

**Policy Title:** Grading and Assessment Policy and Appeals Process

**Policy Number** (relate to LCME Element as applicable): UCF COM Policy 9.9.3

**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 education program has a single standard for the advancement and graduation of medical students across all locations.”

**2.0 Policy Statement:**

The purpose of this policy is to define fair and consistent criteria for advancement of medical students, including grading policies and processes, and appeals process.

**1. Policies, Procedures and Due Process**

Individual module or clerkship directors, with their faculty, define the criteria for acceptable academic performance in their respective module/clerkship. Evaluation of academic performance may include, but is not limited to: measuring the student’s knowledge; measuring how the student applies such knowledge to specific problems; evaluating the judgment a student employs in solving problems, and assessing the quality of the student’s psychomotor skills; professional conduct, ethical behavior; and interpersonal relationships with medical colleagues, patients, and patients’ families. All grade options for the program are approved by the M.D. Program Curriculum Committee.

**2. Grading Policy**

Students’ performance in academic course work is evaluated by assignment of letter grades of (A) Excellent Performance, (B) Good Performance, (C) Passing Performance, in order of excellence. The (F) grade (Unacceptable Performance) is given to students who fail a module/clerkship, who demonstrate inappropriate professional behaviors, or who fail to attend or participate in required course activities. Other grade actions include an (I) showing incomplete work, a (W) indicating that a student withdrew from the module/clerkship, and a (T) used as a “temporary grade” for performance that requires some additional work before the student progresses to the next academic year. Faculty may specify that some programs (selectives/electives/modules) can be graded using a (P) pass/(F) fail or (H) honors/(P) pass/(F) fail grade designation, if approved by the M.D. Program Curriculum Committee.

The instructor assigns an I (incomplete grade) when a student is unable to complete a module or clerkship due to extenuating circumstances, and when all requirements can clearly be completed in a short time following the close of regular classes. When a student receives an (I) grade, the student will be provided with a deadline for completion of coursework by the Student Evaluation and Promotion Committee (SEPC). All students receiving financial assistance (federal and institutional loans), will be cautioned that the terms of the assistance require that the (I) grade must be made up by the agreement date. Additionally, the outstanding module/clerkship requirements for (I) grades must be addressed satisfactorily within one calendar year, or the grade will be converted to an F grade. Exceptions to the (I) grade completion time requirement must be granted by the SEPC. Minimal competency in each module/clerkship is defined as an (A), (B) or (C) grade or Honors/Pass.

A (T) entry identifies students whose performance, although within the passing range, requires study and re-evaluation in one or more areas within the module/clerkship. A (T) is used as a “temporary grade” for module grades when students have achieved an overall score that would indicate a passing grade, but they have shown weak or marginal performance in one or more of the traditional subject areas that are included in the overall module. A (T) grade in the clerkship is given when the NBME Subject Exam is failed but other assessed components are passed. Assigned (T) grades with annotations are used by the SEPC in its review of an individual student. The overall performance of students receiving a (T) in lieu of a final grade is reviewed by the SEPC with the module/clerkship director to determine how the student may improve their fund of knowledge in the identified subject area(s). The (T) grade is replaced by the final module/clerkship grade when remediation is successfully accomplished in knowledge, skills, attitudes and/or behavior. Unsuccessful remediation may result in a failing grade.

The final grade assigned for the module or clerkship is recorded on the official transcript. While some module/clerkship directors will include grades in Webcourses during the course of a module or clerkship, the student should check the student portal (<https://my.ucf.edu>) for the final official letter grade. All final grades and evaluation reports become the permanent academic record maintained in the Office of the M.D. Registrar.

### **Evaluation Methods for Years One and Two**

Students are evaluated using multiple methods of assessment, and evaluation includes academic and professionalism domains. Examinations are given at periodic intervals during the pre-clerkship portion of the curriculum. The content and time of each examination is established by the module directors and coordinated by the assistant dean of medical education. The questions are generally multiple-choice and computer graded, but may include other formats (e.g., including laboratories, small group and team-based learning activities, projects and other formats). There are opportunities for self- and peer assessment of performance that are supplemented by written narratives from faculty. Students who fail to meet established standards of professionalism may be assigned yellow or red cards by the faculty. Examples of behaviors that may lead to a yellow or red card are listed below (see section on Student Professionalism/Honor Code).

