

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: 6/20/2025

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 decisions 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 SEPC also considers outcomes by the University Office of Student Conduct and Academic Integrity (SCAI) regarding conduct 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/professionalism domains. The committee will also consider additional information, which may include the student’s previous academic and/or conduct record, and 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. Impact of disciplinary actions.
 - e. Other remediation as might arise during the course of the educational program.
 - f. The dismissal of a student from the College of Medicine for academic/professionalism reasons, or for conduct reasons following review of SCAI.
 - 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 decisions 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 determining whether or not the student may resume medical studies. Note that, in order for a student to be granted re-enrollment, there must be sufficient space for the student in the academic program. A student who meets all re-enrollment requirements may have to defer re-enrollment if the MD Program is not able to accommodate additional students in that year of study.
 - d. Reviewing and making decisions concerning a suitable course of study following a leave of absence.
 - f. Referral of students who are demonstrating impairment in their behavior not consistent with the safe practice of medicine to the Professionals Resource Network (PRN).
 - g. The dismissal of a student from the College of Medicine for academic/professionalism reasons, as well as for conduct violations following review by SCAI.
 - h. Other actions referred to the committee for an individual student and not falling under responsibilities specified above.
- VI. The dean or designee will appoint 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 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. Voting members have 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 or designee. 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.
- 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 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.
- IV. Meetings may be held in-person or through an online video conference.
- V. The SEPC may decide to hold a vote by email or other electronic means.

5. Confidentiality

All deliberations and proceedings of the SEPC are confidential. Except as otherwise specified in this COM policy or regulation, 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, by video conference 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 performance and professionalism. 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 performance or professionalism 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 support person. 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. The student may submit written comments within five (5) business days regarding the new information and the SEPC may elect to hold an additional meeting.
- V. The SEPC may require 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 by the Associate Dean for Students or designee when reports of unprofessional behavior or other serious concerns regarding a student's academic performance are received. 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 require an improvement plan, refer the student to PRN if appropriate, place the student on a leave of absence, or implement appropriate disciplinary action up to and including dismissal from the educational program.
- VII. The committee chair will notify each student in writing within ten (10) business days of the committee's decision regarding adverse actions and provide the student with an opportunity to appeal that decision if they desire.
- VIII. The SEPC shall make decisions regarding advancement, graduation, monitoring status, probation, dismissal, remediation, leaves of absence, and re-enrollment.

SEPC ACTIONS AND DECISIONS

A student's overall performance is considered by the SEPC in making decisions regarding promotion, graduation, and general academic progress. Information upon which decisions are based include all numeric and narrative assessment data submitted by the faculty during various modules/clerkships, including professionalism, and may include conduct. Students must receive a passing grade in every module, clerkship and course, and must meet professionalism standards, to be considered 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 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 certified for graduation. The exception to this is any student receiving 2 or more C grades in either of the M1 or M2 academic years (in courses other than FIRE and Practice of medicine) will have their entire academic record reviewed by SEPC to determine if the student may advance or requires remediation. Students with I (Incomplete) grades will be provided with a deadline for completion of coursework by the SEPC. A student can have a maximum of two incomplete courses or clerkships in a given academic year. If the student exceeds this limit, they will be referred to the Student Evaluation and Promotion Committee (SEPC) for review. To avoid enforced academic delays in progress towards graduation, any incomplete coursework or exams must be completed within 8 weeks after the end of the academic year.

Students with one or more annotations of T (Temporary) grades instead of assignment of final grade, two or more module exam scores below 70%, one or more F grades, two or more C grades (as above), or unsatisfactory professionalism (one or more citations) 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 requirements. 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. Students may not repeat a year more than once.

Students who fail the USMLE Step 1 exam will be required to step out of any current academic work (clerkship, elective, etc.), and will be referred to the SEPC for further decisions regarding the timing of a USMLE Step 1 retake and return to clinical training. Students who fail the USMLE Step 2 CK exam will be referred to the SEPC for decisions regarding the need to step out of their current academic work and the timing of the retake of the examination.

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 decision made by the SEPC if the student feels that the decision 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. Academic 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 advising academy leader, and faculty, and limiting extracurricular activities. In some cases, the SEPC may require these actions. Students may be placed on academic monitoring status for academic/professionalism concerns (see Appendix A) or for conduct issues that have been reviewed by SCAI.

The SEPC reviews monitoring status after six months if all courses have been passed with no recorded professionalism concerns. Based upon that review, the SEPC may remove or 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.

4. Probation

Students who demonstrate significant academic or professionalism 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 monitoring being placed directly on probation. While on academic or professionalism 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 Professionalism Representative(s), 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. 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 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.

5. Dismissal

- I. If a student's academic/professionalism 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 or Step 2CK, 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 or medical ethics are not in keeping with the standards of the college or when the student's presence in the medical school is detrimental to the safety of patients, the student in question, or others in the College of Medicine community.
- IV. If there is a decision 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 use 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 or other assigned faculty mentor 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 if the SEPC has a reasonable belief that the student may be impaired resulting from the misuse or abuse of alcohol, drugs, or both, or a mental or physical condition that could affect a practitioner's ability to practice with skill and safety. 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 such impairment 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). See also Policy 9.9.5 Impaired Students and Substance Abuse.

