

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: 6/19/2020

1.0 Purpose:

This policy relates to LCME Element 9.9, which states that medical schools must provide a: “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 the SEPC is to systematically review the academic progress of each student in the program. 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 committee reviews the performance of all students in a given class at least annually for promotion to the next year of study or, when appropriate, certification for graduation.
- II. At each SEPC meeting, the committee reviews student performance data for any students facing potential adverse action based on their performance in academic or professionalism domains. The committee will also consider additional information provided by a student facing potential adverse action (as described under EVALUATION PROCESS).
- 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, for example, following assignment of a yellow or red card citation (see 9.9.3 *Grading and Assessment Policy and Appeal Process*).
 - 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 (see SEPC ACTIONS AND DECISIONS):
 - 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:
 - Re-examination or re-evaluation in a module or clerkship, with or without a period of tutorial study.
 - Receipt of academic support (e.g., from the Office 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.
 - 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).
 - g. Other actions referred to the committee for an individual student and not falling under responsibilities specified above.
- VI. The dean will designate a chair of the SEPC.
- VII. 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 SEPC meetings. Written notification of potential impending action(s) will be sent to the affected student from the chair of the SEPC 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 dismissal. 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 or Registrar's Office.

3. Composition and Continuity

The UCF College of Medicine has a single Student Evaluation and Promotions Committee with staggered renewable four-year terms to ensure continuity across the four years for a single class and between different classes.

The SEPC is composed of the following:

- I. Voting members:
 - Five faculty representatives from both the pre-clerkship and clinical disciplines based on recommendations from the Committee on Committees of the Faculty Council. One of these faculty members serves as chair as appointed by the dean. Two members are elected by the faculty and remaining members are selected by the associate dean for students, in consultation with the Faculty Council Committee on Committees. Assistant deans of medical education may serve as voting members.
- II. Ex-officio non-voting members:
 - Associate and assistant deans for students.
 - Other support staff members including representation from the M.D. Registrar's Office, representation from the Office of Student Academic Support Services, assistant dean of planning and knowledge management, and director of faculty and academic affairs. The M.D. registrar coordinates all SEPC meetings.
- III. The COM Legal Office and UCF General Counsel's office provide legal support to the committee.

4. 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.

If the committee chair is unable to attend, he/she will designate an acting chair from among the voting members for that meeting only.

5. 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. Faculty and staff members must be apprised of the confidential nature of the information.

EVALUATION PROCESS

1. Initial Review by Assistant Dean of Medical Education

At the completion of each module and clerkship, the respective assistant dean of medical education (M-1/M-2 or M-3/M-4) reviews the academic progress of each student to identify those students whose academic or professionalism performance may warrant a potential committee action.

The chair of the SEPC notifies those students in writing (e-mail) to inform them that they have met the threshold criteria of potential committee action (see Appendix A) and of their rights and responsibilities. Students facing a potential adverse action are required to meet (either in person or by phone) with a

representative from the Office of Student Affairs to review the due process and procedures. Students are informed that they may provide additional information prior to the meeting and/or meet with the SEPC during the scheduled meeting. Except in cases of special meetings (see Section 2. VI), SEPC meetings are scheduled 5 to 15 business days after the SEPC Chair's notification. If the recommended action is based on a grade, professionalism citation, or other SEPC action that is being appealed, then the SEPC action may be delayed until the appeal process is completed.

2. SEPC Process for Evaluation of Students

The SEPC uses the following process for evaluation:

- I. At each evaluation meeting, the SEPC reviews those students who have been identified to be facing potential committee action related to academic and non-academic issues. The committee will consider any additional information provided by the student (written or in-person).
- II. A student facing potential committee action related to their academic or non-academic performance may provide additional documentation/information prior to the meeting, and/or may present this information to the SEPC during the meeting at which their record will be discussed. Written responses must be received by the Registrar's office at least two (2) business days prior to the SEPC meeting. The student may not be present for any discussion or deliberation by the committee.
- III. The student may be accompanied at an SEPC meeting by a person or persons of the student's choice to provide support and counsel to the student. The supporting person(s) may not participate directly in the proceeding. If requested by the student, the assistant or associate deans for students may accompany the student to the meeting. 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 may be present at the meeting only while the student is present, but may not be present for any committee discussion and decision.
- IV. Additional information may be requested from module/clerkship directors, faculty, or staff. In the event that this occurs, the information will also be provided to the student prior to a decision by the SEPC.
- V. The SEPC may recommend an improvement plan, develop more comprehensive longer-term remedial plans for those students having difficulty, or implement appropriate disciplinary action, possibly including dismissal from the educational program.
- VI. 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 timeline for scheduling an SEPC meeting may be waived in these circumstances, particularly if there is concern about patient or student welfare. The SEPC may recommend an improvement plan, refer the student to PRN if appropriate, or implement appropriate disciplinary action up to and including dismissal from the educational program.
- VII. The committee chair will notify each student in writing of the committee's recommendation regarding adverse actions and provide the student with an opportunity to appeal that recommendation if they desire.
- VIII. The SEPC shall make recommendations regarding advancement, graduation, monitoring status, probation, dismissal, remediation, leaves of absence, and re-enrollment.
- IX. 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. Other actions may be taken, as appropriate.

