



**REGULATIONS FOR STUDENT EVALUATION AND PROMOTION**  
School of Medicine

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## I. STUDENT EVALUATION

### A. INDIVIDUAL COURSE PERFORMANCE

1. The evaluation of individual student performance in a given course is the responsibility of the department(s) supervising the course. The final course grade will be determined by applying impartial and nondiscriminatory academic standards and procedures. The final course grade will be a product of the student's academic achievement reflecting whether or not the student has complied with the pre-established requirements necessary to pass the course. Expressed opinions will not affect the evaluation or final course grade of the student. However, professional attitudes are evaluated as part of some courses and may affect the final course grade.
2. The student has the right to be informed of his/her grades on examinations or any other evaluative activities within a period not later than one week after their administration. In addition, the student has the right to review the examinations and other required work, duly corrected and graded, within ten working days after the grades are notified to the students.

#### 3. Quizzes

Quizzes are given in order to monitor the learning progress of the student. They are to be used as an assessment strategy with or without grade. If used without grade they may be given at any time with or without notice. If used for grading, they must be announced at least one day in advance and their grade value stated in the course syllabus. Each department will determine the use of quizzes as stated in the syllabus.

4. Any student absent from an examination must submit a valid written excuse with adequate evidence, no later than three days after returning to classes. He or she must take a make-up exam, which will be given according to the policies of the department. The grade obtained in the make-up examination will be the final grade. If the student fails to appear for the make-up without valid justification a zero will be awarded. A student who is absent from an examination and fails to present a valid excuse during the specified period will be awarded a zero for that examination.

#### 5. Repeat Examinations

A remedial or repositional examination will not be given to substitute any failed course examination, except for the National Board Subject Exam for Clinical Year courses.

#### 6. Attendance and punctuality

Attendance and punctuality in all classes, laboratories, clinics, examinations or other educational activities are compulsory. Each student is responsible for adhering to this regulation. The Registrar's Office will monitor attendance of courses. Each department will determine how attendance in a course will be assessed and how it will affect student evaluation. The departments must ensure that students are oriented on these policies at the beginning of the course. Students who will be absent due to their participation in official meetings of the Institution will be

responsible for the missed coursework and must make proper arrangements with the course coordinator prior to the absence. Absences due to other causes must be discussed with the course professor or supervisor to comply with the course requirements.

## B. GRADE SCALE

### 1. Requisite letter graded courses

For each non-pass/fail requisite course taken during the semester the student will receive a letter grade. Grades A, B and C will be considered as *passing grades*. Grade F will be considered as a *non-passing grade*. Grades will be based on the following criteria:

| GRADE | GRADE VALUE | DESCRIPTION  |
|-------|-------------|--------------|
| A     | 4           | Excellent    |
| B     | 3           | Good         |
| C     | 2           | Satisfactory |
| F     | 0           | Failure      |

### 2. Requisite courses pass/fail and elective courses

For each pass/fail requisite course and each elective course taken the student will receive a pass or fail grade based on the following criteria:

| GRADE | DESCRIPTION           |
|-------|-----------------------|
| H     | Superior (Honors)     |
| P     | Satisfactory (Pass)   |
| F     | Unsatisfactory (Fail) |

Grades for elective courses will be reported officially at the end of the semester provided all evaluative documents have been received by the Office of Electives at the Office of the Dean of the Medical School.

- Final course grades cannot be changed once they have been officially submitted to the Registrar Office. In the event of an error in the final course grade originally submitted for a student, the course coordinator must submit to the Office of the Associate Dean of Medicine a written justification of the grade change with the signature of both the course coordinator and the director of the department concerned, no later than one month after the beginning of the next semester following the submission of the grade.

## C. RECORD KEEPING

- Each academic department of the Medical school will be responsible for maintaining an overall record of individual student performance for each of the courses supervised by the department. These records will be maintained for five years. Student's answer sheet and paperwork assigned will be maintained for one year.

Original evaluation forms of students in clerkships will be forwarded to the Registrar's Office to be placed in the student's academic file.