It is the responsibility of each module director to establish the criteria for the awarding of module grades, the format of the examination, the role of examinations and other graded work in the determination of the grades, and the communication of this information to students on the first day of each module. Any concerns relative to the assignment of a grade should be directed to the appropriate module director within ten business days of receipt/notification of the final module grade.

Students are expected to take examinations as scheduled. Students unable to take an examination as scheduled because of an emergency situation (e.g., significant illness, hospitalization, or death in the family) must notify the Office of Student Affairs and the module director prior to the examination.

### **Evaluation Methods for Years Three and Four**

Student evaluation in the clerkship portion of the curriculum includes written examinations as well as other forms of evaluation. The format of clerkship examinations may include multiple choice exams obtained from the National Board of Medical Examiners (NBME), Objective Structured Clinical Exams (OSCE), simulation exams, presentations, projects or other formats. Some clerkships may use oral examinations administered by faculty, or faculty and house staff together. In addition, attending faculty

and house staff evaluate clinical performance. Evaluation in the clerkships also includes the assessment of professionalism. Students who fail to meet established standards of professionalism may be assigned yellow or red cards by the faculty. Examples of behaviors that may lead to a yellow or red card are listed below (see section on Student Professionalism/Honor Code).

It is the responsibility of each clerkship director to establish the criteria for the awarding of clerkship grades, and to communicate these criteria to students on the first day of the clerkship. Examples of these evaluation areas include:

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

Students are expected to take examinations as scheduled. Evaluation of students in the selectives and electives may or may not include a written examination. The evaluation method is established by the clerkship or elective director and is provided to the student on the first day of the rotation/block.

### **Evaluation Methods for Professionalism**

Students learn about the UCF Golden Rule and College of Medicine Honor Code during orientation to medical school. The major tenets of medical professionalism are taught early in the M-1 year and are reinforced throughout the formal curriculum. Multiple methods that are based on observation of student behaviors during all educational and patient care settings are used to assess professionalism. Methods include the use of direct observation rubrics with behavioral subcomponents, reflective exercises, narrative feedback, and oral feedback. Respectful communication to all members of the community, reliability in the completion of assigned tasks, timely attendance at mandatory events, fulfillment of patient care responsibilities, ability to receive feedback, taking responsibility for errors, and showing high levels of engagement are common surrogate measures of professionalism. Adherence to all COM policies including excused absences, research protocols, HIPAA, and conflict of interest are further indicators of professionalism. Breaches in the Honor Code represent a lack of professionalism and may be documented using yellow and red card warnings that result in remedial or disciplinary actions.

### **3. Student Professionalism/Honor Code**

All students in the UCF College of Medicine M.D. Program are required to abide by and uphold the following tenets of honorable conduct:

- a) Integrity: the tenacity to carry out our profession with sound moral character.
- b) Professionalism: the daily fortitude to uphold the standards of the title we represent.
- c) Judgment: the courage to make decisions with assurance and competency.
- d) Respect: to act with consideration for the dignity and rights of others.

All matriculating M.D. students must sign the UCF COM M.D. Program *Honor Code* (see Appendix A). Any action that conflicts with the spirit of professional and personal behavior as described in this policy or in the *Honor Code* Preamble may constitute a violation of the policy. This includes actions not specifically listed within this policy that could still be considered breaches of honor by the professional community.

## Guidelines for Professional Conduct

UCF COM uses a system of yellow and red card citations to denote professional misconduct or other unethical behavior that may include activity unrelated to the M.D. program. The following lists of professionalism concerns are not intended to be exhaustive of all possible situations. Students are expected to abide by this policy and the M.D. Program *Honor Code* at all times and abide by all standing policies of the COM such as HIPAA, Conflict of Interest etc.

