

UNIVERSITY OF PUERTO RICO  
MEDICAL SCIENCES CAMPUS  
SCHOOL OF MEDICINE



***POLICIES AND GUIDELINES FOR THE  
ACADEMIC EVALUATION AND PROMOTION  
OF MEDICAL STUDENTS***

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POLICIES AND GUIDELINES FOR ACADEMIC EVALUATION AND PROMOTION  
OF MEDICAL STUDENTS AT THE UNIVERSITY OF PUERTO RICO  
SCHOOL OF MEDICINE

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# **POLICIES AND GUIDELINES FOR THE ACADEMIC EVALUATION AND PROMOTION OF MEDICAL STUDENTS**

## **PREAMBLE**

This document presents the principles and policies regarding to the evaluation and promotion of medical students at the University of Puerto Rico. Once approved, it supersedes "GENERAL POLICIES AND PROCEDURES FOR THE COMMITTEES ON PROMOTION, SCHOOL OF MEDICINE, MEDICAL SCIENCES CAMPUS, " approved by the faculty of the School of Medicine on June 30, 1995, and by the Academic Senate of the Medical Sciences Campus on June 5, 1997. Amendments to these policies and procedures will be informed to the Registrar's Office for appropriate action.

## **GENERAL POLICIES**

The student evaluation system of the School of Medicine at the University of Puerto Rico has one ultimate goal, that is, to ensure that recipients of the M.D. degree possess the knowledge, skills, and attitudes necessary for the practice of medicine. This system is an integral part of the medical curriculum and serves six important functions:

Function 1:                   **Provides feedback to students during the duration of each course**

Each student should receive formative evaluation and/or feedback on his/her performance at mid-course, thus enabling students to remediate deficiencies.

Function 2:                   **Identifying and assisting students with learning difficulties**

The School of Medicine carries out close monitoring of student progress. When the faculty of a course identifies a student with academic difficulties, the appropriate remedial work must be provided while the course is in progress. Remedial work applies whether the course is norm or criterion based. If after remedial work the student continues with academic difficulties, the Course Coordinator will bring this to the attention of the Committee on Promotion. The evaluation system seeks to identify, as early as possible, those students who evidence difficulty in adapting to the pace of learning required by the medical curriculum. Students experiencing difficulties will be referred to the Assistant Dean of Student Affairs for further referral to the services available at the School of Medicine.

Function 3: **Provides general information to the faculty on the effectiveness of the instructional process**

The faculty will review student performance regularly and will assess the effectiveness of their teaching and evaluation methods in meeting the course objectives. This information will be used to improve teaching activities.

Function 4: **Certifies whether or not students have met the requirements of each course and establish letter grades to be recorded in permanent archives**

Grading should be based on the specific requirements established by the **course** faculty and these should be available to students before the course starts. Evaluation methods should be consistent with the course objectives and teaching methods.

Function 5: **Serves as a source of information for the promotion process**

The evaluation process and results shall be used by the promotion committees to consider: promotion of students, repetition of courses, repetition of an academic year, or academic dismissal. In addition, results shall be used when considering a student for a decelerated academic program.

Function 6: **Provides a mechanism for preparing students for external evaluations**

The School of Medicine recognizes the importance of external evaluation of student progress and strives to provide students with the appropriate knowledge and skills needed for successful performance in external evaluations.

The medical curriculum varies in instructional strategies and in the relative proportions each course contributes to and assesses knowledge, skills and attitudes. The evaluation methods adopted in individual courses may vary accordingly. Both norm-referenced evaluation and criterion-referenced evaluation are acceptable. Norm-referenced evaluation provides a performance measure that indicates an individual's relative standing in some known group. Criterion-referenced evaluation provides a performance measure that indicates an individual standing in a clearly defined and delimited domain of learning tasks or objectives. In all cases, however, the final grade assigned to each student in a course should represent a reasonable and appropriate measure of that individual's knowledge, skills, and/or attitudes regarding the course subject matter. Courses, clerkships, and other educational activities which comprise the curriculum of the School of Medicine must include informed judgments of each student's progress in acquiring the attributes of a capable physician.

The School of Medicine promotes a system of evaluation that fosters self-learning in students and discourages the use of frequent tests which condition students to memorize details for short-term retention only.

The evaluation of medical students is an ongoing process, which serves the six functions previously identified. As part of this ongoing process, the School of Medicine encourages the use of formative, not-for-credit, evaluation activities.

#### **Article 1:       STRUCTURE OF THE EVALUATION AND PROMOTION SYSTEM**

The evaluation and promotion of medical students at the School of Medicine operates at different levels. These are: the course/departmental level, level of the promotion committees, and the Dean's office. At the course/departmental level, the participating faculty measures and evaluates the student's level of achievement in the course subject matter as well as the Professional characteristics (academic non-cognitive factors). The course coordinator is ultimately responsible for reporting student grades.

The second step in the evaluation process is promotion, which is initiated and conducted by the School of Medicine Promotion Committees. These are advisory committees. The committees are responsible for reviewing and analyzing student performance in all courses, and for making recommendations to the Dean regarding the progress of students through the medical curriculum. They share with the faculty and course coordinator the responsibility of identifying students who encounter academic and **professionalism** difficulties and monitor the student's efforts to overcome **them**. The ultimate authority for student promotion resides in the Dean of the School of Medicine.

The evaluation system provides a formal record of student's accomplishments. The final letter grade is assigned to each student by the Course Coordinator according to established criteria. It is then reported to the School of Medicine Evaluation Office in the official list submitted by the Registrar's Office. The Evaluation Office sends the original form to the Curriculum Office and to the Registrar's Office for processing.

The letter grade obtained by the student in each course is recorded in the student's official transcript at the Registrar's Office of the Medical Sciences Campus. In addition, the School of Medicine will keep a record of these grades, as well as any narrative evaluations which contribute to the determination of a student's performance in a course. Narratives used in the evaluation of students will be sent to the Assistant Dean for Student Affairs in order to be included in the student file. These narratives are also used in writing the Dean's letter.

## **Article 2: POLICIES AND GUIDELINES FOR ACADEMIC EVALUATION AND PROMOTION**

The policy of the School of Medicine is to promote the use of sound and scientific evaluation methodologies.

### **Section 1: Policies for Medical School Courses**

1.1 Course Requirements - In each course offered by the School of Medicine, a final letter grade (A, B, C or F), or **Approved/Not Approved (P/NP)**, is assigned to each student according to the evaluation system established in the course. The minimum passing grade for courses offered in the School of Medicine is C or Pass.

Prior to the beginning of the course, it is the responsibility of the course coordinator, together with the participating faculty, to determine the evaluation strategies and methods to be used. The evaluation system and any other course requirements including the relative weight of the evaluation components must be submitted to the Evaluation Office of the School of Medicine for review at least two months prior to the beginning of the course to assure that they follow the institutional evaluation policy. If the Evaluation Office identifies problems in the evaluation system, it will make recommendations to the course coordinator. The evaluation strategies and methods, among others, will be included in the syllabus handed out to the students at the beginning of the course. A syllabus following the format established and in use by the Curriculum Office, must be prepared for each course.

1.2 Evaluation Activities - Student evaluation methods (cognitive and professional attitudes and behaviors) will be established by the coordinator and participating faculty of each course and must be informed in writing at the beginning of the course. The School of Medicine encourages the use of multiple evaluation and assessment strategies. Each course must establish procedures to perform formative evaluations at mid-course. This will allow students to review their performance, in order to help them determine their academic deficiencies.

1.3 Attendance - each course must abide by the attendance rules of the UPR, establish guidelines for student attendance and specify those instructional and evaluation activities in which attendance is mandatory. If the course coordinator and committee determine that a student's attendance record is unsatisfactory, the coordinator must inform the student and report the matter in writing to the appropriate Committee on Promotion and the Associate Dean for Academic Affairs.

1.3.1 Last Day of Attendance Policy - The Financial Aid Office requires that students who have lengthy unauthorized absences or who have dropped out of a course or out of the school be reported to the Registrars

Office immediately. This policy complies with federal student financial aid program regulations.

Any student who expects to miss or misses a scheduled mandatory activity (instructional or/and evaluation) must follow the established procedures in “*Política Institucional para Excusar a Estudiantes de Actividades Evaluativas o Docente*”s, 22 de octubre de 1996 ( "Institutional Policies for Waiving Student's Attendance to Academic Activities"). As part of the evaluation system of the course, a procedure must be established for handling an excused/missed mandatory activity.

1.4 Reporting of Grades - Upon completion of the course, the course coordinator must report to the Evaluation Office (within ten working days and five working days for graduating students) the final letter grade of A, B, C, F or Pass/Fail for each student on the Registrar's Official List. The Evaluation Office will forward the official list to the Registrar's Office, following the specific guidelines for this purpose. The course coordinator must keep students informed of their performance and final grade in the course within reasonable time. This should be done following the rules of confidentiality established in the Buckley Amendment of the Family Educational Rights and Privacy Act of 1974. The course coordinator is also responsible for keeping the Committee on Promotion appropriately informed of the performance of students, specially those students who show evidence of academic difficulty. It is the responsibility of students to seek information regarding their final grades in the course as early as possible after the course ends.

**Guidelines for reporting of grades:**

- a. Letter grades **A, B, C, or F or Pass/NP** will be reported to the Registrar's Office as evidence of student performance in a given course.
- b. **NR- Registrar's annotation when by the end of the academic year there is no grade reported for a given course.**
- c. An **F** will be assigned when a student fails a course.
- d. If a student approves a repeated course, the course coordinator will report the grade in the repeated course. The previously reported **F** grade will be retained in the student's academic record.
- f. **Given the nature of the academic program of the School of Medicine, an I (Incomplete) does not apply (Manual de Normas y Procedimientos, Oficina del Registrador, SA #065, 2004-2005 - "Rules and Procedures of the Registrar's Office"). Proposed for Elimination.**



1.5. Student Appeal of Evaluation Decisions - A student has the right to appeal any evaluation decision based on the guidelines established by each committee on promotion. The authority to change grades resides in the faculty that participates in the evaluation activity of the course. If the grade change is approved, the course coordinator is ultimately responsible for processing the appropriate documents to the Registrar's Office. Any student wishing to contest a policy or decision concerning his/her evaluation should initially address the appeal to the professor in charge of the course. If the matter cannot be solved at that level, the student may appeal to the professor's Departmental Chair. If the matter is not satisfactorily resolved, a final appeal may be made to the Dean of the School of Medicine through the Associate Dean for Academic Affairs. If not satisfied with the decision, the student may appeal to the Office of Student's Advocate, the Chancellor, the University President, and the Board of Trustees, according to the procedures established in the "*Ley de Procedimiento Uniforme de Puerto Rico*" (Law #170, August 12, 1988 as amended on November 30, 1990).