2. The official transcript of each student at the Registrar Office will include:
  - a. the final grade received by the student in each course
  - b. the full description of the grading scale as defined in the section I. B.
  - c. a complete explanation of quality points calculation as presented in Section I.G., and a complete explanation of the quality point index as presented in section I. H.
  - d. any leave(s) of absence taken by the student
  - e. academic status (good standing, not good standing or academic dismissal)

**D. CONTACT HOUR**

The term *contact hour* refers to a fifty-minute period of academic experience.

**E. CREDIT HOUR**

1. The value used to calculate the total credit hour value for each requisite course is equal to the assigned period of contact hours allotted to a course each week and defined as lecture, laboratory, discussion, clinical clerkship, or supervised independent study.
2. The total credit hour value for each requisite course will be determined using the following criteria:

|                          |  |
|--------------------------|--|
| <b>One credit hour =</b> | Fifteen contact hours of lecture, discussion or examination<br>Or<br>Thirty-contact hours of laboratory<br>Or<br>Seventy two-contact hours of clinical clerkship or supervised independent study |
|--------------------------|--|

**F. SEMESTER**

One semester will consist of 15 working weeks comprised of 90 days (5 days/week) of academic work. However as stated in section I.E.2., 15 contact hours of lecture, irrespective of the days or weeks used to cover them, will receive the value of one credit. Other activities (*i.e.*, laboratories, etc.) will be evaluated by using the conversion stated in section I. E.

**G. QUALITY POINTS (QP)**

The Quality Points obtained by the student in each requisite course will be calculated by multiplying the total credit hour value of the course by the numerical value of the grade earned by the student in the course.

|             |  |
|-------------|--|
| <b>QP =</b> | Total credit hours of the course x Numerical value of the grade earned |
|-------------|--|

## H. QUALITY POINTS INDEX (QPI)

The Quality Point Index (QPI) is calculated by dividing the total number of quality points received by the student during a semester by the total number of credit hours of requisite courses taken during that semester.

$$\text{QPI} = \frac{\text{Total number of quality points}}{\text{Total number of credit hours of requisite courses taken during a semester.}}$$

## I. CUMULATIVE QUALITY POINTS INDEX (CQPI)

1. The cumulative quality point index is calculated by dividing the total number of quality points earned by the total number of credit hours of requisite courses taken beginning with the student's original enrollment at the school.

$$\text{CQPI} = \frac{\text{Total number of quality points earned}}{\text{Total number of credit hours of requisite courses taken from the beginning of the student's medical school education.}}$$

2. The total number of credit hours used to calculate the CQPI for a student will not include quality points corresponding to any original course that was repeated by the student either during the academic year or as a summer course.
3. Until the official grade of a repeated course is received the original course value will be used to calculate the CQPI for the student.

## J. INCOMPLETE COURSEWORK (I)

1. All coursework must be completed no later than the date of the final examination. When this is not possible due to illness or other valid reasons, the student may ask the course or clerkship coordinator to assign a temporary grade of Incomplete (I) for the course.

The minimum requirements and conditions for eligibility to receive a temporary grade of Incomplete are:

- a. A written request from the student to the course/clerkship coordinator, accompanied by supporting evidence of illness or other serious event that prevented the completion of the coursework.
  - b. The student must have completed at least 75% of the total required coursework and its corresponding evaluations with a cumulative passing grade up to that moment.
  - c. Each course/clerkship syllabus must specify which activities are to be completed in order to be eligible for an incomplete.
2. The deadline for the removal of an incomplete grade from a course and for the submission of the final course grade by the department will be the last day of the

- third week of classes of the following semester as set in the official academic calendar. An incomplete grade will automatically become an F (Failure) if it is not removed by the deadline.
3. The registration of any student with incomplete coursework will be provisional and conditioned to the removal of the incomplete grade before the stated deadline.
  4. Upon submission of a final course grade to replace an incomplete, the student's academic status for the semester will be determined in accordance with section II of these regulations.
  5. In the case that a student with an excused absence fails to take the National Board Special Subject Examination, in a course where this exam is a factor in determining the final course grade, the student will receive an (I) (incomplete) and must sit for this examination within the time period established for removing incomplete grades.

