Policy Title: Policy on Evaluation, Promotion and Graduation Standards
Policy Number: 950-07-021

I. Policy Summary
The purpose of this policy is to promulgate the graduation requirements of the UCR School of Medicine and the procedures for handling of medical students’ unsatisfactory performance.

II. Definitions

LCME Element 9.9: Student Advancement and Appeal Process. A medical school ensures that the medical education program has a single set of core standards for the advancement and graduation of all medical students across all locations. A subset of medical students may have academic requirements in addition to the core standards if they are enrolled in a parallel curriculum. A medical school ensures that there is 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.

LCME Element 10.3: Policies Regarding Student Selection/Progress and Their Dissemination. The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

LCME definition of core standards for the advancement and graduation of all medical students across all locations: The academic and non-academic criteria and levels of performance defined by a medical education program and published in programmatic policies that must be met by all medical students on all medical school campuses at the conclusion of each academic year for advancement to the next academic year or at the conclusion of the medical education program for receipt of the MD degree and graduation.
III. Policy Text
   A. Graduation Requirements
      1. Successful completion of each year of the four-year medical school curriculum;
      2. Annual recommendation for promotion by the Medical School Progress and Promotions Committee;
      3. Passing of the USMLE Step 1 and Step 2 CK examinations; and
      4. Satisfactory professional conduct.

   B. Degree Completion Time Limit Policy: All requirements for the degree of Doctor of Medicine must be completed within six years of matriculation into the UCR School of Medicine. This six year maximum time of completion is inclusive of any remediation or leave of absence that has been granted. Students who are obtaining an additional degree(s) other than that of Doctor of Medicine will be given additional time and consideration for the completion of the non-MD degree. Exceptions to the completion time rule will only be provided in extraordinary circumstances and with the approval of a majority vote by the Progress and Promotions Committee.

IV. Responsibilities
   Progress and Promotions Committee
   Office of Medical Education
   Office of Student Affairs

V. Procedures
   A. All students will be evaluated by the faculty on the basis of their academic performance, as well as their capacity to assume responsibility for care of patients. Each of the instructional blocks and components of these blocks in Years 1 and 2 of the medical curriculum will be graded as either Pass or Fail. However, students will be graded as Honors/High Pass/Pass/Fail during the clerkships in Years 3 and 4 of the medical school curriculum. Students will receive written performance descriptions for most courses which will include information on the students’ fund of knowledge, critical thinking, and communication skills within six weeks.

   B. A “Fail” performance will be required to be made up by repeating the course, by special examination, or by remedial work, at the discretion of the course coordinator and the medical school Progress and Promotions Committee. The means by which the course is to be successfully remediated shall be determined by the course instructor following discussion with the student.

   C. Each clinical clerkship committee will determine its own criteria for receipt of Honors in the clerkship. Clerkship honors should be based on the extraordinary quality of the student’s performance, irrespective of other students in the
clerkship. Only truly remarkable performance will be recognized; merely performing ahead of peers and being the best competitor should not suffice. Twenty percent of students in each clerkship may receive honors.

D. No student will be advanced from one academic year to the next unless they are in good academic standing. Thus, status in any academic year presumes the successful completion of all work in the previous year. When a student is required to repeat any year in medical school, an unsatisfactory performance in any repeated course will be sufficient cause for consideration of dismissal from medical school. Advancement from one year to the next will be determined by the medical school Progress and Promotions Committee, based on performance in course work, performance on United States Medical Licensing Examinations and factors indicating not only the student’s mastery of academic material, but further demonstration of a professional attitude and the ability to assume responsibility for patient care. All student recommendations made by the Progress and Promotions Committee are then forwarded to the Faculty Executive Committee for final decision.

E. Unsatisfactory performance(s) will be communicated in writing to the Office of Medical Education as well as the Office of Student Affairs by the appropriate course Director at the earliest possible time. Instructors, in collaboration with the Senior Associate Dean for Medical Education, the Senior Associate Dean for Student Affairs, and the Director of Academic Success Programs, will work closely with students to institute remediation measures. It is the function of the Office of Student Affairs to determine whether academic problems are related to financial or other personal problems and to assist the student in every way possible.