1.6. Fraudulent Practices - The School of Medicine has a NO TOLERANCE policy for dishonest behavior. The School expects medical students to adhere to the code of professional conduct and honesty stated in the UPR General Student Rules and Regulations and the Medical Sciences Campus Student Rules and Regulations. Sanctions for violations to these codes are applied as stated in those documents and students in violation of these codes will be referred to the RCM Disciplinary Committee.

## **Section 2: Promotion Policies and Guidelines**

2.1 General Requirements for Promotion: Students in the School of Medicine are considered for promotion at the end of each academic level. To qualify for a recommendation for promotion to the next academic level, a student must complete all the requirements specified by the appropriate year Committee on Promotion. Each student is also expected to maintain a satisfactory record of professional behaviors and attitudes which includes a satisfactory record of attendance.

Students who have not approved one or more courses during a given academic year and/or not satisfactorily completed the professional attitudes and behaviors expected, will be subject to a detailed review of their performance by the Committee on Promotion of the appropriate year. When the review is completed, the Committee on Promotion will recommend a course of action to the Dean according to the specific guidelines established for that purpose by the Committee.

2.2 United States Medical Licensure Examination Step 1 and 2 CK:  
All students are strongly encouraged to pass the USMLE Step 1 and 2 CK on their first take.

2.2.1 USMLE Step 1 Requirement: Approval of the USMLE Step 1 examination is required for promotion to the third year of the MD program. See Policies and Procedures of the Second Year Committee on Promotion

2.2.2 USMLE 2 CK Requirement: Approval of the USMLE Step 2 CK examination is required for graduation. See Policies and Procedures of the Graduation and Awards Committee. This requirement must be met within the 6 years allowed to complete the MD program.

2.3 CPX/ USMLE II CS Requirement: Approval of the UPR School of Medicine CPX OR USMLE Step II CS examination is required for graduation.

Students who fail the fourth level CPX or the USMLE II CS will not be eligible for graduation. They will be referred to the Graduate Committee to follow the established plan of action (see Promotion Policies of Graduation Committee). Students must meet this requirement within the 6 years allowed to complete the MD program.

2.4 Academic Probation - When a student receives an **F** in any required course or clerkship, is repeating a course or clerkship (including during the summer), is doing remedial work on a course, is repeating a third year clerkship, fails the Step1 or 2 CK, fails the fourth year CPX/USMLE 2 CS, **and** performs unsatisfactorily on Professionalism characteristics, she/he may be placed in Academic Probation until all deficiencies are corrected. A student will not be advanced or be considered for graduation until all deficiencies have been corrected. The student in academic probation will not be allowed to do rotations outside of the UPR School of Medicine. Students in Academic Probation will not be allowed to hold Leadership Position.

The student in academic probation must seek counseling from the Assistant Dean of Student Affairs Office. The student will develop a plan of action with the Assistant Dean of Student Affairs or one of the counselors provided by the Office. The intervention plan may request a Psychological and/or Psychiatric counseling. A written report from the Psychologist and/or Psychiatrist must be provided to the Associate Dean of Student Affairs. Failure to do this will be recognized as a Professional misconduct and the student will be recommended for dismissal. Students who refuse counseling from the Student Affairs Office must sign a waiver.

2.5 Conditioned Academic Progress- The regular Academic Progress lasts one academic year. Once this year is over, students on the decelerated academic program will be eligible for Academic Progress if they are in compliance with the conditions stated by the Promotion Committee of the year they are classified in. If the student does not comply with the conditions, he/she will not receive any academic progress.

2.6 Deceleration of Academic Program- The following students are eligible for a deceleration of their academic program: students who failed the USMEL Step 1; Students who failed the USMLE Step 2 CK; Students who failed the CPX/USMLE Step 2 CS; students repeating courses or clerkships (including during the summer); students undergoing extensive remedial work on courses or clerkships; student repeating a complete year of study; students adhering to the “Reasonable Accommodation Policy”. Under this condition and to receive academic progress the students must complete a course work equivalent to two thirds of the total contact hours of the year/level s/he is classified in, including the repeated courses; and complete all other conditions as stated by the Committee on Promotion. Once they complete the requirements to be advanced to the next year, they will receive promotion. All students will have a maximum of 6 years to complete all the MD Program requirements in able to graduate.

2.7 Academic Requirements for Graduation - In order to receive the M.D. degree, the student must fulfill the following requirements (**Refer to Educational Objectives of the MD Program, June 2007**):

1. The student must have satisfactorily completed all the requirements of the MD Program Curriculum
2. The student must have shown such behaviors as considered acceptable by peers, instructors, and supervisors, in accordance with regulations of the Medical Sciences Campus (see rules and regulations)
3. The student must have shown such professional attitudes and behaviors **in accordance with the institutional professionalism regulations.**
4. The student must approve the USMLE Step 1 and Step 2 CK, and the fourth year CPX or USMLE II CS.
5. The student must have completed the academic program within a maximum of six (6) academic years from the student's initial registration as a first year medical student. The time granted for a leave of absence (**a maximum of two academic years**) will not be taken into consideration for the six-year maximum.

The Committee on Graduation will monitor the student's fulfillment of these requirements in order to recommend them to the Dean for graduation.

### **Section 3. Policies Related to Academic Dismissal**

A student will be academically dismissed from the School of Medicine if s/he exhibits:

- 3.1. Failure in academic cognitive and Professional Characteristics (academic non-cognitive factors) as determined by the Committee on Promotion upon evaluation of the individual case.
- 3.2 Failure to meet the standards required by the various courses in the curriculum or repeated courses programmed during the school year or in the summer.
- 3.3 Continued and duly reported unjustified absences from classes and other educational activities, such as laboratory and clinical experiences.
- 3.4 Failure to approve USMLE Step - 1 and Step – 2 CK
  - a. For promotion to the third year students must pass the USMLE Step I in not more than one academic year (including the first time taken). Failure to do so is reason for dismissal.
  - b. Students must pass USMLE Step – 2 CK to be eligible for graduation. This requirement must be fulfilled within the time limit allowed for completing the MD program (6 years at this time). Failure to do so, is reason for dismissal
- 3.5 Students must approve the fourth year Clinical Performance Examination (CPX) or USMLE Step 2 CS. This requirement must be fulfilled within the time limit allowed for completing the MD program. Failure to do so, is reason for dismissal
- 3.6 Academic dishonesty is a reason for dismissal.

### **Section 4: Policies for Medical School Committees Concerned with Student Evaluations**

4.1 Committees on Promotion - Each of the four years of the medical curriculum is represented by a corresponding Committee on Promotion appointed by the Dean of the School of Medicine. Although students do not participate directly in these committees, they are represented in each one by a faculty member selected by the students and appointed by the Dean for this purpose.

**General Duties and Responsibilities of the Committees** - Each Committee of Promotion must enforce the policies and guidelines stated in this document. It also has the responsibility of annually reviewing its

rules and regulations for the proper amendments. These rules and guidelines will be available to students at the beginning and throughout the academic year. The School of Medicine should advise students regarding the policies corresponding to the year of the curriculum for which they have registered, and must assure that the policies and procedures of each Committee on Promotion are readily available to students.

Each committee is responsible for monitoring the academic performance of the medical students enrolled in the corresponding year, with special attention given to students showing evidence of academic difficulty. The committees also participate in the academic orientation of students, along with other administrative units such as the academic departments and the Office for Student Affairs, among others.

The academic progress (see glossary) of each student is reviewed by the committee members. The committee is empowered to invite other faculty members, administrative personnel, or specific students being evaluated, to participate in the review process when appropriate. Students, whose academic performance and progress is not satisfactory, should be identified at the earliest possible date in order to provide them with the opportunity to solve their problems.

At the end of the academic year, each committee will submit a recommendation to the Dean regarding a course of action concerning the promotion of each student. After due consideration of each student's record, the committees may recommend actions such as: promotion or graduation, retaking course (s) failed, repeating an academic year, or dismissal from the School of Medicine.

#### 4.2 Curriculum Committee and Medicine Committees (I-IV)

The Curriculum and Medicine I-IV committees, appointed by the Dean of the School of Medicine, are responsible for reviewing, evaluating, and recommending modifications to the curriculum of the School of Medicine and the system of evaluation. The Curriculum Committee analyzes the evaluation system throughout the four years of the medical curriculum and monitors the integration of the School's evaluation policies and the guidelines of each Committee on Promotion. The Medicine I through Medicine IV Committees are responsible for reviewing the structure and content of evaluation practices in their respective years.

If upon reviewing evaluation practices and general student performance in the courses a Medicine Committee deems that modifications to the evaluation system are necessary, it will forward such recommendations to the Curriculum

Committee for consideration. The Curriculum Committee and the Medicine Committees are advisory to the Dean and the faculty. Neither is empowered to change evaluation policies. They may, however, recommend changes in policies to the Dean.

#### Section 5: **General Guidelines for the Dean of the School of Medicine:**

All recommendations concerning student promotion, as well as all recommendations relating to evaluation practices in the medical curriculum, are forwarded to the Office of the Dean of the School of Medicine. Final decisions regarding student promotion are made by the Dean. Decisions concerning evaluation policies are submitted to and approved by the faculty. The Dean must abide by the established norms, rules and regulations stated in the Registrar's Manual and the *Norms, Rules and Regulations of the School of Medicine*.

5.1 Leave of absence from medical studies - A student may request a leave of absence from the School of Medicine either during an academic year or after gaining promotion to the next year. S/he must do so by submitting a written request to the Dean of the School of Medicine. The petition must include the reason(s) for requesting the leave of absence, the period of time involved, and the student's intention to continue or withdraw from the School of Medicine. There is a maximum of 2 years for leave of absence.

The Dean will evaluate the request and consult other School personnel when necessary in order to determine the validity of the petition and will inform the student of the final decision (**Refer to "Rules and Procedures for the Temporary Leave of Absence at School of Medicine"**).

5.2 Withdrawal from the School of Medicine - A student who wishes to totally withdraw from the School of Medicine, regardless of his or her academic performance, either during an academic year or after gaining promotion to the next year, must submit a written request to the Dean of the School of Medicine. The petition must include the reason(s) for withdrawal. The Dean will evaluate the request in order to determine a course of action. Once the petition is approved by the Dean, the student must complete the necessary steps in the procedure for withdrawal at the Office for Student Affairs, the Office of the Registrar, the Financial Aid Office, among others (Norms and Procedures for Withdrawals from the University of Puerto Rico). The School is responsible of reporting to the Registrar the last day of attendance of the student according to the Last Day of Attendance Policy. **Refer to “Manual de Normas y Procedimientos de la Oficina del Registrador”, pgs. 49-54.**

5.3 Readmissions **Refer to “Manual de Normas y Procedimientos de la Oficina del Registrador”, pgs. 14-21.**

5.3.1 After Leave of Absence: Students who request readmission after an authorized leave of absence from the School of Medicine, must submit a written petition to the Dean. The student must also provide satisfactory evidence indicating that the reasons which led to the leave of absence no longer exist or will no longer interfere with the student's progress in medical studies.

