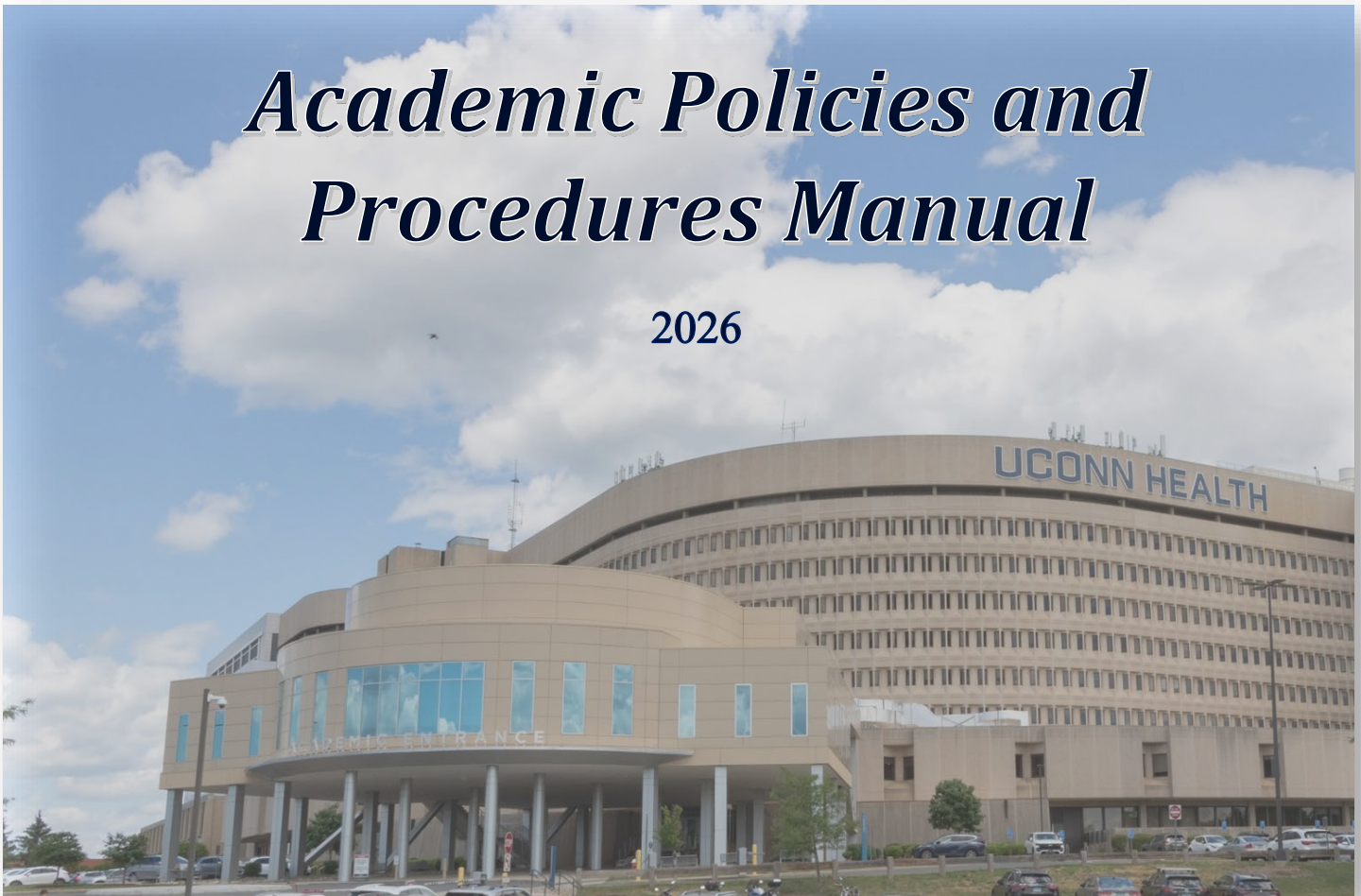


## *Academic Policies and Procedures Manual*

2026



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# Academic Policies and Procedures Manual

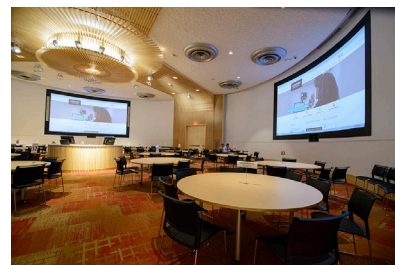
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# Section 1: Introduction – About the School

The University of Connecticut School of Medicine (SOM) is fully accredited by the Liaison Committee on Medical Education (LCME), the national accrediting body for medical schools. The UConn SOM was originally conceived in the early 1960's when there was a national shortage of healthcare providers and such opportunities for careers in medicine were not easily accessible for Connecticut residents. Today, the SOM continues to commit to this vision. The SOM is particularly proud of the many opportunities available to students who want to have a meaningful impact on the various communities in Connecticut and we encourage our students to investigate all areas of interest to them: clinical care, scholarly work and research, global health, community service, advocacy, medical education, and the humanities and medicine.



The SOM has several major affiliated hospitals including UConn Health, Hartford Healthcare (which includes Hartford Hospital and The Hospital of Central Connecticut), Saint Francis Hospital, Manchester Memorial Hospital/ECHN, Middlesex Hospital, and Connecticut Children's Medical Center, where students will find themselves interacting in the broader Connecticut medical community. Students work alongside residents and fellows throughout their training. We also have hundreds of community physicians who are dedicated to educating students in various clinical settings, such as in our Clinical Longitudinal Immersion in the Community (CLIC) program, and in our clerkships. Faculty on site and at our affiliated sites have diverse expertise and interests and enjoy teaching, mentoring, and working with students in the clinical realm, in research, and on other projects. Our educational staff is committed to providing support to students in partnership with the faculty. This team approach is carefully role modeled for our students as they advance in a team-oriented clinical environment.

The UConn SOM MDelta (Making a Difference in Education, Learning, Teaching and Assessment) curriculum promotes self-directed and active learning, early clinical exposure, integration of basic and clinical sciences with inclusion of the behavioral and social sciences and a focus on the healthcare system. The primary pedagogy is team-based learning and there is a focus on technology in education throughout the curriculum. Our students are trained to care for patients of the future and will develop an outstanding basic science foundation with superb clinical skills, with a commitment to scholarship, communities, and to public health.

We have a vast network of support for students to achieve personal and academic success. Students are provided ongoing guidance concerning their medical careers and/or personal challenges. The Office of Medical Student Affairs provides many resources to promote wellness and ensure a supportive learning environment for students to grow as future physicians. Students are active participants in the curriculum and work with course leaders to continuously improve the learning experience. Our staff is always welcoming to students. We strive to promote lifelong learning, collaborative team efforts, and collegial relationships among all of our students, residents, faculty, and staff.

## 1.a. Important Considerations

This Academic Policies and Procedure Manual (APP) is a manual that contains relevant policies, procedures and important student information. Many of our policies and relevant procedures are available in the UConn Policy Manager system.

This Academic Policies and Procedures Manual (APP) is subject to review and change. The APP is reviewed and updated annually but there may be instances where updates are required during the course of the academic year\*. We recommend checking the APP to confirm policies and requirements in effect at any given time. In general, newly updated or implemented policies are effective immediately. There are a few exceptions where a new policy may not apply to all currently enrolled students, i.e. students will be “grandfathered” to the old policy. Examples are not limited to but include the following:

1. Creation of new grade designations
2. Graduation requirements
3. Disciplinary procedures followed will be those in place at the time of the complaint.

Any policy that may not affect students currently enrolled at the time of the creation of the policy will be indicated as such within the policy.

\*Any substantive changes to the APP occurring during the academic year will be communicated to students and faculty via email and require attestation.

## Section 2: Student Life & Well-Being

UConn Health is comprised of the Schools of Medicine, Dental Medicine, The Graduate School, and Clinical Operations. Students enrolled in the School of Medicine are working towards the MD degree and those in the School of Dental Medicine work towards the DMD. In a unique fashion, medical and dental students are taught in an interprofessional environment with overlap in the first stage of the curriculum. The Graduate School offers Doctoral and Master's level degree programming. Some students pursue joint degrees across the schools at UConn Health as well as the other schools at the University of Connecticut. Clinical Operations includes the UConn Health John Dempsey Hospital, UConn Medical Group and University Dentists.

UConn Health is located on 180 acres in the Town of Farmington, five miles west of Hartford, Connecticut's capital city. Farmington is a residential suburb in the Hartford Metropolitan area that has retained its distinctive character through maintenance of its historic districts and careful land use planning for the future. Several office parks, large retirement communities and condominium developments contribute to an interesting economic and demographic mix.

UConn Health is an open, non-residential campus. As a leading research center and teaching hospital, many of its buildings are active on a seven-day, twenty-four-hour basis.

*Policies included in this section:*

- 2.a. Medical Student Immunization Policy*
- 2.b. Health Insurance Policy*
- 2.c. Clinical Exposures and Injuries Policy*
  - 2.c.1. Communicable Disease in the Clinical Learning Environment*
- 2.d. Behavioral Health Services, Health Services, and Student Wellness*
- 2.e. Medical Student Behavioral Health and Impairment Policy*
- 2.f. Disability Accommodations and Accessibility Policy*
- 2.g. UConn School of Medicine Technical Standards Policy*
- 2.h. Library Services*
- 2.i. Email and Electronic Resource Procedures*
- 2.j. Security and Public Safety*
  - 2.j.1. Emergency Notification*
  - 2.j.2. Policy on Alcoholic Beverage, Marijuana, and Illegal Drugs*
- 2.k. Dress Code*
  - 2.l. Work Hours for Medical Students*
- 2.m. Social Networking Policy*
  - 2.m.1. Copyright Policy*
- 2.n. Tuition and Fee Adjustment Policy for Withdrawal from School of Medicine*
- 2.o. Fragrance-Free Policy*
- 2.p. Policy on Volunteer Activities for the School of Medicine*



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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.a. Medical Student Immunization Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education, UConn School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input checked="" type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled at the University of Connecticut School of Medicine.

## PURPOSE

To ensure the health and safety of patients, students, staff, and employees by verifying student immunity to communicable diseases in compliance with Connecticut State Law, OSHA standards, and CDC guidelines.

## POLICY STATEMENT(S)

All medical students must provide documentation of immunity to communicable diseases prior to beginning their training. These documents should be sent to Occupational and Environmental Health/Employee Health as indicated below. It is the student's responsibility to make sure that all required documents are received by any clinical site within the timeline requested. Failure to do so will be considered unprofessional behavior.

Required immunizations and screenings include:

- Measles, Mumps, Rubella (MMR): Documentation of two doses or immune titer.
- Varicella: Documentation of two doses or immune titer.
- Hepatitis B: Documentation of full series and post-vaccine titer.
- Tuberculosis (TB): Two negative TSTs or one Quantiferon/IGRA within 12 months; There are

additional requirements for a positive history of TB or a positive test. This would then require a Quantiferon in the last 12 months and a chest radiograph (CXR) result from the most recent positive TST. If CXR is not available, a new CXR would be indicated.

- Tetanus-diphtheria (Td/Tdap): Documentation of vaccination within 10 years.
- Influenza: Annual vaccination is required with documentation submitted to Occupational and Environmental Medicine/Employee Health Services.
- COVID-19: Recommended but not required as of the 2024–2025 academic year.
- Additional Vaccines: May be required due to emerging infectious diseases.

Students must submit complete documentation to Occupational and Environmental Medicine/Employee Health Services and ensure compliance with clinical site requirements.

## **DEFINITIONS**

IGRA: Interferon Gamma Release Assay

TST: Tuberculin Skin Test

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

1. Students submit immunization documentation to Occupational and Environmental Medicine/Employee Health Services prior to matriculation.
2. Documentation must be updated and maintained throughout enrollment.
3. Students must comply with additional site-specific requirements.
4. Exemptions must be formally approved and documented. Medical exemption requests are handled by Occupational and Environmental Medicine/Employee Health Services.
5. Public Act 21-6 repeals non-medical exemptions in CT. For more information please go to: [Laws and Regulations](#)

## **RELATED DOCUMENTS**

Academic Policies and Procedures manual

Clinical Site Onboarding Requirements

## **REFERENCES**

Connecticut Public Act 89-90

OSHA Standards

CDC Immunization Guidelines

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:



**REPLACES** (*If applicable*)

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.b. Health Insurance Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Office of Medical Student Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
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## SCOPE

This policy applies to all medical students enrolled in the UConn School of Medicine

## PURPOSE

To ensure that all students maintain adequate health insurance coverage throughout their enrollment at the University of Connecticut School of Medicine.

## POLICY STATEMENT(S)

UConn Health requires all enrolled students to have and maintain health insurance for the entire duration of their registration.

- Students under age 26 may fulfill this requirement through a family plan or a significant other's policy, provided the coverage is comparable.

## DEFINITIONS

**Comparable Coverage:** Insurance that matches or exceeds the benefits provided by the UCHC Student Health Insurance Policy.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

Students at UConn School of Medicine are offered University of CTs Student Health Insurance Plan (SHIP). The SHIP is administered by Wellfleet Group, LLC and has contract with Cigna for the plan's provider network of hospitals, physicians, and other health care providers. Students covered by SHIP also have access to a vision discount program and travel assistance program.

Details about these benefits can be found at: <https://studenthealth.uconn.edu/fees-insurance/> under "University Insurance Plan."

Students must provide proof of comparable coverage. Details and enrollment information are available from the Office of Medical Student Affairs. You can contact:

Office of Medical Student Affairs

Attn: Lisa Francini  
Room Number AG 060  
Phone: 860-679-2986

## RELATED DOCUMENTS

[2026-27-health-insurance-summary-flyer.pdf](#)

## REFERENCES

LCME Accreditation Standards: Element 12.6: Health and disability insurance

## POLICY HISTORY

Created:

Revised: 07/2026

Reviewed without Revision:

## REPLACES *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.c. Clinical Exposures and Injuries Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Office of Medical Student Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
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## SCOPE

This policy applies to all medical students enrolled in the UConn School of Medicine

## PURPOSE

To ensure that students are aware of the medical school policies and procedures that address medical student exposure to infectious and environmental hazards, including:

- The education of medical students about methods of prevention
- The procedures for care and treatment after exposure, including a definition of financial responsibility
- The effects of infectious and environmental disease or disability on medical student learning activities

## POLICY STATEMENT(S)

All registered medical students (including visiting students) are informed of these policies and procedures before undertaking any educational activities that would place them at risk.

Workplace exposures and injuries (including needlestick injuries) are potential hazards of working in the healthcare setting. All students who experience a workplace exposure or injury, including slips and falls, should seek medical evaluation by occupational medicine at the site of the incident or through UConn Employee Health. Regardless of the initial site of treatment, you should report the incident to UConn Employee Health during normal business hours (see below).

Students are required to comply with all institutional and affiliate institutional policies and must undergo

yearly bloodborne pathogen training. Students must always be alert to the hazards inherent in the use of sharps (needles, blades, etc.). Syringes and needles being discarded must be disposed of promptly in a sharps container. Individuals are responsible for always conducting their activities to minimize the risk of needlestick injuries. Safety needles/syringes that will become contaminated with human materials must be used, as feasible, to minimize risks of such needlestick exposures. Capping of used syringes/needles is against Hospital and UConn Health policy because of the increased risk of needlestick injuries. The clipping of needles is also prohibited because of the possible generation of aerosols. Sharps containers must be changed frequently enough that they never become overfilled.

Exposures to blood and bodily fluids need to be addressed and treated immediately. An exposure may be a percutaneous injury, such as a needlestick, cut with a sharp object or bite, contact of mucous membranes, contact of tissue, or of skin when the exposed skin is chapped, abraded, or afflicted with dermatitis, or the contact is prolonged or involving an extensive area with blood or tissue or body fluids.

All needlestick or exposure to bodily fluids must be reported to a supervisor and the student must seek immediate medical attention. In the event of a needlestick or puncture wound: immediately remove gloves and wash the contaminated area with an antimicrobial soap and water; apply an antiseptic, such as hydrogen peroxide and bandage. There are different instructions as to where a student should go depending on the location where the exposure occurred and the availability of services.

The key important fact is that students **MUST SEEK IMMEDIATE ATTENTION** and **MUST** always report any exposure or classroom/workplace injury to UConn Health's Occupational medicine. If the exposure or classroom/workplace injury occurs on the UConn Health campus the student should seek immediate attention from the UConn Health's Occupational Medicine (860-679- 2893); if the exposure occurs outside the hours of 7:30 am – 4:00 pm, Monday through Friday, the student should report to the Emergency Department.

If the exposure occurs at other affiliated sites, the initial care will be provided at the site but the student must also notify Occupational Medicine and follow up care will be coordinated through Occupational Medicine. The need for immediate attention is based on evidence that appropriate evaluation and intervention can lead to strategies to minimize the exposure risk. Contact information for care related to clinical exposures and injuries at affiliated hospitals are detailed below. The student is responsible for letting the site Emergency Department know that they are a UConn Medical Student at the time of triage in order for appropriate billing to occur.

## **DEFINITIONS**

**Exposure:** A specific incident in which blood, bodily fluids or other potentially infectious materials come into contact with a person's mucous membranes, non-intact skins, or through percutaneous injury such as a needlestick or cut.

**Bloodborne Pathogens:** Microorganisms present in human blood that can cause disease in humans—most notably HIV, Hepatitis B, and Hepatitis C.

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

### **Education related to Needle Stick Policy**

Policies and procedures involving student exposure to infectious and environmental hazards are discussed through lecture and a PowerPoint during new student orientation (Launch) following matriculation to UConn SOM. Policies and procedures are also reviewed and 12 discussed as part of the orientation students receive prior to clinical rotations. Policies and procedures with regards to infectious hazards and needlesticks are also posted on HuskyCT. Blood-borne pathogen/OSHA training is an annual compliance requirement for all students. A needlestick and exposure card with contact information for each clinical site is given to every incoming student and updated as needed throughout medical school.

If the exposure results in contraction of a communicable disease that may place other patients at risk, the student is required to report this to the assistant dean for medical student affairs, who refers the matter to the Communicable Disease Review Board. This body conducts a confidential review of the case to assess the risk posed to patients and makes a recommendation to the senior associate dean for medical education and the dean. This process is outlined in Policy 2.c.1. of the Academic Policies and Procedures (APP) Manual.

When a student is temporarily removed from clinical activities due to an infectious or environmental illness, the Office of Medical Student Affairs collaborates with the student to develop an individualized learning plan. This may include remote learning modules, case-based discussions, or rescheduling of clinical rotations to ensure continuity of education. Students are also offered academic advising and behavioral health support to minimize the impact on their progression through the curriculum and on their well-being.

In addition to infectious disease, the school recognizes that environmental exposures—such as air quality issues, chemical sensitivities, or heat-related illness—can also impact student health and learning. In such cases, appropriate adjustments to learning environments or schedules are made to protect student well-being while maintaining educational standards.

In situations involving disability, students have access to the Center for Students with Disabilities through the University of Connecticut Storrs campus. Appropriate accommodations are implemented in accordance with the Americans with Disabilities Act, as outlined in sections 2.f. and 2.g. of the APP Manual. These accommodations are designed to ensure equitable access to all learning activities, including clinical experiences, without compromising patient safety or educational outcomes.

**Financial Responsibility:** Although all students are required to have health insurance that may apply for any visit, the SOM and/or the site where the injury occurred will be financially responsible for coverage of any unmet deductible or outstanding bill. The student will present the bill to the Student Affairs office, which will then facilitate coverage of the cost.

**Visiting Students:** The home institution of each visiting student is required to verify compliance with blood-borne pathogen/OSHA training in compliance with UConn Health policy via VSLO. Visiting students will be registered via VSLO. As part of the application process, students will need to complete an attestation that they have reviewed the policy and this will be recorded in the OASIS database.

D=Day E=Evening W=Weekend

Backus Hospital D/E/W: 860-823-6389

CCMC D: 860-972-2175 E/W: 860-545-9205 (ED)

Bristol D: 860 589-0114 E/W: 860-585-3000

Hartford Hospital D: 860-972-2175 E/W: 860-545-0000 (ED)

Hospital of Central CT D: 860-747-9441 E/W: 860-224-5671 (ED)

JDH/UConn Health D: 860-679-2893 E/W: 860-679-2588 (ED)

Manchester (ECHN) D: 860-647-4796 E/W: 860-647-4777 (ED)  
Middlesex D: 860-358-2750 E/W: 860-358-8000  
St. Francis D: 860-714-4270 E/W: 860-714-4001 (ED)  
St. Mary's D: 203-709-3740 E/W: 203-709-6004 (ED)  
St. Vincent's D: 203-576-5333 E/W: 203-576-5171 (ED)  
Waterbury D: 203-573-7584 E/W: 203-573-6205 (ED)  
Windham D: 860-465-9116 x2834 E/W: 860-456-6715 (ED)

#### **RELATED DOCUMENTS**

None

#### **REFERENCES**

Related to LCME Element 12.8 Student Exposure Policies/Procedures and 12.4 Student Access to health care services

#### **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

#### **REPLACES** *(If applicable)*

Title:

Date Retired:



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.c.1. Communicable Disease in the Clinical Learning Environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education, School of Medicine<br>Assistant Dean for Medical Student Affairs, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div style="width: 45%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled in the University of CT School of Medicine, who, during their educational program, participate in clinical activities that may involve exposure to infectious patients or who themselves may have a communicable disease.

## PURPOSE

To:

- Ensure the safety of patients, peers, staff, and faculty by minimizing the risk of transmission of communicable diseases.
- Provide clear expectations and procedures for students who are exposed to infectious materials or who have a communicable disease.
- Establish a process for reviewing and managing cases involving students with communicable diseases.

## POLICY STATEMENT(S)

- Students may encounter infectious patients and must understand associated risks, including exposure to blood or bodily secretions.
- In the event of exposure, students must follow the **SOM Clinical Exposures and Injuries**

**procedure (Policy 2.c).**

- Students with communicable diseases must take appropriate steps to prevent disease transmission.
- Students must adhere to infection control practices, including:
  - Universal precautions
  - Annual training requirements
  - Proper use of personal protective equipment (PPE) in accordance with current guidelines
- The institution will review and, if necessary, impose restrictions or precautions on clinical activities for students with communicable diseases.
- All information regarding a student's communicable disease status will remain strictly confidential, with limited exceptions.
- Failure to comply with this policy may result in disciplinary action.

## **DEFINITIONS**

- **Communicable Disease:** A disease that can be transmitted from one person to another through direct or indirect contact.
- **Universal Precautions:** Standard infection control practices used to prevent transmission of diseases through exposure to blood and bodily fluids.
- **Personal Protective Equipment (PPE):** Equipment such as gloves, masks, gowns, and eye protection used to minimize exposure to hazards.
- **Review Panel:** A designated group responsible for evaluating cases involving students with communicable diseases and making recommendations for clinical participation.

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

### **Infection Control Requirements**

- Students must follow universal precautions and infection control procedures at all times.
- Annual training on these practices is mandatory.
- Students must use appropriate PPE according to current guidelines.

### **Exposure to Infectious Materials**

- Students must follow **Policy 2.c. (Clinical Exposures and Injuries)** in the event of exposure to blood or bodily fluids.

### **SOM Communicable Disease Review Panel**

#### **Composition:**

- One Physician from Occupational Medicine

- At least two faculty or senior staff members with expertise in infectious disease or infection control
- May consult legal counsel as needed

#### **Review Process:**

- Upon receipt of a report that a student is infected with a communicable disease, the Review Panel will conduct a confidential review
- The Panel will consider:
  - Student's medical condition
  - Clinical schedule
  - Risk to patients and clinical environment
  - Consultation with the student's treating physician team as part of the review process

#### **Student Responsibilities:**

- Identify treating physician in writing
- Authorize release of relevant medical information
- Notify panel of changes in treating physician

#### **Outcomes:**

- Recommendations may include:
  - Restrictions on clinical duties
  - Required precautions
  - Adjustments to clinical placements
- Ongoing monitoring by the Dean's designee
- Each case will be considered on an individualized basis and, if needed, will be guided by the recommendations of Centers for Disease Control and Prevention, the Connecticut Department of Public Health, the UConn Health Department of Infectious Diseases, and/or similar agencies/organizations with relevant expertise and authority.

#### **Appeal Process**

- **Reconsideration:**
  - Submit written request within 5 working days
  - Student may present additional information to the Review Panel and may appear
  - Panel may affirm or modify recommendations
  - The Review Panel will notify the student in writing of the decision following reconsideration.
- **Final Appeal:**
  - Submit written request to the Dean of SOM within 5 working days
  - Dean's decision is final

#### **Confidentiality**

- All information regarding a student's disease status is strictly confidential
- Records are:
  - Not part of the academic file
  - Stored securely

**Permitted Disclosures:**

- To the Dean or Dean's designee
- To the Dean during appeals
- To administrators/faculty for disciplinary actions (if applicable)
- To clinical sites (only as necessary for safety and with notification to the student)

**Counseling**

- Students may seek:
  - Career counseling from the Review Panel or faculty/administrators
  - Student Behavioral Health services (see Policy 2.d.)

**Disciplinary Action**

Violations include:

- Failure to report a known communicable disease
- Failure to comply with required restrictions or precautions

Consequences:

- Filing of a Professionalism Incident Report Triage (PIRT)
- Possible referral to:
  - Assistant Dean for Medical Student Affairs
  - Academic Advancement Committee (AAC)

**RELATED DOCUMENTS**

[Clinical Exposures and Injuries policy \(2.c.\)](#)

Behavioral Health Services, Health Services, and Student Wellness (2.d.)

Professionalism (PIRT) Process (Section 3 of the Academic Policies and Procedures manual)

**REFERENCES**

Centers for Disease Control and Prevention (CDC) guidelines

CT Department of Public Health

**POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

**REPLACES *(If applicable)***

Title:

Date Retired:

## 2.d. Behavioral Health Services, Health Services, and Student Wellness

Policy on Teaching Evaluation by Medical School Administration and Faculty (see policy 4.r.): The health professionals at a medical education program who provide psychiatric/psychological counseling or other sensitive health services to a medical student must have no involvement in the academic assessment or promotion of the medical student receiving those services. Any faculty member who finds that they are providing sensitive health services (including mental health or other health services) to a student that they are academically assessing or promoting, **MUST** request that the student be reassigned, and that request must be brought to the Assistant Dean for Medical Student Affairs. If a student is seeing a faculty member for healthcare services (including mental health or other health services) and they are being supervised and/or academically assessed by that faculty member, the student may request immediate reassignment, if that has not occurred via the faculty member who has the primary responsibility to make sure this transition occurs. Any requests for reassignment should be brought to the attention of the Assistant Dean for Medical Student Affairs. As part of the annual review of this manual and the Compact Between Trainees and Their Teachers, faculty are made aware that they may not provide health services for students they are evaluating, except in a true medical emergency. (See policy 3.c.)

Various resources are available to students in need of behavioral health services. Confidential counseling services are provided to students in a private setting, off the main campus, at 195 Farmington Avenue or via telehealth through the Student Behavioral Health Service (see policy 2.e.), which is free to students in that it is covered by the UConn SOM and not through their health insurance. The school supports Medical and Psychotherapy Directors of Student Behavioral Health (see below), an APRN or MD mental health medication prescriber, and several PhD and PsyD clinical psychologists and licensed clinical social workers who do not teach or supervise students in an educational setting. In addition, the Student Behavioral Health Service has a committee structure that provides assistance with behavioral health problems, as well as alcohol and other forms of substance use disorders (see below). Students may directly contact the Directors of Student Behavioral Health. Additionally, students are allowed to seek care external to UConn, utilizing their health insurance. A list of providers can be found at: <https://hub.uconnhealth.org/academic/student-resources/student-wellness/psychological-wellness/individual-counseling>. The Office of Medical Student Affairs is available as well to give direction or guidance.

### Contact Information for Student Behavioral Health Services:

#### UConn Providers and Contact Info:

Phone: 860-679-5434 (Jessica Meyer, PhD)

Email: [studentclinic@uchc.edu](mailto:studentclinic@uchc.edu)

<https://health.uconn.edu/student-affairs/health-and-wellness/student-behavioral-health-service/>

**Non-UConn Providers and Contact Info:**

<https://hub.uconnhealth.org/academic/student-resources/student-wellness/psychological-wellness/individual-counseling>

**Behavioral Health Committee**

Mental health, substance use disorder and dual diagnosis services are combined for a single portal of entry for all student behavioral health services.

The Behavioral Health Committee consisting of faculty and students oversees Student Behavioral Health. Its voting membership consists of:

- The Behavioral Health Medical Director.
- Two faculty members from SOM/UME, one faculty member each from the Graduate School and SoDM.
- One student and one alternate student from each school with the goal of having one student representative from each school available to vote at any given meeting.
- The Employee Assistance Program (EAP) Program Director.
- The Director of the Student Wellness Program will be ad hoc member as necessary and as invited, and there could be invited guests for specific topics. The Behavioral Health Medical Director can help orchestrate the agendas and advise the Chair of the committee; however, the Chair should be an individual who does not serve in the role as director. The Chair will be elected annually by the entire membership (excluding alternates) and may be any of the four faculty members or the EAP director.

This committee's functions should include the following:

- Oversight of the delivery of behavioral health services in a broad, general fashion. De-identified data such as the unique (or unduplicated) number of students served (in whatever fashion), by broad clinical category, by year, by school; access to care; patient satisfaction; amount of care funded by school(s); ad hoc surveys.
- Review or development of educational information to be made available to students; linkages with community caregivers; interface with the Student Wellness Program; etc., will be collected, reviewed, forwarded to appropriate school administrators, and stored in a secure fashion.
- Individual students' situations could be discussed in an anonymous fashion for the express purpose of brainstorming further beneficial options.

Confidentiality will be assured to the extent possible given the size of the community.

**Contact Information for Student Health Services:**

Some students grew up close to Farmington, and already have a primary care physician (PCP). Others will want to seek out a new PCP. You can find this within or outside of the UConn Health system. Multiple offices offering internal medicine, family medicine, or ob-gyn are in the area, and may be affiliated with regional hospitals or with large or small multispecialty or single specialty groups. If you wish to use the UConn Health system, know that its physicians and mid-level practitioners are very happy to see students, and will often make accommodations to fit

them into their patient panels and schedules. Your care at any of these offices will be recorded in the health system's EPIC electronic record, and your health insurance provider will be billed for services.

The largest UConn Health primary care group is Internal Medicine Associates, with offices in Farmington (in the Outpatient Pavilion and South Road), East and West Hartford, Canton, Simsbury, Southington, and further afield. Family Medicine is located at our office in Canton.

#### **UConn Providers and Contact Info:**

Website: <https://health.uconn.edu/patient-services/primary-care8>

Internal Medicine: 860-679-4477

Family Medicine: 860-658-3444

#### **Non-UConn Providers and Contact Info:**

1. ProHealth Physicians, with offices in Farmington, West Hartford, and elsewhere.  
<https://www.prohealthmd.com/>
2. Starling Physicians, with offices in Farmington, New Britain, and Newington.  
<https://www.starlingphysicians.com/>
3. Hartford Health Care Medical Group, with offices in Farmington, West Hartford, and elsewhere.  
<https://hartfordhealthcaremedicalgroup.org/specialties/primary-care>
4. Trinity Health – Primary Care, with offices in Farmington, Hartford, Windsor Locks, and Canton.  
<https://www.trinityhealthofne.org/campaigns/primary-care/primary-care-hartford>

#### **Urgent Care Services:**

There are a variety of Urgent Care Services in the area. Employee Health at UConn in Farmington is often an option with same-day visit availability, as well as employee health locations at many of our partner organizations for when you are on clinical rotations.

#### **UConn Contact Info:**

UConn Employee Health & Occupational Medicine  
Main Building, Ground Floor, Room CG228  
300 UConn Health Boulevard  
Farmington, CT 06030  
Phone: 860-679-2893

UConn Urgent Care - Canton  
117 Albany Turnpike  
Canton, CT 06019  
860-658-8750

#### **Hours:**

Monday to Friday, 8 a.m. to 8 p.m.

Weekends and Holidays, 9 a.m. to 5 p.m.

**Hartford Hospital Urgent Care**  
**336 N. Main St, Ste A**  
**West Hartford, CT 06117**  
**860-200-7701**

<https://hartfordhealthcare.org/services/urgent-care/service-locations>

**Trinity Health Urgent Care:**

<https://trinityhealthofne.org/services/urgent-care>

### **Student Wellness**

Student wellness is a major priority of the School of Medicine. The effort to promote wellness is engaged on a number of levels: programmatic, administrative, and individual. The School of Medicine has designated faculty to direct its wellness efforts on a programmatic level. The Director of Student Wellness is responsible for working with student groups to sponsor, orchestrate, and support activities designed to help students integrate the needs of their personal and social lives with academic demands. On an administrative level, the School of Medicine continues to work to foster an institutional environment that encourages a holistic approach to medical education; one that is sensitive to the intellectual and emotional needs of students; one that engages both mind and spirit by promoting early patient exposure, service-learning, and work with underserved populations. Additionally, the School of Medicine supports the efforts of individual students to conduct activities that enrich the culture of the School of Medicine such as yoga and meditation, sports clubs, and organizations that support creative expression in the arts.

The School of Medicine offers an onsite fitness center, officially called the Wellness Center, located just off the Academic Lobby in LM034. The Wellness Center is open 24/7 via badge access and is available at no cost to students. The center offers an array of cardio and resistance machines, free weights, two rooms for fitness classes, and shower facilities. Around the corner from the Wellness Center is the Husky Harvest food pantry. Launched in the Fall of 2023, the pantry is student-run and designed to provide ready access to free nutritious food, without stigma, to students experiencing food insecurity. The pantry, located in AM016, is open to all students with a valid ID during posted hours.

*Related to LCME element 12.3 Personal Counseling/Mental Health/Well-Being Programs*



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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.e. Medical Student Behavioral Health and Impairment Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Director of Admissions and Student Affairs, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

Applies to all medical students enrolled at the University of CT School of Medicine

## PURPOSE

Defines how students access services of Student Behavioral Health, what services are offered, the problems/impairments that are addressed, as well as confidentiality/limits of confidentiality.

## POLICY STATEMENT(S)

### Services Offered

- A. Mental Health: The Student Behavioral Health Program provides evaluation, medication and short-term psychotherapy for mental health issues. Referrals to outside providers can occur when complex medication regimens and/or long-term psychotherapy is deemed necessary.
- B. Substance Use/Abuse: The Student Behavioral Health Program provides evaluation and referral for treatment for students with alcohol or drug use/misuse problems.

### Problems/Impairments (Arrests or DUI) to be addressed

- A. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on UConn Health's property or as part of any of its activities is prohibited.
- B. Mental Health: The student who suspects that a mental health problem exists, or has difficulty

with the daily activities of life, or is observed to have difficulty or be unable to perform their academic duties, or is a danger to self or others, or is a disruptive influence in the clinical or academic setting, may voluntarily seek, be referred or be required to participate in mental health evaluation and treatment. This may necessitate voluntary or enforced absence from the curriculum until the problem/impairment is resolved.

- C. Substance Use/Misuse: The student who suspects they have, or whom others suspect has a substance use/misuse problem, can voluntarily seek, be referred or be required to participate in substance misuse evaluation and treatment. The student who is suspected of or found to be impaired (having difficulty with the daily activities of life, having difficulty or unable to perform their academic duties, or is a danger to self or others, or is a disruptive influence in the clinical or academic setting) due to substance use/misuse must participate in substance use/misuse evaluation and treatment. This may necessitate voluntary or enforced absence from the curriculum until the problem/impairment is resolved.
- D. Any student who has a DUI or is arrested for behavioral, drug, or other issues will be required to notify the Assistant Dean for Medical Student Affairs and this will necessitate a mandatory behavioral health evaluation.

### **Confidentiality and the limits of confidentiality**

- A. Confidentiality is always maintained in every eventuality to the extent possible. Privacy is essential and will always be maintained to the extent possible. The primary mission of the Student Behavioral Health Program is to assist students in achieving their academic objectives.

That said, there are times when the appropriate school administrator (generally the Assistant Dean for Medical Student Affairs) needs to be informed, usually regarding lack of progress in treatment. Lack of progress is determined by the provider(s) involved. The reasons for this could include, but are not limited to, refusal to participate in treatment; inability (for whatever reason) to address/control those conditions that continue unremitted and preclude successful participation in the curriculum; actions or activities that place self or others at risk; continued disruptive behavior in the academic or clinical setting to the point of seriously or habitually interfering with or jeopardizing the task at hand; and failure to continue in treatment after being returned to the curriculum with continuation in treatment having been stipulated as a condition of reinstatement. The right is reserved that other concerns may be identified that necessitate the need to break confidentiality and inform the appropriate school administrator. These will be addressed on a case-by-case basis. The appropriate disclosures need to be signed by the student.

### **DEFINITIONS**

None

### **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

### **Program Access**

#### **A. Voluntarily**

Students who identify themselves as needing behavioral health treatment may voluntarily seek it through the Student Behavioral Health Program.

#### **B. By Referral**

Students may be referred to the Student Behavioral Health Program by faculty or staff. When a student is referred to the Student Behavioral Health Program, the referring individual must indicate the reasons for that referral.

#### **C. By Mandate**

Senior school officials or the Academic Advancement Committee (AAC) may mandate that a student undergo evaluation and treatment for suspected behavioral health problems. These students are generally identified through academic and/or professionalism problems that are thought to be related to behavioral health issues.

## **RELATED DOCUMENTS**

None

## **REFERENCES**

None

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.f. Disability Accommodations and Accessibility Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Assistant Dean of Medical Student Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 45%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled in the UConn School of Medicine.

## PURPOSE

The University of Connecticut (UConn) and the UConn School of Medicine is committed to achieving equal educational opportunity and full participation for persons with disabilities.

## POLICY STATEMENT(S)

It is the policy that no qualified person meeting the Technical Standards with or without reasonable accommodations be excluded from participating in the School of Medicine programs or otherwise be subjected to discrimination with regard to any University program or activity. The University of Connecticut School of Medicine conforms to the University of Connecticut Office of Institutional Equity Accessibility Policies and Procedures. Any questions regarding a policy may be directed to the policy owner or the Office of Inclusion and Civil Rights at 860-486-2943 or [equity@uconn.edu](mailto:equity@uconn.edu).

Accordingly, all students must confirm that they are able to meet the Technical Standards with or without reasonable accommodations on an annual basis. Students requiring reasonable accommodations will be given directions for both support and to request accommodations and applicable services.

## DEFINITIONS

**Reasonable Accommodations:** Modifications or adjustments that enable individuals with disabilities to

have equal access to education and services.

**Technical Standards:** The essential abilities required for admission, progression, and graduation from the School of Medicine.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

To request accommodations within the University of Connecticut School of Medicine;

- Register with [UConn Center for Students with Disabilities \(CSD\)](#) to request accommodations.
- Follow all appropriate next steps in the [CSD Accommodations Request Process](#) and review the [Documentation Guidelines](#).

CSD Contact Information:

UHC Disability Service Professional:

Brooke Joyce

Email: [Brooke.joyce@uconn.edu](mailto:Brooke.joyce@uconn.edu)

CSD Main Office Contact Information:

Phone: 860-486-2020

Email: [csd@uconn.edu](mailto:csd@uconn.edu)

Website: <https://csd.uconn.edu>

## Applying for Accommodations for the USMLE STEP Exams

If you would like to apply for accommodations for the USMLE STEP exams, we encourage you to begin the process about one year in advance of your examination deadline, as it will take up to a minimum of 60 days to receive a decision regarding your accommodation request.

- General Information on [USMLE STEP Test Accommodations](#)
- Students who received accommodations in medical school can request for their Disability Service Professional at the CSD to complete the Certification of Prior Test Accommodations Form. Please schedule a meeting with your Disability Service Professional at the CSD to discuss the USMLE NBME accommodations process 10-12 months prior to scheduling your exam date.

## RELATED DOCUMENTS

UConn SOM Technical Standards Policy (2.g.)

University of Connecticut Office for Inclusion and Civil Rights Policies and Procedures

## REFERENCES

Americans with Disabilities Act (ADA)

Section 504 of the Rehabilitation Act

USMLE Accommodation Guidelines

LCME Accreditation Standards: LCME element 12.6 Student Health and Disability Insurance

**POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

**REPLACES** (If applicable)

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.g. UConn School of Medicine Technical Standards Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education – UConn School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 45%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input checked="" type="checkbox"/> 3 years |

## SCOPE

This policy applies to all students enrolled in the University of Connecticut School of Medicine.

## PURPOSE

The technical standards are the non-academic admissions and enrollment criteria that are essential for medical school participation. These standards must be achieved with or without reasonable accommodations.

## POLICY STATEMENT(S)

### Technical Standards

The education of a physician encompasses a preparatory phase in college, a rigorous undergraduate medical professional education leading to the MD degree, postgraduate or residency training and finally, lifelong continuing education after the conclusion of all formal training. The MD degree awarded at the completion of the undergraduate medical educational process certifies that the individual has acquired a broad base of knowledge and skills requisite for the practice of medicine.

Toward this end, the School of Medicine requires that the educational process prepare an individual to be a physician. The educational process at the School of Medicine is structured to allow the student to achieve this general goal and is in accord with the objectives defined by the Liaison Committee on Medical Education (LCME), the established agency in the United States for accreditation of medical schools. Admissions standards of the School of Medicine, therefore, are rigorous and exacting.

Candidates for the MD degree must have abilities and skills in five domains: observation, communication, motor, conceptual/integrative and quantitative, behavioral and social. These requirements may be achieved with or without reasonable accommodations. The University is committed to excellence in accessibility and encourage students with disabilities to contact the Center for Students with Disabilities to begin a confidential conversation about possible accommodations necessary to meet these technical standards.

**Observation:** The candidate must be able to observe experiments and demonstrations in the basic sciences including, but not limited to, microbiologic cultures and microscopic studies of organisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately and assess their relevant health, behavioral, and medical information through comprehensive assessments and the interpretation of data.

**Communication:** A candidate should be able to elicit information; describe changes in mood, activity and posture; and perceive nonverbal communications in interactions with patients. A candidate must be able to communicate effectively, professionally, and sensitively with patients and those supporting patients (i.e. caregivers) and all members of the multidisciplinary health team.

**Motor:** Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers. A candidate should be able to perform investigative and evaluate diagnostic procedures and interpret imaging studies. A candidate should be able to provide general care and emergency treatment to patients by meeting all applicable safety standards and follow universal precaution procedures. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, and the opening of obstructed airways. Such actions require coordination of some gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

**Intellectual, Conceptual, Integrative and Quantitative Abilities:** Candidates must effectively interpret, assimilate, and understand the complex information required to function within the medical school curriculum, including, but not limited to, the ability to problem solve, comprehend three-dimensional relationships and understand the spatial relationships of structures; effectively participate in individual, small group, and lecture learning modalities in the classroom, clinical, and community settings.

**Behavioral and Social Attributes:** Candidates must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive and effective relationships with patients. Candidates must be able to self-regulate and develop appropriate coping strategies when faced with potentially triggering and sensitive topics that are taught/discussed as part of being a future healthcare provider. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that should be assessed during the admissions and education process.

Candidates for the MD degree must gather data from, communicate with, and care for, in a non-judgmental way, persons whose culture, sexual orientation, or spiritual beliefs are different from their own. Throughout the clinical curriculum, students must be able to consistently perform a complete history and physical exam on any patient regardless of the patient's race, color, national origin, marital status, military status, citizenship, disability, genetic predisposition, religion, ethnicity, socioeconomic status, gender, age,



or sexual orientation.

Adherence to these technical standards is designed to ensure that the MD degree attests to the basic acquisition of general knowledge in all fields of medicine, as well as the acquisition of the basic skills necessary for medical practice.

## **DEFINITIONS**

**Reasonable Accommodations:** Modifications or adjustments that enable individuals with disabilities to have equal access to education and services.

**Technical Standards:** The essential abilities required for admission, progression, and graduation from the School of Medicine.

ENFORCEMENT SECTION DOES NOT APPLY

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

1. Students must attest to the technical standards prior to enrollment and annually. Compliance for this attestation is monitored by the Office of Medical Student Affairs.
2. Students who do not meet the technical standards with or without reasonable accommodations may be disqualified or eligible for dismissal from the School of Medicine. For proposed dismissals, the student will be referred to the Academic Advancement Committee (AAC). This committee is responsible for determining whether a student can meet the technical standards with or without reasonable accommodations.

## **RELATED DOCUMENTS**

Academic Policies and Procedures manual (2.f.) Disability Policy  
University of Connecticut Office of Institutional Equity Accessibility Policies and Procedures

## **REFERENCES**

Americans with Disabilities Act (ADA)  
Section 504 of the Rehabilitation Act  
USMLE Accommodation Guidelines

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** (*If applicable*)

Title:

Date Retired:

## 2.h. Library Services

The UConn Health Sciences Library's mission is to provide information-based services and resources to UConn Health students, faculty, staff, and Connecticut residents. UConn Health students, faculty, and staff can access online books, journals, databases, and expert librarians from anywhere. The onsite library is open to anyone. Onsite visitors enjoy an expansive print collection, access to our online resources via computer workstations and Wi-Fi, landing stations, expert assistance, quiet study areas, and study rooms. The Shafer study rooms are available 24-7 with UConn student IDs.

Library staff at the Information Desk can direct users to various resources and services.

Laptops, laptop chargers, tablets, data projectors, earphones, and class reserves are available for check out. There is also a charging station for handheld devices.

The Reference Services librarians are available in-person and virtually via chat, phone, email, and streaming video. Reference Services include answers to in-depth questions, research support, systematic review support and co-authorship, clinical rounding support, curriculum support, and bibliographic instruction.

In addition to the countless full-text articles and textbooks on hand, the library can request materials from libraries all around the world. [Subject guides](#) for specific topics and specialties provide in-depth independent study and guidance. Nearly all library resources (books, journal, databases, etc.) as well as services (professional librarian instruction, reference, research support, digital inter-library loan and consultation) are available to UCHC students, staff, and faculty with UCHC login credentials wherever there is an internet connection. Students and faculty can access resources and personnel by phone or email.

Library staff welcome comments which contribute to the development of new services and resources.

Specific information about the library's policies can be found here:

<https://lib.uconn.edu/health/about/policies/>

Additional information can be found on the library's homepage: <https://lib.uconn.edu/health/>

*Related to LCME element 5.8 Library Resources/Staff*

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROCEDURE TITLE</b><br>2.i. Email and Electronic Resource Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>PROCEDURE SPONSOR TITLE &amp; DEPARTMENT</b><br>Assistant Dean of Medical Student Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>GOVERNING POLICY TITLE</b><br>Academic Policies & Procedures (APP) Manual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital (JDH)<br><br><b>And/or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>DOCUMENT CATEGORY</b><br><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

### SCOPE

Applies to all enrolled Medical Students at the UConn School of Medicine

### PURPOSE

To review the expectations for students regarding electronic resources.

### PROCEDURE

All students must use their UConn Health-assigned email address ([name@uchc.edu](mailto:name@uchc.edu)). The use of an outside email address (e.g. gmail, yahoo) or the forwarding of email from a UConn Health account to an outside account is not recommended and has, in the past, resulted in students missing important emails concerning courses and grades.

***The majority of UConn Health-related information is now sent electronically; therefore, students are expected to check their UConn Health email account at least once per day. It is considered a professionalism violation if a student misses critical information regarding a class, event or school requirements due to not having checked their email regularly.***

UConn Health provides electronic resources to enable faculty, students and staff to accomplish work that is the mission of UConn Health. UConn Health computing and networking equipment and software are to be used for UConn Health business only. Electronic resources are not to be used to conduct private business or commercial activities or any other illegal or prohibited activity such as unlicensed and illegal copying or distribution of software that violates federal or state statutes or regulations or are in conflict with UConn Health's status as a public institution.

## **DEFINITIONS**

None

## **ENFORCEMENT**

Violations of this Procedure may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, Procedures, student and/or resident/fellow codes of conduct, or other applicable governing document.

## **RELATED DOCUMENTS**

Other University policies concerning email and electronic resources are available at <https://uconn.ellucid.com/manuals/binder/368/4>.

## **REFERENCES**

None

## **DOCUMENT HISTORY**

Created On:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROCEDURE TITLE</b><br>2.j. Security and Public Safety                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>PROCEDURE SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education, School of Medicine<br>Assistant Dean for Medical Student Affairs, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>GOVERNING POLICY TITLE</b><br>Academic Policies & Procedures (APP) Manual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital (JDH)<br><br><b>And/or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>DOCUMENT CATEGORY</b><br><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

### SCOPE

Applies to all School of Medicine medical students participating in educational, clinical, research, and other university-related activities at UConn Health and affiliated clinical and educational institutions.

### PURPOSE

To outline the security and public safety measures available to medical students at UConn Health and affiliated clinical and educational institutions.

### PROCEDURE

Students are expected to wear their UConn Identification (IDs) at all times while on campus and while visiting affiliated sites. Replacement badges can be obtained through [Parking, Transportation, and Event Services](#) for a fee.

Security measures are provided within the University of Connecticut School of Medicine, the sponsoring institution, as well as all of the major affiliated hospitals, including UConn Health, Hartford Hospital, St. Francis Hospital and Medical Center, Hospital for Central Connecticut, Connecticut Children's Medical Center and the Veterans' Administration. These include foot and vehicle patrol of the facilities and

general response to problems that arise. Security also provides assistance with ambulance security, transportation of patients to and from aircraft sent to the hospital, unlocking doors, escorts to vehicles, and assistance with cars that will not start. Blue emergency phones located throughout the UConn Health campus dial directly into public safety dispatchers.

### **Public Safety Telephone Numbers**

UConn Health - (860) 679-2121 or (860) 679-7777 (emergency)

Hartford Hospital - (860) 545-2147

St. Francis Hospital & Medical Center - (860) 714-4492

Hospital of Central Connecticut - (860) 224-5481

Connecticut Children's Medical Center - (860) 545-2147

### **UConn Health Uniform Campus Crime Report**

All students are encouraged to read the complete UConn Annual Security and Fire Report. Additional information and resources on the Clery Act and Clery Compliance is available [here](#).

### **Clery Act: Overview**

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998," commonly referred to as the "Clery Act," requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community.

UConn Health provides crime information and statistics to the public in a variety of ways. In addition to the Clery Act, UConn Health provides to the United States Department of Justice crime statistics that are classified pursuant to the Uniform Crime Reporting (UCR) Program administered by the FBI. These statistics are reflected in the annual *Crime in Connecticut* publication, which is the annual report of the Uniform Crime Reporting Program of the State of Connecticut, Division of State Police, as well as the FBI *Crime in the United States* publications.

### **Reporting of Crimes or Emergencies**

The university has its own emergency telephone number, 7777, which is answered at the Public Safety dispatch center. Emergency help—police, fire or medical—will be immediately dispatched. Emergency phones are also located throughout the campus. If you are a victim of a crime or you have witnessed a crime, but there is no immediate danger or emergency, call UConn Health Police at (860) 679-2121 (or 2121 from any university phone). Reports may also be made in person at the Police Department, LG 044, or to officers on patrol.

### **Timely Warnings**

UConn Health Police Department issues Crime Alerts when deemed necessary to keep the campus community informed about security and safety matters. The decision to issue a Crime Alert is made on a case-by-case basis after reviewing all the facts, including the nature of the crime, the continuing threat to the campus community, and the risk of compromising law enforcement efforts. Notification may be made utilizing e-mail, text message, voice mail, and web page. These notifications are disseminated with the goal of notifying as many people as possible, as rapidly as possible. Further information and a registration link can be accessed at <http://alert.uconn.edu>. Testing of the notification system is done on an

annual basis or more often if needs dictate.

### **Daily Crime Logs**

The Police Department maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur within the department's patrol jurisdiction. This log is available for public inspection and includes the nature, date, time, and general location of each crime reported to the department.

### **Weapons on Campus**

Possession and/or use of firearms, fireworks, dangerous weapons and hazardous chemicals is strictly prohibited and in many cases violates state law. This applies to students and employees except where authorized to handle weapons or chemicals.

### **Sexual Assault**

The UConn SOM complies with all Title IX requirements. See policies 3.f.

- [Policy Against Discrimination, Harassment and Related Interpersonal Violence](#)

### **DEFINITIONS**

**Clery Act:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a federal law requiring institutions of higher education that receive federal financial aid to disclose campus crime statistics and provide campus safety information.

**Crime Alert (Timely Warning):** A notification issued by the UConn Health Police Department to inform the campus community of crimes or incidents that may pose an ongoing threat to safety.

**Daily Crime Log:** A public record maintained by the Police Department documenting reported crimes and serious incidents within its patrol jurisdiction.

**Emergency Notification:** A communication distributed through approved notification systems to alert the campus community to an actual or imminent threat.

**Public Safety:** The department responsible for law enforcement, emergency response, crime prevention, and security services at UConn Health.

**UConn Alert System:** The university's emergency communication system used to disseminate safety notifications through email, text messages, voice messages, and other methods.

**Title IX:** A federal civil rights law prohibiting sex-based discrimination in educational programs and activities receiving federal financial assistance.

### **ENFORCEMENT**

Violations of this Procedure may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, Procedures, student and/or resident/fellow codes of conduct, or other applicable governing document.

**RELATED DOCUMENTS**

Academic Policies and Procedures manual (3.f.) Prohibition of Discrimination and Discriminatory Harassment, Including Sexual Harassment and Sexual Assault, Intimate Partner Violence and Stalking Policy  
UConn Policy Against Discrimination, Harassment and Related Interpersonal Violence  
Annual report of the Uniform Crime Reporting Program of the State of Connecticut, Division of State Police

**REFERENCES**

None

**DOCUMENT HISTORY**

Created On:

Revised: 07/2026

Reviewed without Revision:

**REPLACES** *(If applicable)*

Title:

Date Retired:



## 2.j.1. Emergency Notification

UConn SOM has the ability to notify students of critical events through the Everbridge Mass Notification System. Students must enroll in the Everbridge system when obtaining their UConn ID at the beginning of their matriculation at the medical school. In the event of an emergency situation, this system provides notification by both text and automated robo-calls to inform students of all campus disasters including serious weather concerns, school shut down, active shooter, or other emergency situations. Students who are on leave of absence or in special programs (e.g. MD-PhD) will continue to receive these notifications. Visiting students who are rotating at UConn Health are required to obtain a UConn ID for site access, and must enroll in the Everbridge system. The Office of Medical Student Affairs also sends emails for school shutdowns directly to students.

For weather related closings, students can also visit the 'Closings and Cancellations' website <http://health.uconn.edu/closing-and-cancellations> or can call the UConn Health operational status hotline 860-679-2001 which provides an official source of communication regarding delayed openings, class cancellations, or closings of the UConn Health nonessential service units due to weather or other circumstances. There are 30 dedicated lines operating 24 hours a day, 7 days a week. In the unlikely event that service to UConn Health Operational Status Hotline is disrupted, a back-up number is available: 860-486-9292.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.j.2. Policy on Alcoholic Beverage, Marijuana, and Illegal Drugs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all UConn Health students in academic, clinical, and related institutional settings, including activities conducted on UConn Health property or as part of UConn Health programs.

## PURPOSE

To:

- Ensure student compliance with state and federal laws and University regulations regarding alcohol, marijuana, and illegal drugs
- Promote a safe and professional academic and clinical environment
- Clarify expectations and consequences related to substance use that may impact student performance, patient safety, and clinical placement

## POLICY STATEMENT(S)

- Students must comply with Connecticut state laws and University policies governing the use of alcohol and drugs.
- Alcohol use must conform to state law, including:
  - Prohibition on possession, consumption, or service of alcohol to individuals under 21 years of age
- The following are prohibited under state law:

- Possession, use, manufacture, or distribution of illegal drugs
- Possession of drug paraphernalia
- Use of controlled substances without a valid medical prescription
- Although marijuana may be legal under Connecticut law:
  - Marijuana use and possession are prohibited on:
    - UConn Health–owned or leased property
    - Any UConn Health–related activity
  - This restriction exists because UConn Health must comply with federal law
- Students must comply with the UConn Alcoholic Beverage Sales and Service Policy
- **Students may be required to:**
  - Undergo drug screening prior to clinical placement
  - Successfully pass such screening
- Refusal or failure to comply with drug screening requirements may result in:
  - Delays in starting clinical rotations as some training sites require a negative drug test, regardless of prescription status
  - Inability to be placed at clinical sites or inability to participate in clerkships, electives, or other clinical training, potentially delaying graduation
  - Academic or professional consequences
- **The institution strongly recommends that students refrain from recreational marijuana use** due to potential impacts on clinical placement and testing outcomes.
- A positive drug screen for marijuana will result in a Professionalism Incident Report Triage (PIRT) being filed.
- Nearly all residency programs will require drug testing prior to starting a residency

## DEFINITIONS

**Illegal Drugs:** Substances prohibited by law, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, and heroin.

**Drug Paraphernalia:** Equipment or materials used to produce, use, or conceal illegal drugs.

**Marijuana:** Cannabis substances permitted under certain state laws but restricted under federal law and institutional policy in specific settings.