1. Advancement

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, clerkship, 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.

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 (see SEPC APPEALS PROCESS).

3. Monitoring

Monitoring is a warning that a student is not progressing as expected and should take appropriate actions to address the concerns, such as seeking help from Student Academic Support Services, their academy advisor, and faculty, and limiting extracurricular activities. In some cases, the SEPC may require these actions. Students may be placed on academic or non-academic monitoring status.

Academic Monitoring

Students may be placed on academic monitoring if they fail a module or clerkship (F grade) or if they are required to repeat an academic year. As documented in Appendix A, *Criteria for Potential SEPC Action*, students may also be placed on academic monitoring status if they receive two or more T grades, or demonstrate passing but marginal academic performance (e.g., two or more exam scores less than 70% or one T grade plus one exam score <70%).

Academic monitoring is typically removed after a student earns three consecutive passing grades, but the SEPC may extend the monitoring period as needed. 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.

Non-academic Monitoring

Non-academic monitoring applies to issues with professionalism and other standards of behavior. A student who has been placed on non-academic monitoring will remain on monitoring status until receiving five consecutive module/clerkship 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; Appendix A provides guidelines relating citations with adverse actions.

4. Probation

Students who demonstrate significant academic or non-academic 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). 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. If 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

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.

Non-academic Probation

Non-academic probation applies to issues with professionalism and other standards of behavior. It is a signal that the student is in danger of dismissal. Probationary status is only lifted just prior to graduation if no further deficits are recorded. If any new deficiencies are recorded during this time, the SEPC will take whatever action is deemed appropriate for the individual student.

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 patients, the student in question or others in the College of Medicine community.
- IV. If there is a recommendation that the student be dismissed, the student may appeal in writing 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 Student Academic Support Services (SASS)

Students should take responsibility for their own learning and will be provided with formative assessment results throughout the curriculum. All students are encouraged to use the SASS resources 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. The SASS Office receives all student grades and exam scores to identify students who may be experiencing academic difficulty.

Students who are experiencing academic difficulty may be referred to SASS by the SEPC. 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. 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 who 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, the Student Evaluation and Promotion Committee, or any clinical sites at which students rotate. 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; once remediated, an annotation is made to indicate that successful remediation has occurred.

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 *Grading and Assessment Policy and Appeals Process and Student Honor Code (Policy 9.9.3)*. 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 unethical or unprofessional behavior are made by faculty, students or staff and may result in yellow (moderate) or red (severe) citations (see *Grading and Assessment Policy and Appeals Process, Policy 9.9.3*)

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 SEPC policy;
- New information is discovered that could have affected the original decision that was not known or could not reasonably have been discovered at the time of the original SEPC meeting;
- The sanctions are extraordinarily disproportionate to the violations.

Note that the SEPC appeal process must normally be initiated within ten (10) business days of receipt of receiving the written notification of the recommendation. The time periods described here for submission and consideration of appeals represent standard operating procedures but may be modified under exceptional circumstances at the discretion of the Associate Dean for Faculty and Academic Affairs.

The student may be advised by the assistant and associate deans for students and M.D. registrar regarding official policies. The written (e-mail) request for an appeal is directed initially to the associate dean for faculty and academic affairs, with a copy to the associate dean for students. The 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.

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 present information in person to any appeal hearing but may not be present for any discussion or deliberation. 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 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 Committee.