The request for readmission must be filed at the Dean's Office at least three months prior to the proposed date of return to the School of Medicine. The final decision will be made by the Dean, after both the Office for Student Affairs and the corresponding Promotion Committee evaluate the petition and make recommendations.

5.3.2: After withdrawal: A student who withdraws from the School may apply for readmission, as a new applicant, according to the Rules and Regulations of the Admissions Committee of the School of Medicine. The student must apply for readmission after fulfilling all requirements and subject to availability of enrollment slots. Procedures for withdrawal and readmission will conform to those prevailing in the bylaws of the Medical Sciences Campus (see "Policies of the Admissions Committee of the School of Medicine").

5.3.3 After academic dismissal: Students who are academically dismissed may reapply as new applicants except when the dismissal has been for unsatisfactory academic non cognitive factors clearly defined in the student record after the required due process.

### **Article 3. AMENDMENTS TO THIS DOCUMENT**

This document is subject to amendment or revision as deemed necessary by the faculty of the School of Medicine and its committees.

### **Article 4. DISCLAIMER**

It is the School of Medicine's intention to provide the students with all reasonable opportunities to overcome, on a timely manner, any difficulty that might interfere with good academic performance.

## GLOSSARY

### ACADEMIC COGNITIVE FACTORS

Refers to knowledge and skills as determined for each course.

### ACADEMIC DISMISSAL

Separation from the School of Medicine for academic reasons (cognitive and/or non-cognitive factors).

### ACADEMIC PROBATION

**Academic status given to students who have not completed the academic requirements for promotion.** Students in Academic Probation will not receive Federal Financial Aid.

### ACADEMIC PROFESSIONAL CHARACTERISTICS

Professional attributes deemed necessary for the practice of medicine as listed in the academic non-cognitive factors as approved by the School of Medicine faculty. Students must approve all Professional characteristics in order to be considered for promotion or graduation. These Professional characteristics include:

#### Personal and Professional Characteristics

Responsibility  
Honesty  
Motivation and initiative  
Commitment  
Professional image  
Response to authority  
Response to criticism  
Recognition of limitations

#### Interpersonal Relationships

Empathy  
Consideration of other's roles/rights  
Teamwork

#### Ethical Aspects

Confidentiality  
Respect for patient's vulnerability

### ACADEMIC PROGRESS

Status of satisfactory academic performance that qualifies a student for promotion.

### ACADEMIC YEAR

For the School of Medicine, the academic year is the period defined by the Academic Calendar of the Registrar's Office, beginning with the first day of classes of the first semester, and ending with the last day of classes of the second semester. Summer courses will be considered an integral part of the academic year.



## **CATASTROPHIC FAILURE**

In courses in which the minimum passing grade is a fixed percentage, a final grade of at least 25 % below the minimum percentage accepted, is considered a catastrophic failure.

In courses which use the standard deviation to determine the minimum passing grade, a final grade of at least 1.0 standard deviations below the lower limit for the passing grade, is considered a catastrophic failure.

## **COURSE**

A required educational activity officially registered as a course at the UPR Central Administration.

## **COURSE COORDINATOR**

The person designated by the Dean as the professor in charge of the course. This person represents the course in the Promotion I, II, III and Graduation Committees respectively, and is responsible for submitting the final course grade in writing to the Registrar's Office through the Evaluation Office of the School of Medicine.

## **DECELERATED ACADEMIC PROGRAM**

A program of study designed for students who are in Academic Probation due to failure of USMLE 1, 2CK, CPX/USMLE 2-CS, repeating courses or clerkships, repeating a year of study performing extensive remedial work on a course or clerkship or adhered to the "Reasonable Accommodation Policy". A number of different schedule combinations are possible, all of which yield significant curricular decompression. The student will have to complete the entire M.D. program curriculum in a maximum of 6 years. A decelerated academic program may be requested by the student when he has academic difficulties or may be recommended by the academic authorities. Two thirds of the total contact hours of a given year and compliance with the requirements established by the Promotion Committee of the corresponding year must be approved satisfactory for academic progress.

## **DEFICIENCIES**

Cognitive or Professional Characteristics which are below the minimum standards as specified in the academic program.

## **DISCIPLINARY DISMISSAL**

Dismissal due to documented disciplinary causes as defined by article 10, Part IV of the University of Puerto Rico Student Bylaws (approved on March 30, 1968 and revised on January 29, 1982). Disciplinary dismissal entails permanent and irrevocable separation from the School of Medicine.

## **IRREGULAR STUDENT**

Student who is registered in a reduced academic load (see Registrar's Manual) such as those repeating a course or courses, correcting academic deficiencies or doing research, among others. Students classified under this category must register and complete a program equivalent to two thirds of the total hours allocated to a particular year of study in order to show academic progress (see Policies and Procedures document for each level). Most irregular students are also in Academic Probation.

## **LEAVE OF ABSENCE**

Leave granted to students under special conditions such as to conduct research in a recognized institution or institute, or due to health problems, among other reasons (For due process see Section D.1., page 10). **There is a maximum of two years for leave of absence. Refer to Guidelines and Procedures for the Request and Approval for Leave of Absence..**

## **PROMOTION**

The student must have satisfactorily completed all the requirements for the corresponding academic year.

## **REMEDIAL WORK**

Activities **within a course** designed to help the student comply with course requirements within a specific area.

## **REPEATED COURSE**

An equivalent course as defined by the course coordinator/s and approved by the appropriate Year Committee. The grade of the repeated course will be the one used to calculate the GPA, but both grades, the original F and the one of the repeated course, will be permanently recorded in the student's academic record

## **SPACE AVAILABLE**

Availability of resources needed to provide instruction to all students. Such resources may include faculty, laboratory facilities, classrooms, or other resources essential for instruction.

## **TOTAL CONTACT HOURS**

The total number of contact hours scheduled for required courses as approved by the Curriculum Committee and as informed to the Registrar's Office.

## **WITHDRAWAL**

Refers to the decision to terminate the study of medicine regardless of the student's academic performance

**UNIVERSITY OF PUERTO RICO  
MEDICAL SCIENCES CAMPUS  
SCHOOL OF MEDICINE**

***POLICIES AND PROCEDURES OF THE  
FIRST YEAR COMMITTEE ON PROMOTION***

*Latest Revision: December 13, 2006*

POLICIES AND PROCEDURES OF THE FIRST YEAR COMMITTEE ON PROMOTION

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## **POLICIES AND PROCEDURES OF THE FIRST YEAR COMMITTEE ON PROMOTION**

### **LEGAL BASIS**

The U.P.R. School of Medicine Policies and Guidelines for the Academic Evaluation and Promotion of Medical Students as approved by the faculty on June 30, 1995, reviewed in November, 1996 and approved by the Academic Senate on June 5, 1997.

### **FUNCTIONS OF THE COMMITTEE**

Function 1: To monitor the academic cognitive performance and Professionalism characteristics of the first year medical students, and identify deficiencies in individual students during this process, in order to refer them to the Office of Student Affairs and other resources that can help them resolve their academic problems. **To recognize outstanding performance as well.**

Function 2: To consider, at the end of the academic year, each first year medical student for one of the following recommendations:

1. Promotion to the second year of study
2. Repetition of each course or courses failed
3. Repetition of the first year of study
4. Dismissal from the School of Medicine

Function 3: To recommend to the Dean of the School of Medicine one of the actions described in the *previous* section for each student.

Function 4: To design the academic program for each student in academic probation, while repeating courses.

Function 5: To consider other issues concerning the academic performance and academic non cognitive factors of students during their first year of medical study.

Function 6: To consider candidates for a decelerated academic program, if available. (please see glossary)

Function 7: To establish and maintain policies that ensure students formal due process with regard to their evaluation and promotion.

## Article 1: **COMPOSITION OF THE COMMITTEE**

The committee will consist of the following members:

- A. Regular members with vote:
  - 1. Committee chair
  - 2. The first year course coordinators.
  - 3. The chair of the Second Year Committee on Promotion of the School of Medicine.
  - 4. One faculty member elected by the first year medical students to serve as their representative to the committee.
  
- B. Ex officio members or their representatives (without vote):
  - 1. Dean of the School of Medicine
  - 2. Associate Dean for Academic Affairs
  - 3. Assistant Dean for Student Affairs
  - 4. President of the Admissions Committee
  - 5. Director of the Curriculum Office
  - 6. Director of the Evaluation and Medical Research Office

All members are appointed by the Dean of the School of Medicine at the beginning of the academic year. The chair of the committee will be appointed by the Dean of the School of Medicine. If the appointed chair is a course coordinator, another faculty member will be designated to represent that course on this committee.

## Article 2: **DUTIES AND RESPONSIBILITIES OF MEMBERS**

All members of the committee are expected to participate in the functions of the committee as described in Section II.

All regular members are expected to attend all meetings of the committee. If for any reason a member is unable to attend a meeting, that person will inform the committee chair prior to the meeting, either verbally or in writing.

Whenever a regular member can not attend a meeting of the committee s/he will designate a substitute. This substitute will be entitled to provide information and will be entitled to vote.

## Article 3: **PROCEDURES**

Section 1: Committee Proceedings:

Committee proceedings will be conducted in accordance with the latest edition of Robert's Rules of Order. Quorum for the committee will consist of simple majority of the regular members. Excused members will be considered as absent for purposes of

establishing quorum. Committee decisions must be approved by simple majority of the voting members present.

The committee should hold its first meeting no later than one month after the beginning of the academic year. At its first meeting of the academic year, the committee will establish a calendar for a minimum of six meetings. Extraordinary meetings may be scheduled at later dates as needed.

## Section 2: Promotion Policies and Guidelines

2.1 The committee will meet to monitor the performance of academic cognitive and Professionalism characteristics of first year medical students. When a Coordinator identifies that a student is showing deficiencies in a given course, he or she will meet with the student to explore reasons, and discuss it at the course committee and/or departmental level. The coordinator will also notify the student-faculty representative. Once identified, the student will then be presented to the Promotion Committee. When a student is identified by the committee to exhibit deficiencies of concern, the Committee Chair/Course Coordinator will notify the student of the nature of his/her deficiency, in writing and by Web CT (intranet), a copy of which will be sent to the Office of Student Affairs. **Students referred to the Student Affairs Office must seek and comply with an intervention plan, if such is required to correct the deficiencies of concern or sign a waiver.**

Upon receiving such a notice, the Office of Student Affairs will contact the student and offer its services to help to correct the deficiency. The Office of Student Affairs will inform the committee, in writing, of the actions taken, with special consideration to the confidentiality issues. The Office will also notify the committee chair, in writing, of those students that declined or were unable to contact. The Chair will contact the student and will offer an interview with the Chair, the faculty representative or with the whole committee.

