, are required to meet with a representative from the Office of Student Affairs to review the due process and procedures.

2. SEPC Process for Evaluation of Students

Each SEPC is scheduled to meet after the completion of the module or clerkship. Additional meetings may be called, as required. The SEPC may not increase the level of sanction recommended by the Student Performance Review Committee, but may apply a lesser sanction. When a lesser sanction is applied, the conditions of future progress within the relevant pre-clerkship or clerkship segment will be defined by the SEPC. All SEPC decisions are subject to appeal (as described in the SEPC APPEALS PROCESS section).

The SEPC uses the following process for evaluation:

- I. At each evaluation meeting, the SEPC shall review the academic and clinical performance of each medical student facing potential committee action, recommendations made by the Student Performance Review Committee, and any additional information provided by students.
- II. The SEPC shall make recommendations regarding advancement, graduation, monitoring status, probation, dismissal, remediation, leaves of absence, and re-enrollment.
- III. 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, as

identified by the Student Performance Review Committee. The SEPC 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.

- IV. Special meetings of the SEPC may be called when reports of unprofessional behavior or other serious concerns regarding a student's academic performance are received by the assistant deans of medical education. After review, a student will receive written notification of the complaint/incident and that it has been referred to the SEPC. The SEPC 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.
- V. The committee chair will notify each student in writing of the committee's recommendation regarding potential actions and provide the student with an opportunity to appeal that recommendation if they desire.
- VI. The dean has final authority regarding an appropriate course of action for each student.

SEPC ACTIONS AND DECISIONS

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, and must meet professionalism standards, to be recommended for promotion and graduation (as specified in UCF Policy 9.9.1 *Standards for Promotion and Graduation*). All students are informed of their academic progress on a regular basis through formative and summative assessments.

The following are potential SEPC actions (potential actions that the Student Performance Review Committee may recommend to the SEPC are described in Appendix A: Criteria for Initial Review). Other actions may be taken, as appropriate.

1. Advancement

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, B, and C or H and P grades for all modules or clerkships in a given year, and who meet the professionalism objectives of that curricular year, are normally advanced to the next year of study or recommended for graduation.
- Students with I (Incomplete) grades will be provided with a deadline for completion of coursework by the SEPC.
- Students with one or more annotations of T instead of assignment of final grade, two or more module exam scores below 70%, one or more F grades, or unsatisfactory professionalism (two or more yellow cards, or one or more red cards), are reviewed by the committee to determine appropriate follow-up or 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 monitoring or probationary status until required actions are completed.
- Students with two 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.

2. Graduation

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 and courses have been completed.

A student may appeal the advancement and graduation recommendation by the SEPC if the student feels that the recommendation was not made in accordance with the policies specified for the program or other requirements for continued enrollment or professionalism. Specific appeal procedures may be found in the SEPC APPEALS PROCESS section.

3. Monitoring

Students may be placed on academic or non-academic monitoring. While on academic or non-academic monitoring, students are encouraged to limit their participation in extracurricular activities in order to address the academic or non-academic concerns. Students are also encouraged to meet with the Student Academic Support Services Office and/or their Advising Academy Leader to address the concerns. A student who has been placed on academic monitoring will remain on monitoring status until receiving three consecutive grades with no further concerns. 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.

Academic Monitoring

Students may be placed on academic monitoring status if they receive two or more T grades, fail a module or clerkship (F grade), or demonstrate passing but weak or marginal academic performance (two or more exam scores less than 70%).

A student who has been placed on academic monitoring will remain on monitoring status until academic performance improves and/or any other requirements have been completed. 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.

1. A student who is required to repeat an academic year will be placed on academic monitoring.
2. A student who has deficient grades (as described in the *Criteria for Academic Progress Review* in Appendix A) may be placed on academic monitoring or probation (see below) at the discretion of the SEPC.

