

## Policy: Standards for Promotion and Graduation

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
March 2021	March 2025	<ul style="list-style-type: none"> <li>Curriculum Committee</li> </ul>

### POLICY STATEMENT

HWCOM strives to produce knowledgeable physicians who demonstrate the highest levels of academic achievement and professionalism. This policy provides eligibility for academic advancement of medical students towards that end. To be considered for advancement, students must have satisfactorily completed all coursework; meet technical standards; and demonstrate professional behavior. The Medical Student Promotions and Evaluation Committee is assigned the responsibility to make decisions regarding academic standing, promotion, remediation, and dismissal. Members are charged to globally evaluate individual student performance and use their judgment in making decisions.

#### Minimum Requirements for Promotion

The following are the minimum requirements for promotion, in addition to meeting professionalism standards. The MSEPC reviews student performance and ensures that all students meet these minimum requirements.

Promotion is dependent upon satisfactory academic progress and upon maintaining the degree of professionalism necessary to become a physician, as determined by the MSEPC. The MSEPC will review summary information from the Registrar in making promotions decisions and will render the final decision for promotion for each student.

The MSEPC promotes students based on satisfactory academic performance in all courses/clerkships, demonstration of appropriate professional behavior, and successful completion of the following additional requirements:

- USMLE Step 1 at the end of Academic Year 2, prior to starting Academic Year 3. If a student fails to pass USMLE Step 1 on their first attempt, their entry to Academic Year 3 will be delayed until they pass the exam.
- USMLE Step 2 at the end of Academic Year 3, prior to starting Academic Year 4. If a student fails to pass USMLE Step 2 on their first attempt, their entry to Academic Year 4 will be delayed until they pass the exam.
- End of Third Year promotional Objective Structured Clinical Examination, which serves as the skills competency assessment for promotion to Academic Year 4.

### Conditional Promotion, Remediation, and Delayed Advancement

Students may be conditionally promoted to the next academic year pending successful completion of any requirements, such as course remediations over summer break between AY1 and AY2 or receipt of USMLE Step 1 or Step 2 scores. Students who fail to successfully meet the requirements after beginning an academic year will be removed from courses and/or clinical work until such requirements are achieved and will be reviewed by the MSEPC.

Any student who has been required to repeat an academic year is not eligible to repeat any other academic year. No single academic year may be initiated more than two times.

### Requirements for Graduation

Graduation is dependent upon satisfactory academic progress and upon maintaining the degree of professionalism necessary to become a physician, as determined by the MSEPC at the end of Academic Year 4. The MSEPC will review summary information from the Registrar in making graduation decisions and render the final decision for graduation for each student. Students whose professionalism or academic performance are under review by the MSEPC, or another FIU department, will not be considered for graduation until the matter has concluded.

To receive the MSEPC's approval for graduation, students must satisfactorily complete all coursework and degree requirements, including passing USMLE Step 1 and Step 2, within six (6) years from the date of matriculation, defined as the first day of enrollment and inclusive of leaves of absences and repeated course years. Students pursuing a combined degree may have a different time-to-degree time limit. The time-to-degree limit cannot be appealed.

Minimum Academic Requirements for Promotion and Graduation			
AY 1 (August-August)	AY 2 (August-April)	AY 3 (April-April)	AY 4 (April-April)
<ul style="list-style-type: none"> <li>○ MSEPC AY review occurs at the end of the AY.</li> <li>○ All AY1 courses must be passed before promotion to AY2.</li> <li>○ A decision not to promote necessarily leads to a repeat of the AY or dismissal.</li> </ul>	<ul style="list-style-type: none"> <li>○ MSEPC AY review occurs at the end of the AY.</li> <li>○ All AY2 courses must be passed before promotion to AY3.</li> <li>○ A decision not to promote necessarily leads to a repeat of the AY or dismissal.</li> <li>○ Students must achieve a passing</li> </ul>	<ul style="list-style-type: none"> <li>○ MSEPC AY review occurs at the end of the AY.</li> <li>○ All AY3 courses and clerkships must be passed before promotion to AY4.</li> <li>○ A decision not to promote necessarily leads to a repeat of the</li> </ul>	<ul style="list-style-type: none"> <li>○ MSEPC AY review occurs at the end of the AY.</li> </ul>



<ul style="list-style-type: none"><li>○ Provisional promotion may be granted at the discretion of the MSEPC for coursework marked Pending Completion (PC). Unsatisfactory completion of pending work will lead to review by the MSEPC and may lead to a repeat of the AY or dismissal.</li></ul>	<p>score on the USMLE Step 1 for promotion to AY3.</p> <ul style="list-style-type: none"><li>○ Provisional promotion may be granted at the discretion of the MSEPC for coursework marked Pending Completion (PC). Unsatisfactory completion of pending work will lead to review by the MSEPC and may lead to a repeat of the AY or dismissal.</li><li>○ Provisional promotion may be granted at the discretion of the MSEPC for pending scores on the USMLE Step 1. Students who fail the exam will be removed from coursework and clinical activities until they receive a passing score.</li></ul>	<p>AY or dismissal.</p> <ul style="list-style-type: none"><li>○ Students must achieve a passing score on the USMLE Step 2 for promotion to AY4.</li><li>○ Provisional promotion may be granted at the discretion of the MSEPC for incomplete coursework.</li><li>○ Provisional promotion may be granted at the discretion of the MSEPC for pending scores on the USMLE Step 2. Students who fail the exam will be removed from coursework and clinical activities until they receive a passing score.</li></ul>	
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#### **Dismissal**

Dismissal may be determined to be warranted as a result of poor academic performance and/or professionalism violations. Dismissal may be determined to be warranted by two units:

- FIU Office of Student Conduct and Academic Integrity (SCAI) as per Regulation 2501, 105, and 106.
- HWCOC MSEPC as described in the HWCOC Medical Student Handbook.

### Responsibilities

The Medical Student Evaluation and Promotion Committee (MSEPC) is responsible for adherence to this policy.

### Monitoring Procedures

The application of this policy is monitored by the Registrar’s Office and the Associate Dean for Students.

### SCOPE

This policy applies to all medical students.

### REASON FOR POLICY

This policy relates to LCME Element 9.9 which states that: “medical education program has a single standard for the advancement and graduation of medical students across all locations.”

The purpose of this policy is to ensure that there is a single standard for all promotion and graduation decisions.

### DEFINITIONS

TERM	DEFINITIONS

### RESPONSIBLE PARTIES

Registrar’s Office  
Associate Dean for Students

### RELATED RESOURCES

### CONTACTS

Questions about this procedure should be directed towards the Associate Dean for Curriculum and Medical Education, Office of Medical Education

POLICY HISTORY

**Initial Effective Date:** March 2021  
**Review Dates** (*review performed, no updates*):  
**Revision Dates** (*updates made to document*): March 2025  
**Comments on Revision** (*if applicable*):

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PROCEDURE STATEMENT