2.2 Students with academic difficulties that are identified sufficiently early in the academic year may be recommended for transfer to a decelerated academic program, if available.

2.3 As soon as possible after the last day of classes, and as often as necessary afterwards, the committee will meet to consider students for promotion, repetition of failed courses, repetition of the first year, or dismissal. The committee will employ the following criteria in making its recommendations, unless exceptional circumstances prevail:

2.3.1 A student who has satisfactorily completed all the requirements of the courses taught during the first year will be recommended for promotion to the second year.



2.3.2. Students who have received an F in any required course will be immediately placed in academic probation until the deficiency has been corrected.

#### 2.4 Students Failing Courses

2.4.1 A Student who fails ONE course may have the opportunity to repeat it. The following process will be followed:

a. If an equivalent summer course exists and is approved by the First Year Promotion Committee and by the course coordinator, the student may take the summer course. If no equivalent summer course exists, or if the summer course is not approved, the course faculty must prepare an academic experience equivalent to the one offered, before the next academic year begins.

b. If the student passes the repeated course, s/he will be recommended for promotion to the second level. The initial grade of F will be maintained in the student's official record while the grade reported in the repeated course will be the one used to calculate the GPA.

c. If the student FAILS the repeated course the First Year Promotions Committee will evaluate the case and recommend the following:

i. If the Student Grade Point Average is less than 2.0/he will be recommended for dismissal

ii. If the student Grade Point Average is 2.0 or more and the student has demonstrated appropriate Professionalism characteristics s/he will be required to repeat the entire academic year in order to remain enrolled in the medical school.

**REPEATING COURSES WILL NOT BE PERMITTED FOR STUDENTS ALREADY REPEATING THE ACADEMIC YEAR**

2.4.2 A student who fails TWO courses will be evaluated by the promotions committee and the following recommendations will be followed:

a. If the student has a GPA in the rest of the courses of 3.0 or more and has satisfactory demonstrated Professionalism characteristics he/she may be allowed to repeat the entire academic year.

b. If the student has a GPA in the rest of the courses of less than 3.0 or if he or she has demonstrated unsatisfactory Professionalism he/she may be recommended for dismissal.

2.4.3 A student who fails THREE or more courses will be recommended for dismissal.

### Section 3: Repeating the Entire First Year of Study

Additional instances in which a student will be required to repeat the entire academic year may include:

- 3.1 Documented evidence of poor academic performance **and** inappropriate Professionalism characteristics on the part of the students.
- 3.2 When there has been “catastrophic failure” in one course, combined with a documented history of difficulty passing other courses.
- 3.3 When a student has to take reposition examinations in more than two courses.

A student may only repeat the First Year of Study once. If the student repeating the first year fails one course and needs to take a remedial examination he/she will be allowed to do this only once. **IF THE STUDENT FAILS THIS REMEDIAL EXAM, HE OR SHE WILL BE IMMEDIATELY RECOMMENDED FOR DISMISSAL.**

If the student were to fail a second course he/she will be immediately recommended for dismissal, **without the privilege of taking a remedial examination.**

### Section 4 Dismissal

The committee will recommend for academic dismissal the following students:

- A. Students who fail in the Professionalism characteristics.
- B. Students who show evidence of inability to master the academic program of the first year of medical studies and who as a result of the committee evaluation would not be able to master the curriculum if given an opportunity to repeat the entire year. These situations include but are not limited to:
  1. Students who's GPA is less than 2.0
  2. Students who fail THREE of more courses
  3. Students who fail TWO courses and have an average of less than 3.0 in the rest of the courses
  4. Students who fail the repetition of ONE course and have a GPA of less than 2.0
- D. Any student repeating the first year, who fails any course or who needs to take more than one reposition exam will be recommended for academic dismissal.

### Article 4: **STUDENT DUE PROCESS**

Any student being considered for academic probation, repetition of the first year or for dismissal from the School of Medicine will be invited to the committee to discuss his or her case. After further discussion of the case the committee will make recommendations regarding the student promotion or dismissal. All the recommendations will be forwarded by the Committee to the Dean of the School of Medicine in writing, with all the information deemed necessary.

Students recommended for dismissal have the right to appeal their case directly to the Dean of the School of Medicine. If unsatisfied with the result of the request, s/he may appeal to the Chancellor and to superior university authorities (the President and the Board of Trustees) there on and based on the procedures established in the *Ley de Procedimientos Uniforme de Puerto Rico* ("Puerto Rico Law of Uniform Procedures"), August 12, 1988 and amended on November 30, 1990 by Law 18.

#### Article 5 **WITHDRAWALS**

Students who withdraw from the School of Medicine have the right to request readmission, as new students, in accordance with the policies of the Admissions Committee of the School of Medicine.

#### Article 6: **AMENDMENTS TO THIS DOCUMENT**

This document is subject to amendment or revision as deemed necessary by the Faculty of the School of Medicine and its pertinent committees.

**UNIVERSITY OF PUERTO RICO  
MEDICAL SCIENCES CAMPUS  
SCHOOL OF MEDICINE**

***POLICIES AND PROCEDURES OF THE  
SECOND YEAR COMMITTEE ON PROMOTION***

***Latest Revision: December 13, 2006***

POLICIES AND PROCEDURES OF THE SECOND YEAR COMMITTEE ON PROMOTION

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## **POLICIES AND PROCEDURES OF THE SECOND YEAR COMMITTEE ON PROMOTION**

### **LEGAL BASIS**

The U.P.R. School of Medicine Policies and Guidelines for the Academic Evaluation and Promotion of Medical Students as approved by the faculty on June 30, 1995, reviewed in November, 1996 and approved by the Academic Senate on June 5, 1997.

### **FUNCTIONS OF THE COMMITTEE**

Function 1: To monitor the academic cognitive performance and Professional characteristics of the second year medical students, and identify deficiencies in individual students during this process, in order to refer them to the Office of Student Affairs and other resources that can help them resolve their academic problems.

Function 2: To consider, at the end of the academic year, each second year medical student for one of the following recommendations:

1. Promotion to the third year of study
2. Repetition of each course or courses failed
3. Repetition of the second year of study
4. Dismissal from the School of Medicine
5. Enrollment in a decelerated curriculum of studies if available.

Function 3: To recommend to the Dean of the School of Medicine one of the actions described in the *previous* section for each student.

Function 4: To design the academic program for each student on academic probation, while repeating courses.

Function 5: To consider other issues concerning the academic performance and Professionalism characteristics of students during their second year of medical study.

Function 6: To consider candidates for a decelerated academic program, if available. (please see glossary)

Function 7: To establish and maintain policies that ensure students formal due process with regard to their evaluation and promotion.

### **Article 1: COMPOSITION OF THE COMMITTEE**

The committee will consist of the following members:

A. Regular members with vote:

1. Committee chair
2. The second year course coordinators.

3. The Chair of the First Year Committee on Promotion of the School of Medicine
4. The Chair of the Third Year Committee on promotion of the School Medicine.
5. One faculty member elected by the second year medical students to serve as their representative to the committee.

B. Ex officio members or their representative (without vote):

1. Dean of the School of Medicine
2. Associate Dean for Academic Affairs
3. Assistant Dean for Student Affairs
4. Director of the Curriculum Office or Curriculum Coordinator
5. Director of the Evaluation and Medical Research Office

C. Invited guests without vote

All members are appointed by the Dean of the School of Medicine at the beginning of the academic year. The chair of the committee will be appointed by the Dean of the School of Medicine. If the appointed chair is a course coordinator, another faculty member will be designated to represent that course on this committee.

## **Article 2 DUTIES AND RESPONSIBILITIES OF MEMBERS**

Section 1 All members of the committee are expected to participate in the functions of the committee as described in Section II.

Section 2 All regular members are expected to attend all meetings of the committee. If for any reason a member is unable to attend a meeting, that person will inform the committee chair prior to the meeting, either verbally or in writing.

Section 3 Whenever a regular member cannot attend a meeting of the committee s/he will designate a substitute. This substitute will be entitled to provide information and will be entitled to vote.

## **Article 3 PROCEDURES**

### **Section 1: Committee Proceedings**

Committee proceedings will be conducted in accordance with the latest edition of Robert's Rules of Order. Quorum for the committee will consist of simple majority of the regular members. Excused members will be considered as absent for purposes of establishing quorum. Committee decisions must be approved by simple majority of the voting members present.

The committee should hold its first meeting no later than one month after the beginning of the academic year. At its first meeting of the academic year, the committee will establish a calendar for a minimum of six meetings. Extraordinary meetings may be scheduled at later dates as needed.

## Section 2: Promotion Policies and Procedures

2.1 The committee will meet to monitor the performance of academic cognitive and Professionalism characteristics of second year medical students. When a course coordinator identifies that a student is showing deficiencies in a given course, he or she will meet with the student to explore reasons, and discuss it at the course committee and/or departmental level. The coordinator will also notify the student-faculty representative. Once identified, the student will then be presented to the Promotion Committee. When a student is identified by the committee to exhibit deficiencies of concern, the Chair/coordinator will notify the student of the nature of his/her deficiency, in writing and by Web CT (intranet), a copy of which will be sent to the Office of Student Affairs. Students referred to the Student Affairs Offices must seek and comply with an intervention plan if such is required to correct the deficiencies of concern, or sign a waiver.

Upon receiving such a notice, the Office of Student Affairs will contact the student and offer its services to help to correct the deficiency. The Office of Student Affairs will inform the committee, in writing, of the actions taken, with special consideration to the confidentiality issues. The Office will also notify the committee chair, in writing, of those students that declined or were unable to contact. The Chair will contact the student and will offer an interview with the Chair, the faculty representative or with the whole committee.

2.2 Students with academic difficulties that are identified sufficiently early in the academic year may be recommended for transfer to a decelerated academic, if available.

2.3 As soon as possible after the last day of classes, and as often as necessary afterwards, the committee will meet to consider students for promotion, repetition of failed courses, repetition of the second year, or dismissal. The committee will employ the following criteria in making its recommendations, unless exceptional circumstances prevail:

2.3.1 A student who has satisfactorily completed all the requirements of the courses taught during the second year will be recommended for academic progress, pending approval of the USMLE step 1.

### **2.3.1.1 USMLE Step 1 Requirement:**

Approval of the USMLE Step 1 examination is required for the promotion to the third year of the MD program and for graduation. Any student with unsatisfactory professional characteristics will not be allowed to take the USMLE and will be recommend for dismissal.