### Yellow Cards

- I. The following are examples where a student would receive informal feedback from faculty 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 citation.
  - Persistent documented lateness to mandatory classes; not adhering to the excused absence policy when unable to attend required classes
  - Lack of required preparation for mandatory sessions
  - Negative demeanor or behavior conveying lack of engagement
  - Appearance not meeting guidelines for professional dress posted on the *Good Place to Start* website for classroom or clinic settings
  - Unwillingness to give or receive feedback or to respond to constructive instruction from instructors
  - Being unavailable or unresponsive to communication (e.g., respond to email within 2 business days, within 10 business days of SEPC communications)
  - Missing deadlines for assignments or arrival late for NBME Shelf Exam
  - 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
  - Failure to contact preceptors or research mentors as required in course syllabi or failing to notify them if unable to attend meetings
  - Failure to follow written or oral instructions from faculty or College of Medicine officials during assessments or clinical encounters
  - Failure to submit required credentialing documentation in a timely manner.
  - Any other persistent non-academic infractions
  
- II. The following are examples that could trigger a yellow card without the need for repetitive pattern or prior coaching.
  - Showing disrespect for others' values, religious, ethnic and socioeconomic backgrounds, lifestyles, age, parental or marital status, choices or opinions
  - Failure to assume responsibility for mistakes in a mature and honest manner
  - Use of offensive language or non-verbal displays of hostility
  - Failure to treat cadaveric and other scientific material with respect
  - Disruptive behavior impeding the learning of others
  - Adherence to research protocols (IRB, institutional policies)
  - Failure to report breaches to the Honor Code
  - Failure to adhere to excused absence policy in the clinical setting (e.g., during M-3 or M-4 years)

- Demonstrating impairment in the educational setting (e.g., through drug or alcohol use or ignoring personal health problems)
- Any other moderately severe non-academic violation

### Red Cards

- I. Red card offenses are severe breaches of professionalism. Examples include:
  - Academic misconduct, including receiving unauthorized assistance, plagiarism or other forms of cheating, including on low-stakes assessment such as TBL
  - Breaches in patient confidentiality
  - Compromising patient safety (e.g., working beyond limits of competence without supervision, failing to report safety concerns, performing inappropriate patient exams)
  - Dishonesty in interactions with patients, staff, or faculty, e.g., misrepresenting status as a trainee or level of competency
  - Failure to fulfill core patient care responsibilities, such as unexcused absence for on-call duty
  - Using resources/equipment of college or affiliates for personal financial gain
  - Stealing
  - Purposeful or neglectful damage to property
  - Violence or other hostile behavior that causes others to be fearful (e.g., sexual harassment, bullying)
  - Putting patients and colleagues at risk by being impaired (e.g., through drug or alcohol use or ignoring personal health problems)
  - Unauthorized absence from the medical education program
  - Any other severe non-academic violation

### **Reporting Procedures for Professionalism Concerns**

- I. The following process is used when faculty, students or staff observe unprofessional behavior within a curricular module or clerkship:
  - The observer documents the issue and reports to the relevant module/clerkship director, who meets with the student and any other involved parties to determine the merit of the citation. If the module/clerkship director determines the issue is without merit, feedback is given without further action. If the issue is deemed to have merit, the module/clerkship director will give the student either a yellow or red card citation. If the module/clerkship director themselves observes the unprofessional behavior, then he or she can give a citation directly. Module/clerkship directors who have noted concerning behavior by a student that does not meet criteria for a yellow or red card should submit a general written comment to document the behavior. Whenever written documentation is submitted about a student's behavior (e.g., general comment, yellow or red card), the module/clerkship director will provide a copy of this written documentation to the student by email with a copy to the associate dean for students.
- II. The following process is used to document persistent longitudinal professionalism concerns:
  - The relevant assistant dean of medical education (M-1/M-2 dean for an M-1/M-2 student; M-3/M-4 dean for an M-3/M-4 student) monitors and reviews all general feedback and yellow or red card citations. When a persistent pattern of concern is noted across modules or clerkships, he or she may assign a yellow or red card citation, citing the specific collection of documented concerns that form the basis of the

citation. This written documentation will be provided to the student by email with a copy to the associate dean for students.

