REGULATIONS FOR STUDENT EVALUATION AND PROMOTION

School of Medicine

Class Admitted 2026

TABLE OF CONTENTS

I. STUDENT EVALUATION 1

A. INDIVIDUAL COURSE PERFORMANCE 1
1. Final course grade 1
2. Grade time notification and student revision 1
3. Quizzes 1
4. Absence from an examination, make-up and justification 1
5. Repeat examinations 2
6. Attendance and punctuality 2

B. GRADE SCALE 2
1. Requisite letter graded courses 2
2. Requisite pass/fail courses and elective courses 3
3. Grade change 3

C. RECORD KEEPING 3
1. Department individual student performance record 3
2. Official transcript 3

D. CONTACT HOUR 4

E. CREDIT HOUR 4
1. Course credit hour value 4
2. Criteria/determination 4

F. SEMESTER 4

G. QUALITY POINTS (QP) 4

H. QUALITY POINTS INDEX (QPI) 4

I. CUMULATIVE QUALITY POINTS INDEX (CQPI) 5
1. CQPI determination 5
2. CQPI and course repetition 5
3. CQPI calculation 5

J. INCOMPLETE COURSEWORK (I) 5
1. Requirements and conditions 5
2. Incomplete grade removal 5
3. Provisional student registration 6
4. Academic status determination 6
5. Incomplete coursework due to NBSE 6

K. LEAVE OF ABSENCE (LOA), WITHDRAWAL, AND REENTERING 6
1. Leave of Absence 6
2. Authorized Withdrawal 7
3. Unauthorized Withdrawal (UW) 7
4. Required Withdrawal 8

L. REENTERING AND READMISSION TO THE MEDICAL DEGREE PROGRAM 8
1. Reentry 8
2. Readmission 9

II. REQUIREMENTS FOR STUDENT PROMOTION AND GRADUATION 9

A. ACADEMIC YEAR DEFINITION 9

B. PROMOTION AND GRADUATION 10

C. NON-PROMOTION (NP), COURSE REPETITION AND DISMISSAL (D) 10
1. Single Required Course Failure 10
2. Multiple Required Course Failure 10
3. Failure to pass the USMLE Step 1 11
4. Dismissal after course or clerkship repetition 11

5. Dismissal after second non-promotion 11
6. Dismissal due to failure to pass USMLE Step 1 or USMLE Step 2 CK in three attempts 12
7. Dismissal after multiple course failures 12
8. No Readmission after Dismissal 12
9. Repetition of Elective Courses 12
10. Remedial Courses 12
D. DEGREE REQUIREMENTS 14
1. MD degree and graduation 14
2. Timeframe to Obtain the MD Degree 14
3. Graduation/Honors eligibility 14
III. DUE PROCESS POLICY AND PROCEDURE ON ADVERSE ACTION 15
A. INTRODUCTION 15
B. RELEVANT DEFINITIONS 15
1. Due process 15
2. Adverse Action 15
C. PROVISIONS 16
1. Student access to support services 16
2. Student's right to challenge a grade 16
3. Consideration of an adverse action 16
4. Imposition of an Adverse Action 16
D. APPEALS 17
1. Appeal of an Adverse Action 17
2. Appeal to the Dean 17
3. Discretionary Review of the DSoM's decision by the President 17
IV. GENERAL REGULATIONS 18
A. AUTHORITY AND ENFORCEMENT 18
B. REGULATIONS AS PART OF THE CONTRACT OF STUDIES 18
C. SUPERSEDING OF PREVIOUS REGULATIONS 18
D. VOIDING OF A SPECIFIC PROVISION 18
APPENDIX A LEAVE OF ABSENCE (LOA) APPLICATION PROCESS FLOWCHART **19**

I. STUDENT EVALUATION

A. INDIVIDUAL COURSE PERFORMANCE

1. Final course grade
   The evaluation of individual student performance in a given course is the responsibility of the course/clerkship director. 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 the student has complied with the pre-established requirements necessary to pass the course. Student's 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. The course/clerkship director and the department chairperson will sign the final course grades.