After completing and approving all requisites of Year 1 and 2, medical students will receive academic progress pending the results of the USMLE Step 1 exam. Promotion to third year will be granted when they approve the exam. If a student



fails the USMLE Step 1 exam, s/he will not be promoted to third year and will be placed on academic probation until s/he approves the exam.

Students will have three opportunities to approve the USMLE Step 1 exam during the time period of one year. This year is counted as the time elapsed between the date in which the results of the first exam and the third exam were received. Students who fail to approve the USMLE Step 1 on three occasions will be recommended to the Dean of Medicine for dismissal from the MD program.

- a. The period in which the student is registered in the MDAA-7006 Independent Study course, s/he will be considered a student under academic probation. In addition, such student must register and complete at least an 80 hours elective course in order to demonstrate Academic Progress.
- b. If the student approves the USMLE Step 1 Licensure exam on the second or third time taken s/he will be promoted to third year. The time spent for approval of the USMLE-1 will count towards the six years maximum time permitted to complete the MD Degree.

2.3.2 Students who have received an F in any required course will be immediately placed in academic probation until the deficiency has been corrected. Their academic performance will be discussed and evaluated by the Committee in order to determine the next course of action.

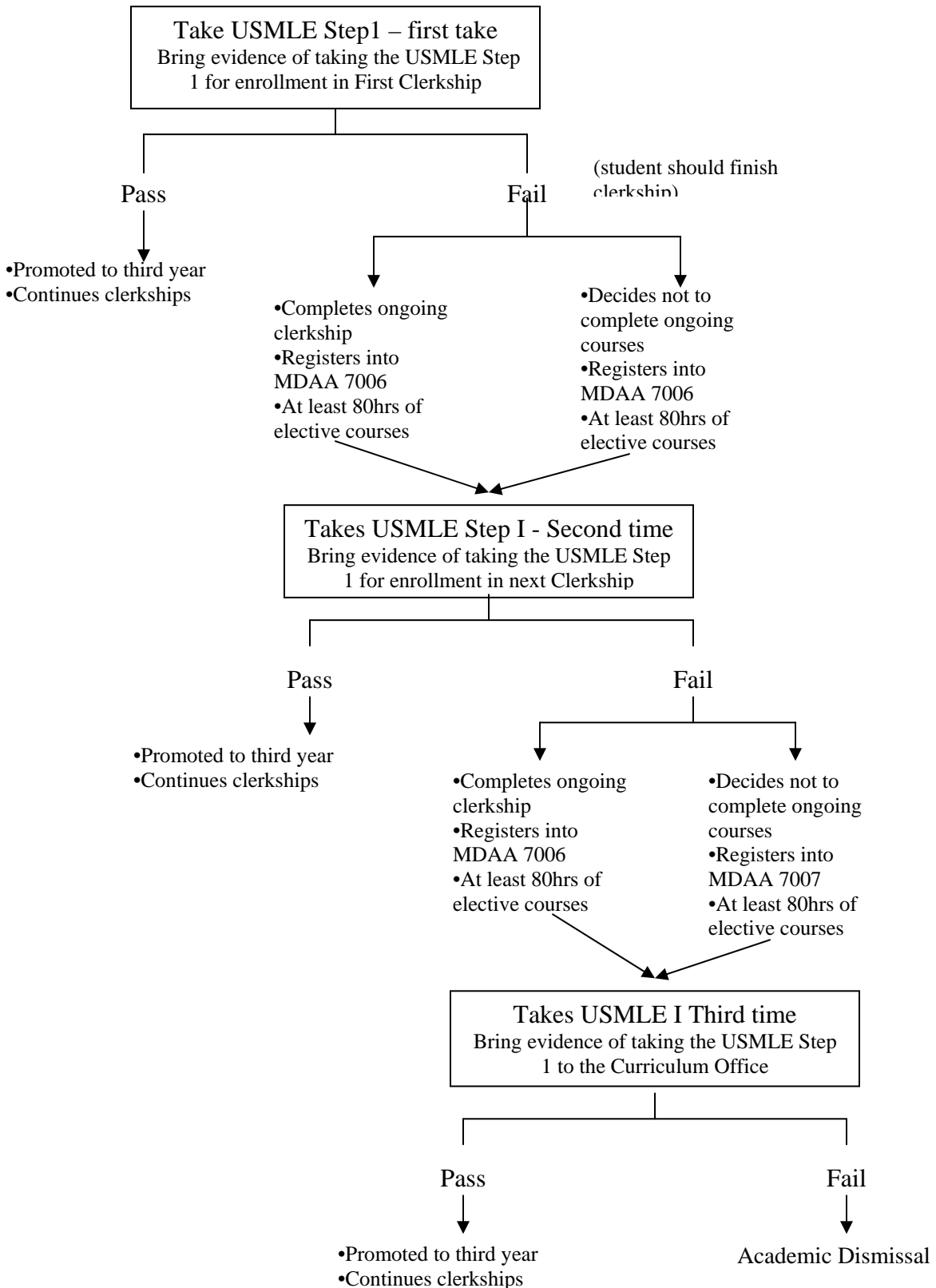
#### 2.4 Students Failing Courses

Student who fails any required course will be placed under academic probation until deficiencies are properly corrected. The student will not be allowed to take the USMLE Step 1 until deficiencies are corrected.

2.4.1 A student who fails ONE course will have the opportunity to repeat it, if he/she has satisfactorily completed the professional characteristics. The following process will be followed:

- a. If an equivalent summer course exists and is approved by the Second Year Promotion Committee and by the course coordinator, the student may take the summer course. If no equivalent summer course exists, the student, if eligible, will repeat the course the next academic year.
- b. If the student passes the repeated course, s/he will be allowed to take the USMLE Step 1 exam and if approved, the student will be recommended for promotion to the third level. If the USMLE Step 1 exam is not approved, refer to section on USMLE Step 1 Requirement previously described. The initial grade of F will be maintained in the student's official record

# Flow Chart for USMLE Step 1



while the grade reported in the repeated course will be the one used to calculate the GPA.

- c. If the student FAILS the repeated course the Committee will evaluate the case and may recommend academic dismissal.

### **NO STUDENT MAY REPEAT A COURSE MORE THAN ONCE**

2.4.2 A student who fails TWO courses will be evaluated by the committee to consider the following recommendations:

- a. If the student has a GPA in the rest of the courses of 3.0 or more and has satisfactorily completed the Professional Characteristics (academic non-cognitive) he/she will be allowed to repeat the entire academic year if the failures are not catastrophic in the failed courses.
- b. If the student has a GPA in the rest of the courses of less than 3.0 or if he or she has had unsatisfactory Professional Characteristics he/she will be recommended for dismissal.

2.4.3 For any student who has failed three courses, the committee will recommend academic dismissal.

### **Section 3: Repeating the Entire Second Year of Study**

Additional instances in which a student will be considered to be a candidate to repeat the entire academic year if:

- a. There is documented evidence of poor academic performance and/or Professionalism characteristics on the part of the students.
- b. Students who have to take more than two reposition examinations even when they pass both reposition exams. If they need to take a third reposition examination, the student will be evaluated and may repeat the entire academic year.

Student may only repeat the Second Year of Study once. If the student fails one course s/he will be immediately recommended for dismissal.

### **Section 4: Repeating Courses During an Academic Probation Period or Repeating the Second Year of Study**

When the committee recommends that a student be authorized to repeat courses or the second year as a whole, it is with the understanding that the recommendation is contingent upon space being available for that student. If there is not enough space available to accommodate students recommended to repeat courses or the year, the committee will rank the students. The ranking will be based on the committee's assessment of student's performance and academic non-cognitive factors.

Any student unable to complete medical studies within the six years permitted, will be automatically recommended for academic dismissal.

#### Section 5: Dismissal

The committee will recommend for academic dismissal the following students:

A. Students who fail in the Professional Characteristics.

B. Students who show evidence of inability to master the curriculum of the Second year of medical studies and who in the evaluation of the committee would not be able to master the curriculum if given an opportunity to repeat the entire year. These situations include but are not limited to:

1. Students whose GPA is less than 2.0
2. Students who fail THREE of more courses.
3. Students who fail TWO courses and have an average of less than 3.0 in the rest of the courses and
4. Students who fail the repetition of ONE course

#### **Article 4: STUDENT DUE PROCESS**

Section 1: Any student being considered for academic probation, repetition of the Second year or for dismissal from the School of Medicine will be invited to the committee to discuss his or her case. The committee will further discuss the case and all recommendations regarding the student's promotion or dismissal will be forwarded by the Committee to the Dean of the School of Medicine in writing, with all the information deemed necessary.

Section2: Students recommended for dismissal have the right to appeal their case directly to the Dean of the School of Medicine. If unsatisfied with the result of the appeal at his level, s/he may appeal to the Chancellor and to superior university authorities (the President and the Board of Trustees) there on, and based on the procedures established in the *Ley de Procedimientos Uniforme de Puerto Rico* ("Puerto Rico Law of Uniform Procedures"), August 12, 1988 and amended on November 30, 1990 by Law 18.

#### **Article 5: WITHDRADRAWALS**

Students who withdraw from the School of Medicine have the right to request readmission, as new students, in accordance with the policies of the Admissions Committee of the School of Medicine.

#### **Article 6: AMENDMENTS TO THIS DOCUMENT**

This document is subject to amendment or revision as deemed necessary by the Faculty of the School of Medicine and its pertinent committees.

UNIVERSITY OF PUERTO RICO  
MEDICAL SCIENCES CAMPUS  
SCHOOL OF MEDICINE

POLICIES AND PROCEDURES OF THE  
THIRD YEAR COMMITTEE ON PROMOTION

APPROVED BY ACADEMIC SENATE JUNE 5, 1997

Reviewed on: March 23, 2006 – approved by the third year promotion committee  
Approved by Curriculum Committee – April 21, 2006  
Latest Revision: December 13, 2006

POLICIES AND PROCEDURES OF THE THIRD YEAR COMMITTEE ON PROMOTION

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## POLICIES AND PROCEDURES OF THE THIRD YEAR COMMITTEE ON PROMOTION

### LEGAL BASIS

The U.P.R. School of Medicine Policies and Guidelines for the Academic Evaluation and Promotion of Medical Students as approved by the faculty on June 30, 1995, revised in November 1996 and approved by the Academic Senate on June 5, 1997, with the latest revision on May, 2006.

### FUNCTIONS OF THE COMMITTEE

Function 1: To monitor the academic cognitive performance and academic Professional characteristics (non-cognitive) performance factors of the third year medical students, and identify deficiencies in individual students during this process, in order to refer them to the Office of Student Affairs and other resources that can help them with their academic problems.