III. The following process is used when unethical behavior occurs outside of the formal curriculum:

- The observer documents the issue and reports to the relevant assistant dean of medical education (M-1/M-2 dean for an M-1/M-2 student; M-3/M-4 dean for an M3/4 student). The assistant dean meets with the student and any other involved parties to determine the merit of the citation. If the assistant dean determines the issue is without merit, feedback is given without further action. If the issue is deemed to have merit, the assistant dean will give the student either a yellow or red card citation. When the assistant dean of medical education assigns either a comment, yellow, or red card for a student, he/she will provide a copy of this documentation to the student by email with a copy to the associate dean for students.

### **3. Grade Appeal Process**

#### **Basis for Appeal**

A student may **only** appeal his or her module or clerkship grade, or any component thereof (e.g., exam grade, narrative evaluation, project, etc.) if he or she alleges that 1) the grade was assigned in a manner not in accordance with the statement of policy distributed at the beginning of the module or clerkship, 2) there are errors in the application of the grading procedures, and/or 3) a grade was lowered for non-academic reasons, including discrimination. The established module or clerkship grading policies themselves may not be appealed. Formative assessment given within a module or clerkship, or general feedback comments given within the professionalism reporting system, may not be appealed unless they are part of a specific yellow or red card citation. In such cases the professionalism citation appeal process applies (see Section 4). Note: the SEPC bases adverse actions on grades or citations after any appeals have been exhausted.

## **Guidelines for the Appeal Process of an Assigned Grade**

The following procedure provides guidelines for the grade appeal process. Note that the timeframe for initiating an appeal varies by academic year. The time periods for submission and consideration of appeals given below represent standard operating procedures but can be modified under exceptional circumstances at the discretion of the Associate Dean for Faculty and Academic Affairs:

- M-1/M-2 Years: the grade appeal process must be initiated within ten (10) business days of receipt of the grade.
- M-3/M-4 Years: the grade appeal process must be initiated within twenty (20) business days of grades posted in the student portal (myUCF).

### ***Appeal to the Assistant Dean(s) of Medical Education***

- I. For appeal of grades in the M-1 or M-2 years, the appeal is directed to the assistant dean of medical education (M-3 and M-4). For appeal of grades in the M-3 or M-4 years, the appeal is directed to the assistant dean of medical education (M-1 and M-2). The associate dean for students must be copied on all communications regarding grade appeals.
- II. The assistant dean of medical education will review all relevant information to this point and may confer with the student, involved faculty members, and the module/clerkship director. The assistant dean of medical education will provide a written response within ten (10) business days of receiving a written appeal, with a copy to the associate dean for students. The appeal to the assistant dean is only a recommendation to the module/clerkship director, who has ten (10) business days in which to make a decision regarding whether to change the grade. The student should be notified of this decision in writing, and the associate dean for students should be copied on all communication regarding the appeal.

### ***Appeal to the Associate Dean for Faculty and Academic Affairs***

- I. If resolution of the issue is not made to the student's satisfaction, the student may submit a written appeal to the associate dean for faculty and academic affairs stating the reasons for the appeal. Appeals against grades that do not result in a recommendation for dismissal, a delay of promotion, or a delay of graduation (e.g., a first failing grade or students seeking a higher passing grade), are decided by the associate dean for faculty and academic affairs. Copies of all relevant information mentioned above shall be sent to the associate dean for faculty and academic affairs. This appeal must occur within ten (10) business days of receipt of the module/clerkship director's written decision regarding the recommendation of the assistant dean for medical education. The appeal shall be prepared in writing by the student, who may seek guidance from the assistant or associate dean for students of the College of Medicine. The associate dean for faculty and academic affairs may discuss the case with the student, any involved faculty members, the module/clerkship director, the assistant dean(s) for medical education, and the associate or assistant dean for students. The associate dean for students must be copied on all communications regarding grade appeals.
- II. Following these discussions, the associate dean for faculty and academic affairs will provide a written response within ten (10) business days of receiving a written appeal, with a copy to the associate dean for students.