2. Petition for Readmission 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 Catalog* 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 Catalog*. 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 not serve as voting members on SEPC. However, in a situation where a faculty member is elected/selected to serve on the SEPC after having previously served as a module/clerkship director, the faculty member must recuse themselves from voting on a proposed adverse action when they have previously assigned an unsatisfactory grade that is leading to that action. 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 Committee is 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

UCF COM Policy 9.9.5: Impaired Students and Substance Abuse

UCF COM Policy 9.9.6: Good Standing

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
V3	Conditionally approved 6/15/2018	Revised initial review process Revised SEPC composition Revised appeals process
V4	2/15/2019 by CCoM	Addition of SEPC process for reviewing and making recommendations on professionalism citations
V5	7/19/2019 by CCoM	Clarification of academic and non-academic monitoring and probation statuses Revisions to reasons for appeal to align with university policy Revisions to the algorithm to provide more discretion to the SEPC
V6	6/19/2020 by CCoM	Clarification of process

9.0 References:

N/A

Responsible Office: Office of Student Affairs

Policy Contact: Associate Dean for Students

Supersedes: V5

APPENDIX A
CRITERIA FOR POTENTIAL SEPC ACTION

NOTE: The sole purpose of these criteria are to identify students who are potentially facing an adverse action. The criteria serve as a guideline; however, the SEPC has authority to make promotion and advancement recommendations as described in the policy.

Criteria for Academic Progress Review

Note: The SEPC bases decisions about adverse actions on summative module or clerkship grades. The committee may evaluate any component parts of these assessments.

Year	Grade Deficits	Potential SEPC Action(s)
M1/2	None	Progress
	1 T grade	Remediate; progress
	Overall passing grades but with 2 deficits (e.g., 2 T-grades, 2 module exam scores < 70% or a combination of each from different assessments)	Remediate T grades, academic monitoring status; progress
	1 F grade	Remediate, academic monitoring status; progress
	Current academic monitoring status plus one additional deficit	Special review: do not progress: leave of absence, repeat all or part of a year; continued monitoring, probation or dismissal
<p><u>M1/2:</u></p> <ul style="list-style-type: none"> • Academic monitoring status may be removed if 3 or more subsequent consecutive grades are A, B or Honors • Students repeating a year do so on academic monitoring; students cannot repeat a year more than once • Academic probation reverts to academic monitoring status once all deficits have been removed. • Promotion requires successful completion of all curricular and remediation requirements; promotion to M-3 also requires a passing score on USMLE Step 1 examination; failure of USMLE Step 1 examination delays start of M-3 year until remediated; 3 failing USMLE Step 1 scores results in dismissal 		
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
	Current academic monitoring status plus one additional deficit	Special review: do not progress: leave of absence, repeat all or part of a year; continued monitoring, probation 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 progression to M-4 rotations • Graduation requirements are detailed in the Student Catalog for each class 		

Criteria for Professionalism Citations Review

Note: The SEPC may inspect any component part of the information used to assign a yellow or red card citation.

Year	Deficit	Potential SEPC Action
M1-M4	None	Progress
	1st yellow warning card	Satisfactory reflective exercise; progress
	2nd yellow warning card	Non-academic monitoring status; progress
	2 yellow cards in same module or clerkship	F-grade in the module/clerkship; repeat module/clerkship; non-academic monitoring
	3rd yellow warning card	Non-academic probation or dismissal
	> 3 yellow warning cards	Dismissal
	1 red card	Special review: do not progress: potential actions include F-grade, leave of absence, repeat all or part of a year, monitoring, probation or dismissal
<ul style="list-style-type: none"> • All citations are validated by the module/clerkship director or assistant deans of medical education and include an in-person meeting with the student; Office of Student Affairs is informed for counseling purposes • Students may use the appeal mechanism for any citation • First yellow card triggers reflective exercise and development of a personal action plan; the reflection and action plan is submitted to, and approved by, the assistant dean of medical education who reports compliance with the requirement to the SEPC • Non-academic monitoring requires tailored remediation; failure to meet monitoring requirements of SEPC moves student to probation or dismissal • Monitoring status may be removed with 5 subsequent consecutive grades showing no concerns; any new violations after monitoring status was removed result in probation or dismissal. • Non-academic probation requires monitoring until graduation; failure to meet probation requirements results in dismissal. • Professionalism F-grade may require repeating the module or clerkship and demonstrating competency in professionalism. 		

SEPC Appeals Process

STEP 1

Written (e-mail) request for an appeal is directed initially to the associate dean for faculty and academic affairs, with a copy to the associate dean for students within ten **(10)** business days of receipt of receiving the written notification of the recommendation.



STEP 2

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.



STEP 3

If not satisfied with outcome, the student must contact the dean's office of the college in which the action occurred and schedule an appointment within **(10)** business days of receipt of the unit head's decision.



STEP 4

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 within **(15)** days. The decision of the dean is final and not subject to appeal.