Function 2: To consider, each third year/level medical student for one of the following recommendations:

1. Promotion to the fourth year of study
2. Repetition of a failed course
3. Readmission to the Third Year
4. Dismissal from the School of Medicine

Function 3: To recommend to the Dean of the School of Medicine one of the actions described in the preceding section for each student.

Function 4: To evaluate and approve the academic program prepared by the Curriculum Office for those students in academic probation and/or repeating courses.

Function 5: To consider candidates for a decelerated curriculum. (See glossary).

Function 6: To consider other issues concerning the academic performance and academic Professional characteristics (non cognitive factors) of students during their third year/level of medical studies.

Function 7: To establish and maintain policies that ensures students' formal due process with regard to their evaluation and promotion.

Function 8: To update this document annually.

## **Article 1: COMPOSITION OF THE COMMITTEE**

The committee will consist of the following members:

- A. Regular members with vote:
  - 1. Committee Chair
  - 2. Third year clerkship coordinators.
  - 3. Graduation and Award Committee Chairperson
  - 4. Second Year Promotions and Promotion Committee Chairperson
  - 5. A faculty member elected by the entering third year medical students to serve as their representative to this committee for a period of two academic years.
  
- B. Ex officio members (without vote)
  - 1. Dean of the School of Medicine
  - 2. Associate Dean for Academic Affairs
  - 3. Assistant Dean for Student Affairs
  - 4. Director of the Curriculum Office
  - 5. Director of the Evaluation and Medical Education Research Office

The Chair and all members of the committee are appointed by the Dean of the School of Medicine at the beginning of the academic year. If the appointed chair is a course coordinator, another faculty member will be designated to represent that course in this committee.

## **Article 2: DUTIES AND RESPONSIBILITIES OF MEMBERS**

Section 1: All members of the committee are expected to participate in the functions of the committee as described in article 1.

Section 2: All regular members are expected to attend all meetings of the committee. If for any reason a member is unable to attend a meeting, that person will inform the committee chair prior to the meeting, either verbally or in writing. Those members, who do not excuse themselves officially, will appear in record as being absent.

Section 3: Whenever a regular member cannot attend a meeting of the committee, s/he will designate a substitute from his/her department. This substitute will be entitled to provide information, and will be entitled to vote.

## **Article 3: PROCEDURES**

Section 1: Committee Proceedings

1.1 The Committee proceedings will be conducted in accordance with the latest edition of Robert's Rules of Order. Quorum for the committee consists of simple majority of the regular voting members. Excused members will be considered as absent for purposes of establishing quorum. Committee decisions must be approved by simple majority of the voting members present.



The committee should hold its first meeting no later than one month after the beginning of the academic year. At this first meeting of the Academic Year the committee will establish a calendar for a minimum of six meetings. Extraordinary meetings may be scheduled at later dates as needed.

#### 1.2 Clerkship Coordinator's Responsibilities

- A. At each meeting the clerkship coordinators will bring a written report with student's academic performance data taking the course and with the corresponding actions and decisions taken within the department.
- B. The coordinator will use the committee report format approved by the committee.
- C. If an individual student presents with academic deficiencies before a scheduled meeting, it will be the coordinators responsibilities to inform such deficiencies, actions taken and specific recommendations, to the student, to the Student Faculty Representative, to the Promotion Committee and to the Assistant Dean for Students Affairs

All students' referrals to the Students Affairs Office, Medical School Psychology Service, and Curriculum Office will be done using the Students Affairs and Curriculum Office approved format.

1.3 The Committee will receive copies and maintain an updated record of the student's evaluations and any additional official information submitted by the clerkship coordinators. This record will be used to follow up closely the student's performance throughout the third year of medical studies. The Office of Evaluation and Medical Education Research will provide support in statistical analysis to the committee. This office will also provide information regarding student grades for the third year clerkships as well as individual student's progress reports when requested. The Office of the Dean of Students Affairs will maintain the official student's record.

#### Section 2: Student Monitoring

The committee will meet to monitor the performance of academic cognitive and Professionalism characteristics of the third year/level medical students.

2.1 When a Coordinator identifies that a student is showing deficiencies in a given course s/he will proceed as follows:

1. Meet with the student to explore the reasons and discuss it at the course committee and/or department level.
2. Maintain written evidence of the interventions, actions taken and specific recommendations given to the student and of all the decisions taken at the course committee or departmental level in the departments' student record.
3. Will notify the student in writing of his/hers academic deficiencies, professionalism deficiencies, actions taken and specific recommendations. Copy of this notification will be sent to the Promotion Committee, Office of Curriculum and Office of Students Affairs.
4. Will notify the Student Faculty Representative in writing of the student problem and of the actions taken at the course level. The faculty

representative will write a report to the Promotion Committee of follow up of the student's situation.

5. The coordinator will present the student's academic performance in the next Committee meeting. (A coordinator may request an extraordinary Committee meeting)

6. All third year clerkships will require Professionalism evaluations, as part of the course requirements, to be done by the clerkship faculty members. A summative and final Professionalism evaluation report will be sent to the Students Affairs Office at the end of each clerkship rotation. The evaluation format to be used for this purpose will be the one approved by the School of Medicine. All acts of student's dishonesty will be referred to the Dean who can refer the situation to the RCM Discipline Committee. (See latest RCM Students Rules and Regulations Manual)

It is understood that the initial early identification, notification to the student, and intervention occurs at the course committee/departmental level.

Students with documented written course committee or departmental notification of a deficiency will be presented to the Promotion Committee in the next scheduled meeting. Written evidence of the deficiency or problem and all the procedures taken at the course/department level will be sent to the Promotion Committee.

All issues will be maintained confidential.

2.2 When the Promotion Committee identifies a student who exhibit deficiencies of concern, the Chair will proceed as follows:

1. Will notify, in writing, a student who fails a clerkship that he/she is in Academic Probation. Copy will be sent to the Office of Student Affairs and the Curriculum Office.
2. Schedule the discussion of the student's problems in the next Committee meeting.
3. Notify in writing to the Assistant Dean of Students Affairs.

2.3 Upon receiving such a notice, the Dean of Students Affairs will proceed as follows:

1. Contact the student and offer its counseling services to help with their academic/professionalism deficiencies.
2. The Assistant Dean of Students Affairs and/or Medical School Counseling service will write a report to the Promotion Committee of the recommendations given to the student and the actions taken. Copy of this notification will be sent to the student.
3. Write a report to the Promotion Committee of those students that declined services offered or were unable to contact. In this case, the

Chair will make another effort to contact the student by letter, telephone calls or emails through Web Ct (schools' Intranet).

It is the student's responsibility to respond and assist promptly to all scheduled meetings and appointments. It is the student's responsibility to access Intranet (Web CT) weekly and read all official communications sent. The committee will consider all emails through the intranet (WebCT) as official communications to the student.

Students not responding to the letters, telephone calls or emails demonstrate serious Professionalism deficiencies. They will be referred immediately to the Deans Office.

### Section 3: Student Failing Courses

The Committee will recommend actions to be taken with students failing a course. A student, who has received an "F" in any required course, will be placed in Academic Probation until all deficiencies are properly corrected.

### Section 4: Academic Progress

The Committee will recommend for Academic Progress all students who have satisfactorily completed all the requirements, including the Professionalism characteristics (academic non-cognitive factors), of at least twenty three (23) weeks out of the forty-eight (48) weeks required for the third year.

### Section 5: Promotion Procedures

At the corresponding date (based on students' individual track of studies), the committee will meet to consider students for:

- a. promotion to the fourth year/level of study,
- b. recommendation of a decelerated academic program
- c. repetition of a failed course
- d. readmission to the third year of study
- e. dismissal from the school of medicine

5.1 The committee will employ the following criteria in making its recommendations:

5.1.1 Academic Progress is demonstrated when, a student has satisfactorily completed all the requirements of at least twenty three (23) weeks of third year required clerkships (grade must be registered at the Registrars Office) and who has not failed in any course or any of the Professionalism characteristics. Academic progress will be considered and recommended by the Promotion Committee during the month of June of each academic year.

5.1.2 The student will be recommended for promotion to the fourth year of studies when s/he approves all the third year course requisites (48 weeks that comprehends the seven (7) required clinical clerkships).

All students that take fourth year courses must have approved the corresponding pre-requisites for that fourth year course.

5.1.3 Students for whom more than 2 years have elapsed since the completion of the second year Physical Diagnosis Course must satisfy the following requirements prior to entry into the third year/level.

5.1.3.1 Students must complete a review experience that includes: communication skills, data gathering skills, physical examination skills, under the mentorship of an assigned faculty member. He/she will also be sent to the Standardized Patient Office to review and practice these skills. These experiences must be completed immediately prior to entry into the third year/level curriculum. No written or practical exam will be given, no credit will be given and no grade will be entered on the transcript. The student will, however, be given evaluative feedback.

5.1.4 The student who has failed a course, may be recommended to repeat it provided the student complies with the following:

5.1.4.1 Has a satisfactory evaluation in Professionalism characteristics in all the courses taken up to this moment, including the one failed

5.1.4.2 Will be able to complete the medical studies in no more than six (6) regular academic years

5.1.4.3 Has shown insight, motivation, adequate planning, and potential for overcoming the difficulties that led to a course failure.

5.1.4.4 Students failing a course for the second time will be subject to dismissal. A student can only repeat any given course once.

5.1.5 All students who have serious academic deficiencies will be recommended to complete all third year requirements including all failures, prior to taking any fourth year courses. Serious academic deficiencies include: failure of a course; failure of one or more components in more than one third year clerkship (Professionalism component, OSCE, Shelf, Departmental examinations are some examples of such components).

A student repeating a course will be placed in Academic Probation until all the deficiencies has been corrected.

All students who fail at least one (1) course and or have failed one or more components of two clinical clerkships or more are considered to be at high risk of failure. These students maybe required to have a Psychological and or a Psychiatric evaluation. A complete evaluation report from the Psychologist and or Psychiatrist must be sent to the Dean of Students Affairs and to the Committee.

Students on Academic probation and students who have failed one or more components of two clinical clerkships or more must comply with this requirement in order to be considered for continued studies in the School of Medicine. Non compliance may put students at risk of failure that may result in recommendation for Academic Dismissal; therefore students who refuse this recommendation must sign a waiver.

- 5.1.6 Students promoted to the third year with no academic deficiencies, and students from the MD-PhD and MD-JD programs will have first priority to be registered on third year clerkships and courses.
- 5.1.7 Students on the decelerated academic program, students that are readmitted after a sick license, students that fail any third year clerkship or course, students that fail the USMLE step 1 may be registered in a third year clerkship if recommended by the concerned department and provided space is available. The opportunity to repeat a clerkship in a succeeding year may be restricted by considerations of scheduling, available space and resources, or course prerequisites. A student can only repeat any given course once.
- 5.1.8 Students that fail in a third year clinical clerkship may be considered by the department to repeat the course. The repeated course will be the one described officially at the registrar's office. Student must approve all course requisites again to approve the course. A student can only repeat any given course once.

