



UCDAVIS
SCHOOL OF MEDICINE

UC Davis School of Medicine

Medical Student Policy Handbook

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I. Introduction

The UC Davis Medical Student Handbook is an official web-based document on policies of the UC Davis School of Medicine. Policies and information contained in this publication and website are subject to change without notice and do not constitute a contract between the medical student and the UC Davis School of Medicine. Students should note that the faculty of the medical school has the right to amend the School's bylaws and regulations at any time by using the procedure set forth in the UC Davis School of Medicine's Bylaws and Regulations.

The polices contained in Medical Student Handbook are in accordance with general University of California and UC Davis School of Medicine rules and regulations and are applicable to all medical students during the course of their medical school education.

Students are responsible for knowing medical school policies and procedures. When necessary, students should verify any information about curriculum requirements, teaching facilities, by-laws, rules, regulations and policies, procedures or other information with the Office of Medical Education. The Handbook does not contain detailed information specific to the medical school curriculum, individual courses and content.

The Handbook can be downloaded and printed from the website.

II. Codes of Conduct

Matriculation in medical school is the beginning of an intensive, rigorous, and extended process of education and enculturation into one of the most demanding of professions. Successful completion of the requirements for graduation from medical school and the conferring of the degree of Doctor of Medicine, as well as those of post graduate medical education programs, require far more than just the mastery of a body of scientific knowledge and technical skills. Physicians in training must also consistently demonstrate that they possess the character traits essential to the ethical practice of medicine. A student or resident who excels in the acquisition of medical knowledge and the execution of clinical skills, but who does not consistently demonstrate an understanding of, appreciation for, and compliance with the standards of professionalism and academic integrity set forth in this document lacks essential elements of a medical professional.

The UC Davis School of Medicine recognizes its obligation to the University of California, the profession of medicine, and the society of which we are a part, to insure that the degree of Doctor of Medicine, and certification of successful completion of a residency training program, is conferred only upon those who fully and completely meet the standards of academic achievement, integrity, and professionalism.

All members of the UC Davis School of Medicine community are obligated to be aware of and subscribe to ethical values, codes, and standards of conduct which have been adopted at the level of the university, the Davis Campus, and the School of Medicine.

A. University of California Statement of Ethical Values and Standards of Ethical Conduct

Members of the University of California community are committed to the highest ethical standards in furtherance of our mission of teaching, research and public service. We recognize that we hold the University in trust for the people of the State of California. Our policies, procedures, and standards provide guidance for application of the ethical values stated below in our daily life and work as members of this community.

Pursuit of the University of California mission of teaching, research and public service requires a shared commitment to the core values of the University as well as a commitment to the ethical conduct of all University activities. In that spirit, the Standards of Ethical Conduct are a statement of our belief in ethical, legal and professional behavior in all of our dealings inside and outside the University.

Full Text: [UC Statement of Ethical Values and Standards \(pdf\)](#)

B. University of California Code of Conduct for Students

Students are members of both society and the University community, with attendant rights and responsibilities. Students are expected to comply with all laws and with University policies and campus regulations.

Full Text: <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc100.html>

C. UC Davis Principles of Community

The University of California, Davis, is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances.

Full text: <http://principles.ucdavis.edu>

D. Medical Student Pledge of Ethics

Similar to the Hippocratic and other oaths taken by those graduating from a medical school, the Medical Student Pledge of Ethics prepares students for the four years ahead of them.

Full text: [Medical Student Pledge of Ethics \(pdf\)](#)

This pledge is administered at the White Coat Ceremony during orientation week.

E. Professionalism Statement

Professionalism in general is the expectation that you will abide by the standards expected of your chosen profession. The practice of medicine requires the highest standards of personal and social responsibility. These standards should be fostered during medical training as well as throughout practice.

Full text: [Professionalism Statement \(pdf\)](#)

This statement is signed by each student during orientation week.

III. Faculty Bylaws and Regulations

According to University of California policy, the Faculty of the School of Medicine shall form and conduct the governance of the School of Medicine, subject to the Bylaws and Regulations of the Academic Senate of the University of California.

Refer to: [School of Medicine Bylaws & Regulations \(pdf\)](#)

Faculty Senate: www.ucdmc.ucdavis.edu/medschool/somsenate/

A. Admission

Refer to: [School of Medicine Bylaws & Regulations \(pdf\)](#), Section 50 (A), (B), and (C): Regulations of the Faculty of the School of Medicine.