Nonacademic Monitoring

Nonacademic monitoring is a designation given to students who demonstrate non-academic issues in the learning environment. This designation applies to issues with professionalism and other standards of behavior. A student who has been placed on nonacademic monitoring will remain on monitoring status until receiving three consecutive grades with no further concerns. 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.

4. Probation

Students who demonstrate significant academic or nonacademic concerns may be placed on probation. Probation is a warning that the student is in danger of dismissal. Placement on academic probation occurs when a student who is already on academic monitoring status continues to accrue deficits (as described in Appendix A: Criteria for Initial Review). However, it should be noted that a serious professionalism violation could result in a student who was not previously under non-academic monitoring being placed directly on 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, students are not permitted to travel to conferences or international experiences while on 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 continue to 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 only be considered when all deficiencies are removed and any other requirements have been completed.

Nonacademic Probation

Nonacademic probation is a designation given to students who have non-academic issues in the learning environment. This designation applies to issues with professionalism and other standards of behavior. It is a signal that the student is in danger of dismissal. 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 continue to 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.

5. Dismissal

- I. If a student's academic performance does not meet the institutional requirements for continuing enrollment, the student may 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 sponsored by the University of Central Florida 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.

- III. 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 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.
- IV. 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 (more details are provided in the SEPC APPEALS PROCESS section).

6. Referrals to (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.

Students who are experiencing academic difficulty may be referred to the director of student academic support services. The student's advising academy leader may also be notified.

If a student is directed to seek tutorial 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.

7. Referrals to Counseling and Professionals Resource Network

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).

8. Remediation

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. An F grade always remains on the academic transcript, even when remediated.

PROCEDURES FOR PROFESSIONAL CONDUCT AND DISCIPLINARY ACTION

Medical students are required to meet the behavioral standards for the College of Medicine and the university. Students are subject to federal and state laws, and local ordinances, as well as regulations prescribed by the Florida Board of Governors. The university policies and procedures concerning behavior are posted on the *Good Place to Start* website and contained in the *Golden Rule*. Non-academic standards for behavior and conduct for the M.D. program are embodied in the *Student Honor Code*. The breach or violation of any of these laws or regulations may result in disciplinary action, and may be grounds for dismissal from the program of study and the university.

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 SEPC may make a referral to the SPCC regarding potential violations of the *Honor Code*. The *Honor Code* and the policies and procedures of the SPCC are included in Appendix B.

SEPC APPEALS PROCESS

1. Appeals Process

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 assistant and associate deans for students and 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 via e-mail, with a copy to the associate dean for students, within 10 business days following the student's receipt of written notification of the recommendation. The initial appeal is a 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 written appeal stating the specific reasons that support the appeal must be made by e-mail 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 assistant or associate deans 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.

The appeals process may not result in an increase in the level of sanction initially recommended by the Student Evaluation and Promotion Committees.

Please see figure in Appendix C for a summary of the appeals process.

2. 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.

DISSEMINATION OF STANDARDS AND PROCEDURES

These standards and procedures for evaluation, advancement and graduation and for professional conduct and disciplinary action are published in the University of Central Florida College of Medicine M.D. Program Student Bulletin and are posted on the GPS website. Students and faculty members have access to this website as well as an electronic copy of the *M.D. Program Student Bulletin*. The location of this information, as well as the standards and procedures contained within, are reviewed during the annual orientations required for all students and annual updates provided to faculty members.

RECUSAL OF SEPC MEMBERS

Module and clerkship directors may serve as voting members on SEPC. However, when serving as a voting member of an SEPC, a module/clerkship director must recuse themselves from voting on a proposed adverse action if that module/clerkship director has assigned an unsatisfactory grade that is leading to that action (i.e., prevent double jeopardy). In addition, if a faculty member who serves as an Advising Academy Leader (AAL) is also a voting member of an SEPC, and one of his/her assigned student advisees is facing an adverse action, then the AAL must recuse him/herself from voting on that action.