#### Section 6 Dismissal

Reasons for academic dismissal include, but are not limited to, the following:

- A. Unsatisfactory documented evaluations in the area of professionalism characteristics (academic non-cognitive factors). The committee members will consider such student unfit to serve as physicians, irrespective of their other academic performance.
- B. Students who show evidence of inability to master the curriculum of the third year of medical study, and who in the opinion of the committee would not be able to master the curriculum if given an opportunity to repeat deficiencies.
- C. Students who fail two or more Third Year Clinical Clerkships.
- D. Students in academic probation who fail the repetition of a course. A student can only repeat any given course once.
- E. Any student unable to complete the medical studies in the maximum of the academic years specified for the MD program (at present six (6) academic years).
- F. Students with a GPA less than 2.00 at the end of the academic year (see RCM yearly academic calendar).

#### **Article 4: STUDENTS DUE PROCESS**

Section 1: Any student in academic probation will be invited to the Committee to present his/her case. Official Committee members are the only ones permitted to be at this meeting.

- 1.1 When a student appears before the Promotion Committee, he or she may be accompanied by one faculty member affiliated to the UPR School of Medicine. The student must notify the Promotion Committee of this petition at least 3 days

prior to the hearing of his/her petition. The faculty member will be permitted to stay at the meeting only during the student's oral presentation. Both the student and the faculty member will be excused upon the committee's deliberations.

After the students' interview, the committee will further discuss the case and submit the Committee's final recommendations.

The Committee's written recommendation will be forwarded to the Dean of the School of Medicine, including all pertinent information, for his/her consideration and final decision.

Section 2: Students recommended by the School of Medicine for dismissal have the right to appeal their case directly to the Dean of the School of Medicine. If unsatisfied with the results of the request, s/he may appeal to the Chancellor and to the superior university authorities (the President and the Board of Trustees) there on and based on the procedures established in the "Ley de Procedimientos Uniformes de Puerto Rico" (Puerto Rico's Law of Uniform Procedures), August 12, 1988 and amended on November 30, 1990 by Law 18.

#### **Article 5 WITHDRAWALS**

A student who wishes to withdraw from a third year/level clerkship must receive the corresponding third year clerkship coordinators approval and signature. All course withdrawals must comply with the School of Medicine and UPR/RCM regulations. All course withdrawal procedures will be done at the Curriculum Office and at the Registrars Office. It is the student's whole responsibility to complete all the procedural steps. Withdrawals of a course can only be accepted until six (6) business days before the end of a course. After this time has elapsed no withdrawals will be accepted.

Students who withdraw from the School of Medicine while in the third year, with academic deficiencies at the time of withdrawal, will be considered to have failed courses for which a grade has not been reported.

Students who withdraw from the School of Medicine have the right to request readmission, as new student, in accordance with the policies of the Admissions Committee of the School of Medicine.

#### **Article 6 AMENDMENTS TO THIS DOCUMENT**

This document is subject to amendment or revision as deemed necessary by the Faculty of the School of Medicine and its pertinent committees. At the beginning of the academic year, all new members to the committee will receive an orientation regarding this document.

UNIVERSITY OF PUERTO RICO  
MEDICAL SCIENCES CAMPUS  
SCHOOL OF MEDICINE

***POLICIES AND PROCEDURES OF THE  
GRADUATION AND AWARDS COMMITTEE***

***APPROVED BY ACADEMIC SENATE JUNE 5, 1997***

***Latest Revision: December 13, 2006***

POLICIES AND PROCEDURES OF THE GRADUATION AND AWARDS  
COMMITTEE

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## **POLICIES AND PROCEDURES OF THE GRADUATION AND AWARDS COMMITTEE**

### **LEGAL BASIS**

The U.P.R. School of Medicine Policies and Guidelines for the Academic Evaluation and Promotion of Medical Students as approved by the Faculty on June 30, 1995, reviewed in November, 1996 and approved by the Academic Senate on June 5, 1997.

### **FUNCTIONS OF THE COMMITTEE**

Function 1: To monitor the academic cognitive and Professionalism characteristics of the fourth-level medical students, and identify deficiencies in individual students during this process in order to refer them to the Office of Student Affairs and other resources that can help them with their academic problems.

Function 2: At the end of the academic year, to consider each fourth year medical student for one of the following recommendations:

1. Graduation
2. Repetition of each course or courses failed
3. Readmission to the Fourth Year of Studies
4. Dismissal from the School of Medicine

Function 3: To recommend to the Dean of the School of Medicine one of the actions described in the preceding section for each student.

Function 4: To consider other issues concerning the academic performance and academic non-cognitive factors of students during their fourth year of medical study.

Function 5: To evaluate and consider students for awards and recognitions.

Function 6: To evaluate and approve the academic program prepared by the Curriculum Office for those students in academic probation and/or repeating courses.

Function 7: To consider candidates for a decelerated academic program.

Function 8: To establish and maintain formal policies to ensure students receive due process with regard to their evaluation and promotion.

Function 9: To update this document annually.

## **Article 1: COMPOSITION OF THE COMMITTEE**

The committee will consist of the following members:

- A. Regular members with vote:
  - 1. Committee Chair
  - 2. An faculty member recommended by the departmental chairperson of each department who offers courses during the fourth year and appointed by the Dean (Courses Included - Internal Medicine, Pediatric, Surgery, Ob-Gyn, Psychiatry, Family Medicine, Emergency Medicine, Public Health, Radiology, LEEA, Dermatology and PMR).
  - 3. The chair of the Third Year Committee on Promotion of the School of Medicine
  - 4. One basic faculty sciences representative
  - 5. One faculty member elected by the entering fourth year/level medical students to serve as their representative to this committee.
  
- B. Ex-officio members (without vote):
  - 1. The Dean of the School of Medicine
  - 2. The Associate Dean for Academic Affairs
  - 3. The Assistant Dean for Student Affairs
  - 4. The Director of the Curriculum Office or Curriculum Coordinator
  - 5. The Director of the Evaluation and Medical Research Office

The Chair and all members are appointed by the Dean of the School of Medicine at the beginning of the academic year. If the appointed chair is a course coordinator, another faculty member will be designated to represent that course in this committee.

## **Article 2: DUTIES AND RESPONSIBILITIES OF MEMBERS**

Section 1. All members of the committee are expected to participate in the functions of the committee as described in Article 1.

Section 2. Whenever a regular member can not attend a committee meeting s/he will designate a substitute from same department. This substitute will be entitled to provide information, and will be entitled to vote.

Section 3. All regular members are expected to attend all meetings of the committee. If for any reason a member is unable to attend a meeting, that person should inform the committee chair prior to the meeting, either verbally or in writing. Those members, who do not excuse themselves officially, will appear in record as being absent.

## **Article 3: PROCEDURES**

### Section 1: Committee Proceedings

1.1 The business of the committee will be conducted in accordance with the latest edition of Robert's Rules of Order. Quorum for the committee will consist of simple majority of the regular members. Excused members will be considered as absent for purposes of establishing quorum. Committee decisions must be approved by simple majority of the voting members present.

The committee should hold its first meeting no later than one month after the chairperson and members are appointed by the Dean of the School of Medicine at the beginning of the academic year. At its first meeting the committee will establish a calendar for future meetings which will have to be a minimum of six. Additional, extraordinary meetings may be scheduled at later dates as needed.

### 1.2 Clerkship Coordinator's Responsibilities

A At each meeting the faculty member and or course director assigned by the Dean, (as defined in Section III – A- 2 of this document), will bring a written report with student's academic performance and with the corresponding actions and decisions taken within the course.

B. The faculty member or course director will use the committee report format approved by the committee.

C. If an individual student presents with academic deficiencies before a scheduled meeting, it will be the course director or the assigned departmental faculty representative responsibility to inform such deficiencies, actions taken and specific recommendations to; the student, to the student Faculty Representative, to the Promotion Committee and to the Assistant Dean for Students Affairs.

Students with academic deficiencies will be referred to the Students Affairs Office, Medical School Psychology Service, and the Curriculum Office using the approved format.

1.3 The Committee will receive copies and maintain an updated record of the student's evaluations and any additional official information submitted by the courses directors and coordinators. This record will be used to follow up the student's performance throughout the fourth year/level of medical studies. The Office of Evaluation and Medical Education Research will provide support I statistical analysis to the committee. This office will also provide information regarding student grades for the fourth year/level courses as well as individual student's reports when requested. The Office of the Dean of Students Affairs will maintain the official student's record.

### Section 2: Student Monitoring

The committee will meet to monitor the performance of academic cognitive and Professional Characteristics of fourth year medical students.

2.1 When a Coordinator or course director identifies that a student is showing deficiencies in a given course, s/he will proceed as follows:

1. The coordinator or course director will meet with the student to discuss the reasons for the deficiencies.
2. The coordinator or course director will maintain written evidence in the student's record of the interventions, actions taken and specific recommendations given to the student and of all the decisions taken.
3. The coordinator or course director will notify the student, in writing, of his/her academic deficiencies, professionalism deficiencies, actions taken and specific recommendations. Copy of this notification will be sent to the Graduations and Awards Committee, Curriculum Office and the Assistant Deanship of Student Affairs Office.
4. The coordinator or course director will notify the Student Faculty Representative, in writing, of the student's problems and the actions taken at the course level. The Student Faculty Representative will guarantee that due process is followed.
5. The coordinator or course director will discuss these students academic performance in the next Committee meeting. (A coordinator may request an extraordinary Committee meeting).
6. The coordinator or course director will refer all acts of dishonesty to the Dean of Medicine. The Dean can refer the situation to the RCM Disciplinary Committee. (see latest RCM Students Rules and Regulations Manual)

Students with documented written course and or departmental notification of a deficiency will be presented to the Graduations and Awards Committee in the next scheduled meeting. Written evidence of the deficiency or problem and all the procedures taken at the course/department level will be sent to the Graduations and Awards Committee. The above mentioned issues will be maintained confidential.

2.2 When the Graduation and Awards Committee identifies a student who exhibits deficiencies of concern the Chair will proceed as follows:

1. The Chair will give written notification to the student that he/she is in Academic Probation when he/she fails a course. Copy will be sent to the Office of Student Affairs and to the Curriculum Office.
2. The Chair will schedule the discussion of the student's problems in the next Committee meeting.
3. The Chair will notify, in writing, the Assistant Dean of Student Affairs.

