TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
Paul L. Foster School of Medicine

Medical Education Program Policy

Policy Name:	**Off-cycle Entry Into Year 3**				
Policy Domain:	Clerkship Phase		**Refers to LCME Element(s):**	9.9	
Approval Authority:	Curriculum and Educational Policy Committee (CEPC)	**Adopted:**	10/16/2017 *Asynchronous voting from 10/9/2017*	**Date Last Reviewed:**	May 2023
Responsible Executive:	Associate Dean for Medical Education	**Date Last Revised:**	May 2023		
Responsible Office:	Office of Medical Education	**Contact:**	Mirjana Babic, M.P.A. mbabic@ttuhsc.edu		

1. **Policy Statement:** As described in the PLFSOM academic catalog, students are expected to begin the third year of the M.D. degree program with the first clerkship block of the academic year. Under special circumstances (such as a delay in passing USMLE Step 1), students may be permitted to begin their third year with the second clerkship block.
2. **Reason for Policy**:
   - To prevent issues due to educational program constraints related to coordination of the clerkship intersessions and fourth year requirements.
3. **Who Should Read This Policy**:
   - Clerkship directors and coordinators
   - Members of the Committee on Student Grading and Promotion
   - Students
4. **Resources**: This policy is administratively supported and disseminated by the Office of Medical Education.
5. **Definitions**:
   - **Off-cycle:** Any student who is taking a required course or clerkship through an offering at a time other than as intended by the standard degree plan.
6. **The Policy**: Students are expected to begin the third year of the M.D. degree program with the first clerkship block of the academic year.
   - Under special circumstances (such as a delay in passing USMLE Step 1, suspension or Leave of Absence)), students may be permitted to enter the third year with the second clerkship block (off-cycle).
   - Students entering in the first or second block are **required** to attend all orientation and Intersession activities in order to optimally prepare them for their clinical experiences.
   - **The policy related to Step 1 and entrance into the clerkship phase is outlined in the Grading, Promotion, and Academic Standing (GPAS) Policy which can be found at the following link:** GPAS-Grading_Promotion_and_Academic_Standing_Policy_.pdf

Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.