F. Handling of Students’ Unsatisfactory Performance: The medical school Progress and Promotions Committee is appointed by the Faculty Executive Committee and is composed of at least six members plus a Chair. The members are typically chosen from those who serve as pre-clerkship course coordinators or clerkship directors, with representatives from both Division of Biomedical Sciences and Clinical Sciences faculty, with the senior associate dean for education as ex officio. The Committee normally meets at the end of the academic year to discuss each student’s performance. As needed, this Committee will be convened during the academic year to discuss individual students who may be experiencing academic difficulty. It will be the responsibility of the medical school Progress and Promotions Committee to determine whether each student has progressed satisfactorily in all academic and clinical work. All medical school Progress and Promotions Committee recommendations are reviewed by, and are subject to approval by, the Faculty Executive Committee (FEC).

1. Alternate courses of action to promotion of a student can be:
   a. remediation of the course/clerkship in which unsatisfactory performance was attained
   b. repeating all courses/clerkships of the year
c. a definite period of leave  
d. dismissal  

2. The following will be established as necessary steps in the procedure for considering repetition of a year of study or dismissal of a student for unsatisfactory academic performance. The student will be informed that their academic standing is in question and will be asked to meet with the Senior Associate Dean for Medical Education. The student will then be notified of the time and place of the appropriate medical school Progress and Promotions Committee meeting and will be invited, but not required, to present their case prior to the Committee’s deliberations as well as to be available subsequently for questions from the Committee. Course/clerkship directors sitting on the medical school Progress and Promotions Committee involved in any adverse grading of a student shall recuse themselves from discussion and vote on the student matter in question. As soon as practical after the committee meeting, the student will be informed verbally of the recommendation and written notification will be sent within 72 hours. The student will be allowed to inspect all of the material in their file related to academic performance and evaluation in accordance with the Family Educational Rights and Privacy Act.

3. To appeal a recommendation of the medical school Progress and Promotions Committee regarding a student, such student shall submit a written statement describing the specific reasons for appeal, including any special or mitigating circumstances which they feel should be considered, and any other relevant information. Such statement should be signed by the student and submitted to the Chair of the Faculty Executive Committee (FEC). Such statement shall be submitted no later than 15 calendar days after the Progress and Promotions Committee’s recommendation is made known in writing to the student. An appeal will be considered only if based upon appropriate cause, such as allegations of (1) procedural error, (2) personal bias, including but not limited to allegations of discrimination on the basis of race, sex, or handicap, or (3) specific mitigating circumstances contributing to the student’s performance. An alleged error in academic judgment or evaluation will not be considered an appropriate basis for appeal. The appeal will be heard, if practical, at the next monthly meeting of the FEC, but in any event no later than the second regularly scheduled monthly meeting of the FEC after the date the written notice of appeal is submitted. The student will be notified of the time, place, and date in advance of the meeting at which the appeal will be considered. The student will be entitled to bring a representative to the meeting to support their presentation. A decision will be rendered by the FEC and communicated to the student in writing within 15 calendar days after the date the appeal is heard.
4. In the event of an adverse determination, the student will have the option of final appeal to the dean of the School of Medicine. Such an appeal will be in writing and will include a copy of the original grievance and all pertinent materials to date, such as a copy of the written notice of the FEC’s decision, plus a signed statement by the student explaining the reason(s) they are appealing the decision. Such statement shall be submitted no later than 15 calendar days after the student is notified of the FEC’s decision. The student will be notified within 45 calendar days of the dean’s final decision.

VI. Forms/Instructions
   N/A

VII. Related Information
   N/A

VIII. Revision/Review History
   July 2015 (degree completion time limit)
   November 12, 2021 (review/approval by Progress and Promotions Committee)
   November 18, 2021 (review/approval by Medical Education Committee)
Approvals:

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