

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Policy on Evaluation, Promotion and Graduation Standards**Policy Number:** 950-07-021

Responsible Officer:	Senior Associate Dean, Medical Education, and Executive Associate Dean, Student Affairs
Responsible Office:	Office of Medical Education, Office of Student Affairs
Origination Date:	07/2013
Date of Revision:	11/18/2021; 10/19/2023; 12/21/23
Scope:	School of Medicine Students

I. Policy Summary

The purpose of this policy is to define the graduation requirements of the UCR School of Medicine (SOM), as well as the procedures for handling of medical students' unsatisfactory performance, for medical student advancement, and for the student appeal process.

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 or curriculum phase for advancement to the next academic year/phase or at the conclusion of the medical education program for receipt of the MD degree and graduation.

III. Policy Text**A. Graduation Requirements**

The single set of core standards to attain the MD degree from the UCR SOM are:

1. Successful completion of each year of the four-year medical school curriculum;
2. Annual decision for promotion by the SOM Progress and Promotions Committee;
3. Passing of the USMLE Step 1, Step 2 CK examinations, and Clinical Performance Examination (CPX) – the standardized patient examination administered in collaboration with the California Consortium for the Assessment of Clinical Competence (CCACC); 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(s) or leave(s) of absence that have 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.** Standards for achievement in courses and clerkships and in the overall curriculum are routinely reviewed and approved by the Medical Education Committee (MEC) and its subcommittees. All students will be evaluated by the faculty on the basis of their academic performance and professionalism standards, as well as their capacity to assume responsibility for care of patients.
- B.** 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 may 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. The SOM Professionalism Executive Committee may refer professional concerns involving students to the Progress and Promotions Committee. All student decisions made by the Progress and Promotions Committee are then forwarded to the Faculty Executive Committee for informational purposes.
- C.** 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 Executive Associate Dean for Student Affairs, and the Director of Academic Success, will work closely with students to institute remediation measures (see Policy [950-06-012](#) Grading Scales, Grading Criteria and Grade Reporting). 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.
- D.** Handling of Students' Unsatisfactory Performance: The medical school Progress and Promotions Committee is appointed by the Faculty Executive Committee (FEC) and is composed of at least six

members plus a Chair, with representatives from both Division of Biomedical Sciences and Clinical Sciences faculty and with the Senior Associate Dean for Medical Education as ex officio. The Progress and Promotions Committee abides by a conflict-of-interest policy that states any member who has a faculty-learner relationship with a student potentially subject to adverse action by the Committee is required to recuse themselves from discussion and vote (see Policy 950-06-034 Conflict of Interest for Progress and Promotions Committee). 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 and/or professional difficulty. It is the responsibility of the medical school Progress and Promotions Committee to determine whether each student has progressed satisfactorily in all professional, academic, and clinical work.

1. Courses of action may include:
 - 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 Executive Associate Dean for Student Affairs. 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. 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 business 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. A student may appeal a decision of the Progress and Promotions Committee to the Faculty Executive Committee (FEC). To appeal a decision of the medical school Progress and Promotions Committee regarding a student, such student shall submit a written statement to the FEC 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 FEC. Such statement shall be submitted no later than 15 calendar days after the Progress and Promotions Committee's decision 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 is entitled to be present at the FEC meeting but may, either actively or passively, waive their right to attend. A student who invokes their right to attend may with prior notice to the FEC bring a representative, exclusive of legal counsel, to the meeting to support their presentation. A decision on the appeal 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 by the FEC, 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 appeal 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. Revision 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)

September 20, 2023 (review/approval by the Progress and Promotions Committee)

October 19, 2023 (review/approval by the Medical Education Committee)

December 13, 2023 (review/approval by the Progress and Promotions Committee)


December 21, 2023 (review/approval by the Medical Education Committee)

VII. Related Information

Policy [950-06-012](#) Grading Scales, Grading Criteria and Grade Reporting

Policy [950-06-013](#) Appeal Policy for Summative Assessment or Course Grade

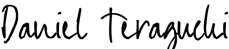
Approvals:
Progress and Promotions Committee (12/13/2023)
Medical Education Committee (12/21/2023)

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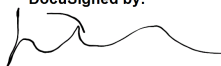
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