B. Requirements for M.D. Degree

[School of Medicine Bylaws & Regulations \(pdf\)](#), Section 60 (A) and (B): Requirements for the Doctor of Medicine Degree.

C. Grades & Grading

Refer to: [School of Medicine Bylaws & Regulations \(pdf\)](#), Section 70 (A), (B), (C), (D), (E), (F), (G), (H), and (I): Regulations for Grades and Grading.

D. Courses & Credit Units

Refer to: [School of Medicine Bylaws & Regulations \(pdf\)](#), Section 76 (A), (B), (C), and (D): Regulations for Courses and Credit Unit regulations.

E. Remediation/Probation/Dismissal

Refer to: [School of Medicine Bylaws & Regulations \(pdf\)](#), Section 80 (A), (B), (C), (D), and (E): Regulations for Remediation, Probation and Dismissal regulations.

IV. Learning Climate

A. Primacy of Patient Care and the Educational Imperative

Caring for the needs of our patients, and offering medical care to the best of our ability, supersedes other concerns. Nothing in this policy shall undermine the primacy of this obligation. We also seek to foster a supportive, responsible, fair and professional atmosphere conducive to learning. These goals can and should be, in practically all circumstances, mutually supportive. Furthermore, these goals represent an amplification of the University of California Statement of Ethical Values and an extension of the University of California Standards of Ethical Conduct

B. Desired Standard of Conduct

Our UC Davis community cultivates a learning environment free of harassment, intimidation, disrespect, exploitation, and abuse. For ourselves and those around us, we strive for personal and professional excellence. We recognize our interdependent obligation to create supportive

conditions, which foster such excellence. We shall treat one another with kindness, honesty, fairness and respect. The charged, life-and-death issues, which we confront in modern healthcare, can sometimes test our commitment to such behavioral standards. Educational and healthcare professionalism demands our best efforts. In educational activities and in conducting the academic dialectic, we weigh competing ideas, don't always agree with one another, and are expected to provide honest feedback regarding performance. We understand the sensitivity of such processes. Real or perceived ridicule/reprisal can seriously undermine the effort, and in some cases extinguish the fragile light of inquiry, innovation, and creativity. We commit to standards of civilized behavior and dialogue which encourage the best efforts of all involved.

C. UC Davis Health System Policy on Mistreatment

The members of the UC Davis Health System (includes the hospital, clinics, School of Medicine and all other supporting structures and their personnel) community are dedicated to creating and sustaining a community of healthcare professionals in which every member is encouraged and empowered to exercise his/her right to participate in a respectful and abuse-free work environment. The UC Davis Health System will not tolerate the mistreatment of any member of its healthcare community. Mistreatment is defined as showing a lack of respect or acting in an abusive manner toward another individual.

This policy is intended to be read as consistent and in concert with other UC Davis policies regarding community (<http://principles.ucdavis.edu/>), violence, harassment, and discrimination in the workplace. The policy outlines the policy and procedures for reporting faculty, student, and staff mistreatment within the health system.

D. UC Davis Health System Policy

Website: http://intranet.ucdmc.ucdavis.edu/policies/hospital_policies_and_procedures/index.shtml

Reporting Mistreatment:

<http://intranet.ucdmc.ucdavis.edu/ucdhs/onthejobresources/mistreatment.shtml>

E. University Policy on Nondiscrimination and Sexual Harassment

The University of California, in accordance with applicable Federal and State law and university policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and related medical conditions), disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The university also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in university programs and activities.

UC Davis Website: <http://sja.ucdavis.edu/nondiscrimination.html>

F. UC Davis Policies on Sexual Harassment

Sexual harassment is prohibited by law and University policy. UC Davis has established complaint resolution procedures for students to use if they have concerns or complaints regarding suspected sexual harassment.

UC Davis Website: <http://sja.ucdavis.edu/sexual-harassment.html>

The UC Davis policy provides the primary procedures for students, faculty, staff, or others to report allegations of sexual harassment, and procedures for responding to such reports. While there are other complaint resolution and grievance procedures through which sexual harassment complaints may be made, this section takes precedence over any other available procedures.