### ***Appeal to the College Dean***

- I. If a satisfactory resolution is not achieved when appealing grades that could result in a recommendation for dismissal, a delay of promotion, or a delay of graduation (see Appendix A),

the student may appeal to the dean of the College of Medicine. A student wishing to appeal to the dean concerning the recommendation must make a written appeal request, with a copy to the associate dean for students, within ten (10) business days of receipt of written notification of the response from the Office of Faculty and Academic Affairs. The dean may discuss the case with the student, any involved faculty members, the module/clerkship director, the assistant dean(s) for medical education, the associate dean for faculty and academic affairs, and the associate or assistant dean for students. Acting as the university president's representative, the dean of the College of Medicine shall make a final decision on the matter within fifteen (15) business days of receipt of the student's request for review. The decision of the dean is final and not subject to appeal. This decision will be communicated to the student in writing, with a copy to the associate dean for students.

#### **4. Citation/Professionalism Appeal Process**

A student may **only** appeal a yellow/red card professionalism citation if:

- The student believes the citation was not given in accordance with the *Grading and Assessment* policy.
- The student wishes to provide information directly related to the citation that was not previously available.
- The student believes the sanction to be extraordinarily disproportionate to the violation.

Note that the citation appeal process must normally be initiated within ten (10) business days of receipt of the yellow/red card. The time periods given here for submission and consideration of appeals represent standard operating procedures but can be modified under exceptional circumstances at the discretion of the Associate Dean for Faculty and Academic Affairs.

#### **Guidelines for the Appeal Process of Yellow/Red Card (Professionalism) Citations**

The following procedure provides guidelines for the appeal process for yellow/red card (professionalism) citations.

##### ***Appeal to the Assistant Dean(s) of Medical Education***

- I. The student may appeal a yellow/red card citation to the assistant dean of medical education within ten (10) business days of receipt of the notice of the citation. The associate dean for students must be copied on all communications regarding yellow/red card appeals. For appeal of citations given by module directors in the M-1 or M-2 years, the appeal is directed to the assistant dean of medical education (M-3 and M-4). For appeal of a citation given by a clerkship director in the M-3 or M-4 years, the appeal is directed to the assistant dean of medical education (M-1 and M-2). When one assistant dean is the originator of a citation, the appeal is heard by the other assistant dean. The assistant dean conducting the appeal will review all relevant information to this point and may confer with the student, any involved faculty members, the module/clerkship director, the assistant dean(s) for medical education, and the associate or assistant dean for students.
- II. The assistant dean of medical education will provide a written response within ten (10) business days of receiving a written appeal, with a copy to the associate dean for students. If the student is not satisfied with the response from the assistant dean of medical education and elects to continue with an appeal, copies of all relevant information mentioned above shall be sent to the associate dean for faculty and academic affairs.