**Drug Screening:** A test required by certain clinical sites to detect the presence of drugs or controlled substances.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

### Compliance with Laws and Policies

- Students must adhere to all applicable:

- State laws
  - Federal laws
  - University regulations
- Students must follow the UConn Alcoholic Beverage Sales and Service Policy

### **Marijuana Restrictions**

- Students are prohibited from possessing or using marijuana:
  - On UConn Health property
  - During any UConn Health-affiliated activity

### **Drug Screening for Clinical Placements**

- Students may be required to undergo drug testing prior to clinical rotations
- Students must:
  - Consent to testing when required
  - Achieve results acceptable to the clinical site

### **Consequences of Noncompliance**

- Refusal to undergo drug testing may result in:
  - Delay or denial of clinical placement
  - Filing of a PIRT
- Positive drug test results (including marijuana, unless prescribed):
  - May prevent clinical placement
  - May result in academic or professionalism consequences
- Resulting missed rotations or delays may lead to:
  - Absences
  - Academic progression issues

### **RELATED DOCUMENTS**

None

### **REFERENCES**

- Connecticut State Laws regarding alcohol and controlled substances
- Federal laws governing controlled substances (including marijuana restrictions)
- University of Connecticut policies related to alcohol and drug use

### **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

### **REPLACES *(If applicable)***

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.k. Dress Code Policy for Medical Students                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Office of Medical Student Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled in the UConn School of Medicine

## PURPOSE

To ensure that students maintain a professional appearance that reflects the standards of UConn Health and promotes a respectful and safe environment for patients, colleagues, and the public.

## POLICY STATEMENT(S)

Students are expected to be appropriately and professionally dressed at all times while engaged in academic or clinical activities. Appearance should align with the standards and norms of the specific setting in which the student is working. The UConn/Institution ID badge must be worn and clearly visible while on campus and during all clinical encounters.

## DEFINITIONS

**Professional Dress:** Attire that is neat, clean, and appropriate to the clinical or academic environment.

**ID Badge:** Official identification issued by UConn Health or affiliated institution

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

Guidance on acceptable attire and badge placement will be provided during orientation and reinforced through departmental communications.

## **RELATED DOCUMENTS**

- Academic Policies and Procedures manual
- Clinical Site Guidelines

## **REFERENCES**

- UConn School of Medicine Academic Policies and Procedures Manual

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.I. Work Hours for Medical Students                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled in the Pre-Clerkship and Clinical Rotations phases of the Undergraduate Medical Education (UME) curriculum at UConn School of Medicine.

## PURPOSE

To define expectations and limitations regarding student work hours during the Pre-Clerkship and Clinical Rotations phases, ensuring educational quality, student well-being, and compliance with accreditation standards.

## POLICY STATEMENT(S)

### Pre-Clerkship Curriculum

- Students in Stage 1 of the curriculum are expected to engage in approximately 50–60 hours of academic work per week, which includes an average of 22 required contact hours.
- Requests for additional contact hours must be reviewed by the UME Leadership Team.
- CUME has delegated authority to approve up to 2 additional contact hours twice per block, at the discretion of the UME Leadership Team, for necessary educational activities or assessments.
- Attendance is mandatory for all scheduled contact hours.

### Third- and Fourth-Year Clinical Rotations

Students must:

1. Participate fully in assigned patient care and educational activities, which may include overnight call or night shifts.



2. Abide by the following duty hour restrictions:

- Work hours must not exceed 80 hours per week, averaged over a 4-week period.
- Students must receive one day off in seven, averaged over a 4-week period.
- Students should have a 10-hour rest period between duty periods, and must have at least 8 hours.
- After a 24-hour shift, students must have a 14-hour rest period.
- In-house overnight call must not occur more frequently than every third night, except during night float or labor and delivery rotations.
- Continuous on-site duty must not exceed 24 hours, with an allowance of up to 4 additional hours for educational activities and patient care continuity.

## **DEFINITIONS**

**Contact Hours:** Scheduled instructional time requiring student attendance.

**Duty Hours:** All clinical and academic activities related to the educational program.

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

- Monitoring of student duty hours will be conducted by the Office of Curricular Affairs.
- Requests for additional contact hours must be submitted in writing to the Senior Associate Dean for Medical Student Education.
- Clinical departments must ensure compliance with duty hour restrictions.

## **RELATED DOCUMENTS**

- LCME Accreditation Standards
- UConn School of Medicine Academic Policies and Procedures Manual

## **REFERENCES**

- Liaison Committee on Medical Education (LCME) Standard 8.8
- AAMC Guidelines on Medical Student Work Hours

## **POLICY HISTORY**

Created:

Revised: 09/2025, 07/2026

Reviewed without Revision:

## **REPLACES** (*If applicable*)

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.m. Social Networking Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Office of Medical Student Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 45%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input checked="" type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled in the UConn School of Medicine

## PURPOSE

To ensure that students maintain professional behaviors when utilizing social media platforms that reflect the standards of UConn Health and HIPAA. We aim to promote a respectful and safe environment for patients, colleagues, and the public.

## POLICY STATEMENT(S)

### Patient Information

Identifiable protected health information (PHI) should NEVER be published on the Internet. This applies even if only the patient is able to identify themselves from the posted information. Students must adhere to HIPAA principles at all times.

- All health care providers have an obligation to maintain the privacy of patient health information as outlined by the Health Insurance Portability and Accountability Act (HIPAA).
  - Privacy and confidentiality between physician and patient is of the utmost importance.
  - Texts may be intercepted and should not be considered secure communication unless using any approved system provided by UConn GME. Such as, Tiger-Text, Voalte, etc.

- Texting about and posting of any sensitive, proprietary, confidential, private and PHI or financial information about UConn SOM or any affiliated site is prohibited. See also UCHC policy #2002-43 (Confidentiality).
- Obtaining cell phone photographs or videos of any patient is prohibited except as allowed in UCHC policy #2014-03 (Visual, Audio or Recording of Patient Data Obtained Through Any Medium).
- It is always inappropriate to “friend” or “follow” patients on any social networking site or to check patient profiles.

### **Professional Conduct on the Internet or Public Forum**

Students must adhere to all principles outlined in the Academic Policies and Procedures Manual and Compact between Faculty and Trainees, and Student Honor Code at all times. Students should consider setting privacy at the highest level on all social networking sites. Please adhere to the following guidelines on the internet or in any public forum.

- The tone and content of all electronic communication must remain professional.
- The individual is responsible for the content of their own blogs/posts/texts/presentations.
- Any material posted on the Internet should be considered permanent and public information.
- Personal blogging, posting of updates, and other use of social media should not be done during required school activities or on institutional computers.
- Refrain from posting or texting any material that is obscene, defamatory, profane, 34 libelous, threatening, harassing, abusive, hateful or embarrassing to another person or any other entity. This includes, but is not limited to, comments regarding UConn Health or any other affiliated hospitals or employees of them.
- Respect all laws related to copyright and fair use.
- Any personal legal liability imposed for any published content will be the responsibility of the student. Texts are discoverable even if deleted from the cell phone.
- Unauthorized use of UConn SOM information is prohibited. No phone numbers, email addresses, web addresses, name of the department or UConn SOM may be posted without permission from an authorized departmental individual. For identification purposes, a student may list the affiliation with the UConn SOM.
- Unauthorized use of UConn or UConn Health trademarked material is prohibited, this includes the logos and Husky imagery.
- In all communication where a student is listed as being affiliated with the UConn SOM or a department of UConn, students are encouraged to include a statement that acknowledges statements and messages made from the account reflect their personal views only, and not those of the University.
- It is never appropriate to offer medical advice on a social networking site.

### **DEFINITIONS**

**Social Media / Social Networking Sites:** Online platforms that allow users to create, share, or interact with content, including but not limited to Instagram, LinkedIn, Facebook, X (Twitter), TikTok, YouTube, Reddit, Snapchat, and similar services.

**Protected Health Information (PHI):** Any individually identifiable health information—written, verbal, or electronic—related to a person’s physical or mental health, the provision of healthcare, or payment for healthcare. PHI is protected under the Health Insurance Portability and Accountability Act (HIPAA).

**Cyberbullying / Online Harassment:** Use of electronic communication to intimidate, threaten, humiliate, or harass another individual. This includes posts, messages, images, or comments that cause emotional distress or create a hostile environment.

**Posting:** Any user-generated content—including text, images, videos, or comments—shared on social media platforms, blogs, forums, messaging apps, or other public or semi-public online spaces.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

- If you have questions regarding your social media use in reference to UConn Health or you are interested in creating a UConn Health affiliated account, you should contact the UConn Health Social Media Specialist ([rickart@uchc.edu](mailto:rickart@uchc.edu)).
- Social networking sites and texting can be the source of cyber bullying, harassment, stalking, threats or unwanted activity. Any issue of concern on social media (including threats, violence, suicide, slander, cyberbullying, etc.) should be reported immediately to the UConn Health Police Department (860) 679-2121, Office of Medical Student Affairs (860) 679-4713, and/or the Office of Academic Educational Affairs (860) 679-2385. Concerns related to discrimination and harassment can be reported to the SOM and/or the Office for Inclusion and Civil Rights (860) 679-3563 or [equity@uconn.edu](mailto:equity@uconn.edu). The University’s Policy Against Discrimination, Harassment, and Related Interpersonal Violence can be found in Section 8 of this manual.

Seek help or guidance from the Offices of Medical Student Affairs or Academic Educational Affairs if you have any questions.

Violation of the aforementioned social networking policies will be treated as possible violations in professionalism and could result in a PIRT (Professionalism Indicent Report Triage).

## RELATED DOCUMENTS

Adapted from the UConn GME policy

Code of Professionalism Conduct for Medical Students (Academic Policies and Procedures manual section 3.a.)

## REFERENCES

1. Health Insurance Portability and Accountability Act (HIPAA)
2. UCHC Policy #2002-43: [Confidentiality](#)
3. UCHC Policy #2014-03: [Visual, Audio, or Recording of Patient Data Obtained Through Any](#)

[Medium](#)

4. AMA Code of Medical Ethics—Online Medical Professionalism
5. AAMC Guidelines for Medical Students and Social Media

**POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

**REPLACES** (*If applicable*)

**Title:**

**Date Retired:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.m.1. Copyright Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input type="checkbox"/> Academic<br><input checked="" type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all members of the UConn Health SOM community who access, distribute, or share digital content using university networks or resources.

## PURPOSE

To ensure compliance with copyright laws and regulations, and to educate the UConn Health community on the risks and responsibilities associated with unauthorized distribution of copyrighted materials.

## POLICY STATEMENT(S)

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the offender to civil and criminal liabilities

## DEFINITIONS

**Copyrighted Material:** Any original work of authorship fixed in a tangible medium, including but not limited to text, images, music, video, and software.

**Peer-to-Peer File Sharing:** A method of distributing or accessing digital files using decentralized networks.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

Departments should monitor network activity and educate users on responsible digital content sharing. IT services may implement technical controls to restrict unauthorized file sharing

## **RELATED DOCUMENTS**

UConn Health IT Acceptable Use Policy  
Student Code of Conduct  
Faculty Handbook

## **REFERENCES**

[Peer-to-peer file sharing on campus networks](#)  
[University Library Copyright Guidelines](#)

## **POLICY HISTORY**

Created:  
Revised: 07/2026  
Reviewed without Revision:

## **REPLACES** *(If applicable)*

Title:  
Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.n. Tuition and Fee Adjustment Policy for Withdrawal from School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Office of the Bursar, UConn School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all students enrolled in the UConn School of Medicine who withdraw during an academic term.

## PURPOSE

To outline the tuition and fee adjustment schedule and financial aid implications for students who withdraw from the School of Medicine during an academic term.

## POLICY STATEMENT(S)

Students who withdraw from UConn SOM during an academic term will receive a tuition adjustment based on the institutional schedule. There are three terms: Fall, Spring, and Summer. Tuition adjustments are calculated based on the date all withdrawal requirements are completed.



### Withdrawal Schedule:

| Withdrawal Period                       | Adjustment |
|-----------------------------------------|------------|
| Through first calendar week of the term | 90%        |
| Second week of the term                 | 80%        |
| Third week of the term                  | 70%        |
| Fourth week of the term                 | 60%        |
| Fifth week of the term                  | 50%        |
| Sixth week of the term                  | 40%        |
| Seventh week of the term                | 30%        |
| Eighth week of the term                 | 20%        |
| After eighth week of the term           | No Refund  |

### Eligible Fees:

| Fee Description                               | Eligible for Adjustment? |
|-----------------------------------------------|--------------------------|
| Medical School Tuition (In-State)             | Yes                      |
| Medical School Tuition (Out-of-State)         | Yes                      |
| Medical School Tuition (New England Regional) | Yes                      |
| Medical Professional Fees                     | Yes                      |
| Medical Student Activity Fee                  | No                       |
| Medical Laptop                                | No                       |
| Medical Laptop Sales Tax                      | No                       |

No fees are eligible for adjustment after the 8th week of classes. Calendar weeks run Monday through Sunday.

### DEFINITIONS

**Withdrawal Date:** The date all requirements to finalize withdrawal are completed.

**Title IV Funds:** Federal financial aid subject to return calculation upon early withdrawal.

### ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

### PROCEDURES

- Federal aid recipients withdrawing before completing 60% of the term will have unearned aid returned to the government.

- Return of Title IV Funds is calculated based on calendar days completed.
- Students inducted into military service must provide active duty orders for prorated adjustments.
- Full refunds may be granted at the Dean's discretion for illness or pre-term interruptions.
- For additional information please go to: <https://bursar.uconn.edu/departments/cash-operations/withdrawal-adjustments/>

#### **RELATED DOCUMENTS**

- Office of Student Financial Aid Services guidelines
- Registrar and Bursar withdrawal procedures

#### **REFERENCES**

- Federal Title IV Return of Funds regulations
- UConn Health Financial Aid policies

#### **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

#### **REPLACES** (*If applicable*)

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.o. Fragrance-Free Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean of Medical Student Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all academic classrooms and spaces within the UConn School of Medicine.

## PURPOSE

To promote a safe and inclusive learning environment by minimizing exposure to fragranced products that may trigger health issues such as chemical sensitivities, allergies, asthma, and migraines.

## POLICY STATEMENT(S)

Scented or fragranced products are prohibited at all times in academic classrooms and spaces. This includes, but is not limited to:

- Incense, candles, or reed diffusers
- Fragrance-emitting devices of any kind
- Wall-mounted devices that dispense deodorizers or disinfectants
- Potpourri
- Plug-in or spray air fresheners
- Urinal or toilet blocks
- Other fragranced deodorizer/re-odorizer products

Personal care products intended for fragrance or aroma should not be applied at or near classrooms, restrooms, or academic spaces. These include colognes, perfumes, essential oils, fragranced clothing sprays, and laundry scent boosters/additives.

Faculty, staff, and students are encouraged to be as fragrance-free as possible during their time on campus.

## **DEFINITIONS**

**Fragranced Products:** Items that emit scent either naturally or through chemical additives, including personal care products and environmental deodorizers.

**Fragrance-Free:** The absence of any scented or fragranced products in personal use or environmental settings.

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

- Awareness campaigns to educate the community about fragrance sensitivity
- Signage in academic spaces indicating fragrance-free zones
- Reporting mechanism for non-compliance: If any students, faculty, or staff have concerns or reports regarding non-compliance to this policy, please contact the Assistant Dean of Medical Student Affairs or the Senior Associate Dean of Medical Education.

## **RELATED DOCUMENTS**

None

## **REFERENCES**

- American Lung Association: Fragrance Sensitivity
- CDC Guidelines on Indoor Air Quality

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>2.p. Policy on Volunteer Activities for the School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education, Office of Academic Educational Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all students enrolled in the UConn School of Medicine who participate in clinical and non-clinical volunteer activities, whether on campus, in affiliated institutions, or in the broader community

## PURPOSE

To clarify the conditions under which medical students are covered by professional liability insurance during volunteer activities and to outline expectations for professionalism during such engagements.

## POLICY STATEMENT(S)

- Professional liability coverage under Connecticut General Statutes Section 10-235 applies only to formal experiential training and approved volunteer activities supervised by the School of Medicine.
- Clinical volunteer activities are covered only when:
  1. Students are enrolled in a course for credit.
  2. Volunteering under supervision of UConn Health or affiliated faculty and approved by the School of Medicine.
  3. Supervised by faculty at other institutions as part of the UConn Health educational program.
  4. All clinical services must be supervised and within the scope of the supervisor's certification and licensure.
  5. Requests for coverage must be submitted in advance to Dr. Kirsten Ek (ek@uchc.edu).
- Non-clinical volunteer activities are not covered by professional liability insurance.

- Students must rely on personal health insurance for any medical costs incurred.
- Students may discontinue volunteer activities at any time and select alternative opportunities.

## DEFINITIONS

- **Clinical Volunteer Activities:** Activities involving direct patient care under faculty supervision.
- **Non-Clinical Volunteer Activities:** Community service or outreach not involving patient care.
- **Professional Liability Coverage:** Legal protection provided under state statute for approved educational activities.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

- Submit requests for coverage to Dr. Kirsten Ek ([ek@uchc.edu](mailto:ek@uchc.edu)) prior to participating in any new clinical volunteer activity.
- Ensure all clinical activities are supervised and approved.
- Students participating in non-clinical activities should verify personal health insurance coverage.

## RELATED DOCUMENTS

- Compact Between Faculty and Undergraduate and Graduate Medical Trainees

## REFERENCES

- Connecticut General Statutes Section 10-235

## POLICY HISTORY

Created:

Revised: 07/2026

Reviewed without Revision:

## REPLACES *(If applicable)*

Title:

Date Retired:

## Section 3: Professionalism

Students are expected to maintain high standards of personal and professional integrity and conduct at all times. The Code of Professionalism Conduct for Medical Students (see 3.a.) addresses appropriate and acceptable behavior expected of medical students in their role as healthcare professionals. This document was created as a guide to help invoke appropriate behavior in all areas of professional conduct and outlines the expected student competencies in professionalism. This document also explains the process for submitting reports of praise or concern regarding professional behavior and the mechanisms used to investigate any adverse occurrence.

Other models for professionalism are found in several UConn Health and School of Medicine documents including the Student Honor Code (3.b.) and the Compact between Faculty and Undergraduate and Graduate Medical Trainees (3.c.). UConn Health also has [rules of conduct](#) which students are expected to uphold.

*Policies included in this section:*

*3.a. Code of Professionalism Conduct for Medical Students*

*3.b. Student Honor Code*

*3.c. Compact Between Faculty and Undergraduate and Graduate Medical Trainees*

*3.d. Student Mistreatment and Standard of Conduct*

*3.e. Faculty, Staff, and Student Relations Policy*

*3.f. Policy Against Discrimination, Harassment, and Related Interpersonal Violence*

*3.g. Artificial Intelligence (AI) in Medical Education Policy*

### 3.a. Code of Professionalism Conduct for Medical Students

#### Code of Professionalism

The Code of Professionalism (“the Code”) is a guide for appropriate and acceptable behavior and a model to uphold the standards of the healthcare professions. While this code cannot fully address every situation that may develop, it shall serve as a model to invoke appropriate behavior in all areas of professional conduct as well as to outline the expected student competencies in professionalism. The codes and policies listed in the Honor Code (policy 3.b.) provide additional guidance.

The concept of medical professionalism is both an acknowledgement of virtuous values expected in one’s role as physician and the implementation of appropriate behavior that embodies these values. These values can be categorized as follows:

#### Integrity:

- Display honesty and integrity with patients, families, the healthcare team, community members, faculty, and others
- Maintain appropriate professional boundaries and avoid exploitation of patients for any sexual advantage, personal financial gain, or other private purposes
- Be able to identify potential conflict of interest arising from the influence of marketing and advertising, as well as financial and organizational arrangements

#### Respect:

- Show respect for others, including appropriate grooming, punctuality, courtesy, non-derogatory backroom discussions, inclusiveness, and use of acceptable language and humor
- Recognize and be sensitive to culture, race, disabilities, age, gender, sexual orientation, religion, and other protected categories in order to prevent health care discrimination

#### Altruism:

- Demonstrate altruism and advocacy by a commitment to promote health care needs of patients and society
- Improve quality and access to care and a just distribution of finite resources
- Display compassion and empathy in words and deeds when dealing with patients, families, peers, the healthcare team, community members, faculty, and others

#### Duty / Responsibility:

- Avoid engaging in patient care responsibilities if emotionally or physically impaired
- Complete duties in a timely fashion, including responding to emails
- Maintain appropriate confidentiality
- Accept responsibility for errors and evaluate failures in education and patient care
- Recognize and accept personal limitations in knowledge, skill, and behavior, seeking guidance and supervision when appropriate
- Identify and appropriately respond to unprofessional behavior in others
- Participate in defining, organizing, and evaluating the educational process for current



and future students

- Be willing and capable to work collaboratively and resolve conflicts in a variety of settings to achieve optimal patient care and educational goals of all involved

#### **Excellence:**

- Commit to self-improvement, including being open and responsive to feedback, reflection, and self-evaluation, and actively setting and pursuing learning goals and applying knowledge gained
- Recognize the role of wellness in the practice of medicine
- Apply legal and ethical principles to patient care, clinical research, and the practice of medicine

Professional behavior in students is expected at all times, not just in the role of medical student while at UConn Health and affiliated teaching hospitals. Unprofessional behavior both in the personal and professional setting reflects poorly on the individual, the School of Medicine (SOM), and the University of Connecticut. All reports of unprofessional behavior, including arrests, will be referred to the SOM Professionalism Incident Report Triage (PIRT) Committee regardless of the location where it occurred (see section II and IV below).

#### **Reporting Violations of Professionalism**

Any individual should report misconduct including but not limited to medical and dental students, program directors, deans, faculty, residents and fellows, patients, or public person who has contact with the student. Moreover, it is expected that students will self-report unprofessional behavior. Self-reporting unprofessional behavior will be viewed favorably and can serve as an opportunity for self-reflection and improvement. Students must notify the school in the event they are arrested or cited for violation of UConn Health rules, or local, state, or federal laws (exceptions being traffic violations not involving impaired driving); failure to do so would be regarded as a professionalism violation.

All incidents of professional misconduct should be reported to the PIRT Committee. This is accomplished by completing a 'Professionalism Incident Report Triage Form' – PIRT Form (available at the end of this section and on the [Institution Page](#) under "UConn Health Links" on HuskyCT) and submitting the report by any of the following methods:

- E-mail to [PIRT@UCHC.EDU](mailto:PIRT@UCHC.EDU) and/or both PIRT Committee Co-chairs (See Professionalism Folder on HuskyCT)
- UConn Health campus mail to one of the PIRT Committee Co-chairs (MC-1831)
- USPS mail to "Attention: PIRT Committee Co-chairs" (MC-1831, Office of Academic Educational Affairs, University of Connecticut Medical School, 263 Farmington Ave., Farmington, CT 06030); receipt can be confirmed by email from co-chairs, **if requested**.
- Directly deliver to the Office of Academic Educational Affairs (AM-045) staff

An individual may not wish to personally submit an incident report and may decide to report the incident to a member of the Academic Integrity Board (AIB) or the Assistant Dean of Medical Student Affairs who will then be responsible for completing a 'Professionalism Incident Report Triage Form.' Although it is recommended that the reporting individual identify themselves

in case further details are needed, this is not required to submit a report, **except** in cases where special legal requirements apply which include, but are not limited to, sexual harassment, domestic violence, child abuse, and risk of suicide or serious harm to self. These issues are also not protected by confidentiality.

1. Formal Reports may be submitted as one of the following:
  - Totally anonymous: the name of the reporter will not be known to the accused or by the members of the PIRT Committee. Anyone wishing to file a PIRT totally anonymously can do so using the USPS address listed above or have the PIRT hand-delivered by a third party.
  - Partially anonymous: the name of the reporter will not be known by the accused, but will be known by the members of the PIRT Committee
  - Non-anonymous: the name of the reporter will be known to both the accused and the members of the PIRT Committee.
2. Totally and partially anonymous complaints are accepted but may not be triaged into a formal investigation unless the complaint contains sufficient information to justify an investigation. The PIRT Committee will vote as to whether or not they believe that an anonymous submission can be effectively investigated.

Findings of breach by the Professionalism Review Board (PRB) cannot be based solely on anonymous information contained in the initial anonymous complaint. Partially anonymous reporters may serve as a witness and in that capacity their name may be disclosed to the accused.

### **Reporting Exemplary Efforts in Professionalism**

In order to fulfill the competency requirements in professionalism, all students graduating from the University of Connecticut School of Medicine are expected to demonstrate and maintain a high standard of personal and professional integrity as outlined in the University of Connecticut Medical School Code of Professionalism (see policy 3.b.). On some occasions, a student may demonstrate unusually meritorious behavior in professionalism deserving of distinctive praise. For these incidents of commendation, a report of 'praise' may be filed. Submission of these exemplary accounts can be filed by any individual.

It is encouraged that the behavior to be recognized by the PIRT form concern a specific event, or related events, pertaining to professionalism, and not be a list of general praiseworthy traits of the student. Reporting exemplary behavior is accomplished by completing a PIRT Form (see end of section) and submitting the report to Professionalism Incident Report Triage (PIRT) Committee by any of the following methods described above. All Praise PIRTS will be forwarded to the Assistant Dean of Medical Student Affairs for their discretion to include in the Dean's Medical Student Performance Evaluation (MSPE) letter.

**Important Forms: Professionalism Incident Report Triage Form (PIRT form)** This form is at the end of this section, but may also be accessed on HuskyCT under "UConn Health Links" on the Institution Page.

### **Professionalism Incident Report Triage (PIRT) Committee**

Because of the varied categories of incidents that can occur, having one central depository for professionalism issues is ideal to decrease confusion regarding where to submit reports. The PIRT Committee serves as a central clearinghouse for any matter, either positive or negative, concerning professionalism at the University of Connecticut Medical School.

#### Membership

The PIRT Committee is composed of 5 individuals chosen for their experience in dealing with matters of professionalism. These members are:

- PIRT Committee Co-Chairperson
- PIRT Committee Co-Chairperson
- Assistant Dean of Medical Student Affairs
- Faculty Advisor, Academic Integrity Board
- Medical Student Chair, Academic Integrity Board or, if the Medical Student Chair is unavailable, another experienced member of the AIB (from either school) designated by majority vote of the AIB

The Co-Chairpersons shall be appointed by the Dean or Dean's designee. These two positions are held for a minimum of a two-year duration with re-appointments made at the discretion of the Dean or Dean's designee. The appointments will be staggered, with the re-appointment of Co-Chairpersons made on separate years. The immediate past Co-Chairs can serve as *ad hoc* consultants to the new Co-Chairs.

#### PIRT Reporting and Committee Procedures

If the individual submitting the formal incident report is a faculty member, a meeting between that faculty member and the student with the purpose of explaining the reason for the incident report is required unless such a meeting would risk causing harm. There may be some instances where a meeting may not be appropriate, and this should be indicated on the submission. If a meeting is not possible, then the student should at least be made aware regarding the PIRT and the reason for submission of the PIRT.

Incident reports filed can be of two different types: "For File Only" or "Referral to Triage"

For those reports of a positive nature, a meeting with the student by the person submitting the report and/or the PIRT Committee Co-Chairperson is encouraged but not required. These are typically submitted for file only and are forwarded to the Assistant Dean of Medical Student Affairs.

The following will take place once the PIRT Committee Co-Chairperson(s) receive a PIRT Form of a negative nature that is referred to Triage:

- A meeting between the student and a PIRT Committee Co-Chairperson will be held to ensure the student is aware of both the report and the process of addressing each report

- The student will be provided a copy of the Professionalism Section of the School of Medicine Academic Policies and Procedures manual and will also be sent the PIRT form that was submitted.
- The student will be informed that any additional information offered by them can be shared with other members of PIRT to assist in their decision, and may also be shared with any investigative body depending upon the disposition of the incident report
- The student will be given the opportunity to offer additional details regarding the circumstances of the incident report
- The student is expected to sign the PIRT form and provide additional comments in writing after meeting with the PIRT co-chairperson.

The PIRT Committee Chair(s), upon reviewing all reports, shall present these to the other members of the PIRT Committee. A majority consensus - defined as 3 or greater of the 5 PIRT committee members - will determine the final destination of each report. All efforts will be made to complete this process in a timely manner. The PIRT Committee will consider all relevant information including established criteria (i.e., Honor Code, Student Behavioral Health Program referral criteria, etc.) and information contained in a student's PIRT file when making this determination. The destination of each report may vary, but some examples are as follows:

- PIRT student file
- Academic Integrity Board (AIB)
- Student Behavioral Health Program
- Assistant Dean of Medical Student Affairs
- Academic Advancement Committee (AAC)
- Professionalism Review Board (PRB)
- Local Law Enforcement
- Course/Clerkship Director

Prior to the vote by the PIRT Committee, the designated Co-Chair for the particular case may initiate a preliminary investigation to determine if the reported breach of professionalism has merit for further investigation.

After the investigation, the Co-Chair will complete PIRT disposition form, which contains the information provided in the submitted PIRT form as well as summaries of the interviews with student, submitter and others, and background status (i.e., under the purview of the AAC, had a prior PIRT). The disposition form will be presented to the PIRT Committee for deliberation and vote. Prior to discussion by the full committee, the PIRT Co-Chair will email the name of the student to the committee asking for recusals.

If the complaint is determined to be **without merit** by the PIRT Committee following this preliminary investigation, both the student and the individual submitting the Professionalism Incident Report Triage Form will be notified of this determination in writing and informed that the process has been concluded. A notation regarding the dismissal of this report will be placed on the PIRT disposition form and placed in the confidential PIRT file. No record or note of the report will be submitted to the student's permanent file in the Office of Registrar.

If, after this preliminary investigation, the PIRT Committee determines that the complaint has merit, the PIRT Committee will then complete the incident report disposition form, with the decision and rationale. The PIRT Committee has the discretion to refer the PIRT to another body (e.g., AAC, PRB, Academic Integrity Board, Assistant Dean of Medical Student Affairs), and this decision will be noted on the PIRT disposition form. However, if the student has had a prior PIRT that was determined to be of merit, the PIRT Committee must notify the AAC for review of the student's record and consideration of possible further action. The PIRT disposition form will indicate the number of prior PIRTs.

For those instances where the situation only warrants placement in a student's PIRT file, the Co-Chair will use this opportunity to provide insight and education to the student regarding the incident.

Once the PIRT is resolved and when appropriate, the PIRT Committee may notify the person/committee that filed the PIRT and the student that it was reviewed and addressed (resolution might include: found without merit; triaged to file; forwarded to the AAC; or other disposition, but need not be specified).

For a negative PIRT submitted to file only, the PIRT co-chairs do not meet with the student or discuss the PIRT with the rest of the committee. The PIRT is saved to the student's PIRT file.

#### PIRT Committee Student Files

All PIRT Forms that are submitted to the PIRT Committee will remain confidential within the limits of the law. A copy of all negative incident reports submitted to the PIRT Committee will be placed in the PIRT student files. In addition, the student's name and triage decision will be added to an Excel file kept on a SharePoint site for use in future cases to determine if a prior PIRT was submitted. The SharePoint site also will include electronic files of the PIRT forms and other documents related to the incident. When a negative incident report is received, the PIRT student file will be reviewed to see if the report is an isolated event or indicative of a pattern of negative behavior. If the student has had a prior PIRT that was determined to be of merit, the PIRT Committee must notify the AAC for review of the student's record and consideration of possible further action. The PIRT student files will include notation of whether and where the PIRT Committee made a referral.

All positive/exemplary incident reports submitted to the PIRT Committee will be placed in the PIRT student files.

All PIRT files will be retained in the office of Academic Educational Affairs and will not be part of any permanent student record. Upon a student's graduation, all related PIRT student files will be archived as permitted by law.

#### **Professionalism Review Board (PRB)**

If a negative professionalism incident is determined to be of a serious and significant nature, but is deemed by PIRT to necessitate investigation beyond the purview or scope of the

Academic Integrity Board, the Assistant Dean of Medical Student Affairs, or other report destinations, then this significant incident will be referred to the Professionalism Review Board (PRB).

### Membership

The PRB shall consist of 5 voting members, one non-voting member, and four alternate members who shall attend each meeting and who may be designated by the PRB Chair to vote in the place of absent member. These 'core members' are:

- PIRT Co-Chair – PRB Chair (voting)
  - PIRT Co-Chair – PRB Case Officer (non-voting)
  - Two (2) Student members (voting)
  - Four (4) Alternate Student member
  - Two (2) Faculty Member (voting)
  - Two (2) Alternate Faculty Member
1. PIRT Co-Chairs: The two Co-Chairs shall decide between each other who shall be PRB Chair and who shall act as PRB Case Officer. These roles should be alternated with each respective incident report. Whomever the PIRT Co-Chair is who reviewed the PIRT becomes the non-voting PRB Case Office.
  2. Faculty Members: Two members of the faculty will be appointed each year by the PIRT Co-chairpersons, with voting status alternating with each respective incident report. Each faculty member will serve a two-year term which is renewable.
  3. Student Members:
    - **First-Year:** One student is elected in October of M1 year to serve a four-year term, if possible.
    - **Second-Year:** Another student is elected in April (end of M2 year) to start serving on July 1 of their M3 year, continuing until graduation.
    - **Alternates:**
      - First- and second-year elected students serve as alternates.
      - One student from both the third- and fourth-year classes will be a voting member, and the other will be an alternate. Voting duties alternate between them for each incident report.
    - **Eligibility:** All students must remain in good standing to continue serving. If a student leaves the curriculum for a scholarly year or dual degree, the student may continue to serve as a member if desires. If not, a replacement election will be held.
    - **Vacancies:** If a student leaves before their term ends, a replacement election will be held.
  4. Additional Members: At the discretion of the PRB Chair, additional ad hoc 'non- core' members may be added to the PRB roster depending on the case being investigated and may be granted either voting or non-voting status.

### PRB Procedure

- Any allegation that is brought before the PRB shall be treated as confidential by the

individual completing the formal Professionalism Incident Report Triage Form as well as by the members, alternate members, and ad hoc members of the PRB.

- The PRB Case Officer will be responsible for organizing the collection of material as well as contacting witnesses and other relevant individuals.
- The PRB Case Officer will be responsible for presenting a list of PRB members to the student for possible Conflicts of Interests (and perception thereof) and the reason for a requested recusal.
- The PRB Chair will solicit the PRB membership for possible Conflicts of Interests (or perception thereof) and the reason for a requested recusal.
- The PRB Chair will request self-recusals from the Board Members. Also, upon identification of possible Conflicts of Interest, the PRB Chair will organize a vote on recusal of these individuals from participating in the investigation.
- Recusal of each individual will occur with a simple majority vote of all PRB members.

#### PRB Investigative Hearing:

- A quorum to conduct business shall consist of 5 voting 'core members' of the PRB.
- The investigative hearing is scheduled by the PRB Chair at which a quorum of the PRB must be present.
- In the event of an absence of a voting member, the PRB Chair will determine the alternate faculty or alternate student member to serve as a voting member at the meeting.
- Legal counsel or other external parties will not be present during the hearing. However, the student being investigated may wish to invite a University of Connecticut Medical School medical student, faculty member, or staff member as a personal advisor. This personal advisor must agree to maintain strict confidentiality with regard to all aspects of the proceedings. Although the personal advisor will not be allowed to speak on the student's behalf at the hearing, the student can confer with the advisor at any time during the proceedings.
- PRB hearings are not recorded, but the student may request the hearing be recorded for good cause(s) shown, and provided that all parties consent to the recording. This request must be made 2 business days prior to the proceedings, and provided that the party making or requesting such recording bears the financial responsibility for such recordings. The contrary party is given reasonable opportunity to obtain a copy of such recording at their own expense, and any such recordings are maintained in strict confidentiality with respect to anyone not a party to the proceedings. The recordings would be stored in the access protected PIRT/PRB SharePoint.
- At the hearing, the PRB Case Officer will outline the reasons for the investigation, after which the student under investigation will be allowed to make a statement. The PRB Case Officer will then present any evidence or witnesses deemed integral to the investigation. Following this, the student being investigated will be given an opportunity to present any additional witnesses or evidence relevant to the case. It is the student's responsibility to select and coordinate the appearance of these additional witnesses or collect and present additional evidence. Both the student being investigated as well as members of the PRB will be allowed to examine the evidence and ask questions of any witnesses as directed by the Chair. At the end of the meeting, the student under investigation will be allowed to make a closing statement, after which the Chair will then

close the hearing.

- At the discretion of the PRB, a recess may be called at any time during the hearing. The recess may be brief for the members of the PRB to consult in closed session, or it may be to continue the hearing at a later date to allow for further investigation.
- With the formal closure of the hearing by the Chair, the PRB will meet outside the presence of all parties and witnesses to discuss the investigation and make a final decision.
- In order to find the student guilty of a breach in professionalism, a majority defined as 3 out of 5 voting members of the PRB must cast votes in favor of such a finding.
- At the investigation hearing, in order for there to be a finding of guilty, the case against the accused student must be proved by clear and convincing evidence. Clear and convincing evidence is defined as that evidence which convinces the PRB that the facts asserted are highly probably true, and that the probability they are true or exist is substantially greater than the probability that they are false or do not exist.
- If the evidence suggests that a violation of professionalism has occurred, the PRB Chair will be responsible for informing the student of the Board's final decision both verbally and in writing within seven (7) business days after the final PRB proceedings. Both the PRB Chair and another member of the PRB will be present when the student is verbally informed of this decision.

The PRB Chair is also responsible for advising all involved in the case that the PRB investigation proceedings are to be considered confidential. The PRB Chair will then be responsible for composing a synopsis of the investigation proceedings and conclusions and forwarding this document along with any recommended disciplinary actions to the AAC. The AAC will then determine final action. Within seven (7) days after receipt of written notification of the AAC's action, the student may submit an appeal of the decision; see 5.e. Policy for Grading and Grade Appeals in Courses and Clerkships, 5.d. Academic Advancement Committee (AAC), and 5.f. Student Evaluation and Appeals Review Committee (SEARC).

If the evidence of the investigation does not indicate a violation of professionalism has occurred, a summary of the investigation will be placed in confidence in the student's PIRT file. No record or note of the incident will be submitted to the student's permanent file in the Office of Registrar. The PRB Chair will be responsible for informing the student of the PRB's final decision both verbally and in writing within 7 business days after the final PRB proceedings. Both the PRB Chair and another member of the PRB will be present when the student is verbally informed of this decision. The PRB Chair is also responsible for informing the witnesses and individuals involved that the case has been dismissed and that the PRB investigation proceedings are to be considered confidential.

Once the investigation is resolved and when appropriate, the PRB may notify the party(ies) that initiated the complaint that it was reviewed and addressed.

## **PROFESSIONALISM POLICY ISSUES**



**PIRT Committee:** PIRT Committee serves both as the primary reporting destination for professionalism complaints as well as the means of delegating how the complaint will be addressed/ investigated.

1. COMPLIANCE ISSUES: Enrolled medical students need to comply with certain basic health requirements (BBP and HIPAA training, and Flu vaccines) as well as specific site requirements (Hep B vaccinations, PPD documentation as well as up to date physical exams). The Office of Curricular Affairs tracks these data through both the administrative officer and program coordinator in Medical Student Affairs and Admissions. Failure to achieve compliance will result in a Professionalism Incident Report Triage Form being submitted to the PIRT Committee.
2. COMPLIANCE VIOLATION SCALE: The PIRT Committee will take into account 'gradation' of certain compliance violations on the belief that certain compliance violations that put patients at risk (i.e. flu vaccines) are more serious than others (i.e. up to date student physical exams). The PIRT Committee will determine on a 'case by case' basis if any combination of violations warrant a referral to the AAC.
3. PIRT Committee ACCESS TO AAC FILES: When processing a professionalism incident report, PIRT will be allowed access to limited information in a student's AAC file. The information accessed will be kept in strict confidence by PIRT.
4. AAC ACCESS TO PIRT Committee FILES:
  - In general, PIRT Committee files are not accessible to the AAC;
  - An exception to this general practice applies to those students already "under the purview of the AAC," which includes any student or file previously brought before the AAC for academic, behavioral, or institutional difficulties;
  - The PIRT Committee Co-chair will inform the AAC of any incident report submitted to PIRT involving a student who is already under the purview of the AAC.
5. PIRT INCIDENT REPORT TRIAGE DECISION TREE: The following decision tree clarifies the options that are available to the PIRT Committee and the AAC when an incident report has been submitted.

#### PIRT/AAC DELEGATION DECISION for ALL INCIDENT REPORTS

1. No merit – notation made and placed in PIRT file
2. Merit – no additional action and placed in PIRT file
3. Merit – not referred to PRB/AAC but to other destination (e.g. Academic Integrity Board, Assistant Dean of Medical Student Affairs, Student Behavioral Health Services, etc.) and placed in PIRT file
4. Merit – referred to PRB
  - i. Investigation: No Merit. Brief summary to AAC and placed in PIRT file
  - ii. Investigation: Merit. Full summary to AAC with or without recommendations and placed in PIRT file
5. Merit – referred directly to AAC (with or without recommendations) and placed in PIRT file with note that it was referred to AAC
  - i. No action by AAC [possible referral to other destination]

- ii. Student presents before AAC with no notation made in student MSPE
- iii. Student presents before AAC with notation made in student MSPE and possible sanctions
- iv. Case sent to PRB for further investigation of facts

**Professionalism Review Board (PRB):** This board, along with the Academic Integrity Board, make up the two institutional committees at the UConn Medical School that investigate student violations in professionalism.

1. **PRB FUNCTION/UTILITY:** The PRB serves as an independent body established as part of the School of Medicine's focus on developing and monitoring professional behavior among students. However, it has a number of different roles that should be acknowledged.

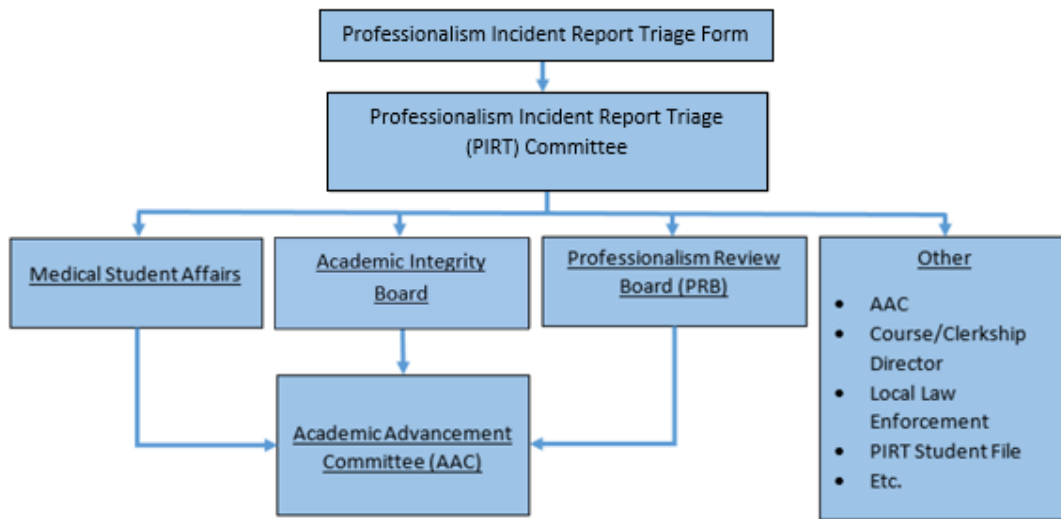
- a. **Investigative Role:** The PRB serves as a resource for investigation and review of possible professionalism problems referred via the PIRT process or by the AAC. In that regard, it should be used to investigate a *possible* professionalism violation that is not deemed suitable for the Academic Integrity Board or other referral destinations. The PRB should also be utilized to further investigate reported professionalism violations that have *indeed* occurred but require more details to determine the degree of violation.

In either role the PRB would use the investigation and hearing procedures described in the PRB policy and then report results of its investigation/hearing to the appropriate authority. The results of the investigation would then be reported to the AAC.

OF NOTE: Most PRB investigations are expected to occur after an initial referral and review by the PIRT Committee, but a PRB investigation may also be initiated by a referral made directly from the AAC. This would occur when the AAC encounters a professionalism situation where more information is needed before a final decision is made by the AAC.

- b. **Advisory/Informative Role:** the PRB can review questions regarding the functions and actions of the PIRT Committee, PRB, PIRT files, etc., particularly during the overall development of professionalism education and monitoring at UConn Medical School. It can act as a discussion group for questions on policy, serve as an educational body for both faculty and student members, and also help in the dispersion of information regarding professionalism to the student body via its student members.

2. **PRB ACCESS TO AAC FILES:** Unlike the Academic Integrity Board, the PRB has access to AAC student files when conducting their investigation. Only information that is determined relevant to the investigation by the PRB Co-Chairs will be made available to the PRB.



### List of Terms

**PIRT Form** = Professionalism Incident Report Triage Form

**PIRT Committee** = Professionalism Incident Report Triage Committee

**PRB** = Professional Review Board

**AAC** = Academic Advancement Committee

**University of Connecticut School of Medicine  
Professionalism Incident Report Triage (PIRT) Form**

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Date of Report: \_\_\_\_\_

Type of report (Select One):      ☐ PRAISE      ☐ CONCERN

Action Requested (Select One):      ☐ For File Only      ☐ Referral to Triage

Subject of Report (Student Name/Year): \_\_\_\_\_ Class of \_\_\_\_\_

Person Submitting Form (include title and/or role, and email address): \_\_\_\_\_

\_\_\_\_\_

Date/Time of Incident: \_\_\_\_\_

*(If longitudinal observations please provide the time period that you observed the behavior)*

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**I. Statement summarizing the behavior being praised or raising concern:**

**II. Describe in detail the incident(s) which prompted the completion of this form (attach additional pages if needed).**

**III. Describe previous feedback and remediation which took place prior to the completion of this form (attach additional pages if needed) if applicable.**

**IV. Summary of attempts to resolve this current issue and report of outcome, if any.**

**NOTE: The following is to be completed by a member of the Professionalism Incident Report Triage Committee**

**Student Subject of report:**

I have read this description and discussed it with the individual who filed the report, and/or a representative of the Professionalism Incident Report Triage (PIRT) Committee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature on this form is intended only to verify that the student has reviewed the form with the individual who filed the report, and/or a representative of the Professionalism Incident Report Triage (PIRT) Committee.

Student Comments:

**Professionalism Incident Report Triage Committee Member:**

I have reviewed this evaluation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PIRT Member Comments:

~end of form~

### **Professionalism Categories**

***[NOTE: examples of behaviors deserving of recognition in each category are not all inclusive]***

### **Professionalism Behavior deserving of special PRAISE:**

#### **Integrity**

- Student is honest and shows great integrity
- Student significantly enhances the learning environment
- Student shows superb ability to resolve conflict, respecting the dignity of all those involved

#### **Respect**

- Student shows exceeding respect for peers and colleagues
- Student shows exceptional cultural sensitivity to race, gender, religion, sexual orientation, age, disability or socioeconomic status

#### **Altruism**

- Student shows great empathy
- Student has outstanding rapport with patients and/or families

#### **Duty/Responsibility**

- Student can be relied upon to complete tasks and consistently does significantly more than expected
- Student function as an invaluable team member
- Student demonstrates exemplary commitment to honoring patient's or family's wishes

#### **Excellence**

- Student seeks and incorporates constructive comments and criticism
- Student recognizes difficulties and effects self-improvement
- Student recognizes and accepts responsibility for errors or mistakes and makes great effort to rectify
- Student creates an excellent learning environment
- Student excels in communication either in writing (notes, e-mails, etc.) or verbally

## **Professionalism Incident warranting CONCERN:**

### **Integrity**

- Student misrepresents or falsifies information
- Student is abusive, angry, or disrespectful at times of stress
- Student uses their position to engage in inappropriate relationships with patients, families, or staff, and does not establish appropriate boundaries
- Student is dishonest
- Student does not contribute to a good learning climate
- Student is unable to resolve conflict, disrespects the dignity of all those involved
- Student does not use professional language or uses inappropriate language
- Student does not maintain patient confidentiality
- Student does not present in a professional manner by dress or demeanor

### **Respect**

- Student lacks respect for peers or colleagues
- Student is insensitive to individual patient or family needs
- Student does not relate well to staff or teachers in the learning environment
- Student shows insensitivity to race, gender, religion, sexual orientation, age, disability, or socioeconomic status

### **Altruism**

- Student is arrogant
- Student lacks empathy
- Student fails to take actions to protect others (eg. Failure to properly use PPE or social distancing when required)

### **Duty/Responsibility**

- Student does not complete tasks in a timely manner
- Student needs constant reminders in order to fulfill responsibilities to patients and to school
- Student cannot be relied upon to complete tasks
- Student does not accept responsibility for errors or mistakes
- Student has inadequate rapport with patients and/or families
- Student demonstrates inadequate commitment to honoring patient's or family's wishes
- Student does not function as an effective team member

### **Excellence**

- Student resists constructive comments or criticism
- Student remains unaware of inadequacies or difficulties
- Student resists change

## University of Connecticut and UConn Health Codes and Policies

- [University of Connecticut Code of Conduct](#)
- [UConn Health Rules of Conduct](#)
- [Student Honor Code](#) – Policy 3.b. of this manual
- [Affirmative Action Policy Statement](#)
- [Conflicts of Interest in Research](#)
- [Drug Free Schools & Campuses Act and Drug-Free Workplace Act](#)
- [FERPA \(Family Education Rights and Privacy Act\)](#)
- [Policy on Alleged Misconduct in Research](#)
- [Policy Against Discrimination, Harassment, and Related Interpersonal Violence](#) – Policy 3.f. of this manual
- [Common Space Use Policy](#)
- [Workplace Violence Prevention](#)
- [Occupational Exposure to Bloodborne Pathogens](#)



### 3.b. Student Honor Code

#### A. The Honor Code

Students embarking on careers in medicine and dental medicine are expected to maintain high standards of personal and professional integrity. These standards involve such basic concepts as intellectual honesty and respect for the rights and well-being of others. Matriculation in the School of Medicine or Dental Medicine constitutes an obligation for students to act in a manner consistent with such standards. The primary source of these standards shall be this Honor Code and its application to the conduct of medical and dental students. The primary mechanism for the application and enforcement of these standards shall be the Academic Integrity Board (AIB). The Honor Code of the University of Connecticut Schools of Medicine and Dental Medicine comprises the following items:

- Prohibition of any act of intellectual dishonesty. Examples of intellectual dishonesty include (but are not limited to): cheating; plagiarism, use of ChatGPT or other large language model without appropriate citation\*, copying, or any misrepresentation of work other than one's own; fraud in research; dishonesty in clinical care or documentation; and willful failure to comply with examination and evaluation policies. An example of academic dishonesty includes failure to adhere to the School of Medicine's or School of Dental Medicine's Policies on AI Usage as they apply to unauthorized use of generative AI tools and/or failure to appropriately cite use of generative AI tools.
- Prohibition of violations of the rights or well-being of members of the UConn Health community. Examples of such violations range from (but are not limited to): failure to comply with library regulations or intentional interference that denies other students access to educational materials, the willful mistreatment of colleagues, and stealing.
- Requirement of students, staff, and faculty to take positive action when there is a reason to believe that a breach of this Honor Code has taken place.

At the beginning of their careers at UConn Health and at the beginning of every subsequent academic year, all medical and dental students shall be required to sign an attestation of the principles contained in this Honor Code. The attestation shall be in writing and shall express the student's commitment to act in a manner consistent with the standards of personal and professional integrity represented by this Honor Code.

#### B. Implementing the Honor Code: The Honor Code Policy Committee

The Honor Code Policy Committee's main responsibilities are to provide interpretations of the Honor Code and to develop guidelines for the application of the general principles embodied in the Honor Code and as they apply to our students.

The Honor Code Policy Committee shall consist of all current and alternate members of the Academic Integrity Board and six faculty members appointed by the Deans/designee of the

Schools of Medicine and Dental Medicine: three basic science faculty and three clinical faculty. The Deans/designee shall appoint one faculty member to serve as chairperson of the Committee. From time to time, the Honor Code Policy Committee may appoint other non-voting members to participate in committee discussions.

The Committee also participates in the selection process for the Faculty Advisor of the Academic Integrity Board (described in detail in Section N of this policy, below).

### **C. The Academic Integrity Board (AIB)**

#### **Purpose**

The primary purpose of the Academic Integrity Board (AIB) is to consider allegations that the Honor Code has been violated, appropriately triage such allegations, and when indicated to conduct formal investigations into such allegations and to make the decision whether a breach of the Code took place. In cases in which a breach of the Code has been determined, the Academic Integrity Board may choose to make recommendations as to what consequences should result, but such recommendations are non-binding.

The AIB may also work in partnership with Schools to promote professionalism among all students.

The length of any AIB investigation will vary based on the nature of the case. Coming to a valid conclusion (i.e. conducting a thorough investigation) is the primary goal. The AIB recognizes the stress that investigations will place on accused students and will strive to conduct its investigations in a time-efficient manner.

If and when the provisions of this Honor Code differ from those of any policy approved by the School of Dental Medicine Faculty Senate or the School of Medicine Education Council, the provision of the Honor Code will prevail.

#### **Membership**

The membership of the AIB shall consist of eight primary members (one medical student and one dental student from each class) and eight alternate members who may attend and participate in each meeting and who may be designated to vote in the place of an absent primary member using the procedure described in the “Meetings” section below. In addition to the eight primary and eight alternate members, the board shall have up to two (one medical student and one dental student from each class) non-voting board appointed members. Each primary member and alternate shall serve a two-year term for a maximum of two terms as long as they remain a member in good standing in their respective school. Each board appointed member shall serve a one-year term for a maximum of two terms as long as they remain a member in good standing in their respective school. If and when a student leaves the AIB, the vacancy will be filled by a special election to take place within one month. If the vacancy is a primary member, the alternate member for that school and class will become the primary member and the election will be for the vacancy in the alternate member position. If the vacancy is a board appointed member, the board may fill the vacancy at their discretion as there is no requirement to have board appointed member positions filled. If a student is on leave for a length of time that would cause them to not graduate at the same time as the

medical or dental class that elected them, then they will be removed from the Board. The Academic Integrity Board is responsible for conducting the election of AIB members according to the following schedule.

### **The first-year class**

Elections for one primary member and one alternate will be held for both the medical and dental school classes. These elections should be conducted in the Fall semester, to align best with other student leadership elections. These students shall serve until June 30th of their second year. The protocol for this election is as follows:

Each student may cast one vote for members in their respective schools. The medical student receiving the highest number of votes and the dental student receiving the highest number of votes will be primary AIB Members. The medical student receiving the second highest number of votes and the dental student receiving the second highest number of votes will both serve as alternates for the first and second years.

### **The second-year class**

In April, but by no later than the second week of June, the medical and dental school classes shall elect AIB members to begin serving on July 1<sup>st</sup> of their third year. They shall complete their term upon graduation. Students may serve a maximum of two, two-year terms. If a student delays graduation they may not continue for a third year. The protocol for this election is as follows:

Each student may cast one vote for members in their respective schools. The medical student receiving the highest number of votes and the dental student receiving the highest number of votes will be primary AIB Members. The medical student receiving the second highest number of votes and the dental student receiving the second highest number of votes will both serve as alternates for the third and fourth years.

### **Chairperson**

The AIB shall elect a chairperson (chair) annually. To be eligible, the chair must have served on the Academic Integrity Board previously for at least one academic year. The chair can be a primary voting, alternate, or board appointed member. At the discretion of the Board, co-chairpersons, one from each school, may be selected by a simple majority. In the event that a chair (or co-chairs) is elected from the second year class, but fails to be re-elected by their class to the board, the chair elect (or co-chairs elect) will automatically serve as one (or two) of the board appointed members during their tenure as chair (or co-chair). If the chair (or co-chairs) cannot attend a meeting of the AIB, the chair (or co-chairs) may appoint a temporary chair for that meeting. If the chair (or co-chairs) is recused from participating in a case, the Academic Integrity Board shall elect a temporary chair to handle that case. This vote may occur by email.

### **Board Appointed Members**

The AIB shall have the option to elect up to two (one medical student and one dental student from each class) non-voting board appointed members to serve one-year terms. These

elections will be conducted by simple majority vote after the conclusion of all other elections for positions on the board.