Reporting Sexual Harassment: [University of California Sexual Harassment Policy \(pdf\)](#)

G. Grievance Procedures for Students

Students having questions or concerns about suspected arbitrary treatment, discrimination or harassment based on prohibited bias may seek informal assistance or file a formal grievance may be made against individual students, student organizations, staff, or faculty, or about a university policy, procedure, practice, or department. The student should provide a written statement of the concerns to the head of the department involved. If unsatisfied with the response, the student may contact Student Judicial Affairs for information and assistance regarding available informal and formal grievance processes

Grievance Procedures: <http://sja.ucdavis.edu/grievance-procedures.html>

V. Electronic Communications

A. UC Davis Health System Electronic Mail Policy

This policy mandates the use of only the University of California, Davis, Health System (UCDHS) official e-mail account for all UCDHS business related activities and provides alternative methods for sending secured information. The official UCDHS email system is Lotus Notes.

All UCDHS personnel (employees, faculty, staff, volunteer and students) must use the official Health System e-mail (currently Lotus Notes) for all work related activities related to UCDHS business. Individuals shall not auto forward their Lotus Notes account to any other non-UCDHS e-mail account, including but not limited to the ucdavis.edu account, Google, Hotmail, Yahoo, etc. Individuals may, however, forward their ucdavis.edu e-mail account to their official UCDHS account.

UC Davis Health System:

http://intranet.ucdmc.ucdavis.edu/policies/hospital_policies_and_procedures/index.shtml

B. University of California Policy

The University of California encourages the use of electronic communications to share information and knowledge in support of the university's mission of education, research and public service and to conduct the university's business. To this end, the university supports and provides interactive electronic communications services and facilities for telecommunications, mail, publishing, and broadcasting.

Recognizing the convergence of technologies based on voice, video, and data networks, as Presidential Policy, the University of California Electronic Communications Policy establishes principles, rules, and procedures applying to all members of the university community to specifically address issues particular to the use of electronic communications. It clarifies the applicability of law to electronic communications and references other university guidelines to ensure consistent application of the Electronic Communications Policy on all university campuses.

The Policy covers allowable users, uses, restrictions on use, privacy and confidentiality, security, and retention/disposition of records.

University of California Website:

<http://www.ucop.edu/ucophome/policies/ec/html/pp081805ecp.html#PROVISIONS>

C. UC Davis Policy

The use of electronic communications resources is limited by restrictions that apply to all university property and by constraints necessary for the reliable operation of electronic communications systems and services. The university reserves the right to deny use of its electronic communications services when necessary to satisfy these restrictions and constraints.

The policy is modeled after the UC Policy and covers allowable users, uses, restrictions on use. It references a number of related policies on such issues as copyright, commercial activities, and telecommunications services.

UC Davis Website: <http://manuals.ucdavis.edu/ppm/310/310-23.htm>

D. UC Davis Health System Policy

This policy outlines acceptable use of UC Davis Health System computers and electronic communication and supplements the UC Davis policy. The policy covers unacceptable use and enforcement.

The following activities are, in general, prohibited unless performed in the course of an individual's specific job responsibilities. This policy applies to employees, students, contractors, consultants and volunteers who work for or provide services to the UC Davis Medical Center (UCDMC). The activities below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by UCDMC.
- Providing information about, or lists of, UCDMC employees, staff, faculty, patients or affiliates to parties outside UCDMC.
- Access to websites that contain pornography or adult/sexually explicit information.
- Access to websites that contain information pertaining to gambling, hate speech or criminal skills.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

UC Davis Health System Policy:

http://intranet.ucdmc.ucdavis.edu/policies/hospital_policies_and_procedures/index.shtml

VI. Admissions

A. Premedical Requirements - Admission Requirements

Physicians should have a broad college level education in the natural, social, and behavioral sciences and the humanities. We require the MCAT (taken within the last 36 months) and three years (90 semester hours or 135 quarter hours) in an accredited college or university that include the specific requirements listed below.