### ***Appeal to the Associate Dean for Faculty and Academic Affairs***

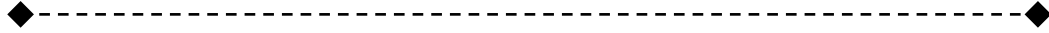
- I. Appeals for a yellow card citation that does not result in a recommendation for dismissal, a delay of promotion, or a delay of graduation (e.g., first yellow card citation or a second yellow card citation given in a different module or clerkship), are decided by the associate dean for faculty and academic affairs. Copies of all relevant information mentioned above shall be sent to the associate dean for faculty and academic affairs. The associate dean for students must be copied on all communications regarding yellow/red card appeals. This appeal must occur within ten (10) business days of receipt of the written decision of the assistant dean of medical education. The appeal shall be prepared in writing by the student, who may seek guidance from the assistant or associate dean for students of the College of Medicine.
  - The associate dean of faculty and academic affairs may discuss the case with the student, any involved faculty members, the module/clerkship director, the assistant dean(s) for medical education, and the associate or assistant dean for students.
  - Following these discussions, the associate dean for faculty and academic affairs will provide a written response within ten (10) business days of receiving a written appeal, with a copy to the associate dean for students.
- II. Appeals for a red card citation or any yellow card citation that may result in a recommendation for dismissal, a delay of promotion, or a delay of graduation (e.g., a red card citation, two yellow card citations in the same module or clerkship, or three or more yellow card citations in total), are decided by a **Hearing Committee (HC)**. Copies of all relevant information mentioned above shall be sent to the associate dean for faculty and academic affairs. The associate dean for students must be copied on all communications regarding yellow/red card appeals. This appeal must normally occur within ten (10) business days of receipt of the written decision of the assistant dean of medical education, though in exceptional circumstances the HC chair may extend the ten (10) business day period. The appeal shall be prepared in writing by the student, who may seek guidance from the assistant or associate dean for students of the College of Medicine.
  - The HC is chaired by the associate dean for faculty and academic affairs and is comprised of two (2) student honor code representatives from different classes to the student, one (1) department chair and one (1) at-large faculty member. Any committee member with prior involvement in the case or any other conflict of interest must recuse themselves.
  - The HC chair will schedule the hearing, providing the student with at least five (5) business days' notice.
  - The assistant dean for medical education will present the reasons for the professionalism citation and the student will have the opportunity to respond. The student will have the right to be present for all evidence presented to the HC, to question any witnesses called, and to offer rebuttals to all evidence presented. The student may present witnesses and shall have the right to make a summary statement after presentation of all evidence.
  - The HC shall have the right to request any material evidence relevant to the case, 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 meet with the HC regarding the professionalism citation.
  - When all evidence has been presented, the HC shall convene in executive session for deliberation. The recommendation regarding the appeal will be determined by simple majority vote.

- Following the hearing, the chair will provide the recommendation of the HC to the student in writing within two (2) business days, with a copy to the associate dean for students. If the recommendation is not appealed it becomes a final decision..
- **Rights of the Student**
  - At the discretion of the associate dean for students (or designee), 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 may pose a risk or threat to patients, students, faculty, or other personnel associated with the COM.
  - The student will be given copies of all written evidence at least three business days before starting the hearing. The student may request excuse from any tests, assignments, or examinations from two (2) business days before the start of the hearing to two (2) business days after the HC has made their decision.
  - 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 or HC, 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 the appeal hearing discussion and recommendation.

***Appeal to the College Dean***

- I. If a satisfactory resolution is not achieved, the student may appeal to the dean of the College of Medicine. A student wishing to appeal to the dean concerning the recommendation must make a written appeal request, with a copy to the associate dean for students, within ten (10) business days of receipt of written notification of the response from the Office of Faculty and Academic Affairs. Acting as the university president's representative, the dean of the College of Medicine shall make a final decision on the matter within fifteen (15) business days of receipt of the student's request for review. The decision of the dean is final and not subject to appeal. This decision will be communicated to the student in writing, with a copy to the associate dean for students.
- II. The student may not graduate until the case and all appeals have been resolved.

# UCF COLLEGE OF MEDICINE M.D. PROGRAM HONOR CODE



## Preamble

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

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

## INTEGRITY

The Tenacity to Carry Out Our Profession with Sound Moral Character

## PROFESSIONALISM

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

## JUDGMENT

The Courage to Make Decisions with Assurance and Competency

## RESPECT

To Act with Consideration for the Dignity and Rights of Others

## STUDENT PLEDGE

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

---

Name (Please Print)

---

Signature

---

Date

**3.0 Definitions:**

N/A

**4.0 Responsibilities:**

The faculty, Assistant Deans for Medical Education, and Associate Dean for Faculty and Academic Affairs are responsible for enforcing 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 9.9.2: Student Evaluation and Promotion Committee