#### **K. LEAVE OF ABSENCE (LOA) and WITHDRAWAL FROM THE MEDICAL DEGREE PROGRAM**

1. Leave of Absence
  - a. The Associate Dean of Medicine with the approval of the Dean of Medicine may grant Leave of Absence status from the Medical School.
    - i. If there is a need for a student to be on leave for a period no longer than one month, he or she must submit a written request to the Associate Dean of Medicine immediately when the need for the leave arises, but not later than seven working days prior to the leave. The student will be responsible for all course/rotation responsibilities to be fulfilled during his/her absence. The student will be responsible for making the necessary arrangements with each of the professors.
    - ii. Students requiring a leave longer than one month must request that status in writing to the Associate Dean of Medicine stating the reason for the request. Final decision concerning any request for leave of absence must be communicated, in writing, to the student.
  - b. The first year or second year student, to be eligible to receive a LOA, may not have an Incomplete in any course of the previous semester at the time of the beginning of the leave and must not be a candidate for academic dismissal under any part of Section II of these regulations. The second year student who completes all requirements for promotion to the third year except for passage of the USMLE Step 1 must request a LOA (see I.K.1.d).
  - c. The third year or fourth year student to be eligible to receive a LOA, must have completed all courses and/or clerkships by the time of the beginning of the leave and must not be a candidate for academic dismissal under any part of Section II of these regulations. The fourth year student who completes all requirements for graduation except for passage of the knowledge component of the USMLE Step 2 must request a LOA (see I.K.1.d).



- d. A leave of absence can be granted for a maximum of one year, which must be stated in the official authorization by the Institution. A leave of absence for a period longer than one year may be granted under extraordinary circumstances upon approval by the Dean of Medicine.
- e. A LOA granted due to failure to pass either the USMLE Step 1 or the USMLE Step 2 cannot exceed two years (I.K.4.c). The student who is granted an official LOA can neither register for nor attend any course in the Medical Degree Program during the LOA period. (See section II.D.2.)
- f. Maternity, paternity and adoption leave:

Maternity, paternity and adoption leaves may be granted by the Associate Dean of Medicine, with the approval of the Dean of the Medical School, in accordance with the stipulations in section I.K.1.

## 2. Authorized Withdrawal

A registered student may withdraw from the Medical Degree Program with an official authorization, if requested, before the deadline for total withdrawal. The Office of the

Associate Dean of Medicine will request from each academic department supervising the courses in which the student is registered, a written report on the student's current academic status based on work completed up to that date. This status will be reported as P if the student is currently maintaining a passing grade, F if the student is failing the course, or N if the department is unable to determine current status due to insufficient completion of work by the student. Based on these reports, the student's status will be classified either as withdrawal failing (WF), if the reported grade in one or more courses is F, or as withdrawal passing (WP), if the student does not have a grade of F in any of the courses.

## 3. Unauthorized Withdrawal (UW)

- a. The classification of unauthorized withdrawal will be applied in the following cases:
  - (1) Any student who has completed at least one semester of courses in the Medical Degree Program but fails to register in the following semester without having been granted official LOA by the Institution.
  - (2) Any student on official LOA who fails to register immediately after the leave period expires.
  - (3) Any student on authorized withdrawal passing (WP) who fails to register the following semester.
  - (4) Any registered student who withdraws from the Medical Degree Program without official authorization prior to the deadline for total withdrawal.
  - (5) Any registered student who abandons the Medical Degree Program after the deadline for total withdrawal will be considered as having completed the semester and must receive final grades in all the courses for which he

or she registered. The student's academic status will be determined following Section II of these regulations. If the student is eligible to register in the subsequent semester but fails to do so, he or she will be classified UW as defined in Section I.K.3.