2. Grade time notification and student revision
   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 seven working days 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 to monitor the learning progress of the student. They are tobe used as an assessment strategy with or without a 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 course/clerkship director will determine the use of quizzes, and this will be stated in the syllabus.

4. Absence from an examination, make-up, and justification
   Any student absent from an examination must submit a valid written excuse with adequate evidence, no later than three days after returning to classes. 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.

   The following will be considered as valid excuses:

   a. Illness: The excuse will specifically require certification by a licensed physician or other healthcare provider. The provider cannot be a student's relative. The excuse must be submitted on the provider's letterhead, signed with the license number printed and a telephone number where s/he may be contacted. Details or the divulgence of confidential information is not necessary. A course/clerkship director may require verification by the person who issued the excuse.

b. Death or severe illness within the student's family: This includes the student's parents, spouse, children, grandparents, or siblings. Will require written evidence.
c. Court or judicial citations: Will require written evidence.
d. Participation in authorized official activities representing the University: Must be certified by the Assistant Dean of Student Affairs.

After a valid excuse is approved by the course/clerkship director and the Assistant Dean of Student Affairs of the School of Medicine, the student must take a make-up exam, which will be given according to the policies established in the course syllabus. In the case of integrated exams, this must have the approval of the corresponding curriculum year subcommittee. The grade obtained in the make-up examination will be the final grade. If the student fails to appear for the make-up without a valid justification, a zero will be awarded.

5. Repeat examinations
A student who fails an exam will not receive a repeat or remedial exam. The only exams that can be repeated are the National Board of Medical Examiners (NBME) Subject exams required for clinical clerkships.

6. Attendance and punctuality
Attendance and punctuality to all classes, laboratories, clinics, examinations, or other educational activities are compulsory. Each student is responsible for adhering to this regulation. Each department will determine how attendance on a course will be assessed and how it will affect student evaluation. Each course/clerkship director 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. They must seek authorization from the Assistant Dean for Student Affairs and must make proper arrangements with the course director prior to the absence. Absences due to other causes must be discussed with the course director or supervisor to comply with the course requirements. The Registrar's Office will monitor attendance in courses in compliance with the Federal Department of Education Regulations.

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. Letter grades A, B, and C are passing grades, and letter grade Fis a non-passing grade. The following describes the grades:

Grade	Grade value	Description
A	4	Excellent
B	3	Good
C	2	Satisfactory
F	0	Failure
NR	0	Temporary Grade

2. Requisite pass/fail courses 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.

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

C. RECORD KEEPING

1. Department individual student performance record
   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. Students' answer sheets and paperwork assigned will be maintained for one year.

   The 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. Official transcript
   The official transcript of each student at the Registrar's Office will include:
   a. The final grade received by the students in each course
   b. The full description of the grading scale as defined in 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. Course credit hour value
   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. Criteria/determination
   The total credit hour value for each requisite course will be determined using the following criteria:

One credit hour =	Eighteen contact hours of lecture/seminar Thirty-six contact hours of laboratory Twenty-two contact hours of clinical experience Thirty-six contact hours of independent study/Individualized Instructions

F. SEMESTER

One semester will consist of 18 working weeks, comprised of 90 days (5 days/week) of academic work. However, as stated in section I.E. 2, 18 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 students in each requisite course will be calculated by multiplying the total credit hour value of the course by the numerical value of the grade (see Section I.B.) earned by the student in the course.

QP =	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.

QPI = Total number of quality points / Total number of credit hours of requisite courses taken during a semester.

I. CUMULATIVE QUALITY POINTS INDEX (CQPI)

1. CQPI determination

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.

CQPI = Total number of quality points earned / Total number of credit hours of requisite courses taken from the beginning of the student's medical school education.