3.0 Definitions:

N/A

4.0 Responsibilities:

The Student Evaluation and Promotion Committees are responsible for adherence to this policy.

5.0 Monitoring Procedures:

The application of this policy is monitored by the M.D. Registrar's Office and the Associate Dean for Students.

6.0 Related Policies:

UCF COM Policy 9.9.1: Standards for Promotion and Graduation

UCF COM Policy 9.9.3: Grading Policy

UCF COM Policy 9.9.4: Leave of Absence

7.0 Key Search Words:

Promotion	Advancement	Graduation
SEPC	Remediation	Evaluation
Advancement	Professional Conduct	Disciplinary Action
Monitoring	Probation	Remediation
Referral	Dismissal	Appeals
Recusal		

8.0 Revision History:

Version	Date Approved	Modifications
V1	2009	Original
V2	6/30/2017	Minor edits Addition of Criteria for Initial Review Formalization of recusal policy

9.0 References:

N/A

Responsible Office: Office of Student Affairs

Policy Contact: Associate Dean for Students

Supersedes: Version 1

APPENDIX A

CRITERIA FOR INITIAL REVIEW

Criteria for Academic Progress Review

Year	Grade Deficits	Action Recommended to SEPC*
M-1	None	Progress
	1 T grade	Remediate; Progress
	2 module exam scores < 70%	Academic monitoring status; Progress
	2 or more T grades	Academic monitoring status; Remediate; Progress
	1 F grade	Academic monitoring status; Remediate; Progress
	Current academic monitoring status plus one additional F grade	Do not progress: recommendation of leave of absence and repeat year; or dismissal
<ul style="list-style-type: none"> Promotion to M-2 requires successful completion of all remediation requirements Academic monitoring status in M-1 is removed if 3 or more subsequent grades are A, B or Honors during the M-1 year with no further deficits Students who begin M-2 on academic monitoring may incur T-grades but must not incur an F grade during the M-2 year (see M-2 table below) Students repeating the M-1 year start on academic monitoring status; the scheme above applies again with a recommendation for academic monitoring now replaced by recommendation for dismissal Students allowed to continue by the SEPC after recommendation for dismissal do so on academic probation; further deficits during M-1 and M-2 while on probation result in dismissal that may not be appealed to the SEPC Students cannot repeat a year more than once Any required remediation will take place at the conclusion of the M-1 year 		
M-2	None	Progress
	1 T grade	Remediate; Progress
	2 module exam scores < 70%	Academic monitoring status; Progress
	2 or more T grades	Academic monitoring status; Remediate; Progress
	1 F grade	Academic monitoring status; Remediate; Progress
	Current academic monitoring status plus one additional F grade	Do not progress: recommendation of leave of absence and repeat year; or dismissal
<ul style="list-style-type: none"> Promotion to M-3 requires successful completion of any remediation requirements and a passing score on the P-2 OSCE and USMLE Step 1 examination Failure of the P-2 OSCE or USMLE Step 1 examination delays start of M-3 year until remediation is completed successfully Academic monitoring or probation status is removed upon start of M-3 year Any required remediation will take place at the conclusion of the M-2 year 		
M-3/M-4	None	Progress
	1 T grade	Remediate prior to start of the M-4 year; Progress
	2 T grades	Academic monitoring status; Step out of current clerkship to remediate prior to next clerkship; Progress
	1 F grade	Academic monitoring status; Delay start of M-4 year; Remediate; Progress

Year	Grade Deficits	Action Recommended to SEPC*
	Current academic monitoring status plus one additional deficit	Do not progress: recommendation of leave of absence and repeat year; or dismissal
<ul style="list-style-type: none"> Any required remediation in clerkships will take place at the conclusion of the M-3 year Remediation is required for failure of the M-3 OSCE before progress to M-4 rotations Graduation requirements are detailed in the Student Bulletin for each class 		