- (6) Any second year student who completes all requirements for promotion to the third year except for passage of the USMLE Step 1 and who fails to request a LOA.
  - (7) Any fourth year student who completes all requirements for graduation except for passage of the clinical knowledge component of the USMLE Step 2 and who fails to request a LOA.
- b. Any student classified as unauthorized withdrawal (UW) may only reenter the Medical Degree Program in the same manner as the student classified as withdrawal failing (WF).

#### **L. REENTERING AND READMISSION TO THE MEDICAL DEGREE PROGRAM**

- a. Any student classified as WP may reenter the medical degree program within one year after the withdrawal by following the usual registration norms and procedures. The student must register for the semester from which he or she withdrew unless the academic status of the student is otherwise changed by termination of incomplete coursework. If the student fails to register within the allowable period of time, he or she will be required to apply for readmission at the academic level recommended by the Admissions Committee of the Medical School.
- b. In order to reenter the medical degree program, any student who is classified either as UW or WF must apply for readmission and may do so only one time following the established norms and procedures for readmission. If the individual applies within one year following the withdrawal, the readmission must be to the semester indicated by the student's academic status as defined under Section II of these regulations. If a student applies more than one year following withdrawal, s/he must apply for readmission to the first year of studies.
- c. The student's academic status as defined under Section II of these regulations as applicable. If a student applies more than one year following withdrawal, he or she must apply for readmission to the first year of studies.
- d. Any student returning from LOA may register at the beginning of the semester dependent on the student's academic status at the time the LOA was granted. The student granted a LOA for health reasons must furnish written certification, prior to registration, that the original reason for granting the LOA has been remedied.
- e. A student on withdrawal status, whose academic status changes due to incomplete coursework such as to make the student subject to academic dismissal under any part of Section II of these regulations, may not reenter the medical degree program.

## II. REQUIREMENTS FOR STUDENT PROMOTION AND GRADUATION

### A. ACADEMIC YEAR DEFINITION

1. The academic year will consist of the fall and spring semesters, and the summer period of each of the four academic levels in the medical degree program.
2. At the termination of each semester the final grade in all completed courses and the CQPI achieved by each student will be summarized by the Registrar. The Committee on Student Evaluation and Promotion will review the summary and make recommendations on individual student academic status to the Office of the Dean of the Medical School.
3. Students will be evaluated for promotion as needed during the academic year. The academic status of students who are subject to dismissal based on their performance at the completion of remedial or repeated courses during the academic year will be evaluated and revised after the completion of the course.

### B. PROMOTION AND GRADUATION

1. A student is achieving satisfactory academic progress when he or she has obtained at least a minimum grade of C in all required courses during the academic year.
2. The first and third year students who are maintaining satisfactory academic progress will be unconditionally promoted to the next level of the Medical Degree Program.
3. All second year students must take the United States Medical Licensing Examination (USMLE) Step 1 following completion of second-year courses but no later than 4 weeks prior to the beginning of the subsequent fall semester
  - i. The student who achieves a passing score on USMLE Step 1 and is not subject to academic dismissal or non-promotion will be unconditionally promoted to the third year of the medical degree program.
  - ii. The student in a non-promotion status with a passing score of USMLE Step 1 will be eligible for unconditional promotion to the third year only after successful completion of failed second year coursework.
4. All fourth year students must pass the clinical knowledge component of the USMLE Step 2 prior to their expected graduation date in order to graduate. The fourth year student who completes the academic year in satisfactory academic progress status will be granted the medical degree provided all other requirements for graduation in section II.D.1. have been met and approval of the medical school faculty is granted.

### C. NON-PROMOTION (NP), COURSE REPETITION AND DISMISSAL (D)

1. Single Required Course Failure
  - a. A student in the first, second or third year who is not repeating courses and obtains a *non-passing grade* in a single required course/clerkship during the academic year, will not be promoted to the next academic level until he or she repeats that course and obtains a satisfactory grade. Repetition of failed courses/clerkships will be allowed after all required courses/clerkships have been completed.