2. CQPI and course repetition

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. CQPI calculation

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. Requirements and conditions

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 director 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 director, accompanied by supporting evidence of illness or other serious events 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. Incomplete grade removal

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. Provisional student registration
   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. Academic status determination
   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. Incomplete coursework due to NBME Subject Exam
   In the case that a student with an excused absence fails to take the NBME 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), WITHDRAWAL, AND REENTERING

1. Leave of Absence

   a. The Associate Dean of Medical Education, with the approval of the Dean of Medicine, may grant LOA status from the Medical School.

      i. Students needing to be absent for more than 10 academic days must request a LOA status. The status will be requested in writing to the Associate Dean of Medical Education immediately when the need for the leave arises, but not later than seven working days prior to the leave, stating the reason for the request. The final decision concerning any request for a LOA must be communicated, in writing, to the student, within seven (7) working days.

   b. A LOA may be granted for any of the following reasons: military service, academic enrichment, health, personal matters or USMLE remediation.

   c. To be eligible to receive a LOA, the first-year or second-year student must 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.

   d. To be eligible to receive a LOA, the third-year or fourth-year student 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.

   e. As established by the US Department of Education Code of Federal Regulations 34CFR Section 668.22 (d) or any of its amendments, a LOA can be granted for a

maximum of 180 calendar cumulative days in a 12-month period, and this must be stated in the official authorization by the institution. The maximum time period on leave of absence will be the same, regardless of the reason for said leave.

f. A student who fails to return after an officially approved LOA or who exceeds the established LOA timeframe will be classified as an unauthorized withdrawal from the medical school.

A LOA granted due to failure to pass the USMLE Step 1 cannot exceed the maximum of 180 calendar cumulative days in a 12-month period. This 12-monthperiod begins on the first day of the student's initial LOA.

g. 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.)

h. Maternity, paternity, and adoption leave:

Maternity, paternity and adoption leave may be granted by the Associate Dean of Medical Education, with the approval of the Dean of the Medical School, in accordance with the stipulations in Section I.K.1. Time granted for maternity, paternity or adoption leave will not count towards the maximum of 180 calendar cumulative days in a 12-month period.

2. Authorized Withdrawal

A registered student may withdraw from the Medical Degree Program with official authorization if requested before the deadline for total withdrawal. The Office of the Associate Dean of Medical Education will request a written report from each academic department supervising the courses/clerkships in which the student is registered regarding 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 an official LOA by the institution.

(2) Any student on an official LOA who fails to register immediately after the leave period expires.

(3) Any student on authorized withdrawal passing (WP) who fails to register in 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 as an unauthorized withdrawal.

(6) Any student on an authorized LOA that exceeds the maximum of 180 calendar cumulative days in a 12-month period.

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).

4. Required Withdrawal

It is defined as a permanent separation of a student from the Medical Degree Program that is imposed by the school's policies. Includes dismissals, considerations under the General Student Regulations, and other academic policies. A required withdrawal will be recorded in the student record as an Unauthorized Withdrawal (UW). However, the student under a Required Withdrawal may not apply for readmission to the medical school.

L. REENTERING AND READMISSION TO THE MEDICAL DEGREE PROGRAM

1. REENTRY

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 the 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 (unless it is a Required Withdrawal) or WF may reenter the medical degree program within one year after the withdrawal, by following completion of an application for reentry and an interview with the Assistant Dean of Students and the Counselor. The student may do so only once, 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.

c. Any student returning from a 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 provide a written certification, prior to registration, that the original reason for granting the LOA has been remedied.

d. 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.

2. READMISSION

Any withdrawn student (WP, UW, and WF) that applies more than one year after the withdrawal, must apply for readmission to the first year of studies following the established admissions procedure.

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 and the summer period 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 the 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 has achieved 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 maintain satisfactory academic progress will be unconditionally promoted to the next level of the Medical Degree Program.

3. All second-year students must maintain satisfactory academic progress and must pass the United States Medical Licensing Examination (USMLE) Step 1 following completion of second-year courses prior to the beginning of the subsequent fall semester in order to be promoted to the third year of the Medical Degree Program.

4. All fourth-year students must take the clinical knowledge component of the USMLE Step 2 (CK) no later than one month prior to their expected graduation date. 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 (stated in Section II.D.1) have been met and approval by the medical school faculty.