Criteria for Professionalism Issues Review

Year	Deficit	Action Recommended to SEPC*
M1 and M2	None	Progress
	1 yellow warning card	Reflective exercise; Progress
	2 yellow warning cards	Non-Academic Monitoring status; Progress
	3 yellow warning cards	Non-Academic Probation;
	> 3 yellow warning cards	Recommend dismissal to SEPC
	1 red card	Module F grade; Refer to Student Professional Conduct Council; Recommend dismissal to SEPC
<ul style="list-style-type: none"> No T-grades are given for professionalism citations but any course may be failed for failure to meet professionalism competency All citations are validated by the module director and assistant deans of medical education and includes an in-person meeting with the student; student affairs are informed for counseling purposes Students may use the grade appeal mechanism for any citation First yellow card triggers immediate short reflective exercise and development of a personal action plan. Non-academic monitoring requires tailored remediation, an extended action plan with monitoring reports and feedback from subsequent course directors; failure to meet monitoring requirement moves student to probation status; monitoring status is removed with 5 consecutive grades showing no further concerns. Non-academic probation requires monitoring until graduation and is only removed prior to graduation with no further deficits; failure to meet probation requirement results in recommendation for dismissal Professionalism F-grade requires repeating the course and demonstrating competency in professionalism 		
Year	Deficit	Action Recommended to SEPC*
M3 and M4	None	Progress
	1 yellow card, with no previous citations while at COM	Reflective exercise ; Progress
	2 yellow cards while at COM	Non-Academic Monitoring; Progress
	2 yellow cards in the same rotation or 1 red card	Rotation "F" grade; May need referral to Student Professional Conduct Council; Recommend dismissal to SEPC
	3 yellow cards while at COM	Non-Academic Probation
	>3 yellow cards while at COM	Recommend dismissal to SEPC
<ul style="list-style-type: none"> No T-grades are given for professionalism citations but any rotation may be failed for failure to meet professionalism competency. 		

- M3 or M4 yellow or red cards are given only by the clerkship or rotation director and require an individual meeting with the student. All citations are reviewed by the assistant deans of medical education and Student Affairs is informed.
- Students may use the grade appeal mechanism for any citation
- Non-academic probation requires extended action plan with monitoring reports and feedback from subsequent rotation directors.
- Students allowed to continue after recommendation for dismissal do so on non-academic probation.
- Non-academic probation is only removed prior to graduation; further lapses while on probation result in dismissal with no appeal to SEPC.

Examples on behavior/actions that would trigger warnings for unprofessional behavior

The following lists of professionalism concerns are not intended to be exhaustive of all possible situations. Students are expected to abide by the M.D. Program *Honor Code* at all times and abide by all standing policies of the COM such as HIPPA, Conflict of Interest etc.

Yellow Cards

In each of the first set of examples a student would be spoken to informally to indicate concern and to explain what tenets of professionalism are not being adequately demonstrated. A student who continues to demonstrate similar behaviors would receive a yellow card warning.

1. Persistent documented lateness to mandatory classes; not adhering to the excused absence policy when unable to attend required classes
2. Lack of required preparation for mandatory sessions
3. Negative demeanor or behavior conveying lack of engagement
4. Appearance not meeting guidelines for professional dress posted on the *Good Place to Start* website for classroom or clinic settings.
5. Unwillingness to give or receive feedback or to respond to constructive instruction from instructors.
6. Being unavailable or unresponsive to communication (e.g., respond to email within 2 business days, within 10 business days of SEPC communications)
7. Missing deadlines for assignments or arrival late for NBME Shelf Exam.
8. Failure to document any extracurricular activities in service-learning or research with the Office of Student Affairs in order to confirm appropriate permission and faculty supervision is in place.
9. Failure to contact preceptors or research mentors as required in course syllabi or failing to notify them if unable to attend meetings.
10. Failure to follow written or oral instructions from faculty or College of Medicine officials during assessments or clinical encounters.