### **Secretary**

The chairperson/co-chairs shall designate a secretary at each meeting to write minutes documenting all proceedings regarding a case, or potential case, including Initial Meetings, Case Review Meetings, and Evidentiary Hearings. The designated secretary will then email the meeting minutes to the co-chairs within 24 hours of the meeting.

### **Meetings**

The AIB, including alternates, shall meet as often as necessary to conduct the business of the Board. Meetings are characterized as those related to 'cases' as well as those held for administrative purposes. If a primary member cannot be at a meeting, an alternate member will be selected for that meeting and will have the ability to vote at that meeting. Selection of such an alternate will be made in this order of priority:

- (1) The alternate from the same class & school;
- (2) Then the alternate from the same class but the other school;
- (3) Then an alternate from the same school but a different class (priority given to more senior class);
- (4) Then an alternate from the other school in a different class (priority given to more senior class).

Case officers and co-case officers (described below) may be primary or alternate members and may not vote on any case they are assigned to. If these officers are primary Board members, an alternate will be assigned the ability to vote using the selection process described above. This assignment will apply to all votes regarding this case, unless this alternate cannot be present for that meeting, in which case the process described above will be followed.

A quorum must be present for all meetings. Quorum is defined as 5 voting members, which may be primary or alternate members who were designated as a voting member for that meeting. The Faculty Advisor must be present at all meetings related to a case.

### **D. Reporting Concerns/Alleged Violations**

Anyone affiliated with UConn Health, including but not limited to: students, faculty, staff, residents, and attendings, who has a concern regarding a breach of the Honor Code has a duty to take positive action. Positive actions include, but are not limited to:

1. Direct discussion with the person whose conduct is questioned and if, after such discussion, the breach is still suspected, the person with the concern must engage in informal discussions with a member of the AIB (as described in paragraph D.2 below) or submit a Formal Report to the AIB;
2. Informal consultation with a member of the AIB by any member of the UConn Health community who thinks that a breach of the Honor Code may have occurred but is

unsure. Upon initial consultation, an AIB member must notify the chair of the AIB making a recommendation or taking any action in relation to the report. The chair who received the report must consult the Faculty Advisor and may consult members and/or alternates regarding how to proceed;

3. Direct submission of a Formal Report to the AIB;
  - a. Formal Reports may be submitted as one of the following:
    - i. Totally anonymous: the name of the reporter will not be known to the accused or by the members of the AIB.
    - ii. Partially anonymous: the name of the reporter will not be known by the accused, but will be known by the members of the AIB
    - iii. Non-anonymous: the name of the reporter will be known to both the accused and the members of the AIB.
  - b. Anonymous and partially anonymous complaints are accepted but may not be triaged into a formal investigation unless the complaint contains sufficient information to justify an investigation. The Board will vote as to whether or not they believe that an anonymous submission can be effectively investigated (see the description of “Initial meetings” below.).
  - c. Findings of breach cannot be based solely on anonymous information contained in the initial anonymous complaint. Partially anonymous reporters may serve as a witness and in that capacity their name may be disclosed to the accused.

Failure to take positive action may itself be a violation of the Honor Code.

Self-reporting of lapses in professional behavior will be viewed more favorably than otherwise and can serve as an opportunity for self-reflection and improvement.

### **How to Submit a Formal Report**

Reports of a possible breach of the Honor Code shall be made in writing as soon as possible after the discovery of the alleged violation. To ensure the confidentiality of the investigatory process, it is recommended that such written report be delivered in a sealed envelope or via secure email to any member of the AIB. However, in order to encourage students, faculty, and staff to report concerns, other avenues of reporting are acceptable. If a report is made to a trusted school administrator/faculty/or any person(s) outside of the AIB, the recipient of this report is responsible for: (1) submitting the report to the AIB, to the SOM Professionalism Incident Report Triage Committee,<sup>1</sup> or to the appropriate committee within the SoDM;<sup>2</sup> and (2) maintaining strict confidentiality regarding the report and the alleged incident.

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<sup>1</sup> When a concern regarding a violation of the Honor Code involves a medical student, the Chair of the Academic Integrity Board must complete a Professionalism Incident Triage Report (PIRT) and submit it to the PIRT Committee. When possible, reporting of concerns regarding medical students should occur directly to PIRT to facilitate proceedings. Formal Reports concerning medical students may come to the Academic Integrity Board directly from PIRT.

<sup>2</sup> When a concern regarding violation of the Honor Code involves a dental student, reports may involve reporting within the School of Dental Medicine in addition to the Academic Integrity Board.

## **E. Initial Meeting(s)**

Once a Formal Report is made to the AIB, an Initial Meeting is held per the following proceedings:

1. **Determination of Conflicts of Interest**

The name(s), only, of the accused will be disclosed to the Board members present. Any Board member with a possible conflict of interest will be given the opportunity to recuse themselves from all further proceedings regarding the case. Any Board member may identify another Board member as having a potential conflict of interest, in which case, the Board will vote on recusal of those individuals if the identified member(s) do/does not self-recuse. Recusal of a Board member by peer initiative requires a simple majority vote. If there are sufficient recusals such that the quorum is lost, the meeting will be suspended until a quorum is achieved.

2. **Disclosure of the Contents of the Formal Report**

The information provided in the Formal Report is disclosed and discussed.

3. **Triage**

The AIB will determine whether there is sufficient evidence to initiate an investigation and/or if the case must be transferred to another body for action. The Board need only find that it is more likely than not that the complaint (anonymous, partially anonymous, or non-anonymous) can be effectively investigated. The decision to launch a formal investigation following review of the Formal Report requires a simple majority vote of the quorum.

4. **Appointment of a Case Officer and/or Co-investigator**

All concerns deemed to fall within the purview of the AIB and worthy of investigation will be investigated by a Case Officer. All members who serve as Case Officers will receive basic training in conducting an investigation from the Office of General Counsel or other UConn Health resources. Case Officers will be responsible for the movement of the case through the process to final disposition. Case Officers can be either primary members or alternates and are selected in the following manner:

- a. Volunteer;
- b. If no member volunteers, a Case Officer is appointed by the chair/co-chairs. The chair/co-chair may elect to be a Case Officer if there are no volunteers, but then cannot preside as Chair for any subsequent meetings concerning the case;
- c. The Board may choose to appoint a Co-investigator to assist the Case Officer with investigatory duties.

### **Case Officer Duties**

- a. Conduct thorough investigation including but not limited to receiving all correspondence, statements, evidence and other materials related to the case, and maintain file and evidence folders;
- b. Review all case material;
- c. Present all case material to the Academic Integrity Board;
- d. Be present and participate in the discussion at all meetings regarding the case they are assigned;
- e. Contact witnesses and the accused in order to schedule an Evidentiary Hearing on the case, if necessary;
- f. Develop an agenda for the Case Review Meeting and Evidentiary Hearing and be responsible for the conduct of them;
- g. Help the chair/chairs compose a letter to the appropriate Dean/designee regarding the findings of the Academic Integrity Board.

### **F. Case Review Meeting(s)**

Once the Case Officer has investigated the concern, then the AIB hears the Case Officer's findings in a Case Review Meeting. Case Review Meetings are conducted with only the members of the AIB and the Faculty Advisor present and proceed in the manner listed below. The Case Review meeting cannot be held until after the case officer(s) interview the accused at which time the accused will be provided a description of the issues that are being investigated, the names of the AIB members that have not already been recused, and the names of the witnesses interviewed so far in the investigation. At the time of this interview or within two calendar days, the accused may request that member(s) of the AIB be recused from this case and must provide a justification for each such request.

1. The Case Officer(s) will present any requests and justifications made by the accused to recuse AIB member(s) from the case. AIB will discuss any such requests and by simple majority vote determine if any members will be recused. For each vote, the AIB member under consideration of recusal will not be eligible to vote.
2. The Case Officer and any Co-investigator present the evidence collected.
3. The committee discusses the evidence and then votes on one of the following three courses of action by means of a simple majority vote:
  - a. Send the case back to Case Officer for further investigation.
  - b. Determine that the presented evidence is insufficient to declare an Honor Code breach and that reasonable effort by the AIB would yield no further insight into the case. In such situations, appropriate reporting of this finding is performed, as per later section titled, "Notifications."
  - c. Determine that the presented evidence is sufficient to proceed to an Evidentiary Hearing, by finding that it is more likely than not that the complaint (anonymous, partially anonymous, or non-anonymous) can be effectively investigated as per section E.3.

## **G. Evidentiary Hearings**

Evidentiary hearings are scheduled in order to provide the accused an opportunity to be heard and for the AIB to clarify information that was presented at the Case Review Meeting.

Evidentiary Hearings will be led by the Case Officer and are conducted in the following manner:

1. The Case Officer will present the evidence concerning the case. The Case Officer may choose to interview witnesses at this time and in such cases, the members of the Board may then question these witnesses.
  - a. Any identified witnesses are strongly encouraged to participate in interviews as it enables the Board to come to the most informed decision. However, witnesses have the right to decline involvement in the evidentiary hearing if they so choose.
2. The accused may choose to be in attendance during the Case Officer's presentation and will then have an opportunity to address the AIB and to present any witnesses, or evidence;
  - a. The accused may choose not to attend the Evidentiary Hearing by sending a written waiver to the Board at least 24 hours prior to the scheduled hearing. In such a case, the accused waives their right to present evidence or witnesses. The accused may submit a written statement to be read at the Evidentiary Hearing.
  - b. If the accused attends the Evidentiary Hearing, a personal representative (who may be an attorney) may attend. The accused must notify the AIB at least 24 hours prior to the scheduled hearing if a representative will be present. If the accused has an attorney present, UConn may also have an attorney present. The representative, if present, serves in a purely advisory capacity and is permitted to speak only to the accused. The AIB Chair(s) may dismiss the representative if, in their sole discretion, they disrupt the hearing proceedings;
  - c. The accused and any witnesses presented by the accused may be asked questions by the members of Board.
3. Following dismissal of the accused, any witnesses, and the personal representative of the accused, if any, the Board will discuss the case and then a motion will be made to vote, via simple majority decision, to either:
  - a. Return to the investigation phase of the case, but only if new information not known at the time of the Case Review Meeting was presented in the Evidentiary Hearing that indicated need for further investigation.
    - i. In this case, further investigation will be conducted by the Case Officer and Co-investigator, and a new Case Review Meeting and Evidentiary Hearing will be scheduled and conducted, as described in Sections F and G, above.
  - b. Proceed to a formal vote of "breach" vs "insufficient evidence of breach."
4. Following the decision to proceed to a formal vote regarding breach status, the formal vote will be held via secret ballot. A verdict that a breach occurred must pass with a two-thirds majority of the members who are present and voting on that case.



5. Standard of proof for finding of breach of the Honor Code: A finding of breach of the Honor Code must be based on clear and convincing evidence of the breach. Each voting member determines whether, based on their weighing of the evidence presented, there was clear and convincing evidence that the accused breached the Honor Code. This standard is higher than a finding by a preponderance of the evidence but does not require a finding of breach “beyond a reasonable doubt.” Clear and convincing evidence is defined as that evidence which convinces the voting member that the facts asserted are highly probably true, and that the probability they are true or exist is substantially greater than the probability that they are false or do not exist.

## **H. The Appeal Process**

Upon notification that the AIB has reached a verdict of breach, the accused will be given seven calendar days to request the appeal. Such an appeal must be made in writing and be provided to the chair of the AIB. The accused may provide a written waiver of an appeal in order to move more quickly to notifications.

Requests for an appeal will only be granted based on new evidence, which was not available to the AIB when they made their decision or claims that the AIB did not follow the appropriate processes. These two grounds for appeal are further defined below:

1. New evidence is evidence that: a) the accused could not reasonably have been expected to have obtained that could have been presented at the Evidentiary Hearing; and b) a reasonable person could conclude might have materially impacted the determination of breach or insufficient evidence of breach.
2. A claim that the AIB did not follow the appropriate process, as defined by this policy, must demonstrate that a reasonable person could conclude the failure might have materially impacted the determination of breach or insufficient evidence of breach.

If an appeal is requested, the AIB Chair/Co-chair will notify the members of the Appeal Board (see below) prior to the hearing.

## Appeal Board

1. The Appeal Board shall consist of five voting members: two students and three faculty members appointed by the appropriate Academic Officer of either the School of Medicine or School of Dental Medicine. The Appeal Board will elect a Chair for the Appeal. All voting members must be present at any meeting of the Appeals Board. Each school is responsible for ensuring that students and faculty who serve on *ad hoc* Appeal Boards receives sufficient training in the schools' policies and procedures and the application of the concept of "materiality" in order to fairly apply them in each individual case (training can be provided by the Office of the General Counsel).
2. The AIB chair/co-chair will send the request for appeal submitted by the accused to the members of the Appeal Board by email. The Appeal Board will decide whether the appeal will be heard or not. If new evidence is presented in the appeal, the AIB will have an opportunity to comment on such evidence in terms of whether it should have been presented at the time of the Evidentiary Hearing and/or as to whether it is material to the determination made by the AIB of 'breach'/'insufficient evidence of breach.' The AIB has a total of 7 calendar days to make such comment through the following process: a) the decision to make such comment and the content of such comment are under the sole discretion of the chair/co-chairs; b) the chair/co-chairs must present the first draft of such comment to the members of the AIB in sufficient time so that they may make recommendations for revision (review and revisions can take place by email); and c) the final comment will be sent to the *ad hoc* appeal committee and to the members of the AIB.
3. If the Appeal Board decides to hear the case, either the AIB Chair/Co-Chair or the Faculty Advisor will then attend all sessions of the Appeal Board to observe and answer questions from the Appeal Board. The representative from the AIB will not serve as a voting member of the Appeal Board.
4. The Chair of the Appeal Board and its members will review the evidence presented in support of the appeal. Persons found to be in breach of the Honor Code will have the right to present their own case in front of the Appeal Board and, like the evidentiary hearing, can elect to bring a personal representative (including an attorney). The personal representative is there for support only and will not be allowed to speak in front of the Appeal Board. If the accused has an attorney present, UConn may also have an attorney present.
5. Grounds for overturning an AIB Decision: The *ad hoc* appeals committee can only overturn the Academic Integrity Board's decision where the error in procedure or discovery of new evidence could have materially impacted the AIB's original finding. Overturning the AIB's decision should not be based on a trivial process issue or new evidence that does not seriously undermine the AIB's finding. The members of the *ad hoc* appeals committee may receive training in the meaning of "materiality" from the School and/or the Office of General Counsel.

6. The decision of the Appeal Board will be transmitted to the AIB by email within 1 calendar day.
7. If the AIB's decision is sustained by the *ad hoc* Appeal Board, the Chair of the Appeal Board will notify the student involved orally and also by email within 1 calendar day.
8. If the Appeal Board overturns the decision of the AIB, in whole or in part, the Appeal Board will notify the student involved orally and also by email within 1 calendar day. The Appeal Board must provide a written justification for their decision to overturn the decision of the AIB to both the AIB and the Dean of their school within 7 calendar days. Any materials transmitted to the Dean at this point must have the names of the accused and the witnesses redacted.

## **I. Notifications by the Academic Integrity Board**

1. At any stage in the process, when a finding of insufficient evidence to make a determination of breach is made and the case is not sent for further investigation, the chair of the Board will notify the accused orally and by formal written communication. If the accused is a medical student, this determination will also be sent to the PIRT co-chairs.
2. If a verdict of "breach" is reached at the Evidentiary Hearing, the accused will be notified of the result by the chairperson or designee both in-person and by formal written communication;
3. If the decision of "breach" made by the AIB is upheld by the Appeal Board, the Dean/designee of the appropriate school will be notified within seven calendar days and presented with a summary statement, inclusive of all information used to reach the decision.
4. When the AIB concludes its involvement in the case and all the appeals described above are completed, the person submitting the Formal Report will be informed that the Academic Integrity Board has concluded its proceedings.

## **J. Rights and Responsibilities of Accused and Witnesses**

1. Notwithstanding the rights of the accused described earlier in this policy, both the accused and any witnesses (including students, faculty, or staff) must cooperate with the processes described above which includes, but is not limited to:
  - a. meeting with the case officer(s) in a timely manner to be interviewed;
  - b. providing honest and complete answers to the case officer(s) questions or questions raised by AIB members asked during AIB and/or appeals committee meetings/hearings. Such questions must be relevant to the investigation;
  - c. maintaining confidentiality regarding the nature of the case, the nature of the questions being asked and/or the names of the accused or other witnesses being interviewed;

- d. violations of article J.1 will be considered a breach of professionalism and subject to appropriate investigation and sanctions.
2. Both the accused and any witness have the option to decline any invitation to attend an AIB meeting/hearing. If testifying at such hearings, the witnesses have the right to present their testimony and be questioned by the AIB members without the accused being present.
3. Prior to the evidentiary hearing, the accused has the right to be provided a list of their alleged breaches of the Honor Code, the names of the witnesses interviewed during the investigation, and the names of the members of the AIB who were not recused from the case. At the time the accused is first interviewed or two calendar days following that interview, the accused has the right to make a request that members of the AIB should be recused from the case and at that time must provide justification for such a request.
4. The accused must make all reasonable efforts to obtain and present all evidence in support of their case at the Evidentiary Hearing rather than to obtain and present evidence after a Hearing in support of an appeal.
5. Retaliation against the accused, accusers, witnesses, members of the Academic Integrity Board, or any other persons associated with an AIB action is prohibited. The University's policy on non-retaliation (<https://policy.uconn.edu/2011/05/24/non-retaliation-policy/>) applies.

## **K. Confidentiality and Document Retention**

All specific charges, names, evidence, and testimony are treated as strictly confidential unless otherwise required by law. The integrity of an Honor System depends on confidentiality, and the disclosure of names or other confidential information concerning a report by any person shall itself be considered an Honor Code breach. This applies to all involved parties – including, but not limited to, the accused, witnesses, and AIB members. If the breach involves a protected statute, all efforts to maintain confidentiality will be critical but cannot be guaranteed.

However, reports, including the individuals who report, may be part of a more extensive investigation involving the necessary authorities. Every effort to restrict the flow of information to only necessary parties will be of utmost priority and importance.

The Faculty Advisor shall be responsible for securely storing a copy of all documents that are material to the case, including but not limited to the case officer's notes, and minutes of meetings, as well as the physical evidence. These documents will be retained as long as required by state record retention laws and/or other prevailing laws.

It is imperative for all members of UConn Health to be aware that any report of concern regarding a "protected statute" including but not limited to sexual harassment, domestic violence, elder abuse, child abuse, and threats of self-harm cannot be treated confidentially and must be directed immediately to the AIB Faculty Advisor who can refer it to the appropriate authority.

## **L. Disciplinary Action**

The AIB is concerned only with judging a person(s) as having committed a breach or not of the Honor Code and is not responsible for taking disciplinary action against the person(s) who has breached the Honor Code. Such actions shall be taken by the appropriate Dean/designee. Whether a disciplinary action results from a breach in the Honor Code is up to the respective policies and procedures of the schools of Medicine and Dental Medicine. Reports of a breach of the Honor Code are forwarded to the Deans' designees for the student's school, who will refer the report to the Academic Advancement Committee (SOM) or the Academic Performance Committee (SoDM) for possible disciplinary action. Not all breaches in the Honor Code result in disciplinary action. Sometimes the process of being investigated by the AIB is the only corrective action and, in itself, can be viewed as an opportunity for professional growth.

## **M. Reports to the Academic Community**

The AIB and the Faculty Advisor shall be responsible for maintaining a record of the number and types of complaints brought to the Academic Integrity Board each year (and year to year), regardless of whether a breach of the Honor Code was found. These reports shall not contain any identifiable information about the accuser, the accused, or the specifics of the event that would facilitate identification.

At least once each academic year, the AIB shall report on its activities to Education Council (for the School of Medicine) and Dental Senate (for the School of Dental Medicine) and to the medical and dental classes. These reports shall discuss, in general terms, the activities of the Board during the year.

## **N. Process for Selecting the Academic Integrity Board Faculty Advisor**

The process is divided into 3 steps, namely:

- Nomination
- Preliminary review and vetting
- Final selection

Descriptions of the individual steps are as follows:

### **Nomination**

The nomination process should be open with nominations being accepted from students and faculty. Students will be invited to nominate faculty. Faculty will be free to either self-nominate or put forward the names of colleagues. The process will begin with a nominations process similar to all nomination processes utilized by both schools. Applicants will be asked to submit a one-page personal statement explaining their interest and describing any relevant experience. Nominations go directly to an administrator.

### **Preliminary Review, Vetting, and Interview**

The Dean's Designee in SOM and that in SoDM will review and vet the nominations with their teams and the Deans. Either administration may veto individual candidates who are unacceptable. The vetting process should remove the fewest candidates possible from consideration. The Honor Code Policy Advisory Committee will be told the total number of

nominees but will only be sent a list of acceptable nominees. Ideally, the list will include at least 2-3 candidates. The Honor Code Policy Advisory Committee reviews the applicants, conducts interviews, and narrows the list of candidates to at least 2.

In the event that there is only 1 candidate deemed suitable then the Honor Code Policy Advisory Committee will meet to discuss and determine if that candidate is acceptable. A unanimous consent is required. If unanimous consent is not possible, the nomination process begins again.

### **Final Selection**

After reviewing the materials submitted by the candidates chosen by the Honor Code Policy Advisory Committee, the students of the AIB will make the final selection by a simple majority of the quorum.

### **Term of Appointment**

The term of service for the faculty advisor to the AIB will be five years with an opportunity to renew for one additional term. The opportunity to renew will be contingent on the approval of the Honor Code Policy Advisory Committee and the Deans' Designees of the Schools. The faculty advisor to the AIB may not serve on any other committees where a conflict of interest might occur (e.g. academic promotions or disciplinary committees in the SOM or the SoDM).

### 3.c. Compact Between Faculty and Undergraduate and Graduate Medical Trainees

Preparation for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that embody the doctor/patient relationship and that sustain the profession of medicine as a moral enterprise. This Compact serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

The Teacher-Learner relationship between faculty and medical learners - students, residents, and fellows - should demonstrate the highest standards of ethical conduct in all educational settings and be conducted without abuse, humiliation, harassment and exploitation of relationships for personal gain or advantage.

#### **COMPACT BETWEEN TRAINEES\* AND THEIR TEACHERS**

(Adopted from the AAMC Compact)

\*Trainees include medical students, residents/fellows

Medical education is an integral component of the formal education of physicians. In order to practice medicine independently, physicians must receive a medical degree and successfully complete a supervised period of residency/ fellowship training in a specialty/subspecialty area. To meet their educational goals, trainees must participate actively in the care of patients and must assume progressively more responsibility for that care as they advance through their training. In supervising trainees, faculty must ensure that trainees acquire the knowledge and special skills of their respective disciplines while adhering to the highest standards of quality and safety in the delivery of patient care services. In addition, faculty members are charged with nurturing those values and behaviors that strengthen the doctor-patient relationship and that sustain the profession of medicine as an ethical pursuit.

#### **Core Tenets of Medical Education**

##### Excellence in Medical Education

Institutional medical education leadership and program faculty must be committed to maintaining high standards of educational quality. Trainees are first and foremost learners. Accordingly, a trainee's educational needs should be the primary determinant of any assigned patient care services. The learning objectives of the program should not be compromised by excessive reliance on trainees to fulfill non-physician service obligations. (Trainees however, must remain mindful of their oath and recognize that their responsibilities to their patients always take priority as the primary part of their educational considerations.)

### Highest Quality Patient Care and Safety

Preparing future physicians to meet patients' expectations for optimal care requires that they learn in clinical settings epitomizing the highest standards of medical practice. Indeed, the primary obligation of institutions and individuals providing medical education is the provision of high quality, safe patient care. Program faculty must ensure that trainees are integrated and actively participate in interdisciplinary clinical quality improvement and patient safety programs. By allowing trainees to participate in the care of their patients, faculty accepts an obligation to ensure high quality medical care in all learning environments.

### Respect for Trainee Well-Being

Fundamental to the ethic of medicine is respect for every individual. Trainees are especially vulnerable and their well-being must be accorded the highest priority. Given the uncommon stresses inherent in fulfilling the demands of their training program, trainees must be allowed sufficient opportunities to meet personal and family obligations, to pursue a balance of work and life activities, and to obtain adequate rest.

### **Commitments of Faculty**

1. As role models for our trainees, we will maintain the highest standards of care, respect the needs and expectations of patients, and embrace the contributions of all members of the healthcare team.
2. We pledge our utmost effort to ensure that all components of the educational program for trainees are of high quality, including our own contributions as teachers.
3. In fulfilling our responsibility to nurture both the intellectual and the personal development of trainees, we commit to fostering academic excellence, exemplary professionalism, cultural sensitivity, and a commitment to maintaining competence through life-long learning.
4. We will demonstrate respect for all trainees, without regard to gender, race, national origin, religion, disability or sexual orientation; and we will cultivate a culture of tolerance among the entire staff.
5. We will do our utmost to ensure that trainees have opportunities to participate in patient care activities of sufficient variety and with sufficient frequency to achieve the competencies required to earn their medical degree. We also will do our utmost to ensure that trainees are not assigned excessive clinical responsibilities and are not overburdened with services of little or no educational value. The learning objectives of the *educational* program *will* be accomplished through an appropriate blend of supervised patient care responsibilities, clinical teaching, and didactic educational events and will not be compromised by excessive reliance on trainees to fulfill non-physician service obligations.



6. In fulfilling the essential responsibility we have to our patients, we will ensure that trainees receive appropriate supervision for all of the care they provide during their training. In the clinical learning environment, each patient will have an identifiable, appropriately-credentialed and privileged attending physician who is ultimately responsible for that patient's care. We will provide trainees with opportunities to exercise graded, progressive responsibility for the care of patients, so that they can learn how to practice medicine and recognize when, and under what circumstances, they should seek assistance from colleagues. Faculty members functioning as supervising physicians *will* delegate portions of care to trainees based on the needs of the patient and the skills of the trainee.
7. We will do our utmost to prepare trainees to function effectively as members of healthcare teams. We will provide an environment that maximizes effective communication and the opportunity for trainees to work as members of effective inter-professional teams that are appropriate to the delivery of patient care.
8. We will evaluate each trainee's performance on a regular basis, provide appropriate verbal and written feedback, and document achievement of the competencies required to meet all educational objectives.
9. We will ensure that trainees have opportunities to partake in required conferences, seminars and other non-patient care learning experiences and that they have sufficient time to pursue the independent, self-directed learning essential for acquiring the knowledge, skills, attitudes, and behaviors required for entering residency and subsequent independent practice.
10. We will ensure a culture of patient safety and professionalism by educating our faculty members and our trainees concerning the personal responsibility of physicians to appear for duty appropriately rested and fit so that they may provide the services required by their patients.
11. We will use trainee-centered advising to support trainees in their career explorations and career choice while actively avoiding disparaging comments or inducing pressure upon trainees.
12. We will nurture and support trainees in their role as teachers of more junior trainees when appropriate.
13. We will not provide health services for trainees we are evaluating, except in cases of a true medical emergency.

## Commitments of Trainees

1. We acknowledge our fundamental obligation is to place our patients' welfare uppermost; quality health care and patient safety will always be our prime objectives.
2. We pledge our utmost effort to acquire the knowledge, clinical skills, attitudes and behaviors required to fulfill all objectives of the educational program and to achieve the competencies deemed appropriate for earning a medical degree.
3. We embrace the professional values of honesty, compassion, integrity, and dependability.
4. We will adhere to the highest standards of the medical profession and pledge to conduct ourselves accordingly in all of our interactions. We will demonstrate respect for all patients and members of the health care team without regard to gender, race, national origin, religion, economic status, disability or sexual orientation.
5. As trainees we learn most from being involved in the direct care of patients and from the guidance of faculty and other members of the healthcare team. We understand the need for faculty to supervise all of our interactions with patients.
6. We accept our obligation to secure direct assistance from faculty or appropriately experienced residents/fellows whenever we are confronted with high-risk situations or with clinical decisions that exceed our confidence or skill to handle alone.
7. We welcome candid and constructive feedback from faculty and all others who observe our performance, recognizing that objective assessments are indispensable guides to improving our skills as physicians.
8. We also will provide candid and constructive feedback on the performance of our fellow trainees, and of faculty, recognizing our life-long obligation as physicians to participate in peer evaluation and quality improvement.
9. We recognize the rapid pace of change in medical knowledge and the consequent need to prepare ourselves to maintain our expertise and competency throughout our professional lifetimes.
10. We will embrace a culture of patient safety and professionalism by understanding and accepting our personal responsibility to appear for duty appropriately rested and fit so that we may provide the care required by our patients.

We believe that the relationship between faculty and trainees should reflect the highest standards of ethical conduct in all educational settings. Interactions between faculty and trainees must be conducted without abuse, humiliation, harassment or exploitation of

relationships for personal gain or advantage. (Any trainee or faculty member who experiences mistreatment or who bears witness to unprofessional behavior must report such incidents according to the policies and procedures provided by the School of Medicine and the Office of Graduate Medical Education. See 3.d for Student Mistreatment, 3.e. for Faculty, Staff and Student Relations, and 3.f. for the Policy Against Discrimination, Harassment, and Related Interpersonal Violence).

This compact serves both as a pledge and as a reminder to trainees and their teachers that their conduct in fulfilling their obligations to one another is the medium through which the profession perpetuates its standards and inculcates its ethical values.

For more information about the Compact, go to [www.aamc.org/residentcompact](http://www.aamc.org/residentcompact)

Revised: 9/2011, 1/2013, 6/2019, 7/2022, 7/2024

Approved by Education Council: 4/12/2006, 1/17/2013, 7/18/2019, 7/21/2022, 7/18/2024

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>3.d. Student Mistreatment and Standard of Conduct                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Assistant Dean for Medical Student Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div style="width: 45%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled in the UConn School of Medicine

## PURPOSE

The University of Connecticut (UConn) School of Medicine (SOM) is committed to a learning environment of respect, collegiality, and collaboration. Our faculty commit to making sure each component of the educational program is of the highest quality, serve as role models, support all students and fairly evaluate and provide timely feedback. The SOM has written policies that define mistreatment, has effective mechanisms in place for prompt responses to complaints, and supports educational activities aimed at preventing mistreatment. Mechanisms for reporting mistreatment are outlined in this document. The SOM aims to ensure violations of our policies can be reported and investigated without fear of retaliation.

Behaviors that impede a safe and effective learning environment are not tolerated. Across the SOM, we have adopted the Compact Between Faculty and Undergraduate and Graduate Medical Trainees (See policy 3.c.). The following policy on Student Mistreatment and Standard of Conduct is an affirmation of the importance of this issue with expectations to respect race, gender, religion, sexual orientation, age, disability, and other protected classes of individuals along with diversity of opinion, socioeconomic status and unique individuality within our community. The learning environment will be free of belittlement, humiliation, hostility, or personal judgment. This policy is meant to compliment the institutional policy against discrimination, harassment and related interpersonal violence.

## POLICY STATEMENT(S)

Behaviors that impede a safe and effective learning environment are not tolerated. Across the SOM, we

have adopted the Compact Between Faculty and Undergraduate and Graduate Medical Trainees . The following policy on Student Mistreatment and Standard of Conduct is an affirmation of the importance of this issue with expectations to respect race, gender, religion, sexual orientation, age, disability, and other protected classes of individuals along with diversity of opinion, socioeconomic status and unique individuality within our community. The learning environment will be free of belittlement, humiliation, hostility, or personal judgment. This policy is meant to compliment the institutional policy against discrimination, harassment and related interpersonal violence.

#### Definition of Mistreatment

The AAMC's Graduation Questionnaire defines mistreatment as follows: "Mistreatment arises when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. It can take the form of physical punishment, sexual harassment, psychological cruelty, and discrimination based on race, religion, ethnicity, sex, age or sexual orientation."

#### **Examples of mistreatment may include but are not limited to the following:**

- Threatened with physical harm
- Physically harmed
- Sexual Harassment
  - Subjected to unwanted sexual advances
  - Asked to exchange sexual favors for grades or other rewards
- Discrimination based on race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression and other protected classes Based on protected classes:
  - Received lower evaluations or grades rather than performance
  - Denied opportunities for training or rewards
  - Received lower evaluations/grades 78
- Psychological harm of a student by a superior (e.g., public humiliation, threats and intimidation, removal of privileges)
  - Publicly embarrassed
  - Publicly humiliated
  - Being spoken to in a sarcastic or insulting way
  - Intimidation
- Grading used to punish a student rather than evaluate objective performance
- Assigning tasks for punishment rather than to evaluate objective performance
- Requiring the performance of personal services including babysitting, shopping, etc.
- Intentional neglect
- Use of offensive remarks or names
  - Subjected to offensive remarks, names related to sexual orientation
  - Subjected to racially or ethnically offensive remarks/names
  - Subjected to offensive, sexist remarks/names
  - Other similar remarks that are offensive based on other protected classes

#### **DEFINITIONS**

**Mistreatment:** Mistreatment arises when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. It can take the form of physical punishment, sexual harassment, psychological cruelty, and discrimination based on race, religion, ethnicity, sex, age or sexual orientation. (From AAMC Graduation questionnaire)

**Retaliation:** Retaliation means any adverse action taken against a person for making a good faith report. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this Policy.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

Students may report mistreatment via several avenues in the SOM. All reports related to discrimination and/or harassment based on protected classes will be forwarded to the Office Civil Rights and Inclusion for review:

### Online Reporting

Students may report mistreatment via a form on OASIS which is submitted anonymously. The Form is triaged by the SOM Compliance Officer and referred to the appropriate Assistant or Associate Dean who will follow through as indicated. Communication with the submitting individual can be done while maintaining anonymity.

### Voicemail Reporting

Students may report through an anonymous phoneline. The number is (860) 679-3213. When a voicemail is left an email notifies the Office of Medical Student Affairs.

### In-person Reporting

We have identified “consulting” faculty who are available to discuss any situation with any student at any time. The volunteers available as a resource in this area are listed below. Students may also opt to report to a peer who may report on his/her behalf or to any faculty member.

| <b><u>School of Medicine</u></b>                                                                                                                              |                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Melissa Held, M.D.<br>Senior Associate Dean for Medical Student<br>Education<br>(860) 679-7107<br><a href="mailto:held@uchc.edu">held@uchc.edu</a>            | Marilyn Katz, M.D.<br>Assistant Dean for Medical Student Affairs<br>(860) 679-4713<br><a href="mailto:mkatz@uchc.edu">mkatz@uchc.edu</a>                          |
| Laurie Caines, M.D.<br>Assistant Dean for Clinical Medical Education<br>(860) 679-4834<br><a href="mailto:caines@uchc.edu">caines@uchc.edu</a>                | Christine Thatcher, Ed.D.<br>Associate Dean for Medical Education and<br>Assessment<br>(860) 679-1225<br><a href="mailto:thatcher@uchc.edu">thatcher@uchc.edu</a> |
| Thomas Manger, M.D., Ph.D.<br>Assistant Dean for Pre-Clerkship Medical<br>Education<br>(860) 679-4477<br><a href="mailto:manger@uchc.edu">manger@uchc.edu</a> | Linda Barry, M.D.<br>Associate Dean for Multicultural and<br>Community Affairs<br>(860) 679-2221<br><a href="mailto:lbarry@uchc.edu">lbarry@uchc.edu</a>          |
| Jennifer Ozimek, M.D., FACP<br>Faculty Co-Director for Medical Student                                                                                        | Kristina Zdanys, M.D.<br>Faculty Co-Director for Medical Student                                                                                                  |

|                                                                                                                                                    |                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Affairs<br>(860) 679-0187<br><a href="mailto:jozimek@uchc.edu">jozimek@uchc.edu</a>                                                                | Affairs<br>(860) 679-5446<br><a href="mailto:zdanys@uchc.edu">zdanys@uchc.edu</a>                                                           |
| <b><u>School of Dental Medicine</u></b>                                                                                                            |                                                                                                                                             |
| Eric Bernstein, JD, EdD<br>Associate Dean for Academic Affairs<br>(860) 679-2672<br><a href="mailto:ErBernstein@uchc.edu">ErBernstein@uchc.edu</a> | Sarita Arteaga, D.M.D., M.A.G.D.<br>Associate Dean for Students<br>(860) 679-2304<br><a href="mailto:arteaga@uchc.edu">arteaga@uchc.edu</a> |

The Assistant Dean for Medical Student Affairs, reporting to the Dean, is the leader responsible for the respectful learning environment. Students may choose to report any mistreatment to the Assistant Dean for Medical Student Affairs, to the Associate Dean for Medical Education and Assessment, to the Assistant Dean for Clinical Medical Education, to the Senior Associate Dean for Medical Student Education or directly to the Dean, either in addition to the procedures outlined above or as the primary reporting mechanism.

### **Process for Investigating and Handling Reports of Mistreatment**

Upon learning of an allegation of mistreatment, the Assistant Dean for Medical Student Affairs working with the appropriate Deans, will investigate the issue by speaking with students, departmental leaders and those involved. A group of educational leaders convened to develop guidelines for investigation and handling reports of mistreatment in the educational environment. The following process was agreed upon and endorsed by the 19 chairs at UConn SOM: If a complaint of faculty mistreatment in the Educational environment is received, it will be forwarded to the appropriate Assistant or Associate Dean associated with the program, to the Chair and to the Dean. The Dean will discuss with the educational and departmental leadership, Senior Associate Dean for Medical Student Education and Dean to determine who will work together to investigate and address the issue. For any issue involving a learner there must be partnership involvement of educational administration in any review and decision related to the issue. The educational leadership as the Dean's designee retains the right to select teachers and will prioritize the fostering of a suitable learning climate.

### **Protection from Retaliation**

Retaliation means any adverse action taken against a person for making a good faith report. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this Policy. University policy strictly prohibits retaliation against any individual who, in good faith, reports or who participates in the investigation of alleged violations of University policies or state and federal laws and regulations. Retaliation can include, but is not limited to, actions taken by the University, actions taken by one Student against another Student, actions taken by an Employee against another Employee 81 or Student, or actions taken by a Third Party against a Student or Employee. See the University's Non-Retaliation Policy.

### **Resources for Counseling, Advice and Informal Resolution**

Concerns, problems, issues, questions, or complaints may be discussed without fear of retaliation, with anyone in a supervisory position within the SOM. The assistance provided may include counseling, coaching or direction to others within the SOM including Medical Student Affairs, Student Behavioral Health Services or other resources. Students are encouraged to report any possible concerns about discrimination or harassment based on protected classes (i.e. sexual, racial, or ethnic discrimination, including harassment), to the Office of Civil Rights and Inclusion. Students are apprised that disclosure of

sexual assault, intimate partner violence, and/or stalking requires mandatory reporting by all employed at UConn Health and although all information will be kept as private as possible, this information cannot be considered confidential as required by law.

#### **RELATED DOCUMENTS**

[University Non-Retaliation Policy](#)

[Institutional Policy Against Discrimination, Harassment, and Related Interpersonal Violence](#)

#### **REFERENCES**

Related to LCME Element 12.8 Ensuring students have avenues to report mistreatment and investigations occur appropriately and 12.4 Ensuring students can seek help or report issues without retaliation.

#### **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

#### **REPLACES** *(If applicable)*

Title:

Date Retired:



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>3.e. Faculty, Staff, and Student Relations Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all faculty, staff, residents, fellows, and students within the UConn School of Medicine in all educational, clinical, research, and supervisory settings.

## PURPOSE

To define expected professional standards governing interpersonal relationships among faculty, staff, trainees, and students; to prevent abuse, humiliation, exploitation, conflicts of interest, and other conduct that undermines a safe and equitable learning environment; and to provide reporting and enforcement mechanisms for violations.

## POLICY STATEMENT(S)

- Relationships among faculty, staff, residents, fellows, and students must reflect the highest ethical standards and be free from abuse, humiliation, harassment, exploitation, and pursuit of personal gain.
- Amorous or sexual relationships between faculty or staff and students create a power differential that is potentially exploitative, can undermine educational fairness, and must be avoided.
- The University prohibits:
  - Amorous relationships between faculty or staff and undergraduate students.
  - Amorous relationships between faculty or staff and graduate students who are under the authority of that faculty or staff member.
  - Amorous relationships between supervisors and employees they supervise.
- Any University employee who participates in supervisory or administrative decisions concerning

an employee or student with whom they have or had an amorous relationship has a conflict of interest and must recuse from those decisions.

- In cases where an amorous relationship involves clinical or evaluative roles, defenses based on consent will generally be viewed unsympathetically where a clear power differential existed.
- Reports of concerns, breaches, or suspected violations should be brought immediately to the Assistant Dean for Medical Student Affairs or pursuant to the University's reporting mechanisms defined in UConn's Policy Against Discrimination, Harassment and Related Interpersonal Violence.

## DEFINITIONS

**Amorous relationship:** any romantic or sexual relationship beyond a professional collegial interaction.

**Authority:** the power to influence or determine a student's academic standing, evaluation, supervision, promotion, or employment status.

**Supervisor:** any faculty or staff member with administrative, evaluative, or supervisory responsibility over another employee or student.

**Conflict of interest:** a situation in which personal relationships could influence, or be perceived to influence, professional judgment or institutional decisions

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

- Reporting
  - Individuals with questions or concerns should report promptly to the Assistant Dean for Medical Student Affairs or follow the University's established reporting channels in UConn's Policy Against Discrimination, Harassment and Related Interpersonal Violence.
- Investigation
  - Reported concerns will be investigated per institutional procedures, ensuring confidentiality to the extent possible and protection from retaliation.
- Recusal and Reassignment
  - Employees with identified conflicts must recuse from supervisory, evaluative, or administrative decisions affecting the other party; administrative reassignments may be implemented to eliminate the conflict.
- Interim Measures
  - When appropriate, interim measures (e.g., temporary reassignment, modification of supervisory responsibilities) will be instituted pending investigation.
- Documentation

All reports, disclosures, recusals, investigation steps, and outcomes will be documented and retained consistent with institutional record-retention policies.

For more information on reporting:

The Office for Inclusion and Civil Rights & Title IX Coordinator

UConn Health  
16 Munson Road, 4th Floor  
Farmington, CT 06030  
Mail Code MC 5310  
(860) 679-3563  
equity@uconn.edu  
www.equity.uconn.edu  
www.titleix.uconn.edu  
www.accessibility.uconn.edu

## **RELATED DOCUMENTS**

[UConn Policy Against Discrimination, Harassment and Related Interpersonal Violence](#)

Academic Advancement Committee bylaws and procedures

## **REFERENCES**

UConn School of Medicine Academic Policies and Procedures Manual

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>3.f. Policy Against Discrimination, Harassment, and Related Interpersonal Violence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Office for Inclusion and Civil Rights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div style="width: 45%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## POLICY

For policy information including scope, purpose, enforcement, and related procedures, follow the link to the [University of Connecticut Policy Against Discrimination, Harassment, and Related Interpersonal Violence](#).

## RELATED DOCUMENTS

[University of Connecticut Policy Against Discrimination, Harassment, and Related Interpersonal Violence](#)  
[University of Connecticut Non-Retaliation Policy](#)  
 Faculty, Staff, and Student Relations Policy (3.e.)

## REFERENCES

Related to LCME element 3.4 Anti-Discrimination Policy  
[University of Connecticut Title IX](#)  
[Title IX Contact Information](#)  
[Office for Inclusion and Civil Rights Policies and Procedures](#)

## POLICY HISTORY

Created:  
 Revised: 07/2026  
 Reviewed without Revision:

**REPLACES** (*If applicable*)

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>3.g. Artificial Intelligence (AI) in Medical Education Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Director of Social and Behavioral Sciences, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled in the UConn SOM.

## PURPOSE

The purpose of this policy is to establish guidelines for the appropriate utilization of generative artificial intelligence (AI) tools by medical students at the UConn SOM. This policy aims to support students in leveraging AI technology to enhance learning while emphasizing ethical considerations, academic integrity, and faculty guidance. Generative AI is not a substitute for students' own critical thinking and communication skills.

## POLICY STATEMENT(S)

### 1. Faculty Guidance and Expectations:

- a. Faculty members will provide clear expectations for the use of AI in assignments, active classroom sessions, including instances where AI is not permitted.
- b. Students are allowed to use generative AI as a tool or resource to augment their learning process under the guidance of faculty.

### 2. Authenticity and Accountability:

- a. Students must author their assignments directly, except when specific permission is granted to utilize generative AI. Using AI (including direct use of text or images generated by AI tools or indirect use such as to search, draft, or edit a final document) without authorization constitutes plagiarism or misrepresentation.
- b. Any content generated with AI tools must be appropriately cited.

- c. Students are responsible for the accuracy, integrity, and ethical implications of the content they submit, whether generated independently or with AI assistance.
  - d. Information obtained from AI tools should be independently verified for accuracy and suitability before use, especially in high-stakes decision making or academic preparation.
- 3. Clinical Documentation:**
- a. Students are prohibited from creating patient care documentation, including History and Physicals (H&Ps), using AI applications outside of those supported by the Electronic Health Record (EHR) system.
  - b. Protected health information (PHI) must never be used within generative AI tools.
- 4. Use of Educational Materials:**
- a. Students should not copy and paste exam questions into AI systems without proper authorization, respecting copyright and intellectual property rights.
- 5. Scholarly Work:**
- a. When submitting scholarly work for publication or presentation, students must adhere to AI policies set forth by relevant journals and organizations. They must disclose the use of AI tools and provide details on how they were employed.

## DEFINITIONS

**Artificial Intelligence (AI):** Artificial intelligence describes a broad field of computer science dedicated to creating computer systems capable of performing a range of tasks that typically require human intelligence, including: learning; reasoning; data analysis; and decision-making. (Stryker, Kavlakoglu)

**Generative AI:** “Generative artificial intelligence (GenAI) refers to AI models, in particular those that use machine learning (ML) and are trained on large volumes of data, that are able to generate new content. In contrast, other AI models may have a primary goal of classifying data, such as facial recognition image data, or making decisions, such as those used in automated vehicles.” (Congressional Research Service, 2025)

**Large Language Models (LLMs):** LLMs are one type of generative AI that are “trained on immense amounts of data making them capable of understanding and generating natural language and other types of content to perform a wide range of tasks.” (Stryker) Widely available LLMs include applications such as ChatGPT, Claude, Llama, and Gemini.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

Inappropriate utilization of generative AI may result in disciplinary action under the UConn SOM Code of Conduct and Academic Integrity Policies. (for more information, see section 3.a. Code of Professionalism Conduct for Medical Students and 3.b. Student Honor Code, in the Academic Policies and Procedure Manual for the UConn School of Medicine)

This policy is subject to updates and modifications to align with the UConn SOM policies and regulations. Oversight and approval of this policy lie with the appropriate governing body or committee designated by the UConn SOM administration.

## RELATED DOCUMENTS

3.a. Code of Professionalism Conduct for Medical Student

3.b. Student Honor Code

## REFERENCES

This policy combines elements from the Feinberg School of Medicine and the UVA School of Medicine policies, edited by members of the UConn UME leadership team, and then approved by the Committee on Undergraduate Medical Education and Education Council (2025-26 APP), providing a comprehensive framework for the ethical and responsible use of AI technology by medical students at the UConn SOM.

### Additional References:

Congressional Research Service (Analyst: Harris L). Artificial Intelligence: Overview, Issues, and Considerations for Congress. Congress.Gov. April 2, 2025 <https://www.congress.gov/crs-product/IF12426>

Stryker C. What are large language models (LLMs)? IBM. <https://www.ibm.com/think/topics/large-language-models>

Stryker C. Kavlakoglu E. What is artificial intelligence (AI)? IBM. <https://www.ibm.com/think/topics/artificial-intelligence>

## POLICY HISTORY

Created:

Revised: 07/2026

Reviewed without Revision:

## REPLACES *(If applicable)*

Title:

Date Retired:



## Section 4: Academics

The UConn SOM seeks to provide the best possible medical education for our students resulting, ultimately, in the best possible care for our students' patients. The documents in this section include an overview of the curriculum and policies that impact students academically. Additional information on expectations can be found in Section 3 and Section 6. For information on how students are promoted, please see Section 5.

*Policies included in this section:*

- 4.1. Overview of the Curriculum*
- 4.2 MD/PhD in the MDelta Curriculum*
- 4.a. Satisfactory Academic Progress Policy*
- 4.b. Academic Standing*
- 4.c. Withdrawal Policy*
- 4.d. Holds Policy*
- 4.e. Leave of Absence Policy*
- 4.f. Credentialing*
- 4.g. Transcripts*
- 4.h. Attendance Policy (Illnesses, Religious Observances, Jury Duty)*
- 4.i. Examination Administration Procedures*
- 4.j. Examination Grading*
- 4.k. Policy for USMLE Step 1 and Step 2 CK Completion and Remediation*
- 4.l. Conflict of Interest Policy*
- 4.l.1. Conflict of Interest Policy - Admissions Committee*
- 4.m. Research and Scholarly Opportunities*
- 4.n. Awards and Honors*
- 4.o. Academic and Career Advising*
- 4.p. Residency Application Process*
- 4.q. Formative Assessment and Feedback Policy*
- 4.r. Policy on Teaching and Evaluation by Medical School Administration and Faculty*
- 4.s. Policy and Procedures for Academic Space Scheduling*
- 4.t. Policy on Student Assignment to Clerkships and Clinical Sites*
- 4.u. Levels of Supervision*

## 4.1. Overview of the Curriculum

The School of Medicine curriculum prepares students for residency and a lifelong career in medicine. The MDelta curriculum (Making a Difference in Education, Learning, Teaching and Assessment) began with the graduating class of 2020.

### Overview of the MDelta Curriculum

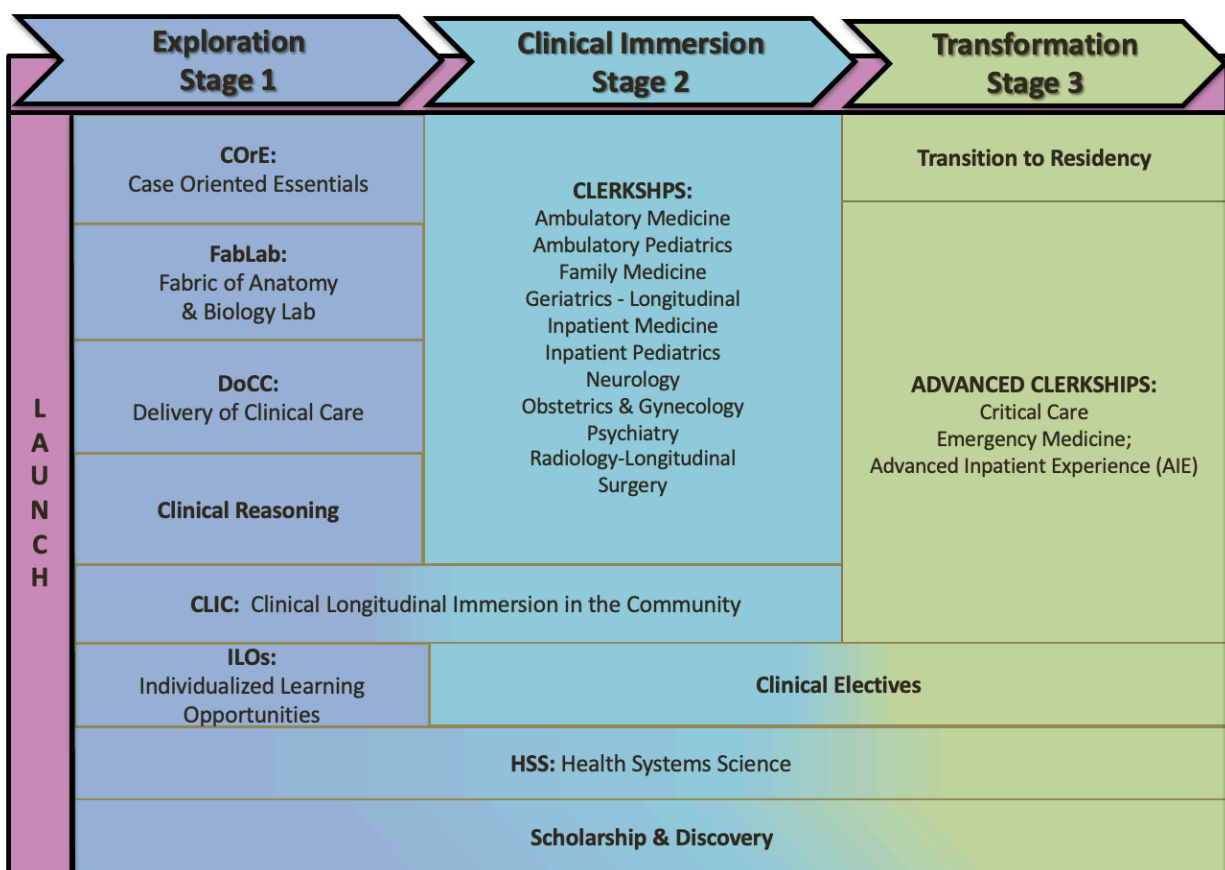
The MDelta Curriculum highlights self-directed, individualized, lifelong learning utilizing patient-centered educational experiences. Active learning is a key principle using such pedagogies as team-based learning and problem-based learning. The curriculum is tightly integrated in order to meet the graduation competencies and prepare the graduate for residency training. Scholarship and service are integral to the educational experience.

The MDelta curriculum is divided into three stages following a two-week Launch period. Launch provides orientation to both the school and the curriculum, including a mini-course in history taking and physical examination.

Stage 1, the Exploration Stage, is 18 months in length and is composed of five 10-week blocks each followed by a two-week learning assessment and enhancement period (LEAP). Blocks A-C will occupy the first academic year followed by a twelve-week summer break with Blocks D and E occurring in the second academic year. The curriculum is organized into programs, which are broken into separate courses within the blocks. Stages 2 and 3 are described below.

Beginning with the class of 2028 (entering in fall of 2024), a new longitudinal program called Health Systems Science will replace the VITAL and PACTS curriculum. This new approach combines the strengths of these two programs and creates a framework for study of how care is delivered and how the health systems can improve patient care.