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 Failures

   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 up to two courses or clerkships will not be promoted. The student will be placed on non-promotion status and will be required to repeat all courses or clerkships in which he or she obtained a non-passing grade. Failure of any repeated course or clerkship 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 students who complete the second academic year and are not subject to academic dismissal or non-promotion must take and pass the USMLE Step 1 prior to the beginning of the subsequent fall semester in order to qualify for promotion to the third year. Any second-year student who either does not pass the USMLE Step 1 or does not 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 or pass the USMLE Step 1 at the completion of the second academic year 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 medical school.

   c. The second-year student, who either does not take or takes but does not pass the USMLE Step 1 prior to the subsequent fall semester, may not register for any third-year courses until the student passes the USMLE Step 1. This student will be required to register during the subsequent fall semester in the MURC 01 USMLE Step 1 review course in order to prepare the student to pass the USMLE Step 1. During this semester, the student will be considered to be enrolled in the medical school and will not be considered to be on a Leave of Absence (LOA).

   d. As soon as a second-year student passes the USMLE Step 1, the student will be unconditionally promoted to the third year.

   e. The second-year student who has not passed the USMLE Step 1 by the end of the fall semester will be placed on LOA for the spring semester.

   f. Second-year students on an authorized LOA due to failure to pass the USMLE Step 1 are allowed a maximum time frame of 180 calendar cumulative days in a 12-month period to take and pass this exam. This 12-month period begins on the first day of the student's initial LOA.

4. 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 or clerkship will be dismissed from the medical degree program. The student's final letter grade for a summer remedial course or clerkship will be the final grade given by the institution teaching the remedial course. The criteria of a failing or passing grade will be determined by the institution teaching the remedial course.

5. Dismissal after the 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.

6. Dismissal due to failure to pass USMLE Step 1 in threeattempts

   The second-year student who fails to pass the USMLE Step 1 after three attempts will be dismissed from the medical school.

7. Dismissal after multiple course failures

   Any student who receives a non-passing grade in three required courses or clerkships in a single academic year will be dismissed from the medical degree program.

8. No Readmission after Dismissal

   Any student dismissed for academic reasons cannot apply for readmission to the medical school.

9. Repetition of Elective Courses

   A student who receives a final failing grade in an elective course is required to repeat that course as 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 Pass or Honors grade prior to graduation.

10. Remedial Courses

    a. Eligibility

    Any student receiving one or more non-passing grades during an academic year will be eligible to take only one remedial course at a time 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 or during the next academic year. (See: Dismissal after course repetition; Article II. Section C. Subsection 4)

    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 (s) may be repeated during the following academic year. Alternatively, both courses may be repeated during the next 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 that supervised the original course, subject to final approval by the Associate Dean of Medical Education. Only courses offered by LCME-accredited institutions will be considered for approval. The AAMC identifies such courses in the "AAMC Summer Makeup Course Directory" published each year during the spring semester (see https://students-residents.aamc.org/medical-school-survival-tips/summer-makeup-course-directory

The students must follow the following steps to take a remedial course:

i. The student who is eligible to take a summer remedial course will meet with the course director who supervised the original course to learn if a summer remedial course will be offered at the UCC, at another institution, or if there will be no summer remedial course available.

ii. The student will be responsible for making all arrangements and covering all costs relevant to the remedial course, including travel, housing, registration, and tuition.

After establishing that there will be an available option, the student must visit the registrar's office prior to the beginning of the remedial course to complete the document "Request for a Letter of Eligibility for a Summer Remedial Course". The student must complete, sign, and submit the document at the Registrar's office. The student must have authorization from all the required officers (the course director of the original course and the registrar) with final authorization by the Associate Dean of Medical Education. Failure to complete all steps will result in the non-recognition of the taken remedial course.

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 value of 2.0 was applied to the repeated course to calculate the student's grade index.

Any student who repeats a summer remedial course and receives a non-passing grade in the repeated course will be dismissed from the medical degree program.