Examples in the second block below could trigger a yellow card without the need for repetitive pattern or informal prior coaching. Instances may also be reported to the Student Professional Conduct Council (SPCC).

11. Showing disrespect for others' values, religious, ethnic and socioeconomic backgrounds, lifestyles, age, parental or marital status, choices or opinions
12. Failure to assume responsibility for mistakes in a mature and honest manner
13. Use of offensive language or non-verbal displays of hostility
14. Failure to treat cadaveric and other scientific material with respect
15. Disruptive behavior impeding the learning of others
16. Adherence to research protocols (IRB, institutional policies)

Red Cards

Red Card offenses breach the student Honor Code and are also reported to the SPCC. In the educational setting, examples include but are not limited to:

1. Cheating/plagiarism on examinations, including low-stakes assessment such as TBL
2. Breaches in patient confidentiality
3. Compromising patient safety (e.g., working beyond limits of competence without supervision, failing to report safety concerns, performing inappropriate patient exams)
4. Dishonesty in interactions with patients, staff, or faculty, e.g., misrepresenting status as a trainee or level of competency
5. Failure to fulfill core patient care responsibilities, such as unexcused absence for on-call duty
6. Using resources/equipment of college or affiliates for personal financial gain
7. Violence or other hostile behavior that causes others to be fearful (e.g., sexual harassment, bullying)
8. Putting patients and colleagues at risk by being impaired (e.g., through drug or alcohol use or ignoring personal health problems)
9. Persistent attitudinal or behavioral concerns in breach of existing non-academic monitoring plan

APPENDIX 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 Rules 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 UCF COM M.D. program uphold this code as our pledge to ourselves and our medical community. 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. SPCC shall serve to investigate claims of infractions of the *Honor Code* as they are brought to our attention, allow for due process, and ultimately give our recommendations to the Dean of the UCF COM.

	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	
Representative Three (M-4 only)				One Year Term

- 1.2. *Student S*

Student Representation -- The Student Professional Conduct Council (SPCC) shall be composed of one Chair (in the M4 class) elected by the current SPCC representatives annually and two representatives 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. 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 beginning of the M4 year can therefore only serve one term. Two students from the M4 class will be elected to these one year positions. One of the M4 representatives will be elected to serve as the Chair of the SPCC during the first meeting of the year. During this meeting, one of the M4 representatives will also be elected to the Vice Chair role

to fulfill the role of Chair in his/her absence. In the event of a tie, the previous Chair will determine who will move into the role of Chair and/or Vice Chair. This will provide 9 total representatives (two from each class and one Chair).

- 1.2.1 *SPCC Representative Role and Responsibility* – The role of an SPCC representative is to uphold this *Honor Code* and to keep the confidentiality of all meetings. Any violation of confidentiality by any representative of SPCC proceedings will be considered a violation of the *Honor Code*.
 - 1.2.2 Each representative 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*.
 - 1.2.3 *SPCC Rep Removal* -- In the event that a representative of the SPCC chooses to remove one of its representatives due to a violation of their role as representative, the following internal mechanism shall be used:
 - 1.2.3.1 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. If the motion is for the removal of the SPCC Chair, then the written notice will be made to the SPCC Vice Chair.
 - 1.2.3.2 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.
 - 1.2.3.3 This representative will be given an opportunity to defend himself or herself in front of the remainder of the council prior to their vote.
 - 1.2.3.4 A two-thirds majority vote of the SPCC is required in order to remove an SPCC representative.
 - 1.2.4 The representatives of the SPCC shall be considered representatives of the UCF COM
 - 1.3. *SPCC Meetings* -- The SPCC will meet at the discretion of the chair. One meeting is required to review the code and a separate meeting is required to elect the chair for the following academic year. 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 according to the provisions of SPCC representative removal outlined in 1.2.3.
- Attendance at SPCC meetings is mandatory for all SPCC representatives 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.
- 1.4. *SPCC Chair Absence & Quorum* -- Should the elected SPCC Chair or Vice Chair be away from the city for a period of more than three weeks, the remaining M4 SPCC representative will serve as the Acting SPCC Chair. If all of the M4 SPCC representatives are away from the city at the same time, the elected SPCC Chair will appoint an M3 representative to serve as the Acting SPCC Chair.
 - 1.5 A quorum of 50% + 1 representative is required for the SPCC to meet. If an insufficient number is reached, the SPCC meeting must be rescheduled for a time that a quorum may be attained.
 - 1.6. Recognizing the value of non-student perspectives, the associate dean for students, or in his/her absence, the assistant dean of students or other designee, will serve as an advisor to the SPCC. This advisor will be considered a resource to which the SPCC has access. The advisor will provide SPCC representatives with guidance, will serve as a resource, and will provide oversight and consistency to the SPCC. However, this advisor does not have any voting privileges in the recommendations of the SPCC. Confidentiality 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 meetings and be present during *Honor Code* hearings.