Required college-level course (verified by AMCAS)

- Biological Sciences: 1 year
- Chemistry, general and organic sequence: 2 years
- Physics: 1 year

For more information visit:

<http://www.ucdmc.ucdavis.edu/mdprogram/admissions/requirements.html>

B. Non-Academic Standards

The Selection Process

In considering applications for admission, the admissions committee looks at an applicant's scholastic record; new Medical College Admissions Test (MCAT) results; reports from teachers, advisers and interviewers regarding intellectual capability, motivation, emotional stability and personal dedication; and the applicant's awareness of the scientific, organizational, social and economic problems facing modern medicine. Selection criteria include academic credentials; personal traits including character, motivation, capacity for work; experiences in the health sciences, human services, or community; career objectives; and the individual's ability to make a positive contribution to society, the profession, the discipline, and the school.

UC Davis School of Medicine gives preference to California residents and to applicants who are United States citizens or permanent residents.

Refer to: <http://www.ucdmc.ucdavis.edu/mdprogram/admissions/how-to-apply.html>

C. Computer Requirements

The UC Davis School of Medicine maintains the same computer ownership expectations and requirements as the Davis campus. More information regarding these requirements and expectations can be found at the following Web site: Student Computer Ownership: <http://computerownership.ucdavis.edu>

VII. Student Records

A. FERPA

FERPA (Family Educational Rights and Privacy Act), the California Information Practice Act, and the California State Constitution protect the privacy of paper and electronic records containing confidential student information.

Refer to: <http://sja.ucdavis.edu/files/quickguide.pdf> for detailed information contained in the “Quick Guide to Privacy of Student Records,”

Refer to: (<http://manuals.ucdavis.edu/PPM/contents.htm#320>) for UC Davis policies on records that provides information on: All staff of the UC Davis School of Medicine have received FERPA training and are committed to protecting the privacy of confidential student information. The Student Records office will assist you with any questions.

B. Grade Change

All grades are final when filed by the Instructor of Record. "A grade may be changed only for the correction of clerical or procedural error."

Refer to: [School of Medicine Bylaws & Regulations \(pdf\)](#) Section 70(H) for additional information on grade changes and appeals.

C. Health Insurance Requirement

The University of California Regents mandates that *all* students have health insurance. This is a non-academic condition of admission to the School of Medicine M.D. program.

UC Davis School of Medicine provides Western Health Advantage Insurance Plan to meet this requirement. If you have comparable insurance, you may waive out of the Western Health Advantage Plan.

For more information about student health insurance plans and rates, please visit the Registrar’s Office at <http://www.ucdmc.ucdavis.edu/mdprogram/registrar/index.html>. Insurance plans and rates are subject to change.

Health/Vision/Dental Insurance Waiver Form:
<http://www.ucdmc.ucdavis.edu/mdprogram/medicalstudentpolicies/pdfs/studentrecords/Insurance-Waiver-FormJune2011.pdf>

D. Disability Insurance Requirement

Disability insurance fees are mandatory and apply to M.D. students only, and do not apply to interns and residents or health science academics. The annual disability insurance fee will be assessed to the medical students account during fall quarter. The School of Medicine M.D. Degree Program Student Fee Schedule includes information concerning disability insurance fee rates and availability, which is offered during orientation and on the school website at: <http://budget.ucdavis.edu/studentfees/current/documents/2012-2013/2012-13%20SOM.pdf>

Disability Insurance Policies and Plan Information:

[UC Davis School of Medicine Long Term Disability Insurance Coverage Policy](#) (pdf)

[The Guardian Blanket Insurance Plan](#) (pdf)

[Blanket Accident and Health Insurance Policy](#) (pdf)

E. Health Immunization Requirements

All medical students must have the following immunization and infectious disease/immunity screening performed before attendance at UCD SOM. This form must be completed by your health care provider. Please note: Vaccination records/labs alone are NOT sufficient.

Refer to: [Health Requirements](#) (pdf)

Refer to: [Health Immunization Form](#) (pdf)

F. Leave of Absence

There are three options available for taking a leave of absence from the UC Davis School of Medicine:

- 1) Planned Educational Leave Program (PELP)
- 2) Non-PELP Leave
- 3) Time-Off Leave.

You are required to file leave paperwork with the School of Medicine's Registrar's Office for any leave of absence. Visit the Office of the Registrar's webpage found at:

<http://www.ucdmc.ucdavis.edu/mdprogram/registrar/index.html>

G. HIPAA Certification

All students are responsible for complying with UC Davis School of Medicine and Health System policy to complete an annual HIPAA module and turn in proof of same to the School of Medicine. The School of Medicine Registrar's Office tracks your HIPAA compliance.