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 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.

SEPC APPEALS PROCESS

1. Appeals Process

A student may appeal an SEPC decision if:

- The student feels that the decision 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 be initiated within ten (10) business days of receipt of receiving the written notification of the decision. 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 Academic Affairs.

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 Associate Dean for Academic Affairs, with a copy to the Associate Dean for Students and Registrar, and is accomplished by submitting an online appeal form available via the GPS website. The appeal is a procedure dealing with evidence of a student's performance and/or professional behavior and other factors relevant to the student's ability to perform.

After an appropriate review, the Associate Dean for Academic Affairs will determine 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 decision must make a written request by email, with a copy to the Associate Dean for Students and Registrar, within 10 business days of receipt of written notification of the decision from the Associate Dean for 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 university action and not subject to further university 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 a support person 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 support person. 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 determined 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 professionalism 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 9.9.0: 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 9.9.1: Standards for Promotion and Graduation

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

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 by CCom	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
V7	4/15/2022 by CCom	Clarification of T-grades
V8	2/16/2024 by CCom	Modifications to align with university regulations
V9	9/20/2024 by CCom	Minor modification to align with USMLE policy
V10	4/18/2025 by CCom	Clarification of I-grades
V11	6/20/2025 by CCom	Clarification of decision-making authority of SEPC

9.0 References:

N/A

Responsible Office: Office of Student Affairs

Policy Contact: Associate Dean for Students

Supersedes: V10

APPENDIX A

CRITERIA FOR POTENTIAL SEPC ACTION

NOTE: The sole purpose of these criteria is 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 decisions 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
	2 or more T grades	Special Review: May remediate T grades, academic monitoring status and progress; may repeat all or part of a year with academic monitoring
	1 F grade	Special Review: May remediate F grade, academic monitoring status and progress; may repeat all or part of a year with academic monitoring
	2 or more C grades in a single AY (with the exception of FIRE and Practice of Medicine)	Special review: May progress with or without academic monitoring; may repeat all or part of a year with academic monitoring
	Up to 2 Incomplete grades	To avoid delay in academic progress, all incomplete coursework or exams must be completed by date set by SEPC (must be within 8 weeks of end of academic year)
	More than 2 Incomplete grades	Special review: may complete coursework by date set by SEPC; leave of absence
	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
<u>M1/2:</u> <ul style="list-style-type: none"> Academic monitoring status may be removed, at the discretion of the SEPC, after six (6) months if there are no further deficits Students repeating a year do so on academic monitoring; students cannot repeat a year more than once Academic probation may revert to academic monitoring status if all academic deficits have been removed and professionalism has been remediated to the satisfaction of the SEPC. 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

	Up to 2 Incomplete grades	To avoid delay in academic progress, all incomplete coursework or exams must be completed by date set by SEPC (must be within 8 weeks of end of academic year)
	More than 2 Incomplete grades	Special review: may complete coursework by date set by SEPC; leave of absence
	1 F grade	Academic monitoring status; delay start of M-4 year; remediate; progress
	USMLE Step 1 failure, first or second attempt	Removal from clerkship training. Special review: do not progress: leave of absence, repeat all or part of a year; continued monitoring, probation or dismissal
	USMLE Step 2 CK failure, first or second attempt	Special review: do not progress: leave of absence, repeat all or part of a year; continued monitoring, probation or dismissal
	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, unless the student has a scheduled "off block" available for the remediation 		
Year	Grade Deficits	Potential SEPC Action(s)
<ul style="list-style-type: none"> 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 professionalism citation.

Year	Deficit	Potential SEPC Action
M1-M4	None	Progress
	1st professionalism citation	Satisfactory reflective exercise; progress
	2nd professionalism citations	Academic monitoring status; progress
	2 professionalism citations in the same module or clerkship	Repeat module/clerkship; Academic monitoring
	3 or more professionalism citations or 1 severe citation** or finding of <i>In Violation</i> following a formal conduct hearing/review by SCAI	Special review: do not progress: potential actions include no additional action, 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; Office of Student Affairs is informed for counseling purposes • Students may use the appeal mechanism for any citation • First citation in the non-severe category triggers reflective exercise and development of a personal action plan; the reflection and action plan is submitted to, and approved by a voting member of the SEPC, who reports compliance with the requirement to the SEPC • Academic monitoring for academic professionalism citations requires tailored remediation; failure to meet monitoring requirements of SEPC moves student to probation or dismissal • Monitoring status may be removed after six (6) months without further professionalism or conduct concerns, at the discretion of the SEPC; any new violations after monitoring status was removed may result in probation or dismissal • An F-grade due to academic professionalism citation(s) may require repeating the module or clerkship and demonstrating competency in professionalism. 		

** see Policy 9.9.3 for examples of severe professionalism citations (e.g., Section 4, items #18-20)