The following schematic provides an overview of stages 1, 2, and 3 for MDelta:



### Stage 1:

**Course Requirements:** Stage 1/Year 1 (Blocks ABC): All students must successfully complete blocks A, B, and C to be eligible to advance to Stage 1/Year 2 (Blocks DE).

| Stage 1 Courses                                                                                                                                                                                                               | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EXPL-8111 - Case Oriented Essentials A<br>EXPL-8112 - Case Oriented Essentials B<br>EXPL-8113 - Case Oriented Essentials C<br>EXPL-8114 - Case Oriented Essentials D<br>EXPL-8115 - Case Oriented Essentials E                | The Case Oriented Essentials (CORE) Program is a set of 5 courses that use Team Based Learning (TBL) as the main pedagogy for curriculum delivery. The program's primary goal is to present the breadth of health and biopsychosocial science topics using a patient-centered approach incorporating the impact of health and disease on both the individual patient, family, and community. The sequence of index cases integrates aspects of foundational health sciences, organ system physiology and pathophysiology, pharmacology, biostatistics and epidemiology, law and ethics, and clinical medicine throughout the program. Each course builds on prior content, allowing the student to apply basic science concepts to understand symptom presentation, mechanisms and patterns of health and disease, and the principles behind therapeutic strategies. |
| EXPL-8121 - Fabric of Anatomy & Bio Lab A<br>EXPL-8122 - Fabric of Anatomy & Bio Lab B<br>EXPL-8123 - Fabric of Anatomy & Bio Lab C<br>EXPL-8124 - Fabric of Anatomy & Bio Lab D<br>EXPL-8125 - Fabric of Anatomy & Bio Lab E | The laboratory experience includes Gross Anatomy, Virtual Anatomy, Histology, and early exposure to Radiology and Ultrasound in both the Human Anatomy Lab (HAL) and Virtual Anatomy Lab (VAL). The goal of the Laboratory program is to provide students with fundamental knowledge of the anatomy and microanatomy of all clinically relevant regions and structures within the human body. This knowledge will inform physical examination and clinical reasoning skills. Students will learn to correlate state-of-the-art medical images with anatomy and to recognize pathological changes associated with anatomy. Laboratory experiences will also include physiology, neuroanatomy, and microbiology labs.                                                                                                                                                  |

|                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EXPL-8131 - Delivery of Clinical Care A</b><br><b>EXPL-8132 - Delivery of Clinical Care B</b><br><b>EXPL-8133 - Delivery of Clinical Care C</b><br><b>EXPL-8134 - Delivery of Clinical Care D</b><br><b>EXPL-8135 - Delivery of Clinical Care E</b> | <p>In small groups, students will learn the necessary history, exam and communication skills to interact with patients and colleagues in this doctoring course (DoCC). They are provided individual feedback for ultimate growth as a professional by the preceptor triad for each group: physician, allied health professional and senior student. The course will be integrated with the other courses in Stage 1 and students will learn and be assessed in the Clinical Skills Center in exercises with patient instructors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>EXPL-8151 - Clinical Longitudinal Immersion in the Community ABC</b><br><b>EXPL-8154 - Clinical Longitudinal Immersion in the Community DE</b><br><b>EXPL-8155 - Clinical Longitudinal Immersion in the Community, MD/PhD</b>                       | <p>Students are paired with a physician in an outpatient practice for ½ day each week, allowing the student to interact with actual patients with a focus on primary care. Within a month of starting medical school, students begin practicing the skills that they learn in DoCC in the authentic office environment. This experience lasts for at least the first three years (may be continued during fourth year on an elective basis), allowing for significant personal and professional growth as well as mentoring. In the final 6 months of the third year, students may elect to spend time in a subspecialty site.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>EXPL-8161 - SCHOLAR: Scholarship &amp; Discovery ABC</b><br><b>EXPL-8164 - Scholarship &amp; Discovery Stage 1</b>                                                                                                                                  | <p>The overall goal of the course is to prepare students to embrace the breadth of modern scholarship principles and practices integral to their role as future clinicians. Students will build their skills to formulate relevant research questions, design and implement rigorous approaches, collect and appraise evidence, and develop proficiency in scholarly communication. Students will learn and apply the principles of ethical conduct in research. During Stage 1, all students will become familiar with critical aspects of scholarly work in 7 (including Launch) scheduled workshops. They will prepare a Capstone proposal describing their scholarly project (the Capstone Project). Students will conduct the Capstone Project in Stage 2 and/or 3 with the exception of Dual Degree Students.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>LEAP-8001 to 8128 Individualized Learning Opportunity (ILO)</b>                                                                                                                                                                                     | <p>During LEAP (Learning Enhancement and Assessment Period), students either engage in reinforcement material to support content enhancement or participate in an ILO, or Individualized Learning Opportunity, thus individualizing their experience. For students who have demonstrated a gap in knowledge, LEAP provides time and faculty support, and in some cases a re-assessment focused on their particular gap. If the student is cleared for an ILO, this elective opportunity allows total immersion in specialized topics designed to promote a deeper dive into a curricular area, support skill building, and/or career exploration. It allows students the opportunity to have a valuable experience and learn outside of the curriculum, including options in the humanities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>EXPL-8174 - Clinical Reasoning</b>                                                                                                                                                                                                                  | <p>The course is designed to provide a bridge between the basic sciences and clinical rotations by encouraging the learner to analyze clinical cases involving multiple organ systems with a problem-based learning pedagogy. The students will gain experience in oral presentations similar to presenting cases on clinical rounds and gain experience with formation of sound assessments and plans for commonly encountered clinical problems. Finally, the students will practice and enhance communication and collaboration skills while implementing team-based decisions in their assessment and plans.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>EXPL- 8181- Health Systems Science A</b><br><b>EXPL- 8182- Health Systems Science B</b><br><b>EXPL- 8183- Health Systems Science C</b><br><b>EXPL- 8184- Health Systems Science D</b><br><b>EXPL- 8185- Health Systems Science E</b>                | <p>The health systems science program is a suite of courses that complement the study of the basic and clinical sciences and represent the third critical domain to prepare clinicians for practice in the twenty-first century. Health systems science introduces students to the analytical tools and skills they need to understand health policy and the health care system, apply a systems-based approach to dilemmas within the health care system, assess the scientific literature, measure population health, and advocate for greater health equity for all their patients. The courses also give students direct experiences meeting and working with patients living with challenging and/or chronic illnesses, exploring local communities and work environments that shape the social determinants of health, identifying community resources and organizations, and observing a wide variety of other health professionals in their practice settings.</p> <p>Health systems science utilizes a variety of pedagogies, including team-based learning (TBL), problem-based learning (PBL), interprofessional education, applied projects, and experiences in the community at our affiliate institutions to fully equip our students as life-long learners and teachers.</p> |

## **Stage 2**

Stage 2, Clinical Immersion, begins with flexible time which can be used for board study, electives, scholarship and/or vacation allowing for individualization of each student's experiences. A one-week Stage 2 kickoff prepares students to begin clerkships. The clerkships are broken into four 12-week PODs. The first POD includes four weeks each of Ambulatory Pediatrics, Inpatient Pediatrics and of Neurology. The Internal Medicine POD includes four weeks of Ambulatory Medicine, six weeks of Inpatient Medicine and two weeks that may be taken as an elective or as vacation time. The next POD includes six weeks each of Family Medicine and Psychiatry with a longitudinal experience in Geriatrics threaded throughout the POD. The last POD includes six weeks of Obstetrics and Gynecology and six weeks of Surgery. Radiology is taught longitudinally throughout Stage 2. Radiology quizzes are given during the clerkship in which the radiology material is presented and during Homeweeek B. Health Systems Science (Stage 2) is taught longitudinally, with objectives integrated into each clerkship and dedicated HSS sessions in each Homeweeek (A&B). There are two 'home weeks' where students come together at the SOM: the fall Homeweeek's theme is palliative care, while the spring Homeweeek focuses on advanced skills to prepare for Stage 3. After the second home week there are eight weeks of "Advanced Clinical" time which consists of individualized experiences and may include electives, 3<sup>rd</sup> year clerkships, board study, 4<sup>th</sup> year required rotations, scholarship and/or vacation. Students continue with the Clinical Longitudinal Immersion in the Community (CLIC) course throughout Stage 2.

### **Student Placement at Sites:**

For Stage 2/3, site assignments are made in advance by lottery and/or by availability of suitable sites. When there is a conflict, a student may initiate a request for reassignment for significant personal reasons. Based on the specific circumstance, students may speak first with the clerkship coordinator to see if there is an available slot at an alternate site. If there is no slot available, but the request is based on a significant conflict, then the coordinator can choose to switch another student out of their site to create a spot. If the student has an emergent issue that they do not wish to divulge to the clerkship coordinator, they have the option of speaking with the Assistant Dean for Medical Student Affairs, the Associate Director of Curricular Affairs or Assistant Dean of Clinical Medical Education, who can reach out to the coordinators on their behalf.

### **Clinical Electives requirement:**

#### **Electives**

There is a total elective requirement of 20 weeks over Stages 2 and 3 in the MDelta curriculum. Electives are offered in many specialties, including those not represented in required rotations. Some students may decide to do an elective for career exploration while others may wish to gain additional experience in a discipline. Students may also opt to design their own elective in a particular area of interest.

Third year/Stage 2 students also have the option to take vacation instead of an elective. In this

case, students will need to fulfill the elective requirement during their 4<sup>th</sup> year. Using the elective time as a vacation in year 3 may leave less flexibility in year 4. Longitudinal teaching electives are available in Stage 3 and enhance flexibility in the schedule.

### Independent Study Elective

If a student is having academic difficulty, including but not limited to failure of the USMLE Step 1 examination, they may be placed in an alternative elective program facilitated by the Assistant Dean for Medical Student Affairs with approval by the AAC. The alternative elective program provides time away from the prescribed curriculum in which the student will complete an independent course of study, which if successful, will result in a maximum of four weeks of elective credit. This independent course work must be formally proposed in writing with an outline of the work to be completed to the Assistant Dean for Medical Student Affairs and the project must be approved prior to the student initiating the work to receive credit. The student will receive no more than 4 weeks of credit, regardless of the number of weeks spent away from the prescribed curriculum. During the independent study, the student is also expected to be working on remediating the course work or retaking the examination that led to this undertaking. This independent study is only to be given in the case of academic difficulty and, should a student feel that they need this program, it should be brought to the attention of the Assistant Dean for Medical Student Affairs as soon as possible so that arrangements can be made.

| Weeks               |   |                |   |                 |   |                    |   |                 |    |               |    |
|---------------------|---|----------------|---|-----------------|---|--------------------|---|-----------------|----|---------------|----|
| 1                   | 2 | 3              | 4 | 5               | 6 | 7                  | 8 | 9               | 10 | 11            | 12 |
| Ambulatory Peds     |   |                |   | Inpatient Peds  |   |                    |   | Neuro           |    |               |    |
| Neuro               |   |                |   | Ambulatory Peds |   |                    |   | Inpatient Peds  |    |               |    |
| Inpatient Peds      |   |                |   | Neuro           |   |                    |   | Ambulatory Peds |    |               |    |
|                     |   |                |   |                 |   |                    |   |                 |    |               |    |
| Inpatient Medicine  |   |                |   |                 |   | Ambulatory Med     |   |                 |    | Elec/Vacation |    |
| Elec/Vacation       |   | Ambulatory Med |   |                 |   | Inpatient Medicine |   |                 |    |               |    |
|                     |   |                |   |                 |   |                    |   |                 |    |               |    |
| Family Med          |   |                |   |                 |   | Psych              |   |                 |    |               |    |
| Psych               |   |                |   |                 |   | Family Med         |   |                 |    |               |    |
| Geriatrics threaded |   |                |   |                 |   |                    |   |                 |    |               |    |
|                     |   |                |   |                 |   |                    |   |                 |    |               |    |
| Surgery             |   |                |   |                 |   | OB                 |   |                 |    |               |    |
| OB                  |   |                |   |                 |   | Surgery            |   |                 |    |               |    |

| Stage 2 Clerkships                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>IMED-8228 Ambulatory Medicine</b>   | The overarching goals for the ambulatory medicine clerkship are for the students to develop skills and competencies in areas of patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice. Students must be able to collaborate effectively to provide patient care that is compassionate, appropriate, and effective both for the treatment of health problems and the promotion of health. They should have the knowledge, skills and attitudes necessary to allow effective interaction with patients and all members of the healthcare team, provide high quality patient care for their patients within the context of the larger healthcare system and promote the best interest of patients, society and medical profession. They should be able to apply their knowledge to better assess the etiology, epidemiology, clinical manifestations, pathogenesis, prognosis, treatment, and natural history of common illnesses and evaluate their method of practice and implement strategies for improvement of patient care. The highlight of this clerkship is to help students develop competencies in providing high-quality comprehensive care to patients in an outpatient ambulatory office/clinic.                                                                                                                                                  |
| <b>PEDS-8233 Ambulatory Pediatrics</b> | Overarching goals include the acquisition of basic knowledge of growth and development (physical, physiologic and psychosocial) and of its clinical application from birth through adolescence; acquisition and implementation of the knowledge necessary for the diagnosis and initial management of common pediatric acute and chronic illnesses; acquisition of an understanding of the influence of family, community and society on the child in health and disease; development of communication skills that facilitate the clinical interaction with children, adolescents and their families; development of competence in the physical examination of infants, children and adolescents; development of clinical problem-solving skills and development of strategies for health promotion as well as disease and injury prevention. Students have a one to one-to-one experience (one patient, one student, one preceptor), which allows for significant assessment of individual student knowledge and skill.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>FMED-8235 Family Medicine</b>       | The goal of this rotation is to provide students with myriad experiences in the primary care field of Family Medicine. Students will learn about the role of family medicine doctors in the community. Students will be able to identify the pillars of this specialty: continuity of care, care coordination, comprehensive care, and community service. Students will explore the different scopes of practice and populations' family doctors serve. Students will develop and practice their patient care skills, develop differential diagnosis, preventive care plans for the most common diagnosis seen and managed by family medicine doctors in the community. Students will identify the role of culture in influencing health outcomes and illness and demonstrate the ability to provide appropriate resources to patients for prevention and acute care. Students will demonstrate the ability to practice evidence-based medicine by formulating clear clinical questions, find best sources of evidence, evaluate and appraise the evidence for validity and usefulness with respect to particular patients or populations, and determine when and how to integrate new findings into practice. Students will be able to collaborate effectively to provide family-centered, evidence-based patient care that is compassionate, culturally sensitive, and age appropriate and effective, both for health promotion and treatment of medical problems. |
| <b>IMED-8229 Inpatient Medicine</b>    | Inpatient medicine is an educational experience where students will be part of a team taking care of complex inpatients. Students will experience the challenges of patient care including obtaining history and performing physical exam on patients; appreciate the impact of an illness on the patient and their family; demonstrate effective oral presentations; and assess each problem appropriately by formulating and prioritizing a differential diagnosis using current scientific evidence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>PEDS-8234 Inpatient Pediatrics</b>  | Overarching goals include: Diagnose and provide basic management strategies for common pediatric acute and chronic illnesses; develop communication skills that facilitate clinical interactions with children and their families and ensure that complete and accurate data is obtained; develop competency in the physical examination of infants, children and adolescents; develop clinical problem-solving skills; understand the unique role that different members of the multidisciplinary team have in caring for a hospitalized child. One week of the inpatient clerkship will be in the Emergency Department with experience in the newborn nursery or NICU. All students on inpatient pediatrics will be involved in the multidisciplinary approach to caring for the hospitalized child (rounds include pharmacy, social work, nursing, nutrition team, resp therapy etc.). All students will complete the Aquifer Pediatrics cases by the end of their two pediatric clerkship components.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b>NEUR-8236 Neurology</b>                   | Overarching goals include developing excellent history-taking skills related to disorders of the nervous system; developing the skills necessary for performing a proper neurological examination; application of neuroanatomical principles for lesion localization in the nervous system; understand the pathophysiology of common neurological diseases and emergencies, their evaluation, and their treatment. The students are exposed to the acute evaluation and management of patients with stroke during the Neurology rotation. They will also be exposed to the care and management of patients admitted to the epilepsy monitoring unit at UCONN/JDH (and Hartford Hospital).                                                                                                                                                                                                                                 |
| <b>OBYG-8237 Obstetrics &amp; Gynecology</b> | Overarching goals include: develop a thorough understanding and comprehensive approach to women's health subjects in the office setting including prenatal care, age-appropriate women's health screening and follow up gynecologic problem visits; display an understanding of the basic assessment and management principals of inpatient antepartum high risk pregnancies and women progressing through the process of labor and delivery; discuss the fundamental principles of safely bringing women into the operating room for minor and major gynecologic surgical procedures, including the management of complications and routine postoperative follow-up. Curriculum shared with the Surgery clerkship includes a shared emphasis on surgical skills and joint case-based radiology conferences.                                                                                                              |
| <b>PSYC-8238 Psychiatry</b>                  | The Psychiatry clerkship will expose students to a wide range of psychopathology in order to facilitate recognition and management of psychiatric disorders encountered in the practice of medicine. Diagnostic evaluations and therapeutic considerations for both hospitalized and non-hospitalized psychiatric patients will be emphasized as well. Students are an integral part of inpatient psychiatry teams. They perform different tasks ranging from obtaining clinical collateral information from family members/ caregivers to aiding in diagnostic assessments by performing rating scales and screening questionnaires with patients. Students are exposed to an ample variety of clinical settings and patient populations i.e., inpatient units in general hospitals and long-term state hospitals, day programs, outpatient clinics, general and specialized psychiatry mobile crisis teams, etc.        |
| <b>RADS-8260 Radiology- Longitudinal</b>     | The Diagnostic Radiology Clerkship is a longitudinal clerkship running in parallel, and supplementing, the third-year clinical clerkships. Five one- hour Diagnostic Radiology sessions are scheduled during Kickoff week of Stage 2. These sessions will provide the students with a greater baseline understanding of key radiology findings and the imaging evaluation of patients as they begin Stage 2. Students are required to take one simulated radiology call over the course of the year. This clerkship format aims to provide greater clinical context of key radiologic findings as they are presented in concert with patient encounters experienced during the clinical clerkships. The goal is for students to gain a greater depth of understanding of the proper imaging evaluation of classic clinical patient presentations through this longitudinal format.                                        |
| <b>SURG-8239 Surgery</b>                     | The Department of Surgery requires its medical students to develop competency in the areas of patient care, medical knowledge and practice-based learning as it applies to the care of the surgical patient. The experience will expose students to pre- and post-operative care of surgical patients and ensure that they gain competency in diagnosing and managing patients with common surgical problems. The expected level of competency will also include interpersonal and communication skills, professionalism, and systems-based practice. Students will be trained to work within a surgical team collaboratively with residents, attending and surgical staff while gaining a broad exposure to various aspects of surgical care.                                                                                                                                                                            |
| <b>IMED-8230 Geriatrics</b>                  | Students learn geriatric medicine during a longitudinal experience that is integrated with the family medicine and psychiatry 12-week block. The overarching goal is to prepare students to provide safe, patient-centered, and evidence-based care of older adults in their residual medical school experiences and future specialties. Orientation to the geriatric medicine clerkship occurs on the first day of the family medicine or psychiatry segment, whichever comes first. Geriatric medicine clinical assignments are included in the family medicine and psychiatry individual student schedules.<br><br>Clerkship components include:<br>Weekly half-day sessions working with a geriatrician preceptor seeing older adults; Geriatric Medicine conference; Home visit to an older person; Hazards of hospitalization for older persons simulation; Powerful Aging exercise class; and a final examination. |



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| <b>TRNS-8502 – Scholarship &amp; Discovery Elective (Optional)</b> | Students (including dual degree and or scholarly year students) can register for optional S&D elective credit (maximum of 4) when actively working on their scholarly project, providing flexibility among Stages 2/3 where necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>CLIN-8242 - Health Systems Science Stage 2</b>                  | <p>HSS in Stage 2 is integrated with clinical clerkships and Homeweeks to reinforce and apply all Core and Cross-cutting Domains (described below). The goal is for students to achieve the defined competencies for each domain by the completion of Stage 3 and graduation. HSS in Stages 2 and 3 functions as a “clerkship within other clerkships,” meaning it does not have its own dedicated clinical weeks. Instead, its objectives are embedded within each core clerkship and are explicitly identified in the clerkship objectives as linked to HSS.</p> <p>Dedicated HSS didactic and discussion sessions are held during both Homeweeks. These sessions include distinct learning objectives and graded assessments aligned with the HSS Core Domains and associated competencies. Additionally, HSS in Stage 2 includes ten Required Clinical Observations (RCOs), which students must complete over the course of the year. The summative assessment for HSS in Stages 2 and 3 is the NBME Health Systems Science Shelf Exam.</p> <p><b>Core Domains of Health Systems Science</b><br/>(As defined by the AMA Education Consortium)</p> <ol style="list-style-type: none"> <li>1. Systems Thinking</li> <li>2. Health Care Delivery</li> <li>3. Policy, Law, and Economics</li> <li>4. Population and Public Health</li> <li>5. Clinical Informatics</li> <li>6. Value-Based Care</li> <li>7. Health Systems Improvement</li> </ol> <p><b>Cross-Cutting Domains</b></p> <ol style="list-style-type: none"> <li>1. Leadership and Change Agency</li> <li>2. Teamwork and Interprofessional Education</li> <li>3. Evidence-Based Medicine and Practice</li> <li>4. Professionalism and Ethics</li> <li>5. Scholarship</li> </ol> |

### Stage 3

Stage 3, Transformation, includes required 4-week rotations each in Critical Care, Emergency Medicine, Advanced Inpatient Experience, 2 weeks of Transition to Residency (TTR) and a total of 20 weeks of elective experiences over Stages 2 and 3. At graduation the student will have met the UConn SOM medical education program objectives and entrusted with professional activities to allow them to successfully enter residency training.

| Stage 3 - Clerkships                                                                                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Critical Care</b><br><b>IMED-8331</b><br><b>IMED-8332</b><br><b>IMED-8333</b><br><b>IMED-8334</b>                       | <p>The mandatory critical care sub-internship is a four-week rotation. The critical care sub-internship may be served in an adult MICU, SICU, CCU/ICU combination or PICU. CCU and cardiology electives do not fulfill this requirement. Critical care units across the affiliated programs serve as teaching sites. The goal of the clerkship is to approach the ICU as an applied physiology laboratory, emphasizing normal human physiology, the pathophysiology of disease, and the scientific underpinnings of diagnostic and therapeutic intervention. The curriculum consists of the following elements: Evaluation and management of critically ill patients with direct patient care responsibility under the supervision of a unit resident and attending physician; Presentation of cases and participation in unit teaching rounds; Attendance at house staff teaching conferences; centralized case-based conferences. Prerequisites--successful completion of the following clerkships: Inpatient medicine, surgery and neurology.</p> |
| <b>EMED-8339 Emergency Medicine</b>                                                                                        | <p>During the first days of the course, students are provided didactic sessions that help facilitate the student's approach to common chief complaints they may encounter when seeing emergency room patients. Students are required to spend 14 clinical shifts in the ED. Overarching objectives include that students will treat a wide variety of acute outpatient problems, rapidly diagnose and initiate treatment in patients with time-sensitive conditions, recognize and stabilize critically ill patients (resuscitation), maintain care for more than one patient at a time (up to a student's own ability) and to become acquainted with certain common ED procedures (suturing, splinting and IV placement) Prerequisite--successful completion of the following clerkships: Surgery, Inpatient medicine, Ambulatory pediatrics, Ambulatory medicine OR Family medicine, Psychiatry, ObGyn.</p>                                                                                                                                        |
| <b>Advanced Inpatient Experience (AIE)</b><br><b>PEDS-8337</b><br><b>IMED-8336</b><br><b>FMED-8335</b><br><b>SURG-8338</b> | <p>In the fourth year, students choose a required four-week Advanced Inpatient Experience (Sub-internship) in either Family Medicine, Surgery, Internal Medicine, or Pediatrics. Students act in the intern role with appropriate supervision. Each of the experiences provides information to the students about the required clinical encounters; call schedule; duty hours; criteria for honors; procedure for mid-point feedback; and goals and objectives.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>TRNS-8361 Transition to Residency</b>                                                                                   | <p>Multimodality educational course required for medical students in the spring of their fourth year. This program will assist students with their transition to internship. The overlying goal is to help with knowledge application and problem solving and give the students a framework to address the clinical challenges they will face. Many of these topics have been discussed/taught during their medical school career previously. This course will aid in the transfer and application of knowledge as they transition to the resident physician role.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>For the Class of 2026 - TRNS-8341 - Vert<br/>Integ Teams Aligned in Learning Stage 3</b>                                | <p>In Stage 3 small teams of students complete a final project based on their analysis of an emerging issue relevant to clinical care. In this final project students apply the combined skills they have acquired in the Stages 1 and 2 and demonstrate their readiness to practice as independent life-long learners and teachers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| <b>TRNS-8364 – Scholarship &amp; Discovery Stage 3</b>                 | Students will be registered for a total of 8 credits in Scholarship and Discovery Stage 3.. All students required to complete a Scholarship & Discovery course will be enrolled for 4 credits in the summer semester and 4 credits in the fall semester for a total of 8 credits. Students can do their research anytime it fits into their schedule. Students will submit their Capstone Scholarly Project by POD 6. Students enrolled in any UConn dual degree program as well as an approved scholarly year may be exempt from registration for the 8 course credits in Stage 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>TRNS-8365 – Scholarship &amp; Discovery Capstone</b>                | The fundamental goal of the Capstone Scholarly Project (CSP) is to enhance students' abilities to think independently, critically, creatively, synthesize new information, and to be contributing members to their profession - ultimately, to better prepare students to practice medicine in the 21st century. The CSP also will enhance residency preparation, substantially, by providing advanced skills for research, a requirement in nearly all residency programs. The CSP is a mentored, longitudinal project, spanning from 1st to the 4th year, based on individual students' interests and aspirations. A CSP can include a broad range of scholarly opportunities: bench or clinical research, advocacy, the humanities, and medical education, and should encompass at least one of the Scholarship domains as defined by Boyer. These domains include Discovery (advancing knowledge); Integration (synthesizing knowledge); Application/Service/Engagement (advancing/applying knowledge); Teaching & Learning (advancing/applying knowledge about how to teach, promote, or assess learning). The CSP, is an essential component of undergraduate medical education at the UConn School of Medicine. The objective of the CSP requirement is to expose medical students to scholarly investigation; teach them to develop a hypothesis and collect, analyze, and interpret data to support or refute the hypothesis; and to encourage students to continue to pursue research. The Capstone Project will be performed during 8 mandatory credits in Stage 2/3 under the guidance of a mentor. Students can extend their scholarly work with 4 additional elective credits. The grade for the course will be conferred upon successful and timely completion and submission of the Capstone deliverables (Abstract, Mentor Assurance, Critical Reflection, Plan for, or Proof of, Dissemination). |
| <b>TRNS-8502 – Scholarship &amp; Discovery Elective (Optional)</b>     | Students (including dual degree and or scholarly year students) can register for optional S&D elective credit (maximum of 4) when actively working on their scholarly project, providing flexibility among Stages 2/3 where necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CLIN-8001 Clinical Electives</b>                                    | Students are required to complete 20 total weeks of electives over the course of the third and fourth years. Clinical electives include rotations in all specialties and subspecialties. Students may take their electives within the UConn system or at any other LCME-accredited medical school via the VSLO program. Global health experiences may be taken as electives under the auspices of the faculty overseeing the global health curriculum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>TRNS-8342 Health Systems Science Stage 3 (Beginning in 2026-27)</b> | HSS Stage 2/3 includes objectives and clinical exposure integrated into the other Stage 2 clerkships, ten required clinical encounters, dedicated and assessed sessions in both Homeweeks. The summative assessment for HSS Stage 2/3 is the NBME shelf exam. Students are expected to complete the shelf exam by the end of September of their fourth year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## 4.2. MD/PhD in the MDelta Curriculum

The MD/PhD program is a distinctive academic offering by the University of Connecticut School of Medicine and Graduate School. MD/PhD students matriculate for the first and second years of medical school with MD students. At the end of their 2<sup>nd</sup> year, MD/PhD students leave the curriculum to pursue their PhD studies (Graduate Phase). While working on their PhD theses, they are granted special matriculation in the Medical School giving them the ability to perform clinical activities. Thus, these students have the distinction of being dually enrolled in both the School of Medicine and the Graduate School throughout their entire matriculation at UConn Health. MD/PhD students must complete their PhD thesis before returning to Stage 2. The average time to completion of the PhD degree is 4 years. The MDelta curriculum, as it pertains to the MD/PhD program, focuses on creating more clinical education continuity, providing more clinical preparedness when returning to the medical curriculum, and providing this unique set of students' options and choices to personalize and specialize their education.

The MD and PhD degrees are granted together when both degrees are completed in this combined program.

### MDelta Curriculum

#### **Stage 1 (18 months):**

In this first stage of the MDelta curriculum, students in the MD/PhD program are fully integrated into the MD program courses. Because their academic trajectory differs from MD-only students and because they also have graduate school obligations, some program requirements have been modified. MD/PhD students are required to complete two summer research rotations (8 weeks each) during the first two years of the curriculum. They are also required to take one graduate school course in M1 and one workshop in M2 (each a semester long) and to attend the MD/PhD Research Club, which meets on Monday evenings. To facilitate these requirements, MD/PhD students will be scheduled accordingly on Monday afternoons in Stage 1. The scheduling of these additional graduate program requirements is the responsibility of the MD/PhD Program Director in consultation with the Associate Dean of the Graduate School.

#### **Stage 2 (15 months):**

For the purposes of logistics and scheduling, Stage 2 for MD/PhD students is divided into 3 phases:

- **Stage 2: BOARD STUDY, ELECTIVE, SCHOLARSHIP**
- **Stage 2: SPECIAL MATRICULATION; MD REINTEGRATION PERIOD**
- **Stage 2: CONTINUATION PERIOD**

**Stage 2: BOARD STUDY, ELECTIVE, SCHOLARSHIP (2 months: March/April):** This period of Stage 2 allows protected flexible scheduling by students for protected study time in preparation for USMLE Step 1. This period includes special considerations for MD/PhD students in regard to certain courses, while other course requirements remain the same as for MD-only students.

- Stage 2 Kickoff: MD/PhD students are excused from taking this 1-week clinical introduction.
- CLIC: MD/PhD students will continue the program, mirroring MD-only students and attend 3 half-day sessions within the 2-month period, on average.
- Electives: MD/PhD students are not required to participate in any electives during this period. If students do participate in electives, the time will be credited towards their elective requirement for graduation.
- Scholarship & Discovery: MD/PhD students are excused during this time.
- Board Study Prep: MD/PhD students should plan for sufficient self-study time in preparation for taking the USMLE Step 1. They are required to take the USMLE Step 1 by May 1. Any delay will require the approval of the Director of the MD-PhD program and the Assistant Dean of Medical Student Affairs, documentation the student is working with the Learning Specialists, and a study plan. These delays may be reviewed by the Academic Advancement Committee (AAC).
- Students must receive permission from the Assistant Dean of Medical Student Affairs to enter special matriculation in the graduate school.

For the MD/PhD students, the end of this 2-month period marks their transition out of the standard MD program into their ‘special matriculation’ of PhD study.’

**Stage 2: SPECIAL MATRICULATION (typically 3-4 years), including the MD REINTEGRATION PERIOD:** This time, also called Graduate Phase, is devoted to the completion of a student’s PhD thesis. Special permission is required from the graduate program if this period is to exceed 5 years. The MDelta curriculum considers the need for continued clinical exposure during this period and has therefore modified the CLIC course to continue during this period in order for MD/PhD students to maintain and enhance their clinical skills.

- CLIC: Students are expected to continue attending their community longitudinal clinics 1 half day per month. They are required to complete 10 sessions each year for a 4-year period, totaling 40 sessions during their graduate phase. If they fail to complete the 10 sessions per year, they will receive a PIRT. Failure to complete the 40 sessions in 4 years will result in failure of the class. All efforts will be made to continue students in their original clinical site from Stage 1.

**MD REINTEGRATION PHASE (4 months: Jan/Feb/Mar/April):** This reintegration phase will occur as students are finishing up their graduate phase/special matriculation to help them transition back into the MDelta curriculum. Special considerations are made for MD/PhD

students in regard to certain courses while other course requirements remain the same as for MD-only students.

- Stage 2 Kickoff: MD/PhD students are required to take this 1-week clinical introduction at the end of April.
- Clinical Skills Refresher: Phase 1 is January- February requiring students to participate in DoCC E final Clinical Skills Assessment as well as other activities as decided upon by the Director of Clinical Skills. Performance is reviewed, identifying strengths and weaknesses to work on during next phase. Phase II from February to April is a clinical skills refresher. This course is designed to help strengthen their skills in preparation for clinically intensive rotations (eg. inpatient medicine, inpatient surgery, etc.)
- Clinical Rotations: It is expected that MD/PhD students will start their clinical rotations in May, although exceptions may be considered and require approval from the Director of the MD-PhD program and the Assistant Dean of Medical Student Affairs. Entry time must take into consideration timely completion of all graduation requirements.

**Stage 2: CONTINUATION PERIOD (11 months): The MD/PhD students join the MD-only students in in the first clinical clerkship year.**

CLIC: Students must complete 10 session a year during their Graduate Phase, completing 40 sessions by the end of their 4<sup>th</sup> graduate school year. Failure to complete 10 sessions a year may result in a PIRT, and failure to complete the required 40 sessions in a 4-year period will result in failure of the class.

- Students who complete the 40 sessions of CLIC during their special matriculation will be given the option to participate in an independently designed longitudinal clinical elective scheduled through the medical school or a research elective coordinated through the graduate school.
- Scholarship & Discovery: MD/PhD students are exempt from further requirements. They may use these course hours to work on additional research projects from their graduate work.
- Electives: MD/PhD students will have the same total elective requirements as MD-only students. MD/PhD students may choose to participate in a special research elective involving manuscript completion or dissertation preparation. A maximum of 4 weeks may be granted for this elective.
- Clinical Rotations: MD/PhD students will have the same expectations as MD-only students.

**Stage 3 (11 months)**

This is the final stage of the MDelta curriculum and focuses on advanced clinical experiences and transition to residency. The expectations and requirements are the same as those for MD-only students except for the following:

- Scholarship & Discovery: MD/PhD students are exempt from further requirements. They may use these course hours to work on additional research projects from their graduate work.

- Electives: MD/PhD students will have the same total elective requirements as MD-only students.
- Clinical Rotations: MD/PhD students will have the same expectations as MD-only medical students.

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| <b>POLICY TITLE</b><br>4.a. Satisfactory Academic Progress Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education, UConn School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled at the UConn School of Medicine.

## PURPOSE

To define the standards and procedures for evaluating Satisfactory Academic Progress (SAP) for medical students, ensuring academic integrity and timely progression through the curriculum.

## POLICY STATEMENT(S)

Satisfactory Academic Progress is determined by both qualitative and quantitative measures.

### Qualitative Measure

Students are expected to maintain SAP throughout all stages of the curriculum:

#### Stage 1

The Academic Advancement Committee (AAC) evaluates students annually or more frequently as needed. Students who pass all courses and requirements from July 1 to July 1 are considered to be maintaining SAP. Students with remediation(s) may still be considered in SAP if the cumulative burden does not pose significant risk to quantitative standards. Students must take Step 1 in order to be promoted to Stage 2.

#### Stages 2 and 3

SAP is assessed annually.



Promotion decisions are made at the end of the academic year.

To advance from Stage 2 to Stage 3, students must:

Pass all Stage 2 clerkships.

Complete Health Systems Science (HSS), CLIC, and electives with a passing grade.

In some cases, AAC may allow some Stage 3 rotations before completing Stage 2 clerkships.

Students not eligible for promotion may still be considered in SAP if unmet requirements do not significantly risk quantitative standards.

AAC may grant waivers under extraordinary circumstances.

### **Quantitative Measure**

- Students must complete the M.D. program within six years, including any leaves of absence.
  - No student may repeat any academic year more than once.
  - No student may repeat two consecutive years.
  - AAC may grant waivers under extraordinary circumstances.
- The Financial Aid SAP Policy may differ from a student's academic standing and is used for financial aid purposes only. For more information on the Financial Aid SAP policy; please review the Financial Aid SAP policy

### **DEFINITIONS**

**Satisfactory Academic Progress (SAP):** A combination of qualitative and quantitative academic performance standards required for continued enrollment and progression.

### **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

### **PROCEDURES**

- There is annual review of SAP by AAC.
- There must be documentation of academic performance and remediation.
- All promotion decisions are based on academic criteria and AAC deliberation.

### **RELATED DOCUMENTS**

- Academic Policies and Procedures manual: Leave of Absence Policy (4.e.)
- UCH Financial Aid SAP Policy: [Satisfactory Academic Progress Policy | Office of Student Financial Aid Services](#)

### **REFERENCES**

UCH Financial Aid SAP Policy: [Satisfactory Academic Progress Policy | Office of Student Financial Aid Services](#)  
LCME Accreditation Standards: Element 10.3

### **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

**REPLACES** (*If applicable*)

Title:

Date Retired:

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| <b>POLICY TITLE</b><br>4.b. Academic Standing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                               |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education, School of Medicine<br>Chair of the Academic Advancement Committee (AAC), School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                               |
| <b>APPLICABILITY</b><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><b>And/Or Select All That Apply:</b><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

Defining Academic Standing and Academic Probation for medical students enrolled at the UConn School of Medicine

## PURPOSE

Students in “Good Standing” are eligible for promotion, to continue participation in the curriculum, and to transfer to another institution. In keeping with AAMC guidelines regarding academic probation, UConn School of Medicine has determined two internal academic probation categories called: “Academic Watch” and “Academic Warning,” neither of which necessarily results in the loss of good standing.

## POLICY STATEMENT(S)

- Even while maintaining the designation of good standing, failures within the curriculum may result in the AAC placing the student in a status of “Academic Watch” or “Academic Warning.” Students will be notified in writing by the AAC when they are placed on Academic Watch or Academic Warning.
- The AAC will determine whether any academic or professionalism disciplinary action that may impact a student’s eligibility to be promoted or to continue in the curriculum will result in the loss of good standing.
- Corrective measures instituted by the AAC to address issues of academic watch or warning may include, but are not limited to, remediation programs (internal or external), repetition of a specific course, or repetition of the curriculum of an entire year.
- Students in the status of academic watch or warning who intend to take a leave of absence must

meet with the Assistant Dean of Medical Student Affairs for direction.

## DEFINITIONS

**Good Standing:** A designation that indicates a student is eligible for promotion, to continue participation in the curriculum, and to transfer to another institution. Academic and professionalism issues do not automatically result in revocation of the status of good standing. The AAC will examine serious academic and professionalism issues to determine whether such matters impact the standing of the student.

**Academic Watch:** Academic Watch indicates that a student is potentially at risk of not meeting requirements for promotion as a result of academic failures and/or breaches of professional behavior. A student may be placed on Academic Watch as a result of multiple exam failures, course failures, professionalism issues, USMLE board failure, failure of a clinical skills summative evaluation, or failure to successfully complete a curriculum component or an administrative requirement.

**Academic Warning:** Academic Warning indicates that a student is at risk of needing to repeat the year or be dismissed from the School of Medicine. A student may also be placed on Academic Warning if their failures in the first year require that remediation coursework be completed over the summer, which, in turn, will prohibit their ability to participate in summer research.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

### Remediation and/or Disciplinary Actions

The AAC will determine whether any academic or professionalism disciplinary action that may impact a student's eligibility to be promoted or to continue in the curriculum will result in the loss of good standing. Revocation of status of good standing becomes effective only after the student has exhausted all appeals processes. When the terms of the remediation or disciplinary action are satisfied, the AAC may restore the status of good standing with the student remaining in academic watch or warning (see below). Remediation is not considered a disciplinary action unless the AAC explicitly deems it as such.

It should be noted that both academic watch and warning are internal designations and will not appear on the transcript, MSPE, or other official document that is shared externally. Students will be notified in writing by the AAC that they are on academic watch or warning.

### Corrective Measures

Corrective measures instituted by the AAC to address issues of academic watch or warning may include, but are not limited to, remediation programs (internal or external), repetition of a specific course, or repetition of the curriculum of an entire year. In some cases, neuropsychological testing may be recommended. When external remediation programs are recommended, students will be responsible for the financial costs. Additionally, standard tuition and fee charges will apply to any repeated course work. Students in the status of academic watch or warning, with active pending remediations, will be discouraged from participating in any leadership and extracurricular activities. Students in the status of academic watch

or warning will be monitored closely by the AAC after successful completion of all remediations and any failure of any component of a course or a clerkship may bring those students back to the AAC. The AAC considers the complete academic and professional history of all students presenting to the committee. Once a student has been discussed by the AAC, they remain under the purview of the AAC until graduation.

### **Leave of Absence**

Students in the status of academic watch or warning who intend to take a leave of absence must meet with the Assistant Dean of Medical Student Affairs for direction. For most leaves (including those for academic difficulty), students must receive approval from the AAC prior to the leave and must notify the AAC at least 30 days prior to their intended return.. The Office of Medical Student Affairs may allow a medical leave or a leave for extenuating circumstances in the setting of academic watch or warning without the approval of the AAC, but the AAC must be informed by the Office of Medical Student Affairs. In such cases, the AAC may require students to appear before the committee prior to re-entry into the curriculum, which may include a "Fit for Duty" evaluation.

Academic Policies and Procedures manual: (5.d.) Academic Advancement Committee

### **REFERENCES**

Academic Advancement Committee governing documents

### **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

### **REPLACES** (*If applicable*)

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>4.c. Withdrawal Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Assistant Dean for Medical Student Affairs, School of Medicine Registrar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div style="width: 45%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled in the UConn School of Medicine

## PURPOSE

To define the procedures and implications of voluntary and administrative withdrawal from the School of Medicine, required courses, electives, and combined degree programs.

## POLICY STATEMENT(S)

### 1. Voluntary Withdrawal From School

- Students may withdraw at any time with a written request to the Assistant Dean for Medical Student Affairs.
- Readmission requires reapplication through the Office of Admissions and completion of the AAMC/UConn process.
- No guarantee of readmission is provided.
- Tuition refund policies may apply.
- Student transcript will indicate the of withdrawal.

### 2. Required Core Course or Clerkship Withdrawal

- Only courses or clerkships that a student did not attend or participate in will not appear on the transcript
- Course withdrawals on the transcript will reflect:
  - **WP:** Withdrawal while passing
  - **WC:** Withdrawal with concern

- **WF:** Withdrawal while failing
3. **Elective Withdrawal**
- **Stage 2 or 3 Electives:**
    - Withdrawal ≥30 days before start: no approval or transcript notation required.
    - Withdrawal
    - Noncompliance may result in a Professionalism Incident Report Triage (PIRT) form.
    - Administrative withdrawals will be graded WP, WC, or WF.
  - **Longitudinal Electives:**
    - Require approval from Assistant Dean for Medical Student Affairs and Course Director for withdrawal.
    - Noncompliance may result in a PIRT form.
    - Withdrawals after start date will be graded WP, WC, or WF.
4. **Dropping Combined Programs**
- Students may request withdrawal from MD/PhD, MD/MPH programs after admission.
  - MSPE t will reflect withdrawal and academic standing.
  - Students must submit a letter to the Academic Advancement Committee (AAC) and may be asked to appear.
  - Financial support for dual degrees will be relinquished upon transition to a single degree.

## DEFINITIONS

**WP:** Withdrawal while passing

**WC:** Withdrawal with concern

**WF:** Withdrawal while failing

**PIRT:** Professionalism Incident Report Triage

**MSPE:** Medical Student Performance Evaluation

**AAC:** Academic Advisory Committee

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

Detailed procedures for initiating withdrawal, obtaining approvals, and transcript implications are managed by the Office of Medical Student Affairs and the Office of Admissions.

## RELATED DOCUMENTS

- Tuition Refund Policy
- AAMC/UConn Admissions Guidelines
- PIRT Form Procedures

**REFERENCES**

- UConn School of Medicine Academic Policies and Procedures Manual
- AAMC Admissions Guidelines
- LCME Accreditation Standards (Element 12.2 Tuition Refund Policy)

**POLICY HISTORY**

Created:

Revised: 09/2025, 07/2026

Reviewed without Revision:

**REPLACES** *(If applicable)*

Title:

Date Retired:



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>4.d. Holds Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Office of the Bursar, University of Connecticut                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled in the UConn School of Medicine.

This policy outlines the conditions under which academic, administrative, or financial holds may be placed on a student's record.

## PURPOSE

To define the types of holds that may be applied to student records and the implications of such holds on academic progression, documentation access, and registration status.

## POLICY STATEMENT(S)

Failure to pay the student fee bill or any monies due to the University by the scheduled due date will result in a 'Bursar hold' being applied. This hold will prevent registration for courses and access to important University services. Bursar holds will remain on the account until the past-due balance is paid in full.

## DEFINITIONS

**Hold:** A restriction placed on a student's academic record due to unmet obligations.

Types of Holds:

- **Bursar:** E.g. failure to meet financial obligations
- **Academic:** (pending a remediation completion)

- **Administrative:**(e.g. pending an outcome of an investigation, incomplete compliance requirements)

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

Procedures for resolving holds will be outlined by the Office of Student Affairs and communicated to affected students.

Additional information can be found at <https://bursar.uconn.edu/departments/cash-operations/withdrawal-adjustments/>

## **RELATED DOCUMENTS**

- UConn School of Medicine Academic Policies and Procedures Manual
- Clinical Credentialing Guidelines
- Financial Responsibility Agreement

## **REFERENCES**

- Academic Policies and Procedures manual
- UConn Health Compliance Policies

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>4.e. Leave of Absence Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Assistant Dean for Medical Student Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all students enrolled in the UConn School of Medicine and outlines procedures and implications for excused absences, formal leaves of absence (LOA), and changes in enrollment status.

## PURPOSE

To provide a structured and flexible framework for students who require time away from the curriculum due to personal, medical, academic, or professional reasons, while maintaining academic integrity, regulatory compliance, and student support.

## POLICY STATEMENT(S)

Students may require time off from courses or rotations due to life circumstances such as illness, childbirth, or family emergencies. The School of Medicine supports individualized educational paths through excused absences, LOAs, remediation courses, and extended board study. These options require administrative approval and may be combined as needed. LOAs are documented on transcripts and in the MSPE.

Approval for any leave or change in enrollment status must be obtained through the Office of Medical Student Affairs. Students on academic watch or warning must be reviewed by the Academic Advancement Committee (AAC) prior to return and may require Fit for Duty clearance. Students must initiate re-entry requests at least 30 days prior to return.

## Leave of Absence

Leave of absence may affect a student's ability to graduate on time. LOA is broadly defined as a period of temporary, non-enrollment in the established four-year curriculum and can be granted for a variety of reasons. Other periods of time away from the regular curriculum might include a dual degree or scholarly

project. Although sometimes referred to as a type of LOA, it is a change in enrollment status. For the table:

Y indicates “yes” and N indicates “no.”

|                                                  | SOM<br>Tuition<br>Charged | SOM<br>Fees<br>Charged | Financial<br>Aid Depending<br>upon eligibility<br>criteria | Health<br>Plan | Loan<br>Deferment if<br>enrolled at<br>least half-time | Eligible<br>to<br>see pts | Count Towards<br>Quantitative Measure<br>Satisfactory Academic<br>Progress (6 year time<br>limit) |
|--------------------------------------------------|---------------------------|------------------------|------------------------------------------------------------|----------------|--------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------------|
| The following are change<br>in enrollment status |                           |                        |                                                            |                |                                                        |                           |                                                                                                   |
| PhD                                              | N                         | N                      | Y                                                          | Y              | Y                                                      | Y                         | N                                                                                                 |
| MPH                                              | N                         | N                      | Y                                                          | Y              | Y                                                      | Y                         | N                                                                                                 |
| MBA*                                             | N                         | N                      | Y                                                          | Y              | Y                                                      | Y                         | N                                                                                                 |
| JD*                                              | N                         | N                      | Y                                                          | Y              | Y                                                      | Y                         | N                                                                                                 |
| Clin. Trans.<br>Research*                        | N                         | N                      | Y                                                          | Y              | Y                                                      | Y                         | N                                                                                                 |
| Scholarly                                        | N                         | Y                      | Y                                                          | Y              | Y                                                      | Y                         | N                                                                                                 |
| Remediation                                      | N                         | Y                      | Y                                                          | Y              | Y                                                      | Y                         | Y                                                                                                 |
| The following are leave of<br>absence status     |                           |                        |                                                            |                |                                                        |                           |                                                                                                   |
| LOA**                                            |                           |                        |                                                            |                |                                                        |                           |                                                                                                   |
| Health/Medical                                   | N                         | N                      | N                                                          | N***           | N (after 180<br>days)                                  | N                         | Y                                                                                                 |
| Personal                                         | N                         | N                      | N                                                          | N***           | N                                                      | N                         | Y                                                                                                 |
| Parental                                         | N                         | N                      | N                                                          | N***           | N                                                      | N                         | Y                                                                                                 |
| Administrative                                   | N                         | N                      | N                                                          | N***           | N                                                      | N                         | Y                                                                                                 |

\*These programs are considered a separate degree and tuition would be charged by the individual school.

\*\* If the academic year has started and student takes leave, this counts in academic progress. Students may petition the AAC for review of what counts toward academic progress.

\*\*\* Dependent on the timing of the leave. If the student is already enrolled in SHIP (student health insurance plan) for the year, they won't lose coverage by going on leave. However, if the leave starts or continues during the open enrollment period for SHIP (August/September), then the student will not be eligible to enroll for the new plan year because they are not enrolled for credit. If they are not eligible for SHIP, the student may seek insurance on the health care marketplace & see if they qualify for HuskyD as it's free medical & dental coverage.

*Note: Administrative leave given via the AAC as a disciplinary action is also considered as a leave with no liability coverage, no ability to participate in clinical work, or in extracurricular school-sponsored activities.*

The categories listed above are limited and may be insufficient to meet the spectrum of educational and personal challenges and opportunities that students encounter during medical school. There are several categories that may allow a student to remain enrolled in the School of Medicine, although in these cases they generally do not participate in the formal curriculum. The categories of leaves of absence include:

- Scholarly Activity
  - Allows student to interrupt the regular curriculum of the School of Medicine to pursue a research experience, an experiential project, or to obtain training in a program that does not confer a degree
  - Requires UConn Student Research and Scholarship Committee approval of a scholarly project
  - Does NOT count toward Satisfactory Academic Progress (see policy 4.a.)
  - Student MUST sit for any appropriate USMLE examinations before commencing with scholarly work
  - Student MUST complete any pending remediations before commencing with scholarly leave of absence
  - Student is considered enrolled; therefore, loans may be deferred (change in enrollment status)
  - Will be indicated on the transcript and the MSPE
- Additional Degree
  - Allows the student to interrupt the regular curriculum of the School of Medicine to pursue a combined or independent degree (e.g. PhD, MPH, MBA) within the University of Connecticut or at an outside institution. Additional degrees from UConn will be indicated on the transcript, additional degrees earned at UConn or an outside institution will be indicated on the MSPE
- Remediation
  - Allows students extended time to interrupt the regular curriculum to remediate course work that was previously not successfully completed
  - Requires approval by AAC
  - Counts toward Satisfactory Academic Progress (see policy 4.a.)
  - Student is still enrolled; therefore, loans may be deferred (change in enrollment status)
  - Will be indicated on the transcript and the MSPE

All LOAs, including time in another degree program will be documented on the transcript and in the MSPE. Any request for an LOA in the setting of academic watch or warning requires review by the Academic Advancement Committee (AAC) and approval prior to return. Taking a leave while on academic difficulty will usually result in that year counting toward the quantitative measure for Satisfactory Academic Progress but students may petition the AAC for a review (see policy 4.a.). All requests for LOAs must be granted at least one month in advance or, in the case of medical leaves, at the discretion of the Assistant Dean of Medical Student Affairs or the AAC. Any adjustment related to extending the duration of the leave is possible after discussion with the Assistant Dean of Medical Student Affairs or the AAC but must be submitted via writing at least one month before the designated readmission date.

If a student requires a LOA in Stage 1, they will need to repeat the block or entire year, depending on the amount of work missed. If a single block needs to be repeated, the student may be able to re-enter the curriculum the following academic year and resume the curriculum at the point in which the LOA began. Due to the cumulative nature of the curriculum, finishing the remaining block work over a summer period/break after return from LOA is unlikely to be an option. This will be a discussion and decision between the Assistant Dean of Medical Student Affairs, Senior Associate Dean of Medical Education, Associate Dean of Medical Education and Assessment and Assistant Dean for Pre-Clerkship Curriculum. Students have the opportunity to appeal decisions to AAC, with a second level of appeal to SEARC.

Students are eligible for a Scholarly Year (aka research year) Leave of Absence after successful completion of Stage 1 of the curriculum and Step 1. Typically, students would leave the curriculum and return in between Stages – so between Stage 1 and Stage 2, between Stage 2 and Stage 3, or after Stage 3. However, depending on the circumstances, exceptions may be considered. The application consists of a written proposal of the academic activity to be pursued during the extra year, and a letter of support from the faculty advisor who will oversee this work. Scholarly Leave of Absence paperwork is submitted to the Office of Medical Student Affairs after it has been approved by the Directors of the Scholarship and Discovery Program. During a Scholarly LOA, there is a change in enrollment status so the student will remain enrolled in the School of Medicine and will be responsible for student fees but not tuition.

In Stages 2 and 3, students will be allowed to resume their rotations as scheduled upon completion of a leave of absence.

## **DEFINITIONS**

**Excused Absence:** Temporary approved absence ( $\leq 2$  weeks in Stage 1;  $\leq 6$  weeks in Stage 2/3).

**Leave of Absence (LOA):** Approved non-enrollment period exceeding excused absence limits.

**Administrative Leave:** Disciplinary leave imposed by Assistant Dean or AAC.

**Special Matriculation:** Enrollment status for graduate work or scholarly activity.

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

### **TIME LIMITS ON LOA**

THE NATURE OF MEDICAL EDUCATION IS PROGRESSIVE AND CUMULATIVE. AS SUCH, EACH STAGE OF MEDICAL SCHOOL BUILDS FROM THE PREVIOUS STAGE. INTERRUPTIONS IN THE CURRICULUM CAN THEREFORE BE DETRIMENTAL TO A STUDENT'S ABILITY TO PROGRESS SUCCESSFULLY THROUGH THE CURRICULUM. AN LOA GREATER THAN SIX MONTHS OR MULTIPLE LEAVES OF ABSENCE THAT EQUAL GREATER THAN ONE YEAR MAY NEGATIVELY AFFECT A STUDENT'S ABILITY TO PROGRESS THROUGH THE CURRICULUM. THE AAC HAS THE ABILITY TO REVIEW A STUDENT'S PROGRESSION AND DECIDE IF A STUDENT IS NOT PROGRESSING SUCCESSFULLY THROUGH THE CURRICULUM. THIS MAY RESULT IN A RECOMMENDATION FOR DISMISSAL.

ALL RETURNS TO THE CURRICULUM MUST BE REQUEST WITH THE OFFICE OF MEDICAL STUDENT AFFAIRS AND THE ASSISTANT DEAN OF MEDICAL STUDENT AFFAIRS NO LATER THAN 30 DAYS BEFORE THE ANTICIPATED RETURN. STUDENTS ARE RESPONSIBLE FOR INITIATING REQUESTS TO RE-ENTER THE CURRICULUM.

### **FINANCIAL IMPLICATIONS OF LOA**

TO BE ELIGIBLE TO RECEIVE FEDERAL AND INSTITUTIONAL STUDENT AID, THE STUDENT MUST MEET AND MAINTAIN THE UCONN SOM'S STANDARDS OF SATISFACTORY ACADEMIC PROGRESS BUT ALSO THE FINANCIAL AID DEFINITION OF SATISFACTORY ACADEMIC PROGRESS. A LEAVE OF ABSENCE STATUS

GREATER THAN 180 DAYS WILL MOVE STUDENTS OUT OF THEIR LOAN DEFERMENT STATUS UNLESS THEY ARE CONSIDERED FULLY ENROLLED IN THE SOM AS DEFINED ABOVE. AFTER 180 DAYS, THE GRACE PERIOD ENDS AND ALL EDUCATIONAL, FEDERAL LOANS WILL GO INTO REPAYMENT STATUS. STUDENTS ARE EXPECTED TO MEET WITH THE FINANCIAL AID OFFICE AND BURSAR BEFORE AN LOA IS FINALIZED IN ORDER TO FULLY UNDERSTAND THE CONSEQUENCES OF THE LOA ON LOAN REPAYMENT OR ABILITY TO BORROW AID FOR A SCHOOL SEMESTER. UCONN MAY BE REQUIRED TO RETURN OR ADJUST FINANCIAL AID IF A STUDENT TAKES A LOA DURING THE TERM AND WILL NOT RETURN IN THE SAME TERM AS THEY WILL BE CONSIDERED A WITHDRAWAL FOR FINANCIAL AID PURPOSES.

STUDENTS WILL BE REQUIRED TO PAY FEES, BUT NOT TUITION, DURING SCHOLARLY (RESEARCH YEAR) LOANS. STUDENTS ON LEAVES FOR REMEDIATION MAY BE REQUIRED TO PAY PROPORTIONED TUITION AND FEES.

### **LIABILITY**

THERE IS NO LIABILITY COVERAGE FOR STUDENTS WHO ARE OUT OF THE CURRICULUM OF THE SOM ON MEDICAL, PARENTAL, PERSONAL OR ADMINISTRATIVE LOA. STUDENTS ARE NOT PERMITTED TO ENGAGE IN THE CLINICAL ENVIRONMENT DURING A LEAVE WITHOUT THE EXPRESSED PERMISSION OF THE AAC.

### **OTHER IMPLICATIONS:**

DEPENDING ON THE TYPE OF LOA, STUDENTS MAY NOT BE ALLOWED TO PARTICIPATE IN CURRICULAR OR SCHOOL-ASSOCIATED ACTIVITIES UNLESS GRANTED PERMISSION BY THE AAC AND OFFICE OF MEDICAL STUDENT AFFAIRS. THIS INCLUDES STUDENTS WHO ARE SUSPENDED (ADMINISTRATIVE LEAVE) IN DISCIPLINARY ACTIONS. STUDENTS SHOULD DISCUSS WITH THE OFFICE OF MEDICAL STUDENT AFFAIRS REGARDING THEIR ABILITY TO PARTICIPATE IN SCHOOL-ASSOCIATED ACTIVITIES WHILE ON AN LOA.

STUDENTS MUST OBTAIN CLEARANCE BEFORE DEPARTURE AND ARE REQUIRED TO MEET WITH THE OFFICE OF MEDICAL STUDENT AFFAIRS PRIOR TO DEPARTURE TO ENSURE THE APPROPRIATE FORMS ARE COMPLETED.

### **ADMINISTRATIVE LOA**

ADMINISTRATIVE LOA IS A DISCIPLINARY ACTION WHICH MAY BE EXECUTED BY THE ASSISTANT DEAN FOR MEDICAL STUDENT AFFAIRS AND THEN REVIEWED BY THE AAC OR BY THE AAC ITSELF. ONCE A STUDENT IS ON AN ADMINISTRATIVE LOA, THE AAC WILL BE NOTIFIED. THE STUDENT CAN BE REMOVED FROM THE ADMIN LEAVE BY THE ASSISTANT DEAN FOR MEDICAL STUDENT AFFAIRS OR AAC BUT WILL REMAIN ON ACADEMIC WATCH OR WARNING UNTIL GRADUATION. ADMINISTRATIVE LEAVE IS CONSIDERED AN LOA WITH NO LIABILITY COVERAGE, NO ABILITY TO PARTICIPATE IN CLINICAL WORK OR SCHOOL-SPONSORED ACTIVITIES.