Refer to: <http://www.ucdmc.ucdavis.edu/compliance/Quiz/2010PrivacySecurity/player.html> to access the HIPAA module quiz.

VIII. Financial Aid

The UC Davis Health System financial aid office provides information and resources to help financially support our students' educational goals. Federal, state, and university regulations are subject to change.

For more information about financial aid visit:

<http://www.ucdmc.ucdavis.edu/medschool/financialaid/index.html>

A. Regulations on Truth in Reporting

Giving permission to state agencies to obtain income tax information and certifying your application

By electronically signing FAFSA on the Web or signing a PDF or paper FAFSA, you also give permission to the state financial aid agency to which information is being sent to obtain income tax information for all persons required to report income and for all periods reported on this form. Finally, by electronically signing FAFSA on the Web or signing a PDF or paper FAFSA, you are certifying that the data you are providing the Secretary of Education is true and accurate as of the date signed. The Higher Education Act provides that the Secretary can verify certain student and parental data with the Internal Revenue Service (IRS) and other federal agencies to insure its accuracy.

For more information about FAFSA visit: <http://www.fafsa.ed.gov/>

B. Eligibility

The satisfactory academic progress (SAP) and financial aid eligibility policy has been established in response to the Federal Student Assistance General Provisions governing satisfactory academic progress.

For more information about SAP visit:

<http://www.ucdmc.ucdavis.edu/financialaid/eligibility.html>

For School of Medicine policies on satisfactory academic progress and financial aid eligibility click here: [Medical School Policy](#)

For Family Nurse Practitioner and Physician Assistant Program satisfactory progress and financial aid eligibility click here: [FNP/PA Program Policy](#)

C. Registration Fee Refund Policy/Non-Enrollment

Planned Educational Leave Program (PELP), Leave of Absence, Withdrawal, Dismissal, Return of Title IV Funds and Registration Fee Refunds:

For students who paid fees and subsequently withdraw, are dismissed, PELP, or take a leave of absence with official approval before the end of any quarter, fees are refunded according to the Student Refund Schedule:

Refer to <http://www.ucdmc.ucdavis.edu/medschool/financialaid/refunds.html>

Contact the School of Medicine registrar for questions and/or advice regarding changes to your academic plan. Procedures and request forms are also available.

Registrar: <http://www.ucdmc.ucdavis.edu/mdprogram/registrar/graduates.html>

For the PELP information and form visit:

http://www.ucdmc.ucdavis.edu/mdprogram/registrar/pdfs/SOM_Leave%20_Form_0708.pdf

D. Fee Deadlines and Penalties

Each quarter, after student fees and other outstanding charges are paid, financial aid refunds are prepared by the Student Accounting office. Refunds are generally available within 3-5 days of the fee payment deadline.

Direct deposit is recommended for all students (enroll online here). Be sure to confirm the actual deposit date with your banking institution. Another option for your refund is UC's TotalPay Visa Debit Card. View the TotalPay Card FAQ for details. (In the event a paper check is issued, it will be held at the Davis campus Student Accounting office for 20 days, and then mailed to the address on your campus SISWEB account.)

Refer to the annual academic calendar for MD curriculum. Click [here](#) to view the academic calendar

IX. Curriculum

A. Computer Ownership

All matriculating medical students are expected to own a portable computer that meets minimum specifications. The faculty established this policy in 2003 to meet the following educational objectives.

- Emphasize the critical role of information technology in medical education and medical practice.
- Participate in required, in-class computer-based learning activities such team-based learning, calibrated peer review, on-line testing digital microscopy, and access to the electronic medical record.
- Enhance the learning experience of lectures, conferences, problem-based learning, and clinical activities by accessing web-based resources and tools for collaboration and communication.
- Access critical resources for learning and information management while based at affiliated clinical sites.

Refer to: [Computer Ownership Policy \(pdf\)](#)

B. Attendance Policy

Years 1 & 2

Class Attendance Policies in the Pre-Clerkship Curriculum

The purpose of this policy is to clarify responsibility and procedures for defining course-specific attendance policies and informing students of such policies. The policy also defines a standard procedure for excused absences that can be modified by individual Instructors of Record.