- b. The fourth year student who is not repeating courses and obtains a *non-passing grade* in a single required course/clerkship during the academic year will not be eligible for graduation until he or she repeats that course and obtains a satisfactory grade.

## 2. Multiple Required Course Failure

A student in the first, second, third or fourth year who is not repeating courses, has not previously been on Non-Promotion status, and in a single academic year fails two or more courses or clerkships will not be promoted. The student will be placed on Non-Promotion status for the subsequent academic year and will be required to repeat all courses in which he or she obtained a non-passing grade. Failure of any repeated course will result in academic dismissal. (See: Dismissal after course repetition; Article II. Section C. Subsection 4.)

## 3. Failure to pass the USMLE Step 1

- a. All second year students must take the USMLE Step 1 prior to the beginning of the subsequent fall semester. Students who do not sit to take the USMLE Step 1 prior to the fall term will be placed on non-promotion status. If this student has previously been on non-promotion status due to course failure, then non-promotion due to failure to take the USMLE Step 1 will not be grounds for academic dismissal under Section II.C.6. of these regulations.
- b. In order to be eligible to sit for the USMLE Step 1, students must continue to be enrolled in this school.
- c. Any second year student who is not subject to academic dismissal or non-promotion and who sits for but does not pass the USMLE Step 1 prior to the beginning of the subsequent fall semester will be allowed to register in third year rotations during the first semester of the third year on a "Conditional Promotion" status.
  - i. If the student passes the USMLE Step 1 during the first semester of the third year, he or she will be unconditionally promoted to the third year.
  - ii. If the student fails to pass the USMLE Step 1 in the first semester of the third year, he or she will be allowed to complete the courses of the first semester of the third year but will be placed on a non-promotion status for the remainder of the academic year. If this student has previously been on non-promotion status due to course failure, then non-promotion due to failure to pass the USMLE Step 1 will not be grounds for academic dismissal under Section II.C.6. of these regulations.
- d. To register in a rotation during the second semester of the third year, the student must have passed USLME Step 1 before the end of the first semester.
- e. As soon as a second year student passes the USMLE Step 1, he or she will be unconditionally promoted to the third year.

- f. Second year students are allowed a maximum time frame of two years on LOA following completion of the second year of the curriculum to pass the USMLE Step 1.
4. Failure to pass the USMLE Step 2
  - a. Fourth year students who fail to pass the clinical knowledge component of the USMLE Step 2 prior to their expected graduation date will not be allowed to graduate with the MD degree.
  - b. Fourth year students are allowed a maximum time frame of two years on LOA following completion of the fourth year of the curriculum to pass the clinical knowledge component of the USMLE Step 2.
5. Dismissal after course or clerkship repetition

Any student who repeats a course or clerkship, including summer course, and receives a *non-passing grade* in the repeated course will be dismissed from the medical degree program.
6. Dismissal after second non-promotion

Any student who fails to be promoted a second time due to course or clerkship failure will be dismissed from the Medical School. Any student who fails to be promoted a second time due to failure to take or pass the USMLE Step 1 will not be dismissed from the Medical School unless he/she does not pass the Step 1 exam in the allowed time period.
7. Dismissal due to failure to pass USMLE Step 1 or USMLE Step 2
  - a. The second year student who is granted a LOA due to failure to pass the USMLE Step 1 and who fails to pass the USMLE Step 1 within the maximum allowed period of two years will be dismissed from the medical school.
  - b. The fourth year student who is granted a LOA due to failure to pass the USMLE Step 2 and who fails to pass the USMLE Step 2 within the maximum allowed period of two years will be dismissed from the medical school.
8. No Readmission After Dismissal

Any student dismissed for academic reasons may not apply for readmission to the medical school.
9. Repetition of Elective Courses

Repetition of a specific elective course in which the student received a final grade of Failure will not be a mandatory requirement for promotion or graduation of the student.

However, the total clock hour requirement for elective work specified in the Medical School Curriculum must be satisfied with a grade of Pass or Honors prior to graduation.