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 taken. 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. MD degree and graduation

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, having passed the USMLE Step 1, and having taken USMLE Step 2 CK. This also includes 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 at least the final two academic years.

2. Timeframe 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 be counted as part of the six academic years of study. The academic credits of a student who has not been registered in the MD program for two consecutive years will expire. In such situations, the Committee on Evaluation and Promotion of Students will make recommendations to the Dean of the Medical School.

3. Graduation/Honors eligibility

To be eligible to receive honors on graduation, the student must have completed at least the last 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 ON ADVERSE ACTION

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 previous sections of 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

1. 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 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 Department Chair concerned, Year Director, Associate Dean of Medical Education, and the Dean of the Medical School, or other designated individual.

2. 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 permanently from the School of Medicine. Adverse actions include academic dismissal from the School of Medicine, temporary enforced leave of absence, non-promotion, required repetition of all or part of the curriculum, and required withdrawal.

C. PROVISIONS

1. Student access to support services

All students at the UCCSOM will be informed by the Assistant Dean of Student Affairs (ADSA) of the available services to support him/her in reaching his/her academic and professional goals. The ADSA 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 ADSA 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.

2. Student's right to challenge a grade

All students have the right to be informed of his/her grades on examinations or any other evaluative activities within a period not later than seven working days after their administration. 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's challenge of a grade should be addressed to the concerned Faculty, Course Director, Departmental Chair, and Year Director, in that order. All these claims should be in writing and responded to (in writing) by the UCCSOM academic administrators within 15 days of receipt of any challenge.

3. Consideration of an adverse action

Recommendation of an adverse action may be made by the Committee on Student Evaluation and Promotion (CSEP) to the Associate Dean of Medical Education, 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 students and or faculty concerned. Substance of the issues considered will be included in the minutes of the meeting at which the students' performance is discussed. The CSEP will arrive at a decision by a simple majority vote.

a. Recusal Procedure

   If a CSEP member has participated in the supervision, assessment, or grading in a course/clerkship of a student who is subject to an adverse action based on unsatisfactory performance in that course/clerkship, then this member will recuse himself or herself from any committee discussion or voting directly related to this student.

4. Imposition of an Adverse Action

The decision whether to impose an adverse action rests with the Associate Dean of Medical Education. Within 15 days of the SEPC 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 the letter) from the Associate Dean of Medical Education. In the written letter, the

Associate Dean of Medical Education will inform the student under which specific regulations the adverse action has been taken. The Associate Dean of Medical Education will maintain a confidential student's file to keep and protect all the corresponding documentation under consideration through the due process.

D. APPEALS

1. 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 Dean of the School of Medicine (DSoM) stating the reasons why the student disagrees with the decision. The student's request for an appeal must be received in writing within 30 days after receiving 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 students' performance was discussed.

   Should the student fail to notify in writing the 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.

2. Appeal to the Dean

   The DSoM will review the student's academic record, the recommendation of the CSEP and the decision of the Associate Dean of Medical Education 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.

3. Discretionary Review of the DSoM's decision by the President
   The DSoM's decision is subject to discretionary Review by the President of the UCC. ThePresident will accept Review only under the following extraordinary cases:
   1. When established procedures under the approved UCC policies have not been followed.
   2. When contractual rights are being breached.
   3. When an ethical violation, conflict of interest, or apparent conflict of interest exists with the Dean of Medicine.

   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 Medical Education will bear the responsibility and authority to enforce all provisions of this document. Amendments to these regulations may be proposed in writing only through the Office of the Associate Dean of Medical Education for consideration by the Committee on Student Evaluation and Promotion. Following the Committee's recommendations, the Dean of the Medical School will submit the recommended amendments to the Faculty of the Medical School for approval at a 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.