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
Grading	Due process	Appeal

**8.0 Revision History:**

Version	Date Approved	Modifications
V1	2009	Original
V2	6/30/2017	Minor edits
V3	6/19/2019 by CCoM	Streamlined grade appeals process Defined reasons for appeals Revised appeals process timelines
V4	6/19/2020 by CCoM	Added information on professionalism citations Streamlined grade and professionalism appeals processes Introduced Hearing Committee for appeals process for professionalism citations

**9.0 References:**

N/A

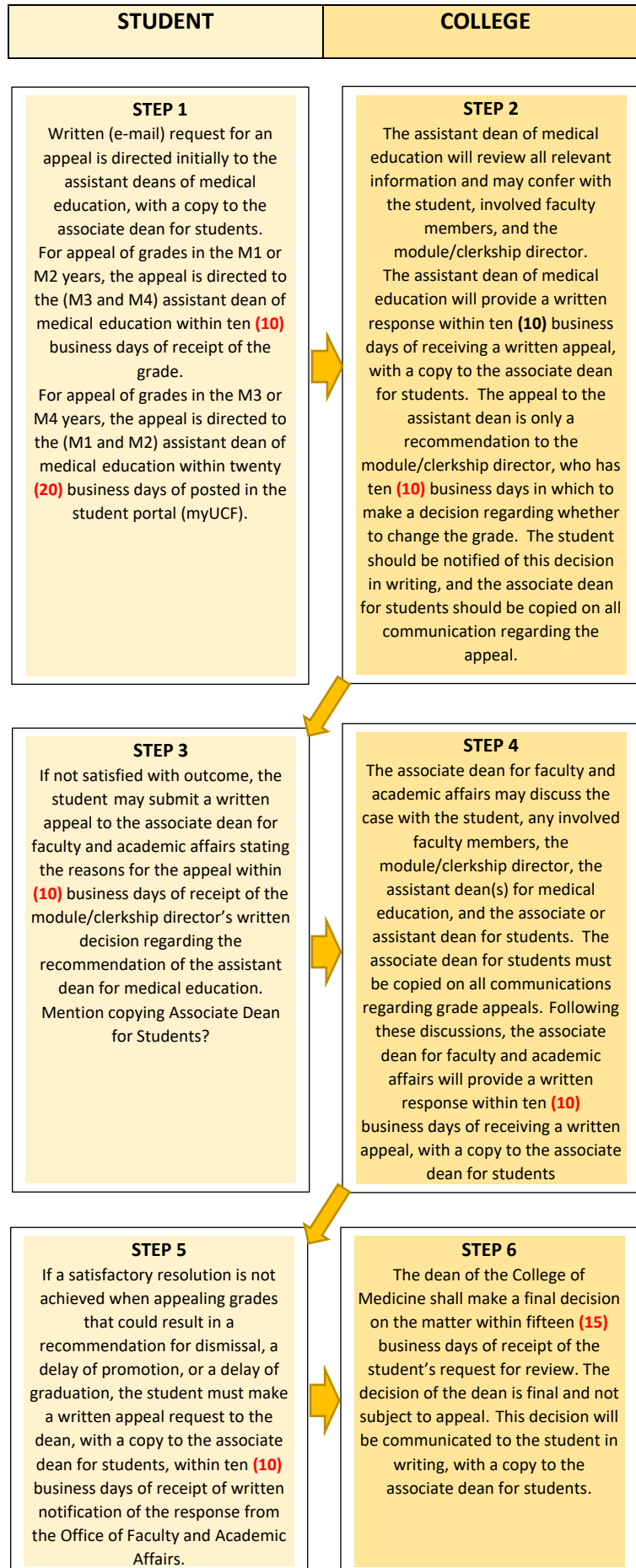
**Responsible Office:** Office of Faculty and Academic Affairs

**Policy Contact:** Associate Dean for Faculty and Academic Affairs; Associate Dean for Students

**Supersedes:** V3

# Grading and Assessment Policy

## Appeals Process



# Yellow / Red Card Appeals Process