## 10. Remedial Courses

### a. Eligibility

Any student receiving one or two *non-passing grades* during an academic year will be eligible to take only one remedial course during the summer of that academic year for transcript credit.

- i. If a student obtains one non-passing grade, the course may be repeated during the summer of the same academic year, during the next academic year, or during the summer session of the following academic year. (Section II. C. 1. a. )
- ii. If a student obtains two non-passing grades, one of the courses may be repeated during the summer session of the same academic year, while the other course may be repeated during the following academic year, or in the summer session of the following academic year. Alternatively, both courses may be repeated during the following academic year or one course may be repeated during the academic year and the other during the summer session of this academic year. (Section II. C.2.a.)

The student may decide on the most suitable option to repeat the failed course(s).

Any student who completes the academic year with only passing grades is not eligible to take remedial course(s) for transcript credit. It is stated in Section II.C.2.b. of these regulations that the repetition of failed courses/clerkships in a given academic year will only be allowed after all required clerkships/courses for that year have been completed.

### b. Course Selection and Completion

Eligible students may choose remedial courses from those courses offered by or approved by the department, which supervised the original course, subject to final approval by the Associate Dean of Medicine. Only courses offered by LCME-accredited institutions will be considered for approval. The student will be responsible for making all arrangements and covering all costs relevant to the remedial course, including travel, housing, registration and tuition.

The remedial courses must be completed prior to registration to the next academic level and will be officially recorded as repetition of the original course, so that the student's transcript will record the final grades in both the original and remedial courses, and so that only the repeated course will be used for calculation of the academic index (CQPI). In the event that the final grade in a remedial course is not received prior to registration, the registration of the student will be provisional pending receipt of the final grade and determination of the student's final academic status.

### c. Final Grade Determination

The student's final letter grade for a summer remedial course will be the final grade given by the institution teaching the remedial course. A maximum grade value of C (2.0) will be applied to any successfully repeated course in order to calculate the CQPI, regardless of the actual grade received in the repeated course. The student's transcript will show both the original failing grade and the actual grade received in the repeated course with a note of clarification explaining that the grade valued of 2.0 was applied to the repeated course to calculate the student's grade index.

d. Final Grade Registration

Upon repetition of any required or elective course, the permanent record and the official transcript of the student will show the final course grade received by the student both in the original course and in the repeated course, indicating the semester in which each course was conducted. As specified in Section I.I. of these regulations, in the case of a requisite course that is not pass/fail, the credit hours and quality points corresponding only to the repeated course will be utilized in the calculation of the CQPI value for the student.

**D. DEGREE REQUIREMENTS**

1. Successful completion of four full academic years will be required for graduation. This includes having obtained at least a grade of C in all required courses, to pass the USMLE Step 1 and to pass the knowledge component of USMLE Step 2.

Successful completion of four full academic years will be required for graduation from the medical degree program. This includes passing all required courses and successfully completing the elective course requirement prior to graduation. In order to obtain a medical degree from this medical school, the student must be enrolled in this institution for the final two academic years.

2. Time-Frame to Obtain the MD Degree

The normal time-frame for completion of required coursework in the MD Degree Program is four academic years. A student may require additional time to complete his/her degree due to academic or personal reasons, which will encompass a maximum time frame of six academic years. Time spent on LOA and time lapsed during authorized withdrawal will not be counted as part of the six academic years of study. In such situations, the Committee on Evaluation and Promotion of Students will make recommendations to the Dean of the Medical School.