2.3 Upon receiving such a notice, the Assistant Dean of Student Affairs will proceed as follows:

1. The Assistant Dean of Student Affairs will contact the student and offer its counseling services to help with their academic deficiencies.
2. The Assistant Dean of Student Affairs and/or the Medical Schools Counseling service will write a report to the Committee of the recommendation given and the actions taken. Copy of this report will be sent to the student.
3. The Assistant Dean of Student Affairs will write a report to the Chair of those students that declined services offered or were unable to be contacted. In this case, the Chair will make another effort to contact the student by letter, telephone calls or e-mails through Web CT (Intranet). Students not responding to the letters, telephone calls or e-mails demonstrate serious Professionalism deficiencies. It is the student's whole responsibility to respond and assist promptly to all scheduled meetings and appointments. It is the students' whole responsibility to access Web CT weekly and read all the official communications sent. They will be referred immediately to the deans Office. The Committee will consider all e-mails through Web CT as official communication to the student.

### Section 3: Students Failing Courses

The Committee will recommend actions to be taken regarding students failing a course. A student, who has received an "F" in any required course, will be placed in Academic Probation until all deficiencies are properly corrected.

### Section 4: Promotion and Graduation Procedures

Based on students' individual program of studies, the committee will meet to consider students for:

- a. graduation
- b. repetition of a required failed courses
- c. repetition or substitution of failed elective courses
- d. recommendation of a decelerated academic program
- e. readmission to the fourth year of studies
- f. dismissal

4.1 The committee will employ the following criteria in making its recommendations:

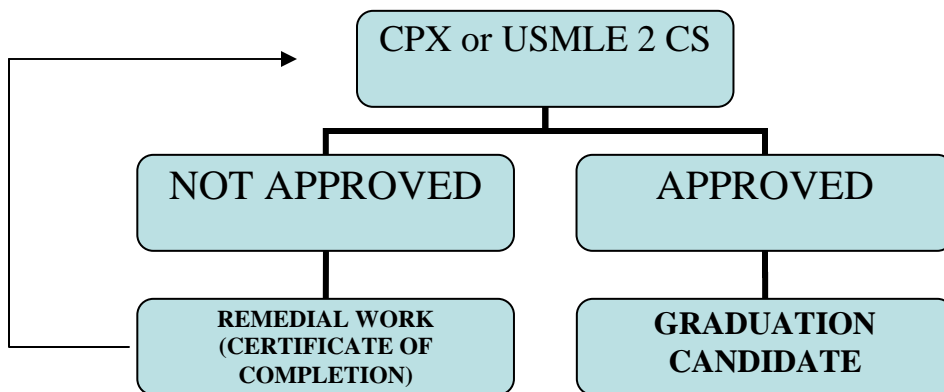
- 4.1.1 A student who has satisfactorily completed all required MD courses, including the Professionalism characteristics (non cognitive academic factors) and who also has approved: the USMLE Step 1 and Step 2 CK licensure examination tests, the Clinical Performance Exam (CPX) competency test and or the USMLE 2 CS, and all those other courses in which s/he *is* registered, will be recommended for graduation. The degree of Doctor in Medicine will be conferred at the end of the academic year

in which the student completes the minimum requirements for graduation. The student will be a candidate in the graduation exercises of that academic year, as long as it does not exceed the time limit of six academic years allowed for completing medical studies.

- 4.1.2 Students that fail the USMLE Step 2 CK must register in the course MDAA- 7006 USMLE Step 2 Independent Study in order to prepare for later approval of this test. (Registration on this course is to be done immediately at the Curriculum Office.) Students must also register 80 hours of elective course work.

Students must approve the USMLE Step 2 CK within the 6 years required, to be a graduation candidate. Students that do not approve the USMLE Step 2 CK within the time limit of six (6) academic years will be recommended for academic dismissal

- 4.1.3 All students must approve the School of Medicine CPX exam or the USMLE 2 CS prior to graduation. Students who fail either one will be required to undergo remedial clinical skills training prior to repeating either test. This remedial training will be designed by the Clinical Skills Development Office and this office will issue a Certificate of Completion when the remediation work is completed. Copy of this Certificate will be sent to the Promotion Committee and to the Office of Student Affairs. After this step is completed the student will be a candidate to take again either the CPX or the USMLE Step 2 CS. See diagram below



Students that do not approve the CPX or the USMLE Step 2 CS within the 6 academic year's time limit will be recommended for academic dismissal.

To be eligible to take either the CPX or the USMLE Step 2 CS the student must be a regular student in our School of Medicine

4.1.4 During the fourth year, any student who fails (F) any required Junior Internship, clinical clerkship, course or elective may repeat it before the graduation date. A student can repeat any given course only once. Such a situation will be brought to the Promotion Committee concerned for the approval of necessary changes in the students' program based upon availability of the course, clerkship or block within a given time. The opportunity to repeat such courses may be restricted by considerations of scheduling, available space and resources, or course prerequisites.

All students who fail at one (1) course are considered to be at high risk of academic failure. **These students will be referred to the Student Affairs Office. Students referred to the Students Affairs Office must seek and comply with an intervention plan if such is required to correct the deficiencies of concern, or sign waiver** Non compliance may place students at risk of academic failure that may result in recommendation for Academic Dismissal; therefore student who refuses this recommendation must sign a waiver.

Students on Academic Probation and/or students who have not completed or failed one or more components of two fourth year/level courses must comply with this requirement in order to continue studying in this School of Medicine.

4.1.5. If a student fails a Junior Internship and/or clinical elective taken in the continental United States or other countries, it can be repeated in the corresponding department in Puerto Rico. The opportunity to repeat such courses may be restricted by considerations of scheduling, available space

and resources, or course prerequisites. (UPR Register rules and regulation will apply)A student can only repeat any given course once.

4.1.6 If the student has F in 480 hours or more, even after having repeated and passed some courses, he or she will be recommended for academic dismissal.

4.1.7 A student who has failed any fourth level course will be placed in academic probation until the deficiencies are corrected.

#### Section 5 Dismissal

Reasons for academic dismissal include, but are not limited to, the following:

A. If a student is unable to repeat the failed fourth year course(s) within the six academic years.

B. Students, who show evidence of inability to master the curriculum of the fourth year and who, in the opinion of the committee, will not be able to master the curriculum if given an opportunity to repeat the year.

C. Any student who fails a repeated required fourth year course/junior clerkship (students can only repeat any given course once).

D. Any student who fails 480 hours or more even if he/she passes the repetition of some of these hours.

E. Students whose documented evaluations in the area of Professionalism characteristics are unsatisfactory and the committee members consider such students unfit to serve as physicians will be recommended for academic dismissal, irrespective of their other academic performance.

F. Any student unable to complete the medical studies in the maximum of six academic years.

G. Any student who has not approved the USMLE Step 2 CK examination after three opportunities in the maximum time allowed to complete medical studies of six academic years.

H. Any student who fails the CPX competency exam or its equivalent (USMLE Step 2 CS) in the maximum of six academic years.

I. Any student with GPA less than 2.00 at the end of the academic year.

#### Article 4: **STUDENT DUE PROCESS**

Section 1. Any student in academic probation will be invited to the Committee to present his/her case. Official Committee members are the only ones permitted to be at this meeting.

1.1 When a student appears before the Promotion Committee, he or she may be accompanied by one faculty member affiliated to the UPR School



of Medicine. The student must notify the Promotion Committee at least 3 days prior to the hearing of this petition. The faculty member will be permitted to stay at the meeting only during the student's oral presentation. Both the student and the faculty member will be excused upon the committee's deliberations.

After the students interview, the committee will further discuss the case and submit the Committees final recommendations.

The Committees written recommendation will be forwarded to the Dean of the School of Medicine, including all pertinent information, for his/her consideration and final decision.

1.2 Students recommended for dismissal have the right to appeal their case directly to the Dean of the School of Medicine. If unsatisfied with the result of the request, s/he may appeal to the Chancellor and to superior university authorities (the President and the Board of Trustees) there on, and based on the procedures established in the "Ley de Procedimientos Uniformes de Puerto Rico", August 12, 1988 and amended on November 30, 1990 by Law 18.

#### **Article 5: WITHDRAWALS**

A student who wishes to withdraw from a fourth year/level clerkship or course must receive the corresponding fourth year/level clerkship or course coordinators approval and signature. All course withdrawals must comply with the School of Medicine and UPR/RCM regulations. All course withdrawal procedures will be done at the Curriculum Office and at the Registrars Office. It is the student's whole responsibility to complete all the procedural steps. Withdrawals of a course can only be accepted until six (6) business days before the end of a course. After this time has elapsed no withdrawals will be accepted.

Students may withdraw from an individual elective course provided that the new substituted desired elective course is available and can be approved before the time established by the Registrars Office for graduation (refer to the academic calendar)

Students who withdraw from the School of Medicine while in the fourth year with academic deficiencies at the time of withdrawal will be considered to have failed courses for which a grade has not been reported.

Students who withdraw from the School of Medicine have the right to request readmission, as a new student, in accordance with the policies of the Admissions Committee of the School of Medicine.

#### **Article 6: AWARDS**

Students who satisfactorily complete all requirements for graduation may be considered for the following awards: (For those students transferred from other schools of medicine, first and second year GPA registered at previous school will be considered as part of the criteria for these awards)

- A. Outstanding Student Awards - those students who rank in the upper 10 % of the class.
- B. Honorary Award - students with an average of 3.5 or above, and not included in the upper ten percent of the class may be considered of this award.
- C. Distinguished Student Faculty Award - *Don Jaime Benítez*: this award is given to a student who has excelled in the areas of academic excellence, leadership, research, civism, and contributions to the institution. (Specific qualification criteria are documented in the Committees documents)
- D. Highest Grade Point Average Faculty Award - this award is given to the student who obtained the highest grade point average of the class.
- E. Leadership Awards - students considered for these awards are those who have excelled positively in leadership positions, based on honest behavior or conduct in the execution of that leadership. These students have excelled leadership in the following areas: active member of students organizations; active participation in academic activities; promotion of active participation of students in social, academic activities and research; and students who are recognized by the community or other professional organizations not related to the School of Medicine because of their leadership. (Specific qualification criteria are documented in the Committees documents)
- F. *Ramón Ruiz Arnau Award*: this award is given to a student that produced the best and most rigorous research work in clinical and basic sciences. (Specific qualification criteria are documented in the Committees documents)
- G. Altruism – this award is given to a student distinguished because of his work in benefit of a community or social well being. (Specific qualification criteria are documented in the Committees documents)
- H. Other awards offered by departments, professional organizations, foundations and/or community groups.

#### **Article 7: AMENDMENTS TO THIS DOCUMENT**

This document is subject to amendment or revision as deemed necessary by the Faculty of the School of Medicine and its pertinent committees.

At the beginning of the academic year, all new members to the committee will receive an orientation regarding this document.