

Policy Title: Standards for Promotion and Graduation

Policy Number (relate to LCME Element as applicable): UCF COM Policy 9.9.1

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

Date: 2/16/2024

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 ensure that there is a single standard for all advancement and graduation decisions.

Minimum Requirements for Advancement

The following are the minimum requirements for promotion each year, in addition to meeting professionalism standards as referenced in Policy 9.9.3, and otherwise.

- I. **M-1 to M-2:** For promotion, a student must obtain a passing grade in all required modules that comprise the M1 curriculum of the College of Medicine. In addition, students with two or more grades of (C) excluding FIRE and the Practice of Medicine will be formally reviewed by SEPC before advancement.
- II. **M-2 to M-3:** For promotion, a student must have obtained a passing grade in all required modules that comprise the M-2 curriculum of the medical school. In addition, student with two or more grades of (C) excluding FIRE and the Practice of Medicine will be formally reviewed by SEPC before advancement. Students must also take and pass the United States Medical Licensing Examination (USMLE) Step 1 for promotion to M-3. Step 1 must be taken prior to the start of the M-3 academic year unless an exception is made by the Student Evaluation and Promotions Committee (SEPC). See the *M.D. Student Catalog* (available on the GPS website) for more information.
- III. **M-3 to M-4:** The curriculum in Years 3 and 4 is considered a continuum. As such, there is not an official promotion to the M-4 year, though enrollment in M-4 coursework requires satisfactory completion of all M-3 requirements. Students with deficiencies in clerkship performance or on the Comprehensive Objective Structured Clinical Exam (OSCE) may have special requirements for remediation before beginning M4 coursework, or may be required to repeat all or part of the M-3 year.
- IV. **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.

- V. **Professionalism:** Students must have satisfactorily demonstrated professional attitudes and values. UCF COM defines medical professionalism as the daily expression of the desire to help people and society as a whole by providing quality health care to those in need, reflected in a promise to society that physician trainees will be engaged and committed in their learning and will strive to bring to bear exactly what is necessary to provide the most appropriate care for each patient in every situation. Demonstrating competence in medical professionalism requires the habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served. See specific examples in Policy 9.9.3.

Requirements for Graduation

The following are the requirements for graduation.

- I. A student must have obtained a passing grade (C, Pass, or better) in all modules or clerkships and required educational activities of the established curriculum of the College of Medicine leading to the M.D. degree.
- II. All students must take the United States Medical Licensing Examination (USMLE) Step 1 and pass at the national standard in order to be promoted to year three. This examination is usually taken by all students in April or May following the second-year studies. Students must take and pass USMLE Step 2 CK in order to graduate. The Step 2 CK examination must be completed by no later than December 31 in the fourth year, but it is recommended that students complete it earlier if possible.
- III. The student must have satisfactorily demonstrated the professionalism and conduct expected of physicians, as referenced above and in Policy 9.9.3, 9.9.3A, and otherwise.
- IV. The student must not have a financial obligation to the university.

Time Limitations for Completing Portions of the Curriculum

- I. A student must be eligible for promotion to M-3 of the curriculum within four academic years from the date of first matriculation. An exception to this policy may be made by the SEPC, such as for illness or when a student is involved in other programs of academic study (such as study leading to a graduate degree) or other exceptional circumstances. In these circumstances, a student must pass all required academic work for the M.D. degree, according to the requirements at the time of matriculation.

- II. A student must be academically eligible to receive the M.D. degree at the regular spring commencement exercises of the College of Medicine M.D. Program, no later than the sixth year following matriculation, except for extended time granted as described above. Students in dual degree programs (e.g. M.D./Ph.D.) may be granted additional time.

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 9.9.0: Policy Overview: Standards for Promotion and Graduation, Student Evaluation and Promotion Committee, Academic/Professionalism, and Student Code of Conduct, Review Process and Appeals

UCF COM Policy 9.9.2: Student Evaluation and Promotion Committee

UCF COM Policy 9.9.3: Academic/Professionalism, Grading and Assessment Policy and Appeals Process

UCF COM Policy 9.9.3A: College of Medicine Student Code of Conduct, Review Process and Appeals

UCF COM Policy 9.9.4: Leave of Absence

7.0 Key Search Words:

Promotion	Advancement	Graduation

8.0 Revision History:

Version	Date Approved	Modifications
V1	2009	Original
V2	6/30/2017	Minor edits
V3	9/26/2023	Clarification of Step
V4	2/16/2024	Modifications to align with university regulations

9.0 References:

N/A

Responsible Office: Office of Student Affairs

Policy Contact: Associate Dean for Students

Supersedes: Version 2