3. To be eligible to receive honors on graduation the student must have completed at least two years of study at this Medical School. Honors that a student may receive on graduation will include:

| HONORS          | CQPI         |
|-----------------|--------------|
| Summa Cum Laude | 3.75 to 4.00 |
| Magna Cum Laude | 3.50 to 3.74 |
| Cum Laude       | 3.25 to 3.49 |

### **III. DUE PROCESS POLICY AND PROCEDURE IN CASES INVOLVING ADVERSE ACTION UNDER THE REGULATIONS FOR STUDENT EVALUATION AND PROMOTION OF THE SCHOOL OF MEDICINE**

#### **A. INTRODUCTION**

This Due Process Policy and Procedure is intended to describe the course of action and protections available at the Universidad Central del Caribe School of Medicine (UCCSOM), should a member of the faculty or administration take an adverse action against a student for failure to maintain academic standards. Expected academic standards for medical students are described in detail in the *Regulations for Student Evaluation and Promotion* of the School of Medicine (RSEP).

The due process for any actions not considered under this policy is outlined in the *General Student Rules and Regulations* under Chapter V (Standards of Student Conduct and Ethics), Articles 15 through 21.

#### **B. RELEVANT DEFINITIONS**

##### **a. Due Process**

Any student whose rights or privileges as defined in the *Regulations for Student Evaluation and Promotion* are affected by the action of a member of the faculty or administration has the right to be informed in a timely fashion of the impending adverse action, should be provided with disclosure of the evidence on which the action would be based, and must be given an opportunity to respond and to appeal to the pertinent authority of the institution. The due process comprises all of these protections, provisions, and courses of action.

The right to appeal may be exercised by the student personally or through the General Student Body Council, elevating the appeal before the concerned Department Chair, Year Coordinator, Associate Dean of Medicine and the Dean of the Medical School, or other designated individual.

##### **b. Adverse Action**

At the UCCSOM an adverse action is defined as any action undertaken by an institutional authority that 1) requires repetition of 1 or more courses or clerkships, 2) delays by at least one semester a student's completion of the MD degree, or 3) separates the student from the School of Medicine. Adverse actions include: academic dismissal from the School of Medicine, temporary enforced leave of absence, nonpromotion and required repetition of all or part of the curriculum.

#### **C. PROVISIONS**

##### **a. Student Access to Support Services**

Any student at the UCCSOM will be informed by the Dean of Student Affairs (DSA) of the available services to support him/her in reaching his/her academic and professional goals. The DSA or a designated person will inform the student of his/her academic situation at the UCCSOM and the anticipated implications of his/her academic status.



The DSA will inform the student regarding the courses of action and protections available at the UCCSOM, should he/she be in a position of facing an adverse action due to failure to maintain academic standards.

b. Student Right to Challenge a Grade

Any student has the right to be informed of his/her grades on examinations or any other evaluative activities within a reasonable time frame. In addition, the student has the right to review the examinations and other required work, duly corrected and graded (section I.A.2). The student has the right to challenge a grade in the case it is inaccurate or miscalculated. The student request to resolve an academic problem should be addressed to the concerned Faculty, Course Coordinator, Departmental Chair, Year Coordinator, and Associate Dean of Medicine in that order. All of these claims should be in writing and responded to (in writing) by the UCCSOM academic administrators within 15 days of receipt of any challenge.

c. Consideration of an Adverse Action

Recommendation of an adverse action may be made by the Committee on Student Evaluation and Promotion (CSEP) to the Dean of Medicine through their periodic evaluation of student academic progress. Prior to recommending an adverse action, the CSEP will conduct a detailed investigation and review all available information from the student and or concerned faculty. Substance of the issues considered will be included in the minutes of the meeting at which the student's performance is discussed. The CSEP will arrive at a decision by a simple majority vote.

d. Imposition of an Adverse Action

The decision whether or not to impose an adverse action rests with the Dean of Medicine. In such cases the Associate Dean of Medicine will submit a written warning to each student facing an adverse action due to failure to maintain academic standards. Within 15 days of the CSEP meeting at which the adverse action was recommended, the student will be notified of the action by certified letter (and in addition by any other expeditious means such as electronic mail, fax or personal hand delivery of letter) from the Associate Dean of Medicine. In the written letter the Associate Dean of Medicine will inform the student under which specific regulations the adverse action has been taken. The Associate Dean of Medicine will maintain a confidential students' file to keep and protect all the corresponding documentation under consideration through the due process.