Refer to: [Notification of Class Attendance \(pdf\)](#) for full text/policy

Year 3 Clerkships

In order to gain the knowledge and skills needed to successfully complete the third year, experiential learning is essential. This requires a student to maintain consistent participation and attendance throughout the third year.

Refer to: Year 3 [Absence Policy \(pdf\)](#)

Refer to: Year 3 [Absense Form \(pdf\)](#)

C. Duty Hours

Years 3 & 4

Medical Students are held to the same Duty Hours standards as that of the residents. It is the responsibility of clinical educators and departments to ensure this policy is implemented.

D. Drop Policies

Years 1 & 2

The Instructor of Record may establish a course-specific policy that governs the student's option to drop that course. Where a course-specific drop policy is established, it must be made available to the student in the course syllabus or in writing at the time of course enrollment. If a course-specific drop policy has not been established then the drop policy for the course defaults to the School of Medicine drop policy. Exceptions to the course-specific or School of Medicine drop policy may be granted only with the approval of both the Dean-level administrative officer whose portfolio includes curriculum and the Instructor of Record. The default School of Medicine policy allows students to drop a course at or before:

(1) 40% of the scheduled course hours have been completed (scheduled course hours is defined as the number of all scheduled contact hours for that student, in that course. This includes, but is not limited to laboratory, discussion, and lecture); or,

(2) 40% of the available course credits have been assigned (e.g., a course that includes ten 5 point quizzes and a 50 point final would permit a drop up to the eighth 5 point quiz), if this occurs before 40% of the scheduled course hours have been completed. (Am. 6/25/08)

Refer to: [School of Medicine Bylaws & Regulations \(pdf\)](#), Section 70 (H)

Year 3 Clerkships

Students taking any one of the required clerkships (IMD 430, FAP 430, SUR 430, PED 430, OBG 430, PSY 430) will only be allowed to drop the course at the discretion of the IOR(s) of that clerkship, who in consultation with the Associate Dean for Curriculum and Competency Development, feels that the student's circumstances are extenuating. Otherwise, there is no pre-defined period of course completion in which a student may drop the clerkship without penalty (i.e. Y, I, or F).

Year 4

Fourth year students must obtain permission from a department to drop their course within two weeks of the first day of the rotation. Dropping Courses is not permitted by 4th Year students once the Registrar's Office begins graduation checks

E. Deferral of Clerkships

Refer to: Committee on Educational Policy Guidelines: [Deferral of Third Year Clerkships \(pdf\)](#) for full text/policy

F. Examination Policies

Year 1 & 2

Refer to: [Exam Policy - Years 1 & 2 \(pdf\)](#)

Year 3

Refer to: [Exam Policy - Year 3 \(pdf\)](#)

G. Fourth Year Scheduling Policies

The fourth year curriculum will provide you with breadth and depth of learning experiences while helping you attain competencies at an advanced level (sub-internship) in the domains of patient care, knowledge, interpersonal and communication skills, professionalism, system-based practice, life-long learning, and practice-based learning. The faculty expects that your program will be academically broad and vigorous, with courses and clerkships selected to prepare you for the supervised practice of medicine in any field. There is flexibility within the schedule to provide diverse opportunities for in-depth exploration of areas of interest to you while helping you to select and prepare for the residency of your choice.

Refer to Year 4 Scheduling: [Fourth Year Scheduling \(pdf\)](#)

H. Grades and Grading

Refer to: [School of Medicine Bylaws & Regulations \(pdf\)](#), Section 70 (A), (B), (D), (E), (F), (G), and (H): Requirements for the Degree of Doctor of Medicine.

I. Leave of Absence (PELP)

The Planned Educational Leave Program allows any registered student-undergraduate or graduate-to temporarily suspend academic work at UC Davis. Undergraduates may take one such leave during their academic career at UC Davis and that leave is limited to one quarter in duration. For graduate students the maximum leave is up to one year. Undergraduates apply for PELP at the Office of the University Registrar. Graduate students apply through their departments and professional students apply through their Dean's office.

Refer to: [Leave of Absence \(pdf\)](#)

J. Reentering After Research

Students returning to the School of Medicine to begin their clinical education after an extended absence may be expected to complete clinical refresher experience prior to returning to clerkships.