EXAMPLES OF AAC SITUATIONS THAT WILL BE REVIEWED INCLUDE BUT ARE NOT LIMITED TO:

1. A STUDENT WHO HAS EXCEEDED SIX MONTHS OF A LEAVE
2. A STUDENT WHO FAILS TO RETURN AFTER AN LOA WITHOUT COMMUNICATING WITH THE OFFICE OF MEDICAL STUDENT AFFAIRS
3. A STUDENT WHO FAILS TO MEET THE TECHNICAL STANDARDS REQUIRED FOR THE SOM AS OUTLINED IN THE TECHNICAL STANDARDS POLICY 2.G.
4. A STUDENT WHO FAILS USMLE STEP 1 OR STEP 2, THREE TIMES
5. A STUDENT WHO FAILS TO PAY TUITION, FEES OR MEDICAL INSURANCE, BY THE REQUIRED DATES

### **RELATED DOCUMENTS**

- Satisfactory Academic Progress Policy 4.a.
- UConn School of Medicine Technical Standards Policy 2.g.
- MSPE Documentation Guidelines
- Student Evaluation and Appeals Review Committee (SEARC) Procedures

## **REFERENCES**

LCME Accreditation Element 10.7

## **POLICY HISTORY**

Created: 10/2025

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** (*If applicable*)

Title:

Date Retired:



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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>4.f. Credentialing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Assistant Dean for Clinical Medical Education, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students participating in clinical rotations at UConn Health and its partner or affiliated clinical sites. It includes all activities requiring clinical site access and participation in patient care environments (clerkships, electives, longitudinal experiences).

## PURPOSE

To ensure that all medical students meet required health, safety, and regulatory standards prior to participating in clinical education activities, to protect patients, students, and clinical site personnel and to comply with institutional and affiliate site requirements. This policy aligns with LCME standards related to student safety, occupational health, and preparedness for the clinical environment, ensuring that students are appropriately trained, credentialed, and compliant with institutional and affiliated site requirements prior to and throughout clinical participation.

## POLICY STATEMENT(S)

Responsibilities:

- Healthcare institutions require completion of safety and credentialing standards prior to participation in clinical activities.
- Students must have all required credentials and site-specific documentation completed before beginning any clinical rotation.
- Students are responsible for maintaining current and active required certifications and training.
- Required certifications and trainings include, but are not limited to:

- Basic Life Support (BLS/CPR) training
- Bloodborne pathogen training
- Infection control training
- HIPAA training
- Students must also comply with additional requirements specified by individual clinical sites or the School of Medicine, including but not limited to:
  - Immunizations
  - Annual influenza vaccination
  - Tuberculosis screening (TST or QuantiFERON)
  - Urine drug screening

#### Consequences:

- Students who fail to maintain required credentials will not be permitted to participate in clinical activities.

### DEFINITIONS

**Basic Life Support training:** Basic Life Support (BLS) training is a structured program that teaches individuals how to recognize and respond to life-threatening emergencies, including cardiac arrest, respiratory failure, and airway obstruction, using immediate life-saving interventions.

**HIPAA training:** HIPAA training is a required educational program that teaches healthcare personnel the laws, policies, and procedures for protecting patient privacy and safeguarding protected health information (PHI) in compliance with the Health Insurance Portability and Accountability Act.

**PIRT:** At the UConn School of Medicine, a PIRT refers to a Professionalism Incident Report and the associated review process/committee used to document, evaluate, and address concerns (or exemplary behaviors) related to a medical student's professionalism during their training.

### ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

### PROCEDURES

- **Prior to clinical rotations:**
  - Students must complete all required institutional and site-specific credentialing requirements.
  - Students must submit documentation confirming completion of required certifications and screenings.
- **Ongoing compliance:**
  - Students must maintain up-to-date certifications and ensure renewals are completed before expiration.
  - Students must meet any additional or updated requirements communicated by the School of Medicine or clinical sites.

- **Non-compliance:**
  - Students who are not up to date on requirements may:
    - Experience delays in starting clinical rotations
    - Be removed from the clinical environment
  - Removal from clinical activities may result in:
    - Unexcused absences
    - Associated academic or professional consequences
  - Failure to comply with requirements will:
    - Be considered unprofessional behavior
    - Result in a Professionalism Incident Report (PIRT) being filed

#### **RELATED DOCUMENTS**

None

#### **REFERENCES**

None

#### **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

#### **REPLACES** *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>4.g. Transcripts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Associate Registrar, UConn Health                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 45%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to the creation, maintenance, and content of official transcripts for medical students enrolled in the UConn School of Medicine. Students are also able to obtain their unofficial transcript in PeopleSoft/Student Admin.

## PURPOSE

To define the standards and procedures for documenting students' academic record on official transcripts.

## POLICY STATEMENT(S)

### 1. Official Transcripts

- Transcripts are maintained by the Office of the Registrar and serve as the official record of a student's academic record.
- Transcripts include grades for required courses, elective courses, clinical honors earned, and milestones.
- The transcript key for the School of Medicine can be found <https://registrar.uconn.edu/transcript-key/>.
- Grading is described in Policy 5.b.
- In any academic year, components of a course are listed only once if successfully completed and the course is not longitudinal.
- Examples: Pediatrics (Ambulatory and Inpatient), Medicine (Ambulatory and Inpatient).

- Conferral dates are set and posted on the UConn Academic calendar found here: <https://registrar.uconn.edu/academic-calendar/>

## **2. Official Transcripts for Students with a Leave of Absence (LOA)**

### **a. Before the Start of a term:**

- No coursework is reflected on a transcript that a student did not attend in or complete during the leave period.
- A transcript comment includes the start of the leave, and type of leave. Upon a student's return from leave of absence the return date will be added on the official transcript.

### **b. Short Leave Within a term:**

- Courses started but not completed show a grade of W (withdrawn) or I (incomplete).
- Students cannot complete coursework or participate in any academic activities while on an LOA.
- Courses that a student does not participate in or attend will be removed from the official transcript.
- A transcript comment includes leave dates and type of leave.
- Upon return, students are registered for appropriate coursework by the School of Medicine.

### **Scholarly and Dual Degree Leaves:**

- Students are registered for TRNS 8598, MEDS 6000 (UConn Additional Degree) or MEDS 6001 (external institution) for scholarly and additional degree leaves.
- The official transcript will reflect a transcript note for students registered for MEDS 6000 and MEDS 6001. Student registered for TRNS 8598 will have a topic title that reflects their research topic.

## **3. Transcripts for Students Dismissed or Withdrawing from the School of Medicine**

- A notation is added to the transcript in the term the action occurred for the MD program.
- The Academic Affairs Committee (AAC) reviews changes in dual degree status.
- The MSPE reflects the sequence of academic issues in the Academic History section.

## **4. Parchment**

UConn Health uses a digital credential service called Parchment through which all transcript requests are processed. Transcripts may not be requested over the phone; orders must be placed through Parchment Services. Transcripts are processed "as is" at the time of ordering. Please confirm that your grades and/or degree are listed before requesting your official transcript.

Current students/residents and students/residents who have attended within the past 24 months should access Parchment Services through the [Student Administration System](#). You are able to log into your account by using your NetID and password. To find your NetID or to reset your NetID password visit the [NetID website](#).

Students who have not attended UConn within the past 24 months who cannot access their Student Administration accounts can request official transcripts through [Parchment Services](#) by clicking "Create Account." Additional processing time may be required.

## **5. Unofficial Transcripts**

Unofficial transcripts are for informational use only and are generally not acceptable for official purposes. They do not bear the University seal or the signature of the Registrar. Unofficial transcripts can be obtained via the Student Administration System by following these steps:

Log into the Student Administration System.

If you do not have access to the Student Administration System, please order an official electronic transcript through the Parchment Services online portal.

## DEFINITIONS

**Transcript:** An official document maintained by the Office of the Registrar that serves as the comprehensive record of a student's academic history and academic record.

**Component:** A sub-course with a specific focus area under a broader course umbrella.

**LOA (Leave of Absence):** A leave of absence is a special status assigned to students who have been granted permission by the Assistant Dean of Medical Student Affairs or designee to interrupt their studies and resume them in a subsequent semester specified by mutual agreement. An approved period during which a student temporarily discontinues academic activities.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

Procedures for transcript updates and LOA documentation are managed by the Office of the Registrar in coordination with the Office of Medical Student Affairs.

## RELATED DOCUMENTS

Academic Policies and Procedures manual (5.b.) Grading Systems and  
(4.e.) Leave of Absence Policy

The transcript key for the School of Medicine can be found <https://registrar.uconn.edu/transcript-key/>.

UConn Academic Calendar <https://registrar.uconn.edu/academic-calendar/>

## REFERENCES

UConn School of Medicine Academic Policies and Procedures manual

Registrar's Office Guidelines

Related to LCME element 11.5 Confidentiality of Student Educational Records

## POLICY HISTORY

Created:

Revised: 07/2026

Reviewed without Revision:

## REPLACES *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>4.h. Attendance Policy (Illnesses, Religious Observances, Jury Duty)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Assistant Dean for Medical Student Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 45%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled in the UConn School of Medicine.

## PURPOSE

To define expectations and procedures for student attendance, including excused and unexcused absences, and to ensure professional conduct and academic continuity during absences.

## POLICY STATEMENT(S)

- All absences must be reported to and approved by the Assistant Dean for Medical Student Affairs (or a Faculty Co-Director for Student Affairs) and the appropriate Assistant Dean for Preclinical or Clinical Medical Education.
- Professional behavior requires timely notification to course/clerkship/small group preceptors for any anticipated or sudden absence.
- Students are responsible for all material missed during any absence, regardless of its nature.
- Absences from examinations will only be accommodated under extreme circumstances and require approval from the Assistant Dean for Medical Student Affairs and the relevant Assistant Dean.
- Course/clerkship directors may require students to make up any missed mandatory academic activity, even if the absence was excused.
- For excused absences, students will be allowed the opportunity to make up missed exams/quizzes upon their return to the class/clerkship.
- For unexcused absences, students will receive a zero for missed exams/quizzes and must make up missed clerkship days.

In clinical clerkships, any absence longer than two days may, at the discretion of the clerkship director, require the student to make up the missed portion of the rotation.

- Clearance from a treating physician or Student Behavioral Health Services may be required before resuming academic activities.

**Regarding Illnesses and Healthcare appointments:**

If a student has any concern about their ability to function in a classroom or patient care setting or about the risk that they might transmit an infection to others because of an illness, the student should seek appropriate healthcare. Students should not neglect their own health. The Medical School recognizes that medical appointments cannot always be scheduled outside of class or clerkship times. Therefore, students may be excused to go to medical appointments when necessary, including behavioral health appointments. Students who anticipate being absent because of a medical appointment should request permission, as early as possible. The exact reason for missing class/clerkship does not need to be disclosed to the course/clerkship faculty or staff.

**Religious Observances:**

The Medical School recognizes that the members of its community, including students, observe a variety of religious faiths and practices. Few of the various religious days of observance are part of the Medical School's holiday calendar. However, the Medical School recognizes and respects the religious beliefs and practices of its students and seeks to accommodate them reasonably within the requirements of the academic schedule. As a result, the Medical School will not penalize a student who must be absent from a class, examination, study or work requirement for religious observance. Students who anticipate being absent because of religious observance must, as early as possible, request permission for the absence from their course or clerkship director.

Whenever feasible, faculty should avoid scheduling examinations and assignment deadlines on religious holidays. A student with an excused absence from a class because of religious observance shall not be penalized for any class, examination, or assignment deadline missed on that day or days. In the event an examination or assignment deadline is scheduled on a day of religious observance, a student unable to attend class shall be permitted the opportunity to make up an examination or to extend any assignment deadline missed. No fees of any kind shall be charged by the Medical School for making available an opportunity to make-up an examination or assignment under such circumstances.

**Absences for Professional Development:**

Students are encouraged to attend meetings and conferences to enhance their own career development. However, only conferences at which a student has been accepted to present their scholarly work, or in which they hold a leadership position, will be considered excused absences. Prior to applying for conference attendance, students should make every effort to coordinate their schedules so they do not miss major examinations or required class activities. If there are any questions, discussing the timing with the Assistant Dean of Preclinical Medical Education or the Assistant Dean of Clinical Education to determine if conference attendance is advisable. As soon as they are notified about an acceptance of a scholarly submission they must notify the course or clerkship director to request an absence from a required activity. If a student must be absent from a required activity, they must let the course/clerkship director know in advance of their travel.

Additionally, participation in such activities is considered a privilege, and students are expected to be up to date and passing all course/clerkship work. Should a student have academic difficulties (eg – LEAP enhancement, summer remediation, clerkship exam failure, clerkship failure, STEP delay or STEP failure, etc), students may not be allowed to attend.



**Stage 1 Absence Policy:**

All contact hours in the MDelta curriculum require mandatory in-person attendance. It is expected that all students attend all course functions. Laboratory exercises, small group and team-based discussions, small group/patient-based sessions depend on regular attendance and group cooperation. Performance in the above smaller-group instructional settings will be included as a component of a student's final grade. Additional information related to this policy is contained in course and clerkship materials. Attendance is mandatory at all small group 122 sessions, laboratories, DoCC sessions, conferences, activities conducted by the Clinical Skills Assessment Program, and any sessions or class where patients or families are present. Please note that occasionally the schedule may be changed without advance notice. Therefore, any travel plans (even on lecture days only) should be approved ahead of time. Unexcused absences may be considered as unprofessional behavior, and may have an adverse effect on a grade including failure of a component of a course or an entire course.

Students should make requests for excused absences to the Assistant Dean for Medical Student Affairs and the Assistant Dean for Preclinical Medical Education, who have authority over such requests. Once a disposition is made, students are responsible for communicating to the appropriate course director and preceptor(s). Anticipated absences should be communicated as soon as possible.

Requests for approval of absences should contain the following information:

- Student Name
- Date of Absence
- Impacted Course(s)
- Reason for the absence request (refer to list of excused absences)

**Stages 2 and 3 Absence Policy:**

The clinical phase of the curriculum requires a full-time commitment by the student in patient care and didactic activities. Students serve as members of the health care team and assume an active role in the care of the patient. Their presence, participation and engagement at the bedside form the cornerstone of learning in the clinical environment. In these clerkship years, students are required to attend all clerkship functions including night, holiday, and weekend duty as well as participate in all educational activities, including Homeweeek and any required remediation. Unexcused absences from any of the above may result in referral to the Professionalism Incident Report Triage (PIRT), or a failing grade, and students will be required to make up days missed or the entire clerkship depending on the length of time involved.

Students should make requests for excused absences via CORE ELMS, which will be reviewed by the Assistant Dean for Medical Student Affairs and the Assistant Dean for Clinical Medical Education. Once approved in CORE ELMS, students can forward the notification to clerkship directors and any additional faculty/staff appropriate for each rotation. If the total days for excused absences is more than 2 days per clerkship, students will be required to complete additional clerkship time, which needs to be coordinated with the Clerkship Director. All day(s) missed due to an unexcused absence need to be made up and do not count towards the 2 days per clerkship that can be missed. Clerkship directors should report any absence concerns to the Assistant Dean for Medical Student Affairs and the Assistant Dean for Clinical Medical Education.

**Residency Interviews:**

The School of Medicine supports students in their pursuit of their future careers. Students must schedule interviews during Stage 3, and the intent of the following is to clarify this need and provide a framework for working with the clerkships.

- Students are requested to provide advance notification as soon as an interview date is set to the Clerkship Director(s) and Clerkship Coordinator to ensure that clinical obligations are met.

- If a student needs to miss three or more days for residency interviews, they will be expected to make up the missed time. The Clerkship Director(s) will determine when and how this happens.
- It is recommended that students avoid scheduling interviews during the following rotations: Critical Care, Sub-Internships, Transition to Residency (TTR), and during the didactics of Emergency Medicine.

### **Other**

There may be sign in sheets or other modalities where students are asked to sign in online. Failure to sign in will be considered a lapse in professionalism. Signing into an educational activity without being present is a violation of the Student Honor Code. Similarly asking someone to sign in for you is a violation of the Code for each student involved.

Clinical encounters, labs, and small groups and all contact hours in MDelta require in-person and active participation of students. Peers rely on each other for teaching, teamwork, and collaboration. For this reason, these important activities are designated for mandatory

### **DEFINITIONS**

**Excused Absences** include (but are not limited to):

- Death of a family member or close friend
- Wedding of a first-degree relative or participation as a wedding party member
- Illness of a first-degree relative or personal illness
- Religious observance
- Jury duty
- Graduation of a first-degree relative
- Presentation at academic conferences
- Leadership duties in national organizations (e.g., AMSA, AMA)
- Residency Interviews

**Unexcused Absences** include (but are not limited to):

- Events not meeting excused criteria (e.g., cousin's wedding, marathon participation)

### **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

### **PROCEDURES**

- Requests for excused absences must be submitted via CORE ELMS (Stages 2–3) or directly to the Assistant Dean for Medical Student Affairs and the relevant Assistant Dean (Stage 1).
- Requests must include: Student Name, Date of Absence, Impacted Course(s), and Reason for Absence.
- Students must notify course/clerkship directors and preceptors once an absence is approved.
- Some courses and/or clerkships require signing in for attendance. Failure to sign in, even when present, will be considered a lapse in professionalism. Signing into an educational activity without being present is a violation of the Student Honor Code. Similarly asking someone to sign in for you is a violation of the Code for each student involved.
- Students must make up missed time if more than two days are missed in a clerkship.
- Residency interview absences must be coordinated with clerkship directors and may require makeup

time if exceeding two days.

#### **RELATED DOCUMENTS**

Student Honor Code

#### **REFERENCES**

None

#### **POLICY HISTORY**

Created: 10/2025

Revised: 07/2026

Reviewed without Revision:

#### **REPLACES** (*If applicable*)

Title:

Date Retired:

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROCEDURE TITLE</b><br>4.i. Examination Administration Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>PROCEDURE SPONSOR TITLE &amp; DEPARTMENT</b><br>Associate Dean for Medical Education & Assessment, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>GOVERNING POLICY TITLE</b><br>Academic Policies & Procedures (APP) Manual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital (JDH)<br><br><b>And/or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>DOCUMENT CATEGORY</b><br><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

### SCOPE

Applies to faculty and students at the School of Medicine.

### PURPOSE

To describe the policies related to the administration of examinations at all stages of the medical school curriculum.

### PROCEDURE

#### Examination Scheduling

Exam schedules are provided to students before the start of the academic year but may be subject to change in exceptional circumstances (e.g. weather). The expectation is that students will sit for exams as scheduled. All assessments within a course must be completed. There are no waivers of required assessments. Any deviation from the posted schedule is considered an Early Take or Late Take (see definitions).

#### Location

All examinations must be taken in the location designated by the Assistant Dean for Pre-Clerkship Medical

Education /Clerkship Director. Taking an examination outside of the designated location is a breach of examination protocol and comes under the provisions of the Student Honor Code. Students will be notified of appropriate locations for taking an examination.

### **Time of Examinations**

Students must start their exams by the designated time. Adequate time for logging in and the environmental check should be accounted for if the examination is remote. Consequences of a late start in Stage 1 will be decided by the Assistant Dean for Pre-Clerkship Medical Education and in Stage 2/3 by the Assistant Dean for Clinical Medical Education. The time allotment for each examination will be specified. All work must end at the time limit specified. Working past the designated time, without permission (see Special Allowances) is a breach of examination protocol. The Associate Dean for Medical Education and Assessment, together with the Assistant Dean for Pre-Clerkship Medical Education /Clerkship Director, will typically report this to the PIRT committee. In consultation with the Associate Dean of Medical Education and Assessment, the course or clerkship director would determine what action will be taken regarding scoring of examinations turned in late.

### **Conditions**

The Assistant Dean for Pre-Clerkship Medical Education /Clerkship Director will determine the conditions under which the examination will be administered (e.g., paper and pencil, computer-based, in-person or remote). They will also determine what additional materials may be brought to the examination (e.g., scrap paper). Exams in HuskyCT have a calculator available. Nothing may be brought into the examination room unless approved. Cell phones are for authentication purposes and for contacting technical assistance only. Cell phones should be turned off and face down. If a student must leave the room during a computer-based exam, they must ensure that the display on the computer cannot be viewed by other students. If remote, students are allowed a snack or beverage on their desk if it is shown during the environment check. The environmental check must include a review of the entire room, including the desktop workspace. Students taking the exam on campus are not allowed snacks or beverages during the exam. Students may take bathroom breaks but the exam timer will not stop. Students should not close their computer and should leave their cell phone on the desk.

Remote Examinations: If allowed by the Assistant Dean for Pre-Clerkship Medical Education or Clerkship Director, there may be examinations or assessments that can be done outside of the school environment. All conditions applied to those examinations related to access to resources and time must be followed. The exception is limited use of a cell phone for contact as necessary to school administration for assistance and for authentication purposes. Students should have their cell phone turned off and face down during the exam and should not touch their phone during the exam session unless necessary for technical assistance. The environmental check must include a review of the entire room, including the desktop workspace. Students may take bathroom breaks but the exam timer will not stop. Students should not close their computer and should leave their cell phone on the desk.

All examination experiences require that all students adhere to the Student Honor Code.

### **Special Allowances**

To accommodate students with special needs, it may be necessary to modify the examination and/or the way it is administered for these students (e.g., allowing extra time). Students who believe they need accommodations for an examination must present that request in writing to the Center for Students with Disabilities who will review and facilitate all reasonable accommodations (see 2f). Depending on the requested accommodation, assessment by appropriate professionals may be necessary prior to implementation of the accommodation. If an accommodation is deemed necessary, the Office of Assessment and Evaluation, in consultation with the Associate Dean for Medical Education and

Assessment, will make appropriate arrangements.

### **Proctors**

Depending on the circumstances of the assessment, proctors are typically designated to oversee examination sessions. Computer based examinations use the Respondus program creating a record in video format. Occasionally, examinations are taken without room proctors under the provisions of the Student Honor Code. In these circumstances, students will be provided with instructions in the event of questions or technical problems during the examination.

### **Cheating**

Cheating on an examination is a breach of the Student Honor Code. Any individual who observes a violation of the Student Honor Code during the administration of an examination has the duty to take positive action such as:

1. Notification of Course/Clerkship Director or designated faculty present during the examination
2. Consultation with an Academic Integrity Board (AIB) member
3. Referral of the case by first submitting a PIRT report which would then be sent to the appropriate professionalism board

### **Securing Examinations and Challenges to examination questions and answers (Stage 1)**

High-stakes examinations are secured and not available for review outside of the Course Director's discretion. After grading is completed, students may be given an opportunity to review the questions and answers in a secure setting when circumstances permit. If deemed necessary and, at the discretion of the Course Director, a full class review may be scheduled. When students review an examination, they are expected to abide by the provisions of the Student Honor Code.

Due to the secure nature of high-stakes examinations, students have limited access to examinations post exam. Students who are required to enhance and/or reassess will be provided an opportunity to work with the Learning Specialist but will not have direct access to the exam. Students may appeal questions or the answers on examinations and should contact the Course Director for further guidance. Appeals must be submitted in writing and provide supporting evidence to be considered. When appeals are accepted, the change affects the entire class, and not just the student submitting the challenge. Students required to enhance and/or reassess must adhere to the Block Assessment Review Committee (BARC) decision regardless of challenge outcome.

### **Securing Examinations and Challenges to examination questions and answers (Stages 2/3)**

Similarly, high-stakes examinations in the clerkships are secure and not available for review outside of the Clerkship Director's discretion. NBME examinations provide topic level feedback. The NBME Examinee Portal provides an "Examinee Performance Report" and an "Examinee Question-Level Feedback Report" to each student after they take a subject examination, along with other interactive performance review features available through the portal's "Insights" tool. These resources provide feedback to students about their performance relative to other students from the LCME-accredited medical schools who have taken the exam. These documents can help guide a student's study plan should they need to retake an exam or as they study for the USMLE Step 2 examination.

### **Early Takes**

Students may request to take an examination prior to its scheduled date and time for extenuating circumstances (e.g. when they have an anticipated conflict on the scheduled exam day). Sole authority for granting such requests rests with the Assistant Dean for Pre-Clerkship Medical Education/Clerkship Director. However, the Assistant Dean for Pre-Clerkship Medical

Education /Clerkship Director is not obligated to allow early takes.

If a student or students are given permission to take an examination early, the Assistant Dean for Pre-Clerkship Medical Education /Clerkship Director(s) must make appropriate arrangements. It is expected that students granted the privilege of an early take will abide by the Student Honor Code and not reveal the content of any part of the examination to anyone.

### **Late Takes**

Arrangements can be made for a student to take an examination after the scheduled date and time. Permission for such late takes requires approval of both the Assistant Dean for Pre-Clerkship Medical Education /Clerkship Director and the Assistant Dean for Medical Student Affairs. In general, late takes are used to accommodate unusual and unplanned events. For example, permission may be granted when the student is unable to take the examination because of illness, death in the family, or other circumstances beyond the student's control. In most cases, absence from class prior to the date of an examination is not a valid reason for granting a late take. If a student or students are given permission to write an examination late, the Assistant Dean for Pre-Clerkship Medical Education /Clerkship Director must make appropriate arrangements. In general, students are expected to take the examination the morning of the day they return to class. However, under unusual circumstances, alternative times and dates may be stipulated. In rare extended circumstances there may be the need for an exam to be taken at the end of an academic year rather than temporally adjacent to the absence. It is expected that students granted the privilege of a late take will abide by the Student Honor Code and not discuss the content of the examination with anyone.

### **DEFINITIONS**

- **Assessment:** Any method used to evaluate a student's knowledge, skills, behaviors, or competencies, including examinations, quizzes, practical assessments, and other evaluative activities.
- **Examination (Exam):** A formal, graded assessment administered to evaluate student achievement of specified learning objectives.
- **Examination Administrator (Proctor):** An individual authorized by the School of Medicine to oversee the examination process and ensure compliance with examination procedures.
- **Student:** Any learner enrolled in the Doctor of Medicine (MD) program who is required to complete the examination.
- **Testing Environment:** The physical or virtual setting in which an examination is administered, including all associated technology, materials, and monitoring processes.
- **Authorized Materials:** Resources specifically permitted for use during an examination, as communicated by the course, clerkship, or examination administrator.
- **Unauthorized Materials:** Any notes, electronic devices, websites, artificial intelligence tools, communications, or other resources not expressly permitted during an examination.
- **Examination Irregularity:** Any event that may compromise the fairness, security, administration, or validity of an examination, including technical failures, security breaches, or procedural deviations.
- **Academic Misconduct:** Behavior that violates the institution's academic integrity standards, including cheating, unauthorized collaboration, possession or use of unauthorized materials, or misrepresentation of work.
- **Examination Accommodation:** An approved modification to examination administration provided through the University's established disability or accessibility processes.

- **Remote Examination:** An examination administered in a virtual environment using institution-approved technology and monitoring procedures.
- **Examination Security:** Measures implemented to protect the confidentiality, integrity, and validity of examination content and results.
- **Make-up Examination:** An examination administered at an alternate date or time to a student who has received approved permission to miss the originally scheduled examination.
- **Examination Review:** A structured opportunity for students to review examination performance in accordance with School of Medicine and course policies.

## ENFORCEMENT

Violations of this Procedure may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, Procedures, student and/or resident/fellow codes of conduct, or other applicable governing document.

## RELATED DOCUMENTS

Academic Policies and Procedures manual (3.b.) Student Honor Code

## REFERENCES

None

## DOCUMENT HISTORY

Created On:

Revised: 07/2026

Reviewed without Revision:

## REPLACES *(If applicable)*

Title:

Date Retired:



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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>4.j. Examination Grading                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Associate Dean for Medical Education & Assessment, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 45%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

Applies to faculty and students at the School of Medicine.

## PURPOSE

Describes the examinations for all stages, committee membership and decisions related to enhancements, remediations, and final grades, as well as access to grades.

## POLICY STATEMENT(S)

Stage 1 Examinations:

**Program Policy Committee:** The Program Director (e.g. CORE, FABLab, DoCC, HSS, Scholarship and Discovery, Clinical Reasoning) is responsible for establishing a **Program Policy Committee** (PPC) to set the pass/fail score on examinations within that Program across all course blocks (A through E) as applicable. The composition of that committee is at the discretion of the Program Director except that it shall include both the Associate Dean for Medical Education and Assessment and the Associate Dean for Health Career Opportunity Programs as *ex officio*, non-voting, members of the committee. The PPC will include student and faculty representation. For courses in which dental students are enrolled, the Associate Dean for Academic Affairs in the School of Dental Medicine is also an *ex officio*, non-voting, member.

**Block Assessment Review Committee (BARC):** BARC is composed of leadership and faculty representatives from all courses within the Block and chaired by the Assistant Dean for Pre-Clerkship Medical Education. The Associate Dean for Medical Education and Assessment, the Assistant Dean for Medical Student Affairs, the Associate Dean for Health Career Opportunity Programs, and the Director

of the MD/PhD Program are *ad hoc* members.

## DEFINITIONS

**Course Grading Committee (CGC):** A CGC for each course (and each block) in Stage 1 is composed of the Program Director, Course Directors, other representative faculty or thread leaders and ex-officio members of leadership. For courses in which dental students are enrolled, the Associate Dean for Academic Affairs in the School of Dental Medicine is also an *ex officio*, non-voting, member. (See Policy on Course/Clerkship Grading, Departmental Grading Committees (DCGs), and Course Grading Committees (CGCs) (5.c.))

**Departmental Grading Committee (DGC):**

A DGC for each clerkship is composed of the Clerkship Director, at least 3 representative faculty from the department with experience in medical education and teaching/ assessment of medical students, and includes representation of a non-voting assistant or associate dean or the clinical principal.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

**Stage 1:**

The BARC committee meets immediately post-assessment within LEAP to review student performance and determine allowable reassessment and enhancement options for each student. This review will be performed without the identity of the students known to the committee. The reassessment and enhancement options from the BARC will then be provided to the student and coach who will enact the appropriate review and enhancement plans.

The individual **Course Grading Committees (CGC)** will meet at the end of each LEAP and will assign the final grades for each of their respective courses (e.g. CORe, LAB, DoCC, HSS, Clinical Reasoning). For further detail on CGC process, refer to policy 5.c.

The Program or Course Director may share the results of assessments with faculty participating in the course. However, revealing individual student performance is not encouraged, and should only be done on a need-to-know basis at the discretion of the Course Director. The Office of Medical Student Affairs and the Learning Center tracks the performance of all students to provide support to students who may be struggling or who may have a history of marginal performances.

The students will receive a report of their performance on each examination. In addition to their examination score, they will receive the mean score of the class, and the pass/fail score of the examination. Students receiving a failing score for the course must meet with the Course Director or their designee and the Assistant Dean for Medical Student Affairs or their designee. At that time, a supplemental independent educational plan will be developed. All such plans must be supervised by appropriate faculty.

As student advocates, coaches will have access to student grades in order to monitor and advise each student. Coaches will have direct access to student mid- and end-block grades, as well as narrative peer evaluations. Additionally, the Learning Specialists will have access to student grades when developing

supplemental educational plans for students with marginal or failing performance.

For which there is a need for summer remediation or need for a course to be repeated, the AAC is notified and approves an appropriate remediation plan.

### **Stage 2:**

All clerkships with the exception of radiology and geriatrics use the NBME shelf exam and students must score greater than or equal to the 5<sup>th</sup> percentile to pass the exam. For internally written exams in radiology and geriatrics, the clerkship director sets the passing score. The final clerkship exams (NBME shelf or internally written) must all be passed prior to successfully completing Stage 2. A second exam failure in the same or subsequent clerkship will require that the student be removed from the clerkship environment to pursue remediation of the clerkship content and re-examination unless otherwise approved by the AAC. In the case of any clerkship exam failure, the AAC is notified and approves an appropriate remediation plan.

### **Stage 3:**

Stage 3 core clerkships, including AIE, Critical Care and Emergency Medicine assess students as appropriate for this stage of their training. Each core clerkship uses an end of rotation examination, with the exception of AIE Pediatrics. Emergency Medicine and Advanced Inpatient Surgery require a written examination and an oral examination.

In stages 2 and 3, a DGC will be convened if any issue or concern arises with the process of grading or the assignment of the final grade for the clerkship.

## **RELATED DOCUMENTS**

Academic Policies and Procedures manual (5.b.) [Grading Systems](#)  
[Course/Clerkship Grading, Departmental Grading Committee \(DGCs\), and Course Grading Committees \(CGCs\)](#) (5.c.)  
[Clerkship Grading and Evaluation Policy](#) (5.c.1.)  
[Policy for Exam Retakes and C or F Grade Remediation in Clerkships in Stages 2 and 3](#) (5.c.2.)

## **REFERENCES**

None

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>4.k. Policy for USMLE Step 1 and Step 2 CK Completion and Remediation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Assistant Dean for Medical Student Affairs, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all students enrolled in the UConn School of Medicine.

## PURPOSE

To establish clear expectations and procedures regarding the completion, timing, and remediation of the USMLE Step 1 and Step 2 CK exams as graduation requirements for medical students.

## POLICY STATEMENT(S)

- Successful completion of USMLE Step 1 and Step 2 CK is required for graduation.
- Students are allowed a maximum of three attempts per exam.
- Students entering scholarly leave or dual degree programs must complete applicable board exams prior to starting.
- MD/PhD students should refer to the UCHC MD-PhD Training Program Handbook
- Exceptions must be approved by the Academic Advancement Committee (AAC).

### Step 1 Requirements

- Successful completion of Stage 1 coursework and Step 1 is required before promotion to Stage 2 and before starting clerkships.
- Students must attend Kickoff, regardless of any approved delay.
- Students have one calendar year from Kickoff to take Step 1, including any LOAs

### Step 1 Delay

- Delays may affect clerkship placement, graduation date, and incur additional tuition/fees
- Extensions up to 6 weeks beyond Kickoff/census date may be granted under extenuating circumstances.
- Requires meetings with a Learning Specialist and the Assistant Dean for Medical Student Affairs or designee.
- Students delaying Step 1 past Kickoff must meet weekly with Learning Specialists and will be dropped from their first clerkship.
- Delays beyond 6 weeks:
  - Must be requested in writing to the AAC
  - Requires approval from the AAC
  - Results in enrollment in a non-credit bearing board prep course and being dropped from all schedule M3 clerkships until Step 1 is passed

### Step 1 Failures

- Failures are reported to the Office of Medical Student Affairs and the AAC.
- Students must step out of Stage 2 for remediation and re-enter upon passing.
- Remediation plans require Learning Specialist input and AAC approval.
- Students have one calendar year from each test date to retake the exam.
- Second failures likely require a formal review course, which will be at the student's expense.
- A third failure results in administrative withdrawal, unless there are extraordinary exceptions that are approved by AAC.

### Step 2 CK Requirements

- Successful completion of Stage 2 curriculum is required before taking Step 2 CK.
- Students may request AAC permission to take Step 2 CK prior to completing all Stage 2 requirements.
- A passing score must be recorded in order to be certified for the Match.
- Delays in taking Step 2 beyond March 1st of that academic year must be submitted in writing to the Assistant Dean for Medical Student Affairs and the AAC.
- Students have one calendar year beyond anticipated graduation to pass Step 2 CK.

### Step 2 Failures

- Failures are reported to the Office of Medical Student Affairs and AAC.
- Students must meet with a Learning Specialist and submit a success plan.
- Second failures likely require a formal review course, which will be at the student's expense.
- Third failure results in administrative withdrawal, unless there are extraordinary exceptions that are approved by AAC.

### NBME Accommodation Requests

NBME accommodations are separate from UConn's Center for Students with Disabilities (CSD) processes.

- **Applying for Accommodations for the USMLE STEP Exams**

If you would like to apply for accommodations for the USMLE STEP exams, we encourage you to begin the process about one year in advance of your examination deadline, as it will take up to a minimum of 60 days to receive a decision regarding your accommodation request.

### General Information on **USMLE STEP Test Accommodations**

- Students who received accommodations in medical school can request for their Disability Service Professional at the CSD to complete the Certification of Prior Test Accommodations Form. Please schedule a meeting with your Disability Service Professional at the CSD to discuss the USMLE NBME accommodations process 10-12 months prior to scheduling your exam date.

- Requests take ~2-3 months to process once documentation is submitted.
- Students are encouraged to work with CSD and Learning Specialists.
- Students are responsible for costs related to neuropsychological testing.

## **DEFINITIONS**

**AAC:** Academic Advancement Committee

**LOA:** Leave of Absence

**Kickoff:** Official start of Stage 2 curriculum

**CSD:** Center for Students with Disabilities

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

Outlined within the policy statements above, including timelines, approvals, and remediation steps.

## **RELATED DOCUMENTS**

UCHC MD-PhD Training Program Handbook UConn CSD Accommodation Guidelines

## **REFERENCES**

- USMLE Guidelines
- NBME Accommodation Procedures
- UConn School of Medicine Academic Policies and Procedures Manual

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>4.I. Conflict of Interest Policy<br><i>Conflict of Interest Policy for the University of Connecticut School of Medicine: Interaction between Students and Faculty at the University of Connecticut School of Medicine and the Pharmaceutical, Commercial, Nutraceutical and Biomedical Industry</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                               |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Associate Dean for Medical Education & Assessment, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                               |
| <b>APPLICABILITY</b><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><b>And/Or Select All That Apply:</b><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

Applies to students and faculty at the School of Medicine.

The policy is inclusive of the following interactions

- I. Gifts and Meals
- II. Consulting Relationships
- III. Industry Sponsored Speakers
- IV. Disclosure
- V. Pharmaceutical Samples
- VI. Purchasing and Formularies
- VII. Industry Sales Representatives
- VIII. Attendance at Industry-Sponsored Lectures & Meetings
- IX. Industry Support for Scholarships & Funds for Trainees
- X. Disclosure Requirement in the School of Medicine Curriculum
- XI. Noncompliance

## PURPOSE

To define the parameters of appropriate interactions between students and faculty in the undergraduate medical education environment at the University of Connecticut School of Medicine with representatives of the pharmaceutical, nutraceutical, biomedical, and any commercial industry (including publisher, board

review entity, etc.). Undergraduate medical education at UConn SOM is conducted in a variety of environments. Across this diverse spectrum of environments there are many opportunities for interactions between students and industry/commercial representatives. While many aspects of such may be positive, others may create a conflict of interest or the perception of a conflict of interest<sup>1</sup> and potentially compromise the educational mission of the School of Medicine. It is crucial that the educational environment fosters the professional development of students in all its aspects.

The Liaison Committee of Medical Education (LCME) **1.2 Conflict of Interest Policies** which states: A medical school has in place and follows effective policies and procedures applicable to board members, faculty members, and any other individuals who participate in decision-making affecting the medical education program to avoid the impact of conflicts of interest in the operation of the medical education program, its associated clinical facilities, and any related enterprises.

## **POLICY STATEMENT(S)**

It is the policy of the UConn SOM that any interaction between any members involved with the undergraduate program (including faculty, administration, board members) and representatives of the pharmaceutical/biomedical/commercial industry, which are or could be perceived as conflicts of interest must be disclosed and appropriately managed. Specifically, such interactions should support the core principles of professionalism as defined by the AAMC, namely, autonomy, objectivity, and altruism.

### **I. Gifts and Meals**

- A. Students and SOM faculty may not accept any gift or compensation from industry in any site in which UME occurs, including UConn SOM affiliated sites. Gifts and compensation are defined as anything of value that is provided to an individual, significant other, or a family member for which nothing of approximate value has been provided in return. Examples of prohibited gifts are as follows include the following:
  - 1. Money, gift certificates, securities
  - 2. Support of travel or accommodations
  - 3. Free or discounted services
  - 4. Meals
  - 5. Free subscription to a commercial courseExceptions to this policy include unrestricted educational grants. However, these can only be provided to SOM administrative offices for educational uses that promote the institutional mission.
- B. Students and SOM faculty may not accept any gift or compensation for attendance at a presentation/talk by industry or commercial representative
- C. Students and SOM faculty must actively avoid the influence of industry in clinical care decisions (e.g. choice of drugs or other therapies).
- D. Students and faculty should also refer to the State Code of Ethics for further guidance. The following link is available to access this document:  
<http://policy.uconn.edu/2011/05/24/guide-to-the-state-code-of-ethics/>

### **II. Consulting Relationships**

Faculty must comply with the University of Connecticut Health Center policies and procedures for faculty consulting that may be found on the sites below:

<http://consulting.uconn.edu>

<https://policy.uconn.edu/2011/05/17/policy-on-consulting-for-faculty-and-members-of-the-faculty-bargaining-unit/>



Students in the School of Medicine who are requested to provide a service or enter a contract should consult this policy for guidance and contact the Office of Medical Student Affairs for further direction.

**III. Industry Sponsored Speakers**

- A. Industry may provide unrestricted educational support for educational sessions and events. However, in doing so industry is prohibited from influencing the choice of speaker or the education content. Participants should be made aware of industry sponsorship. The preferred mechanism of providing such support within the School of Medicine is through an unrestricted grant to a Department, Center, or Program Director.
- B. Faculty may not accept honoraria from industry to speak at SOM functions.
- C. Students may not book rooms for commercial entities. There can be no meetings or events on site to promote a Board Review course, IT product, or other commercial entity.

**IV. Disclosure**

- A. Medical students and faculty may not publish under their own names articles that are written in whole or material part by Industry employees.
- B. If students and/or faculty have a financial interest that results in a scholarly publication, that interest must be disclosed in accordance with the [International Committee of Medical Journal Editors](#).
- C. Faculty must ensure that their supervision of students is not encumbered by any actual conflict, appearance of, or potential conflict of interest. In the event of a perceived conflict of interest, faculty must appropriately disclose to students and seek input from the educational administration of the SOM to manage the COI.
- D. Disclosure requirements required for Continuing Medical Education (CME) activities are available [here](#).

**V. Pharmaceutical Samples**

- A. Sample medications cannot be distributed at UConn School of Medicine. Samples may be distributed at affiliate sites and clinician offices at the discretion of the attending faculty. This decision must include disclosure to any student present, including both B and C below.
- B. Students and faculty should be aware that distribution of samples potentially encourages patients to use products for which there are often less costly and equally effective alternatives
- C. Free samples may not be sold or used by students or teaching faculty for themselves or family.

**VI. Purchasing and Formularies**

Any faculty member or student responsible for or participating in making decisions regarding the purchase of equipment or medications must not have any financial interest with any company that might profit from the transaction. Indirect ownership through mutual funds is permitted.

**VII. Industry Sales Representatives**

Industry representatives may not have access to patient areas, and are only allowed in non-patient areas by appointment. These appointments should generally be restricted to in-service training or ongoing support of equipment or devices already purchased, including the evaluation of a new purchase. Medical students are not permitted to meet with sales representatives unless such encounters are supervised by faculty for teaching purposes.

**VIII. Attendance at Industry-Sponsored Lectures & Meetings**

- A. Programs must be aware of the Accreditation Council for Continuing Medical Education

(ACCME) Standards for Commercial Support. These Standards are a useful resource for all forms of Industry interaction; those on campus and off, including events sponsored by the institution and others. The Standards may be found at [www.accme.org](http://www.accme.org).

- B. All education events sponsored by UConn SOM programs must be compliant with ACCME Standards for Commercial Support whether or not CME credit is awarded.
  - 1. Educational grants, particularly unrestricted grants, that are compliant with the ACCME Standards may be received from Industry by the program.  
ACCME guidelines include the following requirements:
    - a. Financial support by Industry must be disclosed by the meeting sponsor.
    - b. The meeting or lecture content must be dictated by the speaker and not the Industrial sponsor.
    - c. The information presented must be a fair and balanced assessment of therapeutic options and promote objective scientific and educational activities and discourse.
    - d. The selection of speakers or educational content by UConn SOM resident/fellow or teaching faculty must not be a condition of the industry sponsor's financial or material support
- C. Food provided to students/residents/fellows may not be directly funded by Industry or any commercial entity. Industry is permitted to provide unrestricted educational funds to a Department, Center, Program Director, or designee on behalf of the program that may be used for refreshments at educational sessions. The contributing industry(ies) can be credited for contributing an unrestricted educational grant for the session.
- D. This provision does not apply to meetings of professional societies that may receive partial industry support for professional meetings governed by ACCME Standards.

**On-Campus:**

Students may not book rooms for commercial entities (see III above).

**Off-Campus:**

Students are encouraged to pay particularly heightened attention to the content and organization of such meetings and lectures and to assess the following issues when determining the academic value of any conference, lecture, or meeting:

- a. Disclosure of support and COI's for all speakers
- a. Oversight of the content
- a. Bias and balance
- a. Compensation, rewards and gifts for attendees

**IX. Industry Support for Scholarships & Funds for Trainees**

Any industry sponsored scholarship or trainee funding must be provided directly to the School of Medicine. Such support must be unrestricted and free of oversight by the contributor, and it must be accompanied by a Letter of Agreement that is consistent with ACCME Standards for Commercial Support. The evaluation and selection of recipients of support is the sole responsibility of the UConn School of Medicine.

**X. Disclosure Requirement in the School of Medicine Curriculum**

Faculty must fully disclose any conflicts of interest related to content and materials used in the educational setting. All faculty complete an annual Conflict of Interest form. These disclosures are stored in a system hosted by the Office of the Vice President for Research and are readily available. Where relevant, such disclosures must be made at the start of educational sessions with the requirement of a disclosure slide as the first or second slide of any talk. The slide must specify for educational purposes what the perceived conflict might be.

All students must undergo training in Conflict of Interest with Industry. This training developed by the School of Medicine is included in the objectives as part of the Health Systems Science (HSS) course.

**XI. Noncompliance**

Where students are concerned, violation of this policy will be considered a breach of professionalism. Such violations should be reported to the Assistant Dean for Medical Student Affairs or the Senior Associate Dean for Medical Student Education. Inadvertent violations provide an opportunity to educate the student and reinforce the importance of the policy. Repeated or deliberate violations must be referred to the Academic Advancement Committee for consideration of sanctions.

Monitoring and potential discipline of faculty who abridge the policy are outlined in the [UCHC policy #2006-01](#) (updated in 8/2013), Individual Financial Conflicts of Interest in Research.

**ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

**DEFINITIONS**

**Gifts and Compensation:** Anything of value that is provided to an individual, significant other, or a family member for which nothing of approximate value has been provided in return

**RELATED DOCUMENTS**

[Guide to the State Code of Ethics](#)  
[Individual Financial Conflicts of Interest in Research \(2006-01\)](#)

**REFERENCES**

Related to LCME Element 1.2 Conflict of Interest

The following resources were used to create this policy:

- Conflict of Interest/Vendor Interactions in the Residents/Fellows Policies and Procedures manual <https://health.uconn.edu/graduate-medical-education/wp-content/uploads/sites/20/2021/05/Conflict-of-Interest.pdf>
- The University of Connecticut Health Center [Faculty Consulting Policies](#)
- The University of Connecticut Health Center [policy #2009-03](#), Institutional Conflicts of Interest in Research
- The University of Connecticut Health Center [policy #2006-01](#), Individual Financial Conflicts of Interest in Research
- [University of Connecticut Guide to the State Code of Ethics](#)
- The Pew Charitable Trusts, 2008, [The Prescription Project Toolkit series](#). Series includes Drug and Medical Device Procurement; Ghostwriting and Speakers Bureaus; Pharmaceutical Samples; Gifts, Meals and Entertainment; Vendor Relations.

**POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

**REPLACES** (*If applicable*)

Title:

Date Retired:

### 4.I.1. Conflict of Interest Policy - Admissions Committee

Conflicts of Interest can include personal knowledge of an applicant or their immediate family, a past professional or academic relationship with a colleague who is related to the candidate, or an employment relationship. The Conflict of Interest (COI) Policy of the UConn SOM Admissions Committee will be reviewed with each new faculty or student member prior to the onset of their service as an Admissions Committee member or as an applicant interviewer. It will also be reviewed during yearly orientation of applicant interviewers, and when the Admissions Committee meets at the beginning of each yearly cycle. Because of the vast number of applicants being reviewed, and to ensure committee members remain aware of the need to disclose COI, review of the COI policy will also be made periodically at the start of committee meetings through-out the year.

Efforts should be made to identify and declare any perceived COIs, either verbally or in writing, by all Admissions Committee members and applicant interviewers prior to contact with the medical school applicant or the assigned applicant file. All potential COIs will be reported to one of the following members of the Admissions Core Leadership: the Assistant Dean for Medical Student Affairs, the Director of Admissions, or the Chairperson of the Admissions Committee). This core group will be responsible for determining the presence or absence of a true COI, whether any additional steps should be taken to manage or eliminate potential COI, and reassigning the applicant accordingly.

Prior to the beginning of each yearly admission cycle, all faculty and student interviewers and all faculty and student Admission Committee members sign an attestation. A copy of the COI policy will be given to each faculty or student to review. The attestation will then be signed, noting that each individual has read and understands this COI policy. Interview and committee participation will only be allowed after this signature has been obtained.

When a COI occurs involving an applicant interview assignment, the student or faculty interviewer will immediately contact a member of the Admissions Core Leadership to report the potential COI. If a true COI is determined to exist by the leadership group, the interviewer will recuse themselves and may be assigned an alternate candidate to interview.

COIs may also occur for faculty or student members of the Admissions Committee. If the COI involves an assigned candidate file for review, the committee member will contact a member of the Admissions Core Leadership. The individual will physically recuse themselves and be assigned an alternate candidate file for review. If the COI involves a candidate being presented at a meeting, the committee member must make the nature of the potential COI known. The Admissions Core Leadership will determine if the COI is of a professional or personal nature. If the potential COI is of a professional nature (e.g. committee member who worked with applicant in lab, or on project, etc.), the committee member may participate in the discussion and provide any information related to their professional interaction with the applicant, but will recuse themselves from the vote on the candidate. If the COI is of a personal nature, the admissions committee member must physically recuse themselves from the discussion and the vote. Discussion and voting will proceed on the candidate with the recusal documented in the final vote prior to the committee member returning to the meeting.

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>4.m. Research and Scholarly Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled at the University of CT School of Medicine, faculty mentors, and administrators involved in research and scholarly activities. It covers all research and scholarly opportunities available through the curriculum, including optional summer research, the required Capstone Project, and the Scholarly Year Leave of Absence.

## PURPOSE

To prepare all medical students for their role as future physicians who embrace the breadth of modern scholarship principles and practices, and to provide structured, mentored opportunities for research and scholarly engagement. These opportunities span multiple domains, including: Biomedical/Translational/Clinical; Community-based (Urban Service, Global Health); Public Health, Health Disparities, Outcomes Research, Health Policy/Advocacy; Health Quality/Quality Improvement/Acceleration of Implementation of Best Practices; Humanities in Medicine; Informatics (Bio or Clinical)/Data-driven medicine; and Medical or Patient Education.

## POLICY STATEMENT(S)

### Summer Research Eligibility

To be eligible to participate in the summer research program, students must be in good academic standing. Students may NOT participate in school-sponsored summer research, with or without funding, if they have pending academic requirements in the Stage 1 curriculum, such as coursework with an incomplete, in-progress, or conditional grade. Students requiring academic remediation necessitating greater than 2 weeks to complete successfully prior to the start of summer research will not be awarded stipend support and will not be allowed to participate in the summer research program, even if the Scientific Review Panel

approved the proposal. Individual cases may need to be reviewed by the Academic Advancement Committee (AAC).

### **Capstone Project Requirement**

The Capstone Project is an essential component of undergraduate and graduate medical education at the UConn School of Medicine and is required for graduation, with special circumstances or waiver allowed for dual degree students (e.g., MD/PhD, MD/MPH, or MD/MSCTR). The Capstone Project is a mentored, longitudinal project spanning from the 1st to the 4th year, based on individual students' interests and aspirations. It will be performed during 8 mandatory weeks in Stage 2/3 under the guidance of a mentor. Students may extend their Capstone Project by 4 additional weeks as an Elective.

### **Research Day Presentation Requirement**

Students who participate in summer research are required to present their findings on Medical and Dental Student Research Day, which typically takes place in late February or early March of the second year. Abstracts can be submitted beginning in the Fall of the second year. All Stage 1 students are expected to attend the Poster session, Keynote address, and oral presentations.

### **Scholarly Year Leave of Absence**

Students are eligible for a Scholarly Year Leave of Absence (Mentored Scholarly Enrichment) after successful completion of Stage 1 of the curriculum and Step 1. During the scholarly LOA Enrichment, students will remain enrolled in the School of Medicine and will be responsible for student fees but not tuition, and will be considered on Special Matriculation for Scholarly Work (see policy 4.e. Leave of Absence). All LOAs, including scholarly LOA, will be noted on the student's MSPE and transcript.

## **DEFINITIONS**

**Capstone Project:** A mentored, longitudinal scholarly project spanning from the 1st to the 4th year of medical school, based on individual students' interests and aspirations. A Capstone Project can include a broad range of scholarly opportunities, including bench or clinical research, advocacy, the humanities, and medical education, and should encompass at least one of the Boyer Scholarship Domains.

**Boyer Scholarship Domains:** As defined by Boyer (1990), these include: Discovery (advancing knowledge); Integration (synthesizing knowledge); Application/Service/Engagement (advancing/applying knowledge); and Teaching and Learning (advancing/applying knowledge about how to teach, promote, or assess learning).

**Scientific Review Panel:** The committee that conducts merit-based reviews of summer research proposals and determines award recipients.

**Summer Research Stipend:** Financial support of up to \$3,000 available to students with approved proposals who are participating in unfunded/unpaid research opportunities. Approved UConn Health wet lab projects may be eligible for additional funding for supplies.

**Scholarly Year (Mentored Scholarly Enrichment):** A Leave of Absence that allows students to enrich the standard M.D. program with up to a year of full-time academic work, outside of the formal combined and dual degree programs.

**Academic Advancement Committee (AAC):** The committee that reviews individual cases related to student eligibility for summer research when academic remediation timelines are involved.

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

### **A. Summer Research Program**

The curriculum is designed to provide interested students with protected time during the summer between their first and second year to carry out a mentored research project of 8-10 weeks duration. This experience is not for credit. Interested students will submit a proposal outlining the research project and required documentation, including a literature review, methods, IRB status, and description of their role and responsibilities. Each proposal is merit-reviewed by the Scientific Review Panel and summer research award recipients are announced by mid-May.

Students with approved proposals who are participating in unfunded/unpaid research opportunities are eligible to receive a summer stipend (up to \$3,000). Funding for projects may be limited based on the number of participants. Approved UConn Health wet lab projects may be eligible for additional funding for supplies. Students receiving an unfunded external summer research placement should contact the Director of Summer Research to determine if they are eligible for the stipend.

### **B. Research Advising and Mentorship**

The Scholarship and Discovery course in Stage 1 provides guidance on selecting mentors for scholarly projects, formulating research questions, proposal writing, research design, data acquisition, data analysis, peer review, IRB requirements including protocol development and submission, and all associated ethical principles in conducting research. These are provided by mandatory workshops overseen by the Directors of Scholarship and Discovery.

Students interested in Summer Research should contact potential mentors as soon as possible. Early identification of mentors is critical for all projects; strict deadlines will apply. Students should check the resources page on HuskyCT under the Scholarship and Discovery course for a list of mentors who are interested in working with students.

The mentor who accepts the student into their lab, community, academic, or clinical setting will advise the student in data collection, analyses, and dissemination of student scholarly work as appropriate for the scholarly community. The mentor will also guide the student in any required training or IRB submissions required in order to conduct the proposed research.

### **C. Capstone Project Process**

The fundamental goal of the Capstone Project is to enhance students' abilities to think independently, critically, and creatively; synthesize new information; and be contributing members to their profession. The Capstone Project substantially enhances residency preparation by providing advanced skills for research, a requirement in nearly all residency programs.

The objectives of the Capstone Project requirement are to: expose medical students to scholarly



investigation; teach them to develop a hypothesis and collect, analyze, and interpret data to support or refute the hypothesis; and to encourage students to continue to pursue research. Scholarly projects that use qualitative or combined qualitative and quantitative research methods or hypothesis-generating approaches may also be deemed acceptable.