- 1.7. All time periods listed in these procedures or anywhere within this *Honor Code* are at the discretion of the SPCC Chair. Extensions may be granted by the Chair, in discussion with the associate dean for students, if he/she deems that the extension is warranted by the circumstances. Any extension, however, must include a new date and time for procedures to resume.

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.
- 1.2. All matriculating M.D. students must sign the UCF COM M.D. Program *Honor Code*.
- 1.3. Any action that conflicts with the spirit of professional and personal behavior as described in the Preamble may 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.
- 1.4. This *Honor Code* cannot foresee every possible offense.
- 1.5. 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 – this shall be defined as any of the following:
 - 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. The unauthorized possession of examination or course-related material 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.
 - 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*.

1.1. Reporting Breach of Conduct

- 1.1.1. *Individuals that can Report* -- Any person may report a suspected violation of the *Honor Code*.
- 1.1.2. *Responsibility to Report* -- Any person observing a suspected violation of the *Honor Code* is responsible for reporting the event to SPCC representatives within five business days of learning of the event.
- 1.1.3. *Determination of Merit* --
 - 3.1.3.1 The SPCC Representative initially contacted shall meet with the SPCC Chair and the associate dean for students (or designee) to discuss the reported violation.
 - 3.1.3.2 An informal investigation will be conducted by the SPCC chair, an SPCC representative, and the associate dean for students (or designee) to assess the merits of the reported violation. If the Chair or associate dean for students were contacted directly, without going through a class representative, the Chair will choose one of the representatives from the same class as the accused to be included in the investigation.
 - 3.1.3.3 If sufficient merit is found, the SPCC representative, the SPCC Chair, and the associate dean for students (or designee) will 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, together with the associate dean for students (or designee), may resolve the matter informally by agreement with the charged student. This may include referring the student for counseling or assistance through the Professionals Resource Network Impaired Practitioners Program of Florida. In such cases, a written document, signed by the charged student, the SPCC representatives involved, and the associate dean for students (or designee) will state the nature of the accusation and the informal resolution reached. The accuser will also be notified of the resolution.
 - 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 representatives making the decision for a hearing will also be on the document. This document will be copied and delivered to the charged student.