K. Learning Disability Accommodations

The School of Medicine is committed to providing accommodations to students that are found eligible for services. The approved services may not alter the curriculum. Students requesting services must follow the policies within the guidelines provided through the UC Davis, campus' Student Disability Office (SDC) to receive accommodations. Please refer to <http://sdc.ucdavis.edu/> for policies and guidelines. Please contact the School's student disability coordinator for questions about making an application for test accommodations for the USMLE step 1 or 2 CS or CK examinations.

X. Student Progress

A. Student Progress in Medical School

Students are expected to adhere to a schedule that will result in graduation 4 years after matriculation. Requests for exception to this 4-year rule require approval by the Committee on Student Progress. Failure to adhere to the 4-year timetable without written approval from the Committee on Student Progress may result in academic probation. Standing exceptions include approved leaves and approved dual degree/research tracks which require a modified curriculum. Committee on Student Progress recommendations that involve/require extensions of the 4-year rule are de facto approval of the extension time. Extension of the time allowed for satisfaction of the requirements for graduation beyond six years from time of matriculation will require specific action by the Committee on Student Progress. (Am. 11/5/85; 12/31/94; 3/26/07, 11/19/10)

Refer to: [School of Medicine Bylaws & Regulations \(pdf\)](#) 60(A)1: Requirements for the Degree of Doctor of Medicine for full text

Refer to: [Graduation Requirements](#) for Academic Requirements for the Degree of Doctor of Medicine

For M.D. Curriculum Expectations visit:

<http://www.ucdmc.ucdavis.edu/mdprogram/curriculum/courses/index.html>

For Doctoring and Clinical Performance Exam Expectations visit:

<http://www.ucdmc.ucdavis.edu/mdprogram/clinicalskills/index.html>

4. Committee on Student Progress (CSP)

The Committee on Student Progress is a Standing Committee of the Faculty Senate.

Refer to: [School of Medicine Bylaws & Regulations \(pdf\)](#) Article 4.0 Section 4.225: Committee on Student Progress

The CSP meets with all students brought before them for academic or professionalism difficulties in accord with the UC Davis School of Medicine Bylaws & Regulations.

Refer to: [Committee on Student Progress \(pdf\)](#) for full text of CSP description, role and responsibilities.

5. Evaluation of Student Performance

The Committee on Student Progress shall ensure the formulation and application of effective procedures for the evaluation of student performance, which is defined to include both academic achievement and professional competence, as stated in Regulation 70 (A).

Refer to: [School of Medicine Bylaws & Regulations \(pdf\)](#) Section 4.225:42252-422531: E. Committee on Student Progress: Duties and Responsibilities

6. Remediation

The purpose of remediation is to assist the student with meeting the academic and/or professional requirements for satisfactory progress in the curriculum. Students must follow the remediation approved by the Committee on Student Progress in conjunction with IOR input.

Refer to full text: [Remediation Pathways \(pdf\)](#)

Refer to: [School of Medicine Bylaws & Regulations \(pdf\)](#) Section 80 (A): Remediation

XI. Graduation Requirements

A. Graduation Requirements for the Degree of Doctor of Medicine

Graduation Competencies

Students are expected to demonstrate competencies expected by the faculty in patient care, medical knowledge, interpersonal and communication skills, professionalism, system-based practice, life-long learning skills, and practice-based learning.

For more information: <http://www.ucdmc.ucdavis.edu/mdprogram/curriculum/overview.html>

B. Course Requirements

Students must successfully pass all required courses in the pre-clerkship curriculum, the third year clinical clerkships, and fourth year electives and courses that count toward required weeks of instruction.

C. Curriculum Details

Curriculum Map: <http://www.ucdmc.ucdavis.edu/mdprogram/curriculum/courses/index.html>

Year 1:

http://www.ucdmc.ucdavis.edu/mdprogram/curriculum/pre-clerkship_curriculum.html

Year 2:

http://www.ucdmc.ucdavis.edu/mdprogram/curriculum/preclerkship_curriculum_year2.html

Year 3: http://www.ucdmc.ucdavis.edu/mdprogram/curriculum/clinical_curriculum.html

Year 4: Overview

http://www.ucdmc.ucdavis.edu/mdprogram/curriculum/clinical_curriculum_year4.html

Specifics: <http://internet-stage/mdprogram/medicalstudentpolicies/pdfs/graduation-requirements/FYG-Schedule.pdf>

D. Fourth Year Clinical Performance Exam (CPX)

The CPX assesses students' ability to perform a focused history, physical examination, and initial evaluation of a standardized patient who presents with a common clinical condition. Students are required to review videos of their interactions, perform a self-assessment, meet with a faculty member to review performance, and develop an action plan to improve their clinical skills.