Steps in the Capstone Project Process:

1. Proposal Development and Submission (Stage 1)
2. Project Execution and Completion (Stage 2/3)
3. Submission of the Scholarly Capstone Project Abstract, a Mentor Attestation and Approval, a Critical Reflection Summary, and Proof of (or Plan for) Dissemination at the posted deadlines (Stage 3)

Each of the 4 subsections of the Abstract (Background/Objectives, Methods, Results, Conclusions) will be scored by the Scholarship and Discovery Leadership and the Capstone Directors with the assistance of additional faculty as needed. A rubric is used to determine passing competency or a need for further revision. Final grades are P, C, F. In addition to the Abstract, the Mentor Approval and the Dissemination of results are required.

#### **D. Scholarly Year Application**

Typically, students would leave the curriculum and return in between Stages, for example, between Stage 1 and Stage 2, between Stage 2 and Stage 3, or after Stage 3. However, depending on the circumstances, exceptions may be considered.

The application consists of a written proposal of the academic activity to be pursued during the extra time addressing: the purpose (overall goal); the type of studies; whether presentations of results (dissemination) are planned; the project goals and plans (specific aims, study design, data analyses, student's role, timeline, human subjects research study/IRB Determination review/approval); and the overall scope of activities (additional learning opportunities that will be pursued).

Paperwork is submitted to the Office of Medical Student Affairs after the research plan has been approved by the Directors of the Scholarship and Discovery Program and the mentor of the student.

#### **RELATED DOCUMENTS**

Leave of Absence Policy (4.e.)

#### **REFERENCES**

Boyer. (1990). *Scholarship reconsidered: priorities of the professoriate*. Carnegie Foundation for the Advancement of Teaching.

#### **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

#### **REPLACES (If applicable)**

Title:

Date Retired:

## 4.n. Awards and Honors

Various awards and honors are available to medical students throughout their tenure. In addition, students play a critical role in choosing the winners of faculty awards and course awards. Senior Awards are presented in a special ceremony before commencement. Student Research awards are presented during appropriate ceremonies depending on class.

The [Gold Humanism Honor Society](#) (GHHS) honors medical students, residents, role-model physician teachers and other exemplars recognized for “demonstrated excellence in clinical care, leadership, compassion and dedication to service.” Organized to elevate the values of humanism and professionalism within the field of medicine, the Society is fast becoming integrated into the medical educational environment. The GHHS is a steadfast advocate for humanism through activities on campus and involvement with its membership. Students are chosen by their peers and finalists are reviewed and vetted by a committee of key SOM faculty.

### List of Awards for Students

American Academy of Neurology Award  
 American College of Physicians – Internal Medicine Award – CT Chapter  
 Award for Excellence in the MD/PhD Program  
 Carl F. Hinz, Jr. Award– For Excellence in Scholars in Medicine  
 Connecticut Children’s Medical Center Community Service Award  
 CT Academy of Family Physicians Award  
 CT Chapter of the American College of Surgeons Award  
 Dean’s Award for Overall Academic Achievement  
 Dr. David and Arthur Schuman Award (Family Medicine)  
 Excellence in Psychiatry Award  
 Faculty Awards for Overall Academic Excellence  
 Health Career Opportunity Programs – Bridge Mentoring Award  
 Internal Medicine Award  
 J.E.C. Walker, MD, Medicine & Society Awards  
 James F.X. Egan Medical Student Award – Ob/Gyn  
 James H. Foster, MD – Teaching Award (Clinical Skills)  
 Jan Wilms, M.D. & Carol Pfeiffer, Ph.D. Award for Excellence in Clinical Skills  
 Leonard Tow Humanism in Medicine Award  
 Linda Ives Award (Pediatrics)  
 Lyman Stowe Award  
 New England Pediatric Society Award  
 Ramanlal and Kanchan Bulsara Fellowship Award  
 School of Medicine Awards for Excellence in a Specific Discipline  
 School of Medicine Professionalism Awards  
 Society of Academic Emergency Medicine Award  
 Student Affairs Award

Taylor Chenail Outstanding Service to a Fellow Student  
The Department of Pediatrics Chair's Award for Innovation in Pediatric Education  
UConn Outstanding Senior Women Academic Achievement Award  
University of Connecticut Health Center Auxiliary Award

#### **List of Awards for Faculty**

C.A.M.E.L. Award: Committee Award for Meritorious Educational Leadership  
Lynn Y. Kosowicz, MD Clinician Educator Committee Award  
Charles N. Loeser Award  
Dan A. Henry, MD Clinician Educator Faculty Award  
First Year Teaching Awards  
Kaiser-Permanente Teaching Award  
Leonard Tow Humanism in Medicine Award  
Outstanding Inpatient Clinical Preceptor  
Outstanding Outpatient Clinical Preceptor  
Overall Outstanding Educator  
South Park Inn Clinic Award

#### **List of Awards for Research**

Connecticut Academy of Family Practice  
Connecticut Holistic Health Association Award  
Dean's Award  
Dr. and Mrs. Jeffrey Gross Award  
Hartford Medical Society Award  
Lawrence G. Raisz Award for Excellence in Musculoskeletal Research  
Outstanding Research Award  
Sigma Xi Membership Award  
William M. Wadleigh Memorial Award for International Health Research

#### **Professional Honors**

Nonacademic honors are awarded in 2 of 3 possible categories:

- Leadership
- Scholarship
- Service

Students will be notified in the Spring of their M3 year (rising M4 year) when applications for nonacademic honors are due. A committee of at least 6 faculty members will be convened to review deidentified data submitted by the student. Activities are assessed in each category and made on level of involvement, not on the nature of the activity itself. These nonacademic honors will be combined with clerkship honors for quartile placements and will be noted in the MSPE.

## 4.o. Academic and Career Advising

The University of Connecticut School of Medicine has an effective advising system for medical students that integrates the efforts of the following faculty members:

- The Assistant Dean for Medical Student Affairs and the Faculty Co-Directors of Medical Student Affairs are available for all types of advising.
- The Associate Dean for Health Career Opportunity Programs participates in advising and counseling underrepresented minority students.
- The Director for Career Advising oversees and contributes to the Career Advising program.
- Lead Career Advisors representing each major specialty act as the point of contact for students interested in their specialty throughout the stages of the curriculum and serve as the official advisors for students transitioning to their M4 year.
- The Assistant Deans of each major clinical site work with the Assistant Dean of Clinical Medical Education to ensure that the needs of our students are met at their clinical sites. They advocate on behalf of the students when needed. Course/ clerkship directors and site directors are also available for career counseling, tutorial services, mentoring and advocacy. Co-Directors of the Coaching program are responsible for recruitment and development of faculty coaches, as well as programming for students.
- The Coaching program faculty provide support for academic advising by reviewing student academic progress at regular intervals, reviewing peer and faculty evaluations with the students, and guiding students through goal setting exercises and action plans.
- The Learning Specialists provide academic counseling and are available to students in all three stages of the curriculum and provides support such as time management, study skills, and organizational skills.
- Course faculty provide content support.

### Academic Advising

An integrated approach to academic advising provides students support in both curricular and extra-curricular domains. The Offices of Medical Student Affairs and Curricular Affairs work together to support and promote professional identity formation for all students. Faculty in both domains meet with students across the stages of the curriculum to support academic progress, transitions, and individual needs.

Upon matriculation, each student is assigned a Coach who provides academic advice, monitors overall performance, and helps students to create and meet professional goals. The student – coach relationship spans the entire 4 years of medical school, providing continuity and stability. In Stage 1, coaches meet with students during each 10-week block and during the 2-week assessment period called LEAP (Learning Enhancement and Assessment Periods). Data regarding the student's progress through each 10-week block, outcomes of the major assessments and evaluations are provided to the coaches who mentor the student accordingly on a regular basis. In Stages 2 and 3, coaches continue to monitor progress, meet/

communicate with students as needed and meet regularly with students during specific periods (Kickoff, Homeweeks). Coaches participate in additional activities to support student growth and transition, such as our Mock Interviews for residency application, and in the Transition to Residency (TTR) course.

### **Career Advising**

The career advising program spans the four years (or more) of the medical school experience. Students are introduced to Career Advising during the Launch period and through mandatory programming during Stage 1 LEAP sessions. This programming utilizes information from the AAMC's Careers in Medicine (CiM) website to introduce students to various specialties. Components of the CiM curriculum are provided to students at regular intervals throughout Stages 1 and 2, and students are encouraged to discuss and share their career goals with their coaches. In addition to mandatory programming during Stage 1, students are encouraged to explore specialty options through ILOs (Individualized Learning Opportunity), participation in interest groups, participation in research/quality improvement, and clinical shadowing\*.

During Stage 2, students are provided overviews of specialties at the start of each mandatory clerkship, and advice of what to do if they are interested in that clerkship's specialty. In addition, students have the opportunity for a 2-week elective in addition to a longitudinal outpatient specialty exposure (CLIC-FLEX). There is a mandatory career fair during fall of their M3 year, which provides detailed specialty specific information from the application process through career options in that specialty. In the spring, the students select a lead career advisor to discuss and plan for Stage 3 rotations. If they are undecided, they will meet directly with the Director for Career Advising or Assistant Dean for Medical Student Affairs for ongoing meetings until they have decided on a specialty. This is in addition to continued optional exploration of specialty options through participation in interest groups, participation in research/quality improvement, and clinical shadowing opportunities.

During Stage 3, in addition to participation in interest groups, electives and option for shadowing, students have required sessions to further explore and refine their career interests, such as mandatory 1:1 sessions with the Office of Medical Student Affairs. There are a variety of mandatory and optional meetings which cover application preparation, timeline to apply, personal statement and curriculum vitae review, and mock interviews. During the late winter/early spring of their M4 year prior to rank list deadline, a town hall discussion is held for rank order list preparation, in addition to also offering 1:1 meetings to discuss individual situations. There is also a virtual Q&A specialty-specific session with our alumni prior to the rank order list deadline.

\*The School of Medicine does not allow for clinical shadowing until after successful completion of Block A and LEAP A to ensure they have adjusted to the Stage 1 curriculum.

*Related to LCME elements 11.1 Academic advising and academic counseling and 11.2 Career advising*

## 4.p. Residency Application Process

The Residency Application Process is managed by the Office of Medical Student Affairs. The process begins in the second half of third year and continues until Match Day in March of fourth year.

### **Application**

Residency programs generally provide two types of training experiences, designated as categorical or advanced. Programs that offer categorical experiences provide the entirety of the experience from the first year of graduate medical education to the end of the program. Programs that provide only advanced experiences begin in the second year of graduate medical education; thereby requiring the student apply for a preliminary or transitional year in addition to the advanced experience.

Most programs use the Electronic Residency Application Service (ERAS) for application processing, including urology. Ophthalmology residency programs (SF Match Program) use the Central Application Service (CAS). Emergency Medicine and OB/Gyn programs utilize Residency Centralized Application System (Residency CAS). Military residency programs utilize a separate match program. There is a separate match in Canada.

### **MSPE (Medical Student Performance Evaluation)**

The MSPE is a document containing a narrative compilation of the student's academic record and is generated by the Office of Medical Student Affairs, in accordance with guidance from the AAMC, and is part of each student's residency application. The MSPE will be ready and uploaded to the appropriate application platform (such as ERAS) before program deadlines (typically late September), and on an individual basis for any early application services. See APP 5.a. for more information on the MSPE.

### **Match**

There are several services that match applicants' and programs' preferences for each other to determine residency placements.

The National Resident Matching Program (NRMP) and the other specialty matching programs coordinate their timetables accordingly. Students are honor-bound to reject contracts for appointments directly from programs (aka – "outside" the match), as it is a violation of the NRMP agreement. Similarly, institutions and program directors are honor-bound not to entice students to accept contracts for appointments prematurely.

ALL STUDENTS ARE ENCOURAGED TO REPORT VIOLATIONS OF THE NRMP TO THE OFFICE OF MEDICAL STUDENT AFFAIRS.

The Office of Medical Student Affairs and the Registrar's Office have the ability to make changes in a student's status with the match. A student may not do this directly on their own

and must inform our offices so the appropriate notations in the NRMP (or equivalent) database are made.

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROCEDURE TITLE</b><br>4.q. Formative Assessment and Feedback Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>PROCEDURE SPONSOR TITLE &amp; DEPARTMENT</b><br>Director of Curricular Affairs, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>GOVERNING POLICY TITLE</b><br>Academic Policies & Procedures (APP) Manual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital (JDH)<br><br><b>And/or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>DOCUMENT CATEGORY</b><br><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

### SCOPE

This policy applies to all pre-clerkship courses and required clerkships within the UConn School of Medicine undergraduate medical education (UME) curriculum. It establishes the requirements for providing students with timely formative and summative narrative feedback to support learning, professional development, and accurate assessment of performance.

### PURPOSE

To ensure that students receive meaningful, timely, and actionable feedback throughout the curriculum. Narrative assessments and midpoint feedback promote student learning, identify opportunities for improvement, support professional development, and facilitate early intervention for students experiencing academic difficulty.

### POLICY

#### A. Pre-Clerkship Courses

1. Narrative formative and summative feedback must be provided in any pre-clerkship course that that meets for at least four instructional sessions with the same instructor and consists of:
  - a. Small-group sessions with 14 or fewer students; or



- b. Individual teaching sessions.
  2. Faculty are responsible for completing narrative assessments at the conclusion of qualifying Stage 1 courses in accordance with established course timelines.
- B. Clerkships
  1. All required clerkships with a duration of four weeks or longer must provide students with midpoint formative feedback.
  2. For clerkships utilizing shift-based assessment models, such as Emergency Medicine, documented shift feedback may satisfy the midpoint formative feedback requirement.
  3. All required clerkships must include narrative comments as part of the final summative evaluation.
- C. Students at Risk
  1. If a student is identified as being at risk of failing a pre-clerkship course or clerkship at the midpoint of the experience, the Course Director or Clerkship Director must:
    - a. Notify the Office of Medical Student Affairs;
    - b. Provide written documentation describing the student's performance concerns; and
    - c. Continue to provide feedback to support the student's improvement.
- D. Roles and Responsibilities
  - Instructors and preceptors are responsible for providing timely, specific, and constructive narrative feedback in accordance with this policy.
  - Course Directors and Clerkship Directors are responsible for ensuring compliance with feedback requirements, monitoring student progress, and notifying the Office of Medical Student Affairs when a student is at risk of failure.
  - The Office of Medical Student Affairs receives notifications regarding students at risk and coordinates appropriate academic support as needed.

#### Student Evaluation of Teaching & Educational Programming

It is important that students participate in the evaluation of educational programming. Feedback and evaluation are integral to the process of self-directed learning across the career of a physician. To that end, and in compliance with accreditation standards, all students are required to evaluate all faculty, residents, fellows, and course content in a timely manner, adhering to due dates identified by the course, clerkship, or program.

Failure to do so may result in any of the following consequences:

1. The course or clerkship director may choose to restrict a student from taking a final course exam until all required evaluations are completed.
2. The course or clerkship director may restrict student access to grades associated with the course until all required evaluations are completed.
3. The OAE or course / clerkship leadership or administrators may choose to file a PIRT
4. The narrative evaluation may indicate that the student failed to comply with the administrative requirement of feedback completion

If the student fails to submit timely evaluations in a second course or clerkship, the course leadership may forward to the PIRT committee. A second PIRT would prompt presentation before the AAC.

#### **Anonymity and Dissemination of Data**

Students are encouraged to complete evaluations with detailed and specific comments regarding the strengths/weaknesses of the course content, resident, or faculty member. Students are encouraged to provide constructive feedback.

All data collected in the program is considered confidential unless otherwise specified and is treated as such by all individuals who have access to this information. Evaluation data is stored electronically whenever possible.

List of student names: The OAE tracks student completion of evaluations. The office has the ability to track compliance while maintaining anonymity.

Overall course assessment:

Stage 1: Overall course assessment data is sent to the Course Director, the Associate Dean for Medical Education and Assessment, the Assistant Dean of Pre-Clerkship Medical Education and the Senior Associate Dean for Medical Student Education. The Course Director, at his or her discretion may share this data with faculty involved in the course.

Stage 2 and 3: Clerkship assessment data is sent to the Clerkship Director, the Assistant Dean for Clinical Medical Education, the Associate Dean for Medical Education and Assessment, and the Senior Associate Dean. Summary evaluations are presented for rotations at their institution 151 during annual site meetings. Summaries are prepared to review site comparability, as well as strengths and areas for improvement for each clerkship at these sites.

Individual faculty assessment: Evaluation data of individual faculty members is sent to course directors to review the data, and they may choose to redact any unprofessional student comments. To protect anonymity of students, only evaluation summaries which have at least 3 responses should be disseminated to individual faculty. Faculty have the ability to independently access reports of evaluations completed on them once they reach 3 responses within a given course. The OAE provides support in assisting faculty in accessing and interpreting feedback reports.

Department Chairs may access evaluations of faculty in their department if at least 3 responses are available. The OAE will assist upon request. Program Directors are provided feedback for residents in their program twice annually. Department chairs and Residency Program Directors are expected to summarize the results and trends in an individual's teaching assessments for the purposes of annual merit reviews, chair's letters supporting promotion and tenure nominations, and in resident program feedback.

The Senior Appointments and Promotions Committee (SAPC), Associate Dean for Medical Education and Assessment, and the Assistant Dean for Medical Student Affairs must have access to all feedback provided to faculty. The course leadership, chairs, site assistant deans and Associate Dean for Medical Education and Assessment, the Senior Associate Dean and the Dean must have access to all evaluations for faculty who report to them. The results of an individual's teaching evaluations may not be released for any other purpose without the consent of the resident or faculty member.

Feedback is immediately reviewed if a score of "1" or "2" is recorded on an evaluation. The Associate Dean for Medical Education and Assessment notifies the Program Director and provides additional data as required. If a Course or Clerkship Director has concerns regarding professionalism of a resident or faculty member prompted by a student evaluation that he/she feels should be addressed, he/she must first discuss these concerns with the Associate Dean for Medical Education and Assessment, the Assistant Dean for Clinical Medical Education, and/or the Associate Dean for GME. In egregious cases, the Dean of the School of Medicine will be informed.

Department Chairs, Program Directors, and Course and Clerkship Directors may be contacted with individual evaluation data for faculty or residents on an ad hoc basis when egregious feedback is

received, even if there are less than 3 respondents for that individual. In these instances, the OAE will make every effort to work with departments to ensure student anonymity to the greatest extent possible while rectifying issues or behaviors requiring immediate response. In all cases, the anonymity of the student is a primary concern and must be respected whenever possible.

There must be no disclosure of the author of individual evaluations with only one exception: serious unprofessional comments made by the student as determined by OAE or if there is a concern for the safety and wellbeing of a student, patient or faculty. Students are encouraged to provide constructive feedback. Guidelines on how to provide constructive feedback can be provided by the Course Director or Assistant Dean for Medical Student Affairs.

## DEFINITIONS

**Formative Assessment:** Assessment or feedback provided during a course or clerkship that is intended to improve subsequent learning and performance.

**Midpoint Feedback:** Formal formative feedback provided approximately halfway through a course or clerkship to communicate strengths, identify areas for improvement, and allow sufficient time for performance enhancement before the final evaluation.

**Narrative Feedback:** Written comments that assess student performance in relation to course or clerkship learning objectives. Narrative feedback may be formative or summative.

**Summative Assessment:** The final assessment of student performance at the conclusion of a course or clerkship.

## ENFORCEMENT

Violations of this Procedure may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, Procedures, student and/or resident/fellow codes of conduct, or other applicable governing document.

## RELATED DOCUMENTS

None

## REFERENCES

Related to LCME Element 9.5 Narrative Assessment

## DOCUMENT HISTORY

Created On:

Revised: 07/2026

Reviewed without Revision:

## REPLACES *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>4.r. Policy on Teaching and Evaluation by Medical School Administration and Faculty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical school administrators and faculty members who participate in the teaching or evaluation of medical students at the UConn School of Medicine.

## PURPOSE

To prevent conflicts of interest in the teaching and evaluation of medical students by members of the medical school administration and to ensure fair and unbiased academic assessment.

## POLICY STATEMENT(S)

Medical School Administrators may participate in teaching activities but must avoid direct evaluation of students to prevent conflicts of interest. Specific roles and boundaries are outlined below:

- **Administrators Defined:** Includes, but is not limited to:
  - Dean of the Medical School
  - Senior Associate Dean for Medical Student Education
  - Assistant Dean of Medical Student Affairs
  - Associate Dean of Health Career Opportunity Programs
  - Associate Dean for Medical Education and Assessment
  - Assistant Dean for Clinical Medical Student Education
  - Assistant Dean for Pre-clerkship Medical Education
  - Assistant Dean for Admissions and Student Affairs

- **Teaching vs. Evaluation:**
  - Faculty administrators may teach but should not directly evaluate students.
  - Academic advisors and coaches must not be involved in grading or evaluation of their assigned students. Final grades must be determined by a separate committee.
- **AAC Participation:**
  - Faculty with access to privileged student information via the Academic Advancement Committee (AAC) must recuse themselves from votes involving students they directly evaluate.
- **Behavioral Health Services:**
  - Physicians, advanced practitioners and directors involved in Student Behavioral Health Services must not supervise, teach, or evaluate students with whom they have a clinical relationship. They are also prohibited from serving on the AAC.
- **Student Opt-Out Requests:**
  - Students may request to opt out of being taught or evaluated by specific administrators by contacting the Assistant Dean for Medical Student Affairs, Course or Clerkship Director, Assistant Deans for Pre-Clerkship and Clinical Medical Education, or the Senior Associate Dean for Medical Student Education.

## DEFINITIONS

**Direct Evaluation:** Any formal assessment contributing to a student’s academic record or progression.

**Recusal:** The act of formally withdrawing from participation in discussions or decisions due to a conflict of interest

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

- Faculty must disclose potential conflicts to the Office of Academic Affairs.
- Recusal must be documented in AAC (or other relevant) meeting minutes.
- Opt-out requests must be reviewed and documented by the appropriate dean or director.

## RELATED DOCUMENTS

- Academic Policies and Procedures manual (2.d.) – Student Behavioral Health Services
- Academic Advancement Committee Guidelines

## REFERENCES

- LCME Accreditation Standards Element 9.7
- AAMC Guidelines on Conflict of Interest in Medical Education

**POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

**REPLACES** (*If applicable*)

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>4.s. Policy and Procedures for Academic Space Scheduling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Associate Director of Curricular Affairs, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This Policy applies to all UConn Health faculty, staff, students, trainees, departments, and affiliated programs that request, schedule, manage, or use Academic Space governed by the School of Medicine (SOM) Office of Curricular Affairs.

This Policy governs the allocation, prioritization, and use of designated Academic Space, including but not limited to classrooms, auditoriums, laboratories, and shared instructional environments scheduled by the SOM Office of Curricular Affairs. The Policy applies specifically to undergraduate medical (UME) curricular activities, School of Dental Medicine (SoDM) curricular activities, graduate school curricular activities, graduate medical education (GME) curricular activities, and other non-academic activities that seek use of these spaces.

SOM academic space includes, Academic Rotunda (E10-01); Rotunda Hallway Poster Boards (AAM); Massey Auditorium (AG058); Classrooms: A1\*, A2, A3, A4, A5, A6, A7, A8\*; Classrooms: B1, B2, B3, B4, B5, B6, B7, B8, B9, B11, B13, B14, B15, B16, B17; Classrooms: C1, C2, C3, C4, C5, C6, C7, C8; Virtual Anatomy Lab (VAL) (AM008); Human Anatomy Lab (HAL) (AM006); Prosecution Room (AM007); Learning Center 1, 2, and 3; Special Classroom/C9 (AM-046A); Walker Conference Room (AG-070); Testing and Training Computer Center Room 1 (T2C2-1) # LB044; and Testing and Training Computer Center Room 2 (T2C2-2) # LB042.

Spaces scheduled and managed exclusively by other schools or offices, including Academic Space overseen directly by the School of Dental Medicine (SoDM), or Administrative Support Services for common spaces are outside the Scope of this Policy and are subject to the policies and procedures of the managing unit.

## PURPOSE

To ensure the equitable, efficient, and mission-aligned use of Academic Space in support of UConn School of Medicine academic curricular programs by establishing clear authority, priorities, and expectations for the scheduling and use of shared instructional facilities. This Policy is intended to preserve priority access to Academic Space for undergraduate medical education and designated undergraduate dental curricula, promote coordination and transparency in the scheduling of shared academic facilities, support effective space utilization while minimizing scheduling conflicts, and establish appropriate oversight and accountability for academic space requests that fall outside core curricular activities.

## POLICY STATEMENT(S)

The School of Medicine Office of Curricular Affairs serves as the authoritative unit responsible for the scheduling and oversight of designated Academic Space used for School of Medicine academic and educational activities. Priority for the use of Academic Space is given to required curricular courses and activities of the School of Medicine, Graduate School, and School of Dental Medicine, with specific emphasis on undergraduate medical education (UME). Requests for Academic Space across these schools are reviewed and coordinated to ensure equitable, consistent, and transparent access. Requests that fall outside approved UME, School of Dental Medicine, Graduate School, or Graduate Medical Education (GME) curricular activities are subject to review, approval, referral, and applicable fees through appropriate administrative offices. In the event of scheduling conflicts, UME curricular activities take precedence, with final determinations regarding unresolved conflicts made by designated academic leadership. Previously scheduled activities may be reassigned or relocated when necessary to accommodate high-priority curricular needs, examinations, or unforeseen institutional requirements, with affected users provided timely notice and reasonable alternative accommodations when feasible. All individuals and groups using Academic Space are responsible for the appropriate use, care, and restoration of the space in accordance with institutional standards and expectations.

## DEFINITIONS

**Academic Space:** Classrooms, auditoriums, laboratories, and instructional environments designated for educational and academic use and scheduled by the SOM Office of Curricular Affairs, including the Academic Rotunda.

**Curricular (Academic) Activity:** A specific educational activity or event that is part of the approved curriculum or coursework of Undergraduate Medical Education (UME), the School of Dental Medicine (SoDM), the Graduate School, or Graduate Medical Education (GME). The primary purpose of a Curricular Activity is to support required coursework or a formally recognized, school-sponsored curricular event aligned with the educational mission of UME, SoDM, the Graduate School, or GME.

**Non-Curricular (Non-Academic) Activity:** Any activity or event that is not directly part of the approved curriculum or coursework of UME, SoDM, the Graduate School, or GME, and whose primary purpose is not to support required curricular instruction. These activities include, but are not limited to, Continuing Medical Education (CME) activities (such as symposia), events sponsored by UConn Health John Dempsey Hospital (JDH) clinical departments or other UConn Health-affiliated units, and external or community events.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student



and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

### Authority and Scheduling Responsibility

1. The School of Medicine Office of Curricular Affairs (SOM OCA) is responsible for the coordination, scheduling, and oversight of designated Academic Space.
2. Curricular Affairs utilizes institutionally approved scheduling software to manage Academic Space availability and reservations.
3. Academic Space scheduled and overseen directly by the School of Dental Medicine (SoDM) is governed by SoDM policies and procedures and is outside the operational responsibility of Curricular Affairs.

### The SOM Office of Curricular Affairs Contact Information for Reservations

The SOM uses institutional software for scheduling of the academic educational space. If a request for educational space is not directly part of a SOM MDelta course/clerkship schedule or academic event, all educational space requests must be made in writing using our online request form provided below. All requests to use the Academic Rotunda must be made in writing and the requester must complete the Rotunda Only Request form. Questions, please email: [home@uchc.edu](mailto:home@uchc.edu).

- Academic Classroom Online Request Form (excluding Rotunda) [Room Request Form | Administrative Support Services](#)
- Rotunda ONLY Request Form [Academic Rotunda | Room Scheduling](#)
- Academic Rotunda Non-Academic Event Guidelines [Academic Rotunda Non-Academic Event Guidelines | Administrative Support Services](#)
- EMS Room Scheduling Users Guide
- Room Cancellation Form [Room Request Cancellation Form | Administrative Support Services](#)

To view the live schedule, navigate to <https://health.uconn.edu/park/room-scheduling/> and click on the link titled Room Scheduling Calendar located in the Room Scheduling menu on the right side of the page.

### Curricular Academic Space Scheduling

1. Undergraduate SOM and SoDM Curriculum
  - a. All undergraduate SOM and SoDM curricular activities requiring Academic Space must submit scheduling requests to SOM OCA no later than six (6) months prior to the start of the academic term.
  - b. Submission of a request does not guarantee assignment of a specific room but ensures consideration based on curricular priority, availability, and educational need.
  - c. Requests submitted after the six-month deadline are considered only if space is available and no conflict exists with timely submitted curricular requests.
2. SOM Courses and Clerkship Coordination
  - a. SOM faculty and course or clerkship administrators coordinate directly with Curricular Affairs to identify room requirements for MDelta courses and clerkships.
  - b. Course and clerkship administrators are encouraged to meet with the Curricular Affairs Room Scheduler too:
    - i. Review room needs and specifications;
    - ii. Confirm capacity, technology, and configuration requirements; and
    - iii. Conduct walkthroughs of Academic Space as needed.
  - c. Meeting or walkthrough requests are submitted via the SOM OCA scheduling contact.
3. School of Dental Medicine Curriculum
  - a. Undergraduate SoDM faculty and course administrators coordinate scheduling through the

- designated SoDM central curriculum coordinator.
- b. The SoDM curriculum coordinator communicates with Curricular Affairs for any requests requiring additional Academic Space under Curricular Affairs oversight.
- 4. Graduate School, GME, CME, and Student Requests
  - a. Faculty or administrative offices associated with the Graduate School, Graduate Medical Education (GME), as well as medical or dental students, may submit Academic Space requests directly to Curricular Affairs.
  - b. Requests are processed in alignment with curricular priorities and space availability.

#### Non-Curricular and Non-Academic Requests

1. Requests for Academic Space that are not defined as a curricular activity are reviewed by Curricular Affairs and referred, as appropriate, to UConn Health Administrative Support Services.
2. Applicable approvals, forms, and fees are required for such requests.
3. External or community requests for Academic Space are processed through Administrative Support Services in accordance with applicable institutional policies, including the Common Space Use Policy. An “outside” activity is defined as a request that is not part of the University or not sponsored by a department at the University. UConn Health space requests, including classroom space by external requesters will be referred to UConn Health Administrative Support Services with appropriate forms completed and with applicable charges. Refer to UConn Health Common Space Use Policy (2002-50; APC) .

#### Reservation Requests and Documentation

1. All Academic Space requests not directly associated with approved SOM MDelta course or clerkship scheduling must be submitted in writing using institutionally designated online request forms.
2. Requests for the Academic Rotunda must be submitted using the Rotunda-specific request process.
3. Curricular Affairs will maintain as needed tracking database of submitted of Academic Rotunda room requests.

#### Scheduling Conflicts and Resolution

1. Undergraduate SOM curricular activities take precedence over departmental meetings, residency or fellowship activities, internal non-curricular events and external events.
2. When a conflict occurs between two undergraduate curricular activities; Curricular Affairs will contact both course and clerkship directors to seek resolution.
3. Unresolved conflicts are escalated to the appropriate academic leadership for determination.

#### Academic Classroom Reassignment (“Bumping”)

1. Previously scheduled non-curricular or lower-priority activities may be reassigned to accommodate; high-stake exams, required curricular activities, or unforeseen curricular needs.
2. Curricular Affairs will provide advance notice and coordinate suitable alternative space whenever feasible.

#### Event Setup, Food, Parking and Facility Coordination

1. Event requesters or course administrators are responsible for coordinating any non-standard room setup with Administrative Support Services.
2. Requests assume responsibility for applicable charges associated with additional set-up or services.
3. Catering and food service are permitted only in the Academic Rotunda and require advanced coordination and approval. (No food is allowed in classrooms or Massey.)

4. Users are responsible for restoring spaces to standard configuration following use.
5. Any event that invites participants outside of UConn Health requires advance notice and approval from the UConn Health Administrative Support Services Office. The event requester or SOM or SoDM course/clerkship coordinator must obtain approval for parking prior to classrooms being reserved. For information regarding parking, please contact parking at: [parking.transportation@uchc.edu](mailto:parking.transportation@uchc.edu).

#### Audio-Visual and Technical Support

1. Audiovisual (AV) and technical support arrangements are the responsibility of the requester or course/clerkship administrator.
2. Academic AV support is coordinated through Academic Information Technology Services (AITS). For more information, please email: [aits@uchc.edu](mailto:aits@uchc.edu)
3. Non-academic AV requests are coordinated through Administrative Support Services.
4. Users must report AV issues promptly to the appropriate support unit.

#### Room Use and General Upkeep

1. Users of Academic Space are responsible for:
  - a. Returning furniture to its standard configuration;
  - b. Proper disposal of trash and recyclables;
  - c. Cleaning whiteboards and work surfaces after use; and
  - d. Removing temporary signage in compliance with facilities guidelines.
2. Facilities perform routine nightly cleaning; issues requiring attention during the day must be reported to Curricular Affairs. Any questions, please contact: [home@uchc.edu](mailto:home@uchc.edu)

#### Maintenance, Supplies, and Reporting

1. Requests for classroom repairs, maintenance, supplies, or cleanliness concerns are submitted to Curricular Affairs. [home@uchc.edu](mailto:home@uchc.edu)
2. Curricular affairs coordinates with Facilities and AITS to address reported issues.
3. Users are expected to report issues in a timely manner to minimize disruption to subsequent scheduled activities.

#### RELATED DOCUMENTS

[Common Space Use Policy](#) (2002-50)

#### REFERENCES

None

#### POLICY HISTORY

Created:

Revised: 07/2026

Reviewed without Revision:

#### REPLACES *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>4.t. Policy on Student Assignment to Clerkships and Clinical Sites                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Assistant Dean for Clinical Medical Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input checked="" type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled at the UConn School of Medicine who seek reassignment to a different campus or educational site due to documented hardship, significant personal or medical circumstances.

## PURPOSE

To establish a formal process by which medical students may request an alternative educational assignment due to hardship that is fair, confidential and transparent, in alignment with LCME Element 10.9.

## POLICY STATEMENT(S)

The UConn School of Medicine assigns students to specific hospitals and educational clinical sites to ensure optimal educational experiences. Students may request an alternative assignment under exceptional circumstances. Requests will be reviewed through a standardized and fundamentally fair process to determine whether reassignment is appropriate and feasible without adversely impacting other students' educational opportunities. This policy outlines the process for submitting, reviewing, and deciding such requests.

## DEFINITIONS

**Alternative Assignment:** A reassignment from the originally designated campus or clinical site to another location within the UConn SOM system.

**Hardship:** A situation that significantly impairs a student's ability to participate in their assigned educational experience, such as:

- Medical conditions requiring ongoing local treatment
- Caretaking responsibilities for dependents
- Approved disability accommodations
- Other serious, unforeseen life events evaluated on a case by case basis.

**Fundamentally Fair:** A process that allows students to present relevant documentation, ensures impartial review, and adheres to the procedures outlined in this policy.

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

Request Submission:

Students seeking an alternative assignment must:

- Submit a written request to Assistant Dean for Clinical Medical Education.
- Include rationale and supporting documentation.
- Submit at least 12 weeks prior to clerkship or rotation start date. Emergency requests may be submitted as needed.

Review Process:

- Initial review will be conducted by the Assistant Dean for Clinical Medical Education.
- Consultation with the Office of Medical Student Affairs, Office of Curricular Affairs, Clerkship Director or Clerkship Coordinator.
- Decisions will consider educational capacity, accreditation requirements, fairness and impact on other students
- Decision will be communicated in writing within 15 business days of receipt of a complete request. Emergency requests will be reviewed as expeditiously as possible.

Criteria for Approval:

- The hardship presented is supported with a rationale, is clearly documented and cannot be accommodated within the student's current assignment.
- There must be adequate capacity for reassignment.
- The reassignment will not disrupt other students' education.

Appeals:

- Submit the written appeal to the Senior Associate Dean for Medical Student Education within 10 business days.
- The appeal must include justification and any new information.
- The Senior Associate Dean's decision is final.

## **RELATED DOCUMENTS**

- Academic Policies and Procedures manual (4.h.) Attendance Policy (Illnesses, Religious Observances, Jury Duty)
- Leave of Absence Policy (4.e.)
- Withdrawal Policy (4.c.)

- Disability Accommodations and Accessibility Policy (2.f.)

## **REFERENCES**

LCME Accreditation Standards: LCME Element 10.9: A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>4.u. Levels of Supervision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Assistant Dean for Clinical Medical Education, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to:

- All medical students enrolled in the UConn School of Medicine
- All faculty, residents, fellows, and qualified healthcare professionals involved in teaching and supervising medical students
- All clinical and educational settings, including required and elective experiences

## PURPOSE

To ensure that medical students participating in clinical and educational activities are appropriately supervised to promote patient safety, student safety, and effective learning.

This policy aligns with LCME Standard 9.3, which requires that supervision be commensurate with the student's level of training and that all supervised activities fall within the scope of practice of the supervising healthcare professional.

## POLICY STATEMENT(S)

### General Supervision Requirement

- Medical students must be appropriately supervised when participating in patient care or clinical activities.

### **Patient and Student Safety**

- Supervision practices must ensure:
  - Patient safety
  - Student safety
  - A supportive learning environment
- Supervising clinicians retain the ultimate responsibility for patient care.

### **Progressive Responsibility**

- Students are expected to participate as members of the healthcare team.
- Responsibilities are delegated based on:
  - Level of training
  - Demonstrated competence
  - Complexity and risk of the clinical activity
- Supervision should support graded and progressive autonomy under oversight.

### **Supervision Levels**

- Supervision must be provided at an appropriate level as determined by the supervisor:
  - Direct supervision
  - Indirect supervision with immediate availability
- Determination of supervision level is based on:
  - Student experience and competence
  - Clinical context and patient risk

### **Conditions Requiring Direct Supervision**

- Direct supervision is required for:
  - Invasive or high-risk procedures (as outlined in policy 6.g.1)
  - New or unfamiliar clinical tasks
  - Sensitive examinations (as outline in policy 6.g.1)

### **Sensitive Examinations**

- The following examinations always require direct observation, regardless of competency status:
  - Breast examination
  - Pelvic examination/Pap test specimen acquisition
  - Genitourinary examination
  - Rectal examination

### **High-Risk Procedures**

Procedures that involve significant risk or require written patient consent must always be performed under direct supervision. The supervising clinician must be physically present and be prepared to assume responsibility for the procedure at any time.

- Examples of high-risk procedures include, but are not limited to:
  - Central venous line placement and removal
  - Intubation
  - Internal or external jugular vein puncture
  - Arterial line placement and removal



- Joint aspiration
- Lumbar puncture
- Thoracentesis
- Chest tube placement and removal
- Paracentesis
- Closure of surgical incision and wounds
- NG tube insertion and removal

### **Supervisor Qualifications**

- Supervisors must:
  - Be appropriately licensed and credentialed
  - Operate within their scope of practice
- Supervisors may include:
  - Faculty physicians
  - Residents and fellows
  - Other licensed healthcare professionals, when appropriate
- Residents and fellows may provide day to day supervision consistent with their level of training and under the oversight of attending faculty

### **Student Responsibilities**

- Students must:
  - Seek supervision when needed
  - Communicate concerns regarding patient safety or supervision
  - Perform only activities that have been authorized by the supervising clinician and for which the student has demonstrated appropriate competence.
  - Students must identify themselves as medical students when participating in patient care

## **DEFINITIONS**

**Direct Supervision:** The supervising clinician is physically present with the student and patient and able to immediately intervene.

**Indirect Supervision (Immediate Availability):** The supervising clinician is not physically present but is immediately available within the clinical site to provide direct supervision.

**Supervisor:** A qualified healthcare professional responsible for overseeing student clinical activities within their scope of practice.

**Progressive Responsibility:** A model of training in which students assume increasing levels of responsibility as competence is demonstrated.

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

### Assignment of Supervision

1. Each student is assigned a supervising clinician for clinical activities
2. Clerkship and course directors ensure oversight of supervision assignments

### Determination of Supervision Level

1. Supervisors assess:
  - a. Student level of training
  - b. Prior experience
  - c. Demonstrated competency
2. Supervisors determine the appropriate level of supervision
3. Supervision levels are adjusted as students demonstrate competence

### Conduct of Supervision

**Each course or clerkship must operationalize the policy**, including:

- A supervision plan aligned with institutional definitions
- Rotation-specific examples of supervision levels
- Clear expectations for students, residents, faculty
- Supervisors must:
  - Provide instruction and guidance during patient care
  - Always be available for consultation
  - Intervene when necessary
  - Provide timely, formative feedback

### Documentation and Verification

- Supervisors must:
  - Review and verify student documentation (e.g., notes, orders)
  - Confirm findings, assessments, and clinical plans
- Students may not independently enter or act on orders without supervisory approval

### Escalation and Safety Monitoring

- Concerns regarding supervision or safety must be reported to:
  - Clerkship or course director
  - Appropriate academic leadership
- Supervisors and directors must take immediate action if safety risks are identified

### Orientation and Communication

- Students and supervisors must receive:
  - Orientation to supervision expectations
  - Clear communication of roles and responsibilities
- Policies must be accessible on:
  - HuskyCT
  - APP

**RELATED DOCUMENTS**

Procedures Required for Graduation (6.g.1)

**REFERENCES**

Related to LCME Element 9.2 Faculty Appointments

Related to LCME Element 9.3 Clinical Supervision of Medical Students

CT State statute 20-11A

**POLICY HISTORY**

Created: 07/2026

Revised:

Reviewed without Revision:

**REPLACES** (*If applicable*)

Title:

Date Retired:

## Section 5: Student Advancement, Promotion, Remediation and Disciplinary Action

Course/Clerkship Committees/Directors assign grades for each course or clerkship in the curriculum. Advancement decisions must be approved by the Academic Advancement Committee (AAC), which monitors student performance across all academic competencies, including professionalism, throughout all stages of the curriculum. The AAC assesses students' satisfactory academic progress periodically (see policy 4.a.) and evaluates any changes to good academic standing (see policy 4.b.). The AAC is the only committee that has access to a student's entire academic record and its role includes advocating for the future patients of our students. Students may appeal grading decisions. They may also appeal promotion, remediation, and disciplinary decisions of the AAC. For more information on appeals processes see policies 5.d., 5.e., and 5.f.

*Policies included in this section:*

*5.a. MSPE Procedural Description*

*5.b. Grading Systems*

*5.c. Course/Clerkship Grading, Departmental Grading Committee (DGCs), and Course Grading Committees (CGCs)*

*5.c.1. Clerkship Grading and Evaluation Policy*

*5.c.2. Policy for Exam Retakes and C or F Grade Remediation in Clerkships in Stages 2 and 3*

*5.d. Academic Advancement Committee (AAC)*

*5.e. Procedures for Grading and Grade Appeals in Courses and Clerkships*

*5.f. Student Evaluation and Appeals Review Committee (SEARC)*

*5.g. N/A (Policy Retired)*

*5.h. Forward Feeding and Disclosure Policy / Access to Student Records*

*5.i. Course and Section Place Outs*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROCEDURE TITLE</b><br>5.a. MSPE Procedural Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>PROCEDURE SPONSOR TITLE &amp; DEPARTMENT</b><br>Assistant Dean for Medical Student Affairs, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>GOVERNING POLICY TITLE</b><br>Academic Policies & Procedures (APP) Manual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital (JDH)<br><br><b>And/or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>DOCUMENT CATEGORY</b><br><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

### SCOPE

Applies to all UConn SOM students.

### PURPOSE

To establish the process, requirements, content, review procedures, and protocol for updating the Medical Student Performance Evaluation (MSPE).

### PROCEDURE

The Medical Student Performance Evaluation (MSPE), formally the Dean's Letter, is a structured, narrative academic summary. All students who enter UConn SOM will have a MSPE, either upon entry to Year 4 (even if not planning on residency) or upon withdrawal or dismissal. As such it is not a letter of recommendation, but a compilation of evaluations.

The MSPE is a mandatory component of all residency applications. It includes an assessment of a student's academic performance, as well as their noteworthy characteristics. The MSPE is compiled after the end of Stage 2 and, generally, in conjunction with a face-to-face meeting with the Assistant Dean for Medical Student Affairs or Faculty Co-Directors of Medical Student Affairs. The face-to-face

meeting provides an opportunity for students to review the overall structure of the MSPE as well as the residency application process, from the application submission process to the Match. Stage 3 evaluation narratives are not included as part of the MSPE.

The structure of the MSPE is prescribed by the AAMC. It includes the following sections:

- Identifying Information
  - Student's legal name and year in school
  - Name and location of the medical school
- Noteworthy Characteristics
  - Bulleted list of a maximum of three noteworthy characteristics
- Academic History
  - Date of matriculation and expected graduation from medical school
  - Explanation of any extensions, leaves, gaps, or breaks
  - Information on dual or combined degree programs
  - Repeated or remediated coursework
  - Adverse actions
- Academic Progress
  - Summary of performance in the preclinical curriculum
  - Summaries of narrative evaluations from Stage 2 clinical rotations
  - Attainment of professional standards
  - Graphic representations of students' comparative performance
- Summary
  - Includes comparative data on each student's performance
- Medical School Information
  - Programmatic emphases, strengths, mission, or goals of the medical school
  - Description of the evaluation system used by the medical school
  - Statement regarding a student's successful completion of USMLE Step 1 and Step 2

As reviewed elsewhere in this document, the grading system in Stage 1 is pass/fail. In Stage 2 and 3 a third assessment of honors is added to the pass/fail structure for most courses/clerkships. The comparative data in the MSPE includes honors from third-year clinical rotations as well as professional honors earned through participation in extracurricular activities. The inclusion of professional honors in the assessment of students is consistent our values on volunteerism, service-learning, humanism, and professionalism as necessary components of medical education. After completion of Stage 2 and during the start of Stage 3, students are invited to submit applications for professional honors in two of the three categories below:

- Leadership
- Scholarship
- Service

As noted in section 4.n., professional honors designations are made by a committee of key faculty. The review of submissions is conducted with set criteria and performed in an anonymous fashion. Students will be invited to apply at the start of Stage 3 and more details will be provided at that time. Professional honors are added to the clerkship honors for placement in quartiles for the MSPE.

Students are provided an opportunity to review their MSPE for accuracy prior to submission to residency programs.

#### **Changes to the MSPE:**

In general, once submitted to ERAS in the fall of the fourth year, the MSPE is final. Upon request, the Registrar when sending the MSPE can put a memo with the date of graduation.

The MSPE will be changed for any of the following:

1. Updated clerkship grade or narrative information
2. Significant external award
3. Any disciplinary action or remediation action
4. Any requirement of the AAC

Any updates required to the MSPE will be a dated addendum.

### **Challenges to the MSPE**

Once the MSPE is drafted, the student is allowed at least 48 hours to review it electronically (in OASIS); we notify students of this review well in advance. At this point, students are permitted to point out factual, spelling, punctuation, and stylistic errors in narratives. As the evaluation is a summary of evaluative information that has already been provided to the student, the student will have had previous opportunities to appeal grades and assessments reflected in the MSPE.

Only the Office of Medical Student Affairs can make changes to content in the final MSPE that result from the review by the student. Students are instructed to direct any requests for modification or concerns to the Assistant Dean for Medical Student Affairs or one of the Faculty Co-Directors of Medical Student Affairs. The discretion to grant or reject challenges with the final MSPE rests with these individuals. Students can also appeal specific language in the MSPE with the Academic Advancement Committee that results from professionalism concerns or in the section about their academic history but this is done at the time the professionalism concern or academic history concern arises.

If for any reason, the student does not want someone from the Medical Student Affairs faculty to review their MSPE, they may request the Senior Associate Dean for Medical Student Education to review their MSPE.

### **DEFINITIONS**

**Medical Student Performance Evaluation (MSPE):** A structured, narrative academic summary, generated by the Office of Medical Student Affairs in accordance with guidance from the AAMC. It is a mandatory component of all residency applications that includes an assessment of a student's academic performance, as well as their noteworthy characteristics.

### **ENFORCEMENT**

Violations of this Procedure may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, Procedures, student and/or resident/fellow codes of conduct, or other applicable governing document.

### **RELATED DOCUMENTS**

Academic Policies and Procedures manual (4.n.) Awards and Honors

### **REFERENCES**

None

### **DOCUMENT HISTORY**

Created On:

Revised: 07/2026

Reviewed without Revision:

**REPLACES** (*If applicable*)

Title:

Date Retired:



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>5.b. Grading Systems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

Grading processes all medical students enrolled at the UConn School of Medicine.

## PURPOSE

To outline grading process for medical students

## POLICY STATEMENT(S)

Students shall be assigned a grade for each course in the curriculum. Possible course grades are defined below. An incomplete can only be used to signify a break from the curriculum approved by the School of Medicine. If additional work is to be completed, or remediation is required, then a grade of C or F is appropriate. Remedial work completed successfully is represented by a “CP” or “FP.” If a student fails and repeats in another academic year, the F will remain and the new grade will appear in the Academic Year taken. Course grades become part of the student’s official transcript.

### Honors for Clinical Disciplines

In addition to grades in the clerkships of Stage 2, students may receive an honors designation in the following clinical disciplines:

- Family Medicine
- Internal Medicine
- Obstetrics and Gynecology
- Pediatrics

- Psychiatry
- Surgery
- Neurology
- Radiology

Students may also earn an honors designation in each core clerkship in Stage 3. These clerkships include:

- Emergency Medicine
- Critical Care
- Advanced Inpatient Experience (sub-I)

All clerkship grades are composed of the student performance evaluation (designed by the clerkship), an exam (shelf exam for all non-longitudinal Stage 2 clerkships) and in some cases additional assignments. Each clerkship determines the % weight of each of these components (evaluation, shelf, assignments) towards a composite score. Each clerkship sets a composite score required to achieve honors. These criteria are set prior to the start of the academic year and are posted on the HuskyCT page of each clerkship. Honors are awarded to all students meeting the criteria and are reported within six weeks after the end of the clerkship. Internal Medicine and Pediatrics require completion of both the ambulatory and inpatient components, and Honors is awarded as discipline Honors after the completion of both.

## DEFINITIONS

The following grades can be assigned:

|    |                                                                         |
|----|-------------------------------------------------------------------------|
| P  | Pass                                                                    |
| F  | Fail                                                                    |
| C  | Conditional (additional course work required)                           |
| CP | Conditional Pass (additional course work completed)                     |
| FP | Successful Pass after Remediation                                       |
| H  | Honors                                                                  |
| E  | Exempt                                                                  |
| AU | Audit                                                                   |
| IP | Course in progress, may span full year - grade to be posted at year end |
| NR | No grade reported                                                       |
| S  | Satisfactory                                                            |
| I  | Incomplete                                                              |
| U  | Unsatisfactory                                                          |
| WC | Withdrawn with concern                                                  |
| WF | Withdrawn while failing                                                 |
| WP | Withdrawn while passing                                                 |
| *  | Course spans multiple semesters                                         |

See policy 4.c. for Withdrawal Policy

## Incomplete Grades

An incomplete can only be used to signify a break from the curriculum approved by the School of Medicine.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with

By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

**PROCEDURES**

None

**RELATED DOCUMENTS**

Academic Policies and Procedures manual (4.c.) Withdrawal Policy

**REFERENCES**

None

**POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

**REPLACES** (*If applicable*)

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>5.c. Course/Clerkship Grading, Departmental Grading Committees (DGCs), and Course Grading Committees (CGCs)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                           |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Assistant Dean for Preclerkship Medical Education, School of Medicine<br>Clinical Principal, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                           |
| <b>APPLICABILITY</b><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><b>And/Or Select All That Apply:</b><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><b>REVIEW CYCLE</b><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to faculty involved in student evaluation and grading and to all medical (and dental students within Stage 1) participating in courses and clerkships across all stages of the curriculum. It governs the responsibilities of Course Directors, Clerkship Directors, Course Grading Committees (CGCs) and Departmental Grading Committees (DGCs), as well as institutional oversight committees.

## PURPOSE

This policy establishes a standardized framework for the assignment of grades, the operation of grading committees, and the processes for remediation and appeal. It ensures that student evaluation is conducted in a fair, objective, and consistent manner across the curriculum.

## POLICY STATEMENT(S)

Faculty participating in the evaluation and grading of students are required to attest that no conflict of interest exists, particularly in circumstances where faculty may have been involved in a student's healthcare. Additional institutional policies govern situations in which faculty administrators may evaluate students with disclosure and prohibit student coaches from serving as evaluators.

All grading determinations must be conducted in a manner that promotes fairness and objectivity. To support this, Course Grading Committees in Stage 1 review student performance data in a blinded manner,

without access to student identity during initial deliberations. Only after grades have been assigned may student identities be revealed.

Final grade recommendations (if a Conditional or Failing grade) from CGCs are not considered official until they have been reviewed by the appropriate oversight body. For medical students, this responsibility resides with the Academic Advancement Committee (AAC), and for dental students, with the Academic Promotions Committee (APC). These committees have the authority to uphold recommendations, impose more stringent remediation requirements, or apply disciplinary actions when appropriate; however, in the case of medical students and the AAC, they may not make a recommendation less stringent than that proposed by the grading committee.

Professionalism is an essential component of student assessment. Failure to meet professionalism standards may result in a failing grade for a course or clerkship. Such concerns require formal review, including discussion with the student and submission of a Professionalism Incident Report Triage (PIRT) where appropriate. If a student fails to meet the professionalism competency of a course or clerkship, the fail grade, along with any information about the professionalism concern, would be sent to the AAC for review and recommendation.

Grading must be completed within established timelines to ensure timely academic progression. With limited exceptions, final grades (including honors determinations for Stage 2), must be submitted within FIVE weeks of the completion of the course, clerkship, or rotation.

## **DEFINITIONS**

- The Course Grading Committee (CGC) is responsible for reviewing course performance data and recommending final grades in Stage 1.
- The Academic Advancement Committee (AAC) and Academic Promotions Committee (APC) serve as final oversight bodies for grade approval and student progression.
- The Learning Enhancement and Assessment Period (LEAP) is the designated assessment period in Stage 1, and the Block Assessment Review Committee (BARC) determines eligibility for reassessment.
- Conditional (C) and Fail (F) grades indicate unsuccessful performance requiring formal remediation. Professionalism concerns may be documented through a Professionalism Incident Report Triage (PIRT).

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

### **Stage 1**

In Stage 1, student performance is assessed at the conclusion of each block during the Learning Enhancement and Assessment Period (LEAP). The Block Assessment Review Committee (BARC) evaluates performance within each course on the LEAP assessments and determines whether a student is eligible for reassessment. Based on these determinations and any subsequent course reassessment(s), the Course Grading Committee reviews blinded performance data and assigns final grades. Students who have passed initially or who have successfully completed reassessment(s) may receive a passing grade, while those who do not may be assigned a Conditional or Fail designation.

Stage 1 Course Grading Committees are composed of both voting and non-voting members, including the Program Director as chair, course and thread leaders, and designated faculty participants. Institutional leaders may serve as non-voting members. A minimum of three voting members is required, and decisions are made by simple majority. The committee is also responsible for recommending remediation for students with conditional or failing grades, with all recommendations subject to review and approval by the Academic Advancement Committee. For those courses in which dental students are enrolled, the appropriate deans from the School of Dental Medicine and/or their designees may also sit on the committee as a non-voting member(s).

The following individuals will be invited to attend the grading session, and shall constitute the CGC:

- Voting:
  - Chair: Program/Course Director
  - Course and Thread Leaders
  - Other faculty involved in the course as designated by the Course Director; MDelta curriculum requires two content experts
- Non-Voting
  - Senior Associate Dean for Medical Student Education
  - Associate Dean for Medical Education and Assessment
  - Assistant Dean for Medical Student Affairs
  - Assistant Dean for Preclerkship Medical Education
  - Associate Dean for Health Career Opportunity Programs

### **Stage 2 and 3**

In Stages 2 and 3, Clerkship Directors are responsible for assigning grades and submitting them through the appropriate systems. Any Conditional or Fail grade should be discussed and a final grade recommendation will be made by a convening Departmental Grading Committee. Any Conditional or Fail grade must be referred promptly to the Academic Advancement Committee. Clerkship grading policies, including honors criteria, are overseen by the Stage 2/3 Steering Committee. In cases of disputed grades or concerns regarding professionalism or performance, a Departmental Grading Committee should be convened to assist in evaluation and to make recommendations regarding remediation.

Departmental Grading Committees include both voting and non-voting members, with defined quorum requirements. These committees support the Clerkship Director in determining final grades and developing appropriate remediation plans.