- 1.1.5 Documentation -- The Office of Student Affairs will maintain a de-identified repository of accusations, SPCC recommendations, and final decisions for use by SPCC representatives when needed as an orientation to their role.
- 3.1.6 The proceedings in section 3.1 must take place within five business days after the initial report of a suspected *Honor Code* violation. The SPCC chair can waive the time requirement due to unforeseen circumstances, such as exam schedules or SEPC review.
- 3.2. *Honor Code* Hearing Preliminaries-
 - 3.2.1. In the case of a hearing, the associate dean for students (or designee) will notify 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.
 - 3.2.2. Notification to the charged student shall be via the written record produced in section 3.1.
 - 3.2.3. An *Honor Code* Hearing shall begin within ten, but no sooner than three, 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.
 - 3.2.4. 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.
 - 3.2.5. 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 SPCC representatives and the SPCC Chair will hear and consider 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 the SPCC representatives. 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 representative of the SPCC. The challenge shall be upheld if three of the SPCC representatives agree by secret ballot with the validity of the challenge.
 - 3.3.4. If the SPCC Chair is removed, the SPCC will be chaired by the Vice Chair or, if not available, the most senior SPCC Representative.
 - 3.3.5. Representatives at the *Honor Code* Hearing must include at least two attendants from the M1/M2 representatives and at least two attendants from the M3/M4 representatives, with five SPCC representatives present to conduct the hearing. Exceptions to this specific composition may be made by the Chair of the SPCC in consultation with the associate dean for students (or designee) in extenuating circumstances.
- 3.4. *Honor Code* Hearing Procedures
 - 3.4.1. The charged student shall have the right to choose a COM 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, his or her faculty advisor, the SPCC representatives, the associate dean for faculty and academic affairs (or designee), the associate dean for students (or designee), 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 accuser and 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 representative of the student body, faculty, staff, or administration of the COM, and the right to request any representative 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. At least three out of five votes by a single ballot shall conclude the recommendation of the SPCC. In the event that it is not three out of five votes, the SPCC will discuss and vote by secret ballot again until a secret ballot of three out of five is reached.
- 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 representative 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 students, regardless of the finding. 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 two business days of the decision.
- 4.2. Charged student has the right to request excuse from any tests, assignments, or examinations from 2 business days before the start of the hearing to 2 business days after the SPCC has made their decision.
- 4.3. At the discretion of the Associate Dean for students (or designee), in consultation with 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 time for preparation of defense.
- 4.7. Charged student will be given copies of all written evidence at least three 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 who 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 at least three out of five votes of the SPCC *Honor Code* hearing representatives, 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.
- 5.2. These recommendations shall then be forwarded to the associate dean for faculty and academic affairs (or designee), who, at his or her discretion, can accept or modify the recommendations, and will then forward the recommendations in writing to the Dean of the College of Medicine with 5 business days. The charged student will receive a copy of this written communication.
- 5.3. 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

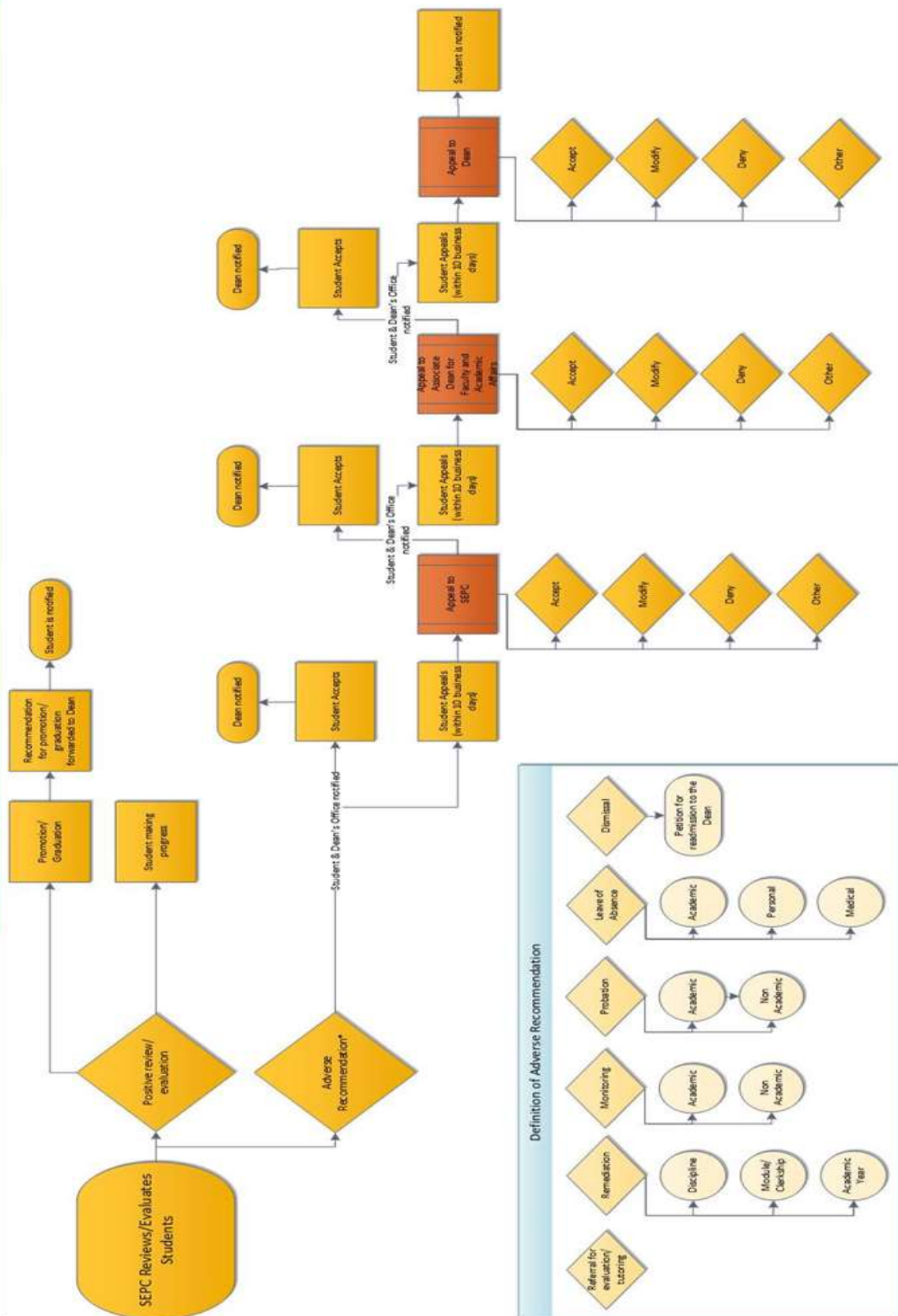
- 6.1. A written record will first be made of the decision to hold an *Honor Code* Hearing as per section 3.1.
- 6.2. At the conclusion of a Hearing, the outcomes will be confidentially reported to the associate dean for students.
- 6.3. All *Honor Code* Hearings will be audio recorded.
- 6.4. All written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

7. Appeals to Recommendations of the Associate Dean for Faculty and Academic Affairs

- 7.1. The charged student shall have the right to appeal any recommendation of the associate dean for faculty and academic affairs. Such appeal must be made in writing to the Dean, with a copy to the associate dean for students, within 10 business days of the receipt of the written recommendation.
- 7.2. The Dean may appoint an ad hoc committee of COM faculty to hear the appeal. If appointed, this committee will include a student representative, who will ordinarily be a representative of the M.D. Program Student Council. The appeal committee will make a recommendation to the Dean to support or overturn the recommendation of the associate dean for faculty and academic affairs. The final decision to accept or reject this recommendation shall rest solely with the Dean of the College of Medicine.
- 7.3. All recommendations of the SPCC, the associate dean for faculty and academic affairs, and any ad hoc appeals committee are advisory to the Dean. The Dean will notify the charged student of the final decision in writing within 15 business days of the receipt of the appeal.

8. Amendments & Code Review Process

- 8.1. The Student Professional Conduct Council shall decide 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, a revised *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 Executive Board.
- 8.4. The final ratification of any amendment shall require two-thirds majority of votes cast by the 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*.



Final decision made within 15 business days

Appeal hearing held within 21 calendar days of request