## **D. APPEALS**

a. Appeal of an Adverse Action

A student on whom an adverse action is being imposed has the right to appeal the decision. The student must make a written request for an appeal to the Associate Dean of Medicine, stating the reasons why the student disagrees with the decision. Student's request for an appeal must be received in writing within 30 days after receipt of the adverse action letter. In preparing for the appeal, the student may request a copy of the relevant portion of the minutes of the CSEP meeting at which the student's performance was discussed.

Should the student fail to notify in writing the Associate Dean of Medicine of the appeal within thirty (30) days, this shall be considered a waiver of the right to an appeal and the decision shall become final for the School of Medicine.

The Associate Dean of Medicine will submit the formal appeal to the CSEP by writing, providing all information and any new evidence provided by the student. The CSEP will convene a meeting (within 15 days of receipt of the formal appeal) to evaluate in detail the student's appeal. The CSEP may invite the student to present the reasons for disagreement with the adverse action.

The CSEP will arrive at a decision by a simple majority vote. If in light of the new evidence the CSEP recommends that the adverse action not be imposed, the student will be notified by the Associate Dean of Medicine in writing (within 5 days of the meeting). If after evaluation of new evidence the CSEP ratifies the adverse action, the student will be notified by the Associate Dean of Medicine in writing within 5 days of the meeting.

b. Appeal to the Dean

If the student disagrees with the result of the CSEP decision, he/she may appeal to the Dean of the School of Medicine in writing within thirty (30) days of receipt of the ratification of the adverse action by the CSEP. Should the student fail to notify the DSoM in writing of the appeal within thirty (30) days, the student has waived his/her right to appeal to the DSoM and the decision shall be final for the School of Medicine.

The DSoM will review the student's academic record, the recommendation of CSEP and the decision of the Associate Dean of Medicine and any other documents in the student's appeal file. The DSoM has the prerogative to meet with the student.

The DSoM will communicate his/her decision to the student in writing within 3 days of conclusion of the appeal process. The Dean's decision is final for the School of Medicine.

c. Discretionary Review of the DSoM's decision by the President and the Board of Trustees

The DSoM's decision is subject to discretionary review by the President of the UCC and the Board of Trustees. The President and the Trustees will normally accept review only in extraordinary cases, such as where proper procedures have apparently not been followed, contractual rights are being breached, where the decision appears to be unsupported by the facts, or where the decision appears to violate UCCSOM policy. Procedures for such appeals shall be according to the General Regulations (Reglamento General) of the UCC.

## **IV. GENERAL REGULATIONS**

### **A. AUTHORITY AND ENFORCEMENT**

The Office of the Associate Dean of Medicine will bear the responsibility and authority to enforce all provisions of this document. Amendment to these regulations may be proposed in writing only through the Office of the Associate Dean of Medicine for consideration by the Committee on Student Evaluation and Promotion. Following the

recommendations of the Committee, the Dean of the Medical School will submit the recommended amendments for the approval of the Faculty of the Medical School in meeting. The Office of the President of the University will submit any amendments to this document approved by the Faculty of the Medical School within a period of thirty calendar days following faculty approval for consideration by the Board of Trustees of the university. Any amendment to these regulations will apply to every student of the medical school regardless of the date of initial registration of the student in the medical school, unless a specific condition of applicability is stated in a particular provision of this document.

#### **B. REGULATIONS AS PART OF THE CONTRACT OF STUDIES**

These regulations, as with all regulations of this institution, will form part of the contract of studies between this institution and all registered medical students.

#### **C. SUPERSEDING OF PREVIOUS REGULATIONS**

Any section, paragraph, or sentence of any previously approved regulations relating to evaluation, promotion, or graduation of students at the Medical School that is inconsistent or in conflict with any provision of this document will be superseded by this document.

#### **D. VOIDING OF A SPECIFIC PROVISION**

The voiding of any provision of these regulations by the pertinent authority will not affect any other provision of the document unless directly related to the voided provision.

*Approved by Faculty June 28, 2012*