The following individuals will be invited to attend the departmental grading session, and shall constitute the DGC:

- Voting:
  - Chair: Clerkship Director
  - Assistant Clerkship Director
  - Other faculty involved in the academic department as designated by the Clerkship Director
- Non-Voting (At least 1 of the following individuals)
  - Senior Associate Dean for Medical Student Education
  - Associate Dean for Medical Education and Assessment
  - Assistant Dean for Preclerkship Medical Education
  - Clinical Principal

### **Remediation and Appeal**

The remediation process begins with formal notification to the student outlining the assigned grade and

required corrective actions. Remediation plans are individualized and may include additional coursework, independent study, examinations, or extended clinical training. The Academic Advancement Committee reviews all proposed remediation plans and may modify them based on the student's overall academic record. Deadlines for completion are established by the AAC, and failure to meet these requirements may result in additional academic consequences.

Students have the right to appeal grading and remediation decisions within defined timelines. Appeals of remediation plans must be submitted within seven days of notification by the AAC, while grade appeals follow a separate formal process as outlined in related institutional policies.

## **RELATED DOCUMENTS**

Academic Policies and Procedures manual

2.d. Behavioral Health Services, Health Services, and Student Wellness

3.a. Code of Professionalism Conduct for Medical Students

4.r. Policy on Teaching and Evaluation by Medical School Administration and Faculty

5.d. Academic Advancement Committee (AAC)

5.e. Procedures for Grading and Grade Appeals in Courses and Clerkships

5.f. Student Evaluation and Appeals Review Committee (SEARC)

## **REFERENCES**

None.

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>5.c.1. Clerkship Grading and Evaluation Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Assistant Dean for Clinical Medical Education, School of Medicine<br>Director of Curricular Affairs, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy is written for UConn School of Medicine clerkship directors and medical students during Stage 2 and 3.

## PURPOSE

- Delineate how grades are initially assigned using two metrics: sub-competency scores on the student's clinical evaluation and passing/failing the exam
- Articulate how final grades are assigned after remediation (clinical remediation or exam re-take)
- Documentation guidelines for the Medical Student Performance Evaluation (MSPE)

## POLICY STATEMENT(S)

Clerkship grading and evaluation is described in policy 5.c. Clerkship disciplines determine benchmarks for evaluating performance.

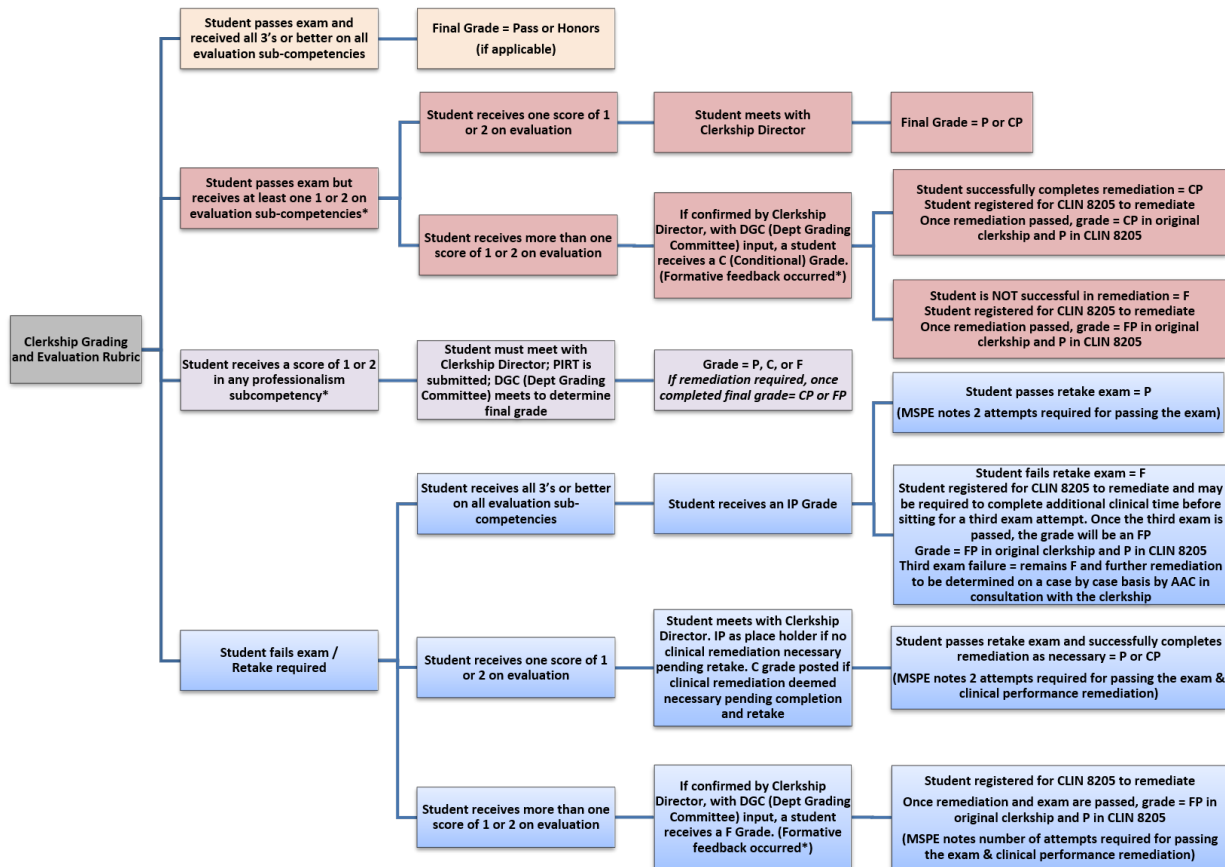
### Formative Feedback:

Students must receive formative feedback during their rotations. Formative feedback is required at any point in a rotation when a deficiency is noted. A grade of C or F for clinical performance and/or professionalism must be preceded by formative feedback, as well as a chance for improvement that is documented in writing and forwarded to the Assistant Dean for Medical Student Affairs. There are some exceptions, however, such as when there is an egregious professionalism that requires an immediate



failure of the course.

Clerkships abide by the following overall framework.



## DEFINITIONS:

**Formative feedback:** Feedback provided during the learning process to guide improvement, support development, and help the learner refine knowledge, skills, and behaviors before final evaluation.

**Summative feedback:** Feedback provided at the end of a learning period or experience that evaluates a learner's performance against expected standards or competencies, often contributing to formal assessment or grading.

**Sub-competency:** A specific, observable component of a broader competency, representing discrete skills, behaviors, or abilities that collectively define competence in a domain.

**Medical Student Performance Evaluation (MSPE):** A standardized, comprehensive evaluation document prepared by a medical school that summarizes a medical student's academic performance, experiences, and professional development for residency program directors.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

All clerkship directors must abide by the above rubric when assigning grades and documenting in the MSPE. The MSPE should include the Academic History of the student which includes items such as repeated courses, academic probations, adverse actions, and special distinctions. It should also include a Professional Assessment that states professionalism standards have been met unless disciplinary action applies.

## RELATED DOCUMENTS

None

## REFERENCES

None

## POLICY HISTORY

Created:

Revised: 07/2026

Reviewed without Revision:

## REPLACES *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>5.c.2. Policy for Exam Retakes and C or F Grade Remediation in Clerkships in Stages 2 and 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Assistant Dean for Clinical Medical Education, School of Medicine<br>Director of Curricular Affairs, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div style="width: 45%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled in Stage 2 and Stage 3 clinical clerkships at the School of Medicine, including all required internal examinations, NBME shelf examinations, and other graded components contributing to clerkship performance and final grades. This policy aligns with LCME standards related to student assessment, academic progression, and transparency in evaluation.

## PURPOSE

To ensure fair, consistent, and rigorous assessment of student performance in clerkships through summative high-stakes examinations and associated evaluations, and to establish clear expectations, consequences, and remediation processes for exam failures and other performance deficiencies.

This policy supports accurate evaluation of student achievement, progression decisions, and transparent reporting of academic performance, including documentation in the Medical Student Performance Evaluation (MSPE) and on the transcript.

## POLICY STATEMENT(S)

### General Assessment Expectations

- Students are required to remediate all internal exam and shelf exam failures.
- Clerkship grading is based on established rubrics aligned with clerkship goals and objectives.

- Definitions of Passing (P), Conditional (C), and Failing (F) grades are specified for each clerkship.

### **End-of-Clerkship Exam Policy**

- Failure of an end-of-clerkship exam on the first attempt results in:
  - A required re-assessment
  - An initial grade of IP (In Progress) pending retake
- Students who fail the first attempt are:
  - Ineligible for Honors in the clerkship
  - Eligible to pass the clerkship if successful on the second attempt
- Upon passing the retake:
  - The grade converts from IP to P (Pass)
- The second attempt will be documented in the MSPE

### **Consequences of Repeated Exam Failure**

- Failure of a second exam retake results in:
  - A final grade of F (Fail) for the clerkship
- A second exam failure (in the same or a subsequent clerkship):
  - Requires removal from the clinical environment to complete remediation and re-examination unless otherwise approved by the Academic Advancement Committee (AAC).

### **Reporting and Appeal**

- All exam failures must be:
  - Reported immediately to the AAC
  - Reflected in the MSPE
- Failure of an end-of-clerkship NBME exam:
  - Is not appealable except in unusual circumstances (e.g. fire alarm interrupts exam or connectivity issues prevent the student from completing the exam)

Students may request: Regrading of an NBME shelf exam through NBME will be at the student's own expense

### **Other Clerkship Performance Deficiencies (C Grades)**

- For non-exam-related deficiencies (including professionalism) resulting in a Conditional (C) grade:
    - The AAC must be notified
    - An individualized remediation plan will be developed by the Clerkship Director
    - C grades are appealable using the processes specified in the Clerkship Grading and Evaluation Policy and Procedures for Grading and Grade Appeals policy (5.c.1. and 5.e. respectively)
  - Upon successful remediation:
    - A C/P (Conditional/Pass) grade will be recorded
- Remediation plans:

- Will be reflected in the MSPE
- Are not appealable

### Clerkship Grading Structure (Medicine and Pediatrics)

- Students receive:
  - Pass/Fail component grades for ambulatory and inpatient rotations
- A final overall medicine or pediatrics grade:
  - Reflects performance across all components (clinical inpatient, clinical ambulatory + shelf exam)
  - Is the only grade eligible for Honors

## DEFINITIONS

**Academic Advancement Committee (AAC):** faculty committee responsible for monitoring student academic progress, reviewing performance concerns, and making decisions regarding advancement, remediation, and promotion within the medical curriculum.

**NBME Shelf Exam:** An NBME shelf exam is a standardized, multiple-choice examination developed by the National Board of Medical Examiners (NBME) and administered at the end of a clinical clerkship to assess a medical student's knowledge and clinical reasoning within a specific discipline.

**Conditional Grade "C":** Indicates that a student has not met one or more required components of a course or clerkship at the expected level of performance and must complete required remediation to achieve a passing outcome "C/P".

**In Progress "IP":** temporary grade assigned when a student has not yet met all requirements for successful completion of a course or clerkship (example: student needs to retake an exam failed on first attempt).

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

### Examination Failure Process

1. **First Exam Failure**
  - a. Clerkship director assigns IP grade
  - b. Clerkship director notifies the AAC. If no other academic or professionalism concerns are on file, the student is granted the second attempt.
  - c. Clerkship director and student schedule required re-examination
2. **Second Attempt**
  - a. If passed:
    - i. Convert IP → Pass
    - ii. Document second attempt in MSPE

- b. If failed:
  - i. Clerkship director assigns Fail grade
  - ii. Clerkship director notifies AAC
  - iii. Clerkship director creates remediation plan

### **Management of Repeated Exam Failures**

- Upon a second failure (same or different clerkship):
  - The student may be removed from clinical duties
  - Clerkship director creates structured remediation plan based on performance deficiencies of the student and may be done in collaboration with the student, Assistant Dean for Clinical Medical Education and the Assistant Dean of Student Affairs
  - The AAC approves the remediation plan

**Conditional and fail grades in the clerkships: Please see the clerkship grading and evaluation policy (5.c.1.) rubric for more details on grading in clerkships**

### **RELATED DOCUMENTS**

[Clerkship Grading and Evaluation Policy Rubric](#) (5.c.1.)

### **REFERENCES**

- Clerkship grading rubrics (Located on HuskyCT)
- Academic Policies and Procedures manual:
- (5.c.) [Course/Clerkship Grading and Grading Committees \(Course Grading Committees and Departmental Grading Committees\)](#)
  - (5.c.1.) [Clerkship Grading and Evaluation Policy](#)

### **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

### **REPLACES** (*If applicable*)

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>5.d. Academic Advancement Committee (AAC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 45%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

All medical students enrolled at the UConn School of Medicine

## PURPOSE

The Academic Advancement Committee (AAC) certifies that the performance of each student is adequate in all Stages of the curriculum and oversees promotion, remediation, and disciplinary action. The AAC also serves as a hearing body for various appeals within the SOM. Such appeals processes are discussed in policies 5.e. and 5.f.

The Academic Advancement Committee (AAC) certifies that the performance of each student is adequate in all Stages of the curriculum and oversees promotion, remediation, and disciplinary action. The AAC certifies that students are making satisfactory academic progress and promotes them between Stages of the curriculum once students have successfully completed all requirements. The AAC certifies students for the match, and, ultimately, certifies students qualified to receive the M.D. degree for graduation.

The AAC is the only committee that has access to the student's entire academic record, and its role includes advocating for the student's future patients. All decisions related to a student's unsatisfactory performance by the CGC/DGC are forwarded to the AAC. The AAC will be notified of all remediation plans proposed by the CGC/DGC for all C and F grades. As such, the AAC may recommend further action in light of the student's entire record such as recommending further remediation or skills assessment.

## **POLICY STATEMENT(S)**

The AAC is responsible for determining appropriate disciplinary action against students related to all academic graduation competencies, including those related to professionalism. It addresses issues that arise outside of a single course including any actions outside of the UConn SOM that would reflect on the UConn SOM community or may affect the student's ability to perform as a physician.

The AAC reviews the record of and discusses any student at the UConn SOM whose performance in the curriculum or actions outside the curriculum requires a decision regarding whether the student should continue. This includes failure to pass any course or clerkship, USMLE failures or significant delays in taking a USMLE exam, referral from one of the professionalism investigative bodies (AIB, PRB, or PIRT), request to return from a leave of absence, or notification of law enforcement action. Once a student has been discussed by the AAC, they remain under the purview of the AAC until graduation.

The AAC also serves as a hearing body for various appeals within the SOM. Appeals processes are discussed in policies 5.e and 5.f.

When necessary, the AAC will recommend suspension (administrative leave), non-certification for the Match or dismissal from the School of Medicine.

## **DEFINITIONS**

### **Adverse Action**

UConn SOM ensures that there is a fair and formal process for any adverse action. Adverse action is defined as any action that may affect a student's advancement, match certification, disciplinary notations in MSPE, or graduation certification. The process for appealing such adverse actions is described in section 5.f.

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

### **Information Available to the Committee**

The AAC is mandated to have comprehensive information on a student's performance in order to fulfill its duties. The following are examples of information that can be made available to the committee when reviewing a student's performance or behavior.

- A. Student Educational Record (performance evaluations and all appeal information)
- B. Student Admissions File
- C. Course Performance
- D. Fitness for duty evaluation and any administrative evaluations
- E. Recommendations/investigation from the Academic Integrity Board (AIB)
- F. Recommendations/investigation from the Professionalism Review Board (PRB)
- G. Professionalism incident report triage (PIRT)
- H. Academic and administrative files from external educational experiences
- I. Police reports



All information will be made available to the committee members on either a secure site or by secure email prior to the meetings, with the exception of emergency meetings. Committee members must comply with Family Education Rights Privacy Act (FERPA) regulations and use the posted information only to perform duties of the AAC.

### **Committee Decisions**

Decisions of the AAC are based on a simple majority of the voting members present at the meeting. The AAC makes no decisions unless a majority of the voting members are present.

*Graduation:* The committee shall certify that students have met the requirements to receive the M.D. degree.

*Promotion:* The committee shall determine which students have met the requirements to proceed into the next Stage of the curriculum. Students who have successfully met all academic competencies for the Stage shall be promoted to the next Stage of the curriculum. Students failing any course cannot be promoted until satisfactory performance is demonstrated.

*Satisfactory Academic Progress:* This is determined at the end of each academic year as described in the Satisfactory Academic Progress policy (See policy 4.a.). Students who have successfully met all academic competencies for the Stage shall be certified to continue in the curriculum. The AAC will also determine good standing, academic warning, and academic watch status, as necessary. (See policy 4.b.)

*Disciplinary and/or Remedial Action:* The committee may take the following actions against students with deficiencies in any academic competency, including the domain of professionalism and will identify the action as disciplinary or remedial. Typically, the first time the AAC assigns a student to remediate for knowledge and skills, the remediation is not considered disciplinary. Repeat remediations and/or requirements related to behavior and/or professionalism may result in disciplinary actions.

- (1) Set specific curriculum requirements and performance criteria;
- (2) Mandate medical, psychological, or other appropriate evaluations;
- (3) Impose an administrative Leave of Absence (LOA), or other type of LOA;
- (4) Place the student on academic watch or academic warning (both internal designations, see policy 4.b.);

The committee may take the following adverse actions against students:

- (1) Suspend a student (administrative leave); *a suspension indicates the student is out of school and ineligible to participate in any course, any clinical activity, or any school-sponsored extracurricular activity. A student who is suspended may or may not be able to retain their badge and email, at the discretion of the Assistant Dean for Medical Student Affairs and/or the AAC. A suspended student may not represent themselves as a current SOM student. It is the student's responsibility to communicate this status change to all auxiliary parties as necessary;*
- (2) Mandate repeat of the academic year;
- (3) Issue a reprimand or other disciplinary action, such as a disciplinary notation in the MSPE;
- (4) Non-certification for the match;
- (5) Dismiss the student from the school. *A dismissed student is one who has been discharged from all affiliation with the SOM. They lose all rights and privileges given to students including but not limited to student email and identification. A dismissed student may*

*not represent themselves as a current SOM student. It is the student's responsibility to communicate this status change to all auxiliary parties as necessary.*

The Office of Academic Educational Affairs notifies the student of the AAC's decision in writing. Rules regarding appeals for these actions are described in section 5.f. (Student Evaluation and Appeals Review Committee (SEARC)).

### **Student Appeals**

Within 7 calendar days\* after receipt of written notification of an AAC decision regarding Adverse Action, the student may submit an appeal to the SEARC. This must be submitted in writing to the Senior Associate Dean for Medical Student Education.

Members of the AAC are subject to the University of CT Conflict of Interest Policy. Any member with a real or perceived COI must disclose that conflict and recuse themselves from participation in the entire review, deliberation, and decision-making related to the affected student. COI identification is the responsibility of committee members and is managed in accordance with institutional policy.

The Assistant Dean for Medical Student Affairs will provide the student with information regarding the appeals process. The student may appeal the AAC decision/action on the grounds that 1) appropriate process was not followed by the AAC in rendering their decision/action. 2) the decision/action of the AAC was not made on reasonable grounds.

(See Policy on Standing Evaluation and Appeals Review Committee SEARC) (5.f.) for details on appeals to SEARC.

### **Advancement to Phase/Stage 2:**

Students who have completed their academic requirements for Stage 1 will be certified to continue into Stage 2. Students may not take Step 1 with pending C or F grades in Stage 1.

### **Transition from Stage 2 to Stage 3**

UConn SOM's policy on transition from Stage 2 to Stage 3 is intended to be flexible in order to allow individualization of students' progress through the curriculum. Under certain circumstances, students may opt to take specific Stage 3 rotations or electives or to do an elective at another institution before completing all Stage 2 required clerkships and after having completed appropriate prerequisites for the specific Stage 3 experience. Students who request to make such adjustments are expected to submit a written request to the AAC for approval at least 30 days in advance of the clerkship/rotation. The Clerkship Committee (Stage 2 & 3 Operational Committee) establishes procedures for identifying required prerequisites for Stage 3 experiences.

### **Membership**

Voting members of the AAC and its Chair are appointed by the Chief Academic Officer for Education (Dean) and serve up to two 4-year terms.

- Voting:
  - Chair (Faculty member)
  - 4 Clinical Faculty
  - 4 Basic Science Faculty
- Non-Voting:
  - One Chief Academic Officer for Student Affairs (ex-officio)
  - One Chief Academic Officer, Office of Health Careers Opportunity Program (ex-officio)

- The Chief Academic Officer for Education or their Liaison (ex-officio)

The following members may serve in an ad-hoc capacity to support the committee:

- Associate Dean for Medical Education and Assessment
- Director of the MD/PhD program
- Co-Chair of the PRB

Quorum is required for voting and is a simple majority vote of the voting members present at the meeting.

## **RELATED DOCUMENTS**

### **ACADEMIC POLICIES AND PROCEDURES MANUAL:**

(4.a.) [Satisfactory Academic Progress Policy](#)

(4.b.) [Academic Standing](#)

(5.e.) [Procedures for Grading and Grade Appeals in Courses and Clerkships](#)

(5.f.) [Student Evaluation and Appeals Review Committee \(SEARC\)](#)

## **REFERENCES**

Family Education Rights Privacy Act (FERPA)

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** *(If applicable)*

Title:

Date Retired:

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>5.e. Procedures for Grading and Grade Appeals in Courses and Clerkships                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                               |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education, School of Medicine<br>Faculty Co-Director for Admissions and Student Wellness, School of Medicine<br>Associate Dean for Medical Education and Assessment, School of Medicine<br>Director of Curricular Affairs, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                               |
| <b>APPLICABILITY</b><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><b>And/Or Select All That Apply:</b><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

Applies to all faculty and students at the School of Medicine.

## PURPOSE

The purpose of this policy is to describe the final grading process in a course or clerkship and the appeal process.

## POLICY STATEMENT(S)

This policy standardizes grading across the UME curriculum. The following grades are allowable for appeal submissions:

- Appealing Pass (P) grade for Honors (H)\*
- Appealing Conditional (C) grade for Pass (P)
- Appealing Fail (F) grade

\*The process for appealing a Pass grade for Honors (in Stage 2/3 only) is different than the process for appealing a Conditional or Fail grade. This is outlined below.

## DEFINITIONS

**Course Grading Committee (CGC):** A CGC for each course (and each block) in Stage 1 is composed of the Program Director, Course Directors, other representative faculty or thread leaders and ex-officio members

of leadership. For courses in which dental students are enrolled, the Associate Dean for Academic Affairs in the School of Dental Medicine is also an *ex officio*, non-voting, member.

**Departmental Grading Committee (DGC):** A DGC for each clerkship is composed of the Clerkship Director, at least 3 representative faculty from the department with experience in medical education and teaching/assessment of medical students, and includes representation of a non-voting assistant or associate dean or the clinical principal.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

### Grading in Stage 1:

- Course Grading Committees will determine final grades in Stage 1.
- Each course/clerkship must define and publish what each type of grade represents with identification of any thresholds and parameters.
- Once determined, grades are posted in OASIS.
- **Submission of grades are expected within 14 calendar days but are required no later than 35 calendar days after the end of the course/clerkship.**
- If students have a concern regarding their grade they must discuss with the course/clerkship director within 2 weeks of grade posting in OASIS.
- The AAC will be notified of all grades other than a Pass or Honors and of any remediation plans.

### Grading in Stage 2/3:

- Clerkship Directors determine and post final grades in each clerkship based on defined rubrics. A Departmental Grading Committee is convened in any situation where decision making input is needed for an individual student such as when there is a potential conditional or failing grade or professionalism issue.
- Each course/clerkship must define and publish what each type of grade represents with identification of any thresholds and parameters.
- Once determined, grades are posted in OASIS.
- **Submission of grades are expected within 14 calendar days but are required no later than 35 calendar days after the end of the course/clerkship.**
- If students have a concern regarding their grade they must discuss with the course/clerkship director within 2 weeks of grade posting in OASIS.
- The AAC will be notified of all grades other than a Pass or Honors and of any remediation plans.

### Appeals for Clerkship Grade Reviews or Honors appeals:

A form is used to request a review of a clerkship grade and, if necessary, to pursue subsequent levels of appeal. The grade review and appeal process occurs in the following steps:

1. Clerkship Grade Review (Student ↔ Clerkship Director)
2. Department Grading Committee (DGC) (composed of CD, assistant CD, 2 faculty from the applicable Department and member of SOM medical education leadership)
3. Appeal to the Standing Course and Clerkship Appeals Committee (SCCAC)

Each step must be completed before advancing to the next, if applicable. The form is cumulative: information entered at earlier stages becomes part of the official appeal record and should not be altered once that step is complete. All information should be written in the form, not separate email correspondences.

Students must submit this request to the Clerkship Director within two (2) weeks of the final grade being posted (for medicine and pediatrics, 2 weeks after the determination of both components' final overall grade). Correspondence regarding grade review should be with the Clerkship Director only and not the site director. The Clerkship Director will facilitate any necessary communication

#### Reasons to form a DGC

1. When there is unresolved uncertainty regarding the accuracy, calculation or application of the final grade following completion of the CD's review.
2. When material discrepancies, inconsistencies, or ambiguities exist within the student's evaluation data or supporting documentation that require broader faculty review.
3. When the student presents substantive concerns, with supporting documentation that were not fully addressed during the initial review.
4. When the case is complex or atypical and would benefit from multi-member review to ensure fairness, consistency and adherence to established grading standards.
5. When, in the judgment of the CD, a committee review would strengthen the objectivity, transparency, and defensibility of the decision prior to progression to formal appeal.
  - If after discussion with the course or clerkship director and DGC, the grade remains unchanged, students may appeal their grade to SCCAC using the same appeal form as a continuation of the process.
  - The request for an appeal must be submitted including comments from the course or clerkship director to the Chair of the Standing Course and Clerkship Appeals Committee (Dr. Carla Rash and cc Rebecca Green) within 7 calendar days of the decision by the CD and/or Departmental Grading Committee). The scope of the appeal is limited to the grade alone.
  - Grade appeals by SCCAC will be held as needed for Stage 1 and 3 and after each 12-week POD in Stage 2.
  - Any meeting of SCCAC will have five members invited. A quorum has 3 members, and a simple majority is needed for a passing vote.
  - SCCAC has the authority to grant or deny the appeal.

#### **Standing Course and Clerkship Appeals Committee (SCCAC):**

##### **Membership**

- Voting (5 of the following 8 will be used for each appeal, the remaining 3 are alternates)
  - 5 Clinical Faculty (without prominent roles in required clerkships)
  - 3 Basic Science Faculty (without prominent roles in required courses)
  - 1 ad-hoc Dental Faculty (if dental student appealing)
- Non-Voting
  - Assistant Dean for Medical Student Affairs
  - 1 UME curricular Dean (Associate Dean for Medical Education and Assessment, Assistant Dean for Pre-Clerkship Education, or Assistant Dean for Clinical Medical Education)
  - Associate Dean for the Health Career Opportunity Programs

#### **Clerkship Appeals for a Conditional (C) or Fail (F) Grade**

A form is used to request a review of a course/ clerkship grade and, if necessary, to pursue subsequent levels of appeal. The grade review and appeal process follows these steps:

1. **Clerkship Grade Review** (Student ↔ Course/ Clerkship Director [CD])

2. A Departmental Grading Committee (DGC) should convene for any C or F grade or concern with professionalism.)
3. **Appeal to the Standing Clerkship/Course Advancement Committee (SCCAC)**
4. **Second and Final Level of Appeal to Academic Advancement Committee (AAC)**

The course/ clerkship review with the CD and DGC is required before appealing to SCCAC. This is a **cumulative form**: information must be recorded at each step and becomes part of the official appeal record. Students must submit this request to the CD **within two (2) weeks of the final grade being posted**. Correspondence is limited to the CD and should not include other preceptors or site directors.

Grade reviews require thoughtful consideration of evaluations and supporting materials and may take time to complete. Students are encouraged to reflect on their specific concerns and provide clear, concise documentation.

#### SCCAC Scope and Timeline

- *The scope of the appeal is limited to the grade alone.* An appeal regarding remediation or course/ year repeat should be referred to the AAC. Grade appeals by SCCAC will be held as needed for Stage 1 and 3 and after each 12-week POD in Stage 2.
- An appeal to the Academic Advancement Committee should be completed only if SCCAC denies the appeal and the student elects to proceed to the final level of appeal.

#### Grade Documentation Pending Appeals

Grades may be recorded on the transcript even as the appeals period may be pending.

#### RELATED DOCUMENTS

Academic Policies and Procedures manual

(5.b.) Grading Systems

(5.c.) Course/Clerkship Grading, Departmental Grading Committees (DGCs), and Course Grading Committees (CGCs)

#### REFERENCES

Related to **Element 11.6: Student Access to Educational Records.**  
and LCME element 9.8 Fair and Timely Summative Assessment

#### POLICY HISTORY

Created:

Revised: 07/2026

Reviewed without Revision:

#### REPLACES (If applicable)

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>5.f. Student Evaluation and Appeals Review Committee (SEARC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>SEARC Chair or Assistant Designated Institutional Official and Quality and Safety Education Officer, Graduate Medical Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

All medical students enrolled at the UConn School of Medicine.

## PURPOSE

To inform all medical students of the policy and procedures related to appeals to the Student Evaluation and Appeals Review Committee (SEARC).

## POLICY STATEMENT(S)

A student appeal of an Academic Advancement Committee (AAC) decision/action regarding promotion or disciplinary action must be heard by the SEARC pursuant to the procedures outlined below.

## DEFINITIONS

**Student Evaluation and Appeals Review Committee (SEARC):** A standing committee appointed by the Dean of the School of Medicine. Membership includes:

- Voting members:
  - Chair
  - 5 Clinical Faculty
  - 5 Basic Science Faculty
- Non-voting members:
  - Associate Dean for Medical Education and Assessment
  - Assistant Dean for Medical Student Affairs
  - Associate Dean for Health Career Opportunity Programs



- Senior Associate Dean for Medical Student Education

**Adverse Action:** Any action that may affect the advancement, graduation, or dismissal of a medical student.

**Disciplinary Action:** Dismissal, suspension, notification of future program director, or notation on the MSPE of professionalism concern

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

The student may appeal an AAC decision/action on the grounds that (1) appropriate process was not followed by the AAC in rendering their decision/action and/or (2) the decision/action of the AAC was not made on reasonable grounds.

In considering the appeal, and depending on the ground(s) raised by the appealing student, the charge of the SEARC is to provide a recommendation to the Dean of the School of Medicine as to whether (1) appropriate process was followed by the AAC in rendering their decision/action and/or (2) the decision/action of the AAC was made on reasonable grounds. The charge of the Dean of the School of Medicine is to determine whether (1) appropriate process was followed by the AAC in rendering their decision/action and/or (2) the decision/action of the AAC was made on reasonable grounds. The decision/action of the AAC will either be rescinded or upheld.

AAC decisions regarding Adverse Actions that are appealable to the SEARC include:

- Repeat of the year
- Non-certification for the match
- Disciplinary action: dismissal, suspension, notification of future program director, or notation on the MSPE of professionalism concern
- Remediation generated by the AAC

Within 7 calendar days\* after receipt of written notification of an AAC decision regarding Adverse Action, the student may submit an appeal to the SEARC. This must be submitted in writing to the Senior Associate Dean for Medical Student Education.

Members of the SEARC are subject to the University of CT Conflict of Interest Policy. Any member with a real or perceived COI must disclose that conflict and recuse themselves from participation in the entire review, deliberation, and decision-making related to the affected student. COI identification is the responsibility of committee members and is managed in accordance with institutional policy.

Students are provided with the SEARC membership list prior to hearings to ensure transparency and to allow them to request substitutions if there are concerns about fairness or bias. This process supplements, but does not replace, the committee's obligation to identify and manage COI.

The Assistant Dean for Medical Student Affairs will provide the student with information regarding the appeals process. The student may appeal the AAC decision/action on the grounds that 1) appropriate

process was not followed by the AAC in rendering their decision/action. 2) the decision/action of the AAC was not made on reasonable grounds.

The student may provide any supporting documentation they wish to be considered to the Senior Associate Dean for Medical Student Education within 7 calendar days\* of submitting the appeal request.

The student may select individuals to appear on their behalf, and they must submit a list of said individuals to the Senior Associate Dean for Medical Student Education within 7 calendar days\* of submitting the appeal request.

The Office of Academic Educational Affairs will provide the SEARC members with copies of the appeal request and all relevant background material from both the AAC and the student. The SEARC shall have access to all material included in a student's file.

The Chair of the SEARC shall set the date(s), time(s), and location(s) for the appeal meeting(s) ideally within 14 calendar days. The SEARC will meet with the student as well as any individuals the student has requested to appear on their behalf. The SEARC may also seek information and/or meet with other individuals as they deem appropriate.

Quorum is required for appeal meetings and for a vote. Quorum is the presence of 7 voting members (Chair + 6 voting members). The SEARC recommendation to the Dean will be decided by a simple majority vote of the voting members present at the meeting.

The recommendation of the SEARC must be communicated in writing to the Dean of the School of Medicine.

The Dean will make a final decision to uphold or to rescind the decision/action of the AAC. The decision of the Dean is final and not appealable.

\*Each of the timelines outlined in the appeals procedures may be extended by no more than 5 calendar days upon agreement of all parties. Requests by either party for timeline extensions beyond the 5 calendar days due to extenuating circumstances will be considered on a case by case basis.

## **RELATED DOCUMENTS**

Procedures for Grading and Grade Appeals in Courses and Clerkships (5.e.)

## **REFERENCES**

University of CT Conflict of Interest Policy

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>5.h. Forward Feeding and Disclosure Policy / Access to Student Records                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all individuals involved in the handling, sharing, and accessing of student academic records within the UConn School of Medicine, including faculty, academic coaches, learning specialists, and administrative staff

## PURPOSE

To define the conditions under which student academic information may be accessed, shared, or disclosed, in accordance with FERPA regulations and institutional policy, and to ensure student privacy and educational benefit are prioritized

## POLICY STATEMENT(S)

- Student academic records are confidential under UConn Health's FERPA Policy.
- Sharing of student grades is strictly on a need-to-know basis and may occur only with appropriate discretion and oversight.
- Course Directors may share performance data with Section Leaders or other faculty involved in the course.
- Cross-course sharing of performance data requires review by UME deans and approval from the Associate Dean for Medical Education and Assessment.
- Students will be notified when academic information is shared for educational benefit.
- The Academic Advancement Committee (AAC) has full access to student academic records.
- Academic Coaches are granted access to their assigned student records in OASIS to support student development during LEAP.
- Learning Specialists may be informed of student performance at the AAC's discretion.

- Students may inspect their own educational records upon written request, under supervision, and may request corrections to factual errors.
- Access to student records by others requires written student consent, except in specific FERPA-defined circumstances.
- The School may release information from the student's file without a student's written permission only in the following instances:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and CT State and local authorities, within a juvenile justice systems, pursuant to specific CT State law.

## DEFINITIONS

**FERPA:** Family Educational Rights and Privacy Act

**Directory Information:** Includes name, UConn Health address, class year, enrollment status, etc.

**Legitimate Educational Interest:** Access required to fulfill professional responsibilities related to the student's education.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

- Requests for student academic record access must be submitted in writing to the Assistant Dean for Medical Student Affairs.
- The Registrar will coordinate supervised review and/or release of records.
- Students may contest record accuracy and request hearings. The hearing shall be conducted by a hearing body who will hear all testimony, review all evidence presented and render a decision. The hearing body is appointed by the VP of Student Affairs for the Storrs and Regional Campuses or Assistant Dean of Student Affairs for the SOM, unless there is a conflict of interest.
- A student may place into their educational record, documents or statements that relate to the contested items present in the file related to their academic performance.
- Faculty and staff must complete FERPA training and sign annual attestations.
- Coaches and Learning Specialists must follow FERPA guidelines when accessing student data.

## RELATED DOCUMENTS

Academic Policies and Procedures manual  
(5.d.) Academic Advancement Committee Policy

Registrar's Office Procedures for Record Access

The following information may be made available to UConn Health organizations and individuals, but not

placed in any directory that is accessible to the general public: Cell phone number, email address, home addresses, home telephone number, photograph, class schedule, date of birth or hometown. Students may restrict the release of directory information by contacting the Office of the Registrar.

#### **REFERENCES**

- LCME Accreditation Standards (Element 11.5- Confidentiality of Student Educational Records)
- [FERPA Overview](#)
- [Notification of Student Rights](#)

#### **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

#### **REPLACES** *(If applicable)*

Title:

Date Retired:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>5.i. Course and Section Place Outs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Associate Dean for Medical Education and Assessment, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all medical students enrolled at the UConn School of Medicine who are seeking to be placed out of a course or clerkship.

## PURPOSE

To establish a standardized process by which students may request exemption (“place-out”) from specific course sections or entire courses based on demonstrated prior knowledge, experience or competency.

## POLICY STATEMENT(S)

The School of Medicine recognizes that some students repeating a year, may possess an adequate knowledge base in specific content areas. Accordingly, students may be eligible to “place out” of course sections or in select circumstances, entire courses. Matriculating students are not eligible for course placeout as the curriculum is integrated and cumulative.

Placement out of coursework when repeating a year is not automatic and is granted only through a formal review and approval process.

## DEFINITIONS

**Place Out:** Waiver of a course or clerkship due to previous satisfactory completion.

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

- If a student believes that their prior work or experience qualifies them for a Place Out, they can review the matter with the Associate Dean for Medical Education and Assessment.
- Assessment of an individual's prospects for placing out will include documentation of credentials and experience in the subject area in question.
- The Associate Dean for Medical Education and Assessment, along with the appropriate Course Director, will determine if a student is qualified for a Place Out.
- If the student is in a remediation program and under the purview of the Academic Advancement Committee, the Academic Advancement Committee (AAC) informed by the Course Director's opinion, will stipulate if Place Outs are appropriate for students who are repeating a year or course.
- Students are not automatically placed out of a course section because of satisfactory performance in a prior year.
- All requests for a Place Out must be in writing.
- Failure to complete required coursework without formal approval of a place-out will be considered non-compliance with curriculum requirements and may result in academic consequences.

## **RELATED DOCUMENTS**

None

## **REFERENCES**

None

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** *(If applicable)*

Title:

Date Retired:

## Section 6: Medical School Education Program Objectives/ Graduation Competencies and Degree Programs

The University of Connecticut School of Medicine requires its medical students to develop competency in the areas of patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, systems-based practice, interprofessional collaboration, and personal and professional development. The expected level of competency attained must be sufficient to allow these new physicians to be successful in graduate medical education programs, and must also provide them with the attitudes, skills, and values requisite to continually update these competencies over the lifetime of their careers. Students will be broadly trained and prepared to undertake advanced training for careers in patient care, academic medicine, public health, and/or research. Faculty members, as teachers, mentors, and role models, are committed to support the development of these student competencies.

*Policies included in this section:*

### *Medical School Education Program Objectives: MDelta Curriculum\**

- 6.a. Patient Care Competency Domain*
- 6.b. Medical Knowledge Competency Domain*
- 6.c. Practice-Based Learning and Improvement Competency Domain*
- 6.d. Interpersonal and Communication Skills Competency Domain*
- 6.e. Professionalism Competency Domain*
- 6.f. Systems-Based Practice Competency Domain*
- 6.f.1. Interprofessional Collaboration Competency Domain*
- 6.f.2. Personal and Professional Development Competency Domain*

### *Graduation Policies*

- 6.g. General Promotion/Graduation Requirements*
- 6.g.1. Procedures Required for Graduation*
- 6.g.2. Extension of Graduation Requirements*

### *Dual Degree Policy*

- 6.h. Degree Programs and Scholarly Year*

*Related to LCME element 6.1 Program and Learning Objectives*

*\*Approved by CUME on July 22, 2026*



## Medical School Education Program Objectives: MDelta Curriculum

### 6.a. Patient Care Competency Domain

Goal: Graduates must be able to collaborate effectively to provide patient care that is compassionate, appropriate, and effective both for the treatment of health problems and the promotion of health.

**Competency 1.1: Graduates will obtain a developmentally and culturally appropriate medical history that includes the patient's perspectives.**

**Graduates will be able to:**

- 1.1.1 Perform a relevant and accurate history and physical examination, distinguishing between normal and abnormal findings.
- 1.1.2 Document history and physical findings accurately and succinctly.
- 1.1.3 Elicit a patient's or surrogate's perspective and concerns.
- 1.1.4 Identify the acuity of a patient's problem with appropriate triage.

**Competency 1.2: Graduates will utilize patient information, knowledge of both basic medical sciences and current practice guidelines as well as appropriate clinical judgement to make diagnostic and therapeutic decisions.**

**Graduates will be able to:**

- 1.2.1 Apply knowledge of basic medical sciences to the interpretation of patient history, physical examination, and laboratory data.
- 1.2.2 Identify and address risk factors to prevent disease and promote health, including the use of screening tools to identify patients/families experiencing problems with literacy, environmental conditions, violence, substance use and physical, psychological, and/or sexual abuse.
- 1.2.3 Apply the tools of evidence-based medicine (epidemiology, biostatistics, and diagnostic efficacy) in assessing the validity of new research data concerning diagnosis and treatment.

**Competency 1.3: Graduates will develop and implement patient management plans.**

**Graduates will be able to:**

- 1.3.1 Create and prioritize a comprehensive problem list and assess each problem appropriately, formulating and prioritizing a differential diagnosis when indicated.
- 1.3.2 Apply decision analysis, relative costs, and discussion with other healthcare professionals to order and accurately interpret common diagnostic tests and procedures.

- 1.3.3 Develop strategies to diagnose and treat common medical conditions in a variety of clinical settings across the lifespan of a patient. Utilize patient care guidelines to screen patients for common conditions in order to promote wellness and prevent diseases.
- 1.3.4 Utilize supportive clinical reasoning, discussions with patients, families and consultants and medical records to formulate problem lists and management plans.
- 1.3.5 Integrate biological, psychological, and social factors to inform appropriate treatment of health problems.
- 1.3.6. Work with the health care team to identify, assess and manage pain and suffering, providing support and comfort when cure may not be possible.
- 1.3.7 Identify appropriate resources and educational materials for patients, including community-based organizations, other healthcare professionals, support groups, internet resources, and handouts.
- 1.3.8 Provide appropriate, accurate, and timely information when transferring a patient's care to another provider.
- 1.3.9 Recognize when additional help is needed and understand the input of the multidisciplinary team when making patient care decisions.

|                                                                                                                |
|----------------------------------------------------------------------------------------------------------------|
| <b>Competency 1.4: Graduates will acquire and demonstrate proficiency in basic clinical procedural skills.</b> |
|----------------------------------------------------------------------------------------------------------------|

**Graduates will be able to:**

- 1.4.1 Perform common medical procedures such as vaccine administration, throat swabs, suture knot tying and IV placement.

## Medical School Education Program Objectives: MDelta Curriculum

### 6.b. Medical Knowledge Competency Domain

**Competency 2.1: Graduates will apply the sciences basic to medicine in order to create a foundation for learning the principles of health promotion.**

**Graduates will be able to:**

- 2.1.1 Apply principles of nutrition as they relate to health maintenance and promotion.
- 2.1.2 Identify and explain normal structure and function of the human body along with each of the major organ systems.
- 2.1.3 Identify and explain the molecular, biochemical, genetic and cellular mechanisms important to maintaining the body's homeostasis.
- 2.1.4 Describe normal physical and psychological development across the human lifespan, including normal variations.
- 2.1.5 Recognize and apply principles of psychological development to health promotion and the treatment of illness.

**Competency 2.2: Graduates will identify pathological conditions in patients, applying their knowledge of normal physiology and pathophysiology.**

**Graduates will be able to:**

- 2.2.1 Describe the pathogenesis and pathophysiology of disease and the resulting clinical signs and symptoms, including pain.
- 2.2.2 Recognize the etiology, epidemiology, clinical manifestations, prognosis, and natural history of common illnesses.
- 2.2.3 Describe the principles of contemporary therapeutics, including but not limited to molecular, biological, pharmacological, surgical, complementary and alternative medicine.
- 2.2.4 Using the principles of nutrition describe how they relate to the care of acutely and chronically ill patients.
- 2.2.5 Identify and explain the function and pathophysiology of pain.
- 2.2.6 Relate and apply essential basic science concepts and clinical knowledge base to the patient's problem and treatment.
- 2.2.7 Identify, analyze, and apply the important non-biological determinants of health and evaluate the psychological, social and cultural factors that contribute to the development and progression of illness.

**Competency 2.3: Graduates will identify and manage clinical problems, drawing upon a solid foundation of knowledge in the health sciences.**

**Graduates will be able to:**

- 2.3.1 Identify common sources of medical error and basic concepts of risk management in medical practice.
- 2.3.2 Describe the importance of the scientific method and evidence-based medicine, in establishing causation of disease, efficacy of traditional and non-traditional therapies and their application to health and disease management.
- 2.3.3 Evaluate the legal and ethical framework and principles that govern sound clinical decision making, including adherence to standards of care.
- 2.3.4 Describe the role of culture, population health, and epidemiology in communities that influence health and illness.
- 2.3.5 Describe the contributions from various research fields including basic science, translational research, public health and clinical studies to the development of medical care.
- 2.3.6 Identify resources available to patients, families and communities in the promotion of health and in the prevention of illness.

## Medical School Education Program Objectives: MDelta Curriculum

### 6.c. Practice-Based Learning and Improvement Competency Domain

Goal: Graduates should have the knowledge, skills and attitudes necessary to evaluate their method of practice and implement strategies for improvement of patient care.

#### Competency 3.1: Graduates will evaluate their method of practice.

##### Graduates will be able to:

- 3.1.1 Demonstrate competency in the use of patient medical records, including information technology and electronic communications to acquire, store, and retrieve individual patient and practice data.
- 3.1.2 Demonstrate ability to initiate analysis of individual patient and practice data retrieved to identify strengths and areas for improvement in their method of practice.
- 3.1.3 Practice evidence-based medicine by using relevant sources of information to formulate clear clinical questions, finding best sources of evidence; evaluating and appraising the evidence for validity and usefulness with respect to particular patients or populations, and determining when and how to integrate new findings into practice.

#### Competency 3.2: Graduates will implement strategies to improve patient care.

##### Graduates will be able to:

- 3.2.1 Participate in the utilization of performance improvement processes including identifying areas for improvement, designing and implementing strategies for improvement, and assessing outcomes.
- 3.2.2 Utilize practice guidelines and clinical pathways to improve the quality of care for populations of patients while recognizing their limitations.

#### Competency 3.3: Graduates will implement strategies to promote lifelong learning.

##### Graduates will be able to:

- 3.3.1 Identify strengths, deficiencies, and limits in their knowledge and expertise, set learning and improvement goals and identify and perform learning activities that address gaps in knowledge, skills, and attitudes.
- 3.3.2 Participate in the education of patients, families, learners, trainees, peers, and other health professionals.

## Medical School Education Program Objectives: MDelta Curriculum

### 6.d. Interpersonal and Communication Skills Competency Domain

Goal: Graduates must demonstrate the skills and attitudes that allow effective interaction with patients, families, and all members of the healthcare team.

**Competency 4.1: Graduates will apply the skills and attitudes that allow effective interaction with patients and their families.**

**Graduates will be able to:**

- 4.1.1 Demonstrate empathy and respect for patients and their families.
- 4.1.2 Evaluate and integrate in patient care the impact of an illness and its treatment on the patient and their families.
- 4.1.3 Demonstrate effective interviewing skills, including attentive listening, eliciting patient's concerns, establishing rapport, and exploring a patient's perspective, beliefs, and emotions.
- 4.1.4 Communicate information with sensitivity and clarity and in a language understood by the patient and family, while checking for understanding and encouraging questions.
- 4.1.5 Demonstrate shared decision-making and negotiation of management plans with patients and their families.

**Competency 4.2: Graduates will demonstrate the skills and attitudes that allow effective interaction with other members of the healthcare team, including colleagues, peers and learners.**

**Graduates will be able to:**

- 4.2.1 Demonstrate effective and accurate oral presentation skills appropriate to the setting.
- 4.2.2 Critically appraise scientific literature and apply knowledge gained to patient care.
- 4.2.3 Provide respectful and constructive feedback to preceptors, peers, and team members.
- 4.2.4 Receive and incorporate feedback from preceptors, peers, and team members for continuous improvement.
- 4.2.5 Involve faculty, peers, or other healthcare providers to elicit and/or clarify information appropriate to the setting.
- 4.2.6 Collaborate with and teach other learners.

## Medical School Education Program Objectives: MDelta Curriculum

### 6.e. Professionalism Competency Domain

Goal: Graduates must demonstrate the knowledge, skills, attitudes and behaviors necessary to promote the best interests of patients, society and the medical profession.

#### Competency 5.1: Graduates will exhibit professional attitudes and behaviors.

##### Graduates will be able to:

- 5.1.1 Exhibit honesty and integrity with patients/families, peers, the healthcare team, community members, faculty and others.
- 5.1.2 Demonstrate reliability and responsibility by completing duties in a timely fashion and not engaging in patient care responsibilities if emotionally or physically impaired.
- 5.1.3 Adhere to the precepts of doctor-patient confidentiality.
- 5.1.4 Show respect for others, including appropriate grooming, punctuality, courtesy, inclusiveness, avoidance of derogatory backroom discussions, and use of socially acceptable language and humor.
- 5.1.5 Exhibit compassion and empathy in words and deeds when dealing with patients/families, peers, the healthcare team, community members, faculty and others.
- 5.1.6 Demonstrate awareness of appropriate professional boundaries and the inappropriateness of the exploitation of patients for any sexual advantage, personal financial gain, or other private purpose.
- 5.1.7 Display altruism and advocacy demonstrated by a commitment to promoting health care needs of patients and society, and to improve quality and access to care and a just distribution of finite resources.

#### Competency 5.2: Graduates will develop leadership skills.

##### Graduates will be able to:

- 5.2.1 Identify and appropriately respond to unprofessional behavior in others.
- 5.2.2 Demonstrate the willingness and capability to work collaboratively and resolve conflicts in a variety of settings to achieve common patient care and educational goals of all involved.
- 5.2.3 Participate and engage in defining, organizing and evaluating the educational process for current and future graduates.

**Competency 5.3: Graduates will exhibit an awareness of issues affecting modern medical practice.**

**Graduates will be able to:**

- 5.3.1 Recognize and show sensitivity to culture, race, disabilities, age and other differences in order to reduce healthcare disparities.
- 5.3.2 Identify potential conflicts of interest arising from the influence of marketing and advertising, as well as financial and organizational arrangements.
- 5.3.3 Apply legal and ethical principles to patient care, clinical research, and the practice of medicine.
- 5.3.4 Identify structural factors in society that impact health and may be targets for intervention to promote health and prevent disease.
- 5.3.5 Advocate for patients and for policy and practice issues affecting both individual and community health.



## Medical School Education Program Objectives: MDelta Curriculum

### 6.f. Systems-Based Practice Competency Domain

Goal: Graduates must demonstrate the knowledge, skills, and attitudes necessary to provide high quality care for their patients within the context of the larger healthcare system.

**Competency 6.1: Graduates will provide access to high quality care for their patients within the context of the larger health care system.**

**Graduates will be able to:**

- 6.1.1 Identify key characteristics of the organization, financing, and delivery of healthcare services in the medical, dental, and public health delivery system including services for special populations (e.g., mental health, the elderly, end-of-life).
- 6.1.2 Assess various approaches to the organization, financing, and delivery of healthcare.
- 6.1.3 Recognize and discuss ways to improve the biological, social, psychological, and environmental risk factors that result in inadequate healthcare or inadequate access to healthcare.
- 6.1.4 Advocate for patients and/or communities by identifying strategies to access healthcare services and assistance.

**Competency 6.2: Graduates will deliver high quality care for their patients within the context of the larger health care system.**

**Graduates will be able to:**

- 6.2.1 Demonstrate collaborative practice by identifying key personnel, evaluating the role of each healthcare team member, and participating in a coordinated effort to optimize patient care.
- 6.2.2 Develop diagnostic and treatment strategies that promote quality of care while considering cost-effectiveness and resource allocation consistent with the promotion of high value care.
- 6.2.3 Recognize and apply strategies to minimize systems errors, such as failure modes/effects analysis, root cause analysis, electronic medical records, and order entry.
- 6.2.4 Advocate for quality patient care and optimal patient care systems.

## Medical School Education Program Objectives: MDelta Curriculum

### 6.f.1. Interprofessional Collaboration Competency Domain

**Competency 7.1: Graduates will engage in interprofessional teams in a manner that optimizes safe, effective patient- and population-centered care.**

**Graduates will be able to:**

- 7.1.1 Contribute to the establishment and maintenance of a climate of mutual respect, dignity, diversity, ethical integrity, and trust.
- 7.1.2 Identify the unique role of each member of the healthcare team and make contributions appropriate to the role and level of training of the medical student.
- 7.1.3 Communicate with other health professionals in a responsive and responsible manner.
- 7.1.4 Participate in different team roles to establish, develop, and continuously enhance interprofessional teams to provide patient- and population-centered care that is safe, timely, efficient, effective, and equitable.

## Medical School Education Program Objectives: MDelta Curriculum

### 6.f.2. Personal and Professional Development Competency Domain

**Competency 8.1: Graduates will demonstrate the qualities required to sustain lifelong personal and professional growth.**

**Graduates will be able to:**

- 8.1.1 Self-assess knowledge, skills, and emotional limitations in order to engage in appropriate help-seeking behaviors.
- 8.1.2 Prioritize between personal and professional responsibilities to optimize delivery of care.
- 8.1.3 Demonstrate flexibility, trustworthiness, self-confidence and leadership in the effective delivery of healthcare.
- 8.1.4 Demonstrate trustworthiness that makes colleagues feel secure.
- 8.1.5 Demonstrate leadership skills that enhance team functioning, the learning environment, and/or the health care delivery system.
- 8.1.6 Demonstrate appropriate self-confidence that puts patients, families, and members of the health care team at ease.
- 8.1.7 Recognize that ambiguity is part of clinical health care and respond by utilizing appropriate resources in dealing with uncertainty.

**Competency 8.2: Graduates will evaluate and improve their performance.**

**Graduates will be able to:**

- 8.2.1 Demonstrate a commitment to self-improvement, including being open and responsive to feedback, reflection and self-evaluation, and actively setting and pursuing learning goals and applying knowledge gained.
- 8.2.2 Accept responsibility for errors and evaluate setbacks in education and patient care.
- 8.2.3 Identify and continually assess the role of their own personal wellness, values and priorities in their practice of medicine.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>6.g. General Promotion/Graduation Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Associate Registrar, UConn Health                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all students enrolled in the UConn School of Medicine Doctor of Medicine (M.D.) program and establishes the requirements for academic advancement, promotion, and degree conferral.

## PURPOSE

To establish a single standard for the advancement and graduation of medical students enrolled in the UConn School of Medicine M.D. program and to define the requirements that must be successfully completed for promotion between stages of the curriculum and conferral. The Academic Advancement Committee (AAC) verifies that all graduation requirements have been met.

## POLICY STATEMENT(S)

UConn School of Medicine ensures that the medical education program has a single standard for the advancement and graduation of medical students and graduation requirements are verified by the Academic Advancement Committee.

Students at UConn School of Medicine have been carefully selected to meet the demands of medical studies and a life committed to the care of patients and advancement of science. At the time of graduation, the University of Connecticut verifies that the student is adequately trained to function in a constantly changing environment, is a self-directed learner, and that the public can be assured of the graduate's supervised practice. If a student encounters difficulties during school, the deans and faculty are prepared to deal systematically with appropriate remediation in an environment of support and supervision. Mentoring and learning services (e.g. tutoring) are used whenever possible.

No student will be allowed to advance to the next year unless all requirements for the preceding year were completed. Exceptions may be made for continuations of clinical rotations in transition from years 3 to 4.

### **Stage 1 to Stage 2**

Decisions related to promotion are made at the end of Block E. Specifically, to be eligible to advance from Stage 1 to Stage 2, students in Stage 1 must:

- Complete all Stage 1 Courses (CoRE, Health Systems Science (HSS), FabLab, Clinical Reasoning, CLIC, DoCC) with a grade of a pass
- Must take USMLE Step 1

### **Stage 2 to Stage 3**

Decisions related to promotion are made at the end of the academic year. Specifically, to be eligible to advance from Stage 2 to Stage 3, students in Stage 2 must:

- Complete all Stage 2 clerkships with a minimum grade of pass
- Complete all HSS, CLIC, the Public Health Certificate in Social Determinants of Health and Disparities requirements
- Complete any electives with a grade of pass
- Pass USMLE Step 1

### **To receive a degree of Doctor of Medicine, candidates must:**

- Complete the fully prescribed course of study\* for this degree and must be certified as having successfully met all the criteria required by the school, faculty, and accrediting bodies. This includes passing USMLE Step 1 and USMLE Step 2 CK, each within a maximum of three attempts
- Log required procedures outlined in policy 6.g.1.
- 15 hours of community service and fulfill the community service requirement
- Successful completion of the required clinical skills assessments
- Possess the personal qualifications and attributes that are necessary to engage in the practice of medicine and be free from qualities and behaviors that would preclude them from properly conducting themselves in the practice of medicine and patient care
- Complete all requirements with an academic and fiscal status that is satisfactory to the Academic Advancement Committee
- Beginning with the Class of 2021, the Public Health Certificate in Social Determinants of Health and Disparities is a requirement (content embedded in this certificate supports the medical school program objectives)
- Completion of all Scholarship and Discovery course requirements

\*Dual Degree students (MD/MPH and MD/PhD) and OMFS/MD students are typically exempt from TRNS 8364 Scholarship and Discovery Stage 3, TRNS 8365 Scholarship and Discovery Capstone, and the Capstone Milestone. Students approved for Independent Scholarly Enrichment and are registered for TRNS 8598 are typically exempt from TRNS 8364, Scholarship and Discovery Stage 3 only. OMFS/MD students are also exempt from the Certificate of Social Determinants of Health and Disparities and the Community Service requirements.