E. USMLE Requirements

Students are expected to take, pass and complete USMLE step 1, 2 (CK and CS) exams at specific timelines in their education. Students are allowed up to three (3) attempts to pass the exam before they may be considered for dismissal.

USMLE Step 1

The School of Medicine Bylaws and Regulations require that you take and pass the USMLE Step 1. The deadline for successfully completing the test is April 15 (unless this date falls on a Sunday the deadline is April 16 in order to continue your enrollment with third year clerkships in spring quarter).

A passing score on USMLE Step 1 is a pre-requisite for the third year clerkships.

USMLE Step 2

The USMLE Step 2 (CK and CS) must be taken by December 31 of the year prior to graduation. Passing scores on both exams are required for graduation.

Refer to www.usmle.org for application and practice exams for the CK and CS. Students with a learning or other disability are responsible for making specific application to the NBME for test accommodations. Students should contact the Academic Support Program office for assistance.

XII. Facilities/Education Building

A. Facilities/Education Building

Classroom and Room Reservation visit:

<https://somapp.ucdmc.ucdavis.edu/meded/scheduling/>

Classroom and Room Reservation Guidelines refer to:

https://somapp.ucdmc.ucdavis.edu/meded/scheduling/pdf/Confirmation_Guidelines.pdf

B. Bicycle Rack Map

The map on this page shows the locations of all the bicycle racks, lockers, and cages. If you have any questions about bicycle use and policies on campus or to learn about our [alternative transportation options and benefits](#) please contact our Commuter Choice Coordinator.

Visit http://www.ucdmc.ucdavis.edu/parking/green_commuter/bicycle/index.html for map and more information.

C. Parking/Transportation

Student Parking and Permits

Unless marked otherwise, all parking areas at UC Davis Medical Center, including off-site and leased facilities, are reserved for permit-only parking for students, staff, government, or vendor/service vehicles. To use these areas, vehicles must display a valid permit and/or license plate. All permits must be authorized and issued by Parking Services. In lots 14, 16, 18 and 25, one-day permits can be purchased from a dispensing machine via cash or credit card.

Student permit parking is on a "first-come, first-serve" basis and does not guarantee the holder a reserved parking space. It provides the opportunity to legally park where space is available.

Permits are not for resale and are not transferrable to other persons. Permits are for use by the purchaser only. Only one parking permit may be purchased per person.

Visit: http://www.ucdmc.ucdavis.edu/parking/parking_student/ for more information.

D. UC Davis Medical Center Shuttle Services

Med-Transit shuttle services connects the main hospital with various locations within the medical center area, including public transportation. The routes provide service to/from the main hospital, clinics, parking lots, Kiwanis House, Ronald McDonald House and various buildings on the medical center campus.

Med-Transit operates the UC Davis/UC Davis Medical Center Shuttle between the medical center and the UC Davis campus.

Special event transportation is also supported by the Med-Transit shuttle service Shuttle Routes Map: <http://www.ucdmc.ucdavis.edu/parking/map/index.html>

E. UC Davis/UC Davis Medical Center Shuttle

The UC Davis/UC Davis Medical Center Shuttle is a service for persons affiliated with the University of California (this includes faculty, staff, students, interns, volunteers, patients, and visitors.) This service runs Monday through Friday excluding university holidays. All of our shuttles are ADA accessible.

Visit: <http://www.ucdmc.ucdavis.edu/parking/transportation/intercampus/> for more information.

F. Alternative Transportation Options

For alternative transportation choices, visit: http://www.ucdmc.ucdavis.edu/parking/green_commuter/

Visit: http://www.ucdmc.ucdavis.edu/parking/green_commuter/carpool/index.html for more information on car pools; van pool; transit light rail; bicycling; Amtrak; shuttle service

G. Emergency Evacuation Plan

Education Building Fire and Evacuation Plan

<http://www.ucdmc.ucdavis.edu/mdprogram/medicalstudentpolicies/pdfs/facilities/UCDHS-Fire-and-Evacuation-PlanNoPtCare-EducationBldgJuly2011.pdf>