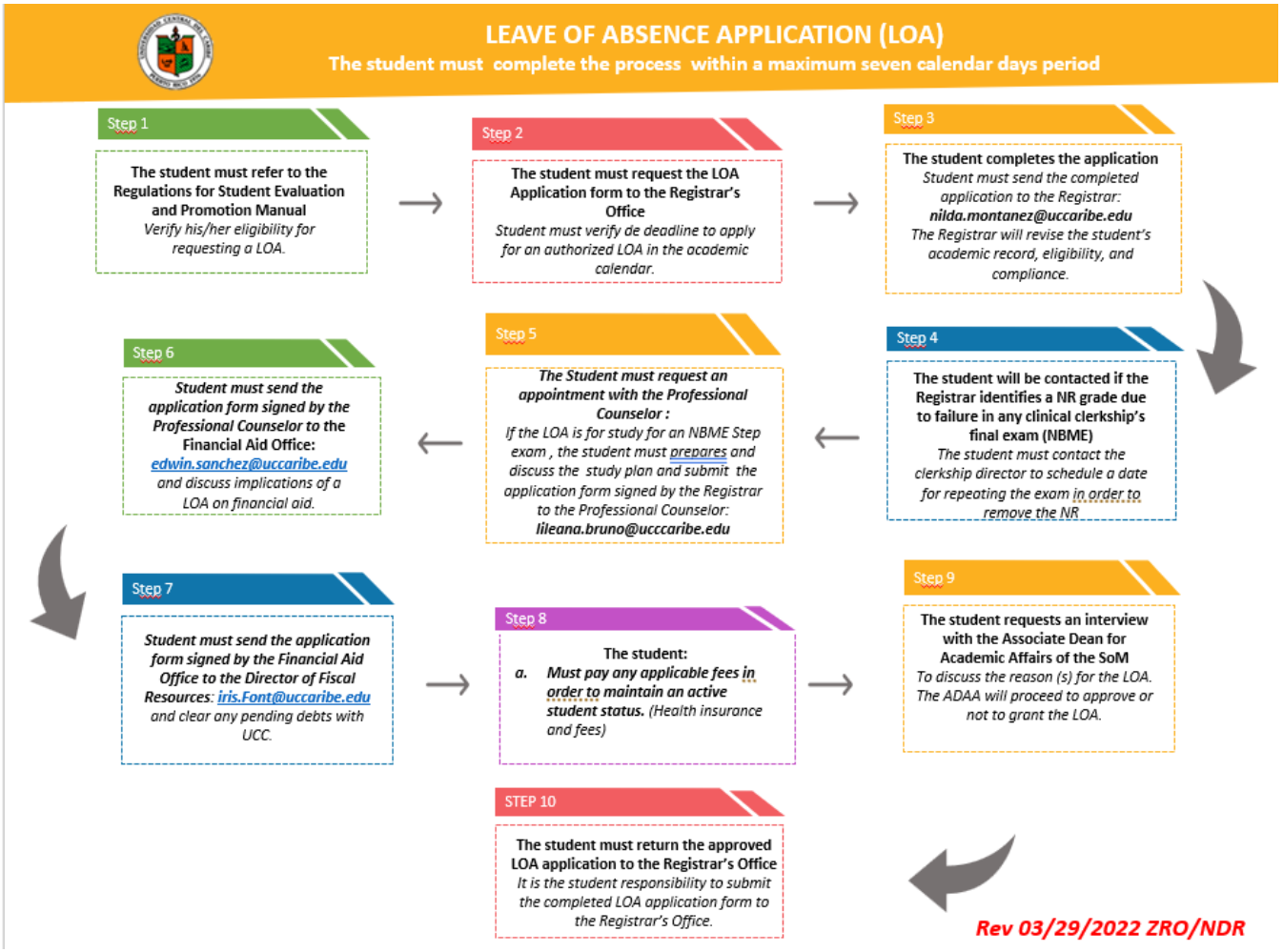
C. SUPERSEDING PREVIOUS REGULATIONS

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.

APPENDIX A. LEAVE OF ABSENCE (LOA) APPLICATION PROCESS FLOWCHART



Reviewed by the SEPC on June 16, 2026

Approved by Faculty Assembly on July 17, 2026