The AAC certifies all students for graduation. The Board of Trustees reserves the right to withhold a degree from any candidate whom the AAC has not certified for graduation.

## **MDelta Curriculum – Course of Study Criteria\***

### **Stage 1:**

Launch and Orientation to Medical School

| <b>Subject</b> | <b>Catalog</b> | <b>Description</b>                           | <b>Credits</b> |
|----------------|----------------|----------------------------------------------|----------------|
| EXPL           | 8111           | Case Oriented Essentials A                   | 5.00           |
| EXPL           | 8112           | Case Oriented Essentials B                   | 5.00           |
| EXPL           | 8113           | Case Oriented Essentials C                   | 5.00           |
| EXPL           | 8114           | Case Oriented Essentials D                   | 5.00           |
| EXPL           | 8115           | Case Oriented Essentials E                   | 5.00           |
| EXPL           | 8121           | Fabric of Anatomy & Bio Lab A                | 3.00           |
| EXPL           | 8122           | Fabric of Anatomy & Bio Lab B                | 3.00           |
| EXPL           | 8123           | Fabric of Anatomy & Bio Lab C                | 3.00           |
| EXPL           | 8124           | Fabric of Anatomy & Bio Lab D                | 3.00           |
| EXPL           | 8125           | Fabric of Anatomy & Bio Lab E                | 3.00           |
| EXPL           | 8131           | Delivery of Clinical Care A                  | 3.00           |
| EXPL           | 8132           | Delivery of Clinical Care B                  | 3.00           |
| EXPL           | 8133           | Delivery of Clinical Care C                  | 3.00           |
| EXPL           | 8134           | Delivery of Clinical Care D                  | 3.00           |
| EXPL           | 8135           | Delivery of Clinical Care E                  | 3.00           |
| EXPL           | 8151           | Clin Longitud Immersion in the Community ABC | 3.00           |
| EXPL           | 8154           | Clin Longitud Immersion in the Community DE  | 2.00           |
| EXPL           | 8164           | Scholarship & Discovery Stage 1              | 4.00           |
| EXPL           | 8174           | Clinical Reasoning                           | 2.00           |
| EXPL           | 8181           | Health Systems Science A                     | 4.00           |
| EXPL           | 8182           | Health Systems Science B                     | 4.00           |
| EXPL           | 8183           | Health Systems Science C                     | 4.00           |
| EXPL           | 8184           | Health Systems Science D                     | 4.00           |
| EXPL           | 8185           | Health Systems Science E                     | 4.00           |

### **Stage 2:**

Kickoff to Stage 2

| <b>Subject</b> | <b>Catalog</b> | <b>Description</b>               | <b>Credits</b> |
|----------------|----------------|----------------------------------|----------------|
| CLIN           | 8210           | Independent Study                | 1.00-12.00     |
| CLIN           | 8242           | Health Systems Science Stage 2   | 1.00           |
| CLIN           | 8251           | Clin Longitud in Community 2 - A | 3.00           |
| CLIN           | 8252           | Clin Longitud in Community 2 - B | 2.00           |
| CLIN           | 8281           | Homework A                       | 0.50           |
| CLIN           | 8282           | Homework B                       | 0.50           |
| FMED           | 8235           | Family Medicine Clerkship        | 6.00           |
| IMED           | 8227           | Medicine: Ambulatory & Inpatient | 0.00           |
| IMED           | 8228           | Ambulatory Medicine Component    | 4.00           |

|      |      |                                   |      |
|------|------|-----------------------------------|------|
| IMED | 8229 | Inpatient Medicine Component      | 6.00 |
| IMED | 8230 | Geriatrics                        | 2.00 |
| NEUR | 8236 | Neurology Clerkship               | 4.00 |
| OBGY | 8237 | Ob and Gyn Clerkship              | 6.00 |
| PEDS | 8232 | Pediatric: Ambulatory & Inpatient | 0.00 |
| PEDS | 8233 | Ambulatory Pediatric Component    | 4.00 |
| PEDS | 8234 | Inpatient Pediatrics Component    | 4.00 |
| PSCH | 8238 | Psychiatry Clerkship              | 6.00 |
| RADS | 8260 | Radiology Long Clerkship          | 2.00 |
| SURG | 8239 | Surgery Clerkship                 | 6.00 |

### **Stage 3:**

| <b>Subject</b> | <b>Catalog</b> | <b>Description</b>                          | <b>Credits</b> |
|----------------|----------------|---------------------------------------------|----------------|
| TRNS           | 8342           | Health Systems Science Stage 3              | 1.00           |
| TRNS           | 8361           | Transition to Residency                     | 2.00           |
| TRNS           | 8364           | Scholarship & Discovery Stage3              | 8.00           |
| TRNS           | 8365           | Scholarship and Discovery Capstone          | 0.00           |
| EMED           | 8339           | Emergency Medicine Clerkship                | 4.00           |
| IMED           | 8331-8334      | Critical Care Clerkship                     | 4.00           |
| **             | **             | Advanced Inpatient (Sub-I)                  | 4.00           |
| **             | **             | Electives (20 weeks/credits over Stage 2/3) | 20.00          |

Additional graduation requirements include completion of Clinical Skills Assessment Program (CSAP), community service hours, and Capstone. Full time is equal to or greater than nine (9) credits.

\*\*See Course Catalog for additional information

### **DEFINITIONS**

**Academic Advancement Committee (AAC):** The committee responsible for reviewing student academic progress, making promotion recommendations, verifying completion of graduation requirements, and certifying students for graduation.

**United States Medical Licensing Examination (USMLE):** The national licensing examination sequence required for medical licensure in the United States.

### **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

### **PROCEDURES**

1. Student academic performance is reviewed in accordance with School of Medicine academic policies and procedures.

2. Promotion determinations are made by the appropriate school committees following review of required academic, professional, and curricular performance criteria.
3. Students who fail to meet promotion requirements may be subject to remediation, individualized learning plans, or other actions consistent with School of Medicine policies.
4. The Academic Advancement Committee reviews student records to verify completion of all graduation requirements.
5. Students who successfully satisfy all graduation requirements are certified for graduation by the Academic Advancement Committee.

## **RELATED DOCUMENTS**

Academic Policies and Procedures manual (6.g.1.) [Procedures Required for Graduation](#)

## **REFERENCES**

None

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** *(If applicable)*

**Title:**

**Date Retired:**



## 6.g.1. Procedures Required for Graduation

### **Procedures requiring documented competency for graduation**

All others procedures are optional and require direct supervision

### **Basic procedures: (General supervision appropriate only when competent)**

Medical students should be directly observed by a qualified supervisor while performing any of the listed procedures until they meet the requirement for performance of the procedure with indirect supervision with documented competency. Students will be observed successfully completing the specific procedure 1-3 times. A qualified supervisor (attending physician, residents, etc.) must be readily available while these procedures are being performed. Documentation (i.e. 1-3) must be finalized in order for students to meet graduation requirements. Direct observation is always required for sensitive exams (breast exam, pelvic, and Pap test specimen acquisition).

#### Basic Procedures requiring competency for Graduation

| Basic Procedures                                               | Number Required                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Breast exam (1 required for surgery clerkship and 1 for OBGYN) | 3                                                                                                                                                                                                                                                                                              |
| Finger stick                                                   | 3                                                                                                                                                                                                                                                                                              |
| Immunization Administration                                    | 3                                                                                                                                                                                                                                                                                              |
| Throat culture/rapid strep                                     | 3                                                                                                                                                                                                                                                                                              |
| IV placement                                                   | 3                                                                                                                                                                                                                                                                                              |
| Phlebotomy/venipuncture                                        | 3                                                                                                                                                                                                                                                                                              |
| Pelvic exam                                                    | 3-This can be any combination of inspection, speculum exam, bimanual exam, and/or rectovaginal exam. Students must do these exams with direct observation. All four components of the pelvic exam are not specifically required. Specimen acquisition does not have to occur during this exam. |
| PAP                                                            | 1-Perform Pap test specimen acquisition - students must perform the acquisition of a Pap test specimen once with direct observation. This exam can also count towards the 3 required pelvic exams.                                                                                             |
| Wet prep and KOH                                               | 1-Perform wet mount, KOH prep, microscopy - this does not have to inclusive of the patient interview or pelvic exam. For this one required encounter the student must do the microscopy with direct observation alone                                                                          |

**Competencies always requiring direct supervision:**

Those procedures carrying significant risk include any procedure requiring written consent from the patient as well as other invasive procedures such as central venous line placement, external or internal jugular vein puncture, joint aspiration, arterial line placement, lumbar puncture, thoracentesis, paracentesis, and others. Any student performing one of these procedures must be directly observed by a competent supervisor. The supervisor must be present and must be prepared to take over in the event of any difficulty.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>6.g.2. Extension of Graduation Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education, School of Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School           </div> <div style="width: 48%;"> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input checked="" type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input type="checkbox"/> 3 years |

## SCOPE

This policy applies to all students enrolled in the academic program who may be unable to complete graduation requirements within the standard timeline established by the Academic Advancement Committee (AAC).

## PURPOSE

To:

- Provide a structured process for extending the timeline for completion of graduation requirements
- Ensure fairness and flexibility for students facing unforeseen circumstances
- Clarify eligibility for delayed degree conferral and participation in commencement ceremonies

## POLICY STATEMENT(S)

- Students are expected to complete all academic requirements within the timeline established by the Academic Advancement Committee (AAC).
- In circumstances beyond a student's control, the AAC may grant an extension to complete requirements.
- The AAC may certify a student for graduation who has not completed all requirements, but is on track to complete all requirements

Eligible circumstances may include, but are not limited to:

- Illness or death of a family member or significant other
- Personal illness
- Delays in receipt of required evaluations

The AAC may, at its discretion:

- Extend the completion deadline to May 31, allowing certification for a May diploma

Additional degree conferral options include:

- August conferral:
  - For students in good academic standing who are expected to complete requirements by August
  - Students may participate in the May graduation ceremony prior to August degree conferral
- December conferral:
  - For students in good academic standing expected to complete requirements by December
  - Students may participate in the following May graduation ceremony

## DEFINITIONS

- **Academic Advancement Committee (AAC):** The committee responsible for evaluating academic progress, granting extensions, and determining eligibility for graduation and degree conferral.
- **Good Academic Standing:** Status indicating that a student is meeting institutional academic and professionalism standards.
- **Graduation Requirements:** All curricular, clinical, and administrative requirements necessary for degree completion.
- **Degree Conferral:** The formal awarding of a degree (e.g., May, August, or December).
- **Certification for Graduation:** Formal confirmation that a student has met all requirements necessary to receive a diploma.

## ENFORCEMENT

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## PROCEDURES

### Request for Extensions

- Students unable to complete graduation requirements on time due to extenuating circumstances may be considered for an extension by the AAC. The student must submit their request in writing at least 30 (thirty) days prior to that year's graduation date for consideration. Requests should be submitted to the Senior Associate Dean for Medical Student Education (Dr. Held) at [held@uchc.edu](mailto:held@uchc.edu).
- Circumstances are reviewed on an individualized basis

### AAC Review and Determination

- The AAC evaluates:
  - Nature of the delay
  - Feasibility of completing requirements within an extended timeframe
  - Student's academic standing
- The AAC may:
  - Approve extension to May 31 for May graduation eligibility
  - Determine eligibility for August or December degree conferral

## **Degree Conferral Pathways**

### **a. May Conferral (Extension to May 31)**

- Students completing requirements by May 31 may:
  - Be certified for May graduation
  - Receive a May diploma

### **b. August Conferral**

- Students must:
  - Be in good academic standing
  - Be expected to complete requirements by August
- Students may:
  - Participate in the May graduation ceremony
  - Receive degree in August

### **c. December Conferral**

- Students must:
  - Be in good academic standing
  - Be expected to complete requirements by December
- Students may:
  - Participate in the following May graduation ceremony

## **RELATED DOCUMENTS**

- Academic Advancement Committee policies and procedures
- Graduation and degree conferral timelines
- Institutional academic standards and progression policies

## **REFERENCES**

- Institutional guidelines governing graduation requirements and degree conferral
- Academic Advancement Committee governing documents

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

**REPLACES** (*If applicable*)

Title:

Date Retired:

## 6.h. Degree Programs and Scholarly Year

The standard M.D. program is four years in duration. Students may also apply to the following UConn combined and dual degree programs:

MD/PhD: 8-year duration (see policy 4.2.)

MD/MPH: 5-6 year duration (Masters of Public Health)\*

MD/MCTR 5-year duration (Masters in Clinical and Translational Research)

\*There is often additional work that is completed during the student's final medical school year to complete the MPH degree (such as the thesis) or an additional (6<sup>th</sup>) year.

At the time of this writing, the MD/MBA program is no longer a combined degree but students are welcome to apply separately to the MBA program.

If a student chooses to pursue a degree at another institution (or another school within the University of Connecticut), they must request a Scholarly Leave of Absence, the exact type depending on what enrollment change status is required between the UConn SOM and the other institution.

The M.D. scholarly year program is a leave of absence that allows students to enrich the standard program with up to a year of full-time academic work, outside of the formal combined and dual degree programs. In most (but not all) cases, work done during this scholarly year may exempt the student from the Capstone graduation requirement. Approval will be required by the Capstone leadership.

For additional information on any of these options and before taking a leave of absence (policy 4.e.) of any kind, please discuss with the Office of Medical Student Affairs.

## Section 7: Curriculum Governance

The committees and councils of the University of Connecticut School of Medicine (SOM) that pertain to governance in the SOM:

- Dean's Council
- Education Council (EC)
- Committee on Undergraduate Medical Education (CUME)
  - Curriculum Evaluation Committee (CEC)
  - Curriculum Advisory Committee (CAC)

Each committee is detailed in the following section including authority, membership, and duties.

*Policies included in this section:*

*7.a. Organizational Structure for the Committees and Councils of the School of Medicine*

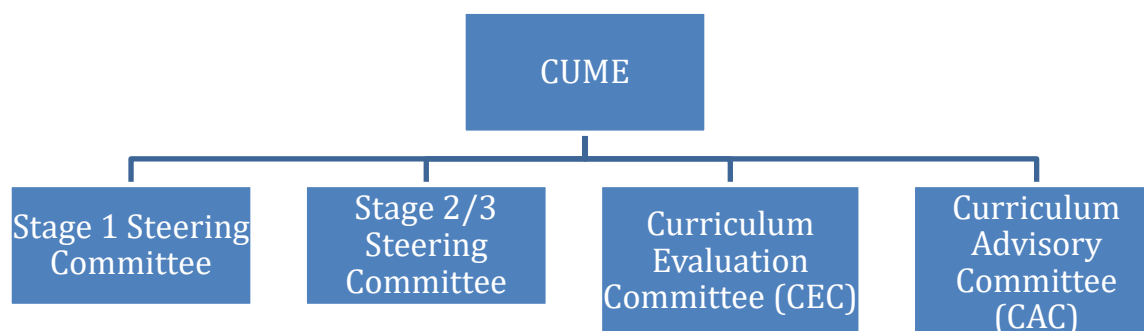


## 7.a. Organizational Structure

### Overview:

There are five policy and planning committees that serve the University of Connecticut School of Medicine, including Education, Research, Clinical Affairs, Public Issues and the Dean's Council. Education Council has oversight of education, provides vision, and oversees reform efforts. Dean's Council is advisory to the Dean and analyzes and reviews the work of the Councils but does not change policy. The Dean's Council advises the Dean regarding strategic planning and resource allocation decisions.

Education Council (EC) is the Central Governance body for all educational matters in the School of Medicine (including UME, GME and CCCME). All committees across the continuum of Medical Education and the Graduate School report information to the EC. EC has delegated policy development and approval to the individual program committees if that policy affects only that program; but for anything that affects more than one program or anything that can affect the culture of the school, EC has direct oversight. The committees that report information directly to EC include: Committee on Undergraduate Medical Education (CUME), Graduate Education Medical Committee (GMEC), Committee on Community & Continuing Medical Education (CCCME), and the Graduate Programs Committee (GPC). CUME serves as the school's curriculum committee for the educational program leading to the M.D. degree and has four sub-committees: the Curriculum Advisory Committee (CAC); the Curriculum Evaluation Committee (CEC); the Stage One Steering Committee (SOSC); and the Stage 2/3 Steering Committee (STSC) described in more detail below. The UME Leadership Team is made up of key educational leaders in the SOM and serves in an advisory capacity.



The following summarizes the organizational structure for curriculum governance, operational and advisory committees for the Undergraduate Medical Education program.

## **Education Council<sup>1</sup>**

### Duties

The Education Council (EC) formulates policies and plans for all SOM-sponsored educational activities across the educational continuum including, but not limited to, the undergraduate medical education, graduate and postgraduate medical education, continuing medical education, and community education. The EC is responsible for the culture, quality, and the strategic plan of each educational domain and considers integration with other educational domains. It oversees the integration of the SOM faculty into the Graduate Programs. It considers the roles of off-site faculty, affiliated hospitals, and community faculty in these educational endeavors. It makes recommendations regarding priorities for the use of available resources.

Educational committees representing each domain of the SOM-sponsored educational activities (e.g., CUME, GMEC, GPC, CCME) report to the Education Council on an ongoing basis; they retain the authority and responsibility for their respective educational domains. For example, the Committee on Undergraduate Medical Education (CUME) is responsible for the overall design, management, integration, evaluation, relevant policies and procedures, and enhancement of a coherent and coordinated medical curriculum.

### Authority

The Education Council has authority over all educational activities. As a matter of process, it must submit new strategic plans or major policy revisions to the Dean's Council for review and comment. In addition, decisions that require the allocation of new resources must be considered by the Dean's Council and approved by the Dean.

### Membership

One (1) Chief Academic Officer for Education (*ex officio*)

One (1) Chief Academic Officer of the Graduate School, Farmington campus (*ex officio*)

One (1) Faculty member from each standing EC policy subcommittee<sup>2</sup>

Five (5) elected basic science faculty members

Five (5) elected clinical faculty members

Terms of elected and appointed faculty members are staggered, and of 3 years duration. No member may serve more than two consecutive terms.

All members are voting members unless otherwise noted.

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<sup>1</sup> Excerpt from the School of Medicine Bylaws V1. A.

<sup>2</sup> These committees include CUME, GPC, GMEC, CCCME

## Committee on Undergraduate Medical Education (CUME)

### Duties

The Committee on Undergraduate Medical Education (CUME) serves as the principal curriculum committee for the educational program leading to the M.D. degree at the School of Medicine.

CUME is responsible for:

- Approving policies for all aspects of the undergraduate medical curriculum, including curriculum structure, educational philosophy, overall curriculum objectives, criteria for student assessment, promotion, and graduation criteria.
- Providing strategic oversight for the direction, evolution, and long-range planning of the educational program.
- This committee oversees management of the curriculum, and the ongoing review of individual courses, segments of the curriculum, and the curriculum as a whole.
- It assesses long-range needs regarding the direction and evolution of the educational program and explores and evaluates innovative trends in medical education.
- Ensuring compliance with LCME accreditation standards, institutional policies, and state/federal regulations.
- Overseeing the quality and effectiveness of curriculum delivery across all phases of the program, including basic science and clinical training.
- Receiving and acting upon regular reports from its standing subcommittees: the Curriculum Evaluation Committee (CEC), the Curriculum Advisory Committee (CAC), the Stage One Steering Committee (SOSC), and the Stage 2/3 Steering Committee (STSC).
- Ensuring that curricular planning and review processes promote fairness, reflect the varied backgrounds and experiences of learners and patients, and support accessible and respectful learning environments for all.
- Serving as a central hub for curricular feedback from students, faculty, and affiliated institutions, with mechanisms for closing the loop and communicating resulting actions.
- Annually approves the Academic Policy and Procedure Manual, the Course Catalog, and the Academic Calendar.

### Authority

CUME has been given authority over all educational activities related to the undergraduate medical education program. It directs the activities of, and receives regular reports from its subcommittees. All actions and/or recommendations of its subcommittees are reviewed and approved by CUME. At its discretion, and as appropriate, the CUME may create any *ad hoc* committee with current members or non-member faculty and students to address any aspect of the undergraduate medical education program (including researching and drafting policy).

In order to maintain effective communication between the subcommittees of CUME and the affiliated hospitals, the membership includes the chairs of the subcommittees and the Assistant Deans for Medical Education at the affiliated hospitals.

### Membership

With the exception of *ex officio* members and students, terms of faculty are of 3 years duration, and renewable once. CUME reviews membership annually; members must comply with 75% attendance requirement and participation. If a CUME member accumulates more than 3 unexcused absences during an academic year, that member's involvement will be discontinued.

### Ex-officio Non-voting Members

- Senior Associate Dean for Medical Student Education, SOM
- Associate Dean for Medical Education and Assessment
- Associate Dean for Academic Affairs, SoDM
- Associate Dean of Multicultural and Community Affairs
- Assistant Dean of Clinical Medical Education (Chair Stage 2/3 Steering Committee)
- Assistant Dean for Medical Student Affairs
- Assistant Dean, Preclerkship Medical Education (Chair Stage 1 Steering Committee)
- Medical Director for Continuing Medical Education
- Co-Chairs of CEC
- Co-Chairs of CAC

### Chair, Voting Member

The CUME Chair is elected from and by the faculty voting members below. They are elected for a 3-year term.

### Affiliated Hospital Integration

Assistant Deans for Medical Education (non-voting, ex-officio members) at affiliated hospitals serve as key liaisons between CUME and their respective clinical sites. They are responsible for:

- Ensuring the quality of clinical education.
- Coordinating with department chairs on faculty recognition and development.
- Addressing site-specific curricular issues that arise through CUME or subcommittee feedback.

### Voting Members

*After being nominated by the chair of a department or CUME members or via RFA to the faculty, the nominees are reviewed and ratified by the CUME.*

- Four (4) faculty from Basic Science Departments
- Five (5) faculty from Clinical Departments
- 8 Elected Medical Students (Only 4 vote at any one time and no more than one vote per class)

- One (1) representative from the School of Dental Medicine, selected by the Dean of the SoDM

Note: If a student returns from a leave and enters a different class, that student may remain on the committee as a third elected member of their new class. However, only one student per class may vote. A new student should then be recruited to any class with fewer than 2 representatives.

**There are 14 voting members. A quorum requires that there are at least a) 8 voting members present and b) a minimum of 5 voting faculty members.**

### **Curriculum Evaluation Committee (CEC)**

#### Duties

The Curriculum Evaluation Committee (CEC) is a standing subcommittee of the Committee on Undergraduate Medical Education (CUME). It is responsible for:

- Reviewing annual course evaluations and corresponding course director reports to identify strengths and areas for improvement.
- Reviewing course, clerkship, stage and curricular outcomes including national and local assessment data.
- Monitoring and reporting on newly implemented courses and substantive changes to existing curricular content.
- Conducting comprehensive reviews of each stage of the curriculum every two years and the curriculum as a whole on a two-year cycle in parallel with CAC. These reviews include benchmarking student performance against institutional learning objectives and national data.
- Ensuring continuous quality improvement in curricular delivery through data-informed recommendations.
- Monitoring institutional compliance with relevant LCME accreditation standards and reporting areas of concern to CUME.

#### Authority

CEC has delegated authority from CUME to oversee and make recommendations regarding curricular effectiveness and alignment with institutional goals. All recommendations and findings are reviewed by the UME Leadership Team and the Stage Sub-Committees and forwarded to CUME for review, ratification and implementation/ action planning decisions. The Co-Chairs of CEC serve as non-voting members of CUME and provide regular updates on evaluation activities and outcomes.

### Membership

With the exception of ex officio members and students, faculty terms are three years and renewable once. Members must comply with the 80% attendance requirement and participate actively in committee responsibilities.

### Ex-officio Voting Members

- Associate Dean for Medical Education and Assessment
- Assistant Dean for Clinical Medical Education
- Basic Science Principal

### Student Representatives

- Eight (8) medical students serve on CEC, with only four (4) voting at any one time
- No more than one (1) voting student per class

*Note: If a student changes class year due to a leave of absence, they may remain on CEC as a third representative of their new class, but only one student per class may vote.*

### Co-Chairs

- Two (2) Co-Chairs are elected from and by the elected faculty members (one (1) basic science and one (1) clinical faculty)

### Faculty Voting Members

- Four (4) faculty from Clinical Departments
- Four (4) faculty from Basic Science Departments

**15 voting members (including Co-Chairs if elected from voting faculty); 8 members constitute a quorum**

### Leadership Structure

CEC is led by two elected Co-Chairs. The Co-Chairs work collaboratively to set agendas, lead meetings, and represent CEC at CUME meetings.

## **Curriculum Advisory Committee (CAC)**

### Duties

The Curriculum Advisory Committee (CAC) is a standing subcommittee of the Committee on Undergraduate Medical Education (CUME). It is responsible for:

- Reviewing the integration and coordination of the curriculum leading to the M.D. degree across all three stages of the curriculum using course director reports, thus reviewing courses and clerkships on a two-year cycle.
- Conducting longitudinal analysis of curricular content to identify gaps, redundancies, and opportunities for improvement.

- Maintaining and updating the official curriculum map in collaboration with program leaders, course directors and clerkship directors.
- Recommending changes in content coverage to relevant program and clerkship directors and operating committees.
- Monitoring and reporting on newly implemented courses and substantive changes to existing curricular content.
- Conducting comprehensive reviews of each stage of the curriculum every two years and the curriculum as a whole on a two-year cycle. These reviews include program objectives and integration across the curriculum.
- Reporting findings and proposed action plans to CUME for oversight, strategic direction, and implementation.
- Supporting the alignment of curricular content with institutional priorities, including LCME accreditation standards and educational competencies.

#### Authority

CAC has delegated authority from CUME to advise on curriculum content, structure, and integration. Recommendations from CAC are reviewed by the UME Leadership Team and the Stage Sub-Committees and brought to CUME for implementation/ action planning and approval. The Co-Chairs of CAC serve as non-voting members of CUME and provide regular updates on the committee's activities.

#### Membership

With the exception of ex officio members and students, faculty terms are three years and renewable once. Members must comply with the 80% attendance requirement and participate actively in committee duties, which includes preparation of reports for committee review.

#### Ex-officio Voting Members

Senior Associate Dean for Medical Student Education  
 Assistant Dean for Preclerkship Medical Education  
 Clinical Principal  
 Curriculum Mapping Principal  
 Representative from Dental School

#### Student Representatives

- Eight (8) medical students serve on CAC, with only four (4) voting at any one time
- No more than one (1) voting student per class

*Note: If a student changes class year due to a leave of absence, they may remain on CEC as a third representative of their new class, but only one student per class may vote.*

#### Co-Chairs

- Two Co-Chairs are elected from and by the elected faculty members (1 basic science and 1 clinical faculty)

The following voting faculty representatives will be nominated by the appropriate Stage Steering committee:

Faculty Voting Members

- Four (4) faculty from Clinical Departments (Recommendation to include representation from an ambulatory setting, an inpatient setting, a surgical setting, and from clinical education in stage one)
- Four (4) faculty from Basic Science Departments (Recommendation to include representation from Stage 1 coursework and those who are familiar with content integration)

**17 voting members (including Co-Chairs if elected from voting faculty); 9 members constitute a quorum**

Leadership Structure

CAC is led by two elected Co-Chairs. The Co-Chairs work collaboratively to set agendas, lead meetings, and represent CAC at CUME meetings.



## Stage Subcommittees of the CUME:

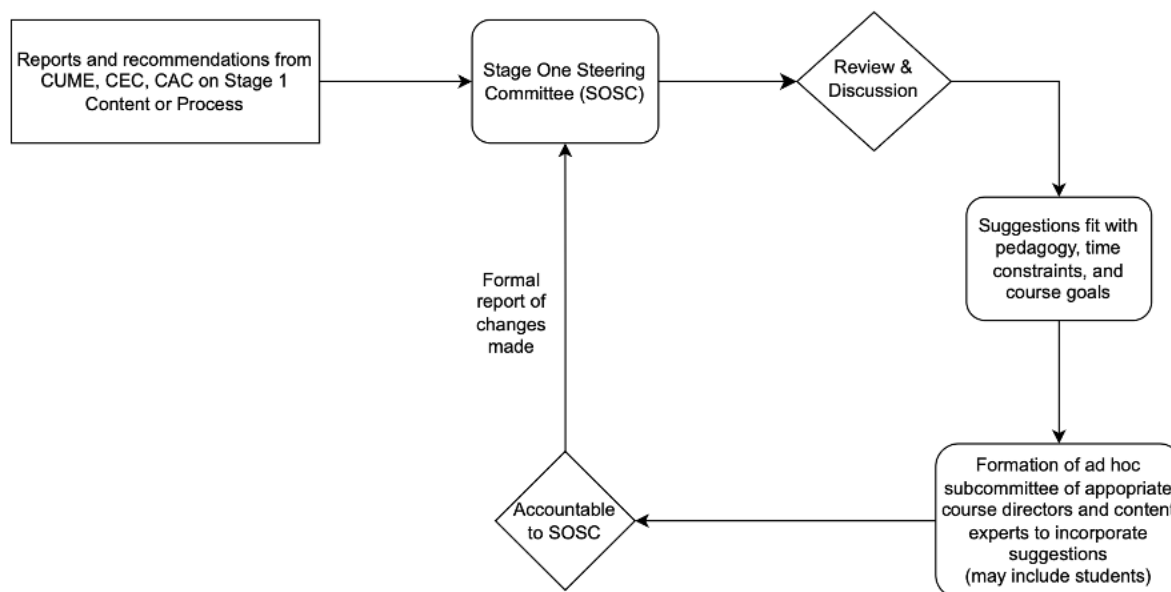
### **Stage One Steering Committee (SOSC)**

#### Duties

The Stage One Steering Committee (SOSC) is a multidisciplinary group charged with guiding the content, structure, and integration of the pre-clerkship (Stage 1) curriculum at the UConn School of Medicine. The committee ensures that students are adequately prepared for clinical clerkships and licensing exams (USMLE Step 1 and Step 2) by:

- Reviewing and recommending improvements in curricular content, sequencing, and delivery across all Stage 1 programs.
- Identifying redundancy, distribution imbalances, or integration gaps across courses and recommending content reorganization.
- Considering adjustments to assessments and pedagogical approaches to enhance learning outcomes.
- Serving as a forum for incorporating feedback from students, course directors, and institutional evaluation mechanisms (e.g., focus groups, questionnaires, or formal course evaluations).
- Responding to reports and action items from CUME and its subcommittees (CEC, CAC), and initiating curriculum revisions when appropriate.
- Ensuring alignment with overarching educational goals and accreditation requirements.

The SOSC may convene ad hoc subcommittees composed of relevant faculty, course directors, and student representatives to plan and implement specific curricular modifications. These changes are formally documented, reviewed by the SOSC, and reported back to CUME.



### Authority

The SOSC functions as a governance committee and planning body under the authority of CUME, with a focus on Stage 1 curriculum integration. It reviews curricular proposals and coordinates with course leaders to ensure recommendations are feasible and aligned with educational objectives. Final recommendations are submitted to CUME for ratification. Subcommittees report to the SOSC, which oversees documentation and follow-through on proposed changes.

### Membership

Membership includes core faculty from all Stage 1 programs, selected content experts, and MS3 and MS4 students who contribute retrospective insights. The committee is chaired by the Assistant Dean for Preclerkship Medical Education. All members are expected to actively participate in quarterly meetings and contribute to curriculum improvement initiatives.

### Voting Members

- One (1) faculty representative from each Stage 1 course:
  - FABLab
  - HSS
  - DOCC/CS
  - CLIC
  - Clinical Reasoning
  - Scholarship
  - CORE
- Longitudinal Content Faculty
- One (1) Stage One student
- One (1) Stage 2/3 student

### Ex-officio Non-voting Members

- Chair: Assistant Dean for Preclerkship Medical Education
- Senior Associate Dean for Medical Student Education
- Associate Dean for Medical Education and Assessment
- Assistant Dean for Clinical Medical Education
- Administrative Support

### Subcommittees

Ad hoc working groups may be formed to explore specific curricular issues or recommendations. These groups include appropriate faculty and students and are accountable to the SOSC. All formal reports of implemented changes are reviewed by the SOSC and submitted to CUME for final reporting and documentation.

## **Stage 2-3 Clerkship Steering Committee (STSC)**

### Duties

The Stage 2-3 clerkship committee (STSC) is responsible for overseeing the structure, quality, and implementation of clinical rotations/clerkships that medical students participate in during their third and fourth years. Specific domains that are addressed by this committee include:

- **Curriculum Oversight:** The committee ensures that each clerkship (e.g., internal medicine, surgery, pediatrics) meets educational goals and objectives and is aligned with accreditation standards (such as those from the LCME).
- **Assessment and Evaluation:** The committee helps design and review student assessments during clinical rotations (e.g., clinical evaluations, shelf exams, required observations). They also monitor grading practices to ensure fairness and consistency.
- **Quality Improvement:** Using student feedback, clinical site evaluations, and outcomes data, the committee works to improve the learning environment and clinical teaching quality.
- **Site and Preceptor Management:** The committee oversees which hospitals, clinics, or physicians are used for teaching, ensuring they provide a good educational experience and site comparability.
- **Policy Development:** The committee helps to develop and implement policies including clerkship requirements, remediation, professionalism, and duty hours.
- **Student Advocacy and Support:** The committee addresses students' concerns pertaining to their educational experience during clerkships.

### Membership

- All Stage 2/3 Clerkship Directors (including director of special courses and HSS)
- Student representatives from stage 2 and stage 3
- Faculty from scholarship
- Leadership
  - Senior Associate Dean for Medical Student Education
  - Assistant Dean for Medical Student Affairs
  - Associate Dean for Medical Education and Assessment
  - Assistant Dean for Clinical Medical Student Education
  - Clinical Principal
  - UME/ GME Liaison
- Administrative
  - Manager Stage 2/3
  - Admin Program Asst

### Voting Members

- One (1) faculty representative from each Stage 2/3 clinical course:
  - Pediatrics (2 votes)
  - AIE Peds (1 vote)
  - Internal Medicine (2 votes)
  - AIE Medicine (1 vote)
  - OB/GYN (1 vote)
  - Surgery (2 votes)
  - AIE Surgery (1 vote)
  - Neurology (1 vote)
  - Psychiatry (1 vote)
  - Family medicine (1 vote)
  - AIE Fam Med (1 vote)
  - Geriatrics (1 vote)
  - Radiology (1 vote)
  - Critical Care (1 vote)
  - Emergency Medicine (1 vote)
  - Special courses (1 vote)
  - Stage 2/3 HSS (1 vote)
  - 3 student reps in Stage 2, 3 student reps in Stage 3. (max student vote 4)

### Ex-officio Non-voting Members

- Chair: Clinical Principal
- Assistant Dean for Clinical Medical Education
- Senior Associate Dean for Medical Student Education
- Assistant Dean of Medical Student Affairs
- Associate Dean for Medical Education and Assessment
- Administrative Support

**24 voting members; 13 members is quorum**

## **Advisory**

**UME (Undergraduate Medical Education) Leadership Team or “TEAM”** plays a pivotal role in shaping the direction of medical education at the SOM. Comprised of key leaders in the school, their responsibilities include reviewing current curriculum issues, soliciting feedback from the student body when necessary, and advising other committees on potential action plans. While they do not have voting power on policies, their expertise and guidance serve as a compass for navigating the complex landscape of medical education, ensuring the best possible learning experience for aspiring healthcare professionals.

### **Current Membership:**

Senior Associate Dean for Medical Student Education  
Associate Dean for Medical Education and Assessment  
Associate Dean for Multicultural and Community Affairs  
Assistant Dean for Preclerkship Medical Education  
Assistant Dean for Medical Student Affairs  
Assistant Dean for Clinical Education  
Basic Science Principal  
Director, Social and Behavioral Sciences  
Curriculum Mapping Principal  
Director of Curricular Affairs

## Section 8: General Institutional Policies

Policies for UConn Health can be searched on the [Policy Manager website](#) (UCHC log-in credentials required unless policy is accessible via public link). For convenience, some of the policies specific to students can be found below, however, students are encouraged to read and review *all* UConn Health policies. For technical standards, see policy 2.g.

- [HIV/AIDS Non-Discrimination](#)
- [Persons with Disabilities](#)
- [Family Educational Rights and Privacy Act](#)
- [FERPA at University of Connecticut](#)
- [State records retention schedule for higher education](#)
- [Health Insurance Portability & Accountability Act](#)
- [UCHC HIPAA Privacy Policies](#)
- [UCHC HIPAA Security Policies](#)
- [AMA Code of Medical Ethics](#)
- [UConn guide to the State Code of Ethics](#) (applies to students who are also employees)
- [Conflict of Interest policy for SOM](#)
- [UCHC Rules of Conduct](#)
- [Drug-Free Schools & Campuses Act and Drug-Free Workplace Act](#)
- [University of Connecticut Code of Conduct](#)
- [Policy Against Discrimination, Harassment, and Related Interpersonal Violence](#)
- [Non-Retaliation Policy](#)
- [Title IX Federal Policy](#)
- [Workplace Violence Prevention](#)
  - [UConn Health Workplace Incident/Violence Report](#)
- [UConn Alcoholic Beverage Sales and Service Policy](#)

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLICY TITLE</b><br>9. Visitors in the UME Curriculum Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POLICY SPONSOR TITLE &amp; DEPARTMENT</b><br>Senior Associate Dean for Medical Student Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>APPLICABILITY</b><br><br><input type="checkbox"/> All UConn Health, including UConn John Dempsey Hospital<br><br><b>And/Or Select All That Apply:</b><br><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> UConn John Dempsey Hospital<br/> <input type="checkbox"/> UConn Medical Group<br/> <input type="checkbox"/> UConn Health Pharmacy Services, Inc.<br/> <input type="checkbox"/> Dental Clinics<br/> <input type="checkbox"/> Graduate School         </div> <div> <input type="checkbox"/> School of Dental Medicine<br/> <input checked="" type="checkbox"/> <b>School of Medicine</b><br/> <input type="checkbox"/> Research<br/> <input type="checkbox"/> Department or Entity<br/> <i>Provide Department or Entity Name(s):</i> </div> </div> | <b>POLICY CATEGORY</b><br><b>Select All That Apply:</b><br><br><input checked="" type="checkbox"/> Academic<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> Research<br><br><b>REVIEW CYCLE</b><br><br><input type="checkbox"/> 1 year<br><input type="checkbox"/> 2 years<br><input checked="" type="checkbox"/> 3 years |

## SCOPE

This policy applies to all curricular sessions within the Undergraduate Medical Education (UME) program at the UConn School of Medicine.

## PURPOSE

To define the conditions under which external individuals may be permitted to attend UME curricular sessions, ensuring the integrity of educational delivery and protection of patient-involved learning environments.

## POLICY STATEMENT(S)

The Undergraduate Medical Education curriculum is designed to educate accepted matriculants of the UConn School of Medicine in preparation for patient care, community engagement, and advancement of science and medical education. Due to the active, team-based and small-group nature of the curriculum—some of which includes patient interactions—external visitors are not permitted to attend, audit, or matriculate into classes alongside medical and dental students.

Teaching faculty may attend sessions for instructional preparation. External attendance may be considered only under circumstances that benefit the program and students. Requests must be submitted in writing to the Associate Dean for Medical Education and Assessment and include the date, time, reason for attendance, and the anticipated benefit to the program.

Requests will be reviewed by the UME Team on a case-by-case basis. External attendees must demonstrate a clear educational benefit for their participation.

Under no circumstances will the following individuals be permitted to attend classes:

- Prospective applicants to medical school
- Visiting students in clinical clerkships
- Family members of students or faculty

Structured visits coordinated by the Admissions Office for second-look applicants may be considered separately.

## **DEFINITIONS**

**External Individual:** Any person not currently enrolled as a medical or dental student or employed as teaching faculty within UConn SOM.

**Curricular Offering:** Any scheduled educational session within the UME curriculum

## **ENFORCEMENT**

Violations of this policy or procedures may result in appropriate disciplinary measures in accordance with By-Laws, Rules of Conduct, applicable collective bargaining agreements, other applicable Policies, student and/or resident/fellow codes of conduct, or as outlined in any procedures document related to this policy.

## **PROCEDURES**

1. Submit written request to Associate Dean for Medical Education and Assessment.
2. Include date, time, reason for attendance, and benefit to the program.
3. UME Leadership Team reviews and approves/denies request.
4. Admissions Office may coordinate structured visits for second-look applicants

## **RELATED DOCUMENTS**

- Admissions Office Guidelines for Second Look Visits
- UME Curriculum Overview
- Faculty Attendance Policy

## **REFERENCES**

- LCME Standards for Medical Education
- UConn SOM Curriculum Guidelines

## **POLICY HISTORY**

Created:

Revised: 07/2026

Reviewed without Revision:

## **REPLACES** (*If applicable*)

Title:

Date Retired:



## Section 10: Student Government

Medical Dental Student Government (MDSG) represents the medical and dental students of the UConn School of Medicine and School of Dental Medicine. MDSG plans social activities, distributes funding to student groups, and advocates for the student body to the academic leaders of both schools. They also work with the Wellness Committee to plan activities to promote resilience and well-being.

Current students may visit MDSG online [here](#).

Questions about the student government may be directed to [mdsg@uchc.edu](mailto:mdsg@uchc.edu) or any current officer.

*Policies included in this section:*

*10.a. Constitution of the Medical/Dental Student Government (MDSG)*

## 10.a. Constitution of the Medical/Dental Student Government (MDSG)

### Preamble

We the medical and dental students of the University of Connecticut (UConn) Schools of Medicine and Dental Medicine (hereafter, “the student body”), in order to represent us to and enhance communication with the University administration, manage those organizations we may establish, safeguard our treasury, execute the planning of our events, and promote the general academic, cultural, and social well-being of ourselves and those who will follow us, do ordain and establish this constitution for the Medical/Dental Student Government (hereafter, “MDSG”).

### Article I – Legislative Body

“The General Body shall be the legislative body of MDSG. It will consist of the following members: a President, a Medical Vice President, a Dental Vice President, a Treasurer, a Secretary, one Medical school and Dental school Class Representative from each class, two Medical and one Dental school Social Chairs from both the first and second year classes, one Medical and one Dental Chair of Community Outreach, and at least one Historian from each of the third and fourth year classes. It shall meet as needed at the sole discretion of the Chair of the Central Committee.

The voting members (hereafter, “the Central Committee”) shall consist of a President, a Medical Vice President, a Dental Vice President, a Treasurer, a Secretary, the Medical and Dental Class Representatives from each class. It shall write and vote on the regulations of MDSG. Any member of the Central Committee may propose new regulations. A simple majority is sufficient to enact a regulation.

The Central Committee shall appropriate the budget of MDSG and assign funds to different student organizations, planned events, or other expenditures. The Central Committee shall have the power to write rules regarding its procedures and conduct. The Central Committee shall have jurisdiction over all events or projects planned by MDSG, but shall delegate responsibility for those events which concern specific classes to the Social Chairs of those classes or any other designated representatives the Committee shall appoint. The Central Committee may designate representatives to plan any event sponsored by MDSG as it sees appropriate.

The Central Committee shall manage the election of, but exercise no control over, the positions of representatives to the Committee on Undergraduate Medical Education (hereafter, “CUME”) and its three subcommittees: Curriculum Evaluation Subcommittee – Medicine (CEC), Curriculum Advisory Subcommittee – Medicine (CAC), and Curriculum Policy Subcommittee – Medicine. MDSG shall exercise no role in determining when to hold elections, the term length

of representatives, or any other factor not directly related to the conduct of the election of these representatives.

The Central Committee shall meet not less than once a month while classes are in session. The Central Committee shall omit a meeting at the sole discretion of the Chairperson. These meetings shall be open to all persons unless the Central Committee votes by simple majority to enter Executive Session.

A quorum of the Central Committee shall be three quarters of the current committee, to conduct and enact official business of MDSG. That quorum must include the President and one of the Vice Presidents. The Chairperson of the committee shall have the authority to call a special meeting that requires the attendance of all members of the Central Committee with not less than three days' notice.

Members of the Central Committee shall serve terms of one year, the timeframe of which being delineated by Article IV, Elections. Only members of the first year class at the time of election shall be eligible to sit in positions of President, Vice President, Treasurer, or Secretary. Only members of the incoming second and third year classes at the time of election shall be eligible to sit in the position of Chair of Community Outreach.”

## **Article II – Executive Officers**

“It shall be the responsibility of the President to chair all meetings of the Central Committee. The President shall schedule all meetings of the Central Committee and shall announce these meetings with adequate notification. The President may call a special meeting with a minimum of three days’ notice. The President shall prepare an agenda for each meeting held. The President shall be the representative of MDSG to the faculty, administration, and other staff of the University of Connecticut. The President shall also be the representative of MDSG to any outside group. At any time, the President may designate another member of the Central Committee to act on his or her behalf in these representative roles. The President shall be responsible for communicating the procedures and rules of MDSG as decided by the Central Committee to the student body except where these concern finance. The President shall be responsible for enforcing these rules and regulations. At any time, the President may designate another member of MDSG to perform these functions. Significant changes to the public space of MDSG must have the approval of the President prior to enactment.

When the Class Representatives convey concerns from their constituents to the appropriate Vice President, it shall be the responsibility of that Vice President to carry those concerns to the Central Committee for consideration. Vice Presidents are expected to hold Class Representatives accountable for regularly surveying the concerns of their respective classes. Additionally, the Medical Vice President shall act as a liaison between MDSG and the UConn School of Medicine Alumni Board. In this capacity, they are expected to attend board meetings, advocate for student body interests, and communicate relevant updates back to MDSG.

It shall be the responsibility of the Treasurer to dispense MDSG funds to student organizations, students, and other parties acting in the service of the student body or MDSG as according to the regulations of the Central Committee. The Treasurer shall be responsible for enforcing the rules and regulations of the Central Committee as they concern finance and for communicating these rules to the student body.

The Treasurer shall only dispense MDSG funds upon completion of such requirements as the Central Committee shall deem sufficient. The deposit of funds owed to MDSG in the account of MDSG shall be the responsibility of the Treasurer. The monitoring of all disbursements, deposits, and other transactions involving MDSG funds shall be the responsibility of the Treasurer. In accordance with these responsibilities, it shall be the duty of the Treasurer to maintain the budget of MDSG and advise the Central Committee on all matters pertaining to finance, including a monthly report on the state of MDSG accounts to be delivered at the meeting of the Central Committee. The Treasurer shall maintain and journal actions performed in the course of carrying out the office of the Treasurer. The Treasurer shall also maintain a log of all transactions that shall include, but are not be limited to, copies in either physical, electronic, or both forms. These records shall be available to any member of the Central Committee on request from that member.

It shall be the responsibility of the Secretary to record the minutes of all Central Committee meetings and to maintain a record of these minutes. The Secretary shall also distribute these minutes to the members of the Central Committee following any meeting. If there remain issues to be brought up at the next meeting from a prior meeting, it shall be the responsibility of the Secretary to present such. In the absence of the Secretary at a meeting of the Central Committee, one of the Vice Presidents shall assume the responsibilities of the Secretary on recommendation of the Chairperson. It shall be the responsibility of the Secretary to maintain the public space of MDSG. The Secretary shall coordinate operations of this space and may request the assistance of other members of the Central Committee to perform these functions.

It shall be the responsibility of the Chairs of Community Outreach to act as liaison between students, faculty, and community organizations on community service and community outreach activities. The Medical Chair of Community Outreach shall focus on service opportunities for medical students, and the Dental Chair of Community Outreach shall focus on service opportunities for dental students. The Medical and Dental Chairs of Community Outreach shall work together on issues related to students serving the surrounding community. The Medical and Dental Chairs of Community Outreach shall serve as the Student Organization Collaborative Committee representative on behalf of the Medical Dental Student Government and attend the monthly meetings to provide updates and initiatives for student organization collaboration.

It shall be the responsibility of the Social Chairs to plan and execute those events or projects that MDSG sponsors. Social Chairs shall be responsible for those events or projects that concern their particular class as well as the greater student body. At any time, Social Chairs may request the input or assistance of other members of the Central Committee. The Central Committee shall be kept apprised of all matters related to the planning and execution of these events or

projects. No event or project may exceed the amount decided in the budget without the unanimous consent of the President and Treasurer.

It shall be the responsibility of the Class Representatives to regularly interact with the class they represent, through a medium of their choice, in order to gather the opinions and concerns of their class. These communications must be readily available to all students equally, and communications from the Class Representative will be verbalized during MDSG meetings.

It shall be the role of the Historian to advise the current Central Committee on actions and regulations being considered, lending their experience as former Central Committee members.”

### **Article III – Advisors**

The advisors to MDSG shall be the Deans of Students of the Medical and Dental Schools. They shall give counsel and advice to the members of MDSG when consulted but shall not have a vote, power, or binding force in the affairs of MDSG or its Central Committee. The counsel of the advisors shall be considered by the Central Committee of MDSG when given. The Central Committee of MDSG shall meet with their advisors not less than twice per year, with one of these meetings taking place within one month of the election of new officers in each semester. The advisors shall have the power to call the members of the Central Committee to a meeting with at least one week notice.

### **Article IV – Elections and Terms of Office**

“There shall be two elections in each academic year for the offices of MDSG. The first shall be announced in the final weeks of Block A/D or opening weeks of Block B/E and will cover the offices of President, Treasurer, Medical and Dental Vice Presidents, Secretary, Class Representatives of the Second, Third, and Fourth Year Classes, and Chairs of Community Outreach. All of these positions have a one-year long term. Persons interested in any of these positions shall deliver a personal statement to the President of MDSG or an alternative designated by the President who shall post these statements on the public space of MDSG and in any other generally accessible place as he or she deems sufficient. The elections will be overseen by the current Secretary, who will run elections in accordance with current best practices. Candidates may run for multiple positions, but in the case that a candidate wins multiple elections, may only serve in a single office of their own choice.

In the event of electoral malfeasance, the President may disqualify offending candidates and call for a new election for one or all positions concerned to occur not less than one week from the date of the original election. The winners of this election shall be announced to the student body within two days of conclusion of the election. In the event of a tie vote, a runoff shall be held between those candidates. This shall continue until such time as a candidate receives a majority of the votes.

The roles of First Year Social Chairs and First Year Class Representatives shall be filled by an election announced during the first few weeks of classes. These positions have a one-year term. This election shall take place shortly after the announcement of the election. Only members of the first year classes shall be eligible to vote or run for office in this election and it shall occur in the manner of the election of the Class Representatives of the Second, Third, and Fourth Year Classes.

At the end of Block B/E, newly-elected officers shall take office following discussion with the former officer in their respective role. In such time as an office of MDSG is vacated for any reason, the remaining members of the Central Committee shall announce a special election to fill that role. This special election shall not take place more than one month from the date of vacancy except for the offices of the President and Treasurer. Special elections for the offices of President and Treasurer shall occur no later than one and a half weeks from the date of vacancy. The election shall follow all procedures laid out in this constitution concerning the normal election for the vacant position save those concerning the class year which elects those positions. The class that originally elected the officer formerly occupying the vacant position shall vote in this special election even if that class has advanced in standing since the original election for the vacant position. Those elected to vacated offices shall serve out the remainder of the term of that office.

At any point in the year, any member of the Central Committee can bring forward a request for a vote of no confidence for individual Central Committee members. A simple majority will forward the request to a formal vote of no confidence. This vote of no confidence shall be held within three weeks of receipt of the request and shall be overseen by the Class Representatives. All members of the Central Committee save the member under vote for no confidence participate in this election. Any position thus voted on will be vacated if three quarters of the voting members pass the vote of no confidence. If the entire Central Committee is vacated, it shall be filled in an election run by the Class Representatives. Those members held in no confidence shall be ineligible for election to any position in MDSG in any subsequent election.

Any member of MDSG who is required to repeat a year shall vacate their office.

## **Article V – Budget**

The funding of MDSG shall come from the activity fee levied on each member of the student body upon the arrival of a new academic year. These fees shall be kept in an account within the purview of the Finance Department of the University of Connecticut Health Center (hereafter, "Finance"). The total amount of funds present in the account of MDSG shall be determined no later than September 1 of every academic year unless Finance is unable to provide such numbers. In this case, the best estimate of the balance from the prior year shall be used until such time as accurate numbers are obtained. These funds shall be allocated according to the rules and regulations determined by the Central Committee.

No less than 5% of the total activity fees received from all classes should remain in the MDSG checking account at the conclusion of every academic year.

- a. This 5% requirement shall immediately be raised to 15% in the event that the STIF balance falls below \$20,000.

Requests for funds shall take place through forms or other means provided and deemed sufficient by the Central Committee. Any such forms or other means shall be publicly available and explained on the public space of MDSG or by request to any member of MDSG.

The Treasurer shall announce the procedures for filing a fund request within two weeks of the start of a new semester. These instructions shall also be posted on the public space of MDSG. Instructions for filing funding appeals will also be posted on the public space of MDSG. At the sole discretion of the Treasurer and President, with consultation of other members of the Central Committee as deemed appropriate, disbursements may be made in excess of allocated funds or to purposes hitherto unplanned. Any such use of funds must be announced to the Central Committee within one week of the request being fulfilled.

The bylaws of the State of Connecticut demand that any purchases in excess of the amount prescribed by law must be presented to and processed by the Purchasing Department of the University of Connecticut Health Center. No transaction concerning MDSG funds shall occur without both the President and the Treasurer in full concurrence on the validity and appropriateness of the transaction. The signatures of the President and the Treasurer shall both be required for any disbursements made with the funds of MDSG. These signatures shall appear on such form or forms as the Central Committee deems sufficient for that purpose.

The funding cycle for each year concludes at the end of ILO week at 11:59 p.m. Eastern Time after Block C. Any funds requested after this date and time will be allocated from the budget for the following academic year.

The MDSG has access to two accounts: a checking account and a short-term investment fund (STIF) account that accrues 5% interest annually. Student activity fees paid annually by medical and dental students are deposited automatically into the checking account. Money can then be moved per the guidelines below to and from the checking account and STIF account.

- The STIF account should have a minimum balance of \$20,000 at the end of ILO week at 11:59 p.m. Eastern Time after Block C.
- Any transfer from the STIF account into the checking account shall go to a simple majority vote of the Central Committee, unless the following apply:
  - Any withdrawal expected to bring the STIF balance below the minimum balance of \$20,000 shall go to a simple majority vote by the student body.
  - Any withdrawal out of the STIF account greater than or equal to \$50,000 shall go to a simple majority vote by the student body.
  - Within an academic year (starting and ending at the end of ILO week at 11:59 p.m. Eastern Time after Block C), total transfers from the STIF account to the checking account shall be no greater than \$49,999.99. Any transfers

exceeding this total amount shall go to a simple majority vote by the student body.

#### **Article VI – Public space**

The Central Committee shall maintain a publicly-accessible space for posting of MDSG information and materials. This public space shall contain the names, titles, and emails of the members of the Central Committee, and these shall be available to all members of the student body. The Central Committee may determine the content of this public space and shall direct the Secretary to prepare the space as they decide.

#### **Article VII – Amendments**

The General Body shall, whenever two thirds of its body agrees, have the power to amend this constitution. Any member of the General Body may propose amendments. The full General Body must be in attendance for ratification of proposed amendments. All amendments considered and ratified must be presented to the advisors of MDSG and all four classes of the Medical and Dental schools upon ratification. The student body may request a reconsideration vote through their Class Representatives who shall manage this vote. Upon simple majority vote against the amendment with all classes voting, the amendment shall be nullified. No amendment that has been called for reconsideration shall take effect until the reconsideration vote has concluded and is in favor of the amendment.

#### **Article VIII – Ratification**

The unanimous affirmative consent of the members of MDSG at the time of this constitution's creation shall be sufficient for its ratification. This constitution shall be presented to the advisors of MDSG upon ratification. Upon ratification, those officers of MDSG already extant shall serve out the remainder